

SEMD-RO-204-Assessments and Maintenance

1. Purpose

The purpose of this procedure is to establish a schedule of internal audit items to be checked during the Fermilab Security Department's self-assessment. It specifies records, conditions, and equipment to be audited and reviewed on a periodic basis by Security Department Supervisors and management in order to ensure that all Security functions and responsibilities can be carried out safely, efficiently and effectively.

2. Scope

This procedure applies to all Security Department Protective Force personnel who are required to complete Security Assessments.

3. Applicability

This policy applies to Security and Emergency Management Division.

4. Effective Date and Date Reviewed/Updated

This policy went into effect on 10/1/2023 and its update was effective on July 16, 2024.

5. Policy

Inspection of Structures

5.1.1. Training Center

- a. The Security Supervisor shall conduct a periodic walk-through to ensure everything is in order. This comprehensive review shall include housekeeping, interior and exterior building condition, safety concerns and resource utilization.

5.1.2. Training Center Equipment storage

- a. All Shift Lieutenants shall periodically inspect the equipment storage cabinets for equipment or uniform items.

5.1.3. Training Center-Lieutenant's Cubicle and Equipment Storage

- a. During normal daily operations, such as shift change, the Lieutenant and Operation's Supervisor shall ensure frequently used equipment is in good working condition.
- b. The inspection of the Lieutenant's Office and Equipment Room by each Shift Lieutenant shall ensure all equipment is present or accounted for, properly stored, and in good working condition (batteries charged, etc.).

5.1.4. Site 52 Storage Shed

- a. Shift Lieutenants shall check the front end of the Site 52 Storage Shed to ensure it is clean once per week. This is to include the storage of tools, equipment, and general housekeeping items inside the storage outbuilding. The Training Captain shall ensure any deficiencies reported are corrected as soon as possible.

5.1.5. Security Guardhouses

- a. The Shift Lieutenant shall check the condition of the Security Guardhouses daily while on duty. The Training Captain shall ensure any deficiencies reported are corrected as soon as possible.

5.2. Equipment Accountability & Maintenance

5.2.1. Radios

- a. Security Officers on duty shall check issued radios, and vehicle radios, at the beginning of each shift. Any problems shall be brought to the attention of the Shift Lieutenant and/or Operations Supervisor. If the problem cannot be corrected, it shall be recorded in the Deficiency Report Form, and the radio shall be turned in for repair. The Shift Lieutenant shall issue the officer a replacement radio.
- a. The Security Supervisor shall conduct a quarterly test of each portable radio's duress function and report the results on the Security Department Portable Radio Testing log sheet.

5.2.2. FELIX Bar Code Scanners

- a. The all-inclusive listing of FELIX Bar Code Scanners and equipment is documented in the Security Department Inventory Database.
- b. At the end of each shift, the Shift Lieutenant shall inspect the bar code scanners as tour data is being downloaded. Any damage or operational problems (e.g. low battery) shall be reported to the Security Supervisor and the deficiency corrected and/or replaced immediately.
- c. The Security Supervisor shall verify the presence and good operating condition of all bar code scanners and shall document and track any bar code scanner sent in for repair, or elsewhere. The device shall be accounted for by receipt or shipping documents. The holsters shall also be checked for serviceability and condition (straps present, snaps working, etc.) by the Security Supervisor.

5.2.3. Uniforms and Equipment

- a. The Security Supervisor shall inventory and inspect annually, the uniforms and equipment issued to each Security Officer.
- b. The uniform equipment inspection shall be a complete inspection of all issued uniform items.
- c. The results of these annual inspections and inventories shall be reported in writing to the Security Supervisor. Listed shall be any discrepancies and actions under way to resolve each finding of deficiency.

5.2.4. Key Accountability

- a. Key accountability shall be verified quarterly by means of a key inventory covering all keys assigned to the Security Department (excluding keys having individual employee's ID# stamped on them). This shall include Beat Key rings.
- b. The Security Supervisor shall complete this inventory using a key list maintained for that purpose.

5.2.5. Sensitive Item Inventory

- a. The Security Department Staff shall conduct the Sensitive Item Inventory annually in adherence with the Laboratory-wide Property Office program.

