

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-2 SECTION A-2

DEPARTMENTAL DIRECTIVES SYSTEM Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Types of Written Directives
- V. Effective Date

I. DIRECTIVE

Formal written directives, as herein described, shall be utilized, as appropriate, to promulgate rules, regulations and procedures and provide specific direction to departmental personnel.

The establishment and enforcement of rules, regulations and procedures rests solely and absolutely with the Chief of School Police as delegated by the Baltimore City Board of School Commissioners.

The authority to otherwise issue formal written directives is necessarily of sound management principles restricted to those personnel as herein delineated.

The professional expertise of various members of this department shall be utilized wherever practical and appropriate in the preparation of directives governing the procedural implementation of policy.

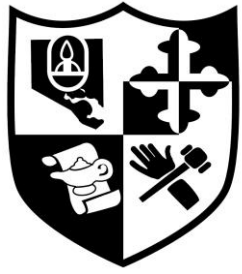
Written directives shall be distributed to all departmental personnel affected to ensure awareness of contents and compliance of the same.

II. PURPOSE

The purpose of this General Order is to establish a recodification of existing procedures governing formal departmental directives.

III. GENERAL

Departmental personnel shall be responsible for complete familiarity with and adherence to



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written directives specifically directed to their attention. General Orders and Chief of School Police Memoranda as directed shall be kept in the General Manual maintained by all departmental personnel consistent with procedures as outlined.

All written directives which are not self-canceling shall be reviewed by the Chief of School Police or designee, to ensure General Orders, policies, procedures, and memoranda are relevant, necessary, and accurate. Modifications and/or cancellations will be effected accordingly and notification disseminated to the department. The intent is for all General Orders to be reviewed on a bi-annual basis for necessary changes and or modifications.

Amendments to existing orders as may be required shall be promulgated, including both the date of original and amended publications. Amended portions will be indicated by a single asterisk (*) in the left margin of the revised text. Amendments shall be accomplished through a reissuance of the entire order as amended.

The Administrative Lieutenant is responsible for the distribution and continued supply of General Orders, Memoranda and amendments issued by the Chief of School Police. Additionally, the Administrative Lieutenant shall ensure sufficient inventory of General Order manuals for continued distribution as required.

IV. TYPES OF DIRECTIVES

A. General Orders

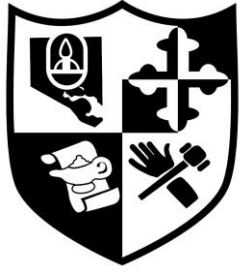
General Orders are permanent procedural directives which are issued only by the Chief of School Police, as approved by the Chief Executive Officer of Baltimore City Public Schools, remaining in effect until modified or rescinded. They are rules. Regulations, organizational functions and procedural directives disseminated as applicable to the entire department.

1. Issuing Authority

General Orders shall be issued exclusively by the Chief of School Police as approved by the Chief Executive Officer of Baltimore City Public Schools.

2. Format

When created on applicable word processing software the font shall be Times New Roman with a pitch of no less than 10 and no more than 12. Sentences will be single



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spaced and paragraphs double spaced. Holes will be drilled in the left margin to accommodate inclusion in the general Manual.

The content of the General Orders will include a policy statement, scope purpose, required action and listing of written directives rescinded, where applicable, and an effective date and signature of the Chief of School Police.

3. Annexes, Tabs, and Enclosures

- a. An Annex is a document appended to and forming a part of the General Order and may be drafted in any form appropriate to the subject matter. Annexes further define the scope of the order providing specific direction to the department via general distribution or to individual sections or units via limited distribution.
- b. Annexes are required for clarity and brevity in the body of General Orders.
- c. An Appendix is an amplifying document appended to and forming part of an Annex.
- d. A Tab is a further expanding document appended to the Appendix.
- e. An Enclosure amplifies a tab.

