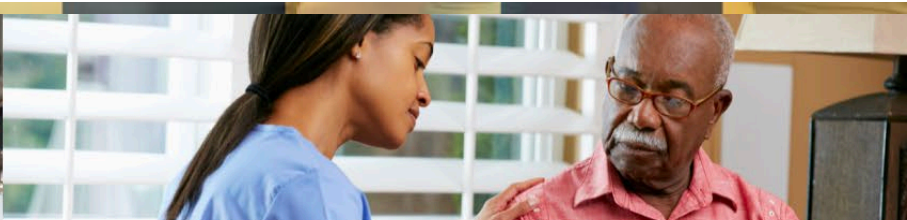
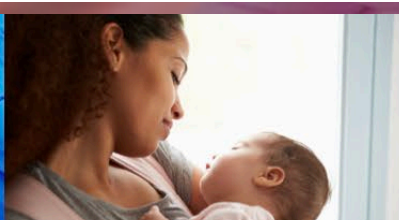




Central Services Division
Merit Staff Fact Sheet
410-767-6809



IDENTIFICATION CARDS

DEPARTMENT OF GENERAL SERVICES (DGS) ID BADGE REQUEST PROCESS

ID request forms must be submitted electronically to DGS via email, dgs.scpc@maryland.gov, 24-hours before the employees' visit. The updated form is on the DGS, Maryland Capitol Police website, <https://mcp.maryland.gov/Pages/StateIDProgram.aspx>.

DGS will review and send a confirmation back to the requester. After receiving the email confirmation, the requester is to inform the employee.

The employee will not need a copy of the request form but will need to have their Driver's License or Identification Card and State ID Badge for renewals.

Hours of operation for both Annapolis and Baltimore SCPC's are:

- Monday, Wednesday, Friday (Open to the public) 8 a.m. - 2 p.m.
- Tuesday and Thursday (Appointment Only) 8 a.m. -12 p.m.

Both Walk-in and scheduled appointments require the ID Request Form to be submitted and confirmed 24-hours in advance of the visit.

IDENTIFICATION CARDS

IN ACCORDANCE WITH COMAR 04.04.02.06.06, IT IS YOUR RESPONSIBILITY AS A STATE EMPLOYEE AND HOLDER OF THE STATE ID SECURITY CARD TO:

- Display the security card (on the outermost garment, in the upper chest area, to be visible at all times) while on State property.
- Produce the security card upon demand by a member of Maryland Capitol Police.
- Never loan or allow the security card to be used by another individual for any reason.
- Never grant entry, exit, or other prox privileges on any State property to anyone but the cardholder.

Your security card enables you to ride Maryland public transportation at no cost: MTA buses, Light Rail and Subway. However, you cannot ride the Marc train for free because it is not managed by the State.

The security card must be relinquished once you leave the department.

Replacement cost for loss of security card

1. First time: \$50
2. Second time: \$100
3. Third time: \$250

STATE VEHICLES

- All employees must complete the driver improvement program course in the HUB prior to driving a state vehicle.
- Once you have completed the course, you must submit the certificate to the Central Services Division – Fleet Manager.
- Vehicle request form link: <https://health.maryland.gov/centralservices/>. Only authorized drivers are eligible to drive state vehicles. The privilege to drive a state vehicle is contingent upon compliance with the policies and procedures for drivers of state vehicles. Prior to driving a state vehicle, the driver shall sign the policies and procedures acknowledgement statement. A copy of the signed acknowledgement statement shall be retained by the agency fleet manger. Drivers who do not sign the acknowledgement statement are NOT authorized to drive state vehicles.

PARKING SPACE REQUEST

- Any permanent, full-time, MDH employee may apply for prox parking access by submitting the prox parking access application to the MDH parking coordinator.
- This system applies to employees at the following facilities: MDH Headquarters, Patterson Ave, St. Paul and Calvert Street.
- Applicants on the waiting list are ranked according to an established scoring system. Prox parking privileges shall be authorized, as available, to the individuals on the waiting list in order of highest to lowest score.
- Parking After Hours: Any MDH employee with a valid ID can park in the MDH Headquarters garage from 4PM to 9PM, Monday thru Friday, when their normal work hours extend past 5PM.
- Parking policy and application for link: https://health.maryland.gov/Pages/sf_app.aspx.

Services Provided by the Maryland Capitol Police

- Escort Service is available for anyone who feels unsafe when walking across any of our complexes
- Vehicle Lockout & Vehicle Jumpstarts are available to visitors and state employees

To request an Escort, Lockout or Jumpstart assistance, contact the Maryland Capitol Police Communications and Dispatch at 410-260-2911 for the Annapolis, MD location or 410-767-2911 for the Baltimore, MD.