

Vehicle Inspection and Search	Document No.: RDP-SEC-007-DT	Approval Date: 10/17/2019	Page 1 of 4
	Revision No.: 16	Next Revision Date: 10/17/2022	
	Document Custodian: Environmental, Safety and Security		

Overview

Purpose

The purpose of this procedure is to comply with the Department of Homeland Security's Risk Based Performance Standard #3: Screen and Control Access. Screen and Control Access is focused on the identification, screening, and inspection of individuals and vehicles as they enter and exit the facility or restricted areas within a facility. Through inspection, a facility is better able to prevent unauthorized entry and exit of personnel, materials, and tools.

Scope

This standard is applicable to all badge scans entering or exiting the facility through staffed access points.

This procedure does not apply to TT&R controlled access points.

1. Definitions

- 1.1. **NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)**- The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to public, government agencies, first responders, airports and other transportation hubs, and the private sector.

1.1.1. NTAS ALERTS

- 1.1.1.1. **IMMINENT THREAT ALERT** – Warns of a credible, specific, and impending terrorist threat against the United States.
- 1.1.1.2. **ELEVATED THREAT ALERT** – Warns of a credible terrorist threat against the United States.

- 1.1.1.3. **STEADY STATE** – A status of normal operation with an emphasis on heightened vigilance.

- 1.2. **MARSEC LEVEL** - Maritime Security (MARSEC) Level means the level set to reflect the prevailing threat environment on the marine elements of the national transportation system, including ports, vessels, facilities, and critical assets and infrastructure located on or adjacent to waters subject to the jurisdiction of the U.S. MARSEC Levels range from 1 (Lowest) to 3 (Highest).
- 1.3. **SECON LEVEL** - The company response to any specific Department of Homeland Security (DHS) threat level is identified by a series of Security Condition (SECON) levels, ranging from 1 (Lowest) to 3 (Highest). This system was originated within the U.S. Department of Energy (DOE) and has been adopted as the company's method for communicating necessary security measures to those personnel within the company responsible for directing and coordinating specific, pre-determined response actions.
- 1.4. **SECURITY PERSONNEL** – Employees of the third party security organization contracted by Michigan Refining Division.

- 1.5. **CLOSED CONTAINERS** – Closed Containers may include but not be limited to: glove compartments, storage compartments, tool boxes, gang boxes, lunch boxes, duffel bags, trunks, motor compartments, clothing pockets and any other closed areas of potential storage.

2. Roles and Responsibilities

- 2.1. Security will be responsible for searching vehicles and personnel requesting access to refinery property.
- 2.2. Security will perform inspections based upon a percentage of badge scans at staffed refinery access points.
- 2.2.1. The amount of inspections is determined by a percentage of badge scans at access points staffed by security.
- 2.2.2. Monthly reports will verify that the screening rate is being achieved. The amount of inspections may be adjusted as needed to meet the screening rate.
- 2.2.3. Quarterly, an average amount of badge scans at staffed security access points will be determined and the amount of inspections may be adjusted accordingly to achieve the screening rate.
- 2.3. All vehicles and personnel will be subject to this standard.
- 2.4. Search Schedule:

<u>Staffed Gate</u>	<u>NTAS Alerts/ MARSEC LEVEL/ SECON LEVEL</u>	<u>Screening Rate</u>	<u>Note</u>
Refinery Access Points	NTAS – Steady State and SECON – One	15%	Applies to all badge scans entering or leaving gates.
	NTAS – Elevated Threat and SECON – Two	25%	Applies to all badge scans entering or leaving gates.
	NTAS – Imminent Threat or SECON – Three	100%	Applies to all badge scans entering or leaving gates.
Other MRD Properties	NTAS – Steady State and SECON – One	10%	Applies to all badge scans entering or leaving gates.
	NTAS – Elevated Threat and SECON – Two	25%	Applies to all badge scans entering or leaving gates.
	NTAS – Imminent Threat or SECON – Three	100%	Applies to all badge scans entering or leaving gates.
Rouge Dock	NTAS – Steady State and MARSEC – One and SECON – One	15%	Applies to all badge scans entering or leaving gates.
	NTAS – Elevated Threat or MARSEC – Two and SECON – Two	25%	Applies to all badge scans entering or leaving gates.
	NTAS – Imminent Threat or MARSEC – Three or SECON – Three	100%	Applies to all badge scans entering or leaving gates.

- 2.4.1. Screening rates may not be achieved at every post on every shift in certain situations such as unsafe weather conditions. These special circumstances will be logged on the inspection sheet.