4. Indexing

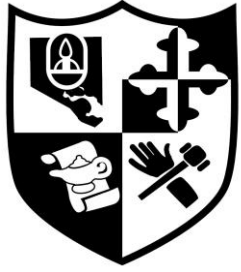
An alphabetical designation by general subject classifications shall be used. The appropriate letter will appear on the left side of all General Orders. A numerical designation will also appear with the letter code. The alphanumeric code, (e.g. A-1, 5-4, C-9), indicates the lettered section and the position of an order in that section.

5. Numbering

General Orders shall be numbered consecutively with a suffix consisting of the last digits of the year for all orders published within the year, (e.g. GENERAL ORDER 95-1 G.O. 97-3). The General Order number shall appear in the upper left hand portion of the General Order.

6. Distribution

General Orders will be distributed to all departmental personnel.



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B. **Special Orders**

Special Orders are directives which are issued by the Chief of School Police or other command upon authority of the Chief of School Police intended to provide specific instructions for special situations, events, training activities or official travel of departmental personnel.

1. **Summary**

Sports events, after school meetings and other events may require the development of operational plans to ensure proper deployment of personnel and logistical support. These orders cover temporary situations and are self-canceling once the situation and/or event ceases to exist.

Special Orders may be used to provide specific instructions for members regarding their participation in training activities or official agency travel. Special Orders can also outline procedures for certain events which are automatically self-canceling upon their conclusion.

2. **Issuing Authority**

Authority to issue Special Orders remains exclusively with the Chief of School Police or Designee.

C. **Numbered Memoranda**

Numbered Memoranda are formal directives primarily utilized to disseminate information or instructions to the force or a segment of the force to further explain or emphasize previously issued General or Special Orders. Secondly, numbered memoranda are utilized under various circumstances to direct the force or a segment of the force.

1. **Summary**

Numbered Memoranda as employed in the agencies system of written directives are utilized to provide information or instructions to the entire agency or a particular segment of the agency

- a. Secondly, Numbered Memoranda are utilized to direct the actions of the agency in specific situations or circumstances. Numbered Memoranda issued at



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any authorized level of command below the Chief of School Police shall not conflict with established agency policy.

2. Issuing Authority

Numbered Memoranda may be issued at the following levels of command.

- a. Chief of School Police
- b. Deputy Chief
- c. Lieutenant of Field Operations

3. Format

All Numbered Memoranda shall be numbered consecutively within the originating command with a prefix consisting of the last digits of the year. (e.g. Chief's Memorandum 10-2, Operations Memorandum 10-4, etc.)

- a. Chief of School Police Memoranda distributed to all agency personnel shall have holes drilled in the left margin to accommodate inclusion in the General Manual. General Orders will also be available electronically.

4. Distribution of Numbered Memoranda

All numbered Memoranda shall be distributed as designated by the issuing authority. Originals shall be kept in a master file.

D. Personnel Orders

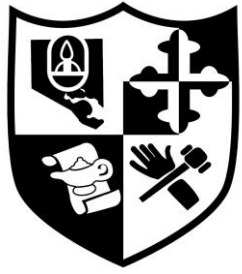
Personnel Orders are announcements in compliance with Maryland Police and Correctional Training Commissions ("MPCTC") and City Schools Office of Human Capital of hiring, transfer of assignments, promotions, and other changes in the status and assignment of personnel. At the direction of the Chief of School Police, personnel orders are prepared by a designee.

1. Summary

Announcements of changes in status of personnel, including hiring, transfers, promotions, commendation, or terminations.

2. Issuing Authority

At the direction of the Chief of School Police, Personnel Orders are prepared by a



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designee.

3. Distribution- Personnel Orders

One copy for each of the following except as otherwise designated.

- a. Chief of School Police
- b. Designee
- c. Lieutenant of Field Operations
- d. Administrative Sergeant
- e. Personnel Affected and their Direct Supervisor
- f. One copy to be posted on the Bulletin Board for a minimum of ten (10) days.

EFFECTIVE DATE

This Order shall be effective on the date of publication.

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

Signature _____

Date _____