

SECURITY SERVICES PRIVILEGE PERMIT REQUIREMENTS

Effective July 1, 2018, and as noted in the Security Manager's Bulletin entitled "**AIRPORT IMPLEMENTATION OF SECURITY SERVICES PERMIT, FEES, AND TRAINING**", the Port Authority Security Services Privilege Permit ("Permit") requirements are as follows:

Company Requirements:

- 1) A company providing any operation at the airport that is included in the definition of "Security Services" as noted in the Permit and in Attachment A of this document must execute a Permit. **CAREFULLY EXAMINE THE ATTACHMENT, WHICH LISTS ALL SECURITY SERVICES, TO ENSURE YOUR COMPANY DOES OR DOES NOT FALL INTO THIS CATEGORY. IF YOU DETERMINE THAT YOUR COMPANY PERFORMS ANY OF THE SERVICES LISTED AND YOU HAVE NOT OBTAINED THIS PERMIT, YOU MUST CONTACT YOUR PORT AUTHORITY PROPERTIES AND COMMERCIAL DEVELOPMENT DIVISION REPRESENTATIVE IMMEDIATELY.**
- 2) Companies performing a "Security Service" for the Port Authority DO NOT have to obtain the Permit or comply with its requirements (i.e. State license) and its employees DO NOT have to obtain state security guard licenses or take the Port Authority's Security Guard Training (SGT).
- 3) Companies/employee are not subject to the Permit requirements if they only provide security services within their company (i.e. escort people within their own company, escort a vendor in the course of the company's operations).
- 4) Companies performing a "Security Service" for hire (i.e. escort services) to other entities (3rd parties contractors) ARE REQUIRED to obtain the Permit and comply with its requirements (i.e. State License), and their employees are required to obtain a state security guard license and take the Port Authority's SGT unless exempted as noted below.
 - Cleaning companies that also perform escort services for hire are subject to all the requirements of the Permit (i.e. Port Authority's SGT, state license, etc).
- 5) A company that does not execute a Permit
 - a) cannot operate at the airport, and
 - b) its employees will not be permitted to obtain Airport Security ID Cards,
 - i) If employees of a company are found to be performing security services without the company executing a Permit, then that company's employees Airport Security ID Cards may be revoked.
- 6) A company performing Security Services at a Port Authority airport must have a state issued security license in each state it is operating in.
 - a) LGA and JFK - NY state issued license known as Watch Guard or Patrol Agency ("Guard Agency License")
 - i) A NY state issued Private Investigator License may be accepted in lieu of Guard Agency License. This exemption shall not apply to individuals seeking Security Guard (SG) status.

SECURITY SERVICES PRIVILEGE PERMIT REQUIREMENTS

- ii) A “Proprietary Employer of Security Guards” license in New York cannot be substituted for a Guard Agency License
 - b) EWR – the New Jersey state issues a *SORA* License
 - c) An armored car service company may provide a NY state issued Armored Car Carrier license in lieu of a Guard Agency License. An armored car service company in NJ must provide a state issued *SORA* License.
- 7) The company’s Guard Agency/*SORA* License must be in the name of the Permittee. The state issued license cannot be for a subsidiary, parent company, or one of the companies of a joint venture who is not the actual Permittee.
- 8) The security services company’s Guard Agency/*SORA* License will be verified at the time it submits the request for a Permit by the Properties and Commercial Development Division at the airport where it operates.
- 9) Companies that currently have a Permit to operate at EWR or are operating at JFK and LGA, who now require a Permit and, thus, a Guard Agency/*SORA* License, will be granted an extension of time to obtain the these licenses provided:
- a) they are currently operating at the airport
 - b) have *submitted documentation* that they have submitted a license application to the state and
 - c) *present the license by August 1, 2019.*
- 10) Companies that are *new* and are not currently operating at the airport will be required to submit the full Guard Agency/*SORA* License at the time of their Permit request.
- 11) Companies and employees that provide cargo screening and food catering inspections are subject to all Permit requirements.
- 12) A partial or wholly owned subsidiary company (including an airline subsidiary company) must have a Permit notwithstanding the fact that its parent has a Permit.
- 13) **Exemption to Permit requirements:**
- a) Companies (and their employees) that perform *aircraft security checks during the cleaning of an aircraft* must obtain a Permit in order to operate at an airport. However, the company is not required to have a state issued security guard license, and its employees do not have to mark off SG on Airport Security ID applications, go to SGT or have a state license. The Port Authority *reserves its right* to make this service subject to the Security Services Permit.
 - i) *This exemption does not apply to any other services that may be performed on behalf of an aircraft operator.*

Employee Requirements:

- 14) Employee(s) of a company DO NOT have to obtain the state issued security guard license or take Security Guard Training (SGT) if
- a) that company is performing a "Security Service" for the Port Authority, or
 - b) The employee performs a security service internal to their own company (i.e. escort a vendor in the course of their company’s operations)
- 15) All employees performing any duty at the airport that is included in the definition of “Security Services” on the attached sheet (except those noted in paragraph 14 above), who

