



Badgeholder Responsibilities

DISPLAYING YOUR BADGE

- * You are required to display your badge at all times above your waist on the outermost garment.
- * You may not display an expired badge. Expired badges must be immediately returned to the Badging Office.
- * Do not allow another person to use your badge.
- * Badges must not be altered by covering up the photo, badge number, expiration date, employee name or company name.

USING YOUR BADGE

- * When you access doors, vehicle gates or bag belts, you must ensure they are closed and secured.
- * Do not allow anyone else to enter behind you without a valid badge read. This is piggybacking, which is not allowed.
- * You are not allowed to bypass the TSA screening checkpoint when traveling.

Any suspected or known misuse of your badge or failure to comply with security regulations may result in fines or revocation.

BADGE RETURN

- * Badges are property of the Airport. Return your badge when you no longer require access at the Airport. This includes: Resignation, transfer, retirement, layoff, medical leave, termination, leave of absence, etc.
- * You should never throw away, shred or destroy your badge. Even badges that have expired must be returned to the Badging Office.
- * Failure to return your badge may cause RIC to pursue all available remedies to recover the badge.

LOST OR STOLEN ID BADGES, KEYS, PARKING PASSES

- * Lost or stolen ID Badges, keys or parking passes must be immediately reported to the Badging Office 804 226-3056, or the Communications Center at 226-0001, where it will be deactivated so that it cannot be used by anyone else.
- * If your badge is found, do not attempt to use it until you have been directed to do so.
- * Replacement badge fees:
 - 1st replacement \$50.00
 - 2nd replacement \$80.00
 - 3rd replacement \$100.00

ESCORTING

- * Only individuals who possess a valid Airport ID Badge with "ESCORT" may escort.
- * Ensure that individuals being escorted in to the Sterile Area have a legitimate need to be there (repairs, deliveries, etc.)
- * When you are escorting, you must maintain positive control over the person, or persons, you are escorting at all times.
- * You cannot escort another badged person who is not in possession of their ID Badge (left it at home, lost, etc).
- * You are prohibited from escorting someone in possession of a revoked, suspended or expired badge; or someone who was disqualified from getting an airport badge.
- * Transfer escort authority only to another authorized badgeholder if they acknowledge and assume responsibility for the escort.

CHALLENGING

Challenging is vital because it identifies people who are somewhere they are not authorized to be.

- * If you see someone that is not displaying a badge, you are required to challenge them.
- * If they show you a badge, verify the person matches the picture on the badge and it is not expired.
- * If they do not have a valid badge, call the Communications Center at (804) 226-0001.
- * If you feel unsafe about challenging someone, call the Communications Center and provide a detailed description of the person and the location.
- * You must cooperate with anyone who challenges you by showing your badge.
- * Remember that TSA regularly conducts badge tests.

