



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Procedures for Personnel Authorized to Carry Firearms
- V. Procedures for Qualifying With and Carrying Service Issued Weapons
- VI. Procedures for Qualifying With and Carrying Off-Duty Handguns
- VII. Effective Date

I. DIRECTIVE

It is the policy of the Baltimore City School Police Force (BCSPF) to maintain control over all firearms, ammunition, and other weapons that members are authorized to carry and/or use in the performance of their duties, both on-duty and off-duty.

II. PURPOSE

The purpose of this General Order is to provide clear guidelines regarding authorized weapons and the procedures for their approval, issuance, training, maintenance, and qualification.

III. GENERAL

The State of Maryland allows its certified police officers to carry firearms. It is the intent of the Chief of School Police that officers are allowed to carry off-duty weapons.

It is the intent of the BCSPF that its sworn members are properly trained and qualified with firearms they are permitted to carry and/or use in the performance of their official duties.

School based personnel whose permanent or temporary assignment is at a school or on school property may carry a firearm on the premises of the school to which the officer is assigned before or after regular school hours on school days and on days other than school days (Md. Ann. Code, Ed. Art. §4-318). While actively on a temporary or permanent



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES Revisions Approved: June 12, 2018

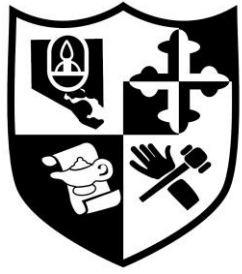
assignment at a school or on school property, an officer shall secure their firearm in a secure location during regular school hours unless and until a legal and necessary ground requires the officer to retain possession and control of the firearm.

Only such personnel as are approved by the Chief of School Police shall be allowed to carry firearms while on duty.

- A. The Chief of School Police shall insure that all personnel so approved meet and maintain all requirements of the Maryland Police and Correctional (PCTC).
- B. Personnel so approved by the Chief and are certified by the PCTC are authorized to carry issued or approved firearms while on duty.
- C. Sworn members will at all times, when armed with any authorized weapon, carry their badge of authority and School Police identification card.

The Chief of School Police authorizes all certified School Police personnel to carry a firearm while off-duty. The service issued weapon may be carried off duty.

- 1. All weapons used for off-duty carry must have the approval of the Chief of School Police.
- 2. The Chief of School Police shall only approve the following off-duty weapons:
 - a. .380 semi-automatic
 - b. .38 revolver
 - c. 9mm semi-automatic
 - d. .40 caliber semi-automatic
- 3. Certified School Police personnel must attain a qualifying score of 75% or better before carrying their off-duty weapon- in compliance with PCTC.
- 4. Ammunition for off-duty weapons will be limited to service grade- those rounds approved for law enforcement use.
 - a. Armor piercing, exploding heads, etc. are not approved for use by this department.



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES Revisions Approved: June 12, 2018

5. A School Police officer should not transport department owned firearms out of the state of Maryland unless on official business and with approval of one's Commanding Officer.

EXCEPTION: Granted to members who do not reside in Maryland.

IV. PROCEDURES FOR PERSONNEL AUTHORIZED TO CARRY FIREARMS

A. Personnel on Uniform Assignment

1. Personnel are responsible for all of their issued equipment.

B. Personnel on Plainclothes Assignment

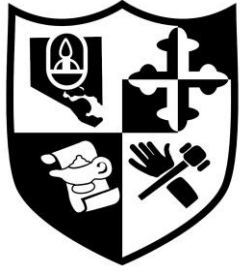
1. Issued weapons and ammunition will be treated as above.
2. Personnel may use an appropriate plainclothes holster upon approval of the Chief of School Police.

C. Weapons and Alcohol

1. School Police personnel shall not carry a weapon under the influence of alcohol.
2. Personnel shall not drink alcoholic beverages at any time when they are carrying a firearm.
3. Weapons shall not be issued to anyone under the influence of alcohol.

