

SEMD-SD-ADM-106-Security Patrol Methodology

1. Purpose

The Fermilab Security Department has developed this policy to establish the methodology for strategically planning, conducting, and managing Security Patrols, ensuring the protection of the Laboratory mission and its assets. Security Patrols are an integral element of the Physical Security Program as mandated by DOE Order and the Site Security Plan (SSP).

2. Scope

This policy applies to all Security Department personnel who conduct Security Patrols, provide operational support, training, supervision, and management of Security Officer patrol activities.

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 December 12, 2018 and its update was effective on July 16, 2024.

5. Policy

The Security Department employs a series of graded security responses to detect, assess, and delay unauthorized access to Property Protection Areas (PPAs), government property and assets deemed critical to the High Energy Physics Program. Uniformed, unarmed Security Officers are used to conduct random mobile and foot patrols of these assets.

a. Patrol Organization and Assignment

Fermilab is situated on 6800 acres with a campus-like atmosphere. There are approximately 366 buildings of which approximately 70 are normally occupied. The Laboratory has approximately 1800 employees and supports almost 2300 external users. The site contains 36 miles of roads. Physical protection programs are based on the most recent local threat guidance, the Design Basis Threat and the most recent Risk Assessment which analyzes threats, protection planning strategies and protection measures. Patrols are organized to respond to any location at Fermilab within 4 minutes or less. The Security Officer has direct

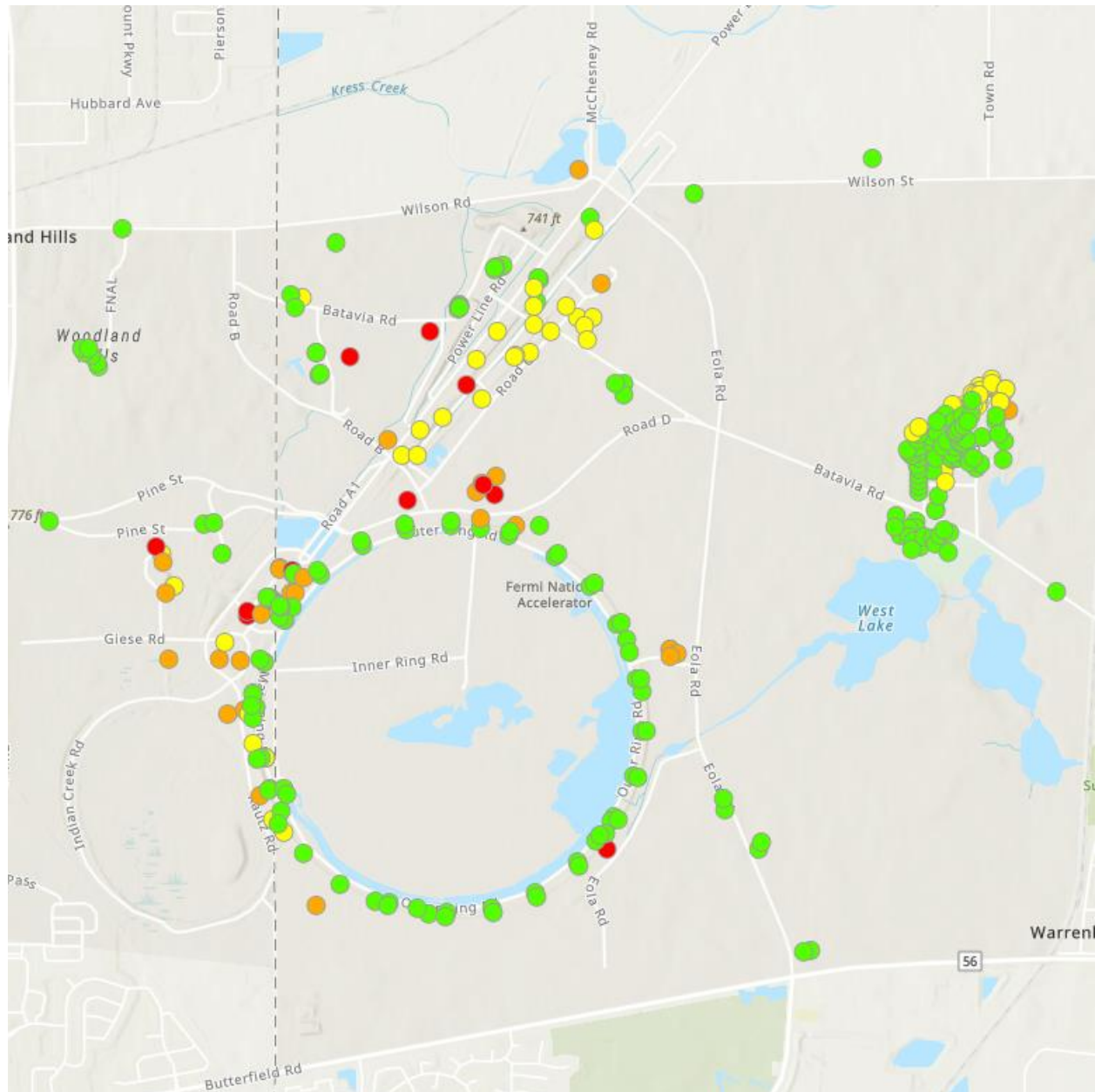
radio contact with the Fermilab Security Operations Center, who can contact local law enforcement agencies as needed.

