

# Policy 102



Subject

## DEPARTMENTAL WRITTEN DIRECTIVES & TRAINING

Date Published

**DRAFT 6 March 2023**

Page

**1 of 7**

*By Order of the Police Commissioner*

### POLICY

It is the Policy of the Baltimore Police Department (BPD) to produce written directives, Training and other guidance that provides direction to its members in the performance of their duties. All BPD written directives and Training shall align with BPD's mission to uphold the Constitution and enforce laws in a fair, impartial, and ethical manner. See Policy 305, *Department Mission and Vision*.

### CORE PRINCIPLES

**Standards, Values, and Expectations.** The Policies, procedures, Training and guidance of the Baltimore Police Department (BPD) set forth the standards, values, and expectations of the BPD. These Policies, procedures and Training exist to maintain high levels of professional conduct and are the embodiment of the BPD's concerns for ensuring effective, safe, and constitutional law enforcement.

**Accountability.** It is the responsibility of each BPD member to comply with all BPD Policies, procedures, Training and guidance, and other written directives and instruction as established by the Police Commissioner.

**Issuing Authority.** The authority to establish Policy rests solely and absolutely with the Police Commissioner.

**Internal Use and Liability.** To the extent that BPD Policy and/or Training may contain provisions more restrictive than state or federal law, such provisions are not intended, nor may they be construed or implied, to create a basis for liability against the City or any of its employees.

**Collaboration.** BPD's Policies and Training are created through a collaborative approach through which the Department encourages member and public feedback, and makes every effort to apply feedback that is practicable.

### DEFINITIONS

**Compliance Guidelines** – Guidance issued by BPD's Compliance Bureau to assist members in complying with BPD policy and training requirements. Often these guidelines provide additional information or details, particularly addressing areas where the Compliance Bureau has noted deficiencies, to improve compliance across the Department.

**Operations Guidelines** – Guidance issued by BPD’s Operations Bureau to assist members on specific issues, often related to enforcement.

**Police Commissioner’s Memoranda (PCMs)** – Numbered memoranda, primarily utilized to disseminate information to temporarily update, further explain or emphasize requirements in previously issued Policies. PCMs often contain changes that require a more immediate issuance of formal directives, and are intended to be rescinded upon the eventual updates being applied to the applicable Policy.

**Policy** – A written guideline that identifies BPD core principles related to a topic, specific procedures to be followed, mandates actions that must be taken, and prohibits actions not to be taken. . BPD’s Policies are created and updated through collaborative processes that often involve internal and external stakeholders, depending on the level of revisions or edits required.

**PowerDMS** – A Policy management software program that provides for distribution, acceptance, tracking, maintenance, and training of BPD written directives.

**Training** – Official guidance and instruction provided by the Department on how to implement BPD’s Policies, comply with the law, and perform job functions effectively. Training may take the form of in-person Training, roll call Training, electronic Training (e-learning), Training videos, or a hybrid Training. BPD prioritizes Training that is experiential, engaging and interactive to ensure that members receiving the Training understand how to apply the instruction to their professional duties.

**Training Bulletin** – Training directives published by E&T in consultation with other authoritative sources to provide guidance and direction on specific issues and/or topics.

**Standard Operating Procedures (SOP)** – SOPs supplement a Policy by providing specific procedural instructions or guidance that may apply to all members of the BPD or to specific elements or units within the BPD. Usually, SOPs do not contain Policy statements. Sometimes, SOPs are also referred to as “Manuals.”

## **REQUIRED ACTIONS**

### **Accountability**

#### **Members**

1. Members shall read and comply with all Policies, PCMs, Training Bulletins, unit SOPs, and all other BPD written directives relevant to their specific job functions.
2. Members shall attend and successfully complete all Training that is required for their rank, their position, or assigned to them individually, including e-learning and hybrid training, within the time period designated by E&T. Members are encouraged to attend and/or complete optional Trainings that could help their professional development as a BPD member and/or law enforcement officer.

**First-line Supervisors**

3. First-line supervisors are responsible for ensuring the compliance of their subordinates with this and all other BPD Policies, PCMs, Trainings, Training Bulletins, unit SOPs and all other written directives.

**Policy Dissemination, Receipt, and Acceptance****Members**

4. All BPD employees are required to log-on to the BPD email system each tour of duty, unless extraordinary circumstances make it impracticable.
5. When a member receives an email notification indicating pending items in their PowerDMS inbox, the member shall:
  - 5.1. Log-on to PowerDMS.
  - 5.2. Read all notifications.
  - 5.3. Read/review/watch all newly published Policies, Training Bulletins, Training videos, tests, directives or materials in the member's inbox within 5 days of receipt.
  - 5.4. Electronically sign-off on all documents requiring signature in PowerDMS. Electronic signatures in PowerDMS indicate that the member has received, read, accepted and understands directives/material.

