



# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 10-4 SECTION B-1

### ORGANIZATIONAL STRUCTURE Revisions Approved: June 12, 2018

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This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Organizational Structure
- IV. Chief of School Police
- V. Captain of School Police
- VI. Administrative Unit
- VII. Field Operations Division
- VIII. Unity of Command
- IX. Span of Control
- X. Authority and Responsibility
- XI. Effective Date

#### **I. DIRECTIVE**

It is the policy of the Baltimore City School Police Force (“BCSPF”) to maintain an organizational structure that is based upon function, unity of command, delineation of responsibility, accountability, and the delegation of authority. The organizational structure will be depicted graphically (Annex A) and will be reviewed and updated as needed.

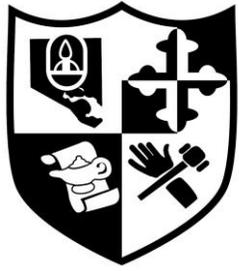
#### **II. PURPOSE**

This General Order describes the organizational structure of the BCSPF and the functional responsibilities of each component within the department.

#### **III. ORGANIZATIONAL STRUCTURE**

The BCSPF is a division of the Baltimore City Public Schools. The BCSPF is headed by a Chief of School Police, reporting to the Chief of Schools. The department is organized into two primary divisions: Administrative, and Operations, and their subsidiary divisions, and the Chief of School Police’s staff. The Chief of School Police determines the plan to accomplish departmental goals and objectives efficiently and effectively.

#### **IV. CHIEF OF SCHOOL POLICE**



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The Chief of School Police, as the designee of the Chief Executive Officer, is responsible for the overall performance of the organization, preparing and submitting its annual budget, responding to the safety and security needs of the community, the establishment of policy and procedure, performance standards, and for coordination with the other divisions within City Schools.

To assist the Chief of School Police in accomplishing the goals and objectives of the BCSPF, personnel are delegated authority to perform the duties of their assignments.

The Chief of School Police may work in collaboration with stakeholders and the community to provide a safe and supportive learning environment for students, staff, and parents/guardians of City Schools.

The Chief of School Police also directly oversees the Professional Standards Unit and services provided by the Administrative Assistant.

#### **A. Professional Standards Unit**

Supervised by a permanent rank supervisor underneath the Chief of School Police and includes the following entities:

1. **Internal Affairs:** Responsible for the thorough, impartial, and transparent investigation of allegations of employee misconduct or wrongdoing to include both sworn and civilian staff.
2. **Inspectional Services:** Responsible to ensure compliance with General Orders, policies, procedures and professional standards within the department.
3. **Training:** Responsible for the development and administration of training and professional development for the department to include both sworn and civilian staff.
4. **Recruitment:** Responsible for identifying and building a diverse and highly qualified police workforce that include both sworn and civilian staff which reflects the community that they are serving.
5. **Technology:** Responsible for proper utilization of technology to ensure effective and efficient operation of the department.
6. **Staff Review:** Responsible for the collection, timely submission and review of all daily crime reports to ensure compliance with Uniform Crime Report (UCR) and departmental standards.
7. **Technical Support Assistance:** Responsible for the proper review, monitoring, and



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reimbursement for both internal and external overtime events and activities. This unit also is responsible for the effective operation of the districtwide CCTV efforts.

- B. **Administrative Assistant:** Provides direct support and assistance to the Chief of School Police in the day to day operations of the department.

#### V. CAPTAIN OF SCHOOL POLICE

The Captain of School Police reports directly to the Chief of School Police, and is responsible for the day to day operations of the department. The Captain of School Police oversees Field Operations Division, the Administrative Unit, and all other support and logistical operations.

The Captain of School Police oversees the following functions:

##### A. Planning and Research

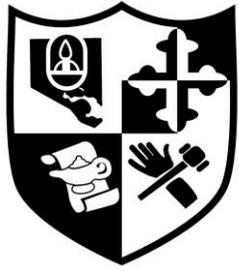
Provides detailed studies and analyses, codifies agency procedures consistent with policy, provides manpower allocation data for command decisions regarding deployment of resources, and responds to inquiries from other agencies, agency personnel, and concerned citizens. This section reviews all proposed legislation which will have an impact upon this agency, advising management and providing staff assistance requisite of informing the legislative bodies of both City and State.

