



ATTENTION TO DUTY

Directive 5-109

Date of Issue: April 2016 Amends/Cancel: 12-103 July 2013

I. PURPOSE

The purpose of this Directive is to establish written guidelines and regulations for Police Officers, Security Officer and Police Communications Officers (PCO) while on duty and performing their mission critical tasks.

III. POLICY

It is the policy of the Maryland Capitol Police (MCP) that all personnel remain vigilant and alert while on duty. Personnel will not perform activities that would distract them from their mission critical tasks and attention to their assignments. Violations of this policy will constitute neglect of duty.

IV. PROCEDURES

- A. MCP employees will not read, play games, watch television or movies, or engage in any activity or personal business while on duty that would cause him to neglect or be inattentive to that duty.
- B. Employees will not leave their post until properly relieved.
- C. Employees will adhere to the MCP Post Orders (PO), Standard Operating Procedures (SOP), or Special Orders (SO) issued for their assigned post or duties. If the employee does not understand the PO, SOP or SOP or believes there is discrepancy due a change in the building activities, they will contact their immediate supervisor for clarification or resolution.
- D. Employees will not eat while on duty unless relief is not available. Employees will be afforded one meal break per day and will request relief to take the break. If due to a shortage of personnel or other circumstance, the supervisor authorizes eating at post, it will be done as inconspicuously as possible.
- E. Employees will not take personal phone calls while on duty or at post unless an emergency exists. Personal calls may be taken while on approved breaks. Under no circumstances will employees utilize department telephones to make personal long distance calls.
- F. With the exception of worked related texts and emails, employees will not text, send emails or play games on cellular phones while on duty.
- G. Employees will not listen to music or wear headphones or earbuds while on duty.

- H. Employees will not utilize personally owned computers, tablets or other electronic devices while on duty.
- I. AM/FM radios may be utilized when authorized by supervisors for the purpose of listening to weather and or news media coverage of events impacting operations. AM/FM radios will not be utilized for entertainment purposes and when authorized for use will be kept at volumes which do not interfere with state business or distract employees.
- J. Under no circumstances will employees sleep while on duty.
- K. Employees will remain professional at all times while on duty or at post and will not engage in “horseplay”, tell jokes, use foul or vulgar language, talk or laugh loudly or otherwise be distracting or unsettling to the public and other state employees.