El Paso International Airport

Security Violations Notice Program

SVNP

Airport Operations

24/7

915-212-0333

Airport Badging

Mon-Fri {0700-1700}

915-212-0888

Chronological Record of Changes

Revision Date	Description of Revision to include chapter
August 2026	Chapter 8: Notice of Violation (NOV) appeal process now includes provisions on basis for appealing; Full Record: the action, *suspension,* changed to *de-activation.*
September 2026	Chapter 8 (8.3.7): removed the requirement for supporting documentation when submitting the written appeal; Chapter 8: written appeal must now be submitted via the EPIA website, **Submit Notice of Violation Appeal** button link.
November 2026	Chapter 8: *EPIA Employees must contact the Airport Human Resources Department for NOV appeal process.

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1. Purpose

1.1. The purpose of this program is to develop and ensure continuous security awareness and compliance with the El Paso International Airport Security Program (ASP), by those individuals that have been provided access to restricted areas, Security Identification Display Area (SIDA)/Secured Areas, Sterile Areas, and the Air Operations Area (AOA) of El Paso International Airport (EPIA).

2. Scope

2.1. EPIA's Airport Security Violations Notice Program applies to all persons at EPIA who are in possession of an Airport Identification Badge or other approved airport media as outlined in the EPIA ASP.

2.2. This Program is designed to address, in general, non-compliance of security rules, procedures, and policies by individuals/organizations that have been granted access to the Restricted Areas, SIDA/Secured Areas, Sterile Areas and/or the AOA of EPIA, in accordance with Federal Security Regulations, CFR 49 Parts 1520,1540,1542,1544,1546 and as outlined in the EPIA ASP. It is not to be construed as an exhaustive list of security rules, procedures, policies, functions or requirements.

2.3. EPIA reserves the right to make changes to the Security Violations Notice Program.

3. Definitions

3.1. 49 CFR Chapter XII- Transportation Security Administration (TSA) rules governing civil aviation security. This includes Part 1500 through Part 1699. Subchapter A contains administrative and procedural rules: Subchapter B contains security rules for all modes of transportation; and Subchapter C contains rules for civil aviation security.

3.2. Air Operations Area (AOA)- The portion of the airport, specified in the Airport Security Program, in which measures specified in CFR Parts 1540 and 1542 are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps, and safety areas, for use by aircraft operators regulated under CFR Parts 1544 or 1546, and any adjacent security systems, measures or procedures. This area does not include the secured areas of the airport.

3.3. Airport Identification Badge- The identification media that is issued to individuals, by the department of Aviation. The Airport Identification Badge consists of a plastic stock material containing information regarding the individual to whom the badge has been issued, along with a photo of the individual, clearly denoting authorized areas of access.

3.4. Airport Security Coordinator (ASC)- the airport's primary and immediate contact for security-related activities and communications with the TSA.

3.5. Airport Security Program (ASP)- an airport operator's security program approved by the TSA under 1542.101. The ASP is regulatory in nature, and once approved by TSA it must be strictly followed.

3.6. Challenge Procedure- the act of attempting to ascertain, in a non-threatening manner, the authority or purpose of an unescorted person, not wearing or displaying an airport approved identification, to access or remain in the AOA or SIDA/Secured Areas of the airport by directly requesting such person to display airport-approved identification.

3.7. Escort- a properly badged person, with unescorted access authority, who accompanies or monitors the activities of an individual who does not have unescorted access authority into or within the AOA and SIDA/Secured Areas.

3.8. Person- an individual, firm, partnership, corporation, company, association, joint stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

3.9. Secured Area- a portion of an airport, specified in the airport security program, in which certain security measures specified in Part 1542 are carried out. This area is where aircraft operators and foreign air carriers that have a security program under Parts 1544 or 1546 enplane and deplane passengers and sort and load baggage. This is separate from the AOA of the airport.

3.10. Security Identification Display Area (SIDA)- a portion of the airport, specified in the Airport Security Program, in which security measures specified in Part 1542 are carried out. The areas identified in this program require each person to continuously display on their outermost garment, above the waist, an airport approved identification medium unless under an airport approved escort. The SIDA includes the secured areas and may include other areas of the airport.

