

Instructions for Obtaining a Variance

1. Limited Use of Airport

A person who is excluded from the Airport may use the Airport for the following limited purposes, subject to the following conditions. A person who is subject to a short term Exclusion for refusal to comply with the lawful direction of an official authorized to conduct screening may not use the Airport for (a) or (b) below.

- a) Fly out of the Airport: a person may be at the Airport for not more than three (3) hours immediately prior to the scheduled departure of a commercial flight for which the person holds valid ticket;
- b) Fly into the Airport: a person may be at the Airport for not more than one (1) hour following the arrival of a commercial flight on which the person was a passenger, as evidenced by a ticket receipt or airline flight manifest; or
- c) Use the Airport for another purpose, only in strict compliance with a written variance from the Chief of Police, Chief Public Safety Officer, Chief Operating Officer, Chief Commercial Officer or their respective designees, which variance shall specify a limited period of time and a specific purpose for which the excluded person may use the Airport.

2. Obtaining a Variance

- a) You must file a written request for a variance to the terms of this Notice of Violation and Exclusion with the Chief of Police. Your request must include your mailing address and telephone number.
- b) Your request must describe a specific purpose for which you intend to use the Airport.
- c) Your request must specify the specific date(s) and time(s) of your intended use of the Airport.
- d) Send your written request for variance to: **Chief of Police, Port of Portland Police Department, 7000 N.E. Airport Way, Suite 3109, Portland, OR 97218.**
- e) Questions should be directed to the Chief of Police, (503) 460-4221.
- f) You will be notified if your request for a variance has been approved. If approved, you will receive a written variance which you must carry on your person at all times when at the Airport.

Instructions for Appealing and Exclusion: Written Notice of Appeal to Request a Hearing

- a) A person or business that intends to appeal an Exclusion must file a **written** notice of appeal no later than the earlier of ten (10) calendar days after the Notice of Violation and Exclusion is placed in the mail, or seven (7) calendar days after the Notice of Violation and Exclusion is delivered (by hand delivery, fax or e-mail) to the person or business alleged to have committed the violation.
- b) The notice of appeal must include the appellant's mailing address and telephone number.
- c) The notice of appeal and request for hearing must be filed in writing and in accordance with these instructions. It must state the grounds for appeal, including the reason or reasons that the Notice of Violation and Exclusion is incorrect. Questions should be directed to the Chief of Police, (503) 460-4221.
- d) Notices of Appeal should be sent with a copy of this Notice of Violation and Exclusion, to: **Chief of Police, Port of Portland Police Department, 7000 N.E. Airport Way, Suite 3109, Portland, OR 97218.**
- e) You will be notified by a hearings officer as to when and where to appear for the Exclusion appeal hearing. The Chief Operating Officer and the Chief Commercial Officer have ordered that Exclusions take effect immediately, and therefore the hearing shall be held no later than fourteen (14) calendar days from the date a notice of appeal is received.