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# Memorandum

**Date:** February 1, 2024  
**To:** Donna Iraci Physical Security Manager *Donna Iraci 2/1/24*  
**From:** Lori Limberg, Deputy Physical Security Manager  
**Re:** 2024 Fermilab Security Department Policy and Procedure Revision

Enclosed in the Fermilab policy and procedure revision, dated January 17, 2023, for SEMD approval. The following have been posted to SEMD SharePoint: Security; Security Policies & Procedures.

Procedure #	Title
SEMD-SD-ADM-101	Officer Activity Report and the Security Patrol Scanner
SEMD -SD-ADM-102	Report Writing
SEMD -SD-ADM-103	Lieutenant's Guidelines
SEMD -SD-ADM-104	Property and Evidence Control
SEMD -SD-ADM-105	Training Career Development UNASSIGNED
SEMD -SD-ADM-106	Security Patrol Methodology
SEMD -SD-ADM-107	Security Department Minimum Staffing Levels
SEMD -SD-RO-201	Site Access Control
SEMD -SD-RO-202	Traffic Control
SEMD -SD-RO-203	Recreational Activities
SEMD -SD-RO-204	Assessments and Maintenance Scheduling
SEMD -SD-RO-205	Parking and Permits
SEMD -SD-RO-206	Security Services
SEMD -SD-RO-207	Identifying & Removing Abandoned Vehicles from the Site
SEMD -SD-RO-208	Uniform / Equipment Inspection and Accountability
SEMD -SD-RO-209	Radio Communications
SEMD -SD-RO-210	Security Systems
SEMD -SD-RO-211	HR Assistance Detail
SEMD -SD-RO-212	Security Department Stop Order Procedure
SEMD -SD-RO-213	Security Risk Assessment Procedure (FARE)
SEMD -SD-EO-301	Interaction with Law Enforcement Officials
SEMD -SD-EO-302	Suspicious Letters / Packages and Bomb Threats
SEMD -SD-EO-303	Security and Emergency Response
SEMD -SD-EO-304	Contingency Plan for Protesters
SEMD -SD-EO-305	Consent Searches
SEMD -SD-EO-306	Missing Person
SEMD -SD-EO-307	Workplace Violence / Active Shooter Response
SEMD -SD-EO-308	Security Lockdown Procedure
SEMD -SD-EO-309	Administrative Security Controls Procedure for Wilson Hall

If there are any questions, please contact Donna Iraci at x4182 or [iraci@fnal.gov](mailto:iraci@fnal.gov).