SEMD-SD-ADM-107-Security Department Minimum Staffing Levels

1. **Purpose**

   The Fermilab Security Department has developed this procedure to establish the minimum staffing levels that are required by DOE Officially Designated Federal Security Authority (ODFSA) and the Site Security Plan (SSP).

2. **Scope**

   This procedure applies to all Security Department personnel.

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).

4. **Effective Date and Date Reviewed/Updated**

   This policy went into effect on December 23, 2020 and its update was effective on February 1, 2024.

5. **Policy**

   The Security Department is responsible for having actual Staffing Plans for SECON Level 3. Security is an essential function for the Fermi National Accelerator Laboratory and requires "daily supervision of its operations (DOE O 470.4b)." Not having PERC certified Security Officers at the gates is grounds for laboratory closure based on the State of Illinois Private Security Officer requirements outlined in 225 ILCS 447. This Procedure will serve as guiding principles for implementing required staffing plans.

   a. Security Department 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 laboratory affiliates. 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 and fixed Control Post assignments.

1. <u>Post 205 Shift Lieutenant (Field Supervision/Patrol)</u>: This post encompasses the entire Fermilab Site. The Shift Lieutenant monitors all phases of the Security Officers field operation for compliance with applicable sections of the 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 Tour Reports. This post is active 24x7x365.

2. <u>Post 211 Beat 11 area covers</u>: 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 Tour Reports. This post is active 24x7x365.

3. <u>Post 212 Beat 12 area covers</u>: The East mobile post is a combined motorized and foot patrol, which encompasses 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 Tour Reports. This post is active 24x7x365

4. <u>Post 218 Beat 18</u>: Beat 18 is a combination fixed post and foot patrol of Wilson Hall and IERC. The fixed post is located inside the first floor of Wilson Hall at the Atrium Desk. The assigned Security Officer shall enforce access requirements for entry to Wilson Hall. This post is active Monday-Friday 0600-1800, 12 hrs., 365 days a year.

5. <u>Post 201 Control Post 1</u>: Batavia Road entrance. This post is active Monday-Sunday, 0530-2200,16.5 hrs., 365 days a year.

6. <u>Post 202 Control Post 2</u>: Wilson Street entrance. This post is active Monday-Friday 0530-1630, 11 hrs., 365 days a year.

7. <u>Post 203 Control Post 3</u>: Pine Street entrance. This post is active 24x7x365.

8. <u>Post 204 Control Post 4</u>: Kautz Road entrance. For construction traffic only. This post is active Monday-Friday 0600-1800, 12 hrs.

9. Post 205 Control Post 5: Kautz Road (West side Wilson Hall). This post is active

10. <u>Security Operations Center (SOC):</u> The SOC is active 24x7x365.

b. Managing Security Department

1. Staffing Plans are required for SECON Level 3. Per the Site Security Plan, minimum staffing for Security Officers includes the three Control Posts and a Shift Lieutenant continuously throughout a 24-hour period: totaling 4 Security Officers. Desired staffing equates to 26 FTE. The means and methods of the 4 Security Officer locations is based on the present situation. At a minimum, there will always be 1 operating gate staffed 24/7, 365 days a year. The Security Supervisor is responsible for the professional execution of the unarmed, uniformed, security personnel.

2. The SOC is staffed with the following parameters in accordance with the SOC Continuity of Operations Plan. The SOC will be operational 24/7, 365 days a year.

In order from best case to worst case scenario, these steps will be taken:

a. Fully staffed on all three shifts, follow standard protocol.

b. Dispatchers move to 12 hour shifts to maintain full shift coverage.

c. All vacations will be cancelled to maintain full shift coverage.

d. SOC supervisor fills in for shift work to maintain coverage. Some dispatchers may be temporarily moved to other shifts to maintain operations.

e. Dispatchers may be required to work 16 hour shifts to maintain operations but should be approved by the SOC supervisor. All attempts shall be made to keep dispatchers from working more than 16 hours of overtime each week. Anyone working 20 hours or more of overtime in one week, must have prior authorization.

f. Deputy Physical Security Manager may be utilized to fill a shift opening and aid the SOC supervisor in daily functions.

g. Midnight shift operates with only 1 dispatcher, with short relief breaks given by the Security Lieutenant. Priority will be given to answering 3131/3414/radio calls over the switchboard.

3. There are 2 Security Supervisors within the Security Department and one Security Operations Center (SOC) Supervisor. One Supervisor oversees Training, and the other Supervisor oversees the unarmed, uniformed, Security personnel. The supervisors are synonymous, but the discretion to supervise the Security personnel is up to the discretion of the Deputy Physical Security Manager. There must always be a Security Supervisor at the laboratory during normal business hours. During off hours, there must always be a Security Supervisor on call. All schedules for Supervisors must be completed amongst themselves and posted in the SOC. Out of Office email messages are required when away from the office for more than 24 hours during normal business hours.

4. The Physical Security Manager and Deputy Physical Security Manager of the Security Department are responsible for the professional execution of Security Operations and are responsible for communicating any pertinent information to the Fermilab Security and

Emergency Management Division Deputy Director. There must always be a Physical Security Manager or Deputy Physical Security Manager at the laboratory during normal business hours. During off hours, there must always be a Physical Security Manager or Deputy Physical Security Manager on call. The Physical Security Manager or Deputy Physical Security Manager are also responsible for covering a Security Supervisor when there is only one during normal business hours. All schedules for Physical Security Managers must be completed verbally with each other. The Physical Security Manager is ultimately responsible for any gaps in coverage. Out of Office email messages are required when away from the office for more than 24 hours during normal business hours.

5. There is one Technical Supervisor within the Security Department. The weekly approved working hours is up to the discretion of the Deputy Physical Security Manager. Out of Office email messages are required when away from the office for more than 24 hours during normal business hours.

6. There are two fulltime Security Locksmiths and one on call subcontracted Security Locksmith. The weekly approved working hours is up to the discretion of the Deputy Physical Security Manager. A Locksmith is available for emergency call outs at the discretion of the Deputy Physical Security Manager. Out of Office email messages are required when away from the office for more than 24 hours during normal business hours.

6. Definitions

<u>May</u> - The use of the word "may" indicate an optional action.

<u>Shall</u> - The use of the word "shall" indicate a required action.

<u>Should</u> - The use of the word "should" indicate a recommended action.

<u>Facility</u>. "A facility consists of one or more security interests under a single security management responsibility or authority and a single facility security officer within a defined boundary that encompasses all the security assets at that location. A facility operates under a security plan that allows security management to maintain daily supervision of its operations,

including day-to-day observations of the security program (DOE Order 470.4b, Appendix A, Section 1)."

7. Responsibilities

<u>Security and Emergency Management Division Deputy Director</u> is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.

<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.

<u>Security Supervisors</u> are responsible for implementing Protection Program Operations initiatives and ensuring compliance with Post Orders and procedures. As facility risk and attractiveness levels change, so do the internal Post Orders and procedures.

<u>Security Officers</u> are responsible for adhering to Post Orders and procedural Security Patrol directives.

8. Authorities

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.