

Security Department General Post Orders

1. Purpose

The purpose of these General Post Orders is to establish uniform guidelines in the duties, operations, and assignments for Security Posts at Fermilab.

2. Scope

The scope of this policy is limited to the DOE Fermilab campus in Batavia, IL.

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 April 20, 1998, and its update was effective on February 14, 2024.

5. Policy

a. General Duties

1. Security Officers shall perform security checks of the buildings and surrounding areas within each beat/post area. Officers assigned to a beat/post should be observant for any infraction of Fermilab policy and 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 Officer to assume the authority vested in local, state, or federal law enforcement officers or agents.
3. The proprietary function of Security Officers shall be to secure or unlock buildings during an assigned shift, in accordance with the established Post Orders, or as otherwise directed. Special Assignments may be required and assigned by the Fermilab Security Department Staff or Security Operations Center (SOC).
4. Security Officers shall be alert for alarms or changing conditions when inspecting buildings for mechanical malfunctions, breakdowns of HVAC and utility systems, and

for red or yellow warning lights. Areas with flashing warning lights and/or sounding alarms require Shift Lieutenant support or authorization before entering, safety being the primary consideration.

5. Security Officers assigned to mobile posts shall physically inspect their vehicle at the beginning of each shift, reporting any findings to the Shift Lieutenant.
6. Security Officers assigned to mobile posts shall be alert for violations of safety policy relating to vehicular and pedestrian traffic and document violations using the proper citations or a case report.
7. Security Officers shall not leave their assigned post until properly relieved by another Security Officer. Leaving a post without proper relief shall result in disciplinary action up to and including termination.
8. Security Officers shall not accept any letters or packages for delivery at any posts.
9. Lunch/Dinner Breaks: Security Officers must notify the SOC, via radio, when; out of service/on break (Code 10-7) stating your location. Note the time and location of the 10-7 on the Activity Report. 10-7's shall be taken at Wilson Hall, 18 Sauk, or at the Training Center. Employees scheduled/required to work a 12-hour shift are entitled to a 45-minute lunch break. Note: There are no exceptions to this unless authorized in writing by the Physical Security Manager or their designee. * Breaks shall not exceed two (2) 15-minutes within an 8-hour shift.

Security Officers shall be mindful of travel time by taking the break at the nearest designated break location.

- Relieving Officer radio "Beat 11/12 is 10-6 at Control 3."
- Officer going on break/lunch must radio the SOC "10-7 at location of break" immediately upon arrival to the parking lot. *Officers must not wait until after the bathroom is used, lunch is warm or anything adding to the break time. This call must be made as soon as they arrive in the parking lot. Break time is 15 minutes, lunches are 30 minutes *45 minutes if an officer is schedule for 12 hours.

- At the 15- minute mark (30 or 45 minute if on lunch), the Security Officer must radio the SOC “10-76 back to assignment.”
- Relieving Officer will radio “Beat 11/12 10-8 from Control 3” after the officer has arrived.

The following areas have been designated for break/lunch closest to the post/assignment to help expedite commute.

Beat 11 Designated break/lunch areas.

- Wilson Hall Cafeteria
- Wilson Hall Security Operations Center (SOC)
- Training Center (1st or 2nd Floor)

Beat 12 designated break/lunch areas.

- 18 Sauk Vending Area
- Training Center (1st or 2nd Floor)

Beat 18 designated break/lunch area.

- Wilson Hall cafeteria

Control 1

- 18 Sauk Vending area
- Training Center (1st or 2nd Floor)

Control 2

- Training Center (1st or 2nd Floor)
- Wilson Hall Cafeteria *15 minute break may not allow

Control 3

- Lederman Science Center (parking lot)
- Wilson Hall Cafeteria

Using the above mentioned, all security personnel must radio into the SOC immediately after arriving to the parking lot of location and notate the time and location in the OAR. A Security Lieutenant must listen for radio transmissions, investigate any issues, and help resolve any conflict.

NOTE: 15-minute breaks may only allow for a quick restroom break or to pick up a snack/drink. Security staff will not exceed the 15-minute break time and must respond to emergency calls or upon the request of a Security Lieutenant.

Under no circumstances shall Security Officers combine two (2) 15-minute breaks into a one (1) thirty (30) minute break. Security Officers shall be mindful of events that may require the Security Officer to return to the assignment. A Security Lieutenant may request a Security Officer to return to assignment.

