

- I. Policy
- II. Purpose
- III. Reporting Responsibilities/Procedures

- I. Policy

An integral component of the Division's patrol function is to provide security for the many buildings and structures within the Department of Parks & Planning system, many of which house valuables of national and historic significance. The prompt discovery and reporting of unsecured installations is vital to the protection of these historic sites and valuable possessions.

- II. Purpose

This Directive provides detailed procedures to be followed upon the detection of an unsecured installation and the reporting and follow-up responsibilities of Division personnel.

- III. Reporting Responsibilities/Procedures

- A. All Officers

1. *Will proactively check facilities in their assigned beats for secure doors and windows.*
2. When an unsecured installation is discovered, the responding officer will immediately notify Communications of the situation and request assistance, if necessary.
3. The responding officer will conduct a thorough investigation of the premises and determine whether installation was unsecured due to a criminal act. If so, the officer will request adequate assistance to include K-9, if necessary, and secure the crime scene. The on-duty shift supervisor will be notified and advised of the situation. The shift supervisor will determine if other notifications should be made and direct communications personnel accordingly.
4. In all situations where the installation was unsecured as a result of a criminal act, an on-call representative for that installation will be notified and requested to respond to the scene to secure the facility.
5. All facts and circumstances of the incident and investigation will be documented on the appropriate report by the responding officer. Pending the notification and response of the installation representative, responsibility for the security of the facility and its contents will remain with the responding officer.
6. For all other situations involving unsecured installations the determination to *immediately* notify a facility representative will be at the discretion of the shift supervisor.
7. *Will complete a utility report documenting an unsecured facility. Records will forward a copy of the report to the facility manager.*

B. Communications

1. The Communications Unit will maintain an updated list of on-call representatives for the Parks Department, the Montgomery County Recreation Department, the Montgomery County Government Security Office, and the Montgomery County Public School Facilities Office for the purpose of notification when appropriate.
2. Communications personnel will be responsible for making notifications when requested.

**Approved Park Police Document  
Signed Original on File**

**End of Directive**