

SEMD-SD-RO-202 – Traffic Control

1. Purpose

The purpose of this procedure is to provide guidance and instructions for Security Officers responsible for controlling traffic on the Fermilab Site. Topics covered here include the use of Doppler radar; traffic stops; fresh pursuit; road closures for construction projects; and Pine Street traffic diverted from Kirk Road.

2. Scope

This procedure is applicable to all Security Officers assigned to traffic control responsibilities. It describes the use of Doppler traffic safety radar; traffic stops; fresh pursuit; road closures for construction projects; and Pine Street traffic diverted from Kirk Road.

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 June 9, 2016 and its update was effective on February 1, 2024.

5. Policy

One of the primary services provided by the Security Officers is traffic control and enforcement of facility vehicular rules in accordance with Fermilab safety requirements. The Traffic Enforcement Program is used to encourage compliance with Fermilab's safety regulations regarding the safe operation of motor vehicles and bicycles.

6. Fermilab Traffic Enforcement Program

6.1 Operating Doppler Traffic Safety Radar

When setting-up the unit, plug the cord on the back of the receiver into the auxiliary jack mounted under the dash on the passenger side of the vehicle. The receiver may be placed on the dash or on the front seat.

Plug the cord from the transmitter(s) into the back of the receiver (ensuring that the prongs are aligned properly). Mount the transmitter(s). The Radar beam is similar to a flashlight beam; it must be pointed directly at the target and have an unobstructed view.

Plug the cord on the hand-held locking switch into the back of the receiver (ensuring that the prongs are aligned properly).

Turn on the power to the receiver; this operation is different for each radar unit.

The radar unit will perform an automatic internal calibration. The display windows should read 88. If the display windows do not read 88, the radar unit may have a burned-out light segment, or the unit may be defective.

Set the moving/stationary switch on the transmitter to the stationary position.

Test the radar unit by using the tuning forks, which are supplied with the radar unit. The Security Department ensures tuning forks have been certified. Strike the tuning forks on a non-metallic surface such as a steering wheel, dash or shoe heel and hold approximately one inch in front of the transmitter lens. The certified speed of the tuning fork will show in the target speed display window.

The Security Officer will document on his/her OAR the status of the radar calibration test.

Set the other buttons on the front of the receiver for the other operating features. See instruction manual for each individual radar unit.

(Applies only to “moving” radar) While driving the patrol car straight down the road at a consistent speed, compare the radar’s “patrol” speed with the speed indicated by the car’s calibrated speedometer.

The following lists the three steps for “reading radar”:

- a. Upon seeing a target vehicle, the operator should make an estimate of speed.
- b. For radar equipped with audio capacity, the audio must be a characteristic “Doppler signal” and the pitch of the signal must support the operator’s visual perception of the target’s speed. The radar’s display is then compared to the two pieces of information (described in step a. and b.). If it is consistent with (a) the visual observation and (b) the audio signal, then it is without question the target’s accurate speed.

Target size - Most traffic radar responds to the strongest signal. The strength of the signal is determined by the size, shape and the distance of the target from the radar antenna.

Interference - Any outside interference between the radar beam and the target can result in unreliable target speed-readings. Some factors of outside interference include:

- a. Rain
- b. Blowing dust or matter
- c. Blowing tree limbs
- d. Metal highway signs
- e. Electrical interference

Any moving citations written while using traffic radar will be marked “RADAR” in the violation section.

A notation of “Traffic Speed Monitoring - Radar” with correct times, will be entered in the OAR for all radar activity.

6.2 Conducting Traffic Stops

Note

There is no firm standardized criteria or decision matrix that requires a particular stop be made. The primary determinate is safety – safety of the occupants of the targeted vehicle, the officer’s

safety, and the safety of pedestrians, bicyclists or other drivers that may enter the area of the stop. The Security Officer's application of basic safety principles, which usually closely corresponds to 'common sense', is essential in making the decision on when and where - or if - to conduct a safety traffic stop.

