

BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-37 SECTION J-2

WEAR AND CARE OF DEPARTMENTAL BODY-WORN CAMERAS, PORTABLE TRANSCIVERS, AND OTHER TECHNOLOGY ACCESSORIES

Revisions Approved: September 27, 2022

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Wearing of the Departmental Portable Transceiver
- V. Utilization of Body-Word Cameras
- VI. License Plate Reader Program
- VII. Effective Date

I. DIRECTIVE

It is the intent of this Baltimore City School Police Force (“BCSPF” or “School Police”) to ensure its members are properly equipped to perform their assigned duties. Consistent with this principle, every officer on duty is provided a portable transceiver.

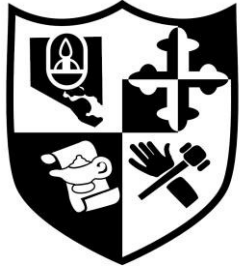
Under Maryland law, BCSPF officers are required to utilize body-worn cameras, effective July 1, 2025. To effectively prepare, BCSPF will explore targeted pilot initiatives prior to that date. Officers participating in pilot programs must comply with this General Order and applicable law.

All BCSPF officers must use the license plate reader system consistent with applicable law and this General Order.

It is also the intent of the BCSPF to hold members accountable for the good order and proper care of assigned equipment.

II. PURPOSE

The purpose of this General Order is to: (a) establish procedures governing the wear and care of departmental portable transceivers and to issue a warning concerning the transceiver and battery; (b) establish procedures for utilization of body-worn cameras; and (c) provide guidelines for BCSPF participation in the license plate reader program.



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III. **GENERAL**

Members to whom departmental portable transceivers, body-worn cameras, and other technology are assigned may be held fiscally responsible for the loss or theft of this valuable piece of equipment. Reference is made to General Order 10-8, entitled “Rules and Regulations,” which states:

Members of the Department shall be held responsible for all equipment issued to them, and where it is established that any part thereof is lost or damaged through negligence; the officer(s) concerned shall be obligated to replace it as their own expense. All members of the Department shall assume a personal responsibility for all Departmental property issued to them or placed in service for their use or convenience, and shall notify their commanding officer immediately when such property or equipment requires repair or replacement.

Portable transceivers are to be in the possession and control of the officers to whom they have been assigned at all times and should be operational at all times except as required for officer safety in the performance of duty.

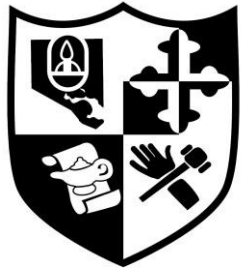
IV. **WEARING OF THE DEPARTMENTAL PORTABLE TRANSCEIVER**

School-based officers who are provided with a portable transceiver issued by the school will carry and utilize the portable transceiver. Use of this transceiver is for the purpose of officer safety.

Portable transceivers utilized by this agency are the Motorola XTS5000. A safety warning concerning the portable transceiver is outlined in Annex A.

The portable transceivers are to be worn as follows:

- A. The portable transceiver and its carrying case shall be carried on the side opposite the service weapon.
- B. The carrying case shall be attached to the equipment belt.
- C. The speaker/mic shall be attached to the epaulet of the outer uniform garment.



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NOTE: Either the left or right epaulet may be used for the speaker/mic so long as the officer can operate the portable transceiver with their weak hand in order that their strong hand remain free at all times.

- D. Officers should ensure the speaker/mic wire is not twisted or wrapped around the transceiver in order to avoid damage to the inner wire.

