

Building Security

Index Code: 204

Effective Date: 07/01/12 (Revised 7/19/2023)

I. Purpose

The purpose of this directive is to establish security procedures at the Queen Anne's County Office of the Sheriff headquarters building (and any other County owned buildings to which sworn personnel may have access) to provide employees, visitors, and arrestees a safe and secure environment.

II. Policy

It is the policy of the Office of the Sheriff to provide a safe and secure environment for all persons within the confines of the Headquarters building and any other County owned buildings, to include any outbuildings and adjacent parking lots.

III. Definitions

A. Access Identification Card

The Access Identification Card is an identification card bearing the name, photograph, and position of the person to whom the card was issued. Access Identification Cards are programmed to electronically open pre-designated entrances to the building(s). Normally, a civilian or sworn employee's employee identification card serves as his/her access card.

B. Entrances and Exits

Exterior doors to the building are used for entrance and exit unless marked otherwise. In some cases they may be utilized by authorized personnel only and will be marked accordingly. The primary entrances and exits are identified as follows:

1. Main lobby entrance located on the west side of the building adjacent to the main parking lot.
2. Front entrance located on the south side of the building near the Sheriff's personal office.
3. Deputies main entrance located on the west side of the building to the right of the main lobby entrance.
4. Rear entrance located on the north side of the building adjacent to the rear parking lot.

In addition to the above, there are several limited access entrances not for general use.

C. Lobby Hours

The hours that the main lobby entrance is open for the public, generally referred to as normal business hours, are usually 0800 to 1700 hours, Monday through Friday. After 1700 hours the door automatically locks and access is gained by depressing an intercom button mounted outside to the right of the door which rings at the Duty Officer's desk. In the event no one is present in the building, a call system is mounted outside to the left of the door which connects the caller directly to the Department of Emergency Services.

D. Facilities Management Personnel

The Facilities Management Employees are those employees, primarily members of the Department of Public Works, whose assignment involves maintaining the buildings and parking lots utilized by the Office of the Sheriff.

E. Sheriff's Office Personnel

Office of the Sheriff personnel include employees and volunteers (Sworn, Civilian, Auxiliary, and other government personnel) assigned to the Office of the Sheriff building.

F. Visitor

A visitor is someone other than an arrestee or those listed above, whereas their intent is to obtain information or participate in an activity of short duration.

G. Visitor Badges

The Office of the Sheriff will have one (1) type of Visitor Badge. Each Visitor Badge will be distinguished with a unique identification number. There are three (3) types identification numbers to identify who assisted the visitor and where their I.D. is located.

1. **"S" Visitor Badge**

The "S" Visitor Badge will be issued to an individual who entered the building through the front entrance.

2. **"C" Visitor Badge**

The "C" Visitor Badge will be issued to an individual who entered the building through the main lobby and was assisted by the clerical staff.

3. **"D" Visitor Badge**

The "D" Visitor Badge will be issued to an individual who entered the building through the main lobby and who was assisted by the Duty Officer.

H. Visitor Logbook

The Visitor Logbook is a ruled logbook used to log visitors in and out of the building, and includes spaces for the name, date, agency/company (if applicable), visitor badge number, destination, and time in/time out. The Visitor Logbook must be completed with all applicable information at the time a visitor badge is issued.

IV. Control Measures

A. Access and Control

1. Office of the Sheriff personnel with Access Identification Cards may enter the building(s) through any entrance that their card is authorized for, or through the main lobby. Access Identification Cards will only be utilized for legitimate law enforcement purposes. Access Identification Cards may also be issued to technicians employed by vendors or to other County employees as authorized by the Sheriff or Undersheriff.

2. Law Enforcement Personnel without Access Identification Cards may enter the building through the main lobby during normal working hours, without the need for a Visitor Badge, after positive identification has been made.

3. Law Enforcement Officers who have had their police powers suspended, but have been assigned to duties within the headquarters building, may enter the building through the main lobby without the need for a Visitor Badge after positive identification has been made.

4. Appointments for visitors and vendors should be scheduled during normal working hours when possible.

B. Display of Identification

All personnel not in uniform will wear their Queen Anne's County Identification Card while in the Office of the Sheriff. It will be displayed so that it is visible from the front. It is the responsibility of all supervisors to ensure that this requirement is complied with.

V. Visitors

A. Visitors entering the building must use the front lobby, unless previous arrangements were made to utilize an alternate entrance based on circumstances, signing in and out at the front desk using the provided logbook.

