



## Department of Public Safety and Correctional Services

### Office of the Secretary

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## SAMPLE DELEGATION MEMORANDUM

STATE OF MARYLAND

WES MOORE  
GOVERNOR

ARUNA MILLER  
LT. GOVERNOR

CAROLYN J. SCRUGGS  
SECRETARY

ANTHONY A. GASKINS  
CHIEF OF STAFF

JOSEPH SEDTAL  
ACTING DEPUTY SECRETARY  
ADMINISTRATION

ANNIE D. HARVEY  
DEPUTY SECRETARY  
OPERATIONS

ANGELINA GUARINO  
ASSISTANT SECRETARY  
DATA, POLICY AND GRANTS

RENARD E. BROOKS  
ASSISTANT SECRETARY  
PROGRAMS, TREATMENT & RE-  
ENTRY SERVICES

To: Carolyn J. Scruggs, Secretary  
Annie D. Harvey, Deputy Secretary of Operations

From:

Date:

Re: Designation of Acting

In accordance with COMAR 17.04.01.04—Management Rights, I, [name of delegator], delegate the authorities described within this memorandum to the [title of delegate], [name of delegee], on the following terms and conditions:

- Optional** - The [title of delegate] may exercise, on my behalf, the powers and authority of [delegator's title] as stated in [section or title of law authorizing the delegator's authority] of the Correctional Services Article, Annotated Code of Maryland.
- Optional** - The [title of delegate] may review and execute, on my behalf, contracts in an amount and duration not to exceed [dollar limit] and [period of time].
- Optional** - The contracts subject to this delegation are those relating to [if applicable describe nature of contracts].
- The [title of delegate] may act as the appointing authority of employees assigned to the [delegator's span of control].
- The effective date of this delegation is [date] and shall run [indicate time limit if any; if none, indicate that it shall run until revoked by delegating official or the official's successor].
- The authority delegated is not subject to sub-delegation without my prior and express written consent.

[signature] \_\_\_\_\_

[Name and Title delegating official]

[signature] \_\_\_\_\_

Name and Title [delegate]

cc: Joseph Sedtal, Acting Deputy Secretary of Administration  
Tara Nelson, Chief Human Resource Officer, HRSD  
Glendell Adamson, Manager, Employee Relations Unit  
Keith Dickens, Deputy Commissioner of Correction