



RULES OF CONDUCT FOR CIVILIANS

Directive 5 - 101

Date of Issue: February 2016 Amends/Cancel: 5-101, July 2013

I. PURPOSE

The purpose of this Directive is to establish and promulgate rules of conduct for all civilians of the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

- A. It is the policy of the DGS-MCP that all civilian employees shall comply with the rules of conduct as herein stated, with the additions and amendments to these rules that may be promulgated and with all other orders, directives, and regulations either verbal or written, which may be issued by competent authority. The violation of any rule of conduct, procedure, regulation, or lawful order, whether written or verbal, subjects the violator to disciplinary action.
- B. Ignorance of the rules, procedures, regulations and orders governing DGS-MCP civilian employees is not justification for any such violation. Civilian employees shall be responsible for their own acts and may not transfer to others their responsibility for executing or failing to execute any lawful order or police duty.

III. DEFINITION

- A. For the purpose of this Directive, civilian employee(s) refers to:
 - 1. Security Officers
 - 2. Police Communication Operators
 - 3. Civilian Administrative /Clerical Staff
 - 4. Civilian Members of the Security Card Processing Center

IV. PROCEDURES

- A. Under COMAR: 17.04.05.04, an employee may be disciplined for engaging in any of the following actions:
 - 1. Being negligent in the performance of duties;
 - 2. Engaging in intentional misconduct, without justification, which injures another person, causes damage to property, or threatens the safety of the workplace;

3. Being guilty of conduct that has brought or, if publicized, would bring the State into disrepute.
4. Being unjustifiably offensive in the employee's conduct toward fellow employees, wards of the State, or the public;
5. Violating a provision of State Personnel and Pensions Article, Title 2, Subtitle 3; Title 15 or §9-607; Annotated Code of Maryland
6. Stealing of State property with a value of \$300.00 or less;
7. After notification, continuing to engage in another business, trade, or occupation, which conflicts with the employee's position, or which prevents the employee from satisfactorily performing the duties of the employee's position;
8. Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
9. Causing damage to public property or wasting public supplies through negligence, recklessness, or willful conduct;
10. Willfully making a false official statement or report;
11. Knowingly assisting another in conduct that is a violation of State Personnel and Pensions Article, Annotated Code of Maryland, the regulations in this chapter, or any other lawful agency policy;
12. Violating a lawful order or failing to obey a lawful order given by a superior, or engaging in conduct, violating a lawful order, or failing to obey a lawful order which amounts to insubordination.
13. Engaging in discrimination prohibited by law;
14. Using leave contrary to law or policy; or
15. Committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the State.

B. Automatic Termination

The actions in Section A of this Directive are in addition to the automatic causes for termination enumerated in State Personnel and Pensions Article, §11-105, Annotated Code of Maryland. The following acts are grounds for automatic termination:

1. intentional conduct, without justification, that:
 - a. seriously injures another person;
 - b. causes substantial damage to property; or
 - c. seriously threatens the safety of the workplace;

2. theft of State property of a value greater than \$300;
3. illegal sale, use or possession of drugs on the job;
4. conviction of a controlled dangerous substance offense by an employee in a designated sensitive classification;
5. conviction of a felony;
6. accepting for personal use any fee, gift, or other valuable thing in connection with or during the course of State employment if given to the employee by any person with the hope or expectation of receiving a favor or better treatment than accorded to other persons;
7. violation of the Fair Election Practices Act;
8. using, threatening, or attempting to use political influence or the influence of any State employee or officer in securing promotion, transfer, leave of absence or increased pay; and
9. wantonly careless conduct or unwarrantable excessive force in the treatment or care of an individual who is a client, patient, prisoner, or any other individual who is in the care or custody of this State.