



# MISSION ESSENTIAL TASK LIST

## Directive 2 - 103

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### I. PURPOSE

The purpose of this Directive is to clarify the mission of Department of General Services Maryland Capitol Police (DGS-MCP) by establishing an essential task list that supports that mission.

To provide Detachment Commanders with guidance that will enable them to define supporting actions within their detachment in order to execute these tasks.

### II. POLICY

The following Mission Essential Task List will be incorporated into the operation of each Detachment and applied to the extent necessary by General Order, Special Order and Standard Operating Procedures. This list is not intended to be all inclusive but merely a guideline to provide for the efficient operations of a Detachment.

### III. MISSION ESSENTIAL TASK LIST

#### A. LAW ENFORCEMENT SERVICES

1. Investigate alleged crimes committed on State property and complete thorough investigative reports documenting the investigation.
2. Detain suspects for arrest for suspected crimes committed on State property.
3. Appear in court to testify in traffic or criminal cases.
4. Conduct analysis of criminal activities to determine patterns and possible causes and make recommendations as to the measures to be taken to reduce criminal activities.
5. Provide reports of criminal activities and incidents to the Command Staff via the Daily A.M. Briefing Report.
6. Enforcement of C.O.M.A.R. building regulations within DGS-MCP secured facilities.

7. Make recommendations to DGS-MCP Command Staff on means to reduce vulnerability to crime, limit unauthorized access and improve security.
8. Provide for the control of demonstrations on State property through a permit procedure, establishment of regulations governing demonstrations, crowd control during demonstrations and enforcement of applicable laws and regulations concerning demonstrations.
9. Act as a liaison between DGS-MCP and local police jurisdictions to address concerns of mutual interest.
10. Conduct building checks consisting of ground to top floor inspections for any security, fire or safety issues.
11. Conduct patrol checks of parking lots and garages for security and safety issues.
12. Perform mobile patrols and conduct traffic and parking enforcement activities, parking lot and building patrol checks.
13. Investigate suspicious persons and activities and take appropriate enforcement action when warranted.

## **B. PHYSICAL SECURITY SERVICES**

1. Diligently check identification of those entering DGS-MCP controlled buildings. Issue and collect visitor badges.
2. Liaison with the Executive Protection Unit and the Legislative Services Unit in providing dignitary protection for the Governor, Lt. Governor, Treasurer, Comptroller, Speaker, and the President of the Senate.
3. Provide escort service to parking lots for employees working late.
4. Provide security for historical documents, fine art and other valuables on display in various buildings.
5. Develop Emergency Response Guide to include number and location of posts, post instructions, radio procedures, emergency notification coordination with allied law enforcement, identification of high risk areas, after normal hours access/egress procedures, bomb threat policy and procedure for the taking of threats, analysis of threats, search of facilities, evacuation, coordination with State Fire Marshall and local jurisdictions and disposal of suspected devices.
6. Conduct fire and light, as well as general conditions tours within buildings after hours to determine security of facility.
7. Control Contractor access to off-limited areas of complex.
8. Respond to reports of serious injuries and provide first aid assistance.

9. Maintain a central control room for the monitoring of security closed circuit television surveillance.

### **C. INFORMATION/ASSISTANCE**

1. Assist visitors who enter buildings to find offices they wish to visit or services they wish to obtain.
2. Provide vehicle assistance to vehicles on State parking lots.
3. Observe winter and unusual weather conditions to inform Building and Ground Management of deteriorating conditions.
4. Monitor all buildings and grounds for fire/safety hazards and inform Buildings and Ground Management for corrective actions.

### **D. TRAINING**

1. Provide required Maryland Police Training Commission In-Service Training to DGS-MCP sworn personnel in marksmanship, police procedures, supervision radio procedures, post instructions, first aid and CPR, etc.
2. Provide contemporary training to Security Officers and Police Communication Operators.
3. Provide crime prevention training to the tenants of DGS-MCP secured facilities.

### **E. SPECIAL DETAILS/UNITS**

1. Other duties as assigned by the Secretary of the Department of General Services, the Chief of Police, or Detachment Commanders.
2. Crime Prevention
3. Criminal Investigation Services
4. Logistic Services
5. Security Card Processing Center
6. Quartermaster/Supply