The following considerations should be examined when making the decision to stop a vehicle:

- a. Can the vehicle be stopped safely?
- b. Can the vehicle be stopped without driving in a reckless manner to catch it?
- c. Do traffic conditions allow for a safe stop?
- d. If a safety hazard is created by the Security Officer attempting to stop a vehicle, the purpose of the traffic stop is defeated.

- Note -

Remember it is unsafe to have multiple safety traffic stops at one time, or close together. A clearing unit may not be able to respond to a backup request. Therefore, if possible, keep the safety traffic stops at a reasonable time span (no overlapping or one right after another).

The location of the stop, whenever possible, should be in an area that:

- a. has a shoulder along the roadway.
- b. is not within an intersection.
- c. is not on the crest of a hill, on a curve, or in a valley.
- d. is visible from the roadway.

If the stop is after dark, the location should:

- a. meet all of the above requirements.
- b. be in a well-lit area (if possible).
- c. be near a well-traveled area.
- d. as near to the actual occurrence as possible and practical.

When stopping the offending vehicle activate the emergency lights for the Security vehicle from within one-half block of the intended traffic stop “target zone.”

When a Security Officer has committed the patrol vehicle (vehicle in motion and the emergency overhead lights activated) in attempting to make a safety traffic stop, the Security Officer will call in the following information:

- a. "Central Lab Beat #---, attempting to perform a traffic stop on _____ (give a road or reference point if possible), standby or 10-12"
- b. Central Lab Response: 10-4, Beat #---, (Central Lab will wait for the Security Officer to call back with the actual traffic stop (vehicle not in motion), information.
- c. Safely pull-in behind the offending vehicle remaining 10 to 15 feet in back of the vehicle and turn wheels to the curb if available.
- d. The center of the Security vehicle should be in line with the vertical plane of the left side (driver’s side) of the offending vehicle.
- e. At night, if the Security vehicle is equipped with a spotlight, position the light as to flood the interior of the offending vehicle with as much light as possible.

If for any reason a Security Officer feels a “proximity back-up” is or may be necessary, the Security Officer should request a back-up unit.

During hours of daylight: The officer may choose to have a back-up or not. If the Officer states 'no back', the Security Operations Center shall acknowledge and ensure, as a minimum one other mobile patrol acknowledges a traffic stop is in progress. If no other security unit acknowledges the stop the Security Operations Center should notify the Shift Lieutenant of the stop and its location. If the officer asks for a back-up, the Lieutenant should provide one or assign one. If the Lieutenant does not acknowledge in a reasonable time (i.e. a moment or two is reasonable - 15 seconds or less) the Security Operations Center shall dispatch the nearest unit

for the back-up. The "nearest unit" is defined as the unit in whose area the stop takes place or an available unit in the closest adjoining beat area. The Security Operations Center Emergency Operator/Dispatcher shall not poll each unit to see who is closest.

After dark: Each and every traffic stop requires a back-up. The Lieutenant shall provide one or assign one. If the Lieutenant does not acknowledge the stop the Security Operations Center should dispatch the nearest unit for the back-up.

Only one patrol vehicle should be involved in a traffic stop unless back-up is requested. However, a proximity back-up unit may be within visual distance of the stop in a non-emergency mode.

When approaching the vehicle, exit the Security vehicle remembering to:

- a. turn on the portable radio and be prepared to transmit.
- b. check for traffic.
- c. open the door just enough to exit, and not create a traffic hazard with the door.
- d. to take a flashlight, if after dark.
- e. close the door of the security vehicle.

As soon as possible, get into the "safety zone" created by the offsetting the Security vehicle.

When approaching the vehicle, observe:

- a. items prohibited on site.
- b. contraband/weapons.
- c. Government property (request Property Pass).
- d. suspicious movement by vehicle occupants.
- e. open trunk (the officer shall push down on the trunk)

Make contact with the driver and:

- a. assume a safe position (as per guidance)
- b. request a Fermilab ID card (if applicable).
- c. request a valid government issued photo ID. (This can only be requested, not demanded).