10. Smoking is strictly prohibited in patrol vehicles and inside of all buildings.
11. Reporting Security Checks: Mobile posts (Beats) shall radio in their security checks to the SOC, as the checks are performed. Omitting radio checks is unsafe and not permitted.
12. Media Relations: The Office of Communication maintains the primary responsibility for communicating and coordinating with media outlets. All visits by the media (journalists,

reporters, photographers, television crews) must be approved by the Office of Communication. Unscheduled or no-notice media visits shall be called into the SOC.

13. Interactions with Government Officials: Badged Fermilab individuals acting on behalf of the laboratory, with elected and non-elected government officials and their staff, must contact the Directorate for approval via the Physical Security Manager. Visits by Government officials shall be called into the SOC.

b. Required Equipment

1. Security Officers shall ensure they possess the following required equipment prior to assuming their post(s):

Activity Report	iPhone
Beat/Post keys	PERC Card
Citation books (Mobile Units)	Portable Radio
Driver’s License (Real ID Compliant)	Post Order Book
Fermilab ID	Felix Scanner (Off-hours)
Flashlight	
Ink pen	
Notebook	

2. Security Officers shall ensure they are wearing the proper uniform and have all inclement weather equipment issued by FRA available for use.

c. Activity Reports

Security Officers shall prepare an Activity Report for every post staffed. The report is used to document security patrol checks, discrepancies noted while on patrol, and any other information the officer feels should be documented. The Activity Report shall be used for all of the above when a Felix Patrol scanner is not available (Off-hours mobile patrols).

d. Patrol Techniques

Security Officers should vary their mobile patrol routes as much as possible in order to avoid establishing a discernible pattern, which might be detected as consistent or routine.

Security Officers are prohibited from leaving a vehicle running while unattended. This is a violation of Fermilab Security rules and may subject the Officer to disciplinary action.

e. Patrol Rounds

1. Security Officers are required to conduct one (1) complete Security Patrol Round for each assigned shift. Officers shall complete one half of the round during the first half of the shift, and the second half of the round during the second half of the shift. Shift Lieutenants conduct one (1) complete Security Patrol Round for each tour of duty also.
2. All buildings shall be checked to ensure they are secured as soon as they become unoccupied. Particular attention shall be given to evidence of vandalism, fire, trespassing, damage to property, forcible entries, thefts, and unauthorized or suspicious persons or vehicles. Any suspected criminal activity should be reported to the SOC immediately, and the Duty Security Supervisor or On-Call Duty Captain will be notified.
3. Personnel found sleeping in vehicles shall be awakened, identified by an approved form of identification (State, Federal, Fermilab), and assessed for fitness to drive, with no signs of mental/physical impairment. If a medical emergency or an impairment situation exists or is suspected, request Fermilab Fire Department assistance via radio to the SOC. A case report shall be written for such incidents.

Cases of suspected alcohol/illicit drug use while driving or parked onsite requires the request and notification of:

- a. Shift Lieutenant
 - b. SOC
 - c. Appropriate County Sheriff.
 - d. Duty Security Supervisor or On-Call Duty Captain (via SOC or Shift Lieutenant)
 - e. Physical Security Manager and Deputy Physical Security Manager (via SOC or Duty Captain)
4. As each building or area is checked, the Security Officer shall advise the SOC Dispatcher of the status of the building/area, as well as record the check using the Security Patrol scanner or Activity Report.

5. Mobile post officers shall not remain stationary. Maintain a mobile, visible posture as a deterrent to violations of Fermilab safety and security policies.
6. All Security Personnel are prohibited from driving on sidewalks and walkways. This includes, but is not limited to: MW9, Site 40, GCC, Lederman Science Center, Day Care Center and Kuhn Barn.
7. Do not attempt to negotiate any roadway or walkway that appears to be or has been determined to be unsafe. Adjust foot and mobile patrols as safety dictates during periods of inclement weather (fog, ice, rain, and snow). Report hazards to the Shift Lieutenant and SOC for corrective action.

6. Definitions

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

Shall indicates a required action.

Should indicates a recommended action.

May indicates an optional action.

7. Responsibilities

Physical Security Manager is responsible for the oversight and management of the Physical Security Program and compliance with the SSP and assists with Safeguards and Security alignment.

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.

Security Supervisors are responsible for implementing Protection Program Operations initiatives, ensuring compliance with Post Orders and procedures and ensuring all Protective

Force Officers are trained on all the material within this policy. As facility risk and attractiveness levels change, so do the internal Post Orders and procedures.

Shift Lieutenants & Security Officers are responsible for the adherence to all guidelines presented within this policy.

8. Authorities

Fermilab Site Security Plan
DOE O 473.2A Protective Force Operations

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.