



*Maryland-National Capital Park Police
Prince George's County Division*



DIVISION DIRECTIVE

TITLE			PROCEDURE NUMBER
PARK POLICE HEADQUARTERS STATION SECURITY			PG732.0
SECTION	DISTRIBUTION	ISSUE DATE	REVIEW DATE
Administrative Procedures	A	02/08/10	02/01/13
REPLACES			
PG732.0 "Park Police Headquarters Station Security", issued 10/15/04			
RELATED DIRECTIVES	REFERENCES	AUTHORITY	
PG1002.0, 1004.0, and 1100.0	CALEA 72	Larry M. Brownlee, Sr., Division Chief	

I. PURPOSE

This directive establishes procedures governing access to the facilities of the Park Police Headquarters station, particularly those areas where Criminal Justice Information System (CJIS) information and other confidential police information is stored.

II. POLICY

It is the policy of this Division to ensure that the station is, at all times, secured in such a manner as to prohibit access to unauthorized persons. It is also the policy of this Division to restrict visitors to authorized areas only, to monitor the activities of visitors at all times, and to ensure the integrity of CJIS records and other confidential information in accordance with the provisions of Maryland State Law.

III. EMPLOYEE IDENTIFICATION PROCEDURES/VISITOR PASS

- A. No person, other than uniformed officers and persons to be escorted by a Division employee will be allowed access to the Park Police Headquarters station, beyond the front lobby and hallway, without a visitor pass or an employee identification card as listed below.
 - 1. Park Police officers, not in uniform, will display their badge or Park Police ID card at all times when they are in Park Police Headquarters.

2. Park Police civilian employees will display their Park Police Civilian Employee ID card at all times when they are in Park Police Headquarters.
 3. M-NCPPC (Commission) employees will display their Commission ID card at all times when they are in Park Police Headquarters. Commission ID cards are treated the same as a visitor pass and **DO NOT** authorize access to restricted areas. Commission employees who need access to restricted areas must have their Commission ID card and be escorted by a Division employee while in restricted areas.
 4. Other law enforcement officers, not in uniform will display their badge or ID card at all times when they are in Park Police Headquarters.
- B. A “Visitor’s Log” (attached) will be maintained for those persons being issued a visitors pass. The log will be maintained in the Communications Section at all times. This log will document the visitor’s name, signature, date/time of arrival and departure and the Division employee’s name who is escorting the visitor.
- C. Visitor’s passes will be issued by Communications personnel to those persons not included in Section A. above, as follows:
1. Visitor passes will be issued to visitor’s who are authorized to enter CJIS restricted areas, i.e., Communications, Records, Investigations (including Crime Analysts office), Internal Affairs, etc.
 2. Visitor passes will be issued to visitors who **ARE NOT** authorized to enter CJIS restricted areas.
 3. Visitor’s passes must be returned on a daily basis when the visitors leave the facility.

IV. SECURITY PROCEDURES

- A. Doors
1. All exterior doors to the building, except the front entrance, will remain closed and locked at all times. The front entrance doors will be locked from 2200 hours to 0600 hours, daily and all day on weekends and holidays. During these hours access to the building via these doors will be controlled by Communications personnel and/or electronic locks.
 - a. Communications/Radio Security Room – will remain locked at all times. Doors leading into COMSEC will be controlled by COMSEC personnel, cipher lock and/or electronic lock.
 - b. Records Management Section – will remain locked at all times. The doors and windows will be locked with alarm system activated. Records is normally closed between 1630 hours to 0730 hours daily and all weekends. After hours access shall be made via the Manager, Support Operations (or designee) for Operations personnel.

2. The entrance door adjacent to Records Management Section in the front lobby and hallway leading into the Administrative and Field Operations areas will remain closed and locked at all times. Access to this area will be controlled by electronic lock for Division personnel. Once inside this area the following areas are restricted areas:
 - a. Investigative Services Offices – all areas will remain locked at all times, except when occupied by authorized Division personnel. Doors are controlled by cipher lock and keyed entry.
 - b. Internal Affairs Section/Managers Office – all areas will remain locked at all times, except when occupied by authorized Division personnel. Doors are controlled by alarm pad and keyed entry.
 - c. Management Services – all areas will remain locked during non-working hours. During working hours only authorized personnel may enter the office area, other personnel must come to the counter area of the Human Resources office for inquiries. Exterior/Interior doors are controlled by keyed entry and electronic lock.

