

SECURITY AND SAFETY

Montgomery County Department of Police Coverage for post prom events

MCPG will contact police at Alcohol Initiatives Section for **all** Montgomery County schools. We have been fortunate to have the assistance of the MCDP at our alcohol free events at no charge to our parent groups since 1994. Please Note: Police cannot (1) work outside the county; (2) provide escort service; and (3) cover an event for a non-county school, even if that event takes place inside Montgomery County.

Officer assignments will be made in March/April, at which time Officers will be given a coordinator's name and phone number. The process of assigning officers commences in February, thus the need to have everyone's complete event information. School security personnel should not contact MCDP, but should work through the coordinator.

To help identify parents to the officers, MCPG will be providing each school with special sticker badges. Upon their arrival, the police will know to check in with the people wearing these badges.

Coordinators are encouraged to invite officers through the Alcohol Initiatives Section at 301-840-2664 to speak at school events and/or invite them to their chaperone-planning meeting. Keep in mind that the officers most likely work from 5 pm to 2 or 3 am. Leave a detailed message of your request, speak clearly, so that your contact information is heard.

Police Appreciation: Is it appropriate to tip or give a gratuity to the officers assigned to a post prom event?

The officers are not allowed to accept a gratuity or tip, union rules. HOWEVER you may show your appreciation by making a monetary donation to the Montgomery County Police Foundation, designating it for the Alcohol Initiatives Section, 2350 Research Blvd, Rockville MD 20850. The money is held in an account for the Alcohol Unit. The funds are used to buy equipment that is not allocated in the usual working budget, for example it allows the unit to purchase extra PBTs. Inform the MCPG treasurer who will then alert the Alcohol Initiatives Section of a donation.

Fraternal Order of Police (FOP)

To hire an off duty officer contact the FOP:

Request must be made 10 days in advance. Be prepared with all of the event information: dates, times, locations, contact persona and any numbers 301-948-4286. Call first then follow up with an email to fop35mail.aol.com.

Rate: varies with seniority and is subject to change. Last figure quoted 8/2010 is \$40/hour.

Alcohol Initiatives Section

Main number: 301-840-2664

Keep in mind that the officers' hours are 5 pm to 3 am. Leave a detailed message of your request; speak clearly, so that your contact information is heard.

District Stations:

1st District: 240-773-6070
1451 Seven Locks Road, Rockville MD 20854

2nd District: 301-652-9200
7359 Wisconsin Ave., Bethesda MD 20814

3rd District: 301-565-7744
801 Sligo Ave., Silver Spring MD 20910

4th District: 240-773-5500
2300 Randolph Road Wheaton MD 20902

5th District: 240-773-6200
20000 Aircraft Dr., Germantown MD 20874

6th District: 240-773-5700
45 West Watkins Mill Road, Gaithersburg, MD 20878

Don't know which district you live in? Go to www.montgomerycountymd.gov; on the left click Departments, scroll down to Police, enter MCDP web site, go to Division/Stations tab at top.

Adult Host Responsibility phone line: 301-670-SAFE (7233) Information can be left anonymously. There is NO caller ID. The line is monitored and the information is forwarded to the appropriate agency.

1. Report: under 21 alcohol use, alcohol party, adult furnishing or selling to under 21 youth
2. Request: assistance when planning an under 21 alcohol free event

Non-emergency number: 301-279-8000

Emergency number: 911

Additional Security

Even though MCDP has been able to arrange to have a minimum of two (2) officers at your event, you must make additional arrangements for security other than your parent volunteers. The police officers will leave if there is an emergency elsewhere, or if they must take an offender to the detention center. A suggestion would be to hire your own school security personnel for the night or hire off duty policemen that you may know. Your school security team DOES NOT need to contact the police department. Be sure you notify your school security that MCPG will make those arrangements and if necessary you will be able to contact your assigned officers.

Of all the chaperones, it helps to assign two who will oversee the sign-in process and will make sure that any restrooms and exits around the facility are constantly monitored. These same parents would serve as the contacts with the police officers for the event. To help identify these parents to the officers, MCPG will be providing each school with special sticker badges. Upon their arrival, the police will know to check in with the people wearing these badges.

Tight security requires that your students sign in when they arrive and sign out when they leave. A “no re-entry” policy should be in place. If students need to go out to their cars to get a camera or other necessities, have a chaperone or officer escort them out and back individually.

Have a school directory on the premises, and require non-school guests to write their home phone numbers on the sign-in form.

Items students are allowed to bring into your event will be dependent on your policy. If your students are required to change clothes before arriving, there should be no need for them to bring bags or backpacks. If your students are permitted to come directly from the prom to the event and change there, provide a secure place for them to check their formal wear and accessories. It is important that any bags, backpacks, etc. be thoroughly examined at the point of entry. Warn your students ahead of time that this will be done, and that food, beverages, and beverage containers may not be brought into the event.

Your parents in charge of security and the school security officers have an excellent opportunity to talk closely with the students as they enter, and thus do “breath and visual checks.” Give thought ahead of time to what your plan will be if a student arrives and substance use is evident. Know your school’s policy and discuss it ahead of time with the school principal. Warn students ahead of time of the consequences for incorrect behavior. Parents will be called to come and pick up the student. Or Barwood Cab can be called to deliver a student home after checking with the police and school administrator.

Refer to your indicators of impairment handout out, distributed at the police presentation, on the web site, or in the handbook.

Know what your emergency evacuation procedures are. Be sure your volunteers know too.

Hotels

MCPG contacts all of the hotels in the area with a list of events and asks the management to be careful not to rent rooms to students under the age of 21.

Transportation

Barwood Taxi Company participates in the Safe Ride Home program. This program offers free rides home for teens at risk on prom and graduation nights. Barwood dispatchers will have the names of Coordinator(s) and dates for each event. Coordinator(s) are the authorized callers to request a cab. Be sure to have tip money available for the cab drivers (\$5-10 per driver is suggested). More information will be available at the April meeting.

- Contact number: 301-984-1990 or 301-984-TAXI
- Account number: 16484

After Prom Event – **BEWARE**

- An after prom event that ends too early or is held in an inappropriate place sends a wrong message to the students and perhaps allows them to plan unsupervised activities. If the ending time and/or location of your event is deemed inappropriate by the MCPG Board, your school may forfeit MCPG money or prize donations. All schools ending their event prior to 5:00 a.m. are required to sign off on our early departure form.
- A person operating a vehicle on a provisional license cannot legally drive from 12:00 am to 5:00 am. **There are no exceptions to this law, including homecoming and prom night.**