

PART II. WHO MUST FILE**§ 7-6. Definitions.**(a) *In general.*

In this Part II, the following terms have the meanings indicated.

(b) *“Non-clerical employee”.*

“Non-clerical employee” means any public servant who:

(1) is compensated for his or her services; and

(2) is not employed solely in a secretarial, clerical, or custodial capacity.

(Ord. 04-795.)

Defined terms:

Public servant

§2-23

§ 7-7. Persons required to file – Elected officials and staff.

The following elected officials and their employees must file the financial disclosure statements required by this subtitle:

(1) *Mayor’s Office.*

(i) Mayor.

(ii) Deputy Mayors.

(iii) Chief of Staff.

(iv) All non-clerical employees of Mayor’s Office.

(2) *Council President’s Office.*

(i) President of City Council.

(ii) Chief of Staff.

(iii) Director of Legislative Affairs.

(iv) Director of Fiscal Affairs.

(v) Director of Operations/Office Manager.

(vi) All non-clerical employees of President’s Office.

(3) *City Council.*

- (i) Councilmembers.
- (ii) Executive Secretary.
- (iii) Chief Clerk.
- (iv) Journal Clerk
- (v) Parliamentarian.
- (vi) Director of Council Services.
- (vii) All non-clerical employees of Council Services.
- (viii) All non-clerical employees of Councilmembers.

(4) *Comptroller’s Office.*

- (i) City Comptroller.
- (ii) Deputy City Comptroller.
- (iii) Executive Assistant to Comptroller.
- (iv) City Auditor.
- (v) Real Estate Officer.
- (vi) Director of Communication Services.
- (vii) All non-clerical employees of Comptroller’s Office.

(Ord. 04-795.)

Defined terms:

<i>Elected official</i>	§2-8	<i>Non-clerical employee</i>	§7-6
<i>Employee</i>	§2-9		

§ 7-8. Persons required to file – Agency officials and staff.

The following officials and employees must file the financial disclosure statements required by this subtitle:

- (1) *Aging and Retirement Education, Commission on the.*
 - (i) Members of Commission.
 - (ii) Executive Director.

- (iii) All Bureau Heads, Division Chiefs, and Administrators of the Commission.
- (2) *Architectural and Engineering Awards Commission.*
 - (i) Members of Commission.
 - (ii) Director.
- (3) *Auction Advisory Board.*
 - (i) Members of Board.
 - (ii) Director.
- (3a) Baltimore Children and Youth Fund.
 - (i) All members of Board of Directors.
 - (ii) All non-clerical employees.
- (4) *Baltimore Development Corporation*
 - (i) All members of the Board of Directors.
 - (ii) All officers of the Corporation.
 - (iii) All non-clerical employees of the Corporation.
- (5) *Civilian Review Board*
 - (i) Members of Board.
 - (ii) Board Administrator.
- (6) *Community Relations Commission.*
 - (i) Members of Board of Commissioners.
 - (ii) Director.
- (7) *Convention Complex.*
 - (i) Convention Complex Director.
 - (ii) Deputy Director.
 - (iii) Baltimore Arena Manager.
 - (iv) Convention Center Manager.

- (v) Director, Client Services.
- (vi) Director, Sales and Marketing.
- (vii) Director, Building Services.
- (viii) Director, Human Resources.
- (ix) Director, Public Safety and Loss.

(8) *{Reserved}*

(9) *Electrical Examiners and Supervisors, Board of.*

- (i) Members of Board.
- (ii) Director.

(10) *Enoch Pratt Free Library.*

- (i) Executive Director of Enoch Pratt Free Library.
- (ii) All Directors and Assistant Directors.
- (iii) All Managers.
- (iv) All Chiefs and Assistant Chiefs.

(11) *Environmental Control Board.*

- (i) Members of Board.
- (ii) Executive Director.
- (iii) Deputy Director.
- (iv) All hearing examiners.

(12) *Ethics Board.*

- (i) Members of Board.
- (ii) Executive Director.

(12a) *Finance Board.*

- (i) Members of the Board.
- (ii) All non-clerical employees of or assigned to the Board.

(13) *Finance Department.*

- (i) Director of Finance.
- (ii) Deputy Finance Director.
- (iii) All Bureau Heads and Division Chiefs of Department.
- (iv) Deputy Chief of the Bureau of Treasury Management.
- (v) City Purchasing Agent.
- (vi) Risk Manager.
- (vii) All non-clerical employees of Department.