5.3. Vehicle Inspection & Maintenance

5.3.1. Government Vehicles

- a. The officer assigned to drive the vehicle shall check all vehicles on a daily basis. The officer shall check to ensure the vehicle is running properly, all fluids are properly filled, all tires are in good condition, there is no fresh damage to the body of the vehicle. The Shift Lieutenant should be present to supervise this inspection. Any deficiencies shall be noted on a Deficiency Report and turned in to the Training Supervisor.
- b. The Security Department supplies four (4) Security vehicles. These vehicles are routinely checked each shift or daily by the guard force. Problems are noted using the Vehicle Inspection Form. The problem should also be recorded on a Vehicle Inspection Form (see attached) and reported to the Shift Lieutenant. The Fermilab Vehicle Maintenance Department shall ensure that the problems are corrected expeditiously. The Vehicle Maintenance Department schedules these vehicles for preventative maintenance. The Training Captain checks these vehicles monthly.
- c. The Training Captain shall inspect the emergency equipment periodically by using the equipment checklist posted in the trunk of each vehicle. The inspection shall cover the emergency lights, sirens, and other items mounted on the vehicle. Function tests shall be performed on all operating equipment.

5.3.2. Utility Task vehicle (UTV)

- a. Fermilab supplies two (2) Utility Task vehicles. These vehicles are routinely checked when used. If a problem is noted, the problem reported immediately to the Security Supervisor and Vehicle Maintenance. Fermilab Vehicle Maintenance schedules regular preventative maintenance for these vehicles. The Training Captain checks the vehicles monthly.

5.4. Record/Document Review

5.4.1. Category II Training Records

- a. All Security Force personnel shall be tested annually to determine proficiency in Category II topics. The Training Captain shall ensure new officers entering the Security Force shall be tested at the end of their first Category II training and annually thereafter.
- c. The Training Captain shall report the status of Category II training proficiency upon completion of the annual Proficiency Examination in his/her Monthly Activity Report.

5.4.2. DOE Form CH552

- a. The Training Captain shall verify all current and new officers have been properly certified medically and current.
- b. A current DOE Form CH552 and a Psychological Certification must be on file to verify the current compliance of medical fitness.

5.4.3. Lesson Plan Review

- a. Lesson plans for Category II training are based on valid Job Task Analysis and instructional goals. Lesson plans shall be reviewed annually for current content and completeness.

- b. The Training Captain shall maintain documentation to verify that all lesson plans have been reviewed annually.
- b. Status of compliance with the Lesson Plan Review requirement shall be audited by the Training Captain and shall be reported in his/her Monthly Activity Report by the Training Captain.

5.4.4. Radiation Safety Training Certification

- a. All Fermilab Security Supervisors and Security Officer are required to complete General Employee Radiation Training (GERT) Biennially.
- b. The Training Captain shall maintain documentation to verify the current compliance of all Fermilab Security Department Staff.

5.4.5. First Aid Cardiopulmonary Resuscitation (CPR) Training Certification

- a. All Security Officers are required to attend Family & Friends CPR in adheres with ESH Individual Training Needs Assessment (ITNA).
- b. The Training Captain shall maintain all documents verifying Family & Friends CPR.

5.4.6. State Driver's License Verification

- a. All Security Department staff and Security Officers are required to be in possession of a valid state driver's license in order to operate any motor vehicle.
- b. The Training Captain shall maintain documentation to verify all Security Officers are complying.
- c. Status of compliance with the state driver's license requirement shall be audited by the Training Captain and reported in his/her Monthly Report.

5.4.7. Training Plan/JTA

- a. On-going Category II training shall be provided to all Security Officers assigned to Fermilab.
- b. The Training Captain shall develop and publish a schedule of training topics to be covered each month.

5.4.8. Post Order Review

- a. The Security Supervisor shall review and revise Beat Books and Post Orders annually or whenever changes are necessary.
- b. The Security Supervisor shall make any changes, additions, and deletions as authorized by the Physical Security Manager. The updated Post Orders shall be placed into the Beat Books without delay.
- c. Where Post Orders are included in the Site Security Plan, any changes or updates shall also be reflected in the Site Security Plan.
- d. Where Post Order changes impact Training and/or Lesson Plans, the Training Captain and the Operations Supervisor shall review any changes or updates for corrections, additions and/or deletions.
- e. The annual reviews and results shall be reported in his/her Monthly Report.

