

BOI Security Badge Holder Responsibilities

RESTRICTIONS / REQUIREMENTS	BADGE RETURN							
<ul style="list-style-type: none"> • When using your badge, you must be in the performance of your official job duties. • If your badge expires you will not be able to work until you get a new badge. If you need to be fingerprinted, you need to wait for your clearance before being issued a new badge; during this time you cannot be escorted, you cannot receive a concourse pass, you CANNOT work. • Never leave your badge in a vehicle • NEVER let someone else use your badge and NEVER use another person's badge. • Notify the Badging Office within 10 days of name or address changes. • NEVER use your badge to gain access to the airport to board a flight. In other words, do not use it when going on a vacation. • NEVER seek entry to or exit from a sterile area except through designated entrances or exits. • ALWAYS enter sterile areas by going through a checkpoint or card reader that has been installed to inspect or approve your access. • NEVER falsify, forge, counterfeit, alter or tamper with any badge. The overlay must not be removed. Badges must be in a protective cover at all times. If it peels off, please visit the Badging Office to have it replaced. • NEVER tamper with or hamper the operation of any security device. • "Tools of the Trade" (scissors, knives, box cutters and other sharp cutting instruments) must be secured and out of the reach of the public at all times. • If a violation has occurred, you will be subject to sanctions that may include; Ada County Citation, criminal charges and/or badge suspension/revocation. 	<p>You must turn in your badge to the Badging Office or the Airport Operations if...</p> <ul style="list-style-type: none"> • You quit your job • You are transferred or reassigned • You are terminated • On Medical Leave • The Airport Police or Operations request your badge <p>All BOI security badges are the property of the airport. If your employer requests you to surrender your badge to the company, you must request a receipt as proof of return. Failure to return your badge is considered a violation of city regulations and will result in a \$100.00 penalty.</p> <tr> <th colspan="2" data-bbox="812 800 1521 873">LOST OR STOLEN BADGES</th></tr> <td> <p>Notify the Badging Office immediately if your badge is lost or stolen. Email us at BOIcredentialing@cityofboise.org or call 208-972-8450. The employee is responsible for the cost of replacing the lost or stolen badge.</p> <p>Fees for lost or stolen badges are: 1st offense \$50.00 2nd offense: \$75.00 must test w/signatory 3rd offense: \$100.00 w/suspension or revocation</p> <p>If you locate your badge, return it to the Credentialing Office. If your badge is returned within 30 days of the expiration date on the badge you will be refunded for all the lost fees minus \$25 for the cost of the replacement badge. Refunds are mailed to the address on file in the Badging Office.</p> </td> <td> <tr> <th colspan="2" data-bbox="812 1465 1521 1539">STERILE AREA ACCESS RULES</th></tr> <td> <p>If a card reader is installed at the door, hold your badge to the reader and enter your four-digit PIN number and press #.</p> <p>If you detect a problem or determine that a door is not working call Airport Operations 208-972-8420.</p> <p>If you accidentally set off an alarm... You must standby until Airport Operations clears your badge.</p> </td></td>	LOST OR STOLEN BADGES		<p>Notify the Badging Office immediately if your badge is lost or stolen. Email us at BOIcredentialing@cityofboise.org or call 208-972-8450. The employee is responsible for the cost of replacing the lost or stolen badge.</p> <p>Fees for lost or stolen badges are: 1st offense \$50.00 2nd offense: \$75.00 must test w/signatory 3rd offense: \$100.00 w/suspension or revocation</p> <p>If you locate your badge, return it to the Credentialing Office. If your badge is returned within 30 days of the expiration date on the badge you will be refunded for all the lost fees minus \$25 for the cost of the replacement badge. Refunds are mailed to the address on file in the Badging Office.</p>	<tr> <th colspan="2" data-bbox="812 1465 1521 1539">STERILE AREA ACCESS RULES</th></tr> <td> <p>If a card reader is installed at the door, hold your badge to the reader and enter your four-digit PIN number and press #.</p> <p>If you detect a problem or determine that a door is not working call Airport Operations 208-972-8420.</p> <p>If you accidentally set off an alarm... You must standby until Airport Operations clears your badge.</p> </td>	STERILE AREA ACCESS RULES		<p>If a card reader is installed at the door, hold your badge to the reader and enter your four-digit PIN number and press #.</p> <p>If you detect a problem or determine that a door is not working call Airport Operations 208-972-8420.</p> <p>If you accidentally set off an alarm... You must standby until Airport Operations clears your badge.</p>
LOST OR STOLEN BADGES								
STERILE AREA ACCESS RULES								

BADGE COVER POLICY

Your BOI airport security identification badge must be kept in a plastic protector at all times. One will be provided with your badge at no cost. If your badge stops working, return to the Badging Office or to the Airport Operations on the third floor for assistance after hours. There will be no charge to replace badges that are undamaged and remain secured in the plastic badge protector. However, there will be a \$25 fee to replace badges that are no longer in the plastic badge protector.

IF YOU WORK FOR MULTIPLE EMPLOYERS

Badge Display Requirements: You must always display the appropriate company badge while working at the airport. Badge sharing or interchanging between companies is strictly prohibited. To work for multiple employers at the airport, submit an application signed by each company you work for to the Badging Office. If you leave a company, you must return your badge within 30 days to avoid a violation. Violations may result in financial penalties, City of Boise citation, and TSA Legal action, and future badge suspension or revocation. Ensure updates are made promptly to prevent access from being turned off without notification.

NO PIGGYBACKING

Piggybacking is the practice of allowing someone to follow you through a security door.

Each badged person entering a secured area is required to gain access by use of their own valid security identification badge. You do not know whether the person behind you has access rights.

IF YOU GO THROUGH A SECURITY DOOR, YOU ARE RESPONSIBLE FOR THE SECURITY OF THAT DOOR UNTIL IT IS SHUT AND SECURED BEHIND YOU.

Signage has been installed as a reminder. **Violators will be cited.**

POSSIBLE PENALTIES FOR AIRPORT SECURITY ORDINANCE VIOLATIONS

Administrative / In-House SECURITY CITATION	CRIMINAL CITATION	TSA CIVIL PENALTY
<p><i>Possible sanctions include:</i></p> <ul style="list-style-type: none">• Warning letter• Security class• Security badge suspension• Security badge revocation• Forward to City Legal & TSA	<p>All security ordinance violations are misdemeanors. You could receive City of Boise citation that could result in legal fines and revocations of the DMV department.</p>	<p>TSA has the authority to issue civil penalties up to the administrative maximums found in 49 C.F.R. § 1503.401, which may undergo annual inflation adjustment more frequently than this sanctions policy is updated.</p>

IF YOU ARE CONVICTED OF A DISQUALIFYING CRIMINAL OFFENSE, YOU MUST NOTIFY THE AIRPORT CREDENTIALING AT 208-972-8450 WITHIN 24 HOURS. IF AFTER HOURS, LEAVE A MESSAGE.

Anyone violating aviation security requirements resulting in revocation of their BOI-issued security badge will be added to the TSA Centralized Revocation Database for a period of 5 years.