Advise the driver of the reason for the stop; the action that is going to take place (verbal warning/citation).

- NOTE -

The Security Officer will determine whether or not a citation is going to be issued, however the Security Officer may change his/her mind if the circumstances require it, but at no time will the Security Officer change the decision after informing the offender that a warning citation or verbal warning will be issued.

When writing the citation, advise Security Operations Center personnel of a “10-6 citation” and maintain observation.

If the driver of the stopped vehicle is a Fermilab employee or visiting scientist, request the following information from the Security Operations Center Emergency Operator/Dispatcher:

- a. Division Affiliation
- b. Mail Station
- c. Work Location

If the driver of the stopped vehicle is not a laboratory employee or visiting scientist the citation shall be completed omitting the information for laboratory personnel.

When issuing the citation, exit the Security vehicle, and approach driver as described above.

Return all forms of identification obtained from the driver.

Fully explain the citation to the driver.

- a. See FESHM 10160 for the progressive disciplinary action associated with your traffic violation.
- b. There are no fines imposed.
- c. It will not appear on the driver's state driving record but will remain on record at Fermilab for a period of 2 years.
- d. By signing the citation, the driver is not admitting guilt. The driver's signature is only an acknowledgment that the driver received a copy of the citation.

Request the driver's signature where indicated on the citation, remembering the driver does not have to sign if the driver does not want to.

Present the driver with the driver's copy, reminding the driver to correct the violation observed and to operate the vehicle in a safe manner.

In clearing the stop, assist the driver back into traffic if necessary.

After the driver has safely re-entered traffic, the Security Officer will de-activate the Security vehicle emergency lights when leaving the area.

Advise Security Operations Center personnel that the Security Officer is clearing the stop, citation issued, or verbal warning issued.

Always remember that each traffic stop can seem the same but can get out of hand without any warning.

Avoid confrontation. If a situation develops, immediately request the presence of a Lieutenant, back-up, or Fermilab Security Supervisor.

Always be polite, and courteous.

Never lean or place any portion of the body into the open window of the offending vehicle.

Keep Security Officer safety in mind at all times.

If a question arises that the Security Officer cannot answer, have the Security Lieutenant respond to the scene to answer it. Never attempt to provide false information.

Remember that each time a Security Officer makes contact with a person that has committed a violation, that person may become defensive. Do not argue with the person, have a Security Lieutenant report to the scene.

Before making a traffic stop, the Security Officer will be sure what was observed was in fact an Illinois Vehicle Code violation. If the Security Officer has any doubts, **DO NOT STOP THE VEHICLE.**

When the Security Officer makes a stop, prior to making contact with the driver, the Security Officer should know whether or not a citation is going to be issued. The Security Officer's mind can change if the circumstances require it, but the Security Officer should never make contact with a driver with any uncertainty in his/her mind as to what actions are going to take place before action is taken.

Never imply that a Security Officer is a Police Officer, or that Security Officers have police authority. The Security Officer is a Security Officer, making the stop on the basis of a traffic safety violation on Fermilab property. If violator questions the Security Officer's authority to stop a violator on laboratory property explain that Fermilab is private property, and the Security Officer's authority is provided by Fermilab.

Never accept gratuities. Also never take bond cards, or monetary compensation for the citation.

If you should have to describe the vehicle, follow this guide:

C - Color of the vehicle

Y - Year of the vehicle

M- Make of the vehicle

B - Body style of the vehicle

A- And other identifying marks

L - License plate number

If the driver cannot produce any identification, accept the driver's verbal information. Request the Security Lieutenant or Fermilab Security Supervisor. Advise the driver of the signs at site entrances requiring persons to carry identification as a condition to enter. If the driver is a laboratory employee/visiting scientist, verify the driver's information through the Security Operations Center. Do not add anything to the citation after it has been signed by or issued to the driver.

If an expired Fermilab ID card is presented, verify current employee status through the Security Operations Center. The Security Officer must retain possession of the expired ID card and instruct the subject to get a new one as soon as possible.

