Nick J. Mosby, *President*
Baltimore City Council

100 N. Holliday Street, Room 400 • Baltimore, Maryland 21202
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MEMORANDUM

To: **Honorable Brandon M. Scott, Honorable Bill Henry, Mr. James Shea, Mr. Jason Mitchell**

From: **Council President Nick J. Mosby**

Date: **July 26, 2021**

Re: **Board of Estimates Agenda Items for July 28, 2021 at 9:00am**

The items on the Board of Estimates Agenda for July 28, 2021 are to be assigned as follows:

ROUTINE AGENDA ITEMS: (To be acted upon collectively)

P 1	BOARDS AND COMMISSIONS
P 2-3	Department of Real Estate – Antennae Lease
P 4	Space Utilization Committee/Mayor's Office of Children and Family Success – Amendment to Interdepartmental Lease Agreement
P 5	Department of Real Estate/Department of Transportation - Deed
P 6	Department of Real Estate - Assignment of Tax Sale Certificate
P 7-9	EXTRA WORK ORDERS
P 10	Department of Transportation – Developer's Agreement No. 959
P 11	Department of Transportation – Developer's Agreement No. 1759
P 12-17	TRANSFERS OF FUNDS
P 18-19	Mayor's Office of Homeless Services (MOHS) – Provider Agreements
P 20-21	Mayor's Office of Minority and Women-Owned Business Development – Request for Transfer of Funds
P 22	Department of Recreation and Parks – Donation Agreement
P 24	Baltimore City Office of Information and Technology (BCIT) – Expenditure of Funds
P 25	Baltimore City Fire Department Office of Emergency Management - Grant Adjustment Notice
P 26	Health Department – Agreement
P 27-28	Health Department – Ratification to Agreement
P 29	Mayor's Office of Children and Family Success (MOCFS) – Two-Month Advance of Funds
P 30	Mayor's Office of Children and Family Success (MOCFS) – Two-Month Advance of Funds
P 31	Bureau of Solid Waste – Renewal of Agreement
P 32-33	Parking Authority of Baltimore City (PABC) – Parking Meter Upgrade Agreement
P 34-58	PERSONNEL MATTERS
P 59-60	Department of Public Works (DPW) – Access Agreement
P 61-62	Department of Public Works/Office of Engineering and Construction – Amendment No. 3 to Agreement
P 63-64	Department of Public Works/Office of Engineering and Construction – Task Assignment
P 65-66	Department of Housing and Community Development (DHCD) - Side Yard Land Disposition Agreement
P 68-92	INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS
P 93	Bureau of Procurement – Open Price Proposals for B50005926

P 94-95 RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS
P 96-97 TRAVEL REQUESTS
P 98 PROPOSAL AND SPECIFICATIONS
P 98 Closing

NON-ROUTINE AGENDA ITEMS: (To be acted upon individually)

P 23 Department of Law – Settlement Agreement and Release

P 67 Department of Human Resources – 2022 Actives and Retiree Health Insurance Rates

NOTICES:

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.

b. Protests.

   1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.

   2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.

   3. The written protest shall include:

      a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;

      b. A narrative description of the issues and facts supporting the protest; and

      c. A description as to how the protestant will be harmed by the proposed Board action.

      d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c), must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.

2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's website and the Secretary to the Board's website.

Submit Protests to:
Attn: Clerk,
Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

NOTICES - cont'd:

1. **SPECIAL NOTICE FOR JULY 28, 2021, 9:00 A.M. BOARD OF ESTIMATES' MEETING**

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1 (408) 418-9388 (ACCESS CODE: 179 478 0446.) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:
https://www.charmtvbaltimore.com/live-stream

2. **12:00 NOON MEETING ANNOUNCEMENT OF BIDS AND OPENINGS**

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING (443) 984-1696 (ACCESS CODE: 0842939) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:
https://www.charmtvbaltimore.com/live-stream

3. **EFFECTIVE MARCH 9, 2021, THE BOARD SUBMISSION DEADLINE IS WEEKLY ON TUESDAY AT 11:00 A.M.**

BOARD OF ESTIMATES' AGENDA – JULY 28, 2021

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

Alliance Exterior Construction, Inc.	$	8,000,000.00
Benfield Electric Co., Inc.	$	8,000,000.00
Bradshaw Construction Corporation	$	93,650,000.00
Brightfields, Inc.	$	26,960,000.00
Insituform Technologies, LLC	$	296,840,000.00
Lee Foundation Company, Inc.	$	8,000,000.00
Paul J. Rach, Inc.	$	1,500,000.00
The Six M Company, Inc.	$	8,000,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

Columbia Engineering, Inc.	Engineer
Schnabel Engineering, LLC	Engineer

Department of Real Estate – Antennae Lease

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Antennae Lease between the Mayor and City Council of Baltimore, Lessee, and The Good Samaritan Hospital of Maryland, Inc. d/b/a MedStar Good Samaritan Hospital, Lessor, for the rental of a portion of the property known as 5601 Loch Raven Boulevard, consisting of approximately 1,005 square feet on and all space above the roof of the building.

AMOUNT OF MONEY AND SOURCE:

Annual rent for the initial five-year term

October 1, 2017 – September 30, 2018 - $27,000.00
October 1, 2018 – September 30, 2019 - $27,540.00
October 1, 2019 – September 30, 2020 - $28,090.00
October 1, 2020 – September 30, 2021 - $28,652.62
October 1, 2021 – September 30, 2022 - $29,225.67

Account - 1001-000000-1471-165700-603013

BACKGROUND/EXPLANATION:

The demised premises are used for the operation and maintenance of four transmit antennas and one receiver antenna and equipment storage in conjunction with the 800-Megahertz system for the Fire and Police Departments of Baltimore City. On September 30, 1997, the Board approved the original Lease with Good Samaritan Hospital for five years with the option to renew for three additional five-year periods. On March 20, 2013, the Board approved the fifth and final renewal for the period October 1, 2012 through September 30, 2017.

The Antennae Lease is for an initial period of five years, retroactive to the commencement date of October 1, 2017 through September 30, 2022, with an option to automatically renew for four additional five-year periods, provided the Lessee is not in default.

The Lessor will be responsible for all mechanical systems of the building and will promptly repair any damage to the leased premises. The Lessee will be responsible for liability insurance, maintenance, and repairs to equipment, and keeping the leased premises in

Department of Real Estate – con'td

good order and condition. In addition, the Lessee will pay quarterly utility fees in the amount of $932.25.

The Space Utilization Committee approved the Antennae Lease on July 2, 2021.

APPROVED FOR FUNDS BY FINANCE

(The Antennae Lease has been approved by the Law Department as to form and legal sufficiency.)

Space Utilization Committee/Mayor's - Amendment to Interdepartmental
Office of Children and Family Success Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to the Interdepartmental Lease Agreement (Amendment) between the Department of General Services, Landlord, and the Mayor's Office of Children and Family Success, Tenant, for the rental of a portion of the property located at 3939 Reisterstown Road. The period of the Amendment is July 1, 2021 through June 30, 2025.

AMOUNT OF MONEY AND SOURCE:

$8,805.01 - 5000-585919-1191-719000-603013

BACKGROUND/EXPLANATION:

The monthly rent for the leased premises for the remainder of the term will be $8,805.01.

On June 23, 2020, the Board approved the Interdepartmental Lease Agreement for the period July 1, 2020 through June 30, 2025, with the option to renew for two additional five-year periods.

This Amendment modifies the original Interdepartmental Lease Agreement to reflect the addition of approximately 1,414 square feet to the leased premises and a change in the amount of rent, as stated above. All other conditions, provisions, and terms of the Interdepartmental Lease Agreement remain in full force and effect.

The Space Utilization Committee approved this Amendment on July 16, 2021.

APPROVED FOR FUNDS BY FINANCE

(The Amendment to Interdepartmental Lease Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Real Estate/Department of Transportation - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed with Mother Seton Academy, Inc. for the sale of all interests in a certain parcel known as the former bed of a variable width alley located between two 10- foot alleys bounded by Boone Street, East 22nd Street, Greenmount Avenue, and East 23rd Street. The parcel is no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

$1,200.00

BACKGROUND/EXPLANATION:

On October 31, 2018, the City approved the Closing Agreement with Mother Seton Academy, Inc. In order to sell the parcel, City Council Ordinance 20-436 was enacted by the City Council on December 2, 2020.

The sale of this property, along with the accompanying opening and closing Bills No. 20-434 and No. 20-435, will allow for Mother Seton Academy's plans to build a new gymnasium moving forward. Mother Seton Academy owns all abutting properties.

(The Deed has been approved by the Law Department as to form and legal sufficiency.)

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to IPB Management Group LLC, for an amount that is less than the lien amount, for the property known as Block 5695f, Lot 156.

AMOUNT OF MONEY AND SOURCE:

Property Address	Assessed Value	Flat Taxes & Water	Total Liens	Recommended Purchase Price
Block 5695f Lot 156	$2,000.00	$665.38	$3,641.45	$2,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate on July 20, 2020, for Block 5695f, Lot 156, in the total amount of $3,641.45.

IPB Management Group LLC has offered to purchase the Tax Sale Certificate for Block 5695f, Lot 156, for $2,000.00, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of $2,000.00 covers the flat taxes and water for the property. Other charges include $114.25 for others, $777.56 for tax sale interest, $1,895.93 for miscellaneous billing, and $556.50 for property registration.

EXTRA WORK ORDERS

* * * * * *

The Board is requested to approve

all of the

Extra Work Orders

as listed on the following pages:

8 - 9

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.

