



## **Physical Protection Policy**

### **I. INTRODUCTION**

The Ridgely Police Department shall utilize the following methods for ensuring Physical Protection for the Ridgely Police Department.

### **II. NORMAL BUSINESS HOURS**

During normal business hours, Monday through Friday 0800-1630, the following procedures will be followed:

1. Visitors shall stop at the Town Hall office and notify the Town Hall personnel that they wish access to the Ridgely Police Department (RPD).
2. Town Hall office personnel shall call the RPD Officer on duty and advise the Officer that a visitor wishes access to the RPD.
3. The visitor must go to the second floor of the Town Hall to the RPD and wait outside the closed and locked door.
4. The RPD Officer on Duty shall escort the visitor in all areas of the RPD until their visit is complete.

### **III. NON BUSINESS HOURS**

During non business hours the following procedures will be followed:

- A. If an RPD Officer is at the RPD:
  1. The visitor must ring the doorbell of the Town Hall and wait outside the closed and locked door.
  2. The Officer shall go to the Town Hall door and permit entry to the visitor.
  3. The Officer shall determine if the visitor is required access to the RPD.
  4. If access is required, the Officer shall escort the visitor in all areas of the RPD until their visit is complete.

## **General Order No. 9-3 (Cont.)**

5. Once the visit is complete, the Officer shall escort the visitor to the Town Hall door.

6. Once the visitor has left the Town Hall, the Officer shall secure the door and lock the deadbolt before returning to the RPD.

B. If an RPD Officer is NOT at the RPD:

1. The visitor must call the Caroline County Communications Center and request an RPD officer respond to the RPD.

2. Upon arrival, the Officer shall determine if the visitor is required access to the RPD.

3. If access is required, the Officer shall escort the visitor in all areas of the RPD until their visit is complete.

4. Once the visit is complete, the Officer shall escort the visitor to the Town Hall door.

6. Once the visitor has left the Town Hall, the Officer shall secure the door and lock the deadbolt before returning to the RPD, or patrol duties.

## **IV. GUIDELINES**

A. Officers are encouraged to conduct non confidential matters in the Town Hall lobby or Town Hall meeting room during business and non business hours.

B. At no time will visitors be allowed access to the bathroom facilities within the RPD.

C. At no time will visitors be allowed access to areas of the RPD without an Officer escort.

D. At no time will the Town Hall main door remain unlocked during non business hours.

E. At no time will the RPD door remain unlocked while an Officer is not in the RPD.

## **V. DISCIPLINARY ACTION**

Any Officer who violates this policy can face disciplinary action up to, and including, termination.