

ISSUING OFFICER NEWSLETTER

ISSUING OFFICER MEETING: Wednesday, June 19, 2019 AT 11:00 AM HANGAR 7, 3RD FLOOR



A WHOLE
NEW
LGA

(above) connector bridge to the gates at Terminal B

Stay Alert, Be Aware, Speak Up Airport Community Watch Program

Don't hesitate to report suspicious activity. This program awards eligible individuals to receive cash awards from \$50 to \$1,000 for reporting suspicious activity, preventing airport crimes or breaches of airport security. For more information and eligibility requirements visit their website at:

<http://aviationdevelopmentcouncil.org/airport-community-watch-program/>

Security Is Everyone's Responsibility Take Action Speak Up

Remain situationally aware at all times. Take action to address individuals who seem lost, aren't dressed for the environment, don't have a badge, or who blatantly attempt to evade access control measures. This collective effort will enhance the security of LaGuardia Airport. Piggybacking occurs when an unauthorized person slips in through a door before it closes or when an authorized person allows someone to follow them through a door to secure area(s). Both practices are gaps in security with the potential to expose the airport to a variety of threats. If you do not carry a valid SIDA badge, do not enter a secured area or go through a secured door by following a valid SIDA badge holder. If you carry a SIDA badge, make sure you are following the correct procedures when accessing a secured area.



Review of Airport Security ID Cardholder Responsibilities

It is the responsibility of every individual issued an Airport ID card:

1. While in SIDA areas of the airport, individuals who are not under escort must DISPLAY the Airport Security ID card in full view, above waist level, on their outermost garment. Airport ID card must be presented upon demand in response to a challenge.
2. REMEMBER TO CHALLENGE the authority or purpose of a person without proper escort who attempts to enter the SIDA/Secure areas of the airport and to prevent him or her from entering the SIDA/Secure areas; and to challenge someone who is in the SIDA/Secure areas if not displaying a valid Airport ID and escort him/her from the SIDA/Secure areas, if that individual does not offer valid Airport ID, report the incident to the Port Authority Police as soon as possible while attempting to keep the individual within view.
3. Do not wear airport ID badge off airport property.
4. Airport ID badge should never be duplicated, altered or shared on any social media platforms such as Facebook, Twitter, Snapchat, Instagram, WhatsApp, LinkedIn, etc.
5. Do not use airport ID badge to bypass TSA Screening Checkpoint when boarding an aircraft.

ID OFFICE HOURS

General Office Hours/
ID Card Pickup
Mon-Fri: 8:30am-4:30pm

Fingerprinting
(Appointments)
Monday to Friday
8:30 am-3:30pm

2019 Holiday Closures
July 4, Thursday
September 2, Monday
October 14, Monday
November 11, Monday
November 28, Thursday
November 29, Friday
December 25,
Wednesday

**if you SEE
something
SAY
something**

To download forms
and find information
regarding the
badging process
visit our ID Office
website at

<http://www.panynj.gov/airports/security-id-office.html>

Bi-Monthly Issuing Officer Meetings

The Port Authority is hosting Issuing Officer (IO) meetings every two months to discuss upcoming initiatives and improvements to the credentialing process. The meetings are perfect opportunities for IOs to voice their suggestions, concerns and problems regarding the credentialing process. Your feedback is important to us.

Airport Security ID Cardholder Responsibilities

Proper Display of Your Airport Security ID Card

Airport employees are required to challenge any unescorted person not showing an Airport Security ID card in the SIDA/AOA/Secured areas of the airport.

Proper Ways to Display Your Airport Security ID Card:



**Below your neck and above your waist.
Visibly displayed at all times.**



Call the LGA Port Authority Police 718-533-3911

AIRPORT COMMUNITY WATCH PROGRAM

Airport Community Watch Program is jointly sponsored by the Aviation Development Council and the Police Crime Prevention Unit of the Port Authority of New York & New Jersey. Airport Community Watch Program is administered and managed by the Aviation Development Council, whose members include the scheduled airlines serving LaGuardia, John F. Kennedy and Newark Liberty International Airports.

May 2019 - Security Awareness Message



THE PORT AUTHORITY OF NY & NJ



LGA ID OFFICE CONTACT INFORMATION

Tour Supervisor

LGATOURSUPERVISOR@PANYNJ.GOV

718-533-3907

SIDA Badges

LGAIIDCARD411@PANYNJ.GOV

718-533-3935

718-533-3700 (after hours)

Vendor Requests-Sterile Area Access

LGA_VENDORREQUESTS@PANYNJ.GOV

718-533-4247

Breach of Rules

LGABOR@PANYNJ.GOV

718-533-4247