

ESCORT PROCEDURES

For Questions Regarding
Escort Procedures,
Contact the Badging Office
801-575-2423

It is a violation to
conduct an escort
without the "E" on
your badge.

Everyone being
escorted into the
sterile area must
first complete the
TSA screening
process.

If the person you are
escorting fails to
remain with you,
or if you
observe an improper
escort, contact:
801-575-2401

NUMBERS TO REMEMBER

**Emergencies
801-575-2911**

**Non-Emergencies
801-575-2401**

**Badging
801-575-2423**

What Is Escort Authority?

An Authorized Signer has granted you the operational need to conduct escorts in restricted areas of the Airport.

As an escort, you must:

- Understand the layout of the Airports Sterile, Secured, SIDA, and AOA areas and the different security requirements for each area.
- Ensure a Sterile pass request has been submitted and processed to escort an individual into a sterile area.
- Ensure a Temporary badge has been submitted and processed to escort an individual that will be escorted into any of the security areas of the airport if they are performing work with tools (prohibited items).
- Know when you can escort an individual in the Secured, SIDA, or AOA areas without the use of a Temporary badge.
- Notify the person they are entering a security-controlled area and must carry a government issued ID.
- Ensure an individual under escort does not bring prohibited items (such as tools, flammables, weapons, etc.) into restricted security areas unless required for operational purposes in which case a Temporary badge will be required.
- Make sure that the individual being escorted remains under your control at all times.

You may escort:

- Individuals that have an operational need to be in the Sterile, SIDA, Secured, or AOA of SLCIA.
- Individuals providing a service such as a observing, site visit, inventory, or a delivery.
- Individuals required to work with prohibited items on a temporary basis.

You may NOT escort:

- An individual that is in the process of or has a current SLCIA badge.
- Any person that has either used a Temporary or Sterile badge for a combined total of seven (7) days in a 12 month rolling calendar period.

Escort Required Badges

Temporary Badge

Issued to individuals who will be performing work with prohibited items (tools, paints, flammable liquids or gases, etc.) in the Sterile, SIDA, or AOA areas of the airport for up to 7 days in a rolling calendar year. Continuous escort is required. Individual must be TSA screened before performing work in a Sterile area and the individuals tools must be brought through a bypass door and not through the TSA checkpoint. 24 hour prior request is required for a Temporary badge.

Sterile Area Pass

Issued to individuals on an as-needed basis per company request to attend meetings, site visits, conducting inventory and making deliveries in the sterile area. An individual may be issued a total of no more than 7 days annually; after receiving 7 days, a permanent badge must be obtained. Individuals must complete the TSA screening at a checkpoint prior to entering the Sterile area. 24 hour prior request is required for a Sterile pass.

ESCORT VIOLATIONS

An improper escort is a violation and will be handled in accordance with the Airport's Security Violation Program.

Violations include:

- Leaving an escorted individual unattended in the Sterile (with prohibited items), SIDA, or AOA areas.
- Escorting an employee who has been issued a permanent badge
- Not obtaining a Sterile pass or Temporary badge for individuals under escort in the Sterile area.
- Conducting an escort without the "E" icon on your badge
- Escorting an individual into the sterile area without first completing TSA screening.

Escorting In the Sterile Area

Escorted Individuals into the Sterile Area may use the employee or general boarding lanes for screening at the checkpoints.

All non-badged individuals entering into the Sterile Area of the airport must either be issued a Sterile pass or Temporary badge and complete a TSA screening process. Below are typical SLCIA non-badged visits into the Sterile area.

Individuals issued a Sterile pass must complete the TSA screening process into the Sterile area. **If the individual is to remain in the Sterile area, an escort is not required during their visit.** There are no escort requirements with a sterile pass in the Sterile area. They may exit the sterile area on their own and return the sterile badge to the badging office.

Individuals issued a Sterile pass must complete the TSA screening process into the Sterile area and need to access the Secured or SIDA areas as well. This type of escort **you must maintain continuous escort of the individual** between the Secured, SIDA and back into the Sterile areas. Once the individual exits into a public area, they must complete a TSA screening process to enter the Sterile area again.

Individuals issued a temporary badge must submit to the TSA screening process; however, any tools or other prohibited items cannot be brought through the checkpoint, so the individual conducting the escort must bring the items into the sterile area via a bypass door. After the TSA screening process, the tools may be reunited with the individual, and they may be escorted into the Secured or SIDA areas and back into the Sterile area without additional screening. **This individual must be under continuous escort in all security areas of the airport.** If the individual exits into a public area, they must complete a TSA screening process to enter the Sterile area again.

Escorting Vehicles

- Vehicles under escort entering the secured area via vehicle gates 10,16,22,39 and 48 are required to be inspected and provided an Vehicle Under Escort Form. The escort may not ride as a passenger inside the vehicle being escorted; instead, they must drive a lead vehicle that has a valid ramp permit and company markings. The driver of the escorted vehicle, may in instances, have a valid SLCIA badge and can perform the driving.
- If parked within the Secured, SIDA, and AOA, the vehicle under escort must display the Vehicle Under Escort Form on the dash indicating that the vehicle has been inspected.
- No more than two vehicles may be escorted by one lead vehicle. If more than two vehicles are to be escorted at a time, there must be an escort vehicle at the front of the group and another at the back.

Frequently Asked Questions

How many people can I escort?

There is no official limit, as long as you can maintain control of every person you are escorting.

When I'm escorting someone what does continuous escort mean?

The TSA security directive requires that individuals not permanently badged who may need access to the Sterile, Secure, SIDA or AOA areas be escorted at all times. Those using Temporary badges or Sterile passes must be accompanied by an individual who has a permanent badge with an "E" designation.

Is it possible to get a sterile area pass for someone when the Badging Office is closed for an emergency?

Yes. Contact the Airport Control Center at 801-575-2401 after hours.