3.11. Notice of Violation- a document that is utilized to inform a person of a violation of the Airport Security Program, Federal Regulations and Municipal Regulations.

3.12. Sterile Area- a portion of the airport defined in the Airport Security Program that provides passengers access to boarding aircraft and to which the access generally is controlled by TSA, or by an aircraft operator under Part 1544 or a foreign air carrier under Part 1546, through the screening of persons.

3.13. Unescorted Access- the authority granted to individuals by an airport operator, aircraft operator, foreign air carrier, or airport tenant authorized under Parts 1542, 1544 or 1546 to gain entry to, and be present without an escort in secured areas, SIDAs to other areas of the airport based on an operational need.

3.14. Valid Access Indication- A "green" light being displayed at or on the access control device denotes a valid access indication. This indication is utilized at all SIDA/Secured Areas, Sterile Areas, or AOA portals connected to the airport's Access Control System.

3.15. Piggybacking-Piggybacking occurs when an unauthorized individual, on foot or in a vehicle, enters through a portal providing access to a secured area, or in a vehicle, enters through a portal providing access to a secured area, SIDA or AOA during an authorized individual's entry into or exit from such area with or without the authorized person's knowledge. Piggybacking also occurs when an otherwise authorized individual accesses an open secured area, SIDA or AOA portal without following required access control procedures.

3.16. Tailgating- Tailgating occurs when an authorized individual(s) on foot or in a vehicle, enters through a portal providing access to a secured area, SIDA or AOA after an authorized person granted access and before the portal is secured.

3.17. Media- Any badge, key or procedure that allows access to any EPIA Restricted Area.

4. Procedures

4.1. Access Procedures:

4.1.1. Secured Area Access - Each airport identification badge holder, unless otherwise escorted by a badge holder, must present his/her Airport Identification Badge card to the access card reader and obtain a valid access indication before entering a controlled portal. There are no exceptions. Tailgating is prohibited. Piggybacking is prohibited. Each vehicle operator and all vehicle occupants that have been issued an Airport Identification Badge must obtain a valid access indication prior to entering a secured area.

4.1.2. Sterile Area Access - No person may enter a sterile area without submitting to the screening and inspection of his or her person and accessible property in accordance with the procedures applied to control access to that area under Parts 1544 or 1546; or the person accesses a system, method or procedure which has been approved by the TSA as meeting the requirements of 49 CFR Part 1542.

4.1.3. AOA Access - All access points to the AOA of the airport are controlled by 49 CFR Part 1542.203.

4.2. Escort Procedures:

4.2.1. All persons who are escorted into one of the restricted areas of EPIA must be continuously accompanied and controlled by an individual with a valid Airport Identification Badge for the appropriate security area.

4.2.2. The individual providing the escort shall monitor the escorted person(s) to ensure they are engaging in activities for which the access was granted.

4.2.3. If the person(s) under escort engages in activities other than those for which access was granted, the individual providing the escort must notify the Airport Operations Dispatch Office immediately at (915) 212-0333. Airport Operations will dispatch a Police Officer and/or EPIA Operations Officer to the location to investigate the incident.

4.2.4. Proper closure of all doors and/or gates used to access the non-public areas, secured area, SIDA or AOA is the responsibility of the individual providing the escort. These ingress and egress areas must be secured after entry or be guarded by an individual with a valid Airport Identification Badge for the area of access.

4.2.5. If a person is escorted into the Sterile Area, through a controlled access door by a properly authorized individual, the individual providing access must remain with the person until they exit the sterile area or submit to screening.

4.2.6. No piggybacking. The individual providing the escort must ensure they provide access to the individuals, vehicles or equipment they are intending to escort.

4.2.7. The number of individuals being escorted in the SIDA, Secured Area, and Sterile Area is limited to three (3). Exemptions: Special events or circumstances will be evaluated on a case-by-case basis and require prior notification and approval by the ASC. Approval must be obtained before conducting the escort. EMS, ARFF, EPPD, Airport Operations, TSA and Law Enforcement Personnel are exempt from notification process and 3-person limitations.