SECURITY SERVICES PRIVILEGE PERMIT REQUIREMENTS

are employed by a company required to have a Permit as noted in paragraph #3 above ARE REQUIRED to

- a) obtain a state security guard license and
 - b) take the Port Authority's SGT, and
 - c) Check "Yes" on Security ID Card application under the Security Services Privileges, notwithstanding the fact that their company has not executed a Permit as of January 31, 2019.
 - i) Through April 30, 2019, applicants may *provide documentation* noting that they have completed the state security guard license training requirements and have applied for a state security guard license in order to meet the state security guard license requirements.
 - ii) As of May 1, 2019, provide a state issued security guard license (a card with picture or an identification number that can be easily verified on a public website) at the time the Security ID card is issued.
 - iii) Any badge issued without the presentation of the full state issued security guard license will have an expiration date of April 30, 2019, and the badge holder will be required to submit the state guard license under this requirement as of May 1, 2019.
- 16) The Security ID office will verify the security guard license requirements of individual employees.
- 17) As noted above applicants that seek escort privileges and provide escort services to 3rd parties are required to check the "SG" on the Airport Security ID Card application and have a state issued security guard license. However, an employee seeking escort privileges that will only escort people *within their own company* will not be subject to the Permit requirements.
- a) If an Airport Security ID card holder does not have "SG" on the ID card and are found to be escorting individuals that are not employees of the same company, the Airport Security ID card may be revoked.
 - b) As noted above, a subsidiary company is not considered the "same company."
- 18) An armored car service employee may provide a NY state issued "Armored Car Guard" license in lieu of a security guard license.
- 19) The Security Guard Training
- i) consists of a 4-hour course and exam, and
 - ii) is focused on security topics and duties specific to airports and related to each facility. It will serve to build on both a standardized and comprehensive knowledge base across all companies performing security functions at the airport.
 - iii) A company's Issuing Officer must contact the Security ID Office, or, if applicable, use the ID Office's website to schedule the training at the airport where its company operates to schedule employees for this mandatory training

SECURITY SERVICES PRIVILEGE PERMIT REQUIREMENTS

Fees

Please refer to the

- JFK General Manager's Bulletin #2018-42, issued on December 12, 2018;
- EWR General Manager's Bulletin #18-43, issued on December 14, 2018; and
- LGA General Manager's Bulletin #18-39, issued on December 13, 2018

The Port Authority reserves its right to modify any of the requirements or exemptions noted above at any time. If you have any additional questions regarding the Permit and its requirements, please contact your Airport's Properties and Commercial Development Division representative.

This requirement document supersedes any prior notices or correspondence sent to airport tenants or issuing officers.

SECURITY SERVICES PRIVILEGE PERMIT REQUIREMENTS

Attachment A

“*Security Services*” shall mean security related services performed by the employees of the Permittee on behalf of the Port Authority’s lessees, permittees, terminal operators, contractors and other Persons permitted to use or operate at the Airport, which may include the following:

1. conducting inspections for security integrity of perimeter fences, unattended baggage, suspicious behavior by individuals, defective lighting and/or light outages, opened, unlocked vehicle gates or building doors in the areas to which they are assigned;
2. observing and reporting suspicious activity and behavior to designated parties;
3. controlling access to restricted areas or the Security Area of the Airport;
4. reporting of unauthorized individuals - reporting to the Port Authority Police any unauthorized individuals attempting or having gained access to the assigned areas without required authorization;
5. directing traffic at passenger terminal frontages;
6. escorting services for Persons who do not have access credentials for a Security Area, including, construction site(s), passenger terminal(s), facilities, and other designated areas;
7. security oversight of high- value cargo into a Security Area;
8. providing or assisting in crowd control in assigned area;
9. screening of aircraft, including private and public charter, persons, cargo, and/or vehicles located in or seeking access to Security Area of the Airport;
10. responding to and investigating door alarms at terminals and facilities/buildings;
11. providing armored car services;
12. custodial transportation, for compensation, of inmates and detainees committed to the custody of any State or of a municipality or political subdivision of a State, into and through any Security Area of the Airport;
13. transporting and securing high value cargo/good into and through any Security Area of the Airport;
14. security operations centers- staffing security operations center/monitoring security technology, including, but not limited to, access control system(s) and closed circuit television;
15. providing Fire Watch activities as specified by Port Authority;
16. access control – controlling access to facilities that provide access to any area of the Airport;
17. perimeter control of assigned area;
18. Airport, Air Carrier or Foreign Air Carrier security-related responsibilities derived from requirements outlined in 49 CFR §§ 1540 through 1550; and
19. other services to be determined by the Port Authority from time to time, upon prior notice.