5.4.9. Case Reports

- a. Each Security Supervisor and/or the Physical Security Manager shall check open Case Reports on a daily basis. Reports shall be reviewed for accuracy, completeness, grammar, and spelling.
- b. Upon approval by the Security Supervisor, reports are distributed electronically by the Apex Security Database according to a pre-determined Distribution List.

- c. The Training Supervisor shall report in his/her Monthly Activity Report the number of incomplete case reports during the reporting period.

5.4.10. Procedure/Guidelines

- a. The Security Department Staff shall review Security Department Procedures/Guidelines annually.
- b. The Security Supervisor makes any changes, additions and deletions as authorized by the Physical Security Manager. The Procedures/Guidelines shall be posted and distributed as necessary.
- c. Revised or re-issued Procedures/Guidelines are reviewed by the Physical Security Manager.

5.4.11. Records Storage

- a. The SEMD Training Department maintains Security department records in accordance with DOE records retention rules.

5.4.12. Citation/Ticket Database

- a. The Citation/Ticket Database is updated daily by the Security Operations Center.
- b. The Citation/Ticket Database is maintained electronically by the Apex Security Database. Records are purged as necessary after being retained as hardcopy for three years. Maintenance is completed on the files to ensure accuracy and accessibility.
- c. The Physical Security Manager and the Operations Supervisor shall take immediate action to resolve any contested violations, questions or complaints.

5.4.13. FELIX™ Reports

- a. Detailed Route Reports from the FELIX™ Bar Code Program are reviewed weekly by the Operations Supervisor. Any reports that identify operational areas of concern are reviewed for necessary corrective action.
- b. Follow-up action is taken through the appropriate Shift Lieutenant and Security Supervisor with the officer concerned. The Senior Security Supervisor is also informed of any irregularities.

5.4.14. Duress Alert Test Records

- a. All security duress alerts are tested semi-annually by the Training Captain. The Training Captain shall print out checklists and track the completion of all tests.
- b. Each device test includes the activation of the device plus the transmission path back to the Security Operations Center. If an alert device does not report properly via FIRUS to the Operator, an Alarm Malfunction Report is completed and the building manager for that area is notified by the Training Captain of the malfunction. The building manager is responsible for having the repairs made. Once the alert device is repaired, the Training Captain verifies the repair by testing the alert device system.

5.4.15. Physical Security Surveys

- a. The Physical Security Manager conducts Security Surveys of all Property Protection Areas as mission dictates through the Security Risk Assessment (SRA) as separately documented as part the Fermilab Asset Risk Evaluation (FARE) process. The FARE processes assess additional measures for facilities and site areas based on program impact, access vulnerability, recovery potential, and protective measures. A numerical ranking of total risk factors and program impact is used to identify PPAs beyond those required based on compliance with DOE requirements and the SSP.

6. Definitions

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

Should – The use of the word “should” indicate a recommended action.

SOC – Security Operations Center

FRA – Fermi Research Alliance

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 overall guidance and direction.

Security Supervisor is responsible for managing the daily operation of the Security Protective Force including scheduling work shifts. He/she is responsible for updating this procedure as needed. He/she ensures that all Pro-Forces understand and implement this procedure. Additionally, implementing Protection Program Operations initiatives and ensuring compliance with policies and procedures.

Training Supervisor is responsible for managing all areas of the Security Protective Force.

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

Pro-Force members are responsible for understanding and implementing this procedure and reporting any inconsistencies, failures, or changes needed in operator aids to the Deputy Physical Security Manager in a timely manner.

8. Authorities

HR Personnel Policy

Fermilab Site Security Plan

DOE O 473.2A Protective Force Operations

DOE O 470.4B Safeguards and Security Program

9. Owner

The Physical Security Manager is the owner of this policy.

10. Review Cycle

This policy shall be reviewed annually.

11. Communication Plan

The requirements of this policy shall be communicated by the Security Supervisor to all Pro-Forces, and periodic training shall be provided by Security Training Supervisor. This policy shall be available in the Fermilab SharePoint. The Security Supervisors are responsible for the communication of this policy.