4.2.8. Each person acting as an escort must inform all individual(s) being escorted that they are in a security area of the airport and all security rules and regulations must be followed.

4.2.9. Non-badged individuals must have on their person an unexpired government picture identification, while under escort, within the AOA, Sterile Area, and Secured Area. Each person acting as an escort must verify that escorted individuals have the proper identification prior to entering the AOA, Sterile Area, and Secured Area.

4.2.10. The person escorting is ultimately responsible for the actions of the escorted person(s).

4.3. Challenge Procedures

4.3.1. While in the SIDA/Secured Area or AOA of El Paso International Airport, it is the responsibility of every person to challenge persons not displaying an Airport Identification Badge or an Airport approved identification media.

4.3.2. When a person who is not properly displaying an Airport Identification Badge is observed, the challenge should be accomplished by approaching the person in a NON- THREATENING manner and immediately notify the Airport Operations Dispatch Office (AODO) at (915) 212-0333.

4.3.3. If a person who is not properly displaying an Airport Identification Badge is observed, the challenge should be accomplished by approaching the person in a NON-THREATENING manner and immediately notify the Airport Operations Dispatch Office (AODO) at (915) 212-0333.

4.3.4. If the person being challenged fails to produce either an Airport Identification Badge, or a proper escort, you must notify the AODO immediately. If the challenger is unable to remain with the individual, the challenger should keep the person being challenged under observation until Airport Police or Operations Officer can respond to the incident and investigate the situation.

4.3.5. Anyone in the airport's security areas, who is in an unescorted status, is subject to being challenged.

4.3.6. When a person is granted unescorted access to the SIDA/Secured Area, Sterile Area, AOA and/or Restricted Area at the EPIA, the responsibilities associated with that unescorted access are immediately assigned as well.

5. Individual Responsibilities

5.1. No Person May:

5.1.1. Tamper or interfere with, compromise, modify, attempt to circumvent, or cause a person to tamper or interfere with, compromise, modify, or attempt to circumvent any security system, measure, or procedure implemented under 49 CFR 1540.105 and EPIA's Airport Security.

5.1.2. Enter, or be present within, a SIDA/Secured Area, AOA, or Sterile Area of the airport without complying with the systems, measures, or procedures being applied to control access to, or presence or movement in, such areas.

5.1.2.1. Use, allow to be used, or cause to be used, any airport-issued or airport approved access media or identification media that authorizes the access, presence, or movement of persons or vehicles in the Secured Areas/SIDA or AOA in any other manner than that for which it was issued by the appropriate authority under this subchapter.

5.1.2.2. Conduct unauthorized testing, tampering or vandalism of the screening checkpoint, screening equipment, or security systems.

5.2. Airport Identification Badge Display Requirements - While occupying any portion of the SIDA/Secured Area, or AOA, any individual with current and valid airport identification shall continuously display their airport identification badge or approved identification media above waist level, ensuring visibility by wearing it on their outermost garment, or be escorted by an individual meeting these requirements. Access to and from the Sterile Area and the SIDA/Secure Area is permitted only at designated access doors. Use of any door/access point not designated as an access point is considered a violation (improper entry) of the Airport Security Program. Doors or access points not approved for normal access (non-emergency) shall be properly identified, warning against improper entry.

5.3. Persons causing an access control door or gate to alarm, either audible or electronic, at any access control portal (door or gate) must remain in the immediate area of the door or gate to properly resolve the alarm by Airport Security Personnel (El Paso Police or Airport Operations). Failure to remain at the portal in alarm state, and to monitor the portal or to resolve the alarm, will be considered a violation of the Airport Security Program as well as other appropriate Transportation Security Administration (TSA) regulations, procedures and policies.

5.4. All vehicles operating in a SIDA/Secured Area, or the AOA of EPIA must be identified in accordance with the EPIA ASP - Vehicle Identification Program.

5.5. All vehicles that enter through a perimeter access control gate shall be identified. Access to and driving within the ELP perimeter fence is subject to prior approval. All drivers must have proper ELP/IDB or be under escort.

