SEMD-SD-ADM-101-Officer Activity Report and Security Patrol Scanner

1. Purpose

The purpose of this procedure is to provide instructions for using the Officer Activity Report and the Security Patrol scanner.

2. Scope

This procedure applies to all Security Department Protective Force personnel who are required to complete an Officer Activity Report.

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 July 22, 1996 and its update was effective on February 1, 2024.

5. Policy

Documenting work performed is basic to the "observe and report" mission of the Security Officer. Using handwritten and electronically recorded information aids in problem solving and corrective actions.

a. Officer Activity Reports:
   1. The Shift Lieutenant shall issue each Security Officer an OAR at the beginning of each shift. The officer shall enter their name, shift, and assigned beat number. Each officer shall note important information in the "Briefing Notes" area during Guardmount briefing.

   2. Each officer shall use the "Security Notes" area for documenting security problems, safety hazards, etc.

3. If during the shift the officer is assigned a Case Report, the officer shall enter the basic Case Report information; report number, classification code, report topic and time spent on task in the area marked "Case Report."

4. Each officer shall use space provided under "I have received the following" on the OAR to document and acknowledge acceptance of responsibility for equipment; radio as designated by asset tag number, Hand-Held Scanner, Beat Keys, OC Spray, Dormitory Keys, Radar, Binoculars and Beat Book.

5. The Shift Lieutenant shall enter any relevant comments at the bottom of the report after performing a Post Check and verifying the equipment noted is in the custody of the Security Officer.

6. At the end of the shift, the officer shall turn over the OAR to the Shift Lieutenant.

7. The Shift Lieutenant shall review the OAR, apprising the Security Operations Supervisor as soon as possible of any items written in the "Security Notes" section and ensuring that the officer has signed the bottom of the OAR.

8. The Shift Lieutenant shall collect all OARs and forward them to the Security Operations Supervisor.

b. Security Patrol Scanners
  1. The Shift Lieutenant shall inspect and maintain all Security Patrol Scanners and correct any problems found or submit units for repair.

  2. The Security Operations Supervisor shall inspect all Hand-held Scanners once a month for damage, functions, etc.

  3. After receiving the Hand-held Scanner and inspecting it for damage, Officers shall enter their identification number into the unit by entering it manually, and then enter their password.

4. While conducting routine rounds, each officer shall use the Hand-held Scanner to record coded checkpoints throughout the beat.

5. The Shift Lieutenant shall download the scanners at the end of each shift, print and sign the final page of the report showing the tour performance and submit it to the Security Operations Supervisor. Explain any report percentage less than 70%.

6. Definitions

<u>Fermilab</u> is the physical site and property that is the Fermi National Accelerator Laboratory.

<u>Hand-held Security Patrol Scanner</u> is an electronic device which records the tour rounds of an officer and gives the officer the ability to notate various round activities through the use of a keyboard or menu choices.

<u>Officer Activity Report (OAR)</u> is a two-sided paper form. The first side contains the basic information about the officer and assigned vehicle.

<u>Shall</u> indicates a required action.

<u>Should</u> indicates a recommended action.

<u>May</u> indicates an optional action.

7. Responsibilities

<u>Physical Security Manager</u> is responsible for the oversight and management of the Physical Security Program and compliance with the SSP and assists with Safeguards and Security alignment.

<u>Deputy Physical Security Manager</u> is responsible for assisting the Physical Security Manager with the Physical Security Program and compliance with the SSP and collaboration with Security Supervisors.

Security Supervisors are responsible for implementing Protection Program Operations initiatives and ensuring compliance with policies and procedures. Also responsible for reviewing all completed OAR and Security Patrol scanner reports, installing updates of software, unit repairs and database maintenance.

Site Subcontract Administrator is responsible for ensuring all Protective Force officers are trained on all the material within this policy and is responsible for the Protective Force Security Officer's adherence to all guidelines presented within this policy.

Shift Lieutenants & Security Officers are responsible for the adherence to all guidelines presented within this policy and are responsible for preparing complete and accurate OARs and Security Patrol scanner reports.

8. Authorities

Fermilab Site Security Plan
DOE O 473.2A Protective Force Operations

9. 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.