



## FOOT/MOBILE PATROLS

**Directive: 12 – 109**

Date of Issue: July 2013    Amends/Cancel: N/A

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### I. PURPOSE

The purpose of this Directive is to establish policies and procedures regarding mobile and foot patrol within DGS-MCP secured facilities.

### II. POLICY

It will be the policy of the DGS-MCP to perform premise checks of all buildings and grounds located within the jurisdiction of the Department. Foot and mobile officers will continuously and visibly patrol all assigned areas. Police Officers will enforce all applicable laws and regulations, investigate suspicious circumstances and persons, and take appropriate action when necessary. Security Officers will observe and report any incident which may result in loss or damage to property or equipment, or endanger the safety of employees or visitors.

### III. PROCEDURES

#### A. Exterior Patrol

Police Officers should be methodical in the manner in which they conduct premise checks of buildings and grounds. It is important that officers do not establish a pattern that can be monitored and predicted concerning when and how the premise checks are conducted.

1. Police Officers should be alert to the following:
  - (a) Suspicious persons, vehicles, packages, etc.
  - (b) Suspicious circumstances.
  - (c) Unauthorized or illegal activity.
  - (d) Vandalism.
  - (e) Open windows and doors after hours.
  - (f) Broken or leaking pipes.
  - (g) Down or exposed electrical wires.
  - (h) Signs of tampering with door locks, security equipment, etc.
  - (i) Air ducts/vents that show signs of tampering or damage.

2. When encountering potentially dangerous or suspicious situations, Police Officers will:
  - (a) First, give the Police Communication Officer (PCO) your location.
  - (b) Describe the nature of the situation and request additional officer(s) and/or other assistance as needed.
  - (c) If a dangerous or hazardous condition is confirmed, a supervisor will be notified.

3. Police presence and visibility

- (a) During the early and late shifts, all Detachment supervisors and patrol officers will be highly visible outside the buildings during those times when employees are arriving or leaving and pedestrian and mobile traffic is heavy. Special attention will be paid and high visibility maintained near crosswalks, parking lots, entrances, and other areas as needed.

Those times have been identified of the following.

0630 – 0900  
1130 – 1300  
1600 - 1830

Those times are not intended to be all inclusive. Shift Commanders are responsible for adjusting staffing *beyond* the required time frames to account for special details, crime prevention initiatives, weather related incidents and Daylight Savings Time.

- (b) During the night shift, all Detachment supervisors and patrol officers will maintain visibility and deter criminal activity by making frequent patrols and stopping or parking marked police vehicles in locations where they can be seen by someone who is occupying a DGS building, parking lot, or other area under the jurisdiction of DGS-MCP.

## B. Interior Premise Checks

1. DGS-MCP officers will conduct a premise check of each building at least once during the late shifts and two times during the midnight shifts. The checks will be done at random times; however, mandatory checks will be conducted as follows:
  - (a) The late shift will conduct the check after 1900 hours daily.
  - (b) The midnight shift will conduct a check within the first hour of the shift in addition to the second random check.
2. When officers conduct premise checks they will notify the PCO before starting the check. The officer will transmit via radio the exact address where the premise check is about to be conducted. The officer will also notify the PCO as soon as the premise check has been completed and the officer has exited the building. Additionally, the officer will transmit the results of the premise check. If any problems or other unusual or suspicious observations are made, the officer will inform the PCO.

