

PORT OF LAKE CHARLES TWIC ESCORTING PROCEDURES

Authorization: An individual with a valid TWIC who is authorized to be in a restricted area by the Port of Lake Charles is not required to be escorted. An individual who does not have a valid TWIC must be escorted in restricted areas by a Port of Lake Charles authorized escort. All areas of City Docks are restricted and the docks at BT-1 are restricted.

Possession of a TWIC does not guarantee unescorted access to secure areas; permission must be granted by the Port of Lake Charles.

Escorting: Escorting means ensuring that the escorted individual is continuously accompanied while within a restricted area in a manner sufficient to observe whether the escorted individual is engaged in activities other than those for which escorted access was granted. An individual not in possession of a TWIC who requires access to a restricted area must be escorted with *side-by-side* accompaniment at all times by an authorized TWIC holder escort.

Identification: Person(s) seeking escorted access must present USCG recognized personal identification to the Port of Lake Charles representative prior to being granted access.

Responsibility: The person assuming escort responsibility agrees to be responsible for the escorted person(s) until responsibility is either turned over to another approved escort, or the escorted person(s) departs the restricted area and is processed out.

Escort Ratio: At no time may an escort accompany more than 5 individuals, all of whom must remain within visual contact with and in continuous physical proximity of the escort in order to enable the TWIC holder escort to witness the escorted individual(s) actions.

Vehicle Escorts: When escorting vehicles into restricted areas, the escort is not expected to enter the vehicle being escorted. However, the escort must verify the reason for entry, clearly define the driving pathway and maintain a visual line of site with the vehicle until it leaves the restricted area and is processed out. Escorting ratios do not apply when non-TWIC holders are transported in an enclosed vehicle. In this case, one TWIC holder who is driving or riding in the vehicle can escort any number of passengers as long as they are not allowed to depart the vehicle.

Non-compliance: In the event the escorted individual departs from the escort and/or exhibits any suspicious behavior, or fails to comply with the escort procedure, the escort shall:

1. Attempt to gain compliance via verbal request; if this fails, the escort shall:
 - a. Maintain visual contact of the escorted;
 - b. Notify Harbor Police of the location of the incident, direction of travel, description of the escorted and the situation.
2. Non-compliance will be treated as a Transportation Security Incident.
3. DO NOT attempt to physically detain or stop the escorted.

Signature: By signing this form below you are accepting the role of an escort at the Port of Lake Charles and certify you understand the requirements and duties of this obligation and will perform the aforementioned duties to the best of your ability and notify the Port of Lake Charles Harbor Police of any non-conformity while performing these duties.

Escort Name: _____ Company: _____

Escort Signature: _____ Date: _____