5.5.1. Access to the area within the ELP perimeter fence is limited to the following appropriately marked vehicles:

5.5.1.1. ELP department vehicles

5.5.1.2. FAA field and administrative vehicles

5.5.1.3. Registered tenant-owned and/or operated vehicles

5.5.1.4. Authorized contractor vehicles with company logos on both sides

5.5.1.5. Vehicles under proper escort.

5.5.2. Registration

5.5.2.1. All unmarked motor vehicles, except federal and Texas state government exempt plates, operated within the ELP perimeter fence will be registered with ELP and a ramp pass will be issued to the ELP IDM-holder registering the vehicle. Proof of liability insurance will be presented to ELP upon registration.

5.5.3. Ramp Passes

5.5.3.1. The ASC, through subordinate personnel, will issue and control the AOA ramp passes.

5.5.3.2. ELP tenants, may, upon formal request, be issued a series of AOA passes. These ramp passes will be logged and controlled (consecutively numbered) by the tenant.

5.5.3.3. Ramp passes will expire after one year.

5.6. Any individual with current and valid airport identification badge who has actual knowledge of, or witnesses, or reasonably perceives a security violation occurrence or a violation of the ASP by another individual or person shall immediately report the violation to the AODO.

6. Issuance of Violations

6.1. Security Notices of Violation (NOV) may be issued for failure to comply with any security policy or procedure(s) contained in the EPIA ASP. The following individuals have the authority to issue Security Violation Notices:

6.1.1. Assistant Director of Aviation /Operations & Security

6.1.2. Airport Operations Manager

6.1.3.Airport Security Manager (ASC)

6.1.4.Airport Operations Superintendent

6.1.5.Airport Security Superintendent

6.1.6.Airport Operations Supervisors

6.1.7.Assistant Airport Operations Officers

6.1.8.Airport Security Compliance Supervisor

6.2. Upon issuance of an NOV, the individual will be advised that this, and future violations, may result in:

6.2.1. De-activation and/or revocation of their Airport Identification Badge and access privileges to the non-public areas of the airport

6.2.2.Disciplinary and/or corrective action

6.2.3. Security re-training

6.2.4. Possible enforcement action by the Transportation Security Administration (TSA)

6.2.4.1. TSA may initiate civil penalties for violations of TSA regulations, regardless of whether a Security Violation Notice is issued or not.

6.3. Violation penalty start time will begin at the time of violation issuance to the violator or authorized signatory.

6.4. City of El Paso employees (classified or unclassified) will be subject to disciplinary action in accordance with the City of El Paso's Discipline Policy and Matrix, Rules and Regulations, and any relevant EPIA policies.

7. Individual Violations

7.1. Airport Identification Badge holders that are in violation of one of the security violations listed in Appendix 1, may be assigned one, or a combination of penalties as described below:

7.1.1. Remedial SIDA Training

7.1.2. ASC Counseling

7.1.3. Badge De-activation

7.1.3.1. Employee will be escorted from the SIDA/Secured Area and AOA by their management, Airport Operations, Airport Security Coordinator, Airport Security Contractor, or El Paso Police Officer.

7.1.4. Badge Revocation

7.1.4.1. Employee will be escorted from the SIDA/Secured Area and AOA by their management, Airport Operations, Airport Security Coordinator, Airport Security Contractor, or El Paso Police Officer.

7.2. Individuals having their access rights de-activated CANNOT be escorted within the SIDA/Secured Area, Sterile Area, AOA and/or Restricted Area of the airport while the Airport Identification Badge is de-activated.

7.3. If contact with the employee (violator) is not possible, the violation will be issued vie e-mail to the employee's authorized signatory.

7.4. Offence categories (1st, 2nd, 3rd, etc.) will be determined if the violation will be issued via e-mail to the employee's authorized signatory.

7.4.1. If an employee receives a violation on Jan 1st, and another July 1st. The July 1st violation is considered a second offense. If the same employee receives another violation on Jan 2nd of the following year, that would be considered a second offense, since the first violation (Jan 1st) occurred greater than twelve (12) months ago.

