



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

### Overview

The following mock business security plan has been designed by the Prince George's County Police Department to better assist local businesses in the preparation of a security plan package.

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➤ **Cover Page**

**Security Plan for M.E.G.' s Irish Pub**

123 Helmondollar Street  
Landover, Maryland 20785  
(301) 555-1807

**This package is submitted in connection with the application of an entertainment permit and a dance hall permit.**

## ➤ Contents

- Police Officers: Duties and Assignments
- Civilian Security: Duties and Assignments
- Events: Type and Days of Events
- Video Surveillance: Equipment and Locations
- Parking and Traffic Management Plan

## ➤ Summary

M.E.G.'s Irish Pub opened in September of 2011. It offers family dining, a full-service bar, and limited entertainment on Friday and Saturday nights from 7:00 p.m. until 1:00 a.m. This entertainment includes live authentic Irish and Celtic music as well as dancing. M.E.G.'s is committed to providing a safe environment for its customers as well as the community.

## ➤ Police Officers

Officers working part-time security will have sworn police powers in Prince George's County, Maryland as well as jurisdictional authority in Landover, Prince George's County, Maryland. The scheduling of officers is coordinated by Corporal Arthur Guinness #1759 of the Prince George's County Sheriff's Department. Officers working M.E.G.'s are responsible to enforce all Federal, State, and County laws and ordinances in and on the property of M.E.G.'s Pub. Duties and responsibilities will include:

- Officers will be in uniform while working.
- Handle all matters related to crimes and unruly/intoxicated customers.
- Make appropriate arrests.
- Maintain control and clearance of all parking areas after closing to ensure an orderly traffic flow.
- Enforce posted no loitering on property.

## ➤ Civilian Security

Civilian security personnel are responsible for overseeing the security and safety of customers inside of M.E.G.'s Pub. Security personnel will all be identified by red shirts that have the word "Security" in bold print on both the front and back of the shirt. Duties and assignments of security personnel will include:

- Checking I.D.'s at the door to discourage underage drinking.
- Performing pat-down searches, if warranted.
- Notify police if anyone is found to have a weapon on their person.
- Turn false or altered I.D.'s over to the police.
- Monitor the entrance and exits keeping them clear.
- Enforce M.E.G. policy.
- Report intoxicated / unruly customers to management or police.