The Security Department Post Orders identify the geographical area of responsibility of each mobile Security Patrol assignment.

1. Post 205 Shift Lieutenant (Field Supervision/Patrol): This post encompasses the entire Fermilab Site. The Shift Lieutenant monitors all phases of the Security Officers field operation for compliance with applicable policies and procedures; perform duties as assigned by an authorized representative of Fermilab. The Lieutenant is responsible for overseeing the accurate completion of Officer Activity Reports and Security Patrol Scanner Reports. This post is active 24x7x365.
2. Post 211 Beat 11 area covers: The West Mobile Post is a combined motorized and foot patrol which encompasses Kautz Road; Giese Road, Main Ring Road, Indian Creek Road, Wilson Hall, IERC, Cross Gallery, Linac and Booster Gallery; Discovery Road and Discovery Road South to B Road; Pine Street from Discovery Road to Eola Road, Pine Street (East and West), Control #3, Control #5; Switchyard Service Bldg., G-2 Service Bldg., Feynman Computing Center, the Industrial Complex, HAB/IARC, and the Master Sub-Station. Security Officers are responsible for preparing complete and accurate Officer Activity Reports and Security Patrol Scanner Reports. This post is active 24x7x365.
3. Post 212 Beat 12 area covers: The East mobile post is a combined motorized and foot patrol, which includes all areas located within the Fermilab Village; the East Access Gate (Control #1) vicinity; Sites 52, 55, 56, 58, 3, 1; the Eola Road Gate and vicinity; Swenson Road, and the D0 Assembly Building. All points north or east of the intersection of McChesney Road at West Wilson Road extending to the outer boundaries of Fermilab property including Discovery Road north of Eola Road, Town Road Gate, McChesney Road Railyard Area, Site 67, Site 68, and Site 70. Security Officers are responsible for preparing complete and accurate Officer Activity Reports and Security Patrol Scanner Reports. This post is active 24x7x365.

b. Conducting Security Patrols

1. This is a synopsis of the more detailed Post Orders. Security personnel perform security checks of the buildings and surrounding areas within each mobile post area. Officers assigned to a post should be observant for any infraction of Fermilab policy, and they shall take appropriate action.
2. The primary responsibility of assigned security officers is to observe, report, and document. It is not within the authority of the security officers to assume the authority vested in local, state, or federal law enforcement officers, officials, or agents.
3. Physical Security Checks are completed on all structures onsite each shift to ensure all doors are physically locked based on the following priorities:
 - i. Security Areas (note: these are designated as Property Protection Areas based upon Security Risk Analysis and DOE O 473.1A and 470.3c):
 1. Radiation Calibration Laboratory (Bldg. 931) and related rad material storage locations
 2. ASICs Lab Wilson Hall WH14W Room 579 (moving to IARC Lab G671)
 3. ICB Quantum Computing Lab
 4. ICB 3A NE Room
 5. ICB-A Quantum Lab 2
 6. IARC SQMS Quantum Lab 3
 7. ICB 2nd Floor APSTD HQ
 8. HAB PIT
 9. Feynman Computing Center Server Rooms
 - ii. Zones 1-8 (in that order)
 1. Main Campus (Wilson Hall, IERC, LINAC, Booster, LSC)
 2. Industrial Complex (IARC, FCC, ICB)
 3. Fixed Target Area (NML, CMTF, SIDET, Meson, Proton)
 4. Neutrino, Muon Campus Area (SBN, Minos)
 5. Site Services (Site 29, 37, 38, 40, RCPF)
 6. Main Injector Area
 7. Main Ring Area (D0, Site 55)
 8. Village complex
 - iii. General Access Areas (GAA)