##### B. Criminal Investigative Section

Criminal Investigation Division investigates and clears criminal offenses not cleared by the Patrol Division or other sections of the Operational Division. This Division also maintains support of and a close liaison with the Patrol Division and other divisions of the Operations Bureau while coordinating and analyzing evidence gathered through judicious investigation and development of individual cases for prosecution. In addition to these assigned responsibilities, the Criminal Investigation Division, in its day-to-day course of business may be involved in the enforcement of all laws and ordinances over which the BCSPF has jurisdiction and, also may assist in the performance of crime prevention activities.

#### VI. ADMINISTRATIVE UNIT

The Administrative Unit, is overseen by a Sergeant and provides departmental administrative direction and support.



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The Administrative Unit is responsible for the following sections:

**A. Armorer**

Serves as instructor for all sworn personnel in order to meet qualification criteria as set by the Maryland Police and Correctional Training Commission. Keeps accurate inventory of all department weapons, and ammunition issued, and maintains the proper functioning of all departmental weapons.

**B. Quartermaster**

Issues and administers control of all departmental equipment (i.e. uniforms, badges, leather gear and organic property).

**C. Communications**

This section, supervisor, and dispatchers are responsible for utilizing a variety of telecommunications equipment provides the public with twenty-four hour access to departmental services. This section also provides communication capability with the department through the departmental radio and telephone systems. Communication staff receives all requests for services, establishes priorities, initiates dispatches of patrol personnel, advises citizens on non-police matters, maintains specific records, and provides control numbers for all calls for service.

**D. District Office Security**

Provides security to City Schools' District Office and surrounding parking lots. The first point of contact with the City Schools' District Office and the BCSPF.

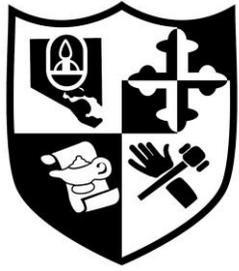
**E. Vehicle Fleet**

Provides assistance to the department by ensuring that all vehicles in the fleet are at optimal performance. Provides recommendations on vehicle replacement. Monitors scheduled maintenance of vehicles.

**F. Clerical**

Staff provides support and assistance to aid in the day to day operation of the department.

## **VII. FIELD OPERATIONS DIVISION**



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The Field Operations Division is commanded by a lieutenant that coordinates and directs the activities of the department's line forces which perform the basic police functions in keeping with specific objectives and responsibilities mandated by the Chief of School Police.

The Operations Division is responsible for the Patrol Section.

The Patrol Section, the department's largest division, is organized into (7) patrol sectors. Additionally, the Patrol Section includes School Based and Patrol Officers which provides a multifaceted service, and a Night Response Unit. Night Response Unit investigates any and all alarms that are engaged on the property of the Baltimore City Board of School Commissioners

The Patrol Section is service oriented. Its goals include the protection of life and property, prevention of crime, arrest of offenders, preservation of the public peace, and the enforcement of laws and ordinances over which the BCSPF has jurisdiction including the enforcement of controlled dangerous substance statutes.

Also in its day-to-day activities, the Patrol Division has the responsibilities for the enforcement of traffic laws on the property of the Baltimore City Board of School Commissioners, the thorough preliminary investigation, follow-up clearance of crimes brought to its attention or otherwise developed in the normal course of daily activity, except as otherwise defined by departmental policy and procedure.

Additionally, the Patrol Division is responsible for providing the Criminal Investigation Division information pertaining to criminal activity beyond Patrol's investigative responsibility.

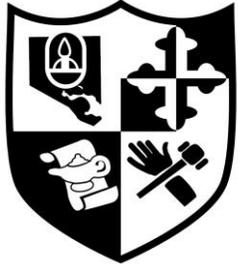
### **VIII. UNITY OF COMMAND**

Each member shall be accountable to only one supervisor at any given time.

Each organizational component shall be under the direct command of only one supervisor.

### **IX. SPAN OF CONTROL**

In order to promote adequate supervision, guidance, and coordination for employees,



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supervisors and command personnel will not have excessive numbers of employees under their direct and immediate control during normal day-to-day operations. These numbers shall be determined by the Chief of School Police.

#### **X. AUTHORITY AND RESPONSIBILITY**

At every level of the organization, personnel are delegated sufficient authority to make the decisions necessary for the effective execution of their job responsibilities. These responsibilities, and commensurate authority, are documented through the BCSPF's written directive system.

Each member is accountable for the use of the authority delegated to them. Supervisory and Command personnel are accountable for the performances of the members under their immediate control.

#### **XI. 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 \_\_\_\_\_