If the driver exits the vehicle, ask the driver to re-enter the vehicle for their personal safety. This request should be made firmly, but courteously. If the driver refuses, have the driver step-off to the side of the roadway out of the flow of traffic and call for back-up or the Security Lieutenant.

If a driver refuses to pull over, activate the siren momentarily. If the driver still refuses to stop, leave it on.

If the driver still refuses to stop, radio all possible information in to the Security Operations Center personnel, advising the driver refused to stop. Follow the vehicle as far as possible but remember **THE SECURITY OFFICER CANNOT FOLLOW A VEHICLE OFF LABORATORY PROPERTY**. If the Security Officer gets to the Fermilab boundary line and the vehicle does not stop, the Security Officer must abandon the pursuit.

AT NO TIME WILL A SECURITY OFFICER GET INVOLVED IN A HIGH-SPEED PURSUIT OF A FLEEING MOTORIST.

The safety of property and personnel comes first. If the stop is going to jeopardize either of these then it should not be attempted.

6.3 Pursuits

Note-

Fermilab Security Officers do not conduct fresh pursuits by definition. If a felony is suspected LLEA would be called. Fermilab Security Officers do conduct traffic stops as part of the traffic safety program and will pursue vehicles which violate Site access regulations.

6.4 Off-Site Pursuit

Fermilab Security Officers do not meet the requirements defined in 10 CFR Section 1047.3 and 10 CFR 1047.4 for Off-Site “Fresh Pursuit” which are intended to result in a felony arrest.

Fermilab Security Officers will not continue pursuits outside of the laboratory boundaries.

Fermilab Security Operations Center or Fermilab Security Supervisors will call for outside law enforcement personnel to handle pursuit across county (Kane/DuPage) lines and/or investigations off Fermilab property.

Pursuit of a vehicle/person on Fermilab property is authorized when the pursuing Officer observes a person or vehicle violating Fermilab policies, rules, regulations or practices regarding such things as traffic safety, access control, environmental health and safety or loss prevention.

The pursuing Security Officer will make the necessary notifications a pursuit situation exists. Such notifications will include, at a minimum, a description of the fleeing suspect and/or vehicle, the charge or violation for which the suspect is being pursued, and the location and direction of travel of such pursuit. A back-up unit will be assigned.

If the fleeing suspect stops flight, the pursuing Security Officer should proceed with caution and perform a safety traffic stop.

If the fleeing suspect does not appear to be stopping, the pursuing Security Officer will maintain observation of the fleeing suspect and report the suspect's actions, location, and direction of travel to the Security Operations Center personnel to be relayed to LLEA.

Upon arrival at the site boundary, the pursuing Officer shall abandon the fresh pursuit and advise the Security Operations Center personnel of the pursuit status.

All Security Officers will exercise caution when pursuing a suspect, so safety is not jeopardized. The pursuing Security Officer will consider traffic, weather, and road conditions.

Lights and siren will be used when in vehicle pursuit at all times.

6.5 Road Closures for Construction Projects

Any activity which requires the closing of a road to normal traffic for more than twenty minutes must be reported to the Security Operations Center personnel at extension 3414. The Duty Security Supervisor approve temporary closings of less than twenty minutes. Thirty minutes advance notice is requested.

If the activity is not of an emergency nature, a written request to close the road shall be made to the Deputy Physical Security Manager at least forty-eight hours in advance.

The Security Officer will report all unscheduled road closures to Security Operations Center personnel.

If a road closure is not authorized, the Security Officer will ask Security Operations Center personnel to contact the Fermilab POC/Task Manager to re-open the road if he/she is not immediately available at the scene. The Security Officer will remain on the scene of the

unauthorized road closure until the Physical Security Manager, or the Facility Security Officer makes a decision as to whether or not the road may be closed.

If only one lane of traffic is closed, the Security Officer will check to make sure the project has a flag-person assigned to direct traffic. If the project has no flag-person, the Security Officer will check with the Fermilab POC/Task Manager if immediately available on the scene and advise them that a flag-person is required. If the Fermilab POC/Task Manager is not at the scene, the Security Officer shall ask Security Operations Center personnel to make this notification.

