



APPOINTING AUTHORITY

Directive 2 - 106

Date of Issue: December 2016 Amends/Cancel: 2-106, March 2015

I. PURPOSE

The purpose of this Directive is to identify those personnel within the Department of General Services Maryland Capitol Police (DGS-MCP) who have been granted full or limited Appointing Authority status.

II. POLICY

This Directive sets forth the appointing authority which is conferred on various positions within DGS-MCP.

III. PROCEDURE

Pursuant to COMAR 17.04.01.04, the Chief of Police hereby delegates the following with authority to act on his behalf:

A. The Deputy Chief is conferred full appointing authority in the Chief's absence and continuous appointing authority to:

1. Administer the disciplinary process;
2. Hire personnel; and
3. Administer the employee performance, planning, and evaluation program (PEP's) and employee performance appraisal (EPA) system for all employees.

B. The Operations Commander is conferred limited appointing authority to:

1. Administer the disciplinary process for all employees under his command up to and including suspension; and
2. Administer the employee performance, planning, and evaluation program (PEP's) and employee performance appraisal (EPA) system for all employees under his command.

C. Detachment Commanders are conferred limited appointing authority to:

1. Administer the employee performance, planning, and evaluation program (PEP'S) and employee performance appraisal (EPA) system for all employee under their command; and
2. After consultation with the Operations Commander or Deputy Chief , administer discipline up to and including:
 - a. Summary punishment for sworn employees; and
 - b. Three (3) days loss of leave for civilian employees.