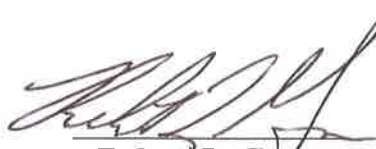
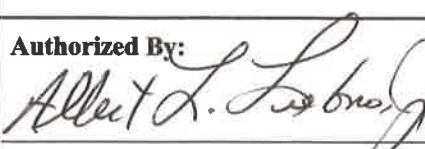




## Department Directive

  
**Robert L. Green**  
 Secretary

<b>Title:</b> Security of Employees and Visitors to the Public Safety Education and Training Center	<b>Department Directive Number:</b> DPSCS.195.0002
<b>Related MD Statute/Regulations:</b> Title 3 of the General Provisions Article, AMC State Government Article, §§ 20-601-20-610, AMC COMAR 04.04.02.01	<b>Supersedes:</b> N/A
<b>Related ACA and MCCA Standards:</b> 2-CO-1C-04	<b>Authorized By:</b>  Acting Executive Director, MPCATC
<b>Related Directives:</b> ADM.050.0029 – Personal Appearance Policy	<b>Issued Date:</b> February 1, 2020 <b>Effective Date:</b> February 1, 2020
<b>Variance:</b> Not Applicable	<b>Number of Pages:</b> 7

**.01 Purpose.**

This directive establishes and maintains the policy for visitors to the Public Safety Education and Training Center (Center).

**.02 Scope.**

This directive applies to all administrative and operational units of the Center, Resident Partners, Department of Public Safety and Correctional Services employees, and client agencies who host visitors at the Center.

**.03 Policy.**

- A. It is the policy of the Department of Public Safety and Correctional Services (Department) to ensure the safe operation and management of the Center, as well as the safety of all individuals at the Center.
- B. In accordance with this directive, all employees of the Department, the Commissions, and Resident Partners shall effectively manage administrative processes and operational responsibilities for visitors to the Center.

**.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Center” means the Public Safety Education and Training Center located in Sykesville, Maryland.

- (2) "Guest" means an individual who is attending a graduation or other planned ceremony at the Center.
- (3) "Identification" means a government issued document containing the name of the person represented and, as applicable, a photo.
- (4) "PCTC" means the Maryland Police and Correctional Training Commissions.
- (5) "Public Meetings" means a meeting that adheres to the guidelines established in the Open Meetings Act as published in General Provisions Article § 3-102, Annotated Code of Maryland.
- (6) "Resident Partners" means those agencies and their personnel that maintain administrative offices and classroom space at the Center for the purpose of conducting business on behalf of their agencies.
- (7) "Roster" means a list of names of approved visitors to the Center.
- (8) "Student" means an individual who is an employee of the Department of Public Safety and Correctional Services, client agency, or other recognized representative who has been registered to attend a scheduled course at the Center.
- (9) "Visitor" means anyone entering the Center who is not a PCTC employee, Department employee assigned to the Center, guest at a graduation or other planned event, Resident Partner employee, or a currently registered student.

**.05 Procedure.**

- A. The PCTC Executive Director oversees the administrative and operational management of the Center.
- B. Department employees and Resident Partner employees are responsible for ensuring the safety and security of the Center.
- C. The following units and divisions at the Center have operational management responsibilities for visitors to the Center:
  - (1) PCTC Executive Staff;
  - (2) Maryland State Police Training Division;
  - (3) Department of Natural Resources Police Training Unit;
  - (4) Department of Juvenile Services Training Unit;

- (5) Correctional Training Unit;
- (6) Law Enforcement Training Unit;
- (7) Parole and Probation Training Unit;
- (8) Leadership Development Institute;
- (9) Maryland Community Policing Institute;
- (10) Support Services Division:
  - (a) Facilities;
  - (b) Finance Unit;
  - (c) Guest Services; and
  - (d) Technical Services; and
- (11) All other PCTC employees not listed above.

**D. Visitors.**

- (1) Events conducted at the Center, allowing visitors to be admitted, require the Unit Manager or designee to provide certain information to the Guest Services Administrator or designee in advance of the visit.
- (2) Individual visitor. The person being visited shall provide the name of the visitor to the Guest Services Administrator, or designee, within one business day or as soon as possible when the visit is scheduled in less than one business day.
- (3) Multiple visitors.
  - (a) The Unit Manager or employee will obtain a roster of all persons visiting the Center to include the:
    - (i) Visitor's names; and
    - (ii) Unit or person being visited.
  - (b) The roster will be submitted to the Guest Services Administrator or designee a minimum of one business day in advance for groups of five or more visitors.
  - (c) The Unit Manager or employee will advise visitors before they arrive that:

- (i) Visitors must check in with the receptionist upon arrival at the Center;
  - (ii) Unless escorted by a PCTC employee or Resident Partner, visitors may not access any area other than the Hubner Building restrooms closest to the visitation area, Dining Hall, and graduation area;
  - (iii) Minors are to be supervised at all times by an adult visitor responsible for the minor;
  - (iv) Visitors' property may be subject to search;
  - (v) Visitors are required to display a visitor sticker, issued at check-in, for the duration of the visit, on the front of the visitor's clothing where it can be easily seen; and
  - (vi) Visitors are expected to be dressed in attire that is appropriate to the Center and should refrain from wearing clothing that is see-through, revealing, contains inappropriate language/symbols, etc.
- (d) Visitors who are dressed inappropriately will be denied admission to the Center and the employee who authorized the visitor will be contacted.

