

Union Employee Badge Standard Operating Procedures

(O'Hare and Midway Airports)

I. Purpose

This Standard Operating Procedure (SOP) establishes the requirements for labor organization representatives that have been issued Chicago Department of Aviation (CDA) Security Identification Display Area (SIDA) Badges for the purpose of accessing the sterile areas of the airports to conduct union business. This SOP supplements, but does not supersede, all applicable laws, ordinances, and rules relating to airport security and badging. All union badge holders must comply with this SOP and all other applicable laws, ordinances, and rules.

II. Policy

Issued badges shall be used solely for conducting union business as agreed upon, and in accordance with, established Chicago Department of Aviation policies and procedures. Representatives of labor organizations issued badges in accordance with this SOP must properly display badges when accessing the Sterile Area of the airport. Use of the badge for purposes other than conducting union business will result in termination of the badge.

III. Procedures

a. Badging Application Process

The individual labor organization/union must establish a company account in the badging system (Compliance Office), as the "Employer." The tenant is the "City of Chicago Department of Aviation," specifically the ID Badging Management staff.

b. Labor Peace Agreement

Each labor organization/union seeking to be badged must provide a fully executed "Labor Peace Agreement" or "LPA" at the time of application that will be scanned into the ID Badging system.

c. Background Checks

All individuals applying for a SIDA Badge at O'Hare or Midway Airports must undergo an FBI fingerprint-based criminal history check and must meet all TSA background check requirements as part of the badge issuance process.

d. Authorized Number of Issued Badges per Labor Organization/Union, Badge Type and Approved Access

i. Each Labor Organization/Union "Employer" shall be authorized to have a maximum of six (6) active badges at any given time (to be monitored /controlled by the ID Badging Managers, who sign as "Tenant" for such applications).

- ii. Labor organization/union employees will only be approved for and issued a “Sterile Area” PURPLE BADGE; thus they will have no escort or driving privileges or access to the “Secured Area” of the airfield.
- e. Badged Union members will only be allowed to enter the sterile area through a designated TSA screening checkpoint. Entry to the sterile area via any alternate access point is strictly prohibited.

IV. Non-Compliance with Established Protocols

Should the badge holder fail to follow the protocols established in this SOP, a representative from ID badging will notify the individual who initially established the “company account” as the “Employer” in writing and the union shall be required to provide a written statement to the Assistant Commissioner of ID Badging explaining the circumstances which led to non-compliance. In such cases, the union will be denied access privileges until the written statement has been submitted, reviewed, and corrective action taken, as determined by the Chicago Department of Aviation, in its sole discretion.

Any subsequent attempt to use the badge before receiving approval from the Chicago Department of Aviation shall result in the confiscation of the badge by the appropriate airport authority. The airport authority also reserves the right to dispatch airport Aviation Security Officers to search for the badge holder and determine if the badge holder should remain on site or have the badge confiscated and its user escorted out of the Secured Area.

I. Lost Badges

If at any time the badge becomes “unaccounted-for” or is lost or stolen, the badge holder must immediately contact the designated management personnel in the Badging Office for instructions and guidance. If such an event occurs after 4:00 pm, the badge holder must immediately contact the O’Hare Communications Center (OCC) at (773) 894-5000 or the Midway Communications Center (MCC) at 773-834-0656 to report the event. The badge will be immediately terminated. The OCC/MCC shall provide the employee with a confirmation number that must be written on the ID Badge application when he/she applies for a replacement badge. A replacement will be assessed in the amount of \$50 for the first lost badge. In the case of subsequent occurrences within a 24-month period, the badge holder will be charged a replacement fee of \$100.

*All capitalized terms not herein defined shall have the meaning given in the City of Chicago of Aviation Identification Badge Regulations and Practices.