



# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 10-7 SECTION B-4

### SELECTION AND IDENTIFICATION OF THE OFFICER IN CHARGE Revisions Approved: June 12, 2018

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This General Order contains the following numbered sections:

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

#### **I. DIRECTIVE**

To provide sworn personnel under individual commands the opportunity to gain insights and attain skills in the art of supervision, it is the intent of this agency to develop subordinates to assume the role of Officer-in-Charge (OIC).

#### **II. PURPOSE**

The purpose of this General Order is to recodify and establish procedures governing the selection and identification of the OIC.

#### **III. ACTION**

**A.** Supervising officers should comply with the following guidelines when selecting personnel under their commands to be assigned as OIC.

1. The opportunity to work in an OIC capacity shall be open to all qualified officers. A qualified officer is an individual that:
  - a. Has displayed leadership qualities.
  - b. Is able to organize their work and competently handle assignments.
  - c. Has demonstrated sufficient job knowledge.
  - d. Expresses a desire to do the job.

**B.** OIC assignments should be rotated among personnel when practical, to include but not be limited to those persons on active promotional lists.

1. Immediate supervisors should develop subordinates to assume the role of OIC. The following concepts should be considered by immediate supervisors in this process.
  - a. The transition from subordinate to supervisor is not automatic.
  - b. Do not assume by virtue of the fact subordinates are performing



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satisfactory at their present assignment that this is an indication of their capacity to perform in the same manner as an OIC.

- c. By your own example attempt to develop supervisory attributes in all your subordinates.
- d. When a subordinate has demonstrated that they will be able to assume supervisory responsibilities, the immediate supervisor should:
  - i. Give that subordinate the opportunity to perform as an OIC.
  - ii. Tell the subordinate what is expected of them in their assignment as an OIC.
  - iii. Encourage the subordinate to seek advice from their supervisor.
  - iv. Check the subordinate's performance regularly, review their performance as an OIC, and inform the subordinate of how they are performing.
  - v. Record the amount of time spent as an OIC so that it will be accounted for and assessed in the subordinate's Performance Evaluation.

Where possible, the immediate supervisor should rotate OIC assignments among their most capable officers to avoid developing an indispensable officer by concentrating on only one individual.

#### 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 \_\_\_\_\_