D. Students.

- (1) Students shall be registered in advance of a training with:
  - (a) The registrar for PCTC trainings; or
  - (b) The Resident Partner's registrar, training coordinator, or designee.
- (2) A roster of all registered students shall be provided to the Guest Services Administrator, or designee, a minimum of one business day in advance of the training.
- (3) The registrar, training coordinator, or designee, shall advise students that:
  - (a) A student's property may be subject to search;
  - (b) Inappropriately dressed students shall be denied access to the Center;
  - (c) A PCTC visitor sticker, government issued identification card, or badge shall be worn at all times in an area on the front of their person where it can be easily seen;
  - (d) Each day, upon arrival all students, including uniformed officers must sign in with the Center's receptionist, except as indicated in §.05E(4) of this directive; and

- (e) Students enrolled in an academy operated by PCTC or a Resident Partner are not required to sign in with the receptionist following the initial start of the academy.

F. Graduations.

- (1) The Unit Manager, or designee, is responsible for determining the number of guests per student.
- (2) The Unit Manager, or designee, will obtain guests names in advance of graduation.
- (3) A roster with the name of the graduate and the name of each of their guests (Appendix A) will be provided to the Guest Services Administrator, or designee, one business day prior to graduation.
- (4) A representative of the Unit, or designee, shall assist at the front desk approximately 30 minutes prior to the start of the graduation and remain until the start of graduation.
- (5) The Unit Manager, or designee, may approve changes to the roster.
- (6) The receptionist or employee working the front desk will verify the name of the guest and view the guest's government issued identification.
- (7) If a guest is known not to have government issued identification, this information will be noted on the completed Graduation Roster prior to the roster being submitted to the Guest Services Administrator.
- (8) If alternate ID has been approved, the type of ID will be noted on the roster at the time it is submitted to the Guest Services Administrator or designee.
- (9) After signing in, guests should be directed to the Dining Hall or graduation area.
- (10) If the graduation is being held in a location other than the Dining Hall, the Unit Manager or designee will inform the Guest Services Administrator of plans for escort prior to graduation.
- (11) Guests are expected to exit the Center upon conclusion of the graduation.
- (12) The Unit Manager or designee will monitor the area to ensure timely departure from the Center.

G. Public Meetings.

- (1) A roster of members and known visitors will be provided to the Guest Services Administrator or designee, a minimum of one business day prior to the Correctional Training Commission or Police Training and Standards Commission meeting.

- (2) All members and known visitors must sign in and show identification.
- (3) The Maryland Open Meetings Act allows members of the public, including the media, to come to a meeting and observe open meetings.
- (4) The Maryland Open Meetings Act allows the Executive Director to require that members of the public, attending a public meeting, shall adhere to established security policies.
- (5) A visitor attending an open meeting, who is not on the roster, shall sign in at the front desk and present valid government identification.
- (6) In the event a visitor refuses to comply with §G(5) of this directive, a Unit Manager or designee shall be notified and respond to the front desk.

#### H. Refusing Admission to a Visitor or Guest.

- (1) The Center staff has the right to refuse admission to the Center for anyone who does not have the required government issued identification; comply with the dress code; appears under the influence of alcohol or any other intoxicant, including a controlled dangerous substance; fails to adhere to instructions; or in any other way poses a risk to the safety of the Center and individuals at the Center.
- (2) The Unit Manager or designee hosting an event shall be available to assist the Center's staff if a visitor is refused admission.
- (3) If the Unit Manager or designee hosting an event is not available, another Unit Manager or Administrator may be contacted for assistance.
- (4) The Unit Manager or Administrator may not engage in any physical effort or attempt to escort the visitor from the premises, but instead, shall contact local law enforcement by dialing 911.

#### I. Restrooms.

- (1) Once checked in, unescorted visitors or guests to the Center may access the Dining Hall and may use the restrooms between the Dining Hall and the Hubner wing.
- (2) Visitors and guests are not permitted in any other area of the Center unless authorized or escorted as determined by the location of the event.
- (3) When an event is hosted in an area other than the Dining Hall, visitors (or guests) may use the restroom closest to the event area.

**.06 Appendix.**

Appendix A – Guest Roster form.

**.07 History.**

This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

**.08 Distribution.**

DPSCS Senior Executive Team

PCTC Employees

Resident Partner Employees

### Guest Roster

<b>Graduate Name:</b>		
<b>Guest Last Name</b>	<b>First Name</b>	<b>Signature</b>
<b>Graduate Name:</b>		
<b>Guest Last Name</b>	<b>First Name</b>	<b>Signature</b>
<b>Graduate Name:</b>		
<b>Guest Last Name</b>	<b>First Name</b>	<b>Signature</b>