

## Security Briefing Notes for all Security Pass holders.

### 1. The aim

Airport Security is to protect passengers, their baggage, their aircraft, flight crews, staff and members of the public from acts of violence by ensuring only authorised persons who are suitably sponsored, gain access to Controlled Zone or Restricted Zone within the Airport. The purpose of a Security Pass is to identify such persons and to enable them to go about their lawful business within Controlled Zone and Restricted Zone when on duty, but not for use on any other occasion.

Persons in possession of a Security Pass are not permitted to meet/greet **ANYONE** (this includes relatives and friends) **AIRSIDE** at any time – except with the expression permission of the Airport Director, Security Operations Manager or Security Compliance Officer.

The correct place to meet inbound passengers is **LANDSIDE** in the Arrivals Hall.

For seeing off departing passengers, staff must not proceed beyond Boarding Gate (unless escorting/assisting them as part of their official duty).

### 2. Your responsibilities as a Security Pass holder are:

- (a) To safeguard your Security Pass at all times;
- (b) To account for its lawful use;
- (c) To report its loss, immediately contact the issuing authority Ports of Jersey Security Department Telephone 01534 446000 and request security or email [securitymanagement@ports.je](mailto:securitymanagement@ports.je), [Kelly.DeLaCour@ports.je](mailto:Kelly.DeLaCour@ports.je) and/ States of Jersey Police;
- (d) To maintain overall security at the airport at all times.

### 3. The validity of your Security Pass and the access it affords is based upon the following considerations:

- (a) A Security Pass is valid only in respect of the person to whom it is issued - it is **NOT** transferable;
- (b) A Security Pass is only valid when the lawful holder is on duty in an authorised Restricted Area or within the Restricted Zone;
- (c) There are three types of Security Passes in use at Jersey Airport:
  - (i) A Full Pass bearing a colour photograph of the holder;
  - (ii) A Self-service ID Gateway Temporary Visitor Pass valid for up 7 days, maximum of 14 days in any 12-month period.
  - (iii) A self-service ID Gateway Temporary Employment Pass valid for up to 60 days.

#### **4. Regulations for the use of a Security Pass require that it is:**

- (a) Worn on outer clothing on the front of the body at chest height, or in an arm band holder at chest height, when entering or in a Controlled Zone or Restricted Zone, unless exempted by written waiver from The Airport Director, Group Safety, Security & Compliance Manager or Security Compliance Officer. This waiver must be presented when challenged;
- (b) Presented to access control staff for inspection/validation whenever access is sought to a Controlled Zone or Restricted Zone;
- (c) Shown upon demand to the Security Staff, Police Officers, Customs Officers and Immigration Officers or persons who identify themselves as having responsibility for the security of the area in question, e.g. Airline staff controlling the use of a departure gate/lounge, staff working within the cargo area or any authorised officer of the Jersey Airport Authority;
- (d) Presented to Security staff for inspection upon entering or leaving a Restricted Area or Restricted Zone;
- (e) Returned to the issuing authority no later than three days after the validity has expired, employment is terminated or sponsorship for access to Controlled Zone or Restricted Zone is withdrawn. Please note that a charge for nonreturned cards will be made;
- (f) The property of the issuing authority. Unauthorised retention or refusal to return to the issuing authority will be considered as theft and prosecution will be sought for all offenders. Failure to return within three days after the validity has expired or loss of a security pass will be charged at £50 per pass;
- (g) Not to be knowingly or wilfully altered in any manner whatsoever;
- (h) To be worn in the prescribed manner. Refusal will result in the pass being confiscated and you being escorted from the Controlled Zone or Restricted Zone.

#### **5. Sanctions**

The following sanctions may be imposed by the Airport Director, Security Operations Manager or Security Compliance Officer for any misuse of a Security Pass or breach in the condition of issue. Penalties for the misuse of a Security Pass may result in:

- (a) Withdrawal of the Security Pass by the Airport Authority for a prescribed or unlimited period and/or disbarment from any future issue;
- (b) Prosecution for breach of the Airport Regulation and Standing Orders.

#### **6. Security Breaches/Misuse**

Pass holders should understand that any security breaches or misuse of could result in the withdrawal of passes held by all employees of the department or company concerned. The Airport Director, Security Operations Manager or Security Compliance Officer are responsible for ensuring that appropriate security measures are applied and enforced in

accordance with the Directions issued by the Department for Transport and the Assistant Minister for Economic Development.

## **7. Responsibility**

The Holder of a Security Pass is responsible for contributing to the overall security by:

(a) Compliance with the Regulations governing access to Controlled Zone and Restricted Zones as well as maintaining security within individual work areas;

(b) Reporting to security staff or the Airport Authority:

(i) Breaches of access to Controlled Zone/Restricted Zone;

(ii) The presence of firearms, other weapons or suspicious packages;

(iii) Unaccompanied baggage in public areas;

(iv) Any situation or incident which could represent a security risk, or which attracts their suspicion.

**8.** Security Pass holders must be aware that it is unlawful for any person to have in their possession at Jersey Airport any firearm, or explosives, without lawful authority.

NOTE: copies of this security briefing will be made available in Polish and Portuguese.