D. Weapon Responsibility

1. Personnel will be held financially responsible and subject to disciplinary action should the issued weapon be damaged beyond normal wear and tear.
2. Personnel who carelessly or through negligence or damage lose the issued weapon will be held financially responsible and subject to disciplinary action.
3. Personnel are not to leave their issued weapon in their vehicle. If, due to an emergency, the weapon has to be temporarily secured in a vehicle, it must be placed in the trunk with a locking device (trigger guard, barrel inhibitor, etc.) that prevents the weapon from firing.
 - a. School-based personnel are reminded that weapons in their vehicles on school property during regular school hours is a violation of Baltimore City Board of School Commissioners' policy and could result in disciplinary action.



BALTIMORE CITY

PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES Revisions Approved: June 12, 2018

4. Personnel finding their issued weapon missing or stolen shall immediately report same to the supervisor/OIC, and Baltimore City Police Department and/or the appropriate jurisdiction.

When not in use, sworn members will keep their issued firearm in a safe and secure place, inaccessible to any other person(s).

A School Police Officer should not wear, carry, or display a firearm in an unsafe or flagrant manner.

E. Weapon Storage

1. All departmental weapons, ammunition and accessories will be kept in the designated locked storage area at all times when not issued.
2. The Firearms Instructor/Armorer or the Captain of School Police shall inventory all unissued Department weapons at the beginning of every regular work week to ensure that all are present and accounted for.
3. The Firearms Instructor/Armorer shall inspect all on-duty weapons and accessories every six months to ensure that they are clear and in good working order.
 - a. Ammunition supplies shall be inventoried monthly.
 - b. The Firearm Instructor/Armorer shall submit a written report to the Chief of School Police noting the condition all equipment and the status of the ammunition inventory every six months.

F. Weapon Cleaning

1. All personnel issued weapons will use provided supplies as necessary to prevent rust and/or corrosion of the equipment.
2. Personnel will clean their weapon after firing, as soon as reasonably possible.

G. Reporting Firearm Use

1. School Police personnel who discharge their weapon while on duty (other than re-certification) shall notify the dispatcher by radio or telephone at the earliest possible time following the use of the weapon.
 - a. The dispatcher shall immediately notify the duty supervisor/OIC, the appropriate Law Enforcement Jurisdiction and Captain of School Police or Chief of School Police.



BALTIMORE CITY

PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES **Revisions Approved: June 12, 2018**

- b. The duty supervisor/OIC shall respond to the scene and begin an investigation of the incident, reporting preliminary findings to the Captain of School Police or the Chief of School Police as soon as reasonably possible.
2. Personnel who discharge their weapon while on duty should complete a "School Police- Involved Shooting Report" form before going off duty, if reasonably possible (See Annex A under Use of Force).
 - a. This form shall be submitted in addition to a complaint report and/or other required reports.
 - b. The investigating supervisor/OIC should review and sign the report before going off duty, if reasonably possible.
 - c. If the involved personnel are unable to complete the report, the duty supervisor/OIC should complete and submit it with a report of the investigation.

H. Failure to adhere to provisions of this General Order and of any such other rules and regulation deemed necessary by the Chief of School Police shall result in immediate suspension and may be considered cause for dismissal from employment.

V. PROCEDURES FOR QUALIFYING WITH AND CARRYING SERVICE ISSUED WEAPONS

- A. Personnel will qualify with the service weapon pursuant to the schedules prepared by the Firearms Instructor.
- B. Personnel must qualify with their assigned service weapon. In the event it becomes necessary for the Firearms Instructor to temporarily loan an officer a handgun, the same type as assigned must be used. The firearm may be used for qualification and/or carried in lieu of the assigned weapon.
- C. When qualifying with firearms which are not individually assigned or designated, personnel shall utilize a weapon of the same make, model, caliber, barrel length and stock.
- D. School Police personnel will not be issued shotguns unless authorized by the Chief of School Police.
- E. When on duty or when qualifying, personnel will utilize only the ammunition issued by the Firearms Instructor.
- F. Personnel whose duties bring them into contact with the criminal element on a regular



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES

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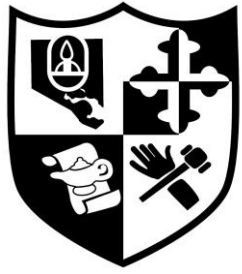
Department ID card and the Maryland Police Training Commission Certification Card. These items will be held at headquarters.

