

SEMD-SD-RO-208 – Uniform/Equipment Inspection and Accountability

1. Purpose

The purpose of this procedure is to establish procedures and guidelines assuring the condition and accountability of the equipment through regular inspections and to ensure that the subcontractor supplies required uniforms and equipment to the guard force.

2. Scope

This procedure applies to all Contract Security personnel who report to this Site within their assigned duties and are required to be in uniform representing the contract guard force.

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

The Security Services Subcontract Exhibit requires that certain uniforms and equipment items be provided. Fermilab and the Security Department have policies and procedures regarding the use and accountability of Laboratory property and equipment.

6. Inspection of Uniforms and Equipment

- 6.1 The Shift Lieutenant shall ensure that all officers reporting for duty meet all uniform and equipment requirements. The Shift Lieutenant shall conduct a pre-shift inspection prior to the briefing. If an officer is not properly uniformed or fails to have all necessary equipment, the Shift Lieutenant shall exclude that officer from duty. The following items shall be issued to the Security Officers/Security Lieutenants.

UNIFORM ITEM
CX360™ Long Sleeve Shirt
CX360™ Short Sleeve Shirt
CX360 5-Pocket Pants
Garrison Belt 1 3/4"
DUTY BELT, 2 1/4" WIDE
Twill Cap
Cobmex V-neck, military sweater
ICECAP Insulated Bib Overall
Class 3 Pro Parka
Breathable Rain Jacket
Breathable Rain Bib Pants
ICECAP Insulated Bib Overall
1/4 Zip Softshell Job Shirt
Hard Hat
Gloves
Scarf/Extreme weather face cover
* Handcuffs w/ Key
Handcuff Case (fully enclosed)
* Oleoresin Capsicum (OC)
OC Holder (fully enclosed)
* Flashlight
Flashlight Holder (fully enclosed)
Ice Traction Cleats/Snow grip
Radio holder
Silent Key Holder
DOR Public Safety "Security" Vest
Fleece Lined Knit Cap (One Size)
BELT KEEPERS 4-PACK
Name Tag
Rank Insignia

*Denotes items that will be issued during guard mount and must be returned prior to ending tour of duty, for accountability. In order to track accountability, all equipment must be signed in/out of service by the Security Officer or Shift Lieutenant.

- Handcuffs with keys shall be stored inside locked drawer when not in use.
- Flashlights shall be placed on charging unit when not in use.
- Oleoresin Capsicum shall be stored inside a locked drawer when not in use.
- Oleoresin Capsicum shall be weighed weekly. A copy shall be forwarded to the Security Supervisor.

6.2 The Protective Force shall have a prescribed summer and winter uniform.

6.3 The Fermilab Security Operations Supervisors, shall conduct an annual inspection of uniforms and equipment issued to Security Officers and submit a report on the results to the Fermilab Physical Security Manager. Corrective action shall be taken if any deficiencies are found.

6.4 Fermilab Management or Department of Energy representatives may require a layout inspection of the Protective Force uniforms and equipment at any time.

6.5 Fermilab shall furnish equipment that is required to be in each of the government vehicles.

6.5.1 The Security Officer is responsible for ensuring that when he/she takes possession of a security vehicle, they must perform a visual inspection of that vehicle and of the equipment within it. All equipment must be present and in proper working order. Any deficiency must be recorded and corrected.

6.5.2 The Fermilab Security Supervisor shall perform quarterly layout inspections of the security vehicles, to ensure that all required equipment is present and in working order.

- 6.5.3 Fermilab Management or Department of Energy representatives may require an inspection of security vehicles at any time.
- 6.5.4 Any deficiencies found shall be brought to the attention of the Physical Security Manager and corrective action taken.
- 6.6 At the beginning of each shift, the Shift Lieutenant shall inspect all radio equipment for damage and/or proper operation. The Shift Lieutenant shall issue each Security Officer a radio.
- 6.6.1 When relieving the off-going officer, the oncoming officer shall record the receipt of all radio equipment on the Officer Activity Report. In order to track accountability, all equipment must be signed in/out of service by the Security Officer or Shift Lieutenant.
- 6.6.2 The Shift Lieutenant shall inspect all designated radio equipment. All equipment, which is not in use, shall be kept secured in the locked Lieutenant's Office.
- 6.6.3 Any problem and/or damage found by the Fermilab Security Supervisor, or the Shift Lieutenant shall be reported on the Shift Lieutenant's Activity Report and on the NOTICE OF UNIFORM/EQUIPMENT DEFICIENCIES FORM prior to the end of the shift. (See Attachment 1)
- 6.7 In the event of a deficiency, i.e., loss, damage, fair wear, and tear, or not having an item issued (which cannot be corrected immediately, on the spot); a NOTICE OF UNIFORM/EQUIPMENT DEFICIENCIES FORM must be filled out. This includes items issued to a security officer or equipment in a security vehicle and/or a beat assignment, i.e., two-way radio or cellular phone.
- 6.7.1 The finder of the deficiency must originate this form. After the form is filled out it shall be forwarded to each person in the chain of command to assure proper notification.

6.7.2 The responsible person in the chain of command shall note action taken to resolve the deficiency on the form.

6.7.3 The Notice of Uniform/Equipment Deficiencies forms shall be kept on file for a minimum of one year.

7. Definitions

May - The use of the word “may” indicate an optional action.

Shall - The use of the word “shall” indicate a required action.

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 Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any system irregularities.

8.3 Physical Security Manager shall be responsible for ensuring that all Security personnel understand and implement 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

Security Services Subcontract

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.