



# BALTIMORE CITY

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# PUBLIC SCHOOLS

## GENERAL ORDER 13-18 SECTION H-4

### CITIZEN/POLICE CONTACT Revisions Approved: June 12, 2018

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This General Order contains the following numbered sections:

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

#### **I. DIRECTIVE**

It is the policy of the Baltimore City School Police Force (BCSPF) to conduct all contacts with citizens in a lawful, constitutional, respectful, non-discriminatory, un-biased and professional manner in order to build and maintain trust with the community.

Citizen contacts by members of the BCSPF will be conducted for good cause consistent with the law and this General Order. A Citizen/Police contact receipt will be completed to document contacts with citizens and to provide the citizen with a written record of the contact.

#### **II. PURPOSE**

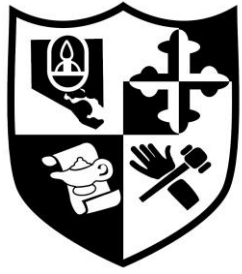
The purpose of this General Order is to establish guidelines and procedures when members of BCSPF officers come in contact with citizens.

#### **III. GENERAL**

Citizen contacts create an opportunity for positive engagement between BCSPF officers and students, parents, guardians, and members of the community.

A citizen contact occurs when there is any in-person interaction between a police officer and a citizen during which the police officer does not possess reason or authority to detain or arrest the citizen.

Police officers may engage in social contact with persons as long as that contact is done in a public place and is a voluntary and consensual encounter between the person and officer with



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the intent of engaging in casual and/or non-investigative conversation. The person is free to leave and/or decline any of the officer's request at any point.

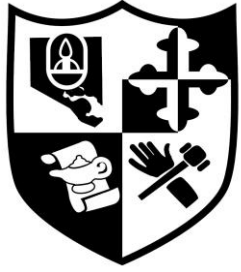
Neither of these voluntary and consensual encounters by officers with persons are a seizure under the Fourth Amendment.

#### **IV. PROCEDURE**

- A.** A Citizen/Police Contact Receipt **must** be completed by sworn members involved in any of the following self-initiated citizen-related contacts:
1. All field interviews (including any arrest resulting from a warrant check).
  2. All vehicle stops (regardless of whether a citation was issued).
  3. Any stop and frisk situation.
  4. Any contact with results in the issuance of a criminal citation.
  5. All involuntary detentions.
  6. Any arrest resulting from the above listed of self-initiated contacts.
  7. Any other contact in which a receipt is deemed to be in the best interest of the member or the citizen.

**NOTE:** Persons stopped may not be compelled to answer the questions necessary to complete the Citizen/Police Contact Receipt.

8. A Citizen/Police Contact Receipt will not normally be required for contacts that are not self-initiated. These may include:
  - a. A citizen (complainant) requesting police service that is received and dispatched by the Communications Section as a call for service, unless the contact results in an action listed in section #1 above.
  - b. Service of an emergency petition, ex parte order, protective order, or summons.
  - c. A medical emergency.
  - d. A neighborhood canvas, unless the contact results in an action listed in section #1 above.
  - e. Vehicle sobriety check points, unless the contact results in an action listed in section #1 above.
  - f. A court ordered arrest or detention (warrant, body attachment, etc.)
  - g. Vehicle accidents.



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NOTE: Departmental members assigned to a regional task force working within Baltimore City must complete a Citizen/Police Contact Receipt for out-of-jurisdiction personnel who initiate a reportable stop.

9. In those circumstances when, in the judgement of the police officer initiating the stop, it may be necessary to obtain information regarding a citizen's alias, physical description, or other significant characteristics, complete Field Interview Form, and attach it to the original of the Citizen/Police Contact Receipt.

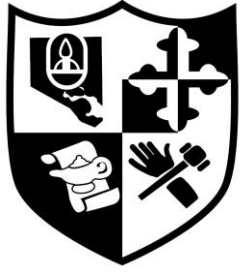
#### **B. Member**

1. Complete the receipt stub attached to each book and return it to your supervisor.
2. When appropriate, issue a Citizen/Police Contact Receipt (See Annex A), and distribute as follows:
  - a. The original is submitted to assigned supervisor.
  - b. The first copy (canary) is given to the person stopped.
  - c. The second copy (pink) is retained by the member.

**NOTE:** If a citizen refuses to answer questions for the purpose of completing a receipt, write REFUSED in the citizen name box, complete the remaining applicable box, and offer the citizen the canary copy.

3. Enter each Citizen/Police Contact Receipt number issued on your Daily Activity Report.
4. If an error is made during issuance that render a Citizen/Police Contact Receipt unusable or inaccurate, take the following action to ensure receipt accountability.
  - a. Remove the original and first copy (canary) of the receipt, attach it to an administrative report (Form 95) and forward it to your supervisor requesting the Citizen/Police Contact Receipt be voided.
  - b. Write "VOID" on the second copy (pink) and retain in book.
5. Submit original copies to issued receipts to assigned supervisor.

**NOTE:** Members should retain their used Citizen/Police Contact Receipt book for future



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reference.

#### **C. Supervisor**

1. Distribute Citizen/Police Contact Receipt books as needed.
2. Review receipt stubs and assure serial numbers are recorded.
3. Review original Citizen/Police Contact Receipts submitted for accuracy and completeness and place into the designated command repository.
4. Acknowledge, by signature, administrative reports requesting authorization to void a Citizen/Police Contact Receipt due to an issuance error and place into the designated command repository.
5. The Quartermaster will ensure that a Citizen/Police Contact Receipt is maintained to document the following:
  - a. Name of the member who was issued the book
  - b. Date the member received the book
  - c. The serial numbers contained in the receipt book
  - d. Maintain issued and voided receipts in file within the issuing command for a period of one year from the date of issuance.
  - e. Enter issued receipt information into the Master Name Index.

#### **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 \_\_\_\_\_