

SEMD-SD-ADM-103-Lieutenant's Guidelines

1. Purpose

The following information describes some of the basic duties, job functions and responsibilities related to the contract Protective Force Lieutenant's position at Fermi National Accelerator Laboratory. This outline in no way represents all the job responsibilities but is only meant to serve as a preliminary guide and reinforce the Shift Lieutenant Post Order #205.

2. Scope

This procedure applies to all Security Department Protective Force personnel assigned the duties of Shift Lieutenant.

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

a. Scheduling

1. The Fermilab Security Supervisor shall be required to schedule Officers to their respective post assignments. This should be done in conjunction with the Shift Lieutenant to ensure the best utilization of each officer's abilities. All post assignments should be rotated on a regular basis to ensure that all officers remain familiar with the duties of each post.

2. The Fermilab Security Supervisor and Shift Lieutenant are responsible for ensuring that there is a full complement of officers to fill all posts necessary during the entire shift in accordance with the contract and staffing priorities outlined by the Security Operations Supervisor.

3. In the event of a staffing problem(s) that results in an Open Post, it is the responsibility of the Shift Lieutenant to make arrangements to fill the affected Post. Any time the Lieutenant has this type of problem, the Duty/On-Call Security Supervisor must be kept advised as to the status of a replacement. This must be done as soon as a condition or a potential situation becomes apparent.

b. Inspections

1. The Shift Lieutenant is required to make daily inspections of all officers reporting for duty. These inspections shall ensure that all Officers reporting for duty are physically able to perform their duties and in a complete proper uniform. The uniform should be clean, pressed, neat in appearance, and shoes should be shined. Any officer reporting for duty not in proper condition will not be allowed to work. Arrangements shall be made for a replacement officer and the Duty Security Supervisor shall be informed of the situation at the time that it becomes apparent.

2. The Shift Lieutenant shall ensure that all officers assigned to Mobile Posts inspect their vehicles at the start of the shift, before accepting them from the off-going officers. A complete vehicle inspection will be conducted in accordance with Fermilab Security policies and procedures. These inspections will include checking the vehicle for mechanical malfunctions, or condition that may degrade safety or habitability.

3. The Shift Lieutenant is required to make two (2) Post Checks of each Post per shift and register this check by initialing the Officer's Activity Report. The Shift Lieutenant shall enter any relevant comments on the Officer Activity Report after performing a Post Check and verifying the following equipment: hand-held scanner, radio, iPhone, beat keys, radar (if applicable), binoculars and Post Order binder, is in the custody of the Security Officer.

c. Paperwork

The Shift Lieutenant is required to complete and submit the following forms and records daily:

1. Sign-In Register: This is required to be completed prior to the start of each shift, and is used for staffing assignments, billing, radio assignment for Duress activation, attendance

tracking and Open Post tracking. The original Sign-In Register is forwarded to the Security Operations Supervisor daily.

2. Activity Report: A Lieutenant Activity Report shall be filled-out by the Shift Lieutenant on each shift. It is used to keep a record of the condition of the vehicle, accountability of assigned equipment and patrol activity. Activities which require explanation are noted on this form, including annotations of Officer's Post Checks. The Lieutenant shall turn-in the log to the Security Operations Supervisor at the end of each shift.

3. Patrol Scanner Report: The Lieutenant shall ensure that the last page of this report (showing completion performance) is printed at the end of each off-hours and weekend shift, signed and an explanation provided for tour performance less than 70%. The report shall be turned-in to the Security Operations Supervisor.

4. Post Order Books: Each Post Order describes the uniform standards for duties, operations and assignments related to Protective Force Posts at Fermi National Accelerator Laboratory, The Lieutenant shall ensure that each book is accounted for prior to the completion of their duties on each shift.

d. Training

1. Initial Training of New Employees: The Security Training Supervisor ensures that a Lieutenant conducts On-The-Job Training for each new officer. The Lieutenant should return a completed OJT Training Packet to the Security Training Supervisor.

