



# BALTIMORE CITY

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# PUBLIC SCHOOLS

## GENERAL ORDER 13-21 SECTION L-1

### PAYMENT TO DEPARTMENTAL MEMBERS FOR OFF-DUTY COURT APPEARANCES Revisions Approved: June 12, 2018

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This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Required Action
- IV. Eligible Court Appearances
- V. Off-Duty Appearance Form
- VI. Effective Date

#### **I. DIRECTIVE**

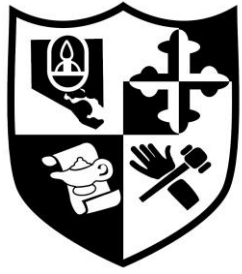
It is the policy of the Baltimore City School Police Force (“BCSPF”) to pay civilian members of this department with a pay grade of 39 and below and sworn personnel with a pay grade of 41 (Lieutenants) and below at a rate of one and one-half times their normal rate of pay for required off-duty appearance in a court or other hearing as specified. Individual records of court overtime shall be maintained for two year periods. All Court Overtime Record Forms shall be retained for a period of two years beyond each closing date.

#### **II. PURPOSE**

The purpose of this General Order is to specify procedures and guidelines for requesting payment for off-duty court or other specified appearances.

#### **III. REQUIRED ACTION**

- A. In order to be compensated for off-duty court appearances, departmental members must complete the Off-Duty Court Appearance Form.
- B. Eligible departmental members who are required to attend, while off-duty, a Departmental Disciplinary Hearing Board shall receive regular overtime in accordance with General Order 10-56 “Overtime Pay”.
- C. All courts will have time stamp machines except Federal Courts, the Circuit Court for Baltimore City, Civil Courts, Liquor Control Board and courts, divisions and agencies outside the jurisdiction of Baltimore City.



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1. Upon arrival at a court or facility that has a time stamp machine, the member shall time stamp the Off-Duty Appearance Form- See Annex A.
2. When the case and or/testimony is completed, or the member is no longer needed, the member shall immediately time stamp the Off-Duty Appearance Form. The court official shall certify the time stamp.
3. When appearing at any of the approved locations that do not have a time stamp machine, departmental members shall present the Off-Duty Appearance Form to the Assistant.

State's Attorney or clerk of the proceeding, who will write in the starting and ending times, certified by signature and title of signer, i.e. Assistant State's Attorney or clerk of the court.

#### **IV. ELIGIBLE COURT APPEARANCES**

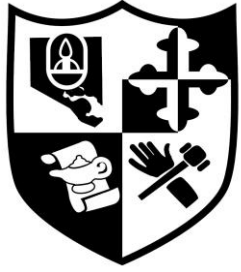
Off-duty appearances in the following courts, divisions and agencies will be eligible for compensation:

##### **A. Courts- Grand Jury- City, County, Federal**

1. Circuit Court for Baltimore City
  - i. Criminal Court
  - ii. Civil Court
  - iii. Division of Juvenile Causes
2. Grand Jury
3. District
  - i. Criminal Division
  - ii. Civil Division
4. Any Federal Court or Grand Jury within this district.

##### **B. The State of Maryland Motor Vehicle Administration**

##### **C. Depositions**



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**D. Mandated Prosecutory Review**

**V. COMPLETION OF OFF-DUTY APPEARANCE FORM**

**A. Completion of Form**

Departmental members shall fill out the following: name and disposition. If the member is working on the day of the court appearance, the shift shall be indicated. Departmental members shall enter the date and time of the court appearance and the type of verification attached. Where appropriate, explanation shall be entered on the reverse side of the form. The form shall bear the full signature of the submitting member (sworn or civilian).

**B. Recording Time**

1. When placing the form into the machine, align the red arrow on the face of the machine with the appropriate arrow on the form.
2. The court clerk or official will certify the appearance of the member by signature in the designated block.
3. The departmental member's supervisor shall review; calculate total overtime hours, sign full signature and forward to the Captain.
4. The Captain or designee shall review and upon approval, sign the Off-Duty Appearance Form.

**VI. 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 \_\_\_\_\_