Department of General Services (DGS)

1. EWO # 006, $141,369.50 – GS 18815, City Hall Exterior Wall Repairs, Phase 1, 2 & Alternate Phases

$6,092,561.00	$60,674.00	Lorton Stone, LLC	-	35%

During the Phase 3 and 7 stone repair assessment, it was discovered that water was infiltrating and exiting the building between the upper gutter and lower pan gutter systems. The water is entering the building substructure due to a combination of failed joint sealants and misaligned stone slabs. The Contractor will remove and replace all failed joint sealants and perform water testing. NOTE: This issue appears to be a systemic problem that will be evaluated on a Phase by Phase basis (Field Conditions).

MBE/WBE PARTICIPATION:

MWBOO has approved a waiver of Minority goals on this project because the scope of work for this project involves specialized masonry repair on the exterior walls of City Hall, which is a historic building. The specialized work cannot be segmented.

THE EAR WAS APPROVED BY MWBOO ON MAY 10, 2021.

2. EWO # 008, $1,847,040.00 – GS 18815, City Hall Exterior Wall Repairs, Phase 1, 2 & Alternate Phases

$6,092,561.00	$205,514.50	Lorton Stone, LLC	217	36%

Due to the recent availability of funds, it is the intent of the DGS to award the Contractor all work associated with Bid Alternate No. 3 (Phase 5) of the project in order to continue building restoration efforts and mitigation of safety risks due to existing

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.

DGS – cont'd

conditions (Owner Request). The new completion date for this project is December 31, 2022.

MBE/WBE PARTICIPATION:

MWBOO has approved a waiver of Minority goals on this project because the scope of work for this project involves specialized masonry repair on the exterior walls of City Hall, which is a historic building. The specialized work cannot be segmented.

THE EAR WAS APPROVED BY MWBOO ON JUNE 10, 2021.

Department of Transportation – Developer's Agreement No. 959

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 959 – F (Agreement) with FRP Hollander, LLC. The period of the Agreement is effective upon Board approval until final acceptance by the City after the maintenance period.

AMOUNT OF MONEY AND SOURCE:

$58,184.00 – Letter of Credit

BACKGROUND/EXPLANATION:

FRP Hollander, LLC desires to install new water services to its proposed new building located at 1941 62nd Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of $58,184.00 has been issued to FRP Hollander, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement, and the above-named entity is responsible for all costs. Therefore, MWDBE goals do not apply.

(The Developer's Agreement No. 959-F has been approved by the Law Department as to form and legal sufficiency.)

Department of Transportation – Developer's Agreement No.1759

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1759 (Agreement) with CSL Associates, LLC. The period of the Agreement is effective upon Board approval until final acceptance by the City after the maintenance period.

AMOUNT OF MONEY AND SOURCE:

$268,797.00 – Performance Bond

BACKGROUND/EXPLANATION:

CSL Associates, LLC desires to construct various utilities, including water, conduit, street lighting, and storm drain to its property located at 3025 W. Coldspring Lane. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of $268,797.00 has been issued to CSL Associates, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement, and the above-named entity is responsible for all costs. Therefore, MWDBE goals do not apply.

(The Developer's Agreement No. 1759 has been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

* * * * * *

The Board is requested to approve

the Transfers of Funds

listed on the following pages:

13 - 17

In accordance with Charter provisions

reports have been requested from the

Planning Commission, the Director

of Finance having reported

favorably thereon.

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Department of Housing and Community Development (DHCD)			
1.	**$500,000.00** 3rd Community & Economic Development Bonds	9910-949002-9587 Urgent Need Stabilization Prog (Reserve)	9910-905176-9588 Urgent Needs Stabilize - Demo

This fund transfer will be used to demolish or stabilize buildings selected by the DHCD due to their poor structural condition as part of an overall neighborhood revitalization strategy in the DHCD target areas. With a large backlog of vacant buildings in near-emergency conditions throughout the City, these funds are vital to the rapid stabilization of distressed blocks in West and East Baltimore. The DHCD demolitions funded will support urban renewal by clearing the way for redevelopment and re-use, contributing to the gradual recovery of the local housing market.

2.	**$1,000,000.00** 3rd Community & Economic Development Bonds	9910-930004-9587 Urgent Demolition RES	9910-905261-9588 Urgent Demolition ACT2

This fund transfer will be used to demolish or stabilize buildings selected by the DHCD due to their poor structural condition as part of an overall neighborhood revitalization strategy in the DHCD target areas. With a large backlog of vacant buildings in near-emergency conditions throughout the City, these funds are vital to the rapid stabilization of distressed blocks in West and East Baltimore. The DHCD demolitions funded will support urban renewal by clearing the way for redevelopment and re-use, contributing to the gradual recovery of the local housing market.

3.	$ 978,714.00 3rd Community & Economic Development Bonds	9910-922012-9587 Whole Block Demo RES	

TRANSFERS OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
DHCD – cont'd		
650,726.00 General Funds	" "	
$1,629,440.00	----------	9910-903390-9588 Whole Block Demo - FY 19 – 25

This fund transfer will be used to demolish or stabilize buildings selected by the DHCD due to their poor structural condition as part of an overall neighborhood revitalization strategy in the DHCD target areas. With a large backlog of vacant buildings in near-emergency conditions throughout the City, these funds are vital to the rapid stabilization of distressed blocks in West and East Baltimore. The DHCD demolitions funded will support urban renewal by clearing the way for redevelopment and re-use, contributing to the gradual recovery of the local housing market.

4.	$ 37,690.00 2nd Community & Economic Development Bonds	9910-908997-9587 Bailey Consent Decree (Reserve)
	30,134.39 General Funds	9910-906042-9588 VTV Marketing
	803.14 General Funds	9910-905489-9588 Prisoner's Aid
	50,000.00 M & CC Funds	9910-906984-9588 Cherry Hill Early Head Start
	$ 118,627.53	---------- 9910-903999-9588 Bailey Consent Decree

This funding transfer will reconcile the Capital Account, Bailey Consent Decree.

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Enoch Pratt Free Library			
5.	**$ 305,460.00** 3rd Parks & Public Facilities Loan	9936-939004-9458 Walbrook Library Renovation	9936-933012-9457 Dundalk Roof Replacement

The Dundalk library building needs a roof replacement in order to protect the building's assets and to avoid internal damage to the facility. This facility is utilized as a facility maintenance workshop and storage building. This transfer from the reserve to the project account will facilitate the completion of the needed work. The Walbrook Branch renovation will be deferred in order to complete this urgent roof replacement. This will not have a significant impact at Walbrook due to recent improvements to the branch, including new carpeting, painting, and an updated children's department.

6.	$200,000.00 3rd Parks & Public Facilities Loan	9936-907017-9458 Brooklyn Library HVAC Upgrade	
	278,790.00 3rd Parks & Public Facilities Loan	9936-939004-9458 Walbrook Library Renovation	
	$478,790.00	----------	9936-960003-9457 Brooklyn Branch Roof Replacement

The Brooklyn Branch library building needs a roof replacement in order to protect the building's assets and to avoid internal damage to the facility. This branch is well utilized by the community, and roof replacement will help avoid interruption of public services. The Walbrook renovation will be deferred to support this urgent need. This transfer from the reserve to the project account will facilitate the completion of the needed work. This will not significantly impact Walbrook due to recent improvements to the branch, including new carpeting, painting, and an updated children's department.

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Enoch Pratt Free Library – cont'd			
7.	$200,000.00 3rd Parks & Public Facilities Loan	9936-914008-9458 Hamilton Library Renovation	
	276,250.00 3rd Parks & Public Facilities Loan	9936-939004-9458 Walbrook Library Renovation	
	$476,250.00	----------	9936-908122-9457 Hamilton Branch Roof Replacement

The Hamilton Branch library building needs a roof replacement in order to protect the building's assets and to avoid internal damage to the facility. This branch is well utilized by the community, and roof replacement will help avoid interruption of public services. The Walbrook renovation will be deferred to support this urgent need. This transfer from the reserve to the project account will facilitate the completion of the needed work. This will not have a significant impact at Walbrook due to recent improvements to the branch, including new carpeting, painting, and an updated children's department.

8.	$200,000.00 3rd Parks & Public Facilities Loan	9936-908020-9458 Northwood Branch HVAC	
	204,368.00 3rd Parks & Public Facilities Loan	9936-939004-9458 Walbrook Library Renovation	
	$404,368.00	----------	9936-950005-9457 Northwood Roof Replacement

TRANSFERS OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S

Enoch Pratt Free Library – cont'd

The Northwood Branch library building needs a roof replacement in order to protect the building's assets and to avoid internal damage to the facility. This facility is well utilized by the community, and roof replacement is needed to avoid an interruption of public services. This transfer from the reserve to the project account will facilitate the completion of the needed work. The Walbrook Branch renovation and the Northwood HVAC replacement will be deferred in order to complete this urgent roof replacement. This will not have a significant impact at Walbrook due to recent improvements to the branch, including new carpeting, painting, and an updated children's department.

Mayor's Office of Homeless Services (MOHS) – Provider Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the following Provider Agreements.

1. **HEALTH CARE FOR THE HOMELESS INC. $ 1,245,279.00**

5000-507022-3573-757900-603051

The Provider will offer tenancy-based case management services for up to 200 Medicaid eligible homeless clients under its ACIS Medicaid Pilot Program. The period of the Agreement is July 1, 2021 through June 30, 2022.

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

2. **SPRINGBOARD COMMUNITY SERVICES, INC. $ 986,296.00**

Account: 4000-438320-3573-789200-603051

The City has received a grant from the U.S. Department of Housing and Urban Development under the CARES Act Emergency Solution Grant-CV Program. The Provider will utilize the funds to operate a rapid rehousing program serving COVID vulnerable households and to provide rental assistance and supportive services to 30 households experiencing homelessness. The period of the Agreement is June 1, 2021 through September 30, 2022.

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

3. **BARBARA POPPE AND ASSOCIATES, LLC $ 175,000.00**

Account: 4000-438320-3572-327200-603026

The Provider will serve as consultants for the Mayor's Office of Homeless Services to help create a strategic plan for responding to the COVID-19 pandemic as well as conduct a community stakeholder engagement process to develop recommendations for strategic investments. The period of the Agreement is June 1, 2021 through January 30, 2022.

MOHS – cont'd

The Provider Agreements are late because of delays in the administrative process.

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

MBE/WBE PARTICIPATION:

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the BCHD grant programs, technical agreements, and community health services are obtained through the Federal Government and the State of Maryland. Through this fiduciary alliance, the BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Provider Agreements have been approved by the Law Department as to form and legal sufficiency.)

Mayor's Office of Minority and Women-Owned – Request for Transfer of Funds
Business Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of funds to the Baltimore Civic Fund, Inc. ("BCF") for the City's General Fund in support of the Baltimore Main Streets Coordinating Program (the "Program").

AMOUNT OF MONEY AND SOURCE:

From: 1001-000000-1250-775600-603051 - $225,000.00
1001-000000-1250-775600-603022 - $ 7,700.00

To: 221-00 MOWBD-Baltimore Main Street - $232,700.00

BACKGROUND/EXPLANATION:

The Mayor's Office of Minority and Women-Owned Business Development requests approval to transfer funds from the City's General Fund to BCF on behalf of the Program. This funding is to support transactions related to the operations of the Program. The Baltimore Development Corporation previously administered the Program. On July 1, 2017, the Mayor's Office of Minority and Women-Owned Business Development became the administrator of the Program. As part of the transition to the Mayor's Office of Minority and Women-Owned Business Development, BCF was selected to serve as the fiscal agent for the Program.

The funds will be dispersed by BCF to provide:

i. Each designated 501(c)3 organization on a quarterly basis, following the receipt and review of a quarterly report which details Baltimore Main Streets related work performed by the organization, for the period which commenced on July 1, 2021 and ends on June 30, 2022.

ii. Payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program.

iii. Staffing, web-hosting, Main Street district training, and technical assistance services.

Mayor's Office of Minority and Women-Owned – cont'd
Business Development

The funding was previously transferred to BCF as fiscal agent for the Program for fiscal years 2018, 2019, and 2020. The Mayor's Office of Minority and Women-Owned Business Development now seeks to transfer funds to the BCF to serve as fiscal agent for the Program for Fiscal Year 2022.

APPROVED FOR FUNDS BY FINANCE

Department of Recreation and Parks – Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement between Pigtown Mainstreet, Inc., ("Donor"), and Rodney Carroll the Artist, (Artist). The period of this Agreement is effective upon Board approval and will end upon Final Acceptance of the Project by the City unless earlier terminated pursuant to the terms of the agreement. Final Acceptance is defined as the acceptance of the Project by the City after Donor, and the City has verified that the Artist has fulfilled its contract obligations.

AMOUNT OF MONEY AND SOURCE:

No City funds will be used in association with this agreement. The Donor's cost of commissioning the Sculpture was $84,000.00, and it anticipates the total cost of the installation of the Project to be approximately $14,500.00.

BACKGROUND/EXPLANATION:

This Donation Agreement was developed to memorialize the commissioning and installation of an entrance sculpture at Carroll Park at the corner of Bayard Street and Washington Boulevard. This 30-foot stainless steel and bronze sculpture was designed and fabricated by renowned Baltimore artist Rodney Carroll. This sculpture will commemorate the iconic legacy of "Pigtown" and will beautify one of Baltimore's best public parks. The Artist will have the sculpture professionally installed.

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Donation Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Law – Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for an action brought by former employee Shaaron Phillips (Plaintiff) against the Mayor and City Council of Baltimore for alleged violations of the City Whistleblower Statute (Baltimore City Code, Art. 1, Subtitle 8) and race and age claims pursuant to federal fair employment practice laws.

AMOUNT OF MONEY AND SOURCE:

$158,298.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Plaintiff, a former female employee, complained that after promotion, her salary was not in line with the salaries of men who also had been promoted. Separately, she claimed that the reason for her subsequent termination was because she reported fraud and abuse to the Office of Inspector General. The facts of the case are hotly disputed, and unfortunately, several of the City's fact witnesses are no longer employed by the City. In addition, the uncertainty of success at trial favors severing the employment relationship, eliminating the potential of reinstatement or an aberrant verdict.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation is made to the Board of Estimates to approve the settlement of this case as set forth above to avoid the uncertainty and expense of further litigation and potential appeals.

APPROVED FOR FUNDS BY FINANCE

(The Settlement Agreement and Release has been approved by the Law Department as to form and legal sufficiency.)

Baltimore City Office of Information – Expenditure of Funds
and Technology

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay TEKSystems invoices. The period of the expenditure is March 1, 2021 through April 6, 2021.

AMOUNT OF MONEY AND SOURCE:

$22,557.00 – 1001-000000-1474-807900-605003

BACKGROUND/EXPLANATION:

On December 16, 2020, the Board approved an Emergency Professional Services Agreement in the amount of $154,000.00 with TEKSystems, Inc., as a result of the Coronavirus pandemic. The period of the emergency agreement was from June 10, 2020 through June 30, 2021. As the services under the emergency agreement continued, the approved funds were exhausted, resulting in a deficit of $22,557.00. The agency did not obtain prior authority to exercise additional funding due to the urgency and importance of the service to continue. The Board is requested to approve payment of the final invoices for services provided within the contractual period, in the amount of $22,557.00.

This request is late because of the administrative process and resolution of inter-agency discrepancies.

MBE/WBE PARTICIPATION:

No goals were set because of no opportunity to segment the contract.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Baltimore City Fire Department/ - Grant Adjustment Notice
Office of Emergency Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice from the Maryland Emergency Management Agency (MEMA) of the FY19 State Homeland Security Program grant, Award # EMW-2019-SS-00064 SHSP. The grant adjustment notice extends the period of performance from September 1, 2019 through April 30, 2022.

AMOUNT OF MONEY AND SOURCE:

$950,615.38 – 4000-482020-2131-228200-600000

BACKGROUND/EXPLANATION:

On March 18, 2020, the Board approved and authorized execution of the grant award agreement for the period September 1, 2019 through August 1, 2021. On October 14, 2020, the Board of Estimates approved an account code change.

The FY19 State Homeland Security Program grant provides support for the development and sustainment of core capabilities to fulfill the goal of National Preparedness. Funding will be used for costs related to planning, organization, equipment, and training and exercise needs associated with acts of terrorism.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.

(The Grant Adjustment Notice has been approved by the Law Department as to form and legal sufficiency.)

Health Department – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with PACT: Helping Children with Special Needs, Inc. The period of the agreement is July 1, 2020 through June 30, 2021, with an option to renewal for one year.

AMOUNT OF MONEY AND SOURCE:

$2,830.00 – 4000-427121-3080-292300-603051

BACKGROUND/EXPLANATION:

The PACT: Helping Children with Special Needs, World of Care (WOC) specialized childcare center will provide therapy and evaluation services. PACT's WOC will coordinate services with Baltimore Infants and Toddlers Program Staff in compliance with the local early intervention systems and the Individualized Family Service Plan.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

Health Department – Ratification to Agreement

The Board is requested to ratify the various agreements with the listed organizations.

1. **JOHNS HOPKINS UNIVERSITY** **$ 25,963.00**

Account: 4000-427721-3023-273307-603051

The Johns Hopkins University will provide the services of a Policy Analyst to coordinate the development of annual goals and objectives and annual plan for the HIV Planning Council and its committees. The period of the agreement is March 1, 2021 through February 28, 2022.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

2. **BALTIMORE ANIMAL RESCUE AND CARE SHELTER (BARCS)** **$1,307,726.00**

Account: 1001-000000-2401-271300-603051

On July 10, 2019, the Board approved the original agreement in the amount of $1,260,836.00 for the period July 1, 2019 through June 30, 2020, with nine 1-year renewal options. The Operating Agreement included a Lease Agreement for the property located at 301 Stockholm Street.

On May 27, 2020, the Board approved a new Lease Agreement with BARCS for the property located at 2490 Giles Road. On August 26, 2020, the Board approved an amendment that extended the original Animal Shelter Operating Agreement through June 30, 2021, in the amount of $1,260,836.00. The Department is exercising the one-year renewal option for the period of July 1, 2021 through June 30, 2022, with seven 1-year renewal options remaining.

The agreement is late because of administrative delays.

Health Department - cont'd

MWBOO GRANTED A WAIVER ON JULY 8, 2021.

MBE/WBE PARTICIPATION:

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the BCHD grant programs, technical agreements, and community health services are obtained through the Federal Government and the State of Maryland. Through this fiduciary alliance, the BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreements have been approved by the Law Department as to form and legal sufficiency.)

Mayor's Office of Children and Family Success (MOCFS) – Two-Month Advance of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve a two-month advance of funds to Union Baptist Church-School, Inc.

AMOUNT OF MONEY AND SOURCE:

$267,520.00 – 4000-486322-1772-516000-603051

BACKGROUND/EXPLANATION:

The MOCFS was awarded a grant for its Head Start Program from the U.S. Department of Health and Human Services (HHS) in the amount of $8,204,134.00. Union Baptist Church-School, Inc. will operate a Head Start Program for 175 children and their families in the City of Baltimore for the period July 1, 2021 through June 30, 2022.

The total amount of the Union Baptist Church-School, Inc. budget is $1,605,119.00. Due to funding needs and a delay in receiving the grant award notice from the HHS, the MOCFS is requesting the Board to approve a two-month advance of funds in the amount of $267,520.00, leaving the remaining balance of $1,337,599.00.

The request is late because of delays at the administrative level.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Mayor's Office of Children and Family Success (MOCFS) – Two-Month Advance of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve a two-month advance of funds to Dayspring Programs, Inc.

AMOUNT OF MONEY AND SOURCE:

$911,958.00 – 4000-486322-1772-515600-603051

BACKGROUND/EXPLANATION:

The MOCFS was awarded a grant for its Head Start Program from the U.S. Department of Health and Human Services (HHS) in the amount of $8,204,134.00. Dayspring Programs, Inc. will operate a Head Start Program for 584 children and their families in the City of Baltimore for the period July 1, 2021 through June 30, 2022.

The total amount of the Dayspring Programs, Inc. budget is $5,471,751.00. Due to funding needs and a delay in receiving the grant award notice from the HHS, the MOCFS is requesting the Board to approve a two-month advance of funds in the amount of $911,958.00, leaving the remaining balance of $4,559,793.00.

The request is late because of delays at the administrative level.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Bureau of Solid Waste – Renewal of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Agreement with the Downtown Partnership of Baltimore, Inc. This is the 2nd renewal option and will increase the duration of the contract by one year for a total contract duration of three years. The current agreement expires on June 30, 2021 and the new expiration date is June 30, 2022

AMOUNT OF MONEY AND SOURCE:

$386,428.00 - 1001-000000-5152-386200-603026

BACKGROUND/EXPLANATION:

On July 17, 2019, the Board approved the original agreement with a budget of $371,423.00. On July 1, 2020, the Board approved the first of two one-year renewal options under the same terms and conditions with a budget of $378,851.00. The Department of Public Works, Bureau of Solid Waste now desires to renew the agreement with the Downtown Partnership of Baltimore, Inc., to continue providing cleaning services in the Downtown Management District for an additional one-year period under the same terms and conditions as the original agreement. The agency is utilizing the remaining one-year renewal option per the contract.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON MAY 24, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Renewal of Agreement has been approved by the Law Department as to form and legal sufficiency.)

Parking Authority of Baltimore City (PABC) – Parking Meter Upgrade Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Parking Meter Upgrade Agreement (Agreement) with IPS Group, Inc. (IPS). The period of the Agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

$332,100.00 - 1,620 Meter upgrades @ $205.00 each

15,390.00 - 162 Meter repairs @ $95.00 each
$347,490.00 - 2076-000000-2321-253300-607001

BACKGROUND/EXPLANATION:

The PABC has purchased and installed more than 1,700 IPS M5 single-space parking meters from the IPS (the Meters) during the past eight years, pursuant to agreements approved by the Board on September 25, 2013 and May 1, 2019. The Meters currently communicate wirelessly via 2G and 3G modems for credit card processing and to notify the PABC of Meter malfunctions. 2G and 3G wireless communications will no longer be offered by any wireless communication providers within the next two years, making the Meters' current communication technology unusable.

The PABC desires to have the IPS perform 4G modem upgrades on 1,620 Meters to allow for the continued communication functions of the Meters that will remain on-street. The PABC is reducing the number of single-space meters on-street by installing more multi-space meters, so the number of Meters requiring upgrades is less than the total number of meters purchased.

This meter modem upgrade is required for the Meters to maintain functionality and continue to perform as needed for the PABC and the City.

PABC – cont'd

MBE/WBE PARTICIPATION:

The upgrade must be performed by the manufacturer and distributor of the meters.

MWBOO GRANTED A WAIVER ON JUNE 3, 2021.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Parking Meter Upgrade Agreement has been approved by the Law Department as to form and legal sufficiency.)

PERSONNEL MATTERS

* * * * * *

The Board is requested to approve

all of the Personnel matters

listed on the following pages:

35 - 58

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department as to form and legal sufficiency.

PERSONNEL

Comptroller's Office

1. A. Abolish the following two vacant positions:

Classification: Board of Estimates Technician I
Job Code: 10070
Grade: 088 ($46,074.00 - $55,823.00)
Position Nos.: 10115 and 51931

B. Create the following position:

Classification: Operations Officer II
Job Code: 00086
Grade: 927 ($67,771.00 - $108,433.00)
Position No.: To be determined

C. Reclassify the following position:

From:

Classification: Deputy City Auditor
Job Code: 10243
Grade: 969 ($118,972.00 - $196,315.00)
Position No.: 10151

To:

Classification: Executive Director II
Job Code: 00096
Grade: 991 ($135,979.00 - $224,407.00)

D. Reclassify the following position:

From:

Classification: Assistant for Public Affairs Comptroller
Job Code: 10143
Grade: 927 ($67,771.00 - $108,443.00)
Position No.: 46796

PERSONNEL

Comptroller's Office – cont'd

To:

Classification: Operations Officer II
Job Code: 00086
Grade: 927 ($67,771.00 - $108,433.00)

Cost Savings: ($27,207.00) – 1001-000000-1300-157400-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Finance

2. Reclassify the following vacant position:

From:

Classification: Accounting Assistant III
Job Code: 34133
Grade: 084 ($39,651.00 - $47,323.00)
Position No.: 53622

To:

Classification: Operations Officer II
Job Code: 31112
Grade: 927 ($67,771.00 - $108,433.00)

Cost: $14,971.00 – 1001-000000-1480-166400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Fire Department/Office of Emergency Management (MOEM)

		Hourly Rate	Amount
3.	**CHRISTOPHER HILES**	$39.75 for 2,080 hours	**$82,680.00** (not to exceed)

Account: 1001-000000-2131-228200-601009

Mr. Hiles will continue to work as a Contract Services Specialist II. His duties will include, but are not limited to managing the planning process for MOEM regarding Emergency Operations Plans, continuity of operations plans, recovery plans and evacuation plans; and participating in planning committees in the City and in the Baltimore Urban Areas Security Initiative. He will also be responsible for managing a team of planners within MOEM and serving as Planning Section Chief during activations of the Emergency Operations Center, managing the blackboard implementation and management programs; executing multi-year exercise schedules; managing office-wide training calendar, recruiting MOEM members to participate in exercises; providing or coordinating regular scheduled meetings and serving as representative on training and exercise planning committees. The period of the agreement is effective upon Board approval for one year.

Department of General Services

4. Reclassify the following vacant position:

From:

Classification: Building Repairer I
Job Code: 00082
Grade: 429 ($35,804.00 - $39,442.00)
Position No.: 24999

To:

Classification: Operations Manager I
Job Code: 00090
Grade: 939 ($89,741.00 - $147,892.00)

PERSONNEL

Department of General Services – cont'd

Cost $117,889.00 – 1001-000000-1981-194700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Health Department

5. Reclassify the following vacant position:

From:

Classification: Purchasing Assistant
Job Code: 33501
Grade: 081 ($35,761.00 - $42,368.00)
Position No.: 33400

To:

Classification: Accounting Assistant III
Job Code: 34133
Grade: 084 ($39,651.00 - $47,323.00)

Cost: $5,791.04 - 1001-000000-3001-262300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

6. Reclassify the following vacant position:

From:

Classification: Social Service Coordinator
Job Code: 81171
Grade: 084 ($39,651.00 - $47,323.00)
Position No.: 47781

PERSONNEL

Health Department

To:

Classification: Medical Claims Examiner
Job Code: 33663
Grade: 080 ($34,720.00 - $40,843.00)

Cost Savings: $7,340.80 - 6000-622121-3080-292300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Human Resources

7. A. Upgrade the following classifications:

From:

Classification: Employee Assistance Counselor I
Job Code: 33691
Grade: 088 ($46,074.00 - $55,823.00)

To:

Classification: Same
Job Code: Same
Grade: 903 ($47,439.00 - $75,859.00)

B. Upgrade the following classifications:

From:

Classification: Employee Assistance Counselor II
Job Code: 33696
Grade: 092 ($54,421.00 - $66,266.00)
Position No.: 10032 and 10033

PERSONNEL

Department of Human Resources

To:

Classification: Same
Job Code: Same
Grade: 906 ($54,326.00 - $86,799.00)

C. Create the following classification:

Classification: Employee Assistance Counselor III
Job Code: 33697
Grade: 923 ($63,725.00 - $102,202.00)

Costs: There are no costs associated with these actions.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Children and Family Success (MOCFS)

8. Reclassify the following three vacant positions:

From:

Classification: Grant Services Specialist II
Job Code: 10216
Grade: 919 ($38,254.00 - $60,682.00)
Position Nos.: 50160, 50164 and 50166

Cost: $96,526.46 – 4000-446021-1191-494700-601009

PERSONNEL

MOCFS – cont'd

To:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 ($58,370.00 - $100,344.00)

Cost: $96,526.46 - 4000-446021-1191-494700-601009

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Employment Development

9. Create the following position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 ($58,370.00 - $100,344.00)
Position No.: To be assigned

Cost: $66,000.00 – 5000-521221-6312-458305-601002

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Performance and Innovation

10. Reclassify the following position:

From:

Classification: Associate Counsel
Job Code: 10074
Grade: 929 ($72,033.00 - $115,100.00)
Position No.: 48334

PERSONNEL

Mayor's Office of Performance and Innovation

To:

Classification: Operations Officer III
Job Code: 00087
Grade: 929 ($72,033.00 - $115,100.00)
Position: Same

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

11. A. Create the following position:

Classification: Data Project Manager
Job Code: 10268
Grade: 936 ($84,822.00 - $135,651.00)

B. Reclassify the following position:

From:

Classification: Operations Officer I
Job Code: 00085
Grade: 923 ($63,725.00 - $102,202.00)
Position No.: 54134

To:

Classification: Data Project Manager
Job Code: 10268
Grade: 936 ($84,822.00 - $135,651.00)
Position: Same

Cost: $31,920.00 – 4001-442200-1110-842200-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Mayor's Office of Neighborhood Safety and Engagement

12. Reclassify the following vacant position:

From:

Classification: Health Program Administrator II
Job Code: 61113
Grade: 927 ($67,771.00 - $108,433.00)
Position No.: 46133

To:

Classification: Operations Officer I
Job Code: 00085
Grade: 923 ($63,725.00 - $102,202.00)
Position: Same

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Recovery Programs (MORP)

13. A. Reclassify the following vacant position:

From:

Classification: Operations Manager II
Job Code: 00091
Grade: 942 ($95,206.00 - $156,964.00)
Position No.: 54132

To:

Classification: Operations Director I
Job Code: 00093
Grade: 967 ($108,870.00 - $179,483.00)

PERSONNEL

MORP – cont'd

B. Reclassify the following two vacant positions:

From:

Classification: Program Compliance Officer II
Job Code: 00417
Grade: 927 ($67,771.00 - $108,433.00)
Position Nos.: 54133 and 54139

To:

Classification: Operations Manager III
Job Code: 00092
Grade: 960 ($100,999.00 - $166,584.00)

Cost: $118,924.00 – 4001-442200-1110-842200-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Planning - Amendment

		Hourly Rate	Amount
14.	**ANIKA RICHTER**	$25.50 for 100 hours	**$2,550.00** not to exceed

Account: 1001-000000-1875-187400-601009

On July 29, 2020, the Board approved an employment contract for Ms. Richter at a rate of $25.50 per hour for 1,833 hours, not to exceed $46,741.50. Ms. Richter continued to work as a Contract Services Specialist II with the Office of Sustainability to implement the Cities Connecting Children to Nature Initiative and the Green & Healthy Smart Challenge with Baltimore City Schools by engaging stakeholders, organizing trainings, peer learnings and cross-sector communications to increase trauma-informed care practices and nature-based experience. Ms. Richter will also work with teachers to adjust grant applications

PERSONNEL

Department of Planning – cont'd

		Hourly Rate	Amount

during COVID-19 and connect teachers and students to each other for networking, training, and resource sharing.

This Amendment increases the number of hours worked by an additional 100 hours at a rate of $25.50 per hour not to exceed $2,250.00 to be paid before the end of the contract term. The period of the agreement is effective upon Board approval for one year.

Police Department

15.	**DAVID A. HARE, JR.**	$20.19	**$ 42,000.00**

Account: 1001-000000-8070-820000-601009

Mr. Hare, retiree, will continue to work as a Contract Services Specialist I in the Body Worn Camera Unit. He will be responsible for creating electronic case folders of arrests and traffic violations conducted by the Police Department members to prepare as evidence for criminal prosecution, reviewing body worn camera footage for policy compliance, and categorizing body worn camera videos. In addition, Mr. Hare will respond to Maryland Public Information Act requests, respond to the Assistant State's Attorney's Office requests for missing and required videos for criminal and civil cases, submit audit reports of body worn camera footage review to supervisory staff reporting potential misconduct to supervisory staff, report potential misconduct to supervisory staff from body worn camera footage for further review, and maintain statistics on job performance. This is the same hourly rate as in the previous contract period. The period of the agreement is September 26, 2021 through September 25, 2022.

16.	**KAREEN A. HILL**	$20.19	**$ 42,000.00**

Account: 1001-000000-2024-795600-601009

Ms. Hill, retiree, will continue to work as a Contract Services Specialist I in the Evidence Control Unit (ECU). She will be responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies, receiving property and evidence submissions from police officers and

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

laboratory personnel, and ensuring the accuracy and completeness of paperwork, and entering data into the evidence tracking system. In addition, Ms. Hill will release property to personnel for further examination or as evidence for Court, update the evidence tracking system with appropriate changes of location of the property for chain of custody and documentation of location, release property to the public and document the same in the evidence tracking system, and lift and handle evidence submitted to the ECU. This is the same hourly rate as in the previous contract period. The period of the agreement is September 4, 2021 through September 3, 2022.

17.	**LINDA E. BALLINGER**	$20.19	**$ 42,000.00**

Account: 1001-000000-2002-195500-601009

Ms. Ballinger, retiree, will continue to work as a Contract Services Specialist I in the Internal Affairs Division. She will be responsible for handling requests from Legal Affairs, the State's Attorney's Office and the U.S. Attorney's Office, the Civilian Review Board and other agencies for copies of case books, documents and reports. Ms. Ballinger will prepare multiple copies of sustained case books including reproduction of case related CDs and DVDs for the Office of Administrative Hearings (OAH), complete, maintain and track receipts and database entries for cases requested by Department members and both the State's and US Attorney's Offices, and proof read case books and summaries to ensure accurate and professional documents. In addition, she will input all sustained cases into the Assistant State's Attorney's database, index, scan, and file completed case booklets, link case books and summaries of each case into the database, conduct research, and handle special projects. This is the same hourly rate as in the previous contract period. The period of the agreement is October 23, 2021 through October 22, 2022.

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount
18.	**LLOYD G. BERNARD**	$20.19	**$ 42,000.00**

Account: 1001-000000-2041-796100-601009

Mr. Bernard, retiree, will continue to work as a Contract Services Specialist I in the Human Resources Section. He will be responsible for conducting pre-employment investigations for civilian applicants, conducting Local, State and National record and warrant checks, investigating references, conducting neighborhood canvasses, and interviewing applicants. In addition, Mr. Bernard will gather vital documents for summarization into pre-employment files, complete assigned cases within a defined timeframe, conduct background investigations for promotional candidates including record checks, and gather data of current and previous work history summaries. This is the same hourly rate as in the previous contract period. The period of the agreement is October 27, 2021 through October 26, 2022.

19.	**CLARISSA E. FIELDS**	$20.19	**$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Fields, retiree, will continue to work as a Contract Services Specialist I in the Court Liaison Unit. She will be responsible for ensuring officers are notified to appear in Court, ensuring the accuracy and completeness of all paperwork, entering information into the Failure to Appear (FTA) system, and retrieving police department documents including operation and analysis reports for the State's Attorney's Office. Ms. Fields will advise the State's Attorney's Office of officers' vacations, details, medical, military or FMLA status, acquire Court documents and undeliverable summonses from Court building, and maintain files of undeliverable summonses to assist with possible FTA investigations. In addition, she will contact officers requested by the State's Attorney's Office, provide contact phone numbers to the States' Attorney's Office, and assist the State's Attorney's Office with any officer contact problems. This is the same hourly rate as in the previous contract

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

period. The period of the agreement is September 24, 2021 through September 23, 2022.

20.	**LAWANG HYMAN**	$20.19	**$ 42,000.00**

Account: 1001-000000-2041-796200-601009

LaWang Hyman, retiree, will continue to work as a Contract Services Specialist I in the Office of Officer Safety and Wellness. The Retiree will be responsible for assisting with and coordinating the total well-being program to reduce health risks, medical costs, and encourage healthy lifestyles, and working with Vendors and Human Resources staff to administer lasting health and wellness programming into the Police Department. LaWang Hyman will also review alerts in the Early Intervention System, schedule interventions and guidance, assist with the implementation of the Peer Support Program, and assist in monitoring Peer Support members' performance to ensure they meet team standards of training, performance and behavior. In addition, the Retiree will act as a critical component to Consent Decree mandates under the section entitled, "Officer Assistance and Support", and assist with the daily operations of the Early Intervention, Health and Wellness and Peer Support Programs. This is the same hourly rate as in the previous contract period. The period of the agreement is September 30, 2021 through September 29, 2022.

21.	**TIESHA J. SCRIVNER**	$21.63	**$ 45,000.00**

Account: 1001-000000-2021-667600-601009

Ms. Scrivner, retiree, will continue to work as a Contract Services Specialist I for the Family Crimes Unit. She will be responsible for providing crisis counseling, safety and resource identification to adult victims of domestic violence, assisting victims by obtaining protective orders, accompanying detectives to the homes of victims, and assisting victims with proceeding through the court system. In addition, Ms. Scrivner will maintain information in the domestic violence database, serve as a liaison between victims and law enforcement, conduct telephone communications with victims of misdemeanor domestic violence cases that have

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

been referred to the Family Crimes Unit, assist victims through the Protective Order process, as well as obtaining emergency shelter and housing. She will also provide community outreach by speaking to local agencies about domestic violence and the services provided, speak with juvenile offenders on how to identify healthy versus non-healthy relationships and the cycle of domestic violence, and list and update shelter names, contact information, policies and procedures. This is the same hourly rate as in the previous contract period. The period of the agreement is September 26, 2021 through September 25, 2022.

22. **BARBARA MCCLAIRN** $20.19 **$ 42,000.00**

Account: 1001-000000-8160-820200-601009

Ms. McClairn, retiree, will continue to work as a Contract Services Specialist I for the Special Operations Section. She will be responsible for scheduling and ensuring the staffing of sworn members at various events and businesses, which have contracts with Baltimore City, to provide uniformed police security services, and overseeing the billing of the uniformed police security services. This is the same hourly rate as in the previous contract period. The period of the agreement is September 24, 2021 through September 23, 2022.

23. **THERESA A. ANDERSON** $20.19 **$ 42,000.00**

Account: 1001-000000-2042-796500-601009

Ms. Anderson, retiree, will continue to work as a Contract Services Specialist I in the Evidence Control Unit. She will be responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies, receiving property and evidence submissions from police officers and laboratory personnel and ensuring the accuracy and completeness of the paperwork, and entering this data into the evidence tracking system. In addition, Ms. Hill will release property to personnel for further examination or as evidence for Court, update the evidence tracking system with appropriate changes of location of the property for chain of custody and documentation of the location, release property to the public and document evidence in the tracking system,

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

and lift and handle evidence submitted to the ECU. This is the same hourly rate as in the previous contract period. The period of the agreement is September 28, 2021 through September 27, 2022.

24. **CHARLENE WATKINS** $20.19 **$ 42,000.00**

Account: 1001-000000-2041-796100-601009

Ms. Watkins, retiree, will continue to work as a Contract Services Specialist I in the Human Resources Section. She will be responsible for conducting the final processing and hiring for new applicants, scheduling applicants' testing appointments, conducting applicants' fingerprinting, and gathering all vital documents for the hire date of the applicant. In addition, Ms. Watkins will review case folders to determine the validity of the required documents for local, state and national records, inform the applicants of all position requirements for which they have applied, and conduct interviews. This is the same hourly rate as in the previous contract period. The period of the agreement is September 26, 2021 through September 25, 2022.

25. **DOROTHIA PARKER-JOHNSON** $20.19 **$ 42,000.00**

Account: 1001-000000-2021-212600-601009

Ms. Parker-Johnson, retiree, will continue to work as a Contract Services Specialist I assigned to the Court Liaison Unit. Her duties will include but are not limited to ensuring officers are notified to appear in court, ensuring accuracy and completeness of all paperwork, entering information in Failure to Appear (FTA) system, and retrieving police department documents including operation and analysis reports for the State's Attorney's Office. She will also be responsible for advising the State's Attorney's Office regarding officers' vacation, details, medical or military status, acquiring court documents and undeliverable summonses from court buildings, maintaining files of undeliverable summonses from buildings and maintaining undeliverable summonses to assist with possible FTA investigations. The period of the agreement is effective upon Board approval or September 28, 2021 through September 27, 2022, whichever comes later.

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

On January 3, 1996, the Board approved a Waiver to Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire the retired/foregoing police officers on a contractual basis.

26.	**DENNIS M. KNIGHT**	$20.19	**$ 42,000.00**

Account: 1001-000000-2003-796400-601009

Mr. Knight will continue to work as a Contract Services Specialist II. He will be responsible for coordinating and conducting interviews and background investigations, explaining policies and procedures to applicants; screening applicants, and researching, reviewing and analyzing prior personnel and employment history information of candidates. In addition, Mr. Knight will coordinate and/or conduct fingerprinting and polygraph testing, coordinate medical exams, obtain credit reports; serve as a departmental liaison to provide regular updates to applicants, and advise applicants of the outcome of the background processes. He will also maintain the applicant database; conduct driving record checks, and compile background investigation reports to determine applicants' suitability. This is the same hourly rate as in the previous contract period. The period of the agreement is September 16, 2021 through September 15, 2022.

27. Reclassify the following vacant position:

Position No.: 19663

FROM:

Classification: Secretary III
Job Code: 33233
Grade: 084 ($39,651.00 - $47,323.00)

TO:

Classification: Operations Assistant I
Job Code: 31102
Grade: 902 ($44,706.00 - $71,487.00)

PERSONNEL

Police Department – cont'd

Costs: $16,031.00 – 1001-000000-2002-195500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

28. Change the funding source for two vacant positions:

Position Nos.: 52425 & 52427

Classification: Forensic Scientist II
Job Code: 71132
Grade: 927 ($67,771.00 - $ 108,433.00)

Costs: There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

29. Create the following position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 ($58,370.00 - $ 100,344.00)
Position No.: To be determined by BBMR

Costs: $113,582.75 – 4000-446221-2021-212800-404001.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

30. Create the following new classification:

Classification: DPW YH20 Intern
Job Code: 01005
Grade: 856 ($12.75) FLAT

PERSONNEL

Department of Public Works – cont'd

Costs: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

31. Create the following two positions:

Classification: Naturalist
Job Code: 71491
Grade: 084 ($39,651.00 - $47,323.00)
Position Nos.: To be determined by BBMR

Costs: $129,024.00 – 5000-577721-4781-363900-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

		Hourly Rate	Amount
32.	**MELISSA NEILL**	$22.00	**$ 33,880.00**

Account: 6000-680522-4792-656200-601009

Ms. Neill will work as a Contract Services Specialist II. She will be responsible for implementing the Forest Immersion Program for children and families, evaluating teachers and the program through observation, documentation, and dialogue with teachers and families, and providing critical feedback for teachers regarding methodology with and strategies employed with young children. Ms. Neill will also administer registration and online payments through the Civic Rec platform, provide support to volunteers and interns responsible for the program, perform on-site specific programs and volunteer evaluations, manage program supplies and resources, and evaluate the success of the program and goals. In addition, she will produce documentation and materials (child artifacts, and work samples) that document child learning, produce materials that describe and promote the program, communicate with current families about the children's progress and/or

PERSONNEL

Department of Recreation and Parks – cont'd

		Hourly Rate	Amount

individualized needs, communicate with prospective families about the developmental benefits of the program, help to develop and evaluate extended events for the program, and partner with other community organizations. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

33. **NICOLE K. MCDANIELS** **$28.56** **$ 54,435.36**

Account: 5000-577721-4781-363900-601009

Ms. McDaniels will work as a Contract Services Specialist II/Workforce Development Coordinator. She will be responsible for planning, developing, and implementing in-service training programs for park maintenance staff, coordinating trainings with subject-matter experts, updating the Park Maintenance Technician Handbook, and collaborating with the Department of Natural Resources, Maryland Park Service to create, develop, and implement green jobs training programs for youth. In addition, Ms. McDaniels will collaborate with supplemental workforce groups, develop educational activities, design work assignments, supervise team leaders, oversee daily programs, develop and oversee collaboration with various supplemental workforce groups including the CJC, the ROCA, and the Green Cadets. She will also write proposals, coordinate work assignments, and supervise work projects. The period of the agreement is effective upon Board approval for one year.

34. **HANSBERRY R. MOORE** **$12.00** **$ 12,480.36**

Account: 5000-577721-4781-363900-601009

Mr. Moore will work as a Contract Service Specialist I. He will be responsible for supervising the recreation center and gym during the Mayor's Violence Reduction Initiative extended evening and weekend program hours for teens and young adults. Mr. Moore will also serve as the front desk liaison during senior programming hours. The period of the agreement is effective upon Board approval for one year.

PERSONNEL

Office of the State's Attorney

		Hourly Rate	Amount
35.	**RACHEL DILLION**	$20.06 for 1,907 hours	**$38,248.00** (not to exceed)

Account: 1001-000000-1150-118000-601009

Ms. Dillion will work as a Contract Services Specialist II. She will be responsible for receiving incoming phone calls, assisting visitors doing business with the State's Attorney's Office, receiving and verifying motions and other legal documents for routing to the appropriate Assistant State's Attorney and performing general office assistant duties. The period of the agreement is August 9, 2022 through August 8, 2022.

36.	**ALBERT MARCUS, SR.**	$28.86 for 1,907 hours	**$55,026.00** (not to exceed)

Account: 1001-000000-1151-117900-601009

This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is July 28, 2021 through July 27, 2022.

37.	**MARIA KEITH**	$28.86 for 1,907 hours	**$55,026.00** (not to exceed)

Account: 1001-000000-1150-715200-601009

This is a 2% increase in the hourly rate from the previous contract. The period of the August 13, 2021 through August 12, 2022.

38.	**ANGELA WILLIAMS**	$26.23 for 1,907 hours	**$50,013.00** (not to exceed)

PERSONNEL

Office of the State's Attorney – cont'd

	Hourly Rate	Amount

Account: 1001-000000-1151-117900-601009

The period of the agreement is July 28, 2021 through July 27, 2022.

These individuals will continue to work as a Contract Specialist I. They will investigate felony, domestic violence, and violent crime cases, locate and interview witnesses, and act as a liaison with police agencies. The period of the agreement is effective upon Board approval for one year or July 28, 2021, whichever comes later.

In March 1999, the Board approved a waiver of AM 212-1 to hire retired Police Officers as Investigators for the Office of the State's Attorney with no restrictions on the number of work hours and rate of pay.

39.	**KELVIN SEWELL**	$34.87 for 1,907 hours	**$66,485.00** (not to exceed)

Account: 1001-000000-1151-117900-601009

Mr. Sewell will continue to work as a Contract Services Specialist I. His duties will include but are not limited to investigating felony, homicide, and violent crime cases, locating and interviewing witnesses, acting as liaison with law enforcement agencies, researching the whereabouts of and locating parties relevant to prosecution of cases, providing location information to attorneys and forwarding to Warrant Apprehension Task Force so that arrests can be made. He will also be responsible for communication with witnesses and victims to provide case status and trial date information, preparing subpoenas, ascertaining and verifying respondent's legal identity through fingerprint identification and verifying such documents as birth certificates. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is July 28, 2021 through July 27, 2022.

40.	**DOUGLAS LUDWIG**	$39.00 for 1,200 hours	**$46,805.00** (not to exceed)

PERSONNEL

Office of the State's Attorney

		Hourly Rate	Amount
	Account: 1001-000000-1150-117900-601009		
	Mr. Ludwig will continue to work as a Contract Services Specialist II. His duties will include but are not limited to reviewing arrests made by police officers, making decisions to release or charge offenders based on principles of law, and producing and providing bail recommendations to court commissioners for all cases involving violent felonies and firearm charges, screening all offenders for eligibility for Early Resolution court, Quality Case Review dockets and Repeat Violent Offender status. He will also follow-up with notifications of arrests to the Division of Parole and Probation, Department of Juvenile Services, trial units of the State's Attorney Office and other law enforcement partners. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is July 28, 2021 through July 27, 2022.		
41.	**CHANEAL SIMPSON**	$25.47 for 1,907 hours	**$48,562.00** (not to exceed)
	Account: 1001-000000-1150-117900-601009		
	Ms. Simpson will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to assisting the Assistant State's Attorney in the investigations and movement of cases, inputting of charges, finalizing of charging documents, finding open warrants and communicating with Public Safety staff and members of the Baltimore City Police Department. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is July 28, 2021, through July 27, 2022.		
42.	**TRACEY SNOWDEN**	$27.05 for 1,248 hours	**$33,758.00** (not to exceed)
	Account: 1001-000000-1150-715200-601009		
	Ms. Snowden will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to assuring the prosecutors throughout the office know the status of each request in preparing for trial, tracking lab results for every trial,		

PERSONNEL

Office of the State's Attorney – cont'd

	Hourly Rate	Amount

post-conviction petition, DNA post-conviction petition, actual innocence petition, motions to reopen petitions, and various new trial motions. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is July 28, 2021 through July 27, 2022.

Department of Public Works (DPW) – Access Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Access Agreement with Erasmus Properties (Reservoir Road) Business Trust, ("Erasmus") to allow the City use of an easement through Erasmus' property to access infrastructure on Sparrows Point designed to route treated effluent through the property to the Sparrows Point Outfall. The period of the agreement is effective upon Board approval until terminated by either party under the terms thereof.

AMOUNT OF MONEY AND SOURCE:

No funds are required.

BACKGROUND/EXPLANATION:

The City owns and operates the Back River Wastewater Treatment Plant, which discharges treated effluent through two outfalls pursuant to a permit issued by Maryland Department of the Environment. Although most of the treated effluent is discharged into Back River, historically a portion has been pumped to Sparrows Point to provide industrial process water for the steel industry. The steel plant is now closed; however, the City's discharge permit limits the amount of effluent that may be released into Back River in order to preserve water quality.

Effluent is discharged from Back River Wastewater Treatment Plant and conveyed through pipes to infrastructure on Sparrows Point. The infrastructure the City is seeking to access consists of an industrial water conveyance system consisting of pipes and a pumping station that pushes treated effluent to the outfall on Sparrows Point. Erasmus owns property where ingress/egress to the infrastructure on Sparrows Point is located (between Reservoir Road and Sparrows Point) and Erasmus has agreed to allow the City to use this easement to ensure the pipes and pumping station are functioning properly and to conduct its activities.

The Agreement will allow the City, its employees, contractors, and other representatives, to travel to the infrastructure on Sparrows Point through an area of Erasmus' property identified as the vicinity and the transit/access route. There is no cost to the City for use of the easement; however, the City will indemnify Erasmus, its employees, officers, and other representatives against willful or negligent acts committed by the City and its representatives that arise from the Agreement. The City will not be obligated to indemnify Erasmus and its representatives against acts of gross negligence or willful misconduct.

DPW – cont'd

MBE/WBE PARTICIPATION:

N/A

(The Access Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Public Works/Office – Amendment No. 3 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement with Pure Technologies U.S., Inc. DBA Wachs Water Services, under Project No. 1251, Valve and Fire Hydrant Assessment, Operation and Maintenance Throughout the Baltimore Metropolitan Water System. The current expiration date is July 25, 2021. The Amendment will extend the period of the agreement through January 25, 2022.

AMOUNT OF MONEY AND SOURCE:

$0.00

BACKGROUND/EXPLANATION:

On January 25, 2017, the Board approved a 30-month agreement with Pure Technologies U.S., Inc. DBA Wachs Services to perform an assessment, operation, and maintenance of valves between 2-inches and 120-inches in sizes; assessment, operation, and maintenance of fire hydrants; in-situ assessment and repair of large valves; executing planned shutdowns in support of water main renewal, replacement and assessment; the electronic collection of associated field data; facility improvements and water meter replacements; and assist with reactive response associated with system emergencies and customer complaints.

This Amendment No 3. will allow the Consultant will continue to provide the above-mentioned services. The consultant will also perform quality assurance of all field data and follow data management procedures set forth by the City. All work will be performed throughout Baltimore City and Baltimore County. All other terms and conditions of the agreement will remain unchanged.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement.

MBE: 27%
WBE: 10%.

Department of Public Works/Office – cont'd
of Engineering and Construction

THE EAR WAS APPROVED BY MWBOO ON MAY 28, 2021.

AUDITS NOTED THE TIME EXTENSION.

(The Amendment No. 3 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Public Works/Office – Task Assignment of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task 012 with AECOM Technical Services, Inc. under Project No. 1803 (WC 1291) On-Call Project and Construction Management. The original contract will expire on October 2, 2022. The period of the task is 24 months.

AMOUNT OF MONEY AND SOURCE:

$802,696.48 – 9960-907744-95557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of Project Inspection Services for the ongoing construction work on W.C. 1291-Wilkens Avenue/Frederick Avenue Water Main Replacements.

The scope of work includes abandonment and/or removal of existing water mains and installation of various sized new ductile iron pipes, valves, fittings and appurtenances, replacement/installation of fire hydrants, corrosion control if applicable, small residential meter setting and meter valves, renewal and replacement of existing water services, sidewalk restoration, curb and gutter, and roadway paving as required. The work requested is within the original scope of the agreement.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement:

MBE: 29%
WBE: 10%

Currently, this On-Call is not in compliance because 11 tasks have been approved. Consultant anticipates to meet goals before contract ends. Current goals are: MBE: 19% and WBE: 16%.

THE EAR WAS APPROVED BY MWBOO ON APRIL 21, 2021.

AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.

Department of Public Works/Office – cont'd
of Engineering and Construction

TRANSFER OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
$ 566,652.37 County Revenue	9960-903198-9558 Water Infrastructure Rehabilitation	
$ 673,015.91 Revenue Bond	9960-936001-9558 Construction Reserve	
$1,239,668.28	----------	9960-907744-9557-5 Inspection

The transfer will cover inspection costs for Project 1803 – (WC 1291) On-Call Project and Construction Management Task 012.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

Department of Housing and Community Development (DHCD) - Side Yard Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement for the sale of a City-owned property located at 1502 W. Franklin Street to Ms. Louise Brown Anderson.

AMOUNT OF MONEY AND SOURCE:

$500.00 - Purchase Price

BACKGROUND / EXPLANATION:

The lot will be sold for the price of $500.00, of which $400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs, including transfer taxes, recordation fees, taxes, and associated title services. The Developer will be using private funds to pay for the acquisition and maintenance of the property.

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling this property to be returned to productive use and improving Baltimore's neighborhoods.

The City has agreed to convey the property known as 1502 W. Franklin Street to the adjacent property owner, Ms. Anderson. As a condition of the conveyance, Ms. Anderson has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits the development of the parcel for a minimum of ten years.

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code.

The property is being sold for $500.00, as the Developer holds title on the adjacent property as non-owner-occupied. The rationale for the conveyance is as follows:

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

DHCD – cont'd

MBE/WBE PARTICIPATION:

The Purchaser will purchase these properties for a price that is less than $50,000 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

(The Side Yard Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES **7/28/2021**

Department of Human Resources – 2022 Actives and Retiree Health Insurance Rates

ACTION REQUESTED OF B/E:

The Board is requested to review and approve the 2022 Actives and Retiree Healthcare rates. The rates will go into effect on January 1, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The healthcare rates include the premium for active employees, retirees, and COBRA participants. The rates are broken down by pay frequency (including monthly, biweekly, weekly, and 21-pay).

The rates will be communicated to employees and retirees during the annual Open Enrollment period from October 18, 2021 – November 1, 2021.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement

1. GOTTLIEB & WERTZ, INC. $ 30,000.00 Renewal
Contract No. 08000 – Provide Annual Maintenance and Support for Juvenile Case Management System – Circuit Court for Baltimore City P.O. No.: P552067

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 5, 2020, the Board approved the initial award in the amount of $30,000.00. The award contained two 1-year renewal options. This first renewal in the amount of $30,000.00 is for the period July 1, 2021 through June 30, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor and are not available from subcontractors.

2. J.F. FISCHER, INC. $ 0.00 Renewal
Contract No. B50005353 – Testing and Repair of Backflow Preventer Devices – Department of Public Works – Wastewater Facilities Division – P.O. No.: P545011

On August 28, 2018, the Board approved the initial award in the amount of $150,000.00. The award contained two 1-year renewal options. This first renewal

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

in the amount of $0.00 is for the period September 1, 2021 through August 31, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On March 8, 2018, MWBOO set goals of 8% MBE and 0% WBE. MWBOO found Vendor in compliance on June 1, 2021.

	Commitment	Performed	
MBE: Horton Mechanical Contracting	8%	$36,869.57	80.4%
WBE: Upper Management LLC	0%		

MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 1, 2021.

3. HONEYWELL,
INTERNATIONAL INC. $1,240,000.00 Increase
Contract No. 08000 – Provide Annual Service and Repairs for the Fire, Life Safety and Facilities Management System at the Baltimore Convention Center – P.O. No.: P550975
On April 8, 2020, the Board approved the initial award in the amount of $500,000.00. The award contained two 1-year renewal options. This increase in the amount of $1,240,000.00 is necessary to cover current funding needs and anticipated expenses for the second and third year of the contract term. This increase will make the award amount $1,740,000.00. The contract expires on March 31, 2023 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirements for certification as sole-source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

4. VECTOR MEDIA HOLDING CORPORATION $ 31,950.00 Sole Source
Contract No. 08000 – Childhood Lead Poisoning Bus Shelter Ads – Baltimore City Health Department – Req. No.: R869230

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The vendor was awarded the MDOT MTA Transit Advertising Contract #AGY-19-014-SR and holds the exclusive rights to sell advertising on MDOT MTA vehicles (Local Bus, Light Rail Link, Metro Subway Link, and MARC Train), on MDOT MTA bus shelters as well as Metro Subway Link stations, and MARC train stations.

The Baltimore City Health Department wishes to utilize this contract to place childhood lead poisoning ads on bus shelters. The period of the award is February 1, 2021 through December 31, 2022. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as the Vendor holds exclusive rights for advertising.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

5. BALTIMORE GAS AND ELECTRIC COMPANY $7,600,000.00 Sole Source
Contract No. 08000 – Requirements for Street Lights Rehabilitation – Department of Transportation – Req. No.: R860686

The Board is requested to approve an award for the rehabilitation and maintenance of Baltimore street lights and related work. Baltimore Gas and Electric Company have a proprietary obligation to provide designated services, and no other company is able to provide them at this time. The prices are set in accordance with the Retail Electric Service Tariff approved by the Maryland Public Service Commission. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

6. REACH AIR MEDICAL SERVICES, LLC $ 100,000.00 Selected Source
Contract No. 06000 – Air Transport Services – Health Department – Req. No.: R864449
This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

Emergency Medical Transport services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

MDH protocol states, "All air ambulance transport cost for Maryland Medicaid recipient will be paid by the Baltimore City Health Department, through the Transportation Grant Program." Service Providers may submit invoices as late as two years after services have been rendered prior to the review and verification process, which takes approximately one year. The requested amount is required for payment of outstanding invoices and new invoices from the above time period.

The State of Maryland must license all ambulance service companies. The company name above is licensed by the State of Maryland. The MDH protocol further states, "This unit [City Health Department] will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved."

It is hereby certified that the above procurement is of such nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable.

MWBOO GRANTED A WAIVER ON JUNE 10, 2021.

7. CIANBRO CORPORATION $ 141,930.21 Ratification
Contract No. 06000 – Drawbridge Mechanical and Electrical Systems Repairs – Department of Transportation – Req. No.: R869307

The requested action is approval for ratification for additional funds required to make a final payment for work completed outside of Contract number B50002089 – Drawbridge Operations, which expired on July 31, 2020. The Vendor completed urgent work, consisting of mechanical and electrical repairs from July 1, 2020 through August 31, 2020. Authority is requested to pay the outstanding invoices.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practical to obtain competitive bids.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the payment of the invoice is recommended.

8. DONALD B. RICE
TIRE CO. $ 73.570.78 Ratification
Contract No. 06000 – Tire Roadside Repair Services – Department of General Services – Fleet – P.O. No.: P553936

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On March 17, 2021, the Board approved an initial award in the amount of $399,568.02. The requested action is an approval for ratification for additional funds required to make a final payment for work completed when no long-term contract was in place. A long-term contract for these services is now in place. Authority is requested to pay the outstanding invoices. The period of the ratification is December 14, 2020 through January 19, 2021.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the payment of the invoice is recommended.

9. XEROX CORPORATION $1,410,969.00 Cooperative Agreement
Region 4 Education Service Center Contract No. R171406 – Managed Print Solutions – Bureau of Procurement – Digital Document Division - Req. No.: R875761

The Board is requested to approve and authorize execution of a Cooperative Agreement with Xerox Corporation. The period of the agreement is July 21, 2021 through February 28, 2022 with one 1-year renewal option remaining.

The Print Shop wishes to purchase the Baltoro HF Digital Inkjet Press to include software, services, and maintenance from a competitively bid, cooperative inter-local

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

contract agreement #R171406 between Region 4 Education Service Center/National Intergovernmental Purchasing Alliance (NIPA) and Xerox Corporation. Printers will be used to print water bills, speed and red light camera bills, parking bills, all internal agency work, brochures, and books.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract purchase from the manufacturer who is required to provide software, services, and maintenance.

(The Cooperative Agreement has been approved by the Law Department as to form and legal sufficiency.)

10. QUADIENT, INC. $ 186,980.40 Cooperative Agreement
NASPO ValuePoint Contract No. ADSPO 16-169901 – Mailing Equipment, Supplies, and Maintenance – Comptroller's Office – Req. No.: R861437

The Board is requested to approve and authorize execution of a Cooperative Agreement with Quadient, Inc. The period of the agreement is October 1, 2020 through September 30, 2025, and can be renewed by the City if renewed by the Lead Procurement Agency.

On May 15, 2017, the State of Arizona awarded a Cooperative Contract as the lead government agency for NASPO Value Point, a cooperative procurement organization. Through a competitive solicitation process, the City of Baltimore may utilize its contracts for various procurements as needed. Execution of the attached agreement will provide the Municipal Post Office with mailing machines replacement, including view stations with the latest operating system, which is in dire need of upgrades. This agreement will consolidate the current contracts. Additionally, the Vendor is the sole source manufacturer for the mailing machine product. The above amount is the City's estimated requirement.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This is a purchase of proprietary software from a cooperative contract.

(The Cooperative Agreement has been approved by the Law Department as to form and legal sufficiency.)

11. AZTECA SYSTEMS, INC. $4,904,900.00 Agreement
Contract No. 08000 – Cityworks Master License and Maintenance Agreement – Department of Public Works – Waste and Water – IT Division – Req. No.: R867919

The Board is requested to approve and authorize execution of Cityworks Master License and Maintenance Agreement with Azteca Systems, Inc. The period of the agreement is effective upon Board approval for one year with four 1-year renewals option through June 30, 2026.

The Vendor is the original software developer and sole provider of license and software maintenance for Cityworks Asset Management Software, which is the primary application that the Department of Public Works uses for work order management of repairs and maintenance throughout the City. Previously, the software licensing was acquired indirectly through a hosting agreement with Motorola Solutions, Inc. Since the City is moving toward self-hosted implementation, it was determined that the licensing and maintenance should be obtained from Azteca directly, which is a standard practice used by other local municipalities.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

(The Cityworks Master License and Maintenance Agreement has been approved by the Law Department as to form and legal sufficiency.)

12. ADVANT-EDGE SOLUTIONS
OF MIDDLE ATLANTIC, INC. $ 12,500,00 Extension
Contract No. B50004443 – Biomedical Waste Pickup and Disposal – Health Department, Baltimore Police Department, Baltimore Fire Department – P.O. No.: P535400

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On May 4, 2016, the Board approved the initial award in the amount of $96,795.00. The award contained two renewal options. Subsequent actions have been approved, and two renewals have been exercised. This extension is necessary to continue the removal of biohazard waste from various City agencies until a new solicitation is advertised, evaluated, and awarded. The contract expired on May 31, 2021. The period of the extension is June 1, 2021 through December 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 14, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 14, 2015.

13. SOLENIS, LLC $ 0.00 Extension
Contract No. B50004656 – Polymeric Flocculants for GBT for the Back-River Wastewater Treatment Plant – Department of Public Works – Wastewater Facilities – P.O. No.: P548490

This meets the condition that there is no advantage in seeking competitive responses.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 10, 2016, the Board approved the initial award in the amount of $700,000.00. The award contained four renewal options. Subsequent actions have been approved and four renewals have been exercised.

The trials for available polymers for next contract are concluded by the user agency. This extension is necessary to source the required polymer by operations to treat wastewater while the competitive bidding process is initiated and a new contract is awarded. The contract expired on August 9, 2021. The period of the extension is August 10, 2021 through February 28, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 9, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 9, 2016.

14. ELLIOTT & FRANTZ, INC. $ 0.00 Extension
Contract No. 06000 – O.E.M. Parts and Service for Gradall & Writgen Cold Milling Machine – Department of General Services – Fleet – P.O. No.: P543995

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On May 30, 2018, the Board approved the initial award in the amount of $400,000.00. This extension is necessary to continue to source parts and service

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

covered by the existing contract for agency to get time to update detail specifications and BOP to initiate a competitive bidding process, if feasible, to get a new contract awarded. The contract expired on May 30, 2021. The period of the extension is May 31, 2021 through December 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 12, 2018, MWBOO determined no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON APRIL 12, 2018.

15. LYTX INC. $ 15,000.