

# 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.



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?

If you have escort authority you may accompany non-badged personnel in the sterile concourses and restricted areas of the Airport.

### As an escort, you must:

- Notify the person under escort that they are in a security-controlled area
- Make sure that the individual being escorted remains under your control at all times
- Ensure the individual under escort does not bring prohibited items into a restricted area unless required for operational purposes (such as tools).

### You may escort:

- Individuals attending a meeting
- Individuals providing a service such as repair, inventory or delivery
- Individuals required to work on a temporary basis (not to exceed seven days annually) and who will not be issued a permanent Salt Lake City identification badge

### You may NOT escort:

- A person who already has a Salt Lake City Airport ID badge. If they have forgotten or misplaced their badge, they must either go home to get it or pay for a replacement badge.
- Individuals who are pending a background check.
- Anyone not waiting for a background check, but who has already used 7 days on a temporary badge .

## Escort Required Badges



### Temporary Badge

Issued to individuals who will not be issued a permanent Salt Lake City Airport identification badge but will be working at the airport for a temporary period not to exceed a total of 7 days annually. These may be used to work in both the SIDA and sterile areas. Continuous escort is required.



### Sterile Area Pass

One-day passes issued on an as-needed basis per company request to individuals attending meetings and site visits, conducting inventory and making deliveries in the sterile area. An individual may be issued a total of no more than 7 passes annually; after receiving 7 passes, a permanent badge must be obtained. The sterile area pass may not be used as an escort-required badge for escorts in the SIDA; it is for access through screening checkpoints only.

## 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 or SIDA area
- Escorting an employee who has been issued a permanent badge
- Not obtaining an escort-required badge for individuals under escort
- Conducting an escort without the "E" icon on your badge
- Escorting an individual into the sterile concourse without first completing screening.

## Escorting In the Sterile Area

Everyone entering the sterile area must have their name checked against the TSA watch lists. This check can be performed by the Badging Office (or the Airport Control Center when the Badging Office is closed) and the individual will be issued a sterile area pass. Individuals with a sterile area pass must submit to screening. NOTE: Individuals who are to be escorted in the sterile area for airline business may obtain a gate pass directly from the airline instead of a sterile area pass.

Those being escorted on a temporary badge must also be screened for prohibited items before entering the sterile area; this applies to escorts going from either the public or secure (ramp) areas. Once the individual has been screened, he/she may be escorted into the SIDA and back to the sterile area without going through screening again, provided continuous control of the individual has been maintained; if the individual enters a public area, they must be rescreened before reentering the sterile area.

## Escorting Vehicles

- Vehicles under escort entering the secure area via vehicle gates 11, 16, 22 or 39 must first be inspected. 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 on both sides.
- If parked within the SIDA, the vehicle under escort must display the "Vehicle Under Escort" form 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.

VEHICLE UNDER ESCORT		
DATE	VEHICLE MAKE	VEHICLE PLATE NUMBER
INDIVIDUAL UNDER ESCORT		
COMPANY NAME	DRIVER'S NAME	
INDIVIDUAL CONDUCTING ESCORT		
COMPANY NAME	NAME	PHONE NUMBER
VEHICLE SEARCHED BY		
Multiple stops may be recorded below:		
INGRESS TIME	SEARCHED BY	DESTINATION
INGRESS TIME	SEARCHED BY	DESTINATION
INGRESS TIME	SEARCHED BY	DESTINATION
INGRESS TIME	SEARCHED BY	DESTINATION
INGRESS TIME	SEARCHED BY	DESTINATION
INGRESS TIME	SEARCHED BY	DESTINATION
INGRESS TIME	SEARCHED BY	DESTINATION

## 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 or SIDA areas be escorted at all times. Those using Temporary badges 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?** Yes. Contact the Airport Control Center at 801-575-2401 after hours.