



PERSONNEL INSPECTION

Directive 6 - 102

Date of Issue: July 2013 Amends/Cancel: Chapter VII Sec 2
G.O. 12-13

I. PURPOSE

The purpose of this Directive is to ensure all members of the Department of General Services Maryland Capitol Police (DGS-MCP) are in compliance with all policies, rules, regulations, orders, and directives governing uniforms and appearance.

II. POLICY

It is the policy of DGS-MCP to conduct uniform and appearance inspections monthly to ensure compliance with all policies, rules, regulations, orders and directives governing these topics.

III. PROCEDURE

- A. Each employee is to be individually inspected a minimum of one time per month.
- B. Items to be inspected will include but not be limited to:
 1. Grooming standards
 2. Uniform/civilian clothes standards
 3. Issued equipment
 4. Leather goods
 5. Any/all authorized uniform equipment used in the performance of duty.
- C. All employees should review Directive 6-101 which sets the standard(s) for uniforms and appearance.
- D. It is the responsibility of Supervisors to conduct the inspection in a fair and impartial manner, keeping in mind the goal of the inspection is to further the vision, and mission of DGS-MCP and to enhance its performance and professionalism.
- E. Supervisory discretion will be used to address any corrective or disciplinary action needed, if deficiencies are found, Supervisors will be responsible for follow-up inspections.

- F. Supervisors will maintain a yearly Form 152 for each employee under their command. The Form 152 will be used as a component of the annual Performance, Planning and Evaluation Program (PEP) conducted on each employee.
- G. At the end of the calendar year the Form 152 will be forwarded to Headquarters for the inclusion into the employees personnel file.
- H. Detachment Commanders will ensure the completion of the monthly inspections by way of periodic review of individual files.