3. When an officer tells a PCO that he or she is about to begin a premise check of a building, the PCO will make an entry in the Computer Aided Dispatch and Records Management System (CAD/RMS System), noting the exact time the notification was received from the officer, the address of the building, and all other required information. When the officer notifies the PCO that the check has been completed, the PCO will note the exact time the transmission was received from the officer, the results of the check and the essence of any other information that the officer communicates to the PCO.
4. If a building is equipped with a prox card reader, the officer will swipe the prox card reader with his or her security card before entering the building to conduct the security check and again when exiting the building after the security check has been completed.
5. Whenever officers conduct premise checks within a building, the officers will check the interior in its entirety. During the course of each premise check, the officer will do the following:
  - (a) Fire, light and safety checks paying special attention to unauthorized electrical equipment such as space heaters, fans and toaster ovens. Coffee pots will be checked to ensure they have been turned off.
  - (b) Energy conservation measures will be initiated such as turning out all lights left on.
  - (c) Check all doors leading to offices and rooms.
    1. If an officer finds a room unsecured, that is normally secured the officer will notify communications and examine the door and areas around the door for signs of forced entry. If there are signs of forced entry, the officer will request backup, take a position of cover at a safe distance, and wait for assistance to arrive before taking further action.
    2. All officers will identify themselves before checking the interior of the room or office, unless the officer has reason to suspect criminal activity and such announcement upon first discovery might compromise officer safety.
    3. If someone is found inside a room, office or some other area under suspicious circumstances, police officers will check the identification of the individual and verify that the person has authorization to be there.
  - (d) Appropriate action will be taken and proper notifications made by the officer and the Shift Commander if a problem or situation is located that would indicate a response from any of the following:
    1. Allied law enforcement;
    2. Fire department or other public safety agency;

3. DGS Facilities, Operations and Maintenance;

4. Other department, agency or organization.

6. The midnight shift will check all elevators for functionality when the last building checks are made. If any elevators are found to be malfunctioning or locked in place, the PCO will be notified and given the exact location of the elevator and nature of the problem. The PCO will make an entry in the official log which will include the time of notification, location of the elevator, nature of the problem, and all attempts to notify the on call FOM personnel. If the on call FOM representative is contacted, the name of the FOM representative and time of notification will be documented by the PCO in the log.
7. The last weekend of each month the midnight shift will check the functionality of all emergency phones located on or around DGS-MCP secured property. The report generated by this activity will be forwarded to the Detachment Commander.

#### C. Prohibited Conduct

1. While officers are patrolling buildings, grounds, they will remain vigilant for, and check any received reports of, unlawful or otherwise prohibited conduct. In the event that any officer becomes aware of any illegal or prohibited conduct, the officer will immediately transmit such information to the PCO and request any needed assistance. A security officer will not take any law enforcement action if such situations are encountered. Police officers will take appropriate action as required.
2. COMAR 04.05.01.01-09
  - (a) The foundation of the Core Mission for DGS-MCP enforcement efforts can be found in COMAR.
  - (b) All employees will have knowledge of and a complete understanding of the rules and regulations outlined in Directive 12 - 101

#### D. Vehicular Traffic

1. While on mobile patrol, police officers will take appropriate action when violations of traffic law are observed or when enforcement action is otherwise permitted by State law.
2. "Vehicles on the property will be operated in a careful and safe manner, complying with directions of guards and posted signs. The blocking of entrances, driveways walks, or loading platforms is prohibited. Parking without authority or parking in unauthorized locations or in locations reserved for others is prohibited."

#### E. Notifications and Requirements

1. In the event that an officer should observe anything or anyone unusual or suspicious, the officer will notify the PCO, request any needed assistance and initiate appropriate action. The situation might not require any action other than a field interview or making a phone call to a DGS-MCP supervisor.

2. Whenever an officer becomes aware of circumstances that could result in personal injury, damage to State property or damage to personal property caused by State property, a police officer will complete an incident report in which the following will be detailed:
  - (a) A description of the circumstances found by DGS-MCP personnel;
  - (b) All actions taken by DGS-MCP personnel to prevent damage or injury, or additional damage or injury;
  - (c) Any other significant actions taken by DGS-MCP personnel; and
  - (d) All notifications made concerning the incident, including the date, time and name of person(s) notified.

## F. Supervisory Responsibilities

### A. Sergeants

1. Supervisors will actively participate in all aspects of this Directive including foot and mobile patrols, especially during peak hours, special details, and unplanned emergencies.
2. The Shift Commander will be responsible for ensuring that the premise checks are completed and documented as required by this Directive.
3. All instances of failures to conduct the security checks, or lack of compliance with this order to any degree, will be reported in writing to the Detachment Commander.

### B. Detachment Commander

1. Detachment Commanders will actively inspect all three shifts to ensure compliance with this Directive.
2. Detachment Commanders will be visible during peak hours, special details and unanticipated emergencies.
3. The Detachment Commander is ultimately responsible for making sure all requirements of this Directive are met.