**NOTE:** BPD requires members to sign for new and updated Policies **only** when it is officially "activating" those Policies, at which point BPD will begin holding members accountable to the new/updated Policy.

- 5.5. Successfully complete any test(s) associated with the directive/material, as applicable.
6. If members are uncertain about Policy guidance or wish to comment on BPD Policy or other written directives, members are encouraged to reach out to [Policy@BaltimorePolice.org](mailto:Policy@BaltimorePolice.org).

**Policy and PCM Creation and/or Revision**

7. The Consent Decree Implementation Unit (CDIU) shall be responsible for the creation and/or revision of BPD Policies and PCMs in the following manner:
  - 7.1. Policies and PCMs shall be drafted based on research of national best practices on the topic in question. Peer agency Policy, current agency Policy, and advice and guidance from internal and external subject matter experts shall be among the resources considered.
  - 7.2. Where a specific unit or BPD member requests a Policy or PCM to be drafted, that unit/member shall either provide the drafted content or, at a minimum, review the CDIU's

draft and provide sufficient guidance and expertise to ensure that the directive is accurate and fulfills an identified need.

- 7.3. Policies and PCMs shall comply with BPD's federal Consent Decree, signed April 7, 2017.
  - 7.4. Member and community stakeholder input shall be sought and applied to Policy, where applicable.
  - 7.5. Draft Policies/PCMs shall be reviewed for legal sufficiency by the Legal Affairs Section.
  - 7.6. Draft Policies/PCMs shall be reviewed by Executive Command Staff and/or the Commanding Officer of the Division/Section/Unit for which that Policy/PCM is most applicable.
  - 7.7. Draft Policies/PCMs shall be approved by the Commander, or their designee, of the CDIU.
  - 7.8. The Policy/PCM shall be presented to the Police Commissioner, or their designee, for final approval.
8. Until such a time that BPD has been determined to fully comply with its federal Consent Decree, every Policy and PCM must undergo the review process mandated by the Consent Decree, in addition to the required steps outlined in #7 above.
- 8.1. For those Policies determined to be substantive and related to the material requirements of the Consent Decree, this shall entail:
    - 8.1.1. Collaboration with the U.S. Department of Justice (DOJ) and the Consent Decree Monitoring Team on Policy content.
    - 8.1.2. Public comment period, wherein the general public and BPD members have an opportunity to provide feedback on the proposed draft Policy.
    - 8.1.3. Review and agreement to final Policy content by the DOJ and Monitoring Team.
    - 8.1.4. These Policies shall be filed with the Federal Court by the party designated within the applicable Consent Decree Monitoring Plan.
    - 8.1.5. The filing and approval by the Federal Court allows the Department to move forward with the Training on the Policy. Only after that Training is complete does the Policy move from draft to active status.
  - 8.2. Policies that BPD does not believe are substantive and related to the material requirements of the Consent Decree shall still be sent to the DOJ and the Monitoring Team for their review, consideration, and assessment of whether they believe the Policy is substantive to Consent Decree requirements.

- 8.3. Furthermore, PCMs that are created prior to BPD's full compliance with the Consent Decree, shall be sent to DOJ and the Monitoring Team for awareness and determination regarding whether a complete collaboration process is required.

### **SOPs, Operations Guidelines, Training Bulletins, and Compliance Guidelines**

9. Until the time that BPD is found to be in full and effective compliance with the Consent Decree, all such documents shall be shared with the DOJ and Monitoring Team for review and a determination regarding whether a complete collaboration process is required.
10. While individual units, sections or employees at BPD may take the lead in drafting SOPs, Operations Guidelines, Training Bulletins, or Compliance Guidelines, such written directives shall be sent to CDIU prior to finalization for consistency with BPD Policy and the Consent Decree, as well as other laws or regulations.

### **Publishing/Activating BPD Policy, PCMs, SOPs, Bulletins and/or Guidelines**

11. In order for a Policy, PCM, Training Bulletin, Operations or Compliance Guideline to become "active," CDIU must upload the document to PowerDMS and assign it for signature to all applicable members.
- 11.1. In general, all Policies and PCMs shall be issued to all BPD members, regardless of sworn or civilian status.
- 11.2. Operations and Compliance Guidelines, as well as Training Bulletins, may be issued to all members, only to sworn members, or more defined groups, as applicable.
12. When publishing a new or updated BPD Policy for signature, CDIU shall assign a deadline of 5 calendar days from the date of uploading the new or revised Policy to ensure members have sufficient time to read, understand and acknowledge receipt of the Policy.
13. The official activation date of a Policy, listed on the header on Page 1 of each Policy, shall be set at 5 calendar days after the date of uploading the Policy to PowerDMS.
14. All BPD's Policies, once activated, shall be posted on BPD's website to ensure accessibility and transparency to the public, unless the content contains operationally sensitive information that could compromise the safety of persons or effectiveness of operations if published.
15. For PCMs, Operations and Compliance Guidelines, and Training Bulletins, the general practice is for the activation date to follow the same 5-day window as is required for Policies. There may be some instances, though, where it may be necessary to activate said guidance at the time of issuance, per direction by the Police Commissioner or their designee.
16. All unit SOPs shall be sent to CDIU for centralized storage, and for review to ensure these SOPs do not conflict with other BPD Policy or the Consent Decree mandates.
- 16.1. In general, active unit SOPs shall be stored in both in PowerDMS and with the applicable unit for ease of reference.

