

# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 10-57 SECTION M-1

### DEPARTMENTAL ADMINISTRATIVE FILING SYSTEM Revisions Added: June 12, 2018

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This General Order contains the following numbered sections:

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

#### **I. DIRECTIVE**

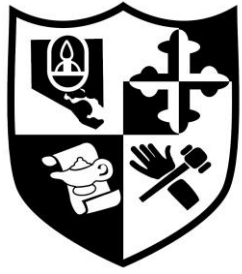
Information is essential to the effective management of the Baltimore City School Police Force (“BCSPF” or “department”). An administrative reporting system is necessary to provide all members with current data needed to perform their assigned tasks. It is the department’s policy that information about significant events, and summaries of routine events, must be submitted on a periodic basis.

#### **II. PURPOSE**

It is the intent of the BCSPF to maintain timely, accurate and complete administrative records, organized in systemic logical groupings to ensure maximum usefulness, internal integrity and proper as well as prompt retrieval.

The BCSPF shall have a management information system and an administrative reporting program to provide reliable information for management decision-making and public transparency. The management information system will provide information used to forecast workloads, prepare budgets, and determine personnel and other resource requirements. This information will be derived from the data sources including, but not limited to:

1. Arrests
2. Diversion Referrals and Outcomes
3. Uniform State Citations
4. Calls for Service
5. Response Time
6. Vehicle Usage
7. Leave Records
8. Overtime Expenditures
9. Complaints (Including Use of Force)



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10. Compliments

**III. GENERAL**

Access to the Administrative Filing system shall be restricted to the Professional Standards Unit, the Field Operations Lieutenants, the Captain, and the Chief of School Police and/or their designee(s).

**A. Daily Activity Reports**

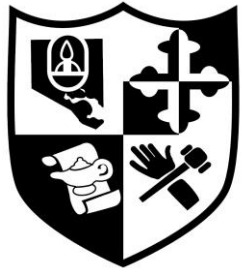
1. The Daily Activity Reports are used to keep personnel informed of crimes, traffic collisions, arrests, and other important activities.
2. The Daily Activity Reports shall be maintained on a central file for a period of three years and will be discarded in accordance with Board policy EHB.

**B. Annual Reports**

1. The CEO/designee will annually report by November 15 to the Board an annual summary of school arrests.
2. Arrest data will be disaggregated by school site, offense type, and student subgroup, including by disability status, grade, age, gender, race, ethnicity, English learner status, 504 plan status, and the disposition of the matter.
3. Diversion data will be provided to include the number of diversions by School Police officers of students from school sites by type of diversion.
4. Other data that BCSPF believes is relevant, including but not limited to information regarding the nature of any collaborative efforts with partners.
5. BCSPF should administer the School Police Report Card once per year and share results with youth.

**C. Ongoing Review**

1. The data contained within the administrative filing system will be continuously reviewed to assist the Chief of School Police in making informed decisions to ensure effective and efficient operations of the department and safety of students, staff, and community.



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#### **IV. 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 \_\_\_\_\_