- 2.5. Vehicles inspections:

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- 2.5.1. Visual inspections may be made of all closed containers.
- 2.5.2. Physical inspections may be made if unauthorized tools or material are suspected or believed to be concealed within accessible areas or parts of the vehicle.
- 2.5.3. Any suspicious or potentially hazardous materials in questionable possession or presence of the driver of the vehicle will not be allowed access.
- 2.5.4. Vehicles with containers unable to be inspected will not be allowed to enter or exit the gate, unless specifically authorized to do so by a Marathon Petroleum Company Representative. Security will report any such exception to the Security Supervisor.
- 2.5.5. The vehicle occupants shall submit to the search as requested by Security. If required to step out of the vehicle, the vehicle should be placed in park and the engine shut off.
- 2.5.6. Any contraband discovered will cause the vehicle barrier to be deployed. Contraband will be confiscated after the security shift supervisor and/or additional security officers are present. Security will complete a report and forward to the Security Coordinator before the end of shift. All contraband or equipment confiscated will be held until the appropriate approval is made.
- 2.5.7. Bills of Lading should accompany all equipment entering or exiting the refinery. Exemptions are laptop computers and media drives.
- 2.5.8. Personally owned or contracting company owned vehicles will be refused entry if consent to search is not allowed. A refusal to search will cause:
 - 2.5.8.1. The vehicle barrier to be deployed prohibiting access into the refinery
 - 2.5.8.2. Notification to the contractor superintendent and/or Marathon coordinator (if known),
 - 2.5.8.3. Generation of a Security incident report.
- 2.5.9. Operations and product control personnel driving Marathon vehicles refusing a consent search will be granted access, if an urgent operations situation is declared by the driver. The refusal of a search will cause a report to be completed and forwarded to the appropriate manager through the HESS manager.
- 2.6. Personnel Inspections:
 - 2.6.1. Visual inspections will be made of all closed containers.
 - 2.6.2. The individual entering the refinery may be asked to open all bags and lunch boxes and empty their pockets into a search container, upon request.
 - 2.6.3. Personnel will not be subject to a 'pat-down' type of physical search.
 - 2.6.4. If required, jackets will be removed and additional searches may be conducted electronically.
 - 2.6.5. When possible a security officer of the same sex will conduct the search.
 - 2.6.6. Any contraband discovered will be confiscated after the security shift supervisor and/or additional security officers are present. Security will complete a report and forward to the Security Coordinator before the end of shift. All contraband or equipment confiscated and held until the appropriate approval is made.
 - 2.6.7. Personnel refusing a consent search will be refused further entry and be asked to leave the refinery. Only the HESS Manager or their designee can allow entry to personnel refusing to be searched.
 - 2.6.7.1. Contractor superintendent and/or Marathon coordinator will be notified (if known) and Security will complete an incident report.
 - 2.6.7.2. Physical force may not be used to detain anyone unless failure to act will cause jeopardy to refinery employees or contractors.
- 2.7. A complete written record of each incident should be retained by the Security Supervisor, and any photographs or physical evidence should be preserved until further disposition of the incident by Marathon Petroleum Company is made.
- 2.8. If the action requires immediate notification to the Security supervisor and the event is after normal working hours, please contact the on-site Operation shift foreman.
- 2.9. Inspection Logs:
 - 2.9.1. Security will complete vehicle and personnel inspection logs according to this procedure.

2.9.2. The logs will be submitted to the HESS manager, upon request.

3. References

- 3.1. Weapons Policy
- 3.2. Michigan Refinery Division Policy
- 3.3. [Inspection Log \(RDP-SEC-007-FORM01-DT\)](#)
- 3.4. [Personnel Search Log \(RDP-SEC-007-FORM02-DT\)](#)

4. Document Revision History

Revision number	Description of change	Author	Approved By	Rev. Date	Effective Date
12	Change header, footer and revision history to last five entries to conform to new standards.	MRD Security	MRD HESS Management Team	08/15/2014	08/15/2014
13	Changed the scope to specify that this procedure only applies to gates staffed by security and does not apply to TT&R controlled access points. Changed wording in the "Search Schedule" to specify "staffed" gates	MRD Security	MRD HESS Management Team	11/25/2015	11/25/2015
14	Reviewed and "Personnel Search Log" made active with minor changes.	MRD Security	MRD HESS Management Team	12/09/15	12/09/15
15	Added security will perform inspections based upon a percentage of badge scans at staffed refinery access points.	MRD Security	MRD HESS Management Team	10/25/16	10/25/16
16	Three-year review; entire document. No changes.	MRD Security	MRD HESS Management Team	10/17/19	10/17/19