



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



**DIVISION DIRECTIVE**

TITLE <b>UNSECURED INSTALLATIONS</b>			PROCEDURE NUMBER <b>PG426.0</b>
SECTION <b>Operational Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>01/20/17</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG426.0 "Unsecured Installations", issued 06/01/02</b>			
RELATED DIRECTIVES <b>PG910.0</b>	REFERENCES <b>CALEA 81</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**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 and Recreation system, many of which house valuables of national and historical 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.

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2. When an unsecured installation is discovered, the responding officer will immediately notify Communications of the situation and request assistance, if necessary.
3. Upon being advised of an unsecured installation, the dispatcher will immediately notify the reporting officer's supervisor.
4. The responding officer will conduct a thorough investigation of the premises and determine whether the 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 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.
5. 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 and conduct an inventory to see if anything was taken as a result of the break in.
6. 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.

In instances where notification of the installation representative is not possible, or should the representative be unable to respond, every practicable means of securing the facility will be made by the responding officer prior to returning to service. In instances where it may be necessary to utilize maintenance personnel to assist with securing the facility, the reporting officer will remain on the scene until the facility is secured or unless directed otherwise by a supervisory officer.

7. For all other situations involving unsecured installations the determination to notify a facility representative will be at the discretion of the shift supervisor.

## **IV. REPORTING PROCEDURES**

- A. All facts and circumstances of the investigation will be reported.
  1. If unsecured through negligence or employee error an MIR report will be submitted.

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2. If unsecured through a criminal act, a Crimes Against Property report will be submitted.

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