8. Appeal Process

8.1. Persons may appeal the issuance of an NOV for the following: first, second, or third violation notice or badge revocation notice. Persons appealing an NOV must visit the badging office webpage and click on the ***Submit Notice of Violation Appeal*** button link*****. The NOV appeal form must be completed and submitted to the Airport Operations Manager within five (5) calendar days of the violation.

***EPIA Employees must contact the Airport Human Resources Department for NOV appeal process.**

8.2. An employee may appeal an NOV when there is a reasonable basis to believe their violation or disciplinary action was issued in error, including when:

8.2.1. The violation was issued in error based on the facts

8.2.2. The employee was incorrectly identified

8.2.3. New information or evidence exists that was not reasonably available at the time the NOV was issued

8.2.4. The disciplinary action is inconsistent with the NOV Discipline Matrix

8.2.5. A material procedural error occurred that may have affected the outcome.

8.3. The written appeal must include the following:

8.3.1. Name of the individual (First and Last Name)

8.3.2. Company employed by

8.3.3. Company sponsor (if any)

8.3.4. Date of violation

8.3.5. Nature of violation (from the NOV)

8.3.6. Appeal summary

8.4. Upon receipt of the appeal letter, a hearing date will be scheduled within a reasonable period of time. A review of the appeal request will be made and the Airport Operations Manager will issue a final decision within 2 calendar days of the appeal hearing.

8.5. If the appeal concerns the penalty issued for a first or second offense the penalty will be suspended until the appeal process is completed. If the appeal is upheld, the violation will be dismissed. If the appeal is denied, the remainder of the penalty will be immediately imposed.

8.6. If the appeal concerns the penalty issued for a third offense or a violation in which the El Paso International Airport ID badge was revoked, the penalty will remain in effect until the appeal process is completed.

8.7. Appeals will not be accepted solely because the employee disagrees with the outcome or requesting leniency.

8.8. When an NOV results in the de-activation of airport access privileges, the de-activation will normally take effect immediately. In exceptional circumstances the company Signatory may request that the de-activation be deferred pending outcomes of the appeal by presenting the request to the Airport Security Manager or Airport Security Superintendent for consideration. The Airport Operations Manager has sole discretion over the final disposition of the pending appeal. Approval of a deferral does not imply that the appeal has merit or that the underlying NOV will be overturned.

9. Company Violations

9.1. In all circumstances, EPIA reserves the right to penalize companies conducting business at EPIA for security infractions. Penalties may be assessed and determined based on consultation and coordination with TSA.

9.2. When a violation of the EPIA ASP occurs at any control access point, within the SIDA/Secured Area, Sterile Area, or the AOA, and the violator cannot be located or identified, a representative of the access point's leaseholder or organization responsible or the security of the access point will be required to respond to the violation location to receive a Security Notice of Violation, which will be issued to the company.

9.3. A violation by an individual that is utilizing an airport approved, non-airport issued and control identification badge, will be considered a company violation.

9.4. Any violation not attributable to an individual shall be addressed to the Manager or Supervisor of the tenant, leaseholder or organization responsible for the area in/at which the violation occurred. The following enforcement actions will be taken as a result of a violation issued to a company:

9.4.1. First Company Violation

9.4.1.1. If a company violates any of the security regulations, the manager of the organization will be issued an NOV. The organization's manager will have ten (10) calendar days to submit a corrective action plan to the Airport Security Coordinator, identifying the actions that will be taken to correct the problem or to prevent the action from reoccurring.

9.4.2. Second Company Violation

9.4.2.1. A second violation of the same category by an organization will result in an NOV being issued to the organization's manager. A meeting between the organization's or leaseholder's representative (if different) and the Airport Operations Manager/ASC will be required so that a plan can be developed to ensure a similar violation does not occur in the future. This meeting will take place within seven (7) business days of the second company violation. A response plan will be due to the Airport Operations Manager/ASC within ten (10) days of the meeting.

9.4.3. Third Company Violation

9.4.3.1. A third violation of the same category by an organization will result in an NOV being issued to the organization's manager, and, in addition, the organization's badging privileges may be de-activated until such time as the organization's manager can demonstrate to the Airport Operations Manager/ASC that the violation will not occur again.