### **Weekly Events:**

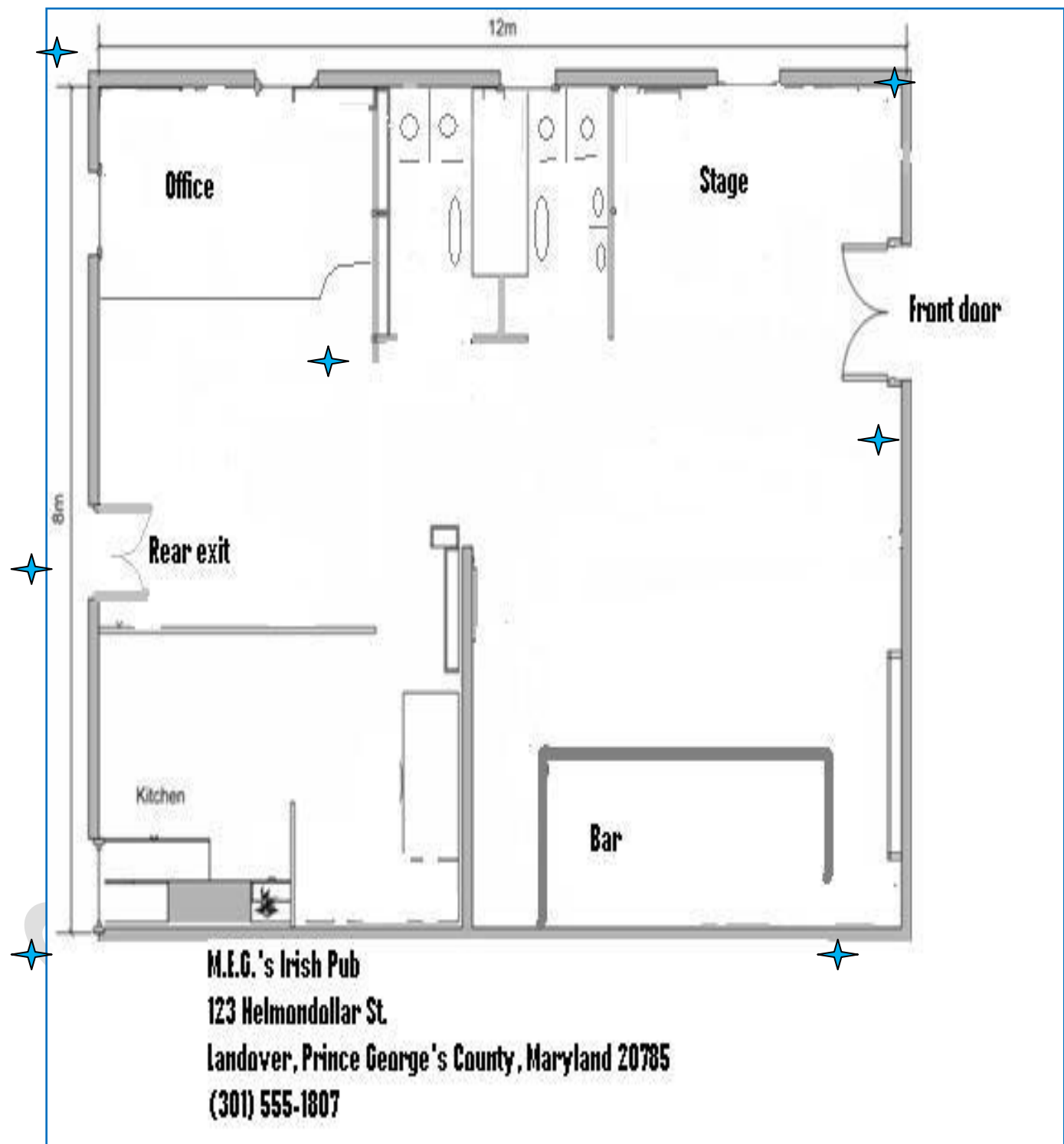
- Mondays: No scheduled events. One (1) civilian security officer at the door to check I.D.'s.
- Tuesdays: No scheduled events. One (1) civilian security officer at the door to check I.D.'s.
- Wednesdays: Dart league from 7:00 p.m. until 9:30 p.m. Two (2) civilian security officers working. One will be checking I.D.'s at the front door and one will be inside monitoring the players. The dart league traditionally draws between 25 and 35 patrons and players.
- Thursdays: No scheduled events. One (1) civilian security officer at the door to check I.D.'s.
- Fridays: Live Irish Celtic music and patron sing-along from 7:00 p.m. until 12:30 a.m. A live band will perform on the stage playing traditional Irish music. Lyric sheets will be provided to the patrons to encourage participation. Three (3) civilian security officers will be employed. One working the front door and two inside monitoring patrons. Two (2) sworn police officers will be employed to work the parking lot area and assist with any problems inside that the civilian security officers or management cannot handle. The hours of the sworn officers will be from 7:00 p.m. until 1:00 a.m. to assist with the orderly exit of patrons and traffic.
- Saturdays: Live Irish music and patron dancing from 8:00 p.m. until 12:00 a.m. This event normally draws between 60 and 80 patrons. The dining area is cleared and Irish dancing lessons are conducted. Four (4) civilian security officers are employed for this event. One will work the front door checking I.D.'s, two will work inside monitoring patrons, and one will assist with patron parking. A total of three (3) sworn police officers will be employed for this event. Two will work in the parking area assisting with traffic control and one will be stationed by the front door.
- Sundays: Open for lunch only, no security officers employed.

### **Video Surveillance System:**

M.E.G.'s is equipped with an eight (8) channel digital video recorder system that includes a 24-inch monitor located in the main office. Surveillance cameras are high resolution color and are capable of recording in low light situations. Cameras are strategically located to cover critical areas of the exterior and interior of the facility. Signs indicating the cameras are in operation are visibly located at all entrances and in the parking area. The management staff has access to the digital recorder and can make a copy of the recording on the premises for investigative purposes. Management retains copies of all video recordings for 30 days. The locations of the cameras are listed below:

- One at the front door to monitor patrons arriving.
- One at the northeast corner of the building to monitor the parking area.
- One at the northwest corner of the building to monitor the parking area.
- One at the rear exit to monitor the door.
- One at the southeast corner to monitor the parking area.
- One at the southwest corner to monitor the parking area.
- One inside monitoring the door to the main office and cash room.
- The video surveillance system was installed by the ABC alarm company in Upper Marlboro, Maryland and will be maintained and serviced by their contractors. See attachment for camera locations as noted by a blue star on the diagram.

➤ **Diagram of Camera Placement**



★ Camera Placement Noted By Blue Star

## ➤ **Parking and Traffic Management Plan**

M.E.G.'s Pub has parking on site for fifty (50) cars. These spaces are divided between the east and west lot. There are four (4) handicapped spaces reserved directly to the left of the front door and designated motorcycle parking on the west side of the building. Exterior lighting is provided by five (5) commercial pole lights located in the parking areas. These lights provide sufficient illumination so that security staff can observe activity anywhere in the parking lot. There is additional lighting at the main entrance and rear door consisting of 400 watt wall pack lights. The flow of traffic coming in from Helmondollar Street will be directed to the east parking area first, then to the west parking lot as a reserve. Exit traffic flow will be directed out onto Monroe Avenue and to the traffic signal for vehicles that wish to go east on Helmondollar Street. Vehicles wishing to exit west on Helmondollar Street will be allowed to make the right turn only at the entrance. Police and security personnel will assist with the orderly exit of traffic at the conclusion of an event. Police and security personnel will also enforce the no-loitering policy in the parking areas after the business has closed for the evening. For locations of lights please see parking plan attachment.

