



EMERGENCY ESSENTIAL PERSONNEL

Directive 4-106

Date of Issue: July 2013 Amends/Cancel: G.O. 11-01

I. PURPOSE

The purpose of this Directive is to establish written policy governing “Emergency Essential Employees.”

II. DEFINITION

As used in the Directive, the following term has the meaning indicated:

“Emergency Situations” means circumstances that could expose State employees to harm or unsafe conditions. Examples of potential emergency situations may include, but are not limited to:

- a. extreme weather such as rain, flooding, sleet, icy conditions, snow, blizzards, hurricanes, and tornadoes;
- b. civil disorders, such as riots, acts of terrorism or war; or
- c. miscellaneous incidents such as train derailment, pandemic flu’s or other unforeseen situations.

III. POLICY

All Police Officers, all Police Communications Operators and all Security Officers are considered “Emergency Essential Personnel” and therefore are expected to report to or remain at their worksite during emergencies.

IV. PROCEDURES

- A. All Police personnel, all Police Communications Operators, and all Security Officers within the Department of General Services Maryland Capitol Police are considered “Emergency Essential Personnel.”
- B. As an “emergency essential employee” your duties are of such a nature that you are required to report to work or remain at the work site to continue agency operations during an emergency situation.
- C. As an “essential employee” you will be required to report to work or continue working even though “Non-Essential” state employees have been given release time, or afforded the opportunity to take advantage of liberal leave.

- D. Under no circumstance will annual leave, personnel leave, or holiday leave be granted to employees during an emergency situation.
- E. Employees on pre-approved leave may have their leave cancelled depending on the nature of the emergency situation and available manpower.
- F. Failure to report to work during an emergency situation will result in the employee receiving a code 65 (leave without pay/unauthorized) for missing scheduled work time.
- G. In addition, failure to report to work during an emergency situation could result in disciplinary action.
- H. DGS-MCP will make reasonable attempts to transport staff to and from their assignments during an emergency situation.