



BALTIMORE CITY

PUBLIC SCHOOLS

GENERAL ORDER 10-5 SECTION B-2

COMMAND, SUPERVISION & DIRECTION Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Command
- III. Command Protocol
- IV. Direction & Supervision
- V. Effective Date

I. DIRECTIVE

It is the department's policy to adopt and follow generally accepted principles of command, direction, and supervision.

II. COMMAND

A. Chain of Command

Except in emergency situations, all department employees are expected to observe the established chain of command.

B. Unity of Command

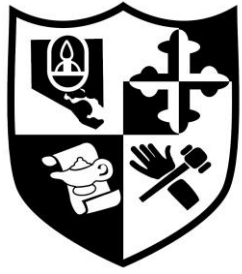
Each organizational component of the department is under the direct command of only one supervisor. Each employee is accountable to only one supervisor at any given time.

C. Authority of the Chief of School Police

The Chief of School Police is responsible for managing the operations and administration of the Baltimore City School Police Force (BCSPF) by the authority of the Baltimore City Board of School Commissioners.

D. Order of Rank

- 1. Chief of School Police
- 2. Captain of School Police
- 3. Lieutenant
- 4. Sergeant
- 5. Corporal
- 6. Officer



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E. **Prior Designation of Acting Chief of School Police**

Whenever the Chief of School Police is absent from duty, the Captain of School Police will assume command of the department as Acting Chief of School Police (“Acting Chief”). The Acting Chief will receive no additional compensation, but will possess all powers, authority, and duties conferred by statute upon the Chief of School Police, subject to the following provisions:

1. The Acting Chief may not promote nor demote any member of the department without authorization of the Chief of School Police.
2. The Acting Chief may make temporary transfers. However, such transfers will be considered permanent only when approved by the Chief of School Police.
3. The Acting Chief may not permanently change any department-wide policy, rule, regulation or procedure.

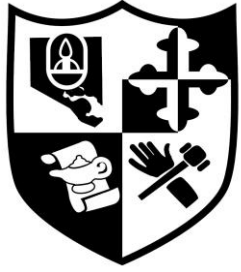
F. **No Prior Designation of Acting Chief**

Whenever the Captain of School Police is absent or unable to manage the operation of the department, without having appointed an Acting Chief of School Police, the following personnel will assume such duty in the order listed below:

1. Field Operations Division Lieutenant (2)
2. The next senior ranking officer by rank; within the same rank, by date of appointment to current rank; within rank and date of appointment to rank, by length of service with the department.

III. **COMMAND PROTOCOL**

Except where noted below, when personnel from two or more subdivisions of the department are engaged in a single operation, the highest-ranking officer at the scene will assume command. In the case of equal ranks, the senior ranking officer in date of appointment to rank will assume command. There are a limited number of incidents where command protocol is specifically enumerated.



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During the temporary absence of supervisors, when no other designation has been made, command will automatically become the responsibility of the senior ranking subordinate of the component. For this purpose, seniority is established first by rank, and second by length of service within that rank. In cases of equal rank and length of service within rank, command falls to the officer with the greater length of service with the department.

IV. DIRECTION & SUPERVISION

Span of Control

Span of control refers to the number of subordinates under the immediate and functional control of a single supervisor. First-line supervisors are limited to full-time supervision of a number of personnel assigned by the Chief of School Police. The exact span of control may be adjusted temporarily by a Lieutenant for an operational purpose.

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 _____