**MSP Security Consortium**

**April 18th, 2018 - 1 PM**

**MAC Commission Chambers**

**Welcome and Introductions -** Jake Hoehn

**Security Topics** - Sgt. Jeff Mademann

* **Sawbucks Program**
  + The purpose of the program is for security awareness and to educate employees how to spot and recognize individuals who are in unauthorized areas of the airport - the rewards range from $40-$100.
  + Recognizing Kenneth Flemming, Sun Country, with Supervisor Nick Fleedle.
    - January 28th, there was a homeless person riding the light rail to Target field. The man spotted a female employee on the light rail and thought she was attractive. She exited the train at T2 and he followed. He made his way behind her through a secured access point, unnoticed - due to her being on her phone, inattentive. He followed her through the employee portal and made his way onto the airfield. Kenneth Flemming reported it to Airport Police as a suspicious person and he was escorted off the premises after being questioned.   
      \*Note: Make sure your staff pay attention to their surroundings and ensure the secured access doors are shut before they walk away.

* **Employee Portal Info**
  + Everything is running smoothly.
  + Individuals have been bringing in sealed packages through the employee portal, which is not allowed. Security will redirect you to a TSA checkpoint where the package can be screened.   
    \*Please educate staff and seasonal employees on this matter.
  + Staff have 10 days to update their contact information after a change.
* **Concessions Audit Results** - Detective Jolene Christianson
  + Concession Audit went really well from this quarter - no violations.
  + Knife log and audit
    - There were a couple instances where logs were incomplete or weren't up to date.
    - There were staff that pre-signed the log - this is not allowed.
    - Account for all knives. Do not stash unlogged knifes in the lock box.

**Learn Center Update** - Tim Blaylark - SIDA Instructor

* Signers, let your staff know the class times - late attendees have been knocking on the door, or yank the door open while class is in session. Showing up 20-30 minutes late to class is not allowed.
* Staff need to be cleared before signing up for signer class.
* Note: Maximum amount of staff sent is 10 staff per SIDA class.
* Current SIDA training process is a minimum of 2 hours with the training and the assessment afterwards.

**Badging Topics** - Anne Thurston / Jake Hoehn

* **Badging Fees Update**
  + Price of an employee Badge is rising from $20 to $30 effective May 1st.
  + The non-returned badge fee = $200
    - We have collected 488 payments for non-returned badges
    - Make sure you collect badges and return them immediately
    - Assessing a dead file fee - employee doesn't pick up badge within 30 days, or you terminate the badging process - $10 fee
* **Walk-In Queue Instructions**
  + Badging is currently fully booked for about 2 weeks out - help bring the time frame down by:
    - Going over the instructions with your applicants so they know the process
    - You are able to add time to your Walk-In Queue via text message - make sure you read the text messages from Badging correctly
    - An average of 30 people per day that don't show up for their appointment
* **Signer Issues/Violations**
  + IDs don't match
    - Employee's middle name/variation of names
    - Make sure they bring *TWO* forms of ID
    - Address needs to match where they live *and* their ID
  + Have seen blank applications, where the signer has signed off on them prior to them being filled out
    - IMMEDIATE citation issued for signing blank applications
  + Application over 30 days old
  + White out on application *IS NOT ALLOWED*
  + Boxes checked with no signature, etc. - *READ THE APPLICATION INSTRUCTIONS CAREFULLY*
  + Job title doesn't match the badge type requested

* **Badge Applications**
  + Effective June 1st, Badging will only accept applications dated February, 2017
  + Do not print out hundreds of applications for your company - print out a new one each time to ensure you always have the latest updated Badge Application available
  + Make sure applicant's email address is on application as well as signer's email address
  + Badging needs to be notified within 24 hours of a termination - liable for penalty of $10,000
  + For signers - make sure you are asking your applicant if they currently have an MSP Badge
    - If they currently have a badge - they will be issued their updated badge same day
  + Will not be sending background check notices for those who are already badged with the airport

* **Activity Affecting Badging (influx)**
  + Sun Country Transition - up to 250 new employees going through the badging process
  + DGS Seasonal - Approximately 100 new employees going through the badging process
  + New logistics/cargo carrier - approximately 150 new employees going through the badging process
  + Walk-ins with already scheduled appointments
    - Make sure they *cancel* their future appointment if they walk-in.
* **NEW Signer Portal**
  + You will be able to see which applicants are cleared

**Badging Improvement Projects**

* **Lean Assessment**
  + NEW Signer Portal
  + Badging Station Technology Upgrades
  + Computer Based Training
  + Fingerprint Clearinghouse
  + Process Efficiencies
  + Rapback
    - This program will continuously check fingerprints in the system, rather than having to be fingerprinted every two years
* **Staffing**
  + New Hires - 2 in the past month

**Aviation Security Division E-mails**

* Please use the following email addresses:
  + Badge deactivations/LOAs/Questions/etc.: badging@mspmac.org
  + Access questions/requests: access@mspmac.org
  + Signer Questions/company documents/etc.: security@mspmac.org
  + Door Swipe Requests: badgingdatarequests@mspmac.org - \*NEW\*

**Authorized Signer Portal Update**

* New Signer Agreement Letters
  + COMING SOON - deadlines will be included in the email. Read the email carefully.
  + Portal cannot be used until *ALL* letters are signed and returned by *ALL* signers
  + Test site out possibly next week

**Clearances: When/Who to call?**

* \*\*DO NOT CALL BADGING\*\*
  + Your employee will not be given clearance info over the phone by the police department
  + If you as a signer realize it is taking longer than 10 business days for your employee to be badged, you can call as a signer. Information will not be disclosed to the employee.
    - Contact Heidi Leonard or Melyssa Meuli

**Upper Jet Bridge Doors - Door Shunting Policy**

* **Aircraft Enplaning/Deplaning** - aircraft operators are ultimately responsible for controlling access to their aircraft when doors are shunted (only those with operational need).
* **Jet-Bridges Not In Use** - All employees must use the badge readers each time they enter or exit jet-bridge doors with badge readers. No piggy backing!

**Background Checks**

* Don't rely on Badging background checks - companies should have their own background check process
  + Badging will not share the results of Driving Records

**Signer Awards:**

Jason Arnold - DNC

Amy Rosenthal-Novak - OTG

APD is holding a Hot Dog Fundraiser for "Cuffing Cancer - Relay For Life". The event will be from 11A-2P located in the Police Situation Room (LT-3415). Take elevator by Checkpoint 1 (North Checkpoint) to the 3rd floor and take a right.

**\*Next MSP Security Consortium Meeting will be held on Wednesday July 18, 2018.\***