



City of Phoenix Aviation Department Rules & Regulations

Number: 05-01

Authority

This Rule and Regulation is promulgated pursuant to City Code Chapter IV Article I. 4-2

Rule and Regulations

Airport issued access or identification media.

Aviation Department issued access or identification media is required of any person employed to perform duties on the Restricted or Sterile Area of airport property or other areas designated by the Aviation Director. The individual will:

1. not be allowed to be escorted in the restricted or sterile area or other areas designated by the Aviation Director while waiting completion of the badging process,
2. always wear and properly display above the waist and on the outer most garment the Airport issued identification media in areas where identification is a requirement by federal law and/or the Aviation Director,
3. immediately report stolen or lost access or identification media to the Aviation Department Badging Office, or if closed, the Airport Communications Center,
4. return Access or Identification media immediately upon any of the following occurrences:
 - a. At the request of the Airport Director, or his assignee; or
 - b. Termination of the requirement for the media;
 - c. Expiration of the identification media;
 - d. Damage to either the identification or access media.

Enforcement: If a badge holder fails to abide by this rule and regulation, he/she is subject to the following:

1. at the direction of the Aviation Director or his assignee, the badge must be returned immediately,
2. a notice of violation (NOV) will be issued and the badge holder will be required to attend a hearing where the Hearing Officer will determine whether the privilege of the badge will be revoked.

Roles and Responsibilities

1. The Aviation Department has authorized the Operations Division to conduct inspections and enforce violations of the Rules and Regulations

for Sky Harbor International Airport. Federal Regulations 49 CFR 1540 and 1542, and 14 CFR Part 139 pertains to the safety and security of the Airport. All violators shall be subject to citation and/or NOV.

2. The Airside Operations Supervisor (O-30) is responsible for the City's compliance with the Airport Security Program as set forth in 49 CFR 1542.

References and Definitions

1. 49 CFR 1540 and 1542.
2. Badging process: A series of procedures that the Badging office must complete prior to the granting of the media to the applicant.
3. City of Phoenix Code Chapter IV. City codes relative to Aviation.
4. Airport Issued Identification Media: A badge approved by the Badging Office and Aviation Department for persons who are working in areas controlled by the City of Phoenix.
5. Airport Issued Access Media: A key or access control device approved by the Badging Office and Aviation Department for persons who require access to an area controlled by the City of Phoenix.
6. Notice of Violation: (NOV) A citation issued by Airside Operations, or Landside Operations personnel that addresses non-compliance with a security or safety rule or regulation.

The foregoing rule and regulation is hereby adopted and promulgated this 23rd day, of September, 2024



Aviation Director



Assistant City Attorney