



# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 10-39 SECTION K-1

### NEPOTISM

Revisions Approved: June 12, 2018

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This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Definitions
- IV. General
- V. Effective Date

#### **I. DIRECTIVE**

It shall be the intent of the Baltimore City School Police Force (BCSPF) that no employee of the department will hire, supervise, promote, evaluate, or participate in any other activity affecting the employment status of a relative. A supervisor includes anyone having the authority to make decisions, assign work or give orders to subordinates in the chain of command.

#### **II. PURPOSE**

To ensure an orderly department free from the appearance of impropriety and favoritism. This General Order has been written to ensure that the BCSPF members avoid any perceived or actual conflict of interest between their department responsibilities, and interests arising from family or other personal relationships a department member may have with another department member. The purpose of this General Order is to establish policy and procedures that pertain to family and other personal relationships between members of the BCSPF, which give rise to an actual or perceived potential conflict of interest with department responsibilities or which create the potential for an adverse impact on the operation or efficiency of the department, or the safety or morale of any of its members.

#### **III. DEFINITIONS**

- A. **Immediate family member**- The spouse, brother, sister, parent, step-parent, children, step-children, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, niece, nephew, aunt, uncle, first cousin, adopted children of the employee or of the spouse of the employee, and any other member of the employee's household.



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B. **Nepotism-** Favoritism shown to an immediate family member with regard to employment issues.

**IV. GENERAL**

This General Order is in alignment with Baltimore City Public Schools Board Policy GBEG: Nepotism (February 23, 2010). Each member of the department is required to comply with the procedures set forth in the Board Policy and to notify the Administration (Relative Notification Form- Annex A) immediately if an immediate family member is employed by the department. Failure to comply with this reporting requirement will result in appropriate disciplinary action being taken.

**V. 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 \_\_\_\_\_