

## **SEMD-SD-RO-207 – Identifying & Removing Abandoned Vehicles from the Site**

### **1. Purpose**

This procedure is intended to provide instructions for personnel who have operational and approval responsibilities associated with the identification and removal of vehicles that are derelict or appear to have been deserted on site. It provides instruction to security officers on identifying suspected abandoned vehicles and outlines the specific procedures to follow in processing those vehicles.

### **2. Scope**

This procedure is applicable to Security Department personnel who are involved in the identification and removal processes related to suspected/actual abandoned vehicles on site. Government vehicles are exempted from the processes described in this procedure.

### **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**

Historically vehicles accumulate on Site that are not used for the everyday mission of the Laboratory. These vehicles take valuable parking spaces, hinder snow removal and other parking lot maintenance, can fall into disrepair, become attractive nuisances and safety/environmental hazards, and may not be in compliance with the Illinois Vehicle Code for operation on roadways. This procedure has been developed in order to facilitate an expeditious but fair and flexible process for monitoring and processing such vehicles. The procedure recognizes the need to leave personally owned vehicles on Site while the owner(s) are on business travel or commuting to their home institutions.

## 6. Identifying and Removing Abandoned Vehicles from the Site

The Security Officers should routinely monitor vehicles parked on Site by physically checking the parking areas (in their beat area) during their rounds. The Security Officers shall take appropriate actions as stated below.

- Note -

The following instructions are intended to establish a reasonable process, in accordance with 625 ILCS, Section 5/4-201, for handling vehicles suspected of having been abandoned on site.

- 6.1. Security Officers shall use the following specific criteria to determine whether or not a vehicle has been abandoned, or is being stored on site:
  - a. License plates are not prominently displayed, or the registration is significantly out-of-date.
  - b. Vehicle has been documented as being parked in the same spot and has not been moved for several days.
  - c. Vehicle is in obvious disrepair, i.e., dismantled in the process of repair or being worked upon, stripped, flat tires, etc.
  - d. Vehicle is snow covered; snow surrounding vehicle several days after last snowfall or positioned in such a way to impede snowplowing efforts.
  - e. Vehicle has been cited as suspected abandoned in the last 12 months and is again found to meet the criteria of being suspected abandoned.
- 6.2. When a Security Officer encounters a vehicle, which is suspected of being abandoned; the Officer shall take the following actions:
  - 6.2.1 Chalk a tire (on the tread) on the vehicle and document this action on his/her Officer Activity Report. Notify the Shift Lieutenant.

- 6.2.2 The Shift Lieutenant shall track all vehicles identified as suspected abandoned and document his/her actions on their Officer Activity Report.
- 6.2.3. In the event that the vehicle has not been removed within three (3) calendar days, the Security Lieutenant shall issue a parking violation citation. Clearly identify the vehicle as a "Suspected Abandoned Vehicle" by circling line-item number 8 on the back of the Parking Violation Citation (Attachment 1). Notice shall be provided that the vehicle must be moved within fourteen (14) calendar days from the date on the citation.
- 6.2.4. After five (5) business days, the Security Department shall contact the owner via the Oracle Traffic Violation Database and advise him/her of the citation.
- 6.2.5. At the end of a fourteen (14) day warning period the Security Operations Supervisor shall contact Facilities Engineering Services Section, Vehicle Maintenance to have the vehicle towed to the Abandoned Vehicle Lot between Blackhawk and Shabbona Streets in the Village.
- 6.2.6. The Shift Lieutenant or designee shall monitor the delivery of the vehicle to the Abandoned Vehicle Lot and report any damage done during delivery. The transfer from one location to another shall be documented by photograph and on a 502 (Vehicle Tow) Incident Case Report.
- 6.2.7. The Security Operations Supervisor shall issue a 2nd parking citation to the vehicle clearly identify it as an "Abandoned Vehicle." Mark violation #8 on the back of the citation and cross out the word "Suspected."
- 6.3. If the vehicle has not been removed within fourteen (14) calendar days, and Security has not made contact with the registered owner regarding the vehicle's status, the Security Operations Supervisor shall send a memorandum/email or a letter to the registered owner advising that the vehicle shall be removed from Fermilab property in accordance with

625 ILCS, Section 5/4-203f. This correspondence shall request a response within fourteen (14) calendar days from the mailing date of correspondence.

- 6.4. The Security Operations Supervisor shall coordinate this period with the time period(s) indicated and send a copy of the correspondence to the registered owner's Department Head, in the case of a Fermilab employee, or to the ITNA Point of Contact if the owner is a visiting scientist.
- 6.5. If there has been no communication from the vehicle's registered owner within the fourteen (14) days specified in the above correspondence, the Security Operations Supervisor shall complete a Request for Authorization to Remove Abandoned Vehicle from Fermilab Form (Attachment 2). The Security Operations Supervisor shall obtain the required signatures as noted on the form.

After the authorizing signatures are obtained, the Security Operations 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.

During removal of the vehicle by DuPage County authorities, a Security representative shall be present to observe the operation and record the following in the Case Report:

The name of the towing company.

The tow truck operator's name.

The destination of the vehicle.

The condition of the vehicle at the time of its removal.

## 7. Definitions

- 7.1. 625 ILCS - Illinois Vehicle Code, Chapter 625 Illinois Compiled Statutes.

- 7.2. Abandoned vehicle – This term is used generically to describe vehicles that appear not to be in routine service, do not meet requirements of the vehicle code, have become derelict, have been deserted, or are routinely hindering Laboratory operations.
- 7.3. May - The use of the word “may” indicate an optional action.
- 7.4. Shall - The use of the word “shall” indicate a required action.
- 7.5. Should - The use of the word “should” indicate a recommended action.

## 8. Responsibilities

- 8.1. Security & Emergency Management Division Deputy Director is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.
- 8.2. Security Operations Center Emergency Operator/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any system irregularities.
- 8.3. Security Operations Supervisor shall coordinate the field operations involved in carrying out this procedure.
- 8.4. 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.
- 8.5. Security Officers are responsible for understanding and adhering to the instructions described within this procedure.
- 8.6. Fermilab Security Supervisors shall be responsible for providing training, monitoring and ensuring that all Security personnel understand and comply with this procedure.

**9. Authorities**

625 ILCS, Section 5/4-201

625 ILCS, Section 5/4-203f

SD-ADM-101, Shift Activity Logs

Applicable DuPage County Zoning Ordinances

Fermilab Policy Regarding Abandoned Vehicles on Site

**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.