




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



DIVISION DIRECTIVE

TITLE PARK POLICE HEADQUARTERS STATION SECURITY		PROCEDURE NUMBER PG732.0	
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG732.0 "Park Police Headquarters Station Security," issued 06/01/17			
RELATED DIRECTIVES	REFERENCES CALEA 1, 12, 26	AUTHORITY  Chief Stanley R. Johnson	

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

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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.

IV. SECURITY PROCEDURES

A. Doors

1. All exterior doors to the building, except the front records entrance, will remain closed and locked at all times. The front records entrance doors will be locked from 1600 hours to 0800 hours, Monday through Friday including weekends and holidays.
 - a. Communications/Radio Security Room – will remain locked at all times. Door is controlled by a key fob entry and room monitored with an alarm pad.
 - b. The Park Police Division Chief Office- Door is controlled by key fob and key entry.
 - c. The Office of Accountability and Oversight Section/Managers Office-Door is controlled by key fob and key entry.

B. Station Security

1. There are security cameras around the exterior of the building. There are cameras throughout the interior of the building. 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.

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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. Only approved personnel are authorized to enter the Communications and Records Sections.
2. Dissemination of information
 - a. Records Personnel – The Dissemination Log will be completed for all reports given or sent to anyone.
 - 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 entering the property/evidence room will sign-in on the sign-in log with the exception of the Property Specialist, Assistant Chief, Lieutenant and Sergeant of the Support Operations Section.
2. 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., Office of Accountability and Oversight audit.

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