

SEMD-SD-RO-211 – HR Assistance

1. Purpose

This procedure describes the preparatory response requirements, duties, responsibilities, and criteria associated with assisting Human Resources (HR) personnel during a disciplinary meeting.

2. Scope

This procedure outlines Security's assistance for HR personnel during a personnel disciplinary/probationary/termination meeting where Security's presence and/or intervention may be needed.

3. Applicability

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services.

4. Effective Date and Date Reviewed/Updated

This policy went into effect on June 9, 2016 and its update was effective on February 1, 2024.

5. Policy

During a disciplinary/probationary/termination meeting(s), HR personnel may request Security stand-by if there is potential for an actual or perceived harm or physical/emotional outburst from Fermilab badged personnel. Therefore, reasonable security safeguarding measures appropriate to Fermilab are established. These potential incidents shall be acted upon in a consistent manner, to mitigate any workplace threat to HR personnel or any other personnel. The incident shall be handled in a manner that provides privacy and confidentiality of the person(s) involved.

6. HR Personnel Assistance

6.1. Disciplinary/Probationary Assist Preparation

- 6.1.1. HR Partner contacts the Security Department and requests assistance for a preplanned meeting. HR should provide the following to Security:
 - Name and Fermilab ID number of the person
 - history of prior incidents (if any)
 - location/date/time of meeting
 - perceived/expected threat level at meeting
 - person's site access status at conclusion of the meeting.
- 6.1.2. Prepare the meeting location by removing any objects or items which could be used as weapons; arrange seats so that the subject of the meeting is farthest from the door and if possible, facing a wall away from a window view.
- 6.1.3. Establish a verbal/non-verbal signal in collaboration with Security to use if assistance is needed during the meeting.
- 6.1.4. During non-confrontational situations, or at any time after the meeting has begun, the HR Partner may request to have Security's presence terminated.
- 6.1.5. During a possible confrontation, the HR Partner should signal Security, remain calm along with the other meeting attendees and await instructions from the responding Security Department staff member.
- 6.1.6. Upon arrival of Security, the employee shall remain, and the HR Partner and other meeting attendees shall exit the location immediately.
- 6.1.7. Security will then provide additional guidance to the HR Partner of any actions that need to be taken, if any.

6.2. Fermilab Security Department Role

- 6.2.1. The Security Department staff member will gather information on the employee. The case report database will be checked for any previous security concerns, print out a key inventory, survey the meeting area for safety concern, select a location to observe the meeting and coordinate internal communication/signals with the HR Partner.
- 6.2.2. If no threat exists according to the HR Partner, the Security Department staff member may elect to depart the area.
- 6.2.3. If at the conclusion of the meeting an escort is required, Security will meet with the person and advise what is expected while they are being escorted. Security will maintain a respectful presence during the escort, which may involve the person gathering personal belongings at their work location or other areas.
- 6.2.4. Upon receiving a signal from HR Partner that the person is becoming verbally confrontational or becoming physically combative, Security shall enter the meeting room promptly. Security will intervene and provide clear verbal commands to the person. Security shall attempt to deescalate the situation and may request additional security backup or LLEA assistance. An escort will be required to remove the person from the site. The escort of the confrontational person will be completed as expeditiously as possible. The Security Department staff member shall advise assisting security units and the Security Operations Center of the actions being taken. The Security Department staff member shall advise security management, either personally or via the Security Operations Center, of the incident status as soon as possible.
- 6.2.5. Security may elect the use of non-lethal means to protect others who were unable to vacate the location and are at risk of bodily harm. The application of such force will be within the legal aspects of deployment and per Security Department training. Security shall attempt to keep other personnel at a safe distance, while the person is being escorted out of the area. The Security

Department staff member will keep the Security Operations Center updated while maintaining control of the incident and escorting the person off site.

6.3. Security Operations Center

- 6.3.1. Upon receiving the notification from the Security Department staff member that an uncooperative meeting, involving physical contact occurred, the Security Operations Center will make appropriate notifications as directed by the Security Department staff member.
- 6.3.2. Initiate a record of the radio transmissions or communication with the Security Operations Center on a Shift Activity Log which includes requests related to incident; phone calls related to incident with any actions that may have been taken; who was called, their title/position; time the call was made; time contact was made; arrival times of all involved individuals related to incident.
- 6.3.3. Security Operations Center will keep the Physical Security Manager informed when reasonably possible.

6.4. Local Law Enforcement Agency (LLEA)

- 6.4.1. County Sheriff shall meet with the Security Department staff member for a briefing of the situation and actions deemed necessary/appropriate.
- 6.4.2. When appropriate, the County Sheriff shall process the person and remove the uncooperative/combatative person off-site.

6.5. Stop Orders

- 6.5.1. If deemed necessary after, or as a result of the aggressive actions by the confrontational person, a Stop Order may be issued.

- 6.5.2. Security Department staff member and the HR Partner will collaborate; evaluate and confirm the information gathered to determine what threat level is to be assigned to the uncooperative/combatative person.

See Stop Order Procedure for details.

7. Definitions

- 7.1. Escort – The use of the word “escort” indicates a person who is following or leading an individual from a specific location to a different location or off-site.
- 7.2. LLEA – Local Law Enforcement Agency (county having jurisdiction)
- 7.3. May – The use of the word “may” indicate an optional action.
- 7.4. Order of Protection – Is an order of protection, also sometimes informally called a “restraining order,” is a court order that is intended to stop domestic violence, harassment, intimidation of a dependent, or interference with personal liberty.
- 7.5. Notification Letter – An official document from HR or Directorate which notifies a person of their specific access parameters to enter Fermilab property.
- 7.6. Security Department – Fermilab Security Department staff member
- 7.7. Security Subcontractor – Unarmed Subcontract Security Guards (uniformed officers)
- 7.8. Shall – The use of the word “shall” indicate a required action.
- 7.9. Should – The use of the word “should” indicate a recommended action.
- 7.10. Stand-By – The use of the word “stand-by” means if assistance is needed the Security Department is in close proximity and will respond to assist immediately if signaled.

- 7.11. Stop Order – An official document which defines a person’s access and limitations on Fermilab property.
- 7.12. HR Partner – A Human Resources Employment partner assigned to a division/project to provide employee assistance.

8. Responsibilities

Human Resources (HR) Partner (or designee) is responsible for ensuring the Security Department has been notified prior to any personnel disciplinary meeting which may require security presence. HR Partner should provide the Security Department with details of the person’s behavior that may present risk to the meeting attendees. This should include any history of physical aggression against coworkers or others, and the possible degree of threat perceived/expected. Information sharing is crucial for the overall safety of everyone involved and the appropriate response needed.

- 8.1. Fermilab Security Department is responsible for following this procedure and administering the appropriate measures necessary to prevent workplace disruption, property damage, or bodily harm. The privacy and confidentiality of the person(s) involved shall be respected to the extent that allows for safety. Security Department in collaboration with the respective HR Partner, shall prearrange a safe location where the meeting shall take place and discuss security’s role during and after the conclusion of the meeting. Security shall remain present as needed and if requested, escort the person to their work location and/or off-site. Security may request LLEA to stand-by if warranted.
- 8.2. Security Operations Center is responsible for ensuring notifications are made as directed by the Chain-of-Command and maintain a record of all radio and telephone transmissions if the incident escalates and additional resources are required. They will coordinate communication between all units involved if LLEA is requested to respond to Fermilab property.
- 8.3. Security Lieutenant is responsible for responding to the request for additional Security/LLEA resources.

8.4. Local Law Enforcement Agency (LLEA) is responsible for following their policy, procedure and protocols to ensure safety and order will be maintained.

9. Authorities

10. Owner

The Physical Security Manager is the owner of this policy.

10. Review Cycle

This policy shall be reviewed annually or more frequently, as needed.

11. Communication Plan

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.