
** New Directive combines 717 Park Police Headquarters' Security and 718 Locker Room Facilities**

- I. Purpose
- II. Policy
- III. Visitor Pass/Employee Identification Procedures
- IV. Security Procedures
- V. Inspections
- VI. Restricted Access Area
- VII. Locker Room Facilities

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 secured at all times in such a manner that will prohibit access to unauthorized people. 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 insure the integrity of CJIS records and other confidential information in accordance with the provisions of Maryland State Law.

III. Visitor Pass/Employee Identification Procedures

A. No person, other than uniformed police officers and a person being escorted by a Division employee will be allowed access to the Park Police Headquarters station, beyond the training room, front lobby and hallway, without a color coded visitor pass or an employee identification card as listed below.

- 1. Park Police officers, not in uniform, will display their police 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 **WHITE** visitor pass (see below) and **DO NOT** authorize access to restricted areas. Commission employees who need access to restricted areas must have a **BLUE** visitor pass authorized or be escorted by a Division employee while in restricted areas.

B. A "Visitor's Log" will be maintained for those persons being issued a visitors pass. This log will be maintained in the Communications Section. This log will document the visitor's pass number, time of arrival and departure and the destination within the Park Police Headquarters.

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- C. Color coded visitor passes will be issued by Communications personnel to every person not included in Section A. above, as follows:
1. **BLUE** passes will be issued to visitors who are authorized to enter CJIS restricted areas, i.e., Communications, Records, Investigations (including Crime Analyst's Office), etc.
 2. **WHITE** passes will be issued to visitors who **ARE NOT** authorized to enter CJIS restricted areas.
 3. **GYM ID** cards may be issued to those visitors who use the Saddlebrook exercise/weight room on a regular basis. **GYM ID** cards are treated the same as a **WHITE** visitor pass except that the users retain possession and need only document their ID number and times on the Visitor's Log.
 4. **BLUE** and **WHITE** 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 door will be locked from 1800 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.
 2. The double doors from the lobby to the front hallway will be closed and locked from 1600 hours to 0800 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 Keyscan Access Control (KAC) for Division personnel.
 3. The double doors adjacent to the Evidence Storage Area (Room 132) and the front hallway doors to the Administration and Field Operations areas will remain closed and locked at all times. Access to these areas will be controlled by key and/or KAC for Division personnel and by Records or Communications personnel for visitors.
- B. Secured Parking Lot Entrance Gate
1. The electronically operated entrance gate to the rear parking lot will remain closed at all times. Access will be controlled by KAC for Division personnel and by Communications personnel, via intercom, for authorized visitors.

2. When officers, transporting prisoners, arrive at Park Police Headquarters they will **NOT** utilize the keypad to open the gate. Officers will notify Communications personnel of their arrival and request, via radio or intercom, that the gate be opened.
3. Communications personnel will lock the gate in the closed position during the period that officers are taking prisoners into or out of the building's holding facility.

V. Inspections

All on-duty Shift Supervisors and Watch Commanders 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 Watch Commanders will be particularly vigilant in their inspections from the hours of 1800 to 0600 daily to ensure the safety of civilian employees and that the station is secure from unauthorized entry.

VI. Restricted Access Areas

- A. It will be the responsibility of all authorized personnel for a given restricted access area to ensure that all doors leading to that area are secured whenever the area is unoccupied or not in use.
- B. No person will enter any restricted access area without specific authorization.
- C. In order to maintain the security and integrity of restricted access areas, it will be the responsibility of all authorized personnel to monitor these areas and immediately report any violation of this Directive to his/her supervisor.
- D. All supervisors will take any action(s), including disciplinary action, necessary to ensure compliance with the provisions of this Directive.
- E. Any command or supervisory officer conducting an official inspection, as authorized by any other Directive, law, regulation, etc., is exempt from the above restrictions.
- F. Identification of Restricted Access Areas - Restricted access areas of Division facilities will be identified by a sign prominently displayed at the entrance to the restricted area, which states:

RESTRICTED ACCESS AREA
AUTHORIZED
PERSONNEL
ONLY

VII. Procedures

- A. The Property Specialist will assign each officer **one** locker—either at Headquarters, Special Operations, or the Northern District station—by number. The name of the employee assigned to the locker will be displayed on the outside of the locker.

- B. Except for the assigned employee's name and I.D. #, no printed or drawn materials are to be displayed on the outside part of any locker. Articles of any kind are **not** to be left outside, around, under, or on top of lockers.
- C. Lockers without names or lockers with names of persons no longer employed by this Division will be opened by the Property Specialist and any items therein will be placed in safekeeping. If the owner cannot be located within 90 days, the property will be disposed of in accordance with Division Directive, "Evidence."
- D. A second locker may be assigned

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

End of Directive