

Shift Lieutenant Post 205

1. Purpose

The purpose of this Lieutenant Post Order is to establish uniform guidelines in the duties, operations, and assignments for the Protective Force Lieutenant Post at Fermilab. The responsibilities of this post are a combination of administrative, supervisory, and patrol activities in support of the Fermilab Security Department Staff.

2. Scope

The scope of this policy is limited to the DOE Fermilab campus in Batavia, IL. This post encompasses the entire Fermilab Site.

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. All personnel assigned to this position shall ensure they are familiar with all duties and responsibilities associated with this assignment.

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. Vehicle Operations:

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 allow assigned personnel to 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. 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: “Beat 1 1/12 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.

c. Activation of Post:

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

d. Specific Instructions/Duties

1. Supervise all aspects of shift duties performed at Fermilab by the contract Protective Force.
2. Monitor all security posts for compliance with published post orders and policies.
3. Conduct Shift Briefings:
 - a. Uniform Inspection
 - b. Review required documents (DL, PERC, Fermi ID Badge)
 - c. Issue Equipment (Binoculars, iPhone, Keys, Felix Patrol Scanner, Radio)
 - d. Assign officers to posts
 - e. Review Captain’s Pass-On Log
 - f. Review Lieutenant’s Pass-On Log
 - g. Review Monthly Training Topic

4. Assist with beat coverage, as necessary, while the beat officer is on one-half hour lunch break, out of area to fuel the vehicle or otherwise not on designated post.
5. Perform (2) regular post checks per shift of each beat, to include all special duty officers. Annotate performing post checks on the officer's "Activity Report" and sign-off in the chronological log.
6. The Shift Lieutenant may ask the SOC to request Local Law Enforcement Agency (LLEA) assistance. These situations may include, but are not limited to:
 - a. Active Shooter/Threat or violence in the workplace
 - b. Bomb Threats
 - c. Crimes in progress
 - d. Death on Site
 - e. Signal Blue
 - f. Traffic stops when Security observes prohibited articles or signs of impairment
 - g. Vehicle accident driver requests a police report
 - h. Vehicle accident with or without injuries
 - i. Wellbeing Checks
7. Respond to all emergencies in accordance with the Comprehensive Emergency Management Plan (CEMP). The Shift Lieutenant shall assume Incident Command for all security/law enforcement incidents, until relieved by a Senior Security Official or Senior Law Enforcement Official present.

The On-Call Security Captain and/or Physical Security Manager will be notified for all the following incidents:

- a. Any incident involving a Local Law Enforcement Agency (LLEA) response.
- b. 101 – Personnel Incident, Laboratory or User
- c. 102 – Personnel Incident, Non-Lab Personnel
- d. 301 – Vehicle Accident with Injuries (FD & LLEA response)
- e. 302 – Vehicle Accident without Injuries (Major Damage: air bags deployed, fluids leaking, undriveable. Requires FD & LLEA response)

- f. 306 – Mutual Aid (Security Dept.)
- g. 401 – Actual Fire
- h. 503 – Access Control (cyclist, motorist, pedestrian)
- i. 504 – Policy Incident
- j. 505 – Radioactive Material Incident
- k. Any incident involving a security officer (e.g., 103, 302, 304).
- l. Any access breach where there are signs of forced entry.
- m. Any property damage where vandalism is suspected.
- n. Any Government property loss/theft with a current value > \$5,000.00.
- o. Any major damage to Fermilab property (structure or infrastructure damage).
- p. Staffing deficiencies resulting in 2 open Mobile Posts or no Shift Lieutenant.

This list is not all-inclusive. Good judgment and common sense must be used in determining whether to contact the On-Call Security Captain or Physical Security Manager.

- 8. Investigate complaints by Fermilab employees; take reports, investigate vehicle accidents, and perform administrative duties as required.

- 9. Case Reports: The departmental Case Report Completion objective is 80% completed within seven days or less. **The following high priority/high interest case reports shall be completed before end of shift or passed-on to the next shift for completion:**
 - a. 101 Personnel Incident, Laboratory User
 - b. 102 Personnel Incident, Non-Laboratory Personnel
 - c. 201 Loss or Theft of Government Property (\geq \$10K)
 - d. 301 Vehicle Accident with Injuries
 - e. 504 Policy Incident
 - f. Law Enforcement Response Incident (excluding 302 Vehicle Accident without injuries)

Review all reports written by beat officers for accuracy, completeness, grammar, spelling and punctuation. Assure that all reports are entered in the Apex Oracle™ Security Database.

10. Supervise the field training of all new officers, as well as refresher training to existing officers. Prepare and submit records of all training performed.
11. Inform the Fermilab Security Supervisor of any manpower deficiencies. The Shift Lieutenants shall call in an officer to fill any vacant posts. The Shift Lieutenant shall inform the Security Supervisor of any shortages.
12. Coordinate vehicle maintenance with the Security Supervisor. Supervise the inspection of all vehicles at shift change and report any malfunctions or damage.
13. Respond to Emergencies in accordance with SEMD-SD-EO-303-Security and Emergency Response.