B. Station Security

1. There are security cameras around the exterior of the building. There are cameras throughout the interior of the building including the lock-up areas. These cameras are viewed and monitored by Communications personnel on a twenty-four hour basis. All cameras are recorded and are regularly serviced by the Security/Alarm Specialist. All cameras and electronic locks are backed-up by an emergency generator.

V. INSPECTIONS

All Park Police personnel in addition to the on-duty Shift Supervisors and Operation Duty Officers (ODO) will make frequent inspections of the Park Police Headquarters station to ensure compliance with the provisions of this directive by all employees and visitors. Shift Supervisors and Operation Duty Officers will be particularly vigilant in their inspections from the hours of 2200 to 0600 daily to ensure the safety of civilian employees and that the station is secure from unauthorized entry.

VI. RESTRICTED ACCESS AREAS PROCEDURES

A. Communications and Records

1. The following personnel are authorized to enter the Communications and Records Sections. All others will conduct business from the outside areas:
 - a. Communications and Records personnel.
 - b. Lieutenant of Support Operations, Technical Services.
 - c. Section Supervisors of Communication and Records.
 - d. Division Chief.

- e. On-duty Operation Duty Officer in absence of Support Operations, Technical Services Lieutenant.
- f. Temporarily assigned personnel.
- g. Administrative Services personnel as needed.
- h. Personnel with the permission of the Support Operations, Technical Services Lieutenant.
ALL OTHER PERSONNEL ARE UNAUTHORIZED!
The only exception in regards to Communications Section entry is indicated in Paragraph D. 2.a. listed below in this directive.
- i. Assistant Division Chief(s).

2. Dissemination of Information

- a. Records Personnel – The Dissemination Log will be completed for all reports given to or mailed to anyone. **NO** original report will leave the Records Section without the express permission of the Division Chief, Assistant Chief of Support Operations, and/or Technical Services Lieutenant.
- b. Communications Personnel – **NO PERSONAL INFORMATION** (address, telephone number, etc.) of any employee will be given to any party not employed by this Division, without the express permission of the employee.
NO ONE will review, replay, or copy the logging tape records of police radio traffic or telephone calls made on the Digital Audio Tapes (DAT) machine in Communications without the express permission of the Division Chief, Assistant Chief of Support Operations, and/or Technical Services Lieutenant. (In accordance with Division Directive PG1300.0 – “Communications” Section XI. A.1-4)

B. Property/Evidence

- 1. All personnel will conduct business over the counter.
- 2. NO ONE is permitted behind the counter other than the Property Specialist and the Assistant Chief, Support Operations and/or Staff Services Lieutenant/Sergeant.
- 3. The only exception to this section will be during periodic inventory/audits and/or inspections by the Office of Division Chief personnel (or other designee) as required, i.e., Internal Affairs audit.

C. Internal Affairs Services

- 1. The Division Chief and all personnel assigned to Internal Affairs and Recruiting/ Background Investigations are authorized to enter this area.
- 2. NO ONE is permitted to enter the Internal Affairs Section without permission from the Internal Affairs Manager/Supervisor.

D. Office of Division Chief

1. The following personnel are authorized to enter the Office of the Division Chief:
 - a. Office of the Division Chief personnel (Internal Affairs, CALEA, Human Resources, Fiscal Affairs, etc.).
 - b. Division Chief.
 - c. Area Operations Assistant Chief(s).
2. All others will conduct business over the counter unless permission is given by one of the above to enter.
 - a. All personnel are reminded that a Facsimile (FAX) machine and photocopier are available in the room adjacent to the Communications Section. Only the above listed authorized personnel are to use the equipment located in the Office of the Division Chief.

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