NOTE: Safety Warning Concerning the Portable Transceiver and Battery- Annex A

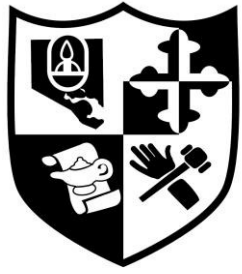
V. UTILIZATION OF BODY-WORD CAMERAS

A. Overview

1. Body-Worn Cameras (“BWCs”) are a camera system worn on the person of a uniformed law enforcement officer, or an officer prominently displaying the officer’s badge or other insignia, that is capable of recording video and intercepting oral communications.
2. Maryland law permits law enforcement officers to wear BWCs and utilize them during regular duties.
3. Maryland law provides that officers must give notice prior to recording unless it is unsafe, impractical, or impossible to do so.
4. BWCs document events, actions, conditions, and statements made during law enforcement-related encounters and activities.
5. BWCs are not intended to be used during non-law-enforcement activities, such as administrative conversations between an officer and a teacher, principal, or other City Schools staff member regarding support for students or school based disciplinary consequences.

B. Core Principles

1. *Professionalism, Transparency, and Accountability.* The proper and consistent use of BWCs to document a member’s enforcement and investigative activities and contacts with the public promotes member professionalism, enhances member safety, results in greater transparency, and assists in the accurate disposition of use of force and misconduct investigations.



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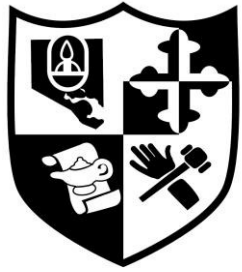
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2. *Evidence Collection.* BWCs are useful tools for recording and preserving evidence, which promotes effective investigations and prosecutions.
3. *Integrity of BWC Recordings.* Once BWC footage is captured, a member may not alter it in any way or view it unless specifically authorized under this General Order.
4. *Privacy Protection.* BWCs might record extremely sensitive and private data. A breach in BWC data security, careless handling of BWC data, and/or intentional release of BWC data to non-authorized individuals could jeopardize relationships with victims, witnesses, and the general public, as well as subject those people to invasions of privacy, endanger their safety, and/or jeopardize prosecutions. Accordingly, members shall take the utmost care and caution to ensure that BWC data is not mishandled or misused. Member should record interactions within private residences as directed in this General Order.
5. *Balancing of Interests.* The BCSPF must balance privacy and investigative concerns against the need for transparency while complying with relevant public disclosure laws. When not otherwise prohibited by this General Order, members are permitted to use their BWC to record in circumstances when they determine that doing so would be beneficial to the public interest. When in doubt, record.

C. BWC Pilot in Collaboration with Baltimore City Police Department

1. BCSPF hereby adopts, and all personnel shall comply with, Policy 824 of the Baltimore City Police Department for purposes of a BWC pilot in collaboration with the Baltimore City Police Department during the 2022-2023 school year.
2. The BWC pilot shall focus on activities that BCSPF officers conduct during non-school hours and/or in collaboration with the Baltimore City Police Department's promotion of public safety at events throughout the City and not on City Schools property.
3. BCSPF officers shall not utilize BWCs in responding to calls for service or other law enforcement activities involving students in schools operated by Baltimore City Public during school hours or during other school-sponsored activities, until such time as the BCSPF amends this General Order to provide specific protocols and procedures for these distinctive circumstances that are not expressly addressed in the Baltimore City Police Department's policies.
4. The BCSPF shall collaborate with the Baltimore City Police Department to provide training for all BCSPF officers prior to use of BWCs.



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VI. LICENSE PLATE READER PROGRAM

The BCSPF has deployed a License Plate Reader (“LPR”) system to provide automated detection of license plates in service of specific public safety goals. LPR data is used for crime analysis, to alert law enforcement personnel that a license plate is on a hot list of targeted license plates, to alert law enforcement personnel that a license plate number on a hot list has been recorded by a fixed or mobile camera, and to identify the movement of vehicles operated by individuals currently under an open criminal investigation. BCSPF shares LPR system data with the Baltimore City Police Department to assist in fulfilling law enforcement duties and public safety, while maintaining the confidentiality of privileged or otherwise protected information shared through the system and protecting privacy and civil liberties in accordance with applicable law. Data-sharing is pursuant to the provisions incorporated into the Memorandum of Understanding between BCSPF and the Baltimore City Police Department, as amended.

VII. 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 _____