

# Signer Newsletter



## ACTION NEEDED

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### Tell terminated employees how to get a new badge if they have more than one employer

Airport employees who work for more than one company, and have multiple companies on their security badge, need to get a new badge if they are terminated from even one employer.

Employers who are terminating employees are encouraged to visit the Signer Portal to see if your employee works for multiple companies at the airport, which is common for airport employees.



Once you know your employee's situation, you can explain the badging requirement so that they can continue working at their other job without any interruption to their work schedule.

As long as the employee was terminated within the last 30 days, that individual can come into the Badging Office and walk out with a new badge the same day.

Remind the terminated employee to make an appointment at the [Badging website](#), and that they need to arrive at the Badging Office with an application for a new badge from the company that will remain as their employer. They also will need to bring two forms of ID.

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## WHAT'S NEW

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### Help employees avoid consequences of a false "forced" door scenario

For fire safety reasons, the “grace” period employees have if they pre-emptively try to open a lower level card-access door before the green light gives them the OK has virtually been eliminated.

Previously, employees had up to 10 seconds before an alarm would sound if they tried to push open a security access door prior to seeing the green light. Now that grace period is gone – and it’s causing an inordinate number of false “forced” door alarms.

**Employees must wait for the green light to open the door.** If the door is opened before the green light appears, it will sound an alarm and the airport police will be called to the location.

Please remind employees to wait for the green light to appear before trying to open the door. If an employee does trigger an alarm, they must stay by the door until the police arrive.

Regardless of their intent, employees are subject to reprimand and will be required to take additional security training. The goal is to eliminate false forced door alarms to prevent a disruption to the workday for police officers and employees.



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## REMINDERS

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### Challenge anyone on the airfield not displaying a security badge

When airport employees are on the airfield at MSP, it is their responsibility as a badge holder to challenge anyone who does not display an MSP Airport security badge.

All airport employees working on the airfield or in tug drives must have their badge displayed above the waist and on their outer layer of clothing.

As you talk to employees, remind them of this requirement.

If an individual does not produce a security badge or refuses to produce one when challenged, call 911 and ask that individual to remain in place until police arrive. If you are fearful for your safety, keep a safe distance and attempt to remain in visual contact with the individual.

Badge holders who refuse to cooperate when challenged will be issued penalties, which could include suspension or revocation of the employee’s badge.

A news story that detailed some airport security breaches can be [found here](#).

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## Please provide your feedback

In June, we included a link in this newsletter to a [five-minute survey](#) to collect your feedback about the Airport Police Department’s communications regarding badging and security topics.

Approximately 120 people responded, but we would love to hear from more of you. If you haven't yet taken the survey, please click on this [link](#) and let us know how we can better serve you through our communications.

The answers will be used to improve communications with the airport's 1,640 badge signers — a group we rely on to disseminate important information to badge holders at MSP.

If you already took the survey, you don't need to take it again.

We will share the results in a future newsletter.

Thank you again for your assistance.

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**Quick Links**

[Badging Webpage](#)

[Authorized Signer Information](#)

[Badging Application Signer Guide](#)

[MyMSP News](#)