

# GATE GUARD PROCEDURES

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

## GUARD RESPONSIBILITIES

- ✓ Check ID badges for all drivers and passengers
- ✓ Check vehicles for company markings and ramp permits
- ✓ Conduct vehicle inspections
- ✓ Remind driver to wait for gate to close and watch to ensure it closes

## Gate Entry

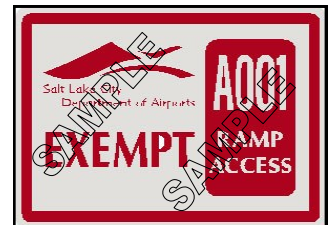
You are responsible for checking the ID of the driver and all passengers inside the vehicle each time they enter the gate, even if they have been in and out previously during the day.

- You must physically touch and visually inspect the ID badge to make sure that it has not been altered.
- Compare the photo to the badge holder.
- Check the expiration date to make sure the badge is valid.
- Make sure the driver has the car icon on his/her badge.

*Police and Fire personnel assigned to the airport with an airport-issued ID are exempt from the verification process when responding to an emergency. Their card will allow access to the gate if they are authorized to enter.*

**You are responsible for checking each vehicle to ensure that it meets the following requirements:**

- Each vehicle must have company markings on both sides; the lettering must be at least 2" high in a contrasting color.
- Markings may either be painted on the vehicle or on a magnetic sign. Hand-drawn signs are not acceptable.
- Each vehicle, unless under escort, must have an airport-issued ramp permit displayed on the driver-side windshield. Non-traditional vehicles such as tugs, backhoes, etc. do not require a ramp permit but must display company markings.
- Do not allow access to emergency vehicles unless under proper escort or the requirements above are met.



### Automated (CASS) Gates

These gates are controlled by a card reader, and each gate has a verification reader in addition to the reader used to open the gate. After visually inspecting an ID badge, present it to the verification reader to ensure it is valid. If the badge is valid, a green light will display on the reader. A red light indicates an invalid badge, and the individual is not allowed to enter the gate. If this happens, contact the Airport Control Center at 801-575-2401 and they will instruct you on whether a police officer will respond or if the individual should be referred to the Badging Office. The badges of all individuals in the vehicle must be swiped on the verification reader, including those who have an escort-required badge.

Once all badges have been verified, REMIND THE DRIVER TO WAIT AT THE GATE UNTIL IT HAS CLOSED before leaving the area.

### Manual Gates

These gates are secured with a chain and padlock; when not in use, they must be closed and locked. An Airport representative will open and close the gate, and it is your responsibility to ensure that the gate is secure before leaving your post.

At a manual gate that does not have a verification reader, you must check the ID badge of each driver and passenger entering the restricted area. The names must be compared against a stop list that will be provided each day (contact the Control Center if you do not have an updated list). If a badge is on the list, notify the Control Center at 801-575-2401. You must check the badge against the list every time the individual enters the gate.

During operation times, the gate must be pulled shut or barricaded so that each vehicle is required to stop, thereby preventing an unauthorized vehicle from gaining access.

# Individuals and Vehicles Under Escort

## Individuals:

An individual who does not have an Airport-issued ID badge may be escorted into the secure area of the airport if there is an operational need.

A temporary badge containing a photo is issued to individuals who need to work at the airport for no more than 7 days. Check the expiration date on the badge and verify the photo matches the person with the badge before allowing access.

Visitors and delivery drivers may be escorted without a badge, as long as they remain with the escort. The individual conducting the escort must have an "E" on the front of his/her badge indicating that they are authorized to conduct escorts in the secure area.

## Vehicles:

A vehicle entering the secure area of the airport must be escorted and inspected if it does not have:

- A driver with a SIDA badge
- Company markings on both sides
- A valid ramp permit

A vehicle under escort that has been inspected must have a "Vehicle Under Escort" form completed and displayed on the dashboard at all times while the vehicle is in the secure area. The form may be used multiple times on the same date.

Vehicles must be escorted by a lead vehicle which meets the above criteria (markings/ramp permit). If more than two vehicles are being escorted at a time, there must be an escort vehicle leading and another following the group. A badged individual with escort authority may not escort a vehicle while driving or riding in it.

Ensure that the escorting vehicle stops to wait for the gate to close behind the vehicle(s) under escort.

## Using the Radio

### Use channel 3A

To contact the Airport:

- Call Airport Control
- Give your gate number
- Say, "CONTROL FROM GATE GUARD [gate number]"

The orange button on the side of the radio is an emergency call button. When activated, it will alarm in the Airport's Control Center, identifying your location. If you press this button by mistake:

- Notify the Control Center immediately
- DO NOT turn off the radio to reset it
- Wait for instructions from Airport Control

## Security Enforcement

### IMMEDIATELY REPORT ANY SECURITY BREACH TO THE AIRPORT AT 801-575-2911

You must have a phone or Airport-issued radio for direct contact with the Department of Airports available at all times so that any unauthorized access can be immediately reported. When you contact the Control Center to report a security breach, you will be asked to provide a description of the vehicle and direction of travel.

The Transportation Security Administration (TSA) audits the airport's compliance with federally-mandated security requirements. Violations of the Airport Security Program may result in penalties assessed by the TSA ranging from warning notices to civil penalties of up to \$10,000 against the individual. Any individual not following established procedures when performing gate guard duties is also subject to revocation of his/her security badge and denial of future employment as a gate guard at the airport.

## Information

**Airport Badging Office. . . . .801-575-2423**

Hours of Operation:

Monday—Friday, 7 a.m. to 5:30 p.m.

*Closed Thursdays, 11:30 a.m. to 1:00 p.m.*

*Closed weekends and holidays.*

**Airport Duty Manager. . . . . 801-575-2460**

### Police / Fire

Non-Emergency. . . . .801-575-2401

Emergency . . . . . 801-575-2911

### Security Questions:

Gary Bilbrey . . . . .801-575-2373

Kathy Dearth . . . . .801-575-2204