

## SEMD-SD-RO-212 – Stop Orders

### **1. Purpose**

This procedure describes the issuing, distributing, and removing a Stop Order.

### **2. Scope**

This procedure is applicable to all Fermilab badged personnel and members of the general public, who present physical actions or verbal statements that create fear, disruption, and concerns of property damage or bodily harm in the workplace. This procedure outlines the Security Department's process implemented during and after the issuance of a Stop Order.

### **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 April 16, 2019 and its update was effective on July 16, 2024.

### **5. Policy**

At any given time, an incident may occur where a person(s) may feel uncomfortable and perceive that their safety may be at risk because of another person's unprofessional or inappropriate actions. Therefore, reasonable safeguarding measures, appropriate to Fermilab, are established. Incidents shall be acted upon, in a consistent manner, to mitigate any workplace threat. The incident shall be handled in a manner that provides privacy and confidentiality of the person(s) involved. Incidents involving badged Fermilab personnel shall be coordinated with the Fermilab HR Partner, Fermilab Security Department Staff members and, if warranted, Local Law Enforcement (LLE). Incidents which involve non-badged personnel or members of the public may be coordinated with the respective county LLEA.

The HR Partner and the Directorate can request an individual be placed on a Stop Order. Security Department staff has the authority to place an individual on a Stop Order. A Fermilab

employee may request, for Security Department approval and the HR Partner review, a Stop Order be placed on an individual by providing justification for such an action. Terminated employees who fail to return government issued keys will be placed on a STOP ORDER. The Duty Security Captain should be notified.

## **6. Human Resources (HR) Assistance and Stop Orders**

### 6.1. Disciplinary/Probationary Assistance Preparation

6.1.1. HR Partner contacts the Security Department and requests assistance for a preplanned meeting (Refer to ESH-SD- RO-211 HR Assistance). HR Partner should provide the following to the SD:

- Name
- 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
- If the meeting will result in a Stop Order

### 6.2. Fermilab Security Department Staff Role

6.2.1. Receive detailed and necessary information to create/update Stop Order. (See section 6.5.4)

### 6.3. Security Operations Center

6.3.1. Ensure that Stop Order notifications are kept in order and reviewed on a monthly basis, or as updates are provided.

### 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. A Stop Order can be issued for multiple reasons: results of the Laboratory's disciplinary process; result of an incident investigation; undesirable conduct including disruptive behavior from badged Fermilab personnel or a member of the public; repeated violations of Fermilab policies/procedures and the Site Access Policy; conduct that would bring embarrassment to the Laboratory and/or DOE; requests by DOE.

6.5.2. The Security Department staff member will evaluate what threat level (See 7. Definitions for Threat Levels) will be assigned to the person while also confirming the information obtained. For badged Fermilab personnel Stop Orders, the Security Department staff member will collaborate with HR Partner to determine what threat level and duration will be assigned.

6.5.3. The Security Department staff member will utilize the person's most recent photograph obtained from the Fermilab Badging Office or from other means available.

6.5.4. The Security Department staff member shall place on the Stop Order at a minimum, the following information:

- threat level
- Name of the person (if a spouse/dependent indicated such)
- Most recent picture of person
- Effective date and if applicable expiration date
- Access parameters
- Action if person attempts entry to site
- Notification - contact numbers
- Vehicle description
- Notification - contact numbers

- Posted date
- Name of poster/developer
- Security Department Case Report # (if applicable)

6.5.5 The Security Department staff member shall distribute copies of the completed Stop Order(s), to all mobile patrols, entrance control gates, Security Operations Center, Fermilab Security Supervisors and Security Management. The Stop Orders shall be secured, thus ensuring it is not in public view.

6.5.6 The Security Department staff member shall add individuals on a Stop Order to the Alert List in the “Banned” group in the IDScan dashboard. The information shall include at a minimum:

- Name of the person
- Fermilab ID # if applicable
- Action if person attempts entry to site
- Notification - contact numbers
- Vehicle description

## 6.6 Discontinuation/expiration and removal of Stop Orders

6.6.1. If the expiration date has been met and no additional requirements to maintain the Stop Order has been identified; the respective Stop Order will be removed from all locations but maintained on the security department server.

6.6.2. If there is a status change which has been received through the annual review process or through the requester’s initiation, Security Force collects and properly secures the respective Stop Order from all prescribed Stop Order locations. Security Department staff member collects and shreds the retrieved Stop Order. Security Department staff member updates electronic database and re-distributes the updated Stop Order(s) cover letter.

6.6.3 Level 1- If no further activity within six (6) months to one (1) year, the individual may be removed from active stop order.

Level 2- If no further activity within two (2) years, the individual may be removed from active stop order.

Level 3- Individuals may not be removed, to include a former member of the Security Department.