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. Drivers observed or reported traveling through this area shall be the subject of a Policy Incident Case Report.

14. Shift Lieutenants are responsible for the adherence to all guidelines presented within this procedure and shall enforce departmental policy on the following issues:
 - a. Non-issued personal electronic devices, guests; to include off duty officers, are strictly prohibited on any duty posts.
 - b. Under no circumstances shall assigned equipment be removed, replaced, or altered.
15. Kuhn Barn Access: The key to Kuhn Barn is available to requestors during normal Laboratory work hours at Aspen East if specified on the Facility Request Form (FRF). The requestor must be present to take charge of the facility. If you open the

upper area of the barn, be sure to UNLOCK THE SLIDING GATE AT THE BOTTOM OF THE STAIRS – this gate must be open to provide an emergency exit when occupied. (These stairs also lead to the downstairs bathrooms). Do not leave the facility open and unoccupied; the building must remain locked at all times.

16. Users Center Access: This facility is card accessed and its hours of operation – Monday through Sunday, 0800 hours to 2000 hours, with later hours Wednesday through Friday evenings until 1100. Security will assist the Bar Manager with closing the facility and ensuring that all patrons have exited the facility safely at closing time.
17. Key Box Access: Keys for all dorms can be found in a combination lock box in 18 Sauk. The Shift Lieutenant has access to this key box and can obtain the combination code from the SOC.
18. In accordance with FESHM10160, all employees, users, visiting scientists and contractors in accidents involving motorized vehicles (including forklifts) or bicycles which results in injury(s) must be evaluated by the Fermilab Fire Department.
19. In all cases where the proximate cause of a motor vehicle accident can be determined, a Fermilab Citation will be issued setting forth the violation from the Illinois Vehicle Code which led to the accident regardless of whether the person(s) involved are Laboratory employees or non-laboratory persons. If a County Sheriff's Officer is conducting the investigation, the Security Officer will determine the charge(s) the County Sheriff's Officer deems appropriate and issue a Fermilab Citation whether the County Sheriff's Officer issues a citation or not.
20. Enterprise is the rental car vendor of choice for Fermilab personnel. In the event when Enterprise is arriving onsite to either drop off a rental car or pick up a rental car, please allow them on-site once their government issued identification has been confirmed. This vendor is allowed access 24/7 and will follow the same process for deliveries.

21. Emergency Duress Response: Inside Wilson Hall: There are special considerations for “DURESS” alerts, which involve officer safety. There are eight (8) locations, which possess duress switches:
- a. Abri Credit Union (WHGF)
 - b. Atrium Desk (WH1N)
 - c. Cashier’s Office (WH4NE)
 - d. Medical Office (WHGFNW)
 - e. EOC (WHGF)
 - f. Campus Access (WH1NW)
 - g. HR (WH15)

Inside Aspen East Welcome and Access Center: There are special considerations for “DURESS” alerts, which involve officer safety. There are seven (7) offices on the ground floor that possess duress switches:

1. Housing Office
2. Room 104
3. Main Lobby
4. Room 105
5. Room 106
6. Room 107
7. Room 108

Because of the possible severity of a duress alert, special measures are taken for the safety of all involved.

The Duty Security Supervisor, Shift Lieutenant and at least one additional Security unit must respond to the area of the Duress Alert. This area is one floor below the area of Duress activation. The SOC will attempt to make telephone contact with the person in Duress and determine the cause of the Duress. All discoveries made by the SOC will be radioed to responding Security units.

The Duty Security Supervisor (in plain clothes), when available, will approach the immediate area of duress and, from a safe distance, attempt visual confirmation of the situation. Based on the information gained from the SOC Emergency Dispatcher and visual observations, the Incident Commander will direct Security units, and may request the assistance of Law Enforcement personnel or FD Personnel for a medical incident.

e. Fermilab Areas in Batavia

1. Access Points to Site Manned Control Posts One, Two, and Three should be inspected as well as all unmanned posts and access points. The Shift Lieutenant shall ensure that visitors are not present at control posts. The Shift Lieutenant shall also ensure that all lights and equipment are in working order. Ensure all signs are posted as necessary and all gates and barricades are intact. Ensure the temperatures of unmanned control posts containing computer equipment are maintained at or about 70 degrees Fahrenheit, via the HVAC systems.
2. Restricted areas include:
 - a. Property Protection Areas
 - b. Posted “Non-Public Area Do Not Enter” areas
 - c. Generally, all other buildings and laboratories on Site except for Lederman Science Center, Building 327, Aspen East Lobby, and Wilson Hall floors G-2 (see Wilson Hall Controls Procedure).

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 Physical 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.