9.4.4. Offense categories (1st, 2nd, 3rd, etc.) will be determined if the violation(s) occurred within a twelve (12) month window.

9.4.4.1. If a company receives a violation on Jan 1st, and another July 1st. The July 1st violation is considered a second offense. If the same com receives another violation on Jan 2nd of the following year, that would be considered a second offense, since the first violation (Jan 1st) occurred greater than twelve (12) months ago.

10. Airport Vehicle Identification System

10.1. Obtaining Employee Parking Pass

10.1.1. Requirements- Once an employee receives their permanent airport badge, they are eligible to park in the East Employee lot. Employees eligible to park in the West Employee lot vary by organization. Verify with your employer for eligibility. (Figure 1).

10.1.2. License Plate number and proof of insurance required.

10.1.3. In accordance with the El Paso International Airport Ground Vehicle Operations and Procedures Manual, 23. Changes and Amendments: Ground vehicles on EPIA AOA and/or employee parking lots are required to have minimum amounts of liability insurance as required by the State of Texas; AND must furnish, upon request, proof of financial responsibility of the minimum amounts of liability insurance to any law enforcement officer or authorized airport representative.

10.1.4. Passes expire annually from the month of issuance. Expiration will occur after the last day of the month.



10.2. Non-Transferable

10.2.1. Each Employee Parking Pass is numbered and is assigned to a specific vehicle and a specific person. Removing Employee Parking Passes from approved vehicles and displaying in another vehicle is strictly prohibited and is a violation of Airport Security procedures.

10.2.2. Two (2) Employee Parking Passes may be issued per employee for two vehicles. If additional passes are required, these must be requested through your supervisor and will require approval from the Airport Security Coordinator (ASC). Any consideration will occur on a case-by-case basis. ALL vehicles must be insured in the name of the employee.

10.2.3. Display of Parking Pass- Employee Parking Passes will be displayed in the lower left, from the driver's perspective, area of the windshield. Above Texas Inspection sticker (if applicable) (Figure 3).

10.2.4. Employee parking passes on motorcycles must be visible to law enforcement or operations personnel conducting inspections. Motorcycle parking passes will have an "M" prefix before the number (Figure 2).



10.2.4.1. Employee Parking Lot Procedures 10.4.3.1 Stop and Wait Procedures

10.2.4.2. After badging at the gate for the employee parking lot, proceed past the gate threshold (white or yellow line).

10.2.4.3. Use your vehicle to block entrance of any vehicle that may or not be behind you. Allow gate to fully close before proceeding into parking lot. Failure to observe stop and wait procedures is strictly prohibited and is a direct violation of the Airport Security Program.

10.2.5. Implications of Non-Compliance

10.2.5.1. Unauthorized vehicles found in either employee lot may result in, but not limited to: wheel locking, badge disabling, issuance of an NOV or towing, at the owner's expense. If temporarily needing to park in an employee lot without an Employee Parking Pass, the employee MUST call Airport Operations at (915) 212-0333, and detail the vehicle description, license plate number and duration of parking. Any duration longer than seven (7) calendar days will need to be requested through the employee's supervisor to ASC for approval.