(14) *Fire Department.*

- (i) Members of Board of Fire Commissioners.
- (ii) Chief of Fire Department.
- (iii) Assistant Chiefs.
- (iv) Fire Marshal.
- (v) Shift Commanders.
- (vi) Battalion Chiefs.
- (vii) Fire Inspectors.
- (viii) Public Safety and Health Officers.
- (ix) Public Information Officers.
- (x) Emergency Medical Services Manager.
- (xi) Emergency Medical Services Billing Supervisor.
- (xii) Fiscal Supervisor.

(15) *General Services Department.*

- (i) Director of General Services.
- (ii) Deputy Director of General Services.
- (iii) All Bureau Heads, Division Chiefs, and Assistant Division Chiefs.

(iv) All General Superintendents.

(v) All inspectors.

(16) *Health Department.*

(i) Commissioner of Health.

(ii) All Deputy Commissioners of Health.

(iii) All Assistant Commissioners.

(iv) All Directors,

(v) All Chiefs.

(vi) All Inspectors.

(vii) All members of the Animal Hearing Panel.

(17) *Historical and Architectural Preservation Commission.*

(i) Members of Commission.

(ii) Executive Director.

(18) *Housing Authority of Baltimore City.*

(i) Members of Board of Commissioners.

(ii) Executive Director.

(iii) Deputy Executive Directors.

(iv) Associate Deputy Directors.

(v) Division Directors.

(vi) Section Chiefs.

(vii) Housing managers.

(viii) Housing Inspectors.

(ix) All attorneys.

(19) *Housing and Community Development Department.*

(i) Commissioner of Housing and Community Development.

- (ii) Deputy Commissioners.
- (iii) Assistant Commissioners.
- (iv) All Bureau Heads, Directors, and Division Chiefs of Department.
- (v) Members of Human Services Commission.
- (vi) All non-clerical employees of the following programs or units of the Department:
 - 1. Administrative Direction and Control.
 - 2. Construction and Building Inspection.
 - 3. Finance and Development.
 - 4. Neighborhood Services.
 - 5. Property Acquisition and Relocation.
 - 6. Property Disposition.

(20) *Human Resources Department.*

- (i) Members of Civil Service Commission.
- (ii) Director of Human Resources.
- (iii) Deputy Director of Human Resources.
- (iv) All Bureau Heads and Division Chiefs of Department.

(21) *Information Technology, Office of.*

- (i) Chief of Information Technology.
- (ii) Information Systems Division Manager.
- (iii) Systems Programming Manager.
- (iv) Client Server Systems Administrator.
- (vi) All Division Chiefs.

(22) - (23) *{Reserved}*

(24) *Labor Commissioner, Office of.*

- (i) Labor Commissioner.

(ii) Deputy Labor Commissioner.

(25) *Law Department.*

(i) City Solicitor.

(ii) Deputy City Solicitor.

(iii) All attorneys and investigators.

(26) *Legislative Reference Department.*

(i) Director.

(ii) Deputy Director.

(iii) All bill drafters.

(27) *{Vacant}*

(27a) *Local Development Council, South Baltimore Video Lottery Terminal.*

(i) Members of the Council.

(ii) All non-clerical employees of or assigned to the Council.

(28) *Municipal and Zoning Appeals Board.*

(i) Members of Board.

(ii) Executive Secretary.

(iii) All non-clerical employees of Board.

(29) - (30) *{Reserved}*

(31) *Parking Authority.*

(i) Members of Board of Directors.

(ii) Executive Director.

(iii) All non-clerical employees of Authority.

(32) *Pawnbrokers Review Board.*

(i) Members of Board.

(ii) Director.

(32a) *Pimlico Community Development Authority*

- (i) Members of the Authority.
- (ii) All non-clerical employees of or assigned to the Authority.

(33) *Planning Department.*

- (i) Members of Planning Commission.
- (ii) Director of Planning.
- (iii) Deputy Director of Planning.
- (iv) All non-clerical employees of Department.

(34) *Police Department.*

- (i) Commissioner.
- (ii) Deputy Commissioners.
- (iii) Commanding Officers.
- (iv) All officers with rank of Captain or above.
- (v) All civilian employees serving as Section Directors or above.

(35) *Public Art Commission.*

- (i) Members of Commission.
- (ii) Director.