If the Security Officer notices a safety problem, which cannot be corrected, the Security Operations Center personnel will request Fermilab safety personnel to the scene of the road closure.

6.6 Pine Street Traffic Diverted from Kirk Road

Fermilab is not open to public through traffic. If Local Law Enforcement requests traffic be diverted from Kirk Road through the laboratory, permission must be obtained from the Site Office. The Facility Security Officer shall coordinate the request with the Site Office. If permission is granted:

The Security Officers will direct the flow of diverted traffic smoothly and efficiently from Pine Street straight through Discovery North and South intersection to Pine Street and Batavia Road for access to Route 59.

Beat 11 will respond to the intersection of Discovery Road and Pine Street, block the outbound lane of Pine Street and Discovery Road with the patrol vehicle and barricades and assume a traffic control point at the inbound Pine Street and Discovery intersection.

Beat 12 (when available) will respond to the Eola Road and Batavia Road intersection, establish a traffic control point and ensure that the diverted traffic moves expeditiously straight through the intersection to eastbound Batavia Road.

The Shift Lieutenant will direct the diverted Kirk Road traffic eastbound on Pine Street straight through the Discovery Road intersection. The Shift Lieutenant and/or Security Officer will only allow right turns onto Discovery Road for Wilson Hall-bound traffic. No left turns will be allowed. Traffic leaving Wilson Hall on Discovery Road will be directed straight through the Discovery Road and Pine Street intersection or will be allowed to turn right onto Pine Street. Traffic moving westbound on Pine Street will only be allowed to turn right onto northbound Discovery Road.

6.7 Wilson Hall Lot Status Checks

The Shift Lieutenant shall conduct or delegate status checks of parking at Wilson Hall and instruct access control post officers to direct traffic to the Science Center, when the Kidney Pond parking lot is filled.

7. Definitions

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

Certified Traffic Safety Officers - Those Security Officers approved to make traffic stops by the Training Coordinator.

Security Operations Center Emergency Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure, relaying communications between involved parties and making timely notifications to LLEA and other required parties.

Radar SME Trainer - The Radar SME Trainer shall carry out his/her training responsibilities, under the oversight of the Security Training Supervisor, by consistent and diligent use of training aids and the practical application of drills and role-playing techniques.

Physical Security Manager shall be responsible for ensuring that all Security Officers understand and implement this procedure.

Shift Lieutenants are responsible for the adherence to all guidelines presented within this procedure and shall ensure that all members of the guard force are in compliance. Security Officers are responsible for understanding and adhering to the instructions described within this procedure.

Security Supervisors shall be responsible for providing training, monitoring and ensuring that all Security Officers understand and comply with this procedure. Security Supervisors shall have supervisory responsibility of the pursuit action. Responsibility for some or all of the field action may be delegated to a field subordinate. The Security Supervisor will keep the Security Operations Center personnel advised of the status of the pursuit itself and any related activity. Security Supervisors shall certify qualified Fermilab Security Officers to operate traffic radar.

8. Responsibilities

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

Security Operations Center Emergency Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any irregularities. They are also to keep a current listing of employees, visitors and contractors, providing this information to Security as needed.

Physical Security Manager shall be responsible for ensuring that all Security personnel understand and implement this procedure.

Shift Lieutenants are responsible for the adherence to all guidelines presented within this procedure and shall ensure that all members of the guard force comply. The Shift Lieutenant shall ensure that all Security Officers are trained in these instructions and that Officers are always abreast of the Laboratory's most current Access Control Policy.

Security Officers are responsible for understanding and adhering to the instructions described within this procedure.

Security Supervisors shall be responsible for providing training, monitoring, and ensuring that all Security personnel understand and comply with this procedure, ensuring that this access control procedure is strictly enforced.

9. Authorities

10 CFR Section 1047.3

10 CFR Section 1047.4

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.