

SEMD-SD-RO-205 – Parking and Permits

1. Purpose

The purpose of this procedure is to provide instructions for personnel who are required to issue and enforce parking permits at Fermilab.

2. Scope

This procedure is applicable to Security and Security Operations Center personnel, responsible for approval, issuance, and enforcement of parking permits and parking restrictions. This procedure explains the different permits, restrictions and required enforcement.

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

Fermilab provides general parking for employees and visitors throughout the site. Included in the parking areas are spaces reserved for special vehicles, individuals or needs. Fermilab provides designated locations for the long-term parking of vehicles for on-site residents and employees/users on Laboratory related business travel at an area located between Blackhawk and Shabbona Streets in the Village and satellite locations at HAB, D-Zero, Lederman Science Center (for Wilson Hall) and SiDet.

6. Parking and Permits

6.1. Handicapped Parking

- NOTE -

Only vehicles with the appropriate State or Fermilab-issued handicap parking authorization are allowed to park in handicap-parking spaces and park as long as needed in the two-hour timed spaces at Wilson Hall. Permits are valid only for the dates indicated on the permit.

6.1.1. Personnel requiring a temporary "Handicap Parking Permit" shall obtain it from the Medical Office.

6.2. Reserved Parking

6.2.1. Requests for reserved parking shall be made to ISD, Roads & Grounds.

6.2.2. Security Officers may assist Roads & Grounds personnel with afterhours blocking of spaces if requested by the Security Supervisor.

6.3. Long-Term Parking

6.3.1. Persons requiring long term parking on Laboratory property shall obtain a Long-Term Parking Permit from the Security Operations Center. These permits (hang tags) are valid only in the designated long-term parking. Vehicles are parked at the risk of the registered owner. Fermilab shall not be held responsible for any theft or damage to property.

6.3.2. This lot is located between Blackhawk and Shabbona Streets in the Village with satellite locations at HAB, D-Zero, Lederman Science Center (for Wilson Hall) and SiDet. Long-Term vehicle parking privileges are restricted to employees/users that will be away from the Laboratory for an extended period on Laboratory related business travel. The permit is only valid until the parking expiration date or 12 months from the date of issue.

6.3.3. No vehicle shall remain in Long Term parking beyond 12 months without written approval from the Directorate.

- 6.3.4. The Security Operations Center Emergency Operator/Dispatcher shall enter the dates during which the permit is valid on both sides of the permit, printed in large dark letters and sign the permit on both sides.

- NOTE -

These permits are valid only for the dates indicated on the permit.

- 6.3.5. The Emergency Operator/Dispatcher shall instruct the recipient to follow instructions printed on "The Request for Long-Term Parking Form."
- 6.3.5.1. The Security Department must have a means of contacting the owner while away from the Laboratory.
- 6.3.5.2. It is advisable to list an on-site /local area contact person who will have keys to the vehicle while the owner is away from the Laboratory.
- 6.3.5.3. If the vehicle is allowed to remain in the Long-Term parking lot beyond the expiration date of the parking permit; it shall be treated as an abandoned vehicle in accordance with SD-RO-207, County Ordinances, and 625 ILCS, Section 5/4-203f.
- 6.3.6. The Fermilab Security Supervisor shall check the vehicles parked in the area approved for long-term parking to determine if they have valid parking permits. The Security Supervisor shall monitor and is responsible for checking this lot for vehicles that do not have a current Long-Term Parking Permit.
- 6.3.7. Upon expiration of the permit, attempts will be made to contact the owner and emergency contact person to remove the vehicle. In the event the owner or designated representative cannot be contacted, procedure SD-RO-207, Identifying & Removing Abandoned Vehicles from the Site shall be implemented.

6.3.8. The Fermilab Security Supervisor shall make an attempt to contact the owner and advise him/her of the citation, documenting the details of the attempt.

6.3.8.1 If there has been no communication from the vehicle's registered owner, the Security Supervisor shall complete a Request for Authorization to Remove Abandoned Vehicle from Fermilab form. The Security Supervisor shall obtain the required signatures as noted on the form.

6.3.8.2. After the authorizing signatures are obtained, the Security Supervisor shall petition the DuPage County Building and Zoning Department, Zoning Enforcement Division, Code Enforcement Officer at 421 North County Farm Road, Wheaton, IL 60187, for the vehicle's removal and disposal in accordance with county ordinances and 625 ILCS, Section 5/4-203f.

6.4. Parking Problems

6.4.1 Parked vehicles, which hinder the progress of a program or other special situations, or which cause a safety problem, must be removed from the area to another location.

Types of program problems and special situations include but are not limited to the following:

- Hindering snow removal progress
- In or too close to a construction area
- Emergency operations or safety concerns dictate the need to relocate vehicles

6.4.2 Removing Vehicles (Program and Special problems)

- a. A concerted attempt shall be made to notify the driver/owner to move the vehicle.
- b. If the owner/driver cannot be found the vehicle should be towed to the village Long-Term lot.
- c. If the owner/driver is found and the vehicle is not operational, the owner must make arrangements to have the vehicle towed.
- d. If the owner/driver is contacted to move the vehicle, the security officer should monitor the vehicle and must check back periodically to ensure the vehicle is moved within a reasonable time.

6. Definitions

- 6.1. 625 ILCS - Illinois Vehicle Code, Chapter 625 Illinois Compiled Statutes
- 6.2. May - The use of the word “may” indicate an optional action.
- 6.3. Shall - The use of the word “shall” indicate a required action.
- 6.4. Should - The use of the word “should” indicate a recommended action.

7. Responsibilities

- 7.1. Security & Emergency Management Division Deputy Director is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.
- 7.2. Security Operations Center Emergency Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any system irregularities.

- 7.3. Physical Security Manager shall be responsible for ensuring that all Security personnel understand and implement this procedure.
- 7.4. 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.
- 7.5. Security Officers are responsible for understanding and adhering to the instructions described within this procedure.
- 7.6. Fermilab Security Supervisors shall be responsible for providing training, monitoring and ensuring that all Security personnel understand and comply with this procedure.

8. Authorities

SD-ADM-101, Shift Activity Logs

SD-RO-207, Identifying & Removing Abandoned Vehicles from the Site

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.