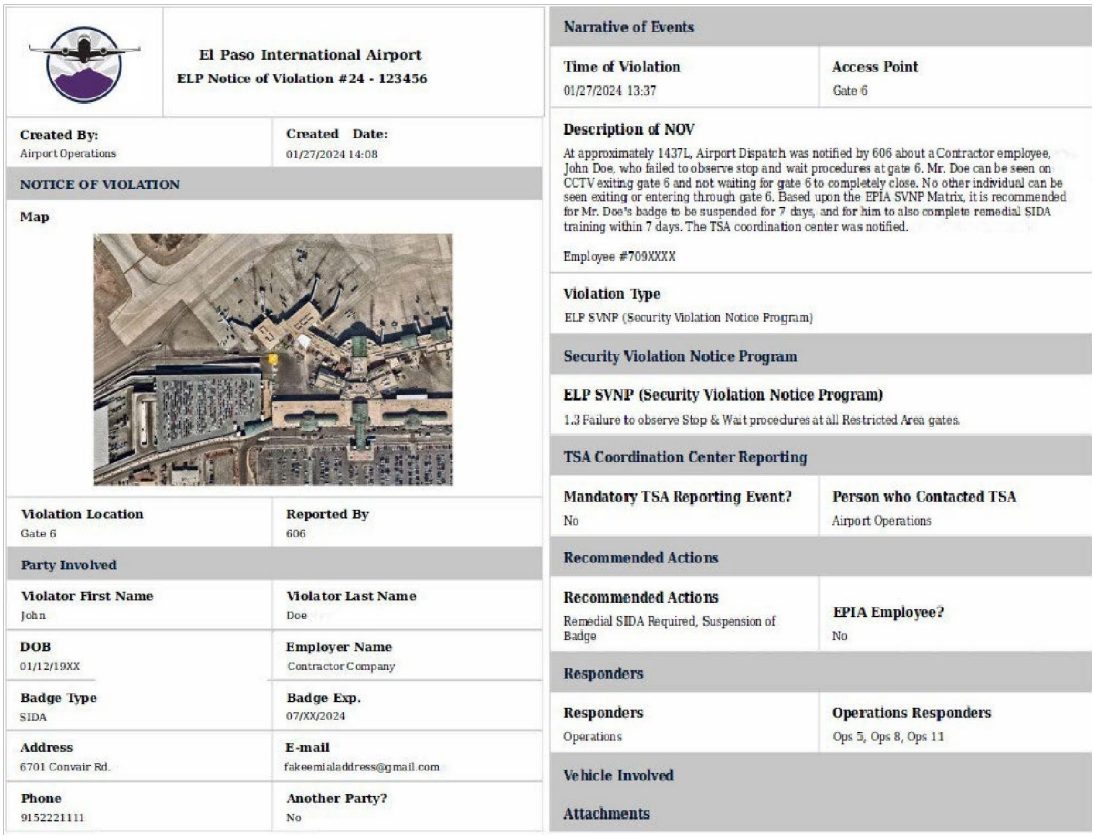


Appendix 1 – Individual Violations and Penalty Table

El Paso International Airport Security Violation Notice Program (SVNP) Discipline Matrix		1st Offense	2nd Offense	3rd Offense	4th Offense
1.1	Improper entrance or allowing improper entrance into a Restricted Area.	Remedial SIDA or Written Warning	Remedial SIDA + 1 day De-activation	Remedial SIDA + 3 day De-activation	Remedial SIDA + 10 day De-activation
1.2	Failure to properly secure/monitor any access portal that provides access into the Restricted Area.				
1.3	Failure to observe Stop & Wait procedures at all AOA or Restricted Area gates.				
1.4	Improper escort procedures in the AOA or Restricted Area.				
1.5	Failure to remain at an activated alarm at any Access Control Door/Gate for Law Enforcement or Airport Security response.				
1.6	Failure to display valid parking sticker or decal in employee parking lots.				
1.7	Failure to properly display ID Media.				
1.8	Attempted use of expired ID Media.				
1.9	Failure to challenge an individual in the Secured Area/SIDA, AOA or Restricted Area of the Airport.				
1.10	Failure to report violation or incident.				
1.11	Improper conduct and/or procedures in regard to all ASP, TSA and FAA regulations and directives not specified in the SVNP but directly impacting Airport Security and Operations.				
		<- 1st Offense	<- 2nd Offense	<-3rd Offense	
2.1	Improper entrance, presence or allowing improper entrance into a Secured Area, SIDA, Sterile Area, or AOA.	Remedial SIDA + 1 day De-activation	Remedial SIDA + 3 day De-activation	Remedial SIDA + 10 day De-activation	
2.2	Failure to properly secure/monitor any access portal that provides access into the Secured Area, SIDA, AOA, or Sterile Area.				
2.3	Failure to observe Stop & Wait procedures at Secured Area or SIDA security gates.				
2.4	Improper escort procedures in the Secured Area, SIDA, Sterile Area or AOA.				
2.5	Interference with security or medical personnel.				
2.6	Failure to report a lost, stolen or expired badge.				
2.7	Introducing prohibited item into the Secured Area, SIDA or Sterile Area.				
2.8	Use of expired ID media in a Restricted Area.				
2.9	Failure to report violation or incident.				
2.10	Improper conduct and/or procedures in regard to all ASP, TSA and FAA regulations and directives not specified in the SVNP but directly impacting Airport Security and Operations.				
		<- 1st Offense	<- 2nd Offense		
3.1	Use of Airport ID Media or cypher codes to enter the Secured Area, SIDA, Sterile Area or AOA for non-operational and off-duty purposes.	Remedial SIDA + 3 day De-activation	Remedial SIDA + 10 day De-activation		
3.2	Allowing, taking part in, and/or knowledge of dishonesty affecting Airport Security or Operations.				
3.3	Tamper or interfere with, compromise, modify, attempt to circumvent any security system, measure, or procedure.				
3.4	Refusal to commit to employee screening.				
