

Mobile Patrol Beats 11 & 12

1. Purpose

The purpose of this Mobile Patrol Post Order is to establish uniform guidelines in the duties, operations, and assignments for the Protective Force Beats 11 & 12 at Fermilab. Beats 11 & 12 are mobile and foot patrol posts with specific patrol and tour responsibilities.

2. Scope

The scope of this policy is limited to the DOE Fermilab campus in Batavia, IL. These posts encompass the entire Fermilab Site:

- a. The Beat 11 area covers: 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. All points north of B Road from the Master Sub-Station to the intersection of McChesney Road at West Wilson Road and west extending to the outer boundaries of Fermilab property including Control 2. Security Officers are responsible for preparing complete and accurate Officer Activity Reports and Security Patrol Scanner Reports. This post is active 24x7x365.
- b. The area of Beat 12 includes: 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 Reports. This post is active 24x7x365.

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. Duties & Vehicle Operations:

All personnel assigned to Mobile Beats shall ensure they are familiar with all aspects, operational requirements, duties and responsibilities associated with this assignment, and understand that they are expected to execute and carry out all functions of the post in a professional manner.

Safe driving is a major responsibility for all Security Officers. All Security Officers must adhere to the Illinois Rules-Of-The-Road while driving on-Site and must obey all Fermilab parking, traffic control signs, speed limits and devices. Officers will conduct emergency responses in accordance with posted speed limits and road conditions. Officers must not rely on their squad car's emergency warning equipment for safe passage. All security vehicles shall be driven with their headlamps on regardless of time of day or weather conditions.

As a general rule of thumb, do not negotiate any roadways or walkways that appear to be, or have been determined to be unsafe. Adjust officer's foot and mobile patrols as safety dictates during periods of inclement weather (fog, ice, rain, and snow). If there is 1" of snow or more on the pavement across the site at 0300 hours during the work week or any hazardous road condition exist (ice, flooding, fallen trees) notify the Security Operations Center (SOC) for corrective action.

b. Activation of Post:

1. **Beat 11**

Monday through Sunday including Holidays

Shift 1 – 2230 hours to 0700 hours

Shift 2 – 0630 hours to 1500 hours

Shift 3 – 1430 hours to 2300 hours

2. **Beat 12**

Monday through Sunday including Holidays

Shift 1 – 2230 hours to 0700 hours

Shift 2 – 0630 hours to 1500 hours

Shift 3 – 1430 hours to 2300 hours

c. Specific Instructions/Duties:

1. Beat Officers shall patrol the perimeters and interiors of buildings for mechanical malfunctions such as HVAC breakdowns, Fire Prevention and Loss Prevention. Any problems found during roving patrol or building/area checks, shall be reported to the Shift Lieutenant and Security Operations Center (SOC) immediately.
2. Officers assigned to mobile beats shall be alert for violations of safety policy relating to vehicular and pedestrian traffic and document violations using the proper citations or other report forms.
3. Beat Officers shall respond to requests for a “back-up” unit by mobile patrol units as well as Control Post Officers.
4. In the event of an emergency response to the Day Care Center, Security will remove the cones in the inbound lanes to facilitate the F.D. response.
5. Notification by the SOC for any of the Beat areas shall require an immediate security response by the effected Beat Officer. If directed by the Fermilab Security Supervisor, a case report containing all pertinent information should be completed.

6. The First Shift **Beat 11** Officer shall assist the Shift Lieutenant in closing and securing the User's Center at the Center's scheduled closing time. Specific responsibilities may vary and are under the direct supervision of the Shift Lieutenant.
7. The Pioneer Cemetery United States flag shall be flown at full staff unless otherwise authorized by the Fermilab Security Supervisor or SOC. The **Beat 11** Officer is responsible for this duty.
8. The **Beat 11** Officer shall perform the FCC1W After Hours Entry and/or Prep Room After Hours Detail at the Feynman Computing Center when requested. The officer should be familiar with the Procedures Guideline(s) for FCC1W After Hours Entry, Prep Room Detail. See Attachments.
9. In addition to conducting one complete patrol round, the **Beat 11** Officer shall take special interest in the following areas:
 - a. Property Protection Areas
 - b. Switchyard Service Building
 - c. Anti - Proton Areas
 - d. Main Injector Service Buildings (MI-31 Area)
 - e. Card Access Systems
 - f. Main Ring Service Buildings
 - g. Kautz Road Gate (Control 4)
 - h. Giese Road
 - i. Restricted Parking Areas
 - j. Primary Parking Areas
 - k. Control 2
 - l. Control 3
 - m. Control 5
 - n. IERC Public Access Control Safety Gate
10. The **Beat 12** Officer shall conduct interior patrols of the Wilson Hall based on the Wilson Hall Controls procedure.

11. The **Beat 12** Officer should be aware that there may be children present in the Day Care Center and should be prepared to assist the occupants in the event of an emergency.

