

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 13-11 SECTION E-3

TRANSPORTATION OF PASSENGERS IN DEPARTMENTAL VEHICLES Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Required Action
- IV. Children Passengers
- V. Effective Date

I. DIRECTIVE

It is the intent of Baltimore City School Police Force (“BSCPF” or “department”) to ensure that all members are familiar with the laws surrounding the transportation of children, juveniles and civilian in departmental.

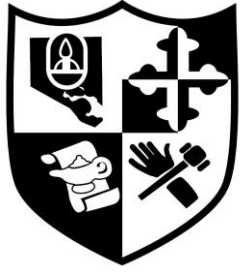
II. PURPOSE

The purpose of this General Order is to promulgate departmental procedures governing the transportation of passengers in departmental vehicles.

III. REQUIRED ACTION

A. Departmental Ride-Along Program

1. Citizens wishing to participate in the departmental ride along program must submit a written request to the Field Operations Lieutenant, the Field Operations Lieutenant will then submit the written request to the Captain, the Captain will then forward the request to the Chief of School Police for their consideration.
2. If permission is granted, the Captain shall determine the sector, date and time the citizen will be scheduled to ride in a departmental vehicle. Personal safety of citizens shall be a primary consideration in the selection of the area and time schedule.
3. Citizens granted this opportunity shall be required to sign a Release and Indemnity Agreement Form prior to riding in a departmental vehicle as an observer. The Captain shall insure the Release and Indemnity Agreement Form is signed by the observer prior to entering any departmental vehicle.
 - a. The Release and Indemnity Agreement Form shall specifically state the date and time the observer will be accompanying the officers. If an extension is



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requested by the individual and approved by the Field Operations Lieutenant, a second Release and Indemnity Agreement Form must be completed. Exceptional situations shall be handled as may be deemed appropriate by the Chief of School Police.

4. Whenever possible as part of the ride-along program, supervisors shall utilize a two-officer unit to transport citizens in departmental vehicles. Officers selected to host the citizen as a ride-along shall be recommended by the immediate supervisor.
 - a. When feasible, female citizens should be accompanied by a female police officer.
5. Officers receiving an emergency call for service while transporting an observer citizen shall temporarily leave the citizen in a secure area until the emergency assignment is complete and/or the potential for danger to the citizen has passed.

B. Transportation of Passengers in Departmental Vehicles

1. Except as required in the performance of duty, officers should not allow persons, other than those authorized by the department, to ride in a departmental vehicle under their control.
2. When it is necessary to transport a passenger (i.e. complainant, witness, etc.) in a departmental vehicle, officers shall advise the dispatcher accordingly and provide:
 - a. The location and odometer mileage at the start of transport and the intended destination; and
 - b. Description of the passenger (ie. adult male/female, juvenile male/female); and
 - c. The odometer mileage and actual location at the end of the transport.

At the start and conclusion of transport the dispatcher shall inform the field unit of the time. This information shall be recorded on the transporting officer's Daily Activity Report.

3. Whenever a passenger is transported in a departmental vehicle, the passenger must use seat belts.

IV. CHILDREN PASSENGERS

The departmental member shall:

- A. Be aware of and enforce the Maryland Vehicle Law, regarding Child Safety Seat:



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1. Ensure that any persons transporting a child under the age of 8 or below 4 foot, 9 inches in height shall position and secure the child in a child safety seat that is proper for the child's size and age.
- B. Ensure a child safety seat is
 1. Manufactured in accordance with Federal Motor Vehicle Safety Standards;
 2. Installed in accordance with the manufacturer's standards or instructions; and
 3. Used to restrain, seat, or position a child who is transported in a motor vehicle as a life saving device that is required by law in certain applications.
- C. When the need arises to transport a child under the age of 8 and under 4 foot, nine inches in height the officer shall obtain a child safety seat from headquarters and position the seat in the rear seat of the departmental vehicle. Install the seat in accordance with the manufacturer's standards of instructions.
- D. When the need arises to transport a child over the age of 8 or taller than 4 foot, nine inches that child shall be positioned in the rear seat in a properly fastened seat belt/shoulder harness of the departmental vehicle.
- E. Except in the performance of assigned duty, members should not allow persons other than those authorized by the department to ride in a departmental vehicle under their control.
- F. Record the starting and finishing times of the transport.

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 _____