(36) *Public Works Department.*

- (i) Director of Public Works.
- (ii) Deputy Director of Public Works.
- (iii) All Bureau Heads, Division Chiefs, and Assistant Division Chiefs.
- (iv) All General Superintendents.
- (v) All inspectors.

(37) *Recreation and Parks Department.*

- (i) Director of Recreation and Parks.

(ii) All Division Chiefs and Assistant Division Chiefs.

(iii) All inspectors.

(38) *Retirement Systems and Retirement Savings Plan.*

(i) Members of the Boards of Trustees of:

(A) the Employees' Retirement System;

(B) the Fire and Police Employees' Retirement System; and

(C) the Retirement Savings Plan.

(ii) Executive Directors and Deputy Directors of these Systems and Savings Plan.

(iii) Members of the staffs of these Systems and Savings Plan, as designated by their respective Executive Directors.

(38a) *South Baltimore Gateway Community Impact District Management Authority.*

(i) Members of the Board of Directors.

(ii) Administrator.

(iii) All non-clerical employees of or assigned to the Authority.

(39) *Sustainability, Commission on*

(i) Members of Commission.

(ii) All non-clerical employees assigned to the Commission

(40) *Transportation Department.*

(i) Director.

(ii) Deputy Director.

(iii) All Division Chiefs and Assistant Division Chiefs.

(iv) All General Superintendents.

(v) All Inspectors.

(41) - (42) *{Reserved}*

(43) *Wage Commission.*

- (i) Members of Commission.
- (ii) Director.
- (iii) Program Compliance Officers.

(44) *Water-Customer Advocacy and Appeals, Office of*

- (i) Office Administrator.
- (ii) All Customer Advocates.
- (iii) All non-clerical employees of or assigned to the Office.

(Ord. 04-795; Ord. 05-174; Ord. 07-489; Ord. 08-063; Ord. 10-272; Ord. 11-520; Ord. 11-573; Ord. 14-307; Ord. 15-375; Ord. 16-509; Ord. 17-063; Ord. 19-332; Ord. 20-336; Ord. 20-363.)

Defined terms:

<i>Agency</i>	§2-2	<i>Non-clerical employee</i>	§7-6
<i>Employee</i>	§2-9	<i>Official</i>	§2-21

§ 7-9. Persons required to file – Procurement, legislative liaison, and enforcement personnel.

The following public servants must file the financial disclosure statements required by this subtitle:

(1) *Procurement employees.*

All non-clerical employees whose functions include:

- (i) the drafting, development, or issuance of specifications, invitations for bids, requests for proposals, requests for qualifications, or other related documents for the procurement of supplies, materials, or services;
- (ii) the review or evaluation of bids, proposals, qualifications, or contracts for the procurement of supplies, materials, or services; or
- (iii) the inspection, monitoring, or other enforcement of contract standards and specifications.

(2) *Legislative liaisons.*

All public servants whose functions include the influence of legislative action, as defined in § 8-1 of this article.

(3) *Enforcement personnel.*

All other public servants whose official duties include enforcement of (including inspections to assure compliance with) laws, rules, or regulations that affect the rights of the public or the procedures available to the public.

(Ord. 04-795; Ord. 15-375.)

Defined terms:

<i>Agency</i>	§2-2	<i>Non-clerical employee</i>	§7-6
<i>Includes...</i>	§2-18	<i>Public servant</i>	§2-23

§ 7-10. {Repealed by Ord. 15-375}

§ 7-11. Persons vacating position.

(a) *In general.*

Except as provided in subsection (d) of this section, an individual who, other than by reason of death, vacates a position for which an annual statement is required must file a departure statement with the Ethics Board.

(b) *When to be filed.*

The departure statement must be filed within 60 days after vacating the position.

(c) *Scope of statement.*

The departure statement must:

- (1) be in the form and contain all of the information required for an annual statement; and
- (2) cover a reporting period that includes:
 - (i) the calendar year immediately preceding the date of vacating the position, unless the individual already has filed an annual statement for that year; and
 - (ii) the part of the current calendar year during which the individual served.

(d) *Exceptions.*

A departure statement need not be filed if:

- (1) an individual vacates a position to assume another position for which an annual statement is required under this subtitle; and
- (2) the disclosure requirements of the new position are at least as extensive as those of the former position.

(Ord. 04-795.)