12. In addition to conducting one complete patrol round, the **Beat 12** Officer shall take special interest in the following areas:
 - a. Property Protection Areas
 - b. Users Center
 - c. 18 Sauk (Village Vending Area)
 - d. Control 1
 - e. Anderson Barn
 - f. Recreation Facility (Gym)
 - g. 34A Sauk FIRUS Hut
 - h. Eola Road Gate Site 1 and Site 3
 - i. Site 55, Hazardous Waste Storage Area and Public Access Control Safety Gate
 - j. Kuhn Barn
 - k. Metal Cut Shop and outside storage area
 - l. Day Care Center
 - m. East Wilson Street (Site 67, 70)
 - n. Town Road Gate
 - o. McChesney Road Railyard Area

- d. Areas Restricted to the General Public:

The General Public shall include those persons who are not badged DOE or Fermilab affiliates, or sub-contractor personnel conducting business with Fermilab.

 1. All buildings at Fermilab
 2. Main Injector and Main Ring
 3. Kautz Road (Past Target Hall)
 4. North McChesney Road Area
 5. Discovery Road north of Eola Road
 6. Property Protection Areas

7. C Road W, north of Eola Road
8. Discovery Road north of Eola Road
9. Eola Road south of Batavia Road
10. Village Area
11. North McChesney Road Area
12. Site 64, trail to Lower Lake area (no unauthorized vehicles)

b. Vehicle Refueling:

Effective November 1, 2023, the Fermilab Fuel Station has been decommissioned. Security Officers will refuel security vehicles **using the SPEEDWAY fuel Station, West of the Wilson Street Gate (Control 2)** Below is the process that is required when fueling a Security Vehicle.

Security Officers are permitted off-site for refuel between the hours of 0600-1800 hours, 7 days a week. Security Officers must adhere to the following during the refueling process of a Fermilab Security Vehicle.

1. Security Shift Lieutenants must remain on-site and available to respond to on-site emergencies. The Security Officer must return as soon as possible in the event of a Fermilab emergency.
 - Security Lieutenants may refuel between the hours of 1801-0559 should a vehicle require refueling. Notifications must be made to the Security Supervisor should a Security Lieutenant requires going off-site.
 - Short staffing/Staffing deficiencies must be considered when refueling after hours. The Security Lieutenant must exhaust other avenues before considerations are made to exit site for refueling. The Security Lieutenant must attempt to place the Officer in a spare Security Vehicle. The Security Lieutenant should use their judgment if the refueling process can wait for the oncoming shift.
2. The Security Officer must remain aware of their surroundings while off-site and must return to the Fermilab site immediately if there are any potential hazards in or around the fuel station. Notifications of potential hazards must be communicated to the Security Lieutenant and the Fermilab Security Supervisor.

3. Security Officers must remain with the Security Vehicle and never enter the fuel station store except when the receipt printer is not operational at the fuel pump.
 - Vehicle must be turned off when refueling.
 - Vehicle keys must remain with the Security Officer.

The following must be adhered to prior to exiting site, while off-site and upon returning.

1. Notify the Security Shift Lieutenant via cell phone prior to going off-site (include the time of departure).
2. Fuel cards will be stored in the Security Operations Center (SOC). Security Officers are required to sign out the appropriate fuel card before departing site.
3. Radio the SOC before departing site and provide vehicle mileage and the time of departure. (SOC will blotter). Example: "Beat 11/12, 10-76 to the fuel station, the time is now --- and vehicle mileage is ---".
4. Radio the SOC upon arrival at the fuel station "10-6, at the fuel station".
5. Sets to take at the fuel pump:
 - Read and record vehicle mileage.
 - Swipe WEX card (follow instructions on pump)
 - Input Employee ID (license plate #. Only numbers, no letters. Example- plate #G62-A2468, you would Input 622468 and enter)
 - Input vehicle mileage.
 - Begin fueling.
 - Select "print receipt."
6. Notate in the Security Officer Activity Report (OAR) and Vehicle Inspection form, include:
 - Time of departure from site and time of arrival on site
 - Vehicle mileage
 - Fuel Added
7. Print receipt.
 - Submit transaction receipts to the Fermilab Security Supervisor.

- Security Officers must note in the OAR should the fuel station printer malfunctions where a transaction receipt was not obtainable. An email must be sent to the Fermilab Security Supervisor.
 - Security Officers must notify the Fermilab Security Supervisor if a transaction receipt has become lost.
8. Radio the SOC when departing the fuel station and provide the vehicle mileage and the time (SOC will blotter). Example: “Beat11/12 10-76 back to the site, the time is now – and vehicle mileage is ---”.
 9. Radio the SOC upon arrival on Fermilab site "10-8, back on-site from fueling".
 10. Notate in the OAR and Vehicle Inspection form any discrepancies or hazards experienced while off-site.

Refueling questions shall be directed to the Fermilab Security Supervisor.

- Note- At no time shall an officer active overhead lights and/or siren while off site.

6. Definitions

Fermilab is the physical location that is managed by the Fermi Research Alliance, LLC.

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 Security Manager is responsible for assisting the Security Chief 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 and ensuring compliance with Post Orders and procedures. 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.