3. The member will relinquish their service weapon to the Firearms Instructor/Armorer.
 4. The Firearms Instructor will have the member read and sign the completed "Suspension of Police Powers- Failure to Qualify with Service Handgun" form. Copies will be forwarded to:
 - i. Affected member
 - ii. Member's supervisor/OIC
 - iii. Captain of School Police
- P.** The affected member's weapon will be stored in the Arms Room and provided to the member for their second or third qualification attempt.
- Q.** Whenever a member qualifies with their service weapon the second or third attempt:
 1. The Firearms Instructor will notify the member's supervisor/OIC.
 2. The Firearms Instructor will return the service weapon to the member and resend the "Suspension of Police Powers- Failure to Qualify with Service Handgun" form.
- R.** The Firearms Instructor will insure that each sworn member is scheduled for firearms training on a timely basis.
- S.** The Firearms Instructor will ensure that firearm's training is conducted by a Maryland Police Training Commission certified Firearms Instructor and is properly documented.
- T.** The Firearms Instructor and the Armory Unit shall maintain control over all Department weapons and shall have the authority over the issue, exchange, repair, and removal from service of same.

VI. PROCEDURES FOR QUALIFYING WITH AND CARRYING OFF-DUTY HANDGUNS

Members who have qualified with and are issued a semi-automatic handgun as a service weapon may qualify with and carry off-duty a personally owned semi-automatic handgun that meets with the approval of the Chief of School Police.

- A. The following 9mm semi-automatic handguns will be considered for approval:
- i. Beretta 92 series & Cougar
 - ii. Glocks- Models 17, 19, & 26



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-10 SECTION C-3

FIREARMS DIRECTIVES AND PROCEDURES

Revisions Approved: June 12, 2018

- iii. Smith & Wesson
 - iv. Colt
- B. Members may carry on approved .38 caliber revolver off-duty 2 inch, no more than 4 inch barrel length. Only the following revolvers will be considered for approval:
- i. Smith & Wesson
 - ii. Colt
 - iii. Taurus
- C. Members may carry an approved .380 semi-automatic handgun off-duty. Only the following .380 semi-automatics will be considered for approval:
- i. Beretta
 - ii. Sig Sauer
 - iii. Taurus
1. No member shall be authorized to carry a personal handgun prior to completion of entrance level training.
 2. Only one personal handgun per member shall be authorized for off-duty carry.
 3. All members must qualify with the specific handgun they expect to carry off-duty.
 4. The off-duty weapon must be inspected by the Firearms Instructor/Armor prior to off-duty use.
 5. All members will carry only ammunition approved for law enforcement and which meets with Departmental specifications.
 6. Personnel must complete and submit the form- "Application for Authorization to Carry an Off-Duty Handgun" (See Annex B).
 7. When relinquishing ownership of an authorized off-duty handgun, personnel shall submit written notification to the Chief of School Police.

MEMBERS ARE ADVISED THAT FAILURE TO CONFORM WITH THE PROVISIONS OF THIS GENERAL ORDER COULD RESULT IN ADMINISTRATIVE DISCIPLINARY MEASURE AND COULD BE THE BASIS FOR FORMAL CRIMINAL PROSECUTION IF CIRCUMSTANCES WARRANT, AS WELL AS PERSONAL AND CIVIL LIABILITY.

VII. EFFECTIVE DATE

This Order shall be effective on the date of publication.



BALTIMORE CITY
PUBLIC SCHOOLS

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I certify that I have read and fully understand this Order.

Signature _____

Date _____