B. During normal working hours it will be the responsibility of the Clerical Staff or Duty Officer to obtain proper identification from the visitor, determine the official need for entry, make notification to the person being visited, ensure that all applicable portions of the visitor logbook are properly filled in, and issue visitor badges. Visitors will be instructed to wear their visitor badge in a visible fashion while in the building, and return it to the front desk before leaving. Clerical Staff or the Duty Officer will ensure that the "time out" portion of the logbook is completed. When the Clerical Staff leaves for the day the Duty Officer will take control of all portions of visitor access.

C. Visitors are not allowed to enter rooms with signs indicating, "Authorized Personnel only."

D. All visitors will be given a Visitor Badge and be escorted from the lobby to the destination by someone from the component being visited. The visitor will be escorted, if they are to speak with different personnel in separate offices, to those separate offices by someone from the component being visited. At no time will the visitor walk around the building unescorted. It will be the responsibility of Clerical Staff or the Duty Officer to contact the component required to provide the escort. The visitor is restricted to the area(s) being visited. The visitor will also be escorted back to the lobby area when their business is completed.

VI. Law Enforcement Officers from Allied Agencies

A. When a law enforcement officer from an allied agency visits the Office of the Sheriff, while in uniform, the person they are visiting must be contacted. After the officer has been properly identified, and signed into the Visitor

Logbook, they will be directed to the person/office they are visiting. Neither an escort nor Visitor Badge is required.

B. When a law enforcement officer from an allied agency visits the Office of the Sheriff, while dressed in civilian attire, the person they are visiting must be contacted. After the officer has been properly identified and signed into the Visitor Logbook, they will be issued a Visitor Badge and directed to the person/office they are visiting. An escort is not required.

C. When a law enforcement officer from an allied agency is leaving the Office of the Sheriff, the Clerical Staff or Duty Officer will ensure that the "time out" portion of the logbook is completed, the visitor badge returned, and the officer's identification card returned to the officer.

VII. Pre-Approved Attendees for Scheduled Meetings/Training

A. Persons who are identified as attendees at regularly scheduled meetings in the building will be issued a Visitor Badge and allowed to proceed escorted to the meeting site after signing in. The individual responsible for the meeting will ensure that all procedures are adhered to.

B. Persons who are identified as attendees at scheduled training in the building will be issued a Visitor Badge and allowed to proceed escorted to the training room after signing in. The individual responsible for the training will ensure that all procedures are adhered to.

VIII. Facilities Management Personnel

A. Facilities Management Personnel who have been issued an Access Identification Card will display their County Identification card in a visible fashion at all times while in the building. They will not be issued a Visitor Badge or required to log in or out of the building.

B. Facilities Management Personnel having legitimate County business in the building, but who have not been issued an Access Identification Card, will be logged in as a visitor and issued a Visitor Badge. However, they will not have to be escorted to their destination.

IX. Additional Responsibilities

A. All personnel are responsible for ensuring that entrance is not allowed for

unauthorized persons, or anyone they cannot positively identify. Special care must be taken by those entering the building using their Access Identification Card to prevent unauthorized persons from following them into the building.

B. All personnel are responsible for ensuring compliance with the display of identification. Non-sworn personnel who observe a person (that they do not feel comfortable approaching) not wearing a Visitor Badge, and they do not feel comfortable approaching them, should locate a sworn officer or supervisor and advise them of the situation.

C. If an individual is observed unescorted and wearing a Visitor Badge they must be escorted to their destination.

D. All personnel are responsible for reporting any malfunctioning doors, door locks, or keypads to their supervisor.

E. Exterior access doors will be kept closed at all times. It is the responsibility of each authorized person entering through these doors to ensure that the door securely closes behind them.

F. Only authorized police personnel, and escorted prisoners, may enter through the Deputies Main Entrance, located to the right of the Main Lobby Entrance. All other individuals will be directed to the main lobby during normal working hours. During "non-normal working hours," the Duty Officer must screen individual requests made via the exterior intercom system to determine the appropriate action/direction to advise the requesting individual to take or the immediate service that should be rendered.

X. Animals

Visitors will not be permitted to bring pets or other animals into the building, except for agency authorized canines and legitimate service dogs such as guide dogs for the visually and/or hearing impaired as well as those meeting Americans with Disabilities Act of 1990 requirements or certified comfort dogs.

XI. Deliveries

Unless other arrangements have been made, all deliveries for the Office of the Sheriff will be brought to the main lobby entrance and left there for the Quartermaster or other

designated person or the delivery person may be escorted to their destination.

XII. CALEA References: None
Proponent Unit: Administrative Services

XIII. Cancellation: Policy dated 8/8/16


Sheriff Gary Hofmann