

RESPONSIBILITIES OF THE SECURITY LIAISON

The security liaison has a vital role and is responsible for coordinating the airport security needs of the tenant's employees; and also complying with the security regulations set forth by the Allegheny County Airport Authority. Your diligence in adhering to the listed responsibilities ensures the integrity of the ACAA Security Program and serves the travelling public as well.

As a security liaison your responsibilities include:

- Maintaining a thorough and complete record of all Airport ID Badge applicants sponsored by your company.
 - This information is to include:
 - Full name
 - Badge number with the color code and expiration date
 - The employee's company
- Serving as the tenant contact to convey records for mandated TSA audits for badge and/or key control.
- Signing the coversheet of the *Fingerprint Application* indicating that the individual has an operational need for an Airport ID Badge and driving privileges (if applicable).
- Signing the *Renewal/Replacement Form* which is required for the employee to annually renew their Airport ID Badge.
- Signing the *Re-Issue Form* to change the employee's security level access or to alter their driving privilege status.

- Advising the Airport ID Badge Office of any changes in personnel status; indicating when an employee no longer requires access to secured areas. This includes if an employee will be on a leave of absence longer than 30 days.
 - a) Immediately reporting an employee's change of status to 412-472-5616 and following up with the *Employment Status Notification Form*.
 - i) Returning the Airport ID Badge and all keys that were assigned to the employee within 24 hours of the change of status.
 - ii) If unable to return the individual's badge or keys, you must advise the Airport ID Badge Office on your company's letterhead within one business day of the employee's change of status.
 - iii) Should the employee lose or refuse to relinquish their Airport ID Badge or keys, immediately contact 412-472-5616 during business hours or contact AirComm at 412-472-5700 during non-business hours.
- Using the *Door Request Form* to request an employee's required access to secured areas via the ACAA's computerized card access system.
 - This request is to include:
 - The individual's name and the specific door(s) required.
 - Door number is located on the door frame.
 - *The Key Request Form* is to provide contractors access to a gate associated with their project.
- Notifying the Airport ID Badge Office when:
 - An employee with driving privileges has had their driver's license suspended or revoked.
 - An employee may have committed a disqualifying offense that may require revoking their Airport ID.
- Notifying the Airport ID Badge Office of the need to update the *Security Liaison Form* maintaining the recommended three **current employees** serving as your company's liaison.