- 16.2. Each unit shall ensure that its assigned members have read and signed off on their active SOPs and shall be responsible for maintaining a record of these signatures.
- 16.3. If there are unit SOPs that contain sensitive information which should not be seen by all BPD members, the unit shall advise CDIU so that the SOP is not uploaded to PowerDMS.

**Policy, PCM, SOP, Guideline Maintenance**

- 17. The CDIU shall be responsible for proper subject classification, creation, distribution, and archiving of all Policies and written directives.

**Forms**

- 18. In addition to CDIU serving as the central repository for written directives, the unit also provides this function for the creation, revisions, and maintenance of BPD-issued forms. Specifically:
  - 18.1. CDIU may be contacted to assist units, divisions, or bureaus with the development and creation of BPD forms.
  - 18.2. If another BPD unit, division or bureau creates or revises a form, that unit/division/bureau shall forward the final version of the form to CDIU for storage and for uploading on applicable Departmental software for BPD members' access. Forms created by other units/divisions/bureaus may be subject to edits by CDIU to ensure usability and policy compliance.
  - 18.3. Form uploading and/or dissemination may also require outreach to BPD Information Technology and/or Quartermaster.

**Training**

- 19. E&T shall serve as the central hub at BPD for Training of BPD members. This means the following:
  - 19.1. E&T ensures that all Training provided to BPD members complies with legal, policy, State of Maryland, and Consent Decree requirements.
  - 19.2. E&T is responsible for the creation, administration, and provision of all BPD entry-level Training, including all required certifications for police officer trainees to become sworn members of the BPD.
  - 19.3. E&T shall select and train Field Training Officers (FTOs) for BPD's FTO Program, and E&T serves as the FTO Program Liaison for MPTSC, whereas the Chief of Patrol's Office is responsible for managing the FTO Program and evaluating FTOs and Trainees for certification. See Policy 213, *Field Training Program*, for all details on the program.
  - 19.4. In general, E&T is responsible for developing in-house Training for BPD members.

- 19.5. In certain instances where BPD is working with a subject matter expert (SME), whether paid or voluntary, that Training curriculum shall be subject to E&T review and approval. Oftentimes, E&T will collaborate directly with the SME to develop the Training.
- 19.6. All roll call Training that is developed and disseminated by E&T shall be administered with fidelity by all units and districts as required.

**NOTE:** This does not prohibit the use of roll call for crime briefings, performance improvement and other administrative functions that are often addressed during roll call sessions.

20. Until such a time that BPD has been determined to fully comply with the federal Consent Decree, every Training that is deemed substantive to the Consent Decree must undergo the review process mandated by the Consent Decree, and thus the provisions listed under #8.1. and its subpoints above shall be followed regarding Training.
21. Trainings that BPD does not believe are substantive to the Consent Decree shall still be sent to the DOJ and the Monitoring Team for their review and a determination regarding whether a complete collaboration process is required.
22. Scheduling members for Training provided by E&T shall be done by the designated personnel using the Acadis platform, unless otherwise instructed by E&T or the Training provider.
23. In order to schedule a member for remedial Training, the member's commander or their designee shall submit the remedial Training request form via Acadis, for scheduling and coordinating completion of the remedial Training.
24. If members are uncertain about Training or Training Bulletins or wish to comment on BPD Training, members may reach out to [TrainingRecords@BaltimorePolice.org](mailto:TrainingRecords@BaltimorePolice.org).
- 24.1. Members needing assistance with Acadis log-in or passwords should contact [ITDServicerequest@baltimorepolice.org](mailto:ITDServicerequest@baltimorepolice.org).

### **ASSOCIATED POLICIES**

Policy 213, *Field Training Program*  
Policy 302, *Rules and Regulations*  
Policy 305, *Department Mission and Vision*

### **RESCISSION**

Remove and destroy/recycle Policy 102, *Departmental Written Directives*, dated 1 August 2016, and remove and destroy/recycle Policy 406, *Roll Call Training*, dated 13 October 2015.

### **COMMUNICATION OF POLICY**

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this Policy.

DRAFT