

# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 13-8 SECTION C-11

### AGENCY/ON-OFF DUTY NOTIFICATION REQUIREMENTS Revisions Approved: June 12, 2018

---

This General Order contains the following numbered sections:

- I. Policy
- II. Purpose
- III. General Information
- IV. Required Action
- V. Effective Date

#### **I. DIRECTIVE**

It is the policy of the Baltimore City School Police Force (“BCSPF” or “Department”) to make specific, immediate notifications to supervisory personnel

#### **II. PURPOSE**

The purpose of this General Order is to promulgate procedures for notifying the departmental/supervisory when on-duty and off-duty when certain incidents occurred.

#### **III. GENERAL INFORMATION**

In certain situations, members of the Department are required to make specific, immediate notifications to a supervisory member and to the Internal Affairs Unit.

As a general rule, when in doubt, make immediate notifications to:

- a. Assigned supervisor; and/or
- b. Shift Commander, (410) 396-8588
- c. Internal Affairs Unit, (443) 642-6410

#### **IV. REQUIRED ACTION**

##### A. Member

1. When on-duty or off-duty and involved in an incident of public/media interest, notify the On-Duty Supervisor, (410) 396-8588. If on-duty, ensure assigned supervisor is immediately notified.



# BALTIMORE CITY

---

## PUBLIC SCHOOLS

### GENERAL ORDER 13-8 SECTION C-11

#### AGENCY/ON-OFF DUTY NOTIFICATION REQUIREMENTS Revisions Approved: June 12, 2018

---

2. Whenever on-duty police are called to resolve a situation in which a member has become personally involved, whether the member is on-duty or off-duty, the member involved must immediately notify the On-Duty Supervisor, (410) 396-8588, as reasonably possible.

NOTE: It is understood that extraordinary circumstances, such as injuries to the involved member or an immediate family member, may preclude immediate notification.

However, members shall make the necessary notifications as soon as reasonable.

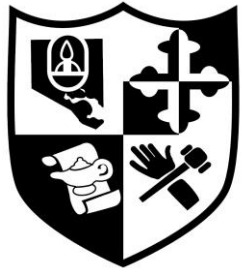
*Incidents requiring notification include, but are not limited to:*

- a. Domestic incidents (whenever member is the complainant, suspect or victim).
- b. Traffic accidents in which serious life altering injury occurs to another person or death has occurred or is likely to occur to an involved party.
- c. Any time departmental member is arrested by any law enforcement agency.
- d. Whenever a departmental member is detained by any law enforcement agency, with the exception of minor traffic offenses.

NOTE: "Must Appear" citation does require immediate notification

- e. When a department member is on-duty and their supervisor is requested by anyone, they shall notify their supervisor immediately.
- f. Whenever a department member is the subject of a criminal investigation by this or any other law enforcement agency, they shall immediately notify their supervisor or the On-Duty Supervisor.
- g. Whenever a department member is involved in the use of reportable physical force during an enforcement action as defined in "Use of Force", or whenever anyone they arrest is hospitalized as a result of enforcement related action, they shall notify their supervisor; if off-duty, they shall notify the On-Duty Supervisor for appropriate guidance.
- h. Whenever a department member is on-duty, and they respond to any of the above incidents which involve an on-duty or off-duty member, they are to immediately notify their supervisor to respond to the scene.

#### **B. Supervisor**



# BALTIMORE CITY PUBLIC SCHOOLS

## GENERAL ORDER 13-8 SECTION C-11

### AGENCY/ON-OFF DUTY NOTIFICATION REQUIREMENTS

Revisions Approved: June 12, 2018

- 
1. When notified that a person is requesting a supervisor to the scene of an incident, respond and handle. When outside the jurisdiction of the Baltimore City School Police Force, notify the Captain of School Police.
  2. Handle all incidents requiring notification as described herein accordance with established departmental policy, procedures, and General Orders.
  3. Notify the Shift Commander for all incidents requiring immediate notification as described herein.

NOTE: Department members have the incumbent responsibility to ensure the Internal Affairs Unit is notified of allegations of misconduct, in accordance with established procedures.

#### **C. Shift Commander**

1. When notified by an on-duty or off-duty member that they have become personally involved in one or the above incidents, notify their appropriate Commanding Officer, or if unavailable, notify the supervisor. For allegations of misconduct, domestic incidents or use of force situations, to include firearms, notify Internal Affairs Unit in addition to the required Command members.
2. Internal Affairs Unit notifications will be made in accordance with existing policy.

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