

## **LAKE CHARLES HARBOR AND TERMINAL DISTRICT TWIC ESCORT POLICY**

In accordance with U.S. Coast Guard regulation 33 CFR 101.514, effective April 14, 2009, it is the policy of the Lake Charles Harbor and Terminal District (POLC) that all persons requiring unescorted access to restricted POLC facilities must possess a Transportation Worker Identification Credential (TWIC) before such access is granted. A TWIC must be obtained via the procedures established by TSA in 49 CFR Part 1572.

Persons seeking access to POLC facilities who do not possess a federally required TWIC may only enter POLC facilities with a POLC approved TWIC escort as a side-by-side companion. Each approved TWIC escort will be allowed to escort a maximum of five (5) individuals or one (1) truck at any one time.

Persons who are granted escort privileges must possess a valid TWIC and a valid TWIC-based POLC escorting credential and must be sponsored by their employers to serve as TWIC escorts for persons seeking access to facilities located within POLC restricted access areas. Such persons must be direct full-time employees of the employer submitting the nomination, and may not be nominated by more than one employer.

The employer must submit the application for escort privileges on forms supplied by the POLC. 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 liability imposed upon POLC by the U.S. Coast Guard, or other federal entities, for failure of such employees to fulfill those responsibilities.

TWIC escorting privileges are granted at the sole discretion of the POLC, for a period determined by and at the sole discretion of the POLC. The POLC 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 POLC or other applicable federal, state or local laws and regulations, including, but not limited to:
  - Any attempt to gain entrance to the POLC's 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 POLC.
- 5) Failure to present a TWIC upon request or loss of TWIC privileges.
- 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 following employers are eligible to apply for TWIC escorting privileges:

- Tenants leasing land, buildings or office space within the boundaries of POLC restricted access areas;
- Steamship agents who are licensed by POLC;
- Companies who are licensed by POLC to provide transportation services for such POLC licensed steamship agents or tenants;
- Companies who have been licensed by POLC to provide guard services;
- Regulated public utilities providing services to the POLC or tenants leasing land or buildings within the boundaries of POLC restricted access areas;
- POLC employees designated by the POLC, and
- POLC port police.

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

Approved TWIC escorts must possess a working cellular telephone at all times while engaging 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 POLC Harbor Police at 337-802-3597. The approved TWIC escort will not be relieved of custody and responsibility for escorted persons until such persons have been properly released from his or her custody by Harbor Police officers.

Non business requests to visit with vessel's crewmembers should be referred to the POLC casual visitors' policy. Casual visitors will be defined as those persons who do not have a business function with the POLC but may request access to a vessel. Examples include crewmembers family, non-profit organizations, religious organizations or others indicated by the Captain. Those seeking access to the vessel can only gain access in the following manner:

1. Captain of the vessel must indicate on the Vessel Security Requirements form if the casual visitor(s) are expected and their name(s).
2. Once approved by the Captain, the Vessel Agent must transport casual visitor(s) from gate to vessel and back to the gate during the visit. If the casual visitor(s) does not have a TWIC, the agent must escort the casual visitor(s) in accordance with TWIC and POLC procedures.

Crew members, who wish to disembark from the vessel while at berth, must be escorted side by-side from the vessel to a designated access point or from a designated access point to the vessel by an approved TWIC escort.

The TWIC escort requirements do 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 maintenance, read load lines, load stores, etc.). Such mariners will be permitted limited access to the area immediately adjacent to their vessels without escort.

The following definitions explain terms used in this policy:

- *Possess* means to have physical custody of a credential and to present the credential for inspection when seeking access to restricted access areas.
- *Restricted access area* means any area located within the boundaries of POLC regulated facilities which the POLC has designated as a restricted area and has posted signage identifying such areas as restricted areas.
- *Authorized access point or designated access control facility* means a designated entrance/exit location, manned by POLC police officers or contract guards, through which access to POLC facilities is normally gained.
- *Approved TWIC escort* means an individual holding a valid TWIC and a valid TWIC-based POLC escorting credential who has been approved by POLC to escort non-TWIC holders on POLC premises.
- *Escorting* means ensuring that the escorted individual is continuously accompanied while within POLC facilities in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted.