



## Policy 1724

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<b>DUTY OFFICER (UNIT 41)</b>	
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*By Order of the Police Commissioner*

### POLICY

It is the policy of the Baltimore Police Department (BPD) to designate a Duty Officer (Unit 41) to serve as the ranking police official and personal representative of the Police Commissioner during non-business hours.

### GENERAL

The Chief, Patrol Division (COP) will designate a Duty Officer (Unit 41) during non-business hours each day. Hours are subject to change by the COP, based on current needs. The COP shall maintain a master list of personnel eligible to act as Duty Officer.

The presence or availability of a Duty Officer does not relieve regularly assigned commanders of their responsibility for the performance of their subordinates.

### RESPONSIBILITIES

#### **Duty Officer**

1. Arrange personal and professional work schedule to assume the role of Duty Officer on the assigned date and time.
2. Notify the COP immediately in the event of illness.
3. Make arrangements with a qualified colleague to exchange tour of duty, and notify the COP, via an Administrative Report, if a personal problem, emergency (other than illness), or a conflict in professional schedule develops unexpectedly.
4. Wear a BPD uniform, inclusive of a complete duty belt, vest and BPD radio. Ensure the radio is set to the Citywide Channel (12A). Utilize the call number, "Unit 41."
5. Contact the Shift Commander, Communications Unit upon reporting for duty.
6. Broadcast an email notification to "Duty Officer" identifying that you are in-service. Remain within Baltimore City limits unless otherwise required by the performance of official duty.
7. Remain familiar with ALL BPD Emergency Plans and be prepared to implement the prescribed plan as conditions warrant.
8. Conduct physical site inspections of designated hotspots and/or other areas of concern. This is the Duty Officer's **primary responsibility**. Results will be emailed every two hours to the email

group address entitled "DUTY OFFICER." In addition to the email, Duty Officers will contact the dispatcher every two hours for notation in CAD of inspections completed.

Inspections/Reporting shall include:

- 8.1. Areas of recent violence physically inspected;
  - 8.2. Hotspots and other locations physically inspected per the list provided by the COP Office;
  - 8.3. Gatherings (e.g., cookouts, liquor stores, etc.) in areas of concentrated violence physically inspected;
  - 8.4. List of any adjustments made to deployment(s) to address issues at problematic locations;
  - 8.5. Shift Commanders or supervisors met with/spoken to;
9. Immediately contact (via BPD phone and/or the Shift Commander, Communications Unit) the appropriate District Commander, Area Chief, and the COP, for the following incidents:
- 9.1. Any member of the BPD seriously injured in the line of duty;
  - 9.2. Homicide/Shooting with three or more adult victims, and/or any juvenile victim;
  - 9.3. Any newsworthy event;
  - 9.4. Any extraordinary incidents; and
  - 9.5. Any potential problems.

#### **Shift Commander, Communications Unit**

10. Notify the Duty Officer for any of the following incidents:
- 10.1. Death or serious injury to a BPD member (on-duty or off-duty).
  - 10.2. Death or serious injury to a citizen that possibly resulted from police action.
  - 10.3. Death or serious injury to anyone in police custody.
  - 10.4. Homicides and shootings.
  - 10.5. Newsworthy events.
  - 10.6. Potential problems.
  - 10.7. Baltimore Central Booking & Intake Center (BCBIC) delays.
  - 10.8. Incidents occurring at the Mayor's detail.

- 10.9. Snow, Wind, Ice, Flood, Tornado (S.W.I.F.T.) emergencies.
- 10.10. Demonstrations, strikes and/or picketing.
- 10.11. Barricade, hostage and/or sniper incidents.
- 10.12. Allegations of gross misconduct.
- 10.13. Arrest of members.
- 10.14. Any occurrence which, in the judgment of the reporting officer, is extraordinary in nature.

**Chief, Patrol Division**

- 11. Maintain a master list of all eligible personnel who may serve in the capacity of Duty Officer.
- 12. Send the Duty Officer schedule to all eligible personnel by the 15th of each month.
- 13. Assign personnel as Duty Officer on a rotating basis.
- 14. Notify personnel of schedules and schedule changes.

**RESCISSION**

Remove and destroy/recycle Policy 1724, *Duty Officer*, dated 8 August 2016.

**COMMUNICATION OF POLICY**

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