Visitor Security Screening

345.1 PURPOSE

The purpose of this policy is to establish a procedure for screening visitors prior to admittance to secure areas (any location other than the front lobby) at the four District Stations.

345.2 DEFINITIONS

Screening - The process of checking a person, their articles and packages for weapons.

Visitors - Persons visiting the facility. County government employees and those persons who do regular business with Sheriff's Office Staff (i.e. Compstat participants, interns, Citizen Academy participants, Law Enforcement members and their immediate family, etc.) are not considered visitors for the purposes of this policy.

Auto Clear Hand wand - Handheld metal weapons detector.

345.3 SCREENING PROCEDURE

Agency personnel should make every effort to minimize the frequency of visitors being admitted to the secure areas of the District Stations. However, it is recognized there will be times when visitors will need to be admitted. In those instances, a sworn deputy will be responsible for screening the visitor as follows:

(a) Verify the visitor's identity and record their information on the Visitors Screening Log (SMCSO Form #142).

(b) Have the visitor empty their pockets into a provided basket checking for weapons and then screen their person using the Auto Clear Hand wand. (Note: This is a temporary holding of property during wand check only; no property will be held by the Agency for safekeeping. If a non-law enforcement visitor is legally carrying a weapon of any kind, it must be secured prior to building entry. If a weapon is found and is illegal, then the appropriate law enforcement action will be taken by the searching officer.)

(c) Conduct a check of all handbags and packages for weapons in the possession of a visitor that is to be brought into the secure area.

(d) Once the visitor and accompanying handbags and/or parcels have been cleared, and found free of weapons, they may be admitted to the secure area. While in the secure area, the visitor will be escorted at all times and never left unattended.

Visitors will only be admitted to the secure areas via the corridor entrance from the main lobby and only after being properly screened.

345.4 TRAINING

Supervisors will ensure their affected personnel are trained in the operation of the Auto Clear Hand wand, and screening procedure. Training will be documented via the Blue Team Training Attended Report. Only trained personnel are authorized to conduct visitor screening.

Copyright Lexipol, LLC 2026/11/06, All Rights Reserved.
Published with permission by St. Mary's County Sheriff's Office

345.5 WAND MAINTENANCE

The Patrol Commander will designate an Administrative Lieutenant to be responsible for the maintenance and upkeep of the Auto Clear Hand wand at their respective District Stations.

Copyright Lexipol, LLC 2026/11/06, All Rights Reserved.
Published with permission by St. Mary's County Sheriff's Office