



# Policy 2004

Subject	
<b>HEADQUARTERS SECURITY</b>	
Date Published	Page
<b>1 July 2016</b>	<b>1 of 7</b>

*By Order of the Police Commissioner*

## POLICY

The Baltimore Police Department (BPD) will safeguard the facilities located in the Baltimore Police Department Headquarters Building and Annex. The Building Security Unit is responsible for implementing effective security measures and preventing unauthorized access to the interior of the Headquarters Building, Annex, and garage.

Security for events such as Administrative Hearings and/or Suspension Hearings must be provided by the parent command of the affected officer. However, security may be provided for special circumstances or if specifically requested by the Office of Administrative Hearings.

## REQUIRED ACTION

### **Member**

1. Enter and exit the Headquarters Building via:
  - 1.1. The Frederick Street entrance on a 24 hour basis.
  - 1.2. The loading dock entrance, 0530 hours –1730 hours, Monday through Friday (except holidays).
  - 1.3. Annex Building entrance on E. Fayette Street, staffed from 0600 – 1800 hours, closed weekends, Thanksgiving, the day after Thanksgiving, Christmas, and New Year's Day.

**NOTE:** Members suspended pending a hearing and suspended without pay shall enter the Headquarters Building - Annex via the Fayette Street entrance, provide identification, and pass through the magnetometer. No member will be permitted to carry any weapon into a Departmental Administrative Hearing. At no time shall a suspended or recently terminated member of this Department proceed beyond the lobby reception area in the Headquarters Building or the Central District Building without an escort by the Unit they are visiting.

2. Secure and lock all doors, desks and cabinets after the completion of duty.
3. Park only authorized vehicles in the Headquarters garage and on the lot on the east side of the Headquarters Building.
4. Notify the Building Security Unit for all guided tours, providing the size of the tour group and the location(s) to be visited.
5. Upon entering the Headquarters Building, the Identification Card (ID) shall be worn at all times

by all employees. If not in uniform, affix departmental ID cards to the outermost garment.

6. Question, in a courteous manner, any person found in an unauthorized area, and:
  - 6.1. Provide the correct directions to aid an authorized visitor in locating their destination;
  - 6.2. Detain any unauthorized visitor if surrounding circumstances indicate the individual has no lawful business in the area. See Section 6-409 of the Criminal Law Article, Maryland Code Annotated (Refusing to leave public building or grounds upon request) in Appendix A of this Policy for charging information if applicable, and;
  - 6.3. Contact the Building Security Unit at (410) 396-2255 for assistance.

### **Building Security Unit**

1. Be familiar and comply with the "Standing Operating Procedure – Headquarters Security."
2. Supervise security checkpoints at all outside entrances to the Headquarters Building, Annex, and City Hall.

**NOTE:** All visitors will be issued a "visitor" identification card and escorted into the building by the command they are visiting. The "visitor" card must be attached to the outer garment the entire duration of the visit. The visited command must ensure their visitor is escorted out of the building and the "visitor" card returned to the Security Unit.

3. Ensure all visitors enter the Headquarters Annex Building via the main entrance on Fayette Street, between 0800 hours and 1600 hours, Monday through Friday. On holidays and after normal operating hours, individuals who have to conduct business which requires entry, must respond to the Frederick Street security booth across from the motor pool. The officer at that post will contact the requested command. They shall send a representative to escort their visitor to their location. Prior to entry the visitor shall be screened by security personnel and provided with a visitor identification card. The affected command shall escort their visitor out of the building at the end of their business and retrieve the visitor identification card prior to exit and return the identification card to the Building Security Unit.

**NOTE:** Parking in the Headquarters garage will only be provided to the following by means of the Frederick Street entrance:

- 3.1. Parking permit holders.
- 3.2. Members in departmental vehicles with official business when visitor spaces are available.
- 3.3. Visitors from other agencies on official business, pending available spaces.
- 3.4. If the garage is full, the Building Security Unit will restrict and refuse parking until spaces become available.
- 3.5. Vehicles may only be parked in existing parking spaces. Do not double park or park along the walls at the end of the parking rows.

- 3.6. Visitors from other agencies on official business may be allowed to park in Headquarters garage, pending available space.

**NOTE:** Ensure personnel driving into the building's garage, produce valid employer or government issued ID before parking their vehicles.

- 3.7. Maintain a current log of members under suspension and members who have recently (within the last 12 months) been terminated, at the following locations: Unit Block Frederick Street entrance across from the Fleet Management Unit,

- 3.8. Control Room, Headquarters Lobby,

- 3.9. Annex Building, Lobby, and,

- 3.10. City Hall entrance.

4. Ensure members under suspension or terminated receive the same security processing when entering departmental facilities as the general public, including magnetometer scanning.