3.5	Use of expired ID media in a Secured Area, SIDA, Sterile Area or AOA.				
3.6	Failure to report violation or incident.				
3.7	Improper conduct and/or procedures in regard to all ASP, TSA and FAA regulations and directives not specified in the SVNP but directly impacting Airport Security and Operations.				
		<-1s Offense			
4.1	Unauthorized testing, tampering, or vandalism of Checkpoint, Screening, or Security Systems.	Remedial SIDA + 10 day De-activation or Badge Revocation			
4.2	Intentionally violating local, state and/or federal security regulations resulting in TSA/FAA revocation of Airport ELP Identification Badge.				
4.3	Maliciously making terroristic statements about civil aviation, loss of life which are deemed a threat by Law enforcement or TSA resulting in TSA/FAA revocation of Airport ELP Identification Badge.				
4.4	Use of another person's ELP Airport Identification Badge.				
4.5	Permitting use of one's ELP Airport Identification Badge by another person.				
4.6	Failure to report violation or incident.				
4.7	Improper conduct and/or procedures in regard to all ASP, TSA and FAA regulations and directives not specified in the SVNP but directly impacting Airport Security and Operations.				

*Corrective action(s) may be amended based on aggravating or mitigating factors. Updated 8/1/2024

Appendix 2 – Notice of Violation Form Example



El Paso International Airport
ELP Notice of Violation #24 - 123456

Created By:	Created Date:
Airport Operations	01/27/2024 14:08

NOTICE OF VIOLATION

Map

Violation Location	Reported By
Gate 6	606

Party Involved

Violator First Name	Violator Last Name
John	Doe
DOB	**Employer Name**
01/12/19XX	Contractor Company
Badge Type	**Badge Exp.**
SIDA	07/XX/2024
Address	**E-mail**
6701 Convair Rd.	fakeemialaddress@gmail.com
Phone	**Another Party?**
9152221111	No

Narrative of Events

Time of Violation	Access Point
01/27/2024 13:37	Gate 6

Description of NOV

At approximately 1437L, Airport Dispatch was notified by 606 about a Contractor employee, John Doe, who failed to observe stop and wait procedures at gate 6. Mr. Doe can be seen on CCTV exiting gate 6 and not waiting for gate 6 to completely close. No other individual can be seen exiting or entering through gate 6. Based upon the EPIA SVNP Matrix, it is recommended for Mr. Doe's badge to be suspended for 7 days, and for him to also complete remedial SIDA training within 7 days. The TSA coordination center was notified.

Employee #709XXXX

Violation Type

ELP SVNP (Security Violation Notice Program)

Security Violation Notice Program

ELP SVNP (Security Violation Notice Program)

1.3 Failure to observe Stop & Wait procedures at all Restricted Area gates.

TSA Coordination Center Reporting

Mandatory TSA Reporting Event?	Person who Contacted TSA
No	Airport Operations

Recommended Actions

Recommended Actions	EPIA Employee?
Remedial SIDA Required, Suspension of Badge	No

Responders

Responders	Operations Responders
Operations	Ops 5, Ops 8, Ops 11

Vehicle Involved

Attachments