2. Additional Training: The Shift Lieutenant is responsible for providing each officer with any additional training that is required or necessary. This ensures that the officer who is trained has a thorough understanding of all required duties. The Lieutenant shall also provide an Additional Training Report to the Security Training Supervisor.

e. Responsibilities

1. The Shift Lieutenant is responsible for all actions of each Security Officer working on the Shift. Effort must be made by each Lieutenant to know what the Security Officers are doing while they are on the job. The Lieutenant must ensure that the Security Officers are

following Fermilab Policies and Procedures, Post Orders and Standard Operating Procedures. The Lieutenant must also keep the Duty Security Supervisor and On-Call Security Supervisor aware of shift activities and problems in a timely manner. The Fermilab Security Department On-Call Notification requirements in the Lieutenant Post Order, shall be used to determine when to notify the Security Supervisor, Deputy Physical Security Manager or Physical Security Manager.

2. The Shift Lieutenant is responsible for providing help as needed to every Security Officer assigned to their Shift.

f. Report Writing

1. Lieutenants: It is the responsibility of each Shift Lieutenant to ensure that any time a report is required, that report is assigned to the proper Security Officer on duty. The Lieutenant must provide help with report writing and ensure that reports are complete, accurate, and grammatically correct before approving them. The departmental Case Report completion performance goal is 80% completed within 7 days or less.

2. Officers: It is the responsibility of the Lieutenant to train each of the Security Officers assigned in the proper way of completing the various Security Reports. It is the Lieutenant's responsibility to provide on-going training in the computer skills necessary to enable Security Officers to enter reports into the Apex Case Report Database.

g. Responses

1. Emergency Responses: The Shift Lieutenant, as well as the Security Officer assigned to the Beat area of the emergency are responsible for responding to the scene of the incident to determine what type of action is to be taken. The only time that a Lieutenant may not respond initially is if the Lieutenant is on another detail of equal or higher priority. The departmental Emergency Response Performance goal is 4 minutes or less, 80% of the time.

2. Alarm Responses: For any alarm, the Lieutenant, as well as the Security Officer assigned to the Beat area of the alarm are responsible for responding to the scene of the alarm.

3. Officer in Need of Assistance: Any time a Security Officer needs assistance or calls for back-up, the Lieutenant will respond and help as needed. When a Security Officer requests a call or meeting with the Lieutenant, the Lieutenant should do this as soon as possible. The Lieutenant must monitor the radio traffic closely to anticipate possible problems.

4. Fermilab Duty Security Supervisor: The Lieutenant should be prompt in returning any calls from the Fermilab Security Supervisor and should respond in a timely fashion when requested to meet in person. Special Details may be under the direct supervision of the Fermilab Security Supervisor. In such instances, the on-duty Lieutenant will provide the support required.

5. Traffic Stops: It is the responsibility of each Lieutenant to ensure that Security Officers assigned to their shift are properly trained on all aspects of traffic stops, from making the stop to providing back-up for another Officer who has made a stop. Deficiencies shall be reported to the Security Training Supervisor. Any time an Officer makes a traffic stop, the Lieutenant should head in the direction of the stop in case some type of problem should arise. Lieutenants shall ensure that all Officers assigned to their shifts know the proper way to accurately fill-out Moving and Parking citations.

h. Effective Resource Management

1. Security Officers: The Shift Lieutenant should know the capabilities of all Security Officers assigned to the shift. All Officers should be utilized in the manner that will make the fullest use of their abilities. The Lieutenant should assign details to the Officer most competent and able to complete that detail in an efficient and professional manner.

2. Time: The Shift Lieutenant is not only required to monitor all of the Officer's activities but is also required to perform a roving patrol of the entire site, looking for potential problems and hazards. The Shift Lieutenant will provide coverage in the Beat areas when the assigned Beat Officer is on break or as necessary. The Shift Lieutenant should check the Flag Displays located at Pioneer Cemetery and Wilson Hall, every morning, to ensure the condition and that the flags are properly displayed.

6. Definitions

Fermilab is the physical site and property that is the Fermi National Accelerator Laboratory.

Shall indicates a required action.

Should indicates a recommended action.

May indicates an optional action.

Post Check - an activity involving checking the appearance of the Officer while on post, checking the condition of the Officer's post and equipment; binoculars, hand-held scanner, radio, keys, iPhone and pass-on information binder, checking the general condition of the Officer's vehicle, radar (if applicable) and answering any questions that the Officer may have.

7. Responsibilities

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

Deputy Physical Security Manager 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.

The Fermilab Security Department will ensure that all prospective Lieutenants will be 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.

All Shift Lieutenants are responsible for the adherence to all guidelines presented within this policy.

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.