



PORTNO TWIC ESCORTING POLICY:

TWIC Escorting Policy

In accordance with 33 CFR 101.514, all persons requiring unescorted access to restricted access areas of PORTNO facilities must possess a Transportation Worker Identification Credential (TWIC). A TWIC must be obtained via the procedures established by TSA in 49 CFR Part 1572.

The employer must submit the application for escort privileges form(s) supplied by the PORTNO and the sponsoring employer must agree to accept all responsibilities for sponsored employees meeting the requirements of TWIC related to restricted access areas and agree to accept any fine or liability imposed upon the PORTNO by the U.S. Coast Guard, or other federal entities, for failure of such employees to fulfill those responsibilities.

The following employers are eligible to sponsor their direct full-time employees and apply for TWIC escorting privileges for such employees: Tenants leasing land, buildings or office space within PORTNO facilities, all PORTNO staff, surveyors, agents, chaplains, contract labor, delivery persons, vendors, and contractors.

Each sponsoring tenant, licensed steamship agent, licensed transportation company, licensed guard service or public utility may nominate a maximum of five (5) direct full-time employees for TWIC escort privileges. Requests for additional nominations by eligible sponsoring employers will be considered on a case-by-case basis.

Persons who are granted escort privileges must possess a valid TWIC, a valid driver's license and a working cellular telephone and must be sponsored by their employers to serve as TWIC escorts within PORTNO facilities. Such persons must be direct full-time employees of the employer submitting the nomination, and may not be nominated by more than one employer.

No person may act as an escort until such person has been approved by PORTNO and has met the training requirements listed in 33 CFR 105.215, (Security training for all other facility personnel). Specifically, escorts must have knowledge of PORTNO escorting procedures, and the procedures and contingency plans determined by the PORTNO if an escorted individual is engaged in activities other than those for which escorted access was granted. All necessary knowledge of the PORTNO escorting and reporting procedures are contained within this document.

Approved TWIC escorts must possess a working cellular telephone while engaged in escorting duties in restricted access areas and must immediately report loss of side-by-side contact with escorted individuals, or any suspicious activity engaged in by such escorted individuals, to PORTNO Harbor Police office at 504-891-7585.

Under the PORTNO Facility Security Plan hand-off of escorted persons to a second TWIC escort is not permitted, but it may be allowed under the perspective client's Facility Security Plan.

The TWIC Escorts shall sign in all escorted persons in at the PORTNO facility access stations and sign them out when they have completed the escorting duties. The TWIC escort will not be relieved of their responsibility for

escorted persons until they have been properly released from his or her custody by PORTNO contract security and/or PORTNO police.

Persons seeking access to PORTNO facilities who do not possess a TWIC may only enter PORTNO facilities with a PORTNO approved TWIC escort as a side-by-side companion. Each approved TWIC escort will be allowed to escort a maximum of five (5) individuals at any one time either in the car with them or the vehicle the persons are in. Each approved TWIC escort will be allowed to escort one commercial tractor trailer at any one time. An approved TWIC Escort may escort a bus or 15 passenger van into a PORTNO facility provided the passengers do not disembark the bus or van onto the facility. If the passengers disembark onto the facility then the 1 to 5 TWIC Escort rule would apply.

The TWIC escort is responsible for ensuring any person(s) they escort are in possession of current valid identification and has a reason to be at the PORTNO, and must maintain continuous physical proximity to and visual contact with the persons they are escorting.

Ship's visitors must escorted side-by-side to the vessel and side-by-side from the vessel by a PORTNO approved TWIC escort.

Vessels moored at the PORTNO that has a Coast Guard Approved Security Plan – The TWIC escort must transfer responsibility for the escorted person (crew members and/or visitors) to the custody of the ship's Vessel Security Officer (VSO).

Crewmembers and/or visitors who have been transferred into the custody of a VSO may only depart the vessel and transit PORTNO facilities in the custody of an approved PORTNO TWIC escort and they must log the crewmember and/or visitor out at a designated PORTNO facility access station.

Crew members, who do not have a TWIC and who wish to disembark from the vessel while at berth, must be escorted side-by-side from the vessel to any destination within PORTNO facilities by an approved TWIC escort.

The TWIC escorts requirements does not apply to mariners working immediately adjacent to the vessels they are employed aboard while in the conduct of normal operations in support of the vessel (e.g. attach shore ties, perform routine maintenance, read load lines, load stores, etc.).

Mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

TWIC escorting regulations/protocol for the PORTNO Camera Surveillance System located at Harbor Police Headquarters. The PORTNO contract security personnel assigned to the facility access stations will notify the Communication Surveillance Center via radio communication device when a Non-TWIC holder requires access to the PORTNO non-maritime locations located within the PORTNO maritime perimeter. The officer(s) assigned to the Communications Surveillance Center will monitor the Non-TWIC holder to and from their destination and will dispatch a police unit if they deviate from the original purpose Of gaining access to the PORTNO.

TWIC escorting privileges are granted at the sole discretion of the PORTNO, for a period determined by and at the sole discretion of the PORTNO, and the PORTNO reserves the right to deny granting escorting privileges or to suspend, revoke or deny renewal of escorting privileges previously granted, as follows:

1. Submittal by an employer or nominated applicant of false or misleading information

2. Failure to adhere to the policies, rules and regulations of the PORTNO or other applicable federal, state or local laws and regulations, including, but not limited to

Any attempt to gain entrance to the PORTNO facilities, or restricted areas within its facilities, through fraud or deception

Any attempt to bypass established entry points

Use or attempted use of a credential issued to anyone other than the approved TWIC escort, or loaning of an approved TWIC escort credential to another person

Failure to perform escorting duties in the manner prescribed in this policy

3. Submittal by an approved TWIC escort of false or misleading information or refusing to cooperate in a security-related investigation

4. Conviction of an approved TWIC escort of any offense for which he or she would have initially been denied approval in accordance with the policies of the PORTNO.

5. Failure to present a TWIC upon request or loss of TWIC privileges, or

6. An employer no longer meets the criteria under which its eligibility was initially established or an approved TWIC escort leaves the employment of the company for which escorting privileges were approved.

The PORTNO is a tenant based port facility and leases their facilities to its tenants who work domestic/foreign cargo vessels. Each leased facility is mandated by the United States Coast Guard to maintain and operate their facility under an approved Facility Security Plan. Each facility governs who and how person(s) without TWIC accesses their perspective facility. Escorts should contact Ron Harper, Port of New Orleans FSO: harperr@portno.com