Prince George's County Police Department
Office of Secondary Employment
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SECURITY PLAN INSTRUCTIONS

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➢ <u>Overview</u>

The Prince George's County Police Department's Office of Secondary Employment has prepared this informational package to assist local businesses in the preparation and submission of a security plan. This package will provide business owners with relevant information that may be considered when preparing, documenting, and submitting an application in consideration of obtaining an entertainment permit or a dance hall permit. The contents provided in this guide are for informational purposes only and will have to be tailored to meet the specific needs of each individual establishment. These guidelines were established merely as a tool; they are not to be interpreted as a list of laws under any County, State, or Federal jurisdiction.
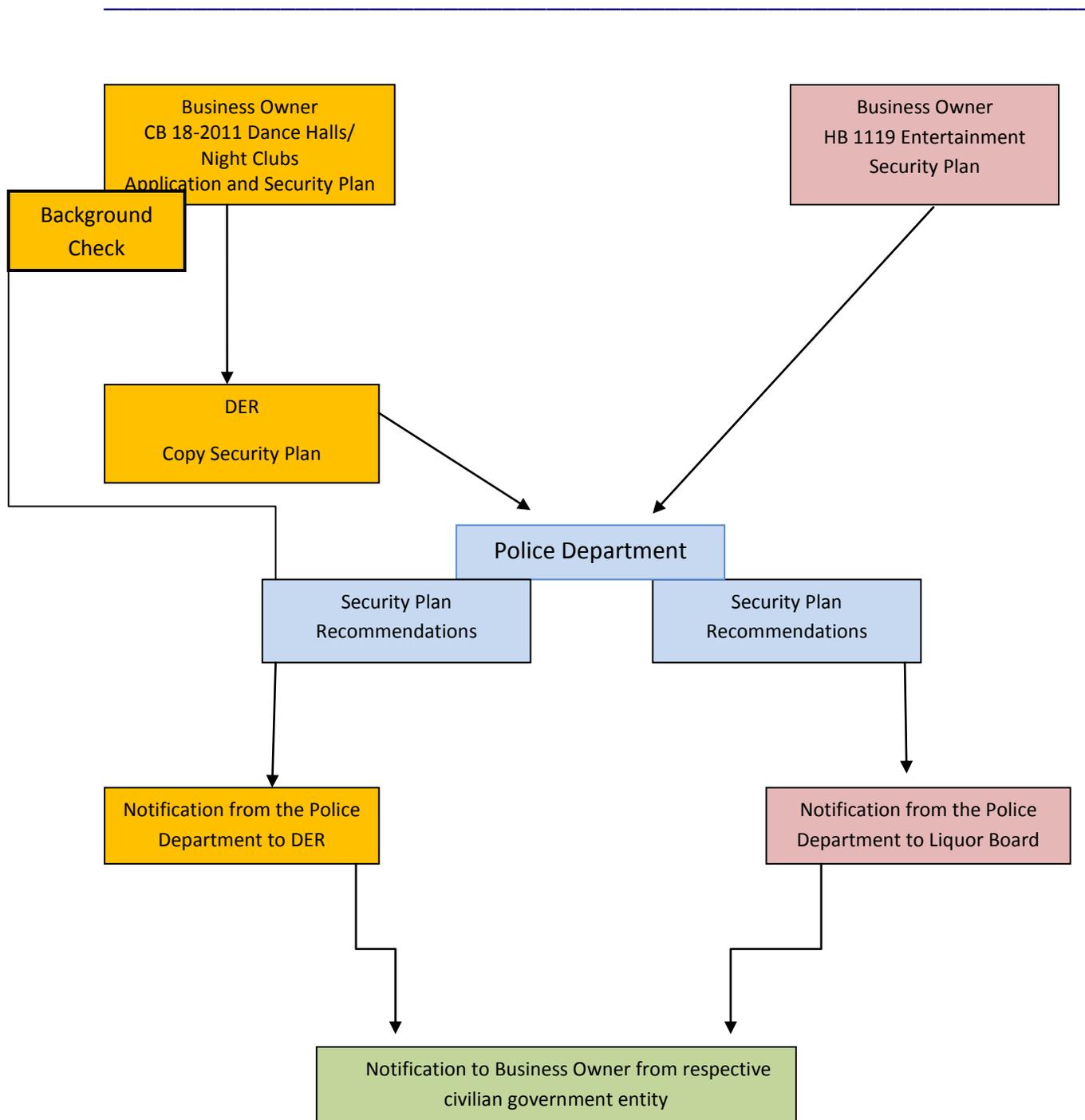
The method for submission of your security plan to the Prince George's County Police Department shall be by electronic correspondence in Portable Document Format (PDF) to police_secondaryemployment@co.pg.md.us

➢ <u>Elements to be Incorporated in a Security Plan</u>

- Staffing for services provided
- Security lighting considerations
- Security surveillance cameras
- Parking plan and vehicular traffic flow management

