

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-13 SECTION D-2

INSPECTIONS

Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Line Inspections
- IV. Staff Inspections
- V. Effective Date

I. DIRECTIVE

The Baltimore City School Police Force (BCSPF) will use the inspectional process to evaluate the quality of the department's operations, ensure that the department's goals are being pursued, identify the need for additional resources, and to ensure that control is maintained throughout the agency. The inspectional process, at both the line and staff levels, provides Command Staff and supervisory members with a means of regularly assessing the BCSPF's efficiency and effectiveness and provides information necessary to plan for change.

II. PURPOSE

The purpose of this directive is to establish guidelines and procedures governing the BCSPF's inspectional process.

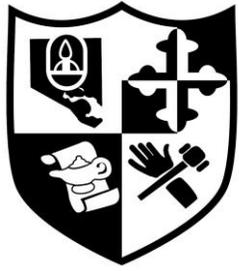
III. LINE INSPECTIONS

Line inspections ensure that members are acting in concert with departmental requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to police directives and orders. Line inspections are also concerned with the status and condition of physical facilities within a given organizational function. Line inspections will be conducted as an on-going process by command and supervisory personnel.

A. Procedures

When conducting line inspections, supervisory personnel must conduct the following:

1. Daily inspection of subordinates at various times during the tour of duty for appearance and readiness for duty.



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2. Daily inspection of the equipment subordinates use, ensuring that no unauthorized equipment, or equipment for which the subordinate has not received training, is carried or used.
3. Daily observation of subordinates as they perform their duties , and to ensure officer safety and quality of service.
4. Daily review and approval of reports and forms.
5. Random inspections of agency vehicles.
6. Random inspections of departmental manuals and other resources issued to members.
 - a. Supervisory personnel must take immediate action if deficiencies, concerns or areas of acknowledgement are indicated by the inspection. This action includes both recognition for exemplary performance and corrective action for deficiencies.
 - b. If the inspection reveals that a piece of department-owned equipment has been lost, stolen, or damaged, the supervisor conducting the inspection will require the subordinate to complete and submit a Form #95, via the chain-of-command describing the loss, theft, or damage, and complete and submit a Crime/Incident Report if appropriate.

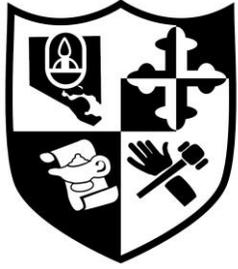
B. Follow-Up Procedures

Follow-up procedures to ensure that corrective action has been taken should include, but are not limited to:

1. A subsequent or follow-up inspection to determine if a deficiency has been corrected.
2. Periodic announced or unannounced follow-up inspections to ensure that the corrected efficiency remains in compliance.
3. Roll-call training as an educational tool to allow supervisors to discuss the deficiency that the inspection revealed (without naming the officer involved) so that other officers can ensure their compliance.
4. Referring uncorrected deficiencies and subsequent violation(s) to the Chief of School Police, via the chain-of-command, for punitive action.

IV. STAFF INSPECTIONS

A. Inspectional Services Unit



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Under the direction of the Chief of School Police, staff inspections will be conducted by the Administrative Sergeant. Both announced and unannounced inspections will be conducted.

The Administrative Sergeant shall have mandated responsibility to inspect all facilities, property, equipment, and operating procedures of the department and shall have full authority to discharge this responsibility.

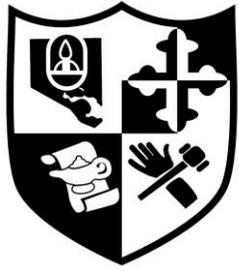
The responsibilities of the Administrative Sergeant include:

1. Assist and advise the Chief of School Police regarding those tasks applicable to the administrative control.
2. Conduct periodic staff inspections of departmental procedures, personnel, and equipment.
3. Conduct quality of service surveys to ensure optimum service to the residents and/or guests of public housing.
4. Examine field reporting integrity to ensure compliance with the Code of Ethic.
5. Maintain a written or an electronic record of all staff inspections.
 - a. The Administrative Sergeant shall generally focus their attention on operational procedure, and only incidentally on individual persons. The primary concern is whether a facility or item of equipment is in proper condition and/or that proper procedures are being followed, not that an individual member may not be in compliance. Training, direction, and discipline are the responsibility of command staff.
 - b. The Administrative Sergeant shall not give orders, except under circumstances where failing to do so would jeopardize human life or the agency's legal standing. In such an instance, the order shall be issued in the name and authority of the Chief of School Police. The circumstances under which the order was issued shall be immediately reported, in writing, to the Chief of School Police.

B. Staff Inspection Procedures

The Administrative Sergeant, when performing staff inspections, should:

1. Meet with the Chief of School Police, prior to the inspection, to establish the goals and objectives of the inspection.
2. Establish evaluation criteria. Performance will be evaluated by comparing it with



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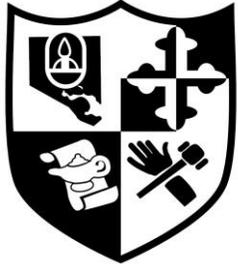
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- previously established goals, objectives, policies, procedures, rules and regulations.
3. Prepare a list of specific materials, files, equipment, or resources needed to accomplish the inspection.
 4. Determine the schedule and order of the inspection.
 5. Provide advance notice of the inspection to the unit commander, when deemed appropriate.
 6. Conduct the on-site inspection.
 7. Report verbally to the appropriate commanding officer regarding any matters warranting immediate corrective action.
 8. Submit a written report, as soon as reasonably possible, to the commanding officer of the unit/section with a copy for the Chief of School Police.
 9. The commanding officer shall sign and/or initial the Chief of School Police's copy, acknowledging their receipt of the report, and forward the signed copy to the Chief immediately.
 - a. Reports should be submitted to the Chief within ten (10) working days of the inspection and shall identify:
 - i. Any deficiencies revealed by the inspection (with recommendations for their improvement and/or correction).
 - ii. Any positive aspects of the area(s) being inspected.
 10. A staff inspection will be conducted within all organizational components at least every three (3) years, unless otherwise ordered by the Chief of School Police.
 11. The existence of staff inspections in no way precludes supervisory inspection responsibility.

C. Follow-up Inspections

Deficiencies discovered during an initial inspection that cannot be immediately corrected will be scheduled for a follow-up inspection and this shall be detailed in the written report. The Administrative Sergeant shall re-inspect areas where deficiencies were reported, generally within thirty (30) working days after the first finding(s), notwithstanding indications of agreement or disagreement by the commander.

V. EFFECTIVE DATE

This Order shall be effective on the date of publication.



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

Signature_____

Date_____