



# JACKSON COUNTY

Airport Authority

## Rogue Valley International-Medford Airport

### Security and Badging

1000 Terminal Loop Parkway, Suite 201  
Medford, OR 97504  
Phone: 541-776-7216  
Fax: 541-776-7223

[www.jacksoncounty.org](http://www.jacksoncounty.org)

## Badge Holder Responsibilities

As a badge holder at the Rogue Valley International Airport – MFR, you are a part of the overall security team. You have an essential role in ensuring a safe and secure work environment in partnership with the airport, Transportation Security Administration (TSA), air carriers, and tenants.

The following is a summary of the primary responsibilities of badge holders at MFR. Failure to adhere to these expectations will result in consequences, to include but not limited to, civil penalties, badge remediation training, TSA fines, and revocation of badge privileges.

- **Wearing Your Badge:** The badge issued to you authorizes you to be present within a specific area and should not be used in any other manner besides that for which it was issued.
  - Badge holder may not use or attempt to use an expired badge to access the airport.
  - Badge holder may not allow another person to use or attempt to use their badge for any purpose.
  - Badge holder may not alter the appearance of their badge by covering up any information.
  - Badge must be visible and worn above the waist at all times while in Sterile, Secure, or SIDA areas.
  
- **Using Your Badge:** Per Federal Regulation 1540.105, you may not tamper or interfere with, compromise, modify or attempt to circumvent any security system, policy or procedure. For access to areas controlled by card readers, card and pin readers and/or biometric readers, the assigned Airport ID Badge must be used. It is never permissible under any circumstances to use another person's ID media or anything associated with another person's ID media. If such actions are discovered, the Airport Security Division may suspend or revoke the media until further investigation.
  - Do not use badge to bypass TSA security screening when traveling on commercial airlines.
  - Do not leave any door or gate propped open.
  - Ensure that all doors and gates are securely closed after going through...NO PIGGYBACKING
  - If the door or gate does not secure, stay at the location to prevent unauthorized entry while contacting Airport Enforcement or Operations and waiting until their arrival.
  
- **Challenging:** Badge holders agree to and are responsible for challenging suspicious or unescorted individuals in the Secured, AOA, and SIDA areas.
  - Be cooperative when challenged.
  - When challenging, be sure to look at the picture, the expiration date and the color code to ensure authorized entry.
  - Physical confrontation is not expected or recommended.
  - Persons not able to produce a valid badge or an approved escort should be asked to vacate the area and the incident should be reported to Airport Enforcement immediately.
  - If a situation escalates, call 911.

- **Escorting:** Badge holders may escort a reasonable number of non-badged individuals within their authorized area, provided they can maintain control by remaining within sight and sound of those under their escort.
  - You are allowed to transfer escort obligations to another badge holder who acknowledges and assumes escort responsibilities.
  - Do not bypass TSA screening when escorted person is traveling on commercial airline.
  - Vehicle escort: the badge holder is responsible for monitoring movement and must be familiar with procedures and rules for driving on the airfield.
  - You **cannot** escort another badged individual – including someone known to you who has lost or forgotten their badge.
  - Handing your badge to someone to get through a gate or door is NOT considered escorting and is strictly prohibited.
  
- **Reporting:** For your convenience, emergency phone numbers are listed on the back of your badge.
  - Immediately report any and all security violations or suspicious activity to MFR Security at **541-941-0910**.
  - Immediately report lost or stolen badge to MFR Security at **541-941-0910**.
  - If you happen upon, or are made aware of an audibly alarming secured door, you are expected to secure the door and notify Airport Enforcement.
  
- **Perimeter notes:**
  - Passing tools or equipment over, under, or through a security fence is against Federal Regulations.
  - To prevent breaches, a 5-foot clear zone is required on both sides of the perimeter fence. Please notify MFR Security if you see items against the fence.
  
- **Other:**
  - Pilots issued airport badges are only authorized access to and from their stored aircraft and under no circumstance are permitted access into the movement or safety areas on foot or in a vehicle.
  - In accordance with Federal Regulations 1520.5, information regarding airport security systems, procedures or methods are considered Sensitive Security Information (SSI) and it is your responsibility to keep this information to yourself and not disclose it to the general public.

I have reviewed, understand and will adhere to the regulations, policies and procedures presented above.

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**Badge Holder Signature**

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**Date**

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Badge Holder Name (Print)