➤ **Security Plan Submission Flow Chart**

Dance Hall and Entertainment Permits

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Business Owner CB 18-2011 Dance Halls/ Night Clubs Application and Security Plan	Business Owner HB 1119 Entertainment Security Plan

Background Check

DER Copy Security Plan

Police Department

Security Plan Recommendations	Security Plan Recommendations

Notification from the Police Department to DER

Notification from the Police Department to Liquor Board

Notification to Business Owner from respective civilian government entity

➢ Staffing Plan for Services Provided

The safety of the community, patrons, and officers should be taken into consideration when determining staffing levels. Staffing levels are based upon a variety of factors that include, but are not limited to: estimated attendance; the sale and /or consumption of alcoholic beverages on the premises or grounds; previous event history; physical layout to include off-site parking, traffic and main parking lot issues; and general crime trend issues in the vicinity.

Teen and Dance Hall applications will typically require five (5) or more sworn Prince George's County Police Officers will require at least one first-line supervisor (minimum rank of Sergeant).

Security staffing levels should remain constant or be increased at the close of the event as this is when traffic management issues and potential problems are most likely to occur. All security staff that are not uniformed officers should be readily recognizable with uniformed shirts or vests that read "Security." Security personnel assigned to parking lot duties should wear a reflective vest and have a flashlight available.

➢ Security Lighting Considerations

Security lighting is used to increase effectiveness of security staff and closed circuit television by increasing the visual range for the officers or CCTV during periods of darkness or by increased illumination of an area where natural light does not reach or is insufficient.

Exterior lighting for areas such as parking lots is required to ensure a minimum level of visibility when officers are used to perform inspection duties of the protected area. Officers and CCTV surveillance systems must be able to monitor patrons, vehicles, observe illegal activities, and observe unusual or suspicious circumstances.

Each parking lot presents its own particular problems based on physical layout, terrain, and security requirements.

The goal of direct illumination is to provide a sufficient intensity throughout the area for support of security officers or CCTV, provide good visibility for customers and employees, and have a minimum of glare.

Illumination levels at entrances, exits, loading zones, and collector lanes of parking areas should not be less than twice the illumination of the adjacent parking area or the adjoining street, whichever is greater.

➢ Security Surveillance Cameras

Security surveillance cameras (CCTV) are used to monitor and capture events that occur on the grounds as well as inside the establishment utilizing them. These cameras must be operable and recordable in both an indoor and outdoor setting. Unless these cameras are monitored at all times when the establishment is open for business, fixed view cameras should be utilized to provide the maximum coverage from each camera at any given time.

Positioning of CCTV surveillance in the parking areas is vital to its effectiveness. Parking perpendicular to the line of sight and CCTV coverage reduces the criminal value of hiding between cars waiting for potential victims. Walking corridors between cars at strategic locations also concentrates foot traffic and increases natural surveillance by staff and patrons.

Security surveillance cameras inside the establishment should focus on building entrances and exits as well as the main office and cash registers. Appropriate signage that CCTV is in use will help discourage disorderly conduct and criminal activity. Management staff should have access to the recorder and be familiar with its operation. In the event a situation occurs that would warrant review of the CCTV system, time will be a critical factor in getting information to investigators and on duty officers.

➢ Parking Plan and Vehicular Traffic Flow Management

There are many factors that influence parking plans and traffic flow management. Some of these that should be considered are:

- On-site parking location
- Off-site parking location
- Disabled parking
- Reserved (VIP/permit) parking
- Participant parking
- Valet parking
- Media parking
- Employee parking
- Bus parking
- Recreational vehicle parking
- Taxi/limo staging
- Emergency vehicle staging

With this in mind, you should identify operation strategies that prevent potential congestion on parking area access roads and allow for good circulation on roadways surrounding the event site.

- Evaluate: (1) parking area entrance, (2) pick-ups and drop-offs, and (3) parking area exit

(1) Parking area entrance:
- Right-turn circulation pattern
- Shoulder utilization
- Lane channelization
- Parking area overflow access points

(2) Pick-up and drop-off:
- Use of off-street areas
- Designation of pick-up/drop-off areas to avoid conflict with primary traffic entrance/exit routes
- Storage area

(3) Parking area exit:
- Right-turn circulation pattern
- Preservation of adjacent street flow
- Provision of rapid parking area unloading
- Minimize pedestrian / vehicular conflicts inside parking areas.
- Survey the parking area(s) and mitigate any features (e.g., ditches, sand, and humps) that may unnecessarily slow vehicles traversing a parking area.
- Develop a plan for monitoring parking area(s) and occupancy levels so that the traffic management team can make a "lot full" decision at a time when all vehicles between the parking area access point and the destination can still park at the subject lot(s).
- Two methods for making a "lot full" decision during operations include: (1) vehicle count at parking area access points, and (2) visual inspection.
- The visual inspection method involves the traffic management team or parking operators making a "lot full" decision based on comparing a visual estimate of available parking spaces to the pipeline capacity.
- Monitor overflow so that surrounding neighborhoods and businesses are not adversely affected.