**NOTE:** Access to departmental facilities by members suspended pending hearing and suspended without pay is restricted to business approved by the member's command. If a member who is suspended without pay is found in possession of a badge, identification card, or weapon, including an off-duty weapon, immediately seize the items and contact the Building Security supervisor. If a member suspended without pay has a handgun permit for an off-duty weapon, the weapon must not be carried onto departmental property, to include departmental vehicles, parking lots and garage.

5. Assure a ledger is maintained of each visitor's name, address, time of arrival, nature of business, record of visitor's pass issued, and time of departure.
6. Call the visitor's stated destination to confirm the appointment and announce the visitor's arrival.
7. Ensure the unit of the visitor's destination sends a member to escort the visitor (Headquarters and Annex only).
8. Maintain a security patrol of the Headquarters Building and Annex on a twenty-four hour basis.
9. Maintain an activity log for each security patrol, indicating the time and specific areas of the Headquarters Buildings and Annex checked.
10. Handle any situation involving an individual found in an unauthorized area. If it is apparent the person has no lawful business, direct them from the area (See Appendix A - Section 6-409 of the Criminal Law Article, Maryland Code Annotated).
11. Periodically check the Central District building console for security and fire alarms. In case of fire, notify the Evacuation Coordinator for the Central District Building or their designee.
12. Report any condition or situation which may jeopardize the safety of persons in the Headquarters and Annex buildings.
13. Ensure all departmental employees comply with this Policy.

**Supervisor, Building Security Unit**

1. Supervise the activities of the security force in keeping with its Standing Operating Procedures.
2. Upon notification that a member has been suspended, obtain the following information:
  - 2.1. Name and assignment of the suspended member.
  - 2.2. Date and time of the suspension hearing.
  - 2.3. Reason for the suspension.
3. Whether the member's weapon, badge, and ID card have been obtained. Notify all security posts, including the Central District security/information point, when a member has been suspended. Provide a photograph of the suspended member to all security posts. Photographs may be obtained from the Forensic Laboratory Section, Photography Unit during regular working hours. All other times, obtain assistance from the Crime Laboratory Mobile Unit. Remove these photographs only when advised to do so.

**Commanding Officers**

1. Ensure suspended members are accompanied to suspension hearings by a member of the suspended member's command.
2. Provide security for BPD Administrative Hearings, Involuntary Transfer Hearings and Suspension Hearings.
3. Notify the Commander, Tactical Section, of the date, time, and location of the Suspension Hearing.
4. Notify the Supervisor, Building Security Unit, when a member has been suspended, terminated or their suspension status has changed.

**Commanding Officer, Tactical Section**

Provide an escort for members under suspension or recently terminated when the member is in the Headquarters, Annex or Central District Buildings to visit that location.

**Commanding Officer, Building Security**

Control vehicle use of the Headquarters Building garage and keep a current list of parking assignments.

**APPENDICES**

- A. Legal Reference
- B. Security Procedures for the Central District Building

**RESCISSION**

Remove from files and destroy/recycle General Order T-4, *Headquarters Security*, dated 11 November 2014.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A****SECTION 6-409 OF THE CRIMINAL LAW ARTICLE, MARYLAND CODE ANNOTATED****Section 6-409. Refusing to leave public building or grounds upon request.**

During regular **closing** hours - Any person refusing or failing to leave a public building or grounds, or specific portion thereof, of a public agency or public institution during those hours of the day or night when the building, grounds or specific portion thereof, is regularly closed to the public, upon being requested to do so by a regularly employed guard, watchman or other authorized employee of the public agency or institution owning, operating or maintaining the building or property, if the surrounding circumstances are such as to indicate to a reasonable man that such person has no apparent lawful business to pursue at such place, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than \$1,000.00, or imprisonment for not more than six months, or both, in the discretion of the court.

During regular **business** hours - Any person refusing or failing to leave a public building or grounds or specific portion thereof, of a public agency or public institution during regular business hours, upon being requested to do so by an authorized employee of the public agency or institution owning, operating or maintaining the building or property, if the surrounding circumstances are such as to indicate to a reasonable man that such person has no apparent lawful business to pursue at such place or is acting in a manner disruptive of and disturbing to the conduct of normal business by such agency or institution, shall be guilty of a misdemeanor, and upon conviction thereof shall be fined not more than \$1,000.00, or imprisoned for not more than six months, or both, in the discretion of the court.

**APPENDIX B****SECURITY PROCEDURES FOR THE CENTRAL DISTRICT BUILDING****REQUIRED ACTION****Headquarters Security Personnel**

Be familiar and comply with the Standing Operating Procedures for the security/information control point in the first floor lobby of the Central District stationhouse.

**Commanding Officer, Central District**

1. Ensure a comprehensive Standing Operating Procedure is prepared for your assignment and distributed to affected personnel.
2. Ensure compliance with your Standing Operating Procedure.