



GOOD NEWS... BADGE NEWS

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Keep Us in the Loop

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The Security Credentials Badging Office is responsible for maintaining access control for individuals working at DTW. To ensure that proper access is programmed and maintained for each individual, it is the company's responsibility to keep the Credentials Office current on the following information:



⇒ Change in department or job title

- ◆ Access is not a one-size-fits-all code. If an employee transfers to another department within the company or has a new job title, contact Security to communicate the change. This will ensure that access is properly programmed and any impact to operations is minimized.

⇒ Change in employment status

- ◆ If an individual transfers, resigns, goes on a medical leave or no longer requires access at DTW, it must be communicated to the Badging Office in a timely fashion so that access can be deactivated. Don't wait until you receive the badge back, contact Credentials immediately.

As a badge-holder, you also have a responsibility to keep the Credentials Office current any contact information change (address, phone number or email address), legal name changes, or if your badge becomes lost, stolen or misplaced.

Human Trafficking Awareness



Human Trafficking is a serious crime that exploits individuals by using force, fraud or coercion. Awareness isn't limited to the month of January, that's why the Security Credentials Office decided to roll out an additional course for badge-holders to complete during their annual renewal.

The Human Trafficking Prevention Training is approximately 15-minutes in length and is in addition to the Security Refresher.

This training will bring awareness to Airport employees, helping to spot the red flags and warning indicators of Human Trafficking.

National Human Trafficking Hotline: 888-373-7888

No Weapons Allowed

Employees entering the secured or sterile areas from the public area will be subject to employee screening and all bags will be inspected. The carrying of prohibited items in the sterile or restricted areas of the Airport is strictly prohibited. It is important to understand that, as an employee at DTW, if you attempt to bring a weapon into the Airport, your DTW Security Badge will be permanently suspended. There are no exceptions, even if you are a CPL holder and your weapon was innocently forgotten in your bag from a visit at the gun range. You have an obligation to know the contents of your belongings at all times.



Prohibited items may include dangerous weapons, explosives, incendiaries, or other items that are seemingly harmless but may be used as a weapon. A full list of all of the prohibited items can be viewed on the TSA's [website](#).

Don't risk your employment, check your bags and leave it at home!

Security Office
Phone (734) 942-3606
Fax (734) 942-3814
Security@wcaa.us

31399 East Service Dr.
Bldg. 610
Detroit, MI 48242

Office Hours:
Monday – Friday
8:30am–4:00pm
Wednesday open at 7am
(Closed 12pm – 12:30pm daily)

Closed on Upcoming Holidays:
June 19—Juneteenth
July 4—Independence Day

Airport Response Center (ARC) available 24/7
(734) 942-5304/5

All DTW Security forms, rules and procedures are available at:
www.MetroAirport.com

GOOD NEWS...*BADGE* NEWS CONT'D

Stay Alert!

if you **SEE** something
SAY something™

REPORT SUSPICIOUS ACTIVITY to local authorities.

We often go through our days with a routine. Whether it's driving to work, running errands, or calling loved ones. It's not difficult to become distracted with these daily, repetitious behaviors. But as you go through your day, if you **see something** that doesn't seem quite right, **say something!** Protecting the Airport, passengers, and employees is a community effort and we must count on each other by staying alert and reporting suspicious activity to the Airport Response Center (ARC). By doing so, you can help protect one of the nation's largest airports. Even if you think that your observation is not important, it could be a piece of a much larger puzzle. Play an active role and remember -

"If You See Something, Say Something!"

Dial 911 or
Call the Airport Response Center @
734-942-5304



Restricted Parking Areas

Access to employee parking lots must be authorized by your company and be designated based on operational need. **Do not allow anyone access** into a restricted parking area whose Airport ID Badge does not allow them access. Doing so is a violation of Security Rules and Procedures and may result in administrative penalties.

If you notice a coworker having difficulties accessing these, or any, areas, advise them to contact Airport Security immediately to resolve the issue. Under no circumstances should you allow them access by using your badge.

Renew Your Badge On Time

DTW Security ID Badges expire at the end of your birth month. You may renew your badge anytime during the month prior to, or month of, your birthday. If you fail to renew your badge on time, it will be deactivated. Reapplication, penalty fees and retraining will be required to receive your badge back.

Remember that if you have a Customs seal on your badge, you must go to the CBP office to renew your seal before your badge renewal. An officer will give you an approval document to give to our office.



Also be advised that if you have the Movement icon on your badge, you may **only** renew your badge during your birth month and undergo retraining.

And lastly, don't forget your two pieces of identification when it's time to renew. You can find more information on acceptable IDs by clicking [here](#).

Face the Challenge



We often go through our days focusing on getting our job done and clocking out. What some may not realize is that our job also includes safeguarding the Airport, its passengers and employees. We are the Airport's first line of defense against possible threats. Badge-holders are responsible for making sure that doors and gates are closed behind us, that individuals in security sensitive areas are authorized to be there, and that any individual not displaying a DTW Airport ID Badge is challenged properly.

Challenging is an inquiry as to whether an individual is authorized to be in a security sensitive area. All Airport employees are **required** to challenge those individuals not displaying an Airport ID Badge while in the security sensitive areas or whose badge does not have the proper access color. Failure to do so may result in a security violation.

Challenging procedure:

- ⇒ Approach the individual and request to see their Airport ID Badge.
- ⇒ If the individual is unable or unwilling to produce a valid DTW Badge, Stay with the individual, and immediately report the incident to the Airport Response Center (ARC). Wait for Airport Police to respond.
- ⇒ Should the individual refuse to stay in the area, do not, under any circumstances, attempt to apprehend or detain them. Immediately report the incident to the ARC and monitor the individual's whereabouts to provide updates as needed.

Did You Know?



Did you know that the Airport first opened on Thursday, September 4, 1930 under the name Wayne County Airport?

In 1947, the Airport's name changed to Detroit-Wayne Major Airport and expanded 4 square miles. And finally, in 1958 it opened Terminal 1 and became Detroit Metropolitan Wayne County Airport (DTW). And thanks to the continued support of it's employees, the Airport is still going strong after 94 years!!