- Fermilab Buildings with lower risk and may be considered a GAA
- Laboratory Project or Structure that is of significance to the Fermilab Facility
- Critical Laboratory Infrastructure, Project, or Structure / PPA / potentially PII / potentially contains CUI.
- Other Accountable Nuclear Material (OANM) / S&T Red or Yellow Areas

Note: check SSP for update on above

- a. The proprietary function of assigned officers shall be to secure or unlock buildings during a tour of duty, dependent upon the shift hours, in accordance with the established Post Orders, or as otherwise directed by a supervisor.
 - b. All officers shall perform an interior check of the buildings within their assigned beat, based upon the criteria in section b. 3 listed above; focusing first on red areas, followed by orange, yellow, then green. While conducting an interior check, the following shall be observed:
 - audible alarms and/or warning lights, safety concerns, lights out, etc.
 - personnel in the building – should be displaying a Fermilab badge
 - an unusual odor(s), i.e., natural gas, smoke, odor of something burning, etc.
 - all exterior doors shall be checked and secured
 - broken locks, door handles, etc. shall be reported to the SOC
 - report any building damage, i.e., broken windows, signs of forced entry, etc.
 - c. Officers assigned to mobile posts shall be alert for violations of FESHM 10160 Traffic Safety, relating to vehicular and pedestrian traffic. Violations shall be documented using the proper citations or other report forms.
 - d. Reporting Security Checks: Mobile posts shall radio in their security checks to the Security Operations Center, as the checks are performed. While on mobile patrol, officers shall report any suspicious activity or vehicles in their beat areas. Omitting radio checks for extended periods is unsafe and not permitted.
- c. Managing Security Patrol
- Security Officers utilize an Officer Activity Report (OAR) form and Security Patrol Scanner hand-held, electronic device to record the tour rounds of an officer. The Shift Lieutenant shall review the OAR, apprising the Security Operations Supervisor of any concerns. The Shift Lieutenant shall download the Hand-held Scanners at the end of each shift, print out the Tour Report, and submit it to the Security Operations Supervisor after providing a rationale for any tour completion percentage rates of less than 70%. The Security Operations Supervisor shall ensure that Security Patrol directives and Security Patrol Scanner Rounds are revised as needed to ensure adequate patrol coverage of assets, based on Risk Assessment results. When the Security Operations Supervisor has finished reviewing the pending Tour Report; he/she shall provide performance feedback to the Shift Lieutenant as needed and file the report.

Printouts of Tour Reports shall be separated by shift and month and kept in the office file for a period of one year, after which they can be destroyed.

6. Definitions

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

May indicates an optional action.

Shall indicates a required action.

Should indicates a recommended action.

Property Protection Areas - PPAs are security areas that are established to protect employees and Government buildings, facilities and property. These security areas must be established with security requirements documented in the SSP approved by the ODFSA.

Security Patrol - is a combined motorized and foot patrol directed to protect life & property.

7. Responsibilities

Facility Security Officer is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.

Physical Security Manager is responsible for the oversight and management of the Physical Security Program and compliance with the SSP of which the Security Patrol Program is an element.

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 on the Security Patrol QR code system.

Security Operations Supervisor is responsible for implementing Protection Program Operations initiatives and ensuring Property Protection Areas are incorporated into Post Orders, procedures,

and the Security Patrol QR code system. As facility risk and attractiveness levels change, revise Post Orders, procedures, and bar codes to ensure coverage of assets.

Security Officers are responsible for adhering to Post Orders and procedural Security Patrol directives which identify special interest areas (PPAs) within each mobile post Beat area.

8. Authorities

DOE O 470.3B Graded Security Protection (GSP) Policy

DOE O 470.4B Safeguards and Security Program.

DOE O 470.3C Design Basis Threat (DBT)

DOE O 473.2A Protective Force Operations

DOE O 473.3A Protection Program Operations.

FNAL Physical Protection System Risk Assessment

Fermilab Security Department Post Orders

Fermilab Security Department Policies & Procedures

Fermilab Site Security Plan

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.