

Maryland Capitol Police New Employee Check-Off Sheet

Employee: _____ Date of Hire: _____

Position: _____

TASK TO BE COMPLETED	RESPONSIBILITY	COMPLETED BY	DATE
<input type="checkbox"/> Obtain Form 11 – Personal Information Sheet	Headquarters		
<input type="checkbox"/> Obtain - Essential Personnel Acknowledgement	Headquarters		
<input type="checkbox"/> Obtain - Form 168 Request to Engage in Sec. Employment	Headquarters		
<input type="checkbox"/> Arrange for Appointment with Human Resources	Headquarters		
<input type="checkbox"/> Obtain Photocopy of Driver's Licenses - File Copy	Headquarters		
<input type="checkbox"/> Update Org. Charts and PEP/Appraisal Log	Headquarters		
<input type="checkbox"/> Provide Active Orders/Directives Packet (Form 42)	Headquarters		
<input type="checkbox"/> Create/Open Auxiliary Personnel File	Headquarters		
<input type="checkbox"/> Coordinate Voice Mail Box Set-Up (<i>if applicable</i>)	Headquarters		
<input type="checkbox"/> Meet with Deputy Chief	Deputy Chief		
<input type="checkbox"/> Facilitate Network, Email and RMS User Log-On	SSD, IT Technician		
<input type="checkbox"/> Obtain Photocopy of MPCTC Card (<i>sworn</i>) – File Copy	Supervisor (copy Hdqtrs.)		
<input type="checkbox"/> Issue State Identification and Building Security Policy	SCPS		
<input type="checkbox"/> Obtain Photocopy of State Identification	Supervisor (copy Hdqtrs.)		
<input type="checkbox"/> Order Equipment and Uniforms	Quartermaster		
<input type="checkbox"/> Issue Cellular Device (<i>if applicable</i>)	DGS Communications		
<input type="checkbox"/> Coordinate Assignment of Portable Radio and Call-Sign	Supervisor		
<input type="checkbox"/> Obtain Copy of Form 111 Issued Equipment	Supervisor (copy Hdqtrs.)		
<input type="checkbox"/> Complete MCP Inspection Sheet 152	Supervisor		
<input type="checkbox"/> Orientation – Tour of Facilities and Posts Assignments	Supervisor		
<input type="checkbox"/> Issue and Log Building Access Keys (<i>if applicable</i>)	Supervisor		
<input type="checkbox"/> Meet with Commander	Supervisor		
<input type="checkbox"/> Review Training Status - Areas of Expertise	Supervisor		
<input type="checkbox"/> Update Google Drive Personnel Roster	Supervisor		
<input type="checkbox"/> Have Employee Log Into SPS/Workday	Supervisor		
<input type="checkbox"/> Obtain Court Identification Number	Clerical Staff		
<input type="checkbox"/> Update and Provide Schedule	Admin. Sergeant		
<input type="checkbox"/> Schedule Introductory In-Service Class with SSD	Commander		

Commander's Review: _____ Date: _____