



DIRECTIVE MANUAL

Directive: 1 - 100

Date of Issue: July 2013 Amends/Cancel: Chapter 1 Sec 1

I. PURPOSE

To establish and maintain a reference source regarding the Department of General Services Maryland Capitol Police (DGS-MCP) policies, procedures and regulations. The Directive Manual will consist of Chapters that pertain to administrative and operational functions and will provide all employees with an on-the-job reference source of policies, procedures and regulations.

II. POLICY

The policies, procedures and regulations in the Directive Manual are for DGS-MCP use only and do not apply in any criminal or civil proceeding. Department policy, procedures and regulations should not be construed as the creation of higher standards of safety and care with respect to third party claims. Deviations from these policies, procedures and regulations may form the basis for administrative sanctions, a higher level of training and/or new policy guidelines. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

III. PROCEDURES

- A. Headquarters will issue a Directive Manual to each current and new employee.
- B. All members of DGS-MCP will be responsible for maintaining a contemporary Directive Manual.
- C. All revisions will be inserted into the manual at the time they are received. All outdated material will then be immediately removed.
- D. When conducting staff inspections, supervisors will ensure all employees under their Command have been maintaining the Directive Manuals.
- E. Detachment Commanders will keep and maintain at least one Directive Manual in a location available to all employees.