## 6.7. Maintenance

6.7.1. Security Department shall maintain an electronic file on the secure server, keeping it current. The electronic file shall have all active and inactive Stop Orders.

6.7.2. Active Stop Orders will be reviewed quarterly based upon their activation date, or when Stop Order information is updated. The review will be conducted by a Security Department staff member who will contact requesters of Stop Orders to obtain a status update and contact requesters who have, or had, an Order of Protection (OP).

6.7.3. Stop Order updates will necessitate reassigning new dates, where applicable, and reissue and/or remove any Stop Order which was placed on inactive status. Update the security server's Stop Order inactive file as well as the IDScan dashboard; and distribute the Stop Order Update cover letter.

## 6.8. Enforcement

6.8.1. The Security Force shall prepare for enforcement by briefing officers on new Stop Orders during guard mount, and self-reviewing of all active Stop Orders daily.

6.8.2. Security Force shall enforce the Stop Order by denying Site access to the subject on a Stop Order unless specifically granted access by an approved authorized person. The appropriate process for the Security Force to follow

when encountering an individual on a Stop Order who is attempting to gain site access is:

- deny access
- notify the Security Department Duty Supervisor of the attempt
- Security Officer shall annotate the site access attempt on the Officer Activity Report (OAR)
- Security Officer shall verbally attempt to persuade the individual to leave. If that is not successful, then the security officer shall verbally attempt to keep/delay the individual at the entrance area until assistance arrives.

If the individual unlawfully enters Site, then the security officer shall transmit via radio that an individual on a “Stop Order” committed a “Gate Run” utilizing the established Gate Run process. Security Force patrol personnel shall respond utilizing the established Gate Run process. Security Department Duty Supervisor shall immediately contact the requester of the Stop Order and advise them of actions they may take for their safety – if the requester is believed to be on site. Security Department Duty Supervisor shall proceed, using the most direct route to the vicinity where the individual is or expected to be at.

Security Department Duty Supervisor shall exercise any appropriate means necessary to ensure the situation is controlled/maintained and provides safety for all on Site. Security Department may elect to contact LLEA for assistance through the Security Operations Center.

## 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. Level I – The use of “level I” on a Stop Order means that the individual is not a physical threat to anyone and is calm. However, their presence on Site is not conducive to the Lab’s mission.
- 7.3. Level II – The use of “level II” on a Stop Order means that the individual is not a physical threat to anyone; however, may become verbally argumentative or has been argumentative causing workplace disruption.
- 7.4. Level III – The use of “level III” on a Stop Order means that the individual is known to be physical; has been verbally argumentative and could become physically combative.
- 7.5. LLEA – Local Law Enforcement Agency (county having jurisdiction)
- 7.6. May - The use of the word “may” indicate an optional action.
- 7.7. OP – Order of Protection
- 7.8. Notification Letter – An official document from WDRS/HR Partner or Directorate which notifies a person of their specific access parameters to enter Fermilab property.
- 7.9. Security Department - Fermilab Security Department Staff
- 7.10. Security Force – Unarmed Subcontractor Security Force (uniformed officers)
- 7.11. Shall - The use of the word “shall” indicate a required action.
- 7.12. Should - The use of the word “should” indicate a recommended action.
- 7.13. Stand-By - The use of the word “stand-by” means if assistance is needed the Security Department is in a close unseen proximity and will response to assist immediately if signaled.

- 7.14. Stop Order – An official document which defines a person’s access and limitations on Fermilab property.
- 7.15. HR Partner – a person associated with human resources and authorized to perform duties correlating with disciplinary actions.

## 8. Responsibilities

Human Resource HR Partner (or designee) is responsible for ensuring the Security Department has been notified prior to any personnel disciplinary meeting which may require Security’s presence and may result in a Stop Order. The HR Partner has the option to and is responsible for writing and issuance of the official “Notification Letter” to the person placed on the Stop Order if deemed necessary.

- 8.1. Fermilab Security Department staff 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 safety for all. Security is responsible for the production, maintenance, distribution, enforcement, and retrieval of expired or cancelled “Stop Orders”.
- 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 associated with an incident involving a person under a Stop Order. Security Operations Center will ensure clear communication between all units involved if LLEA units are requested to respond to Fermilab property.
- 8.3. Security Force Lieutenant is responsible for following the proper distribution, and retrieval of the Stop Order(s). The Security Force is responsible for the enforcement of the Stop Order and to report any attempt to circumvent the Stop Order by the subject on the Stop Order.



- 8.4. Local Law Enforcement Agency (LLEA) is responsible for using the appropriate tactical procedure(s) to ensure safety and order will be maintained.

**9. Authorities**

**10. Owner**

The Physical Security Manager is the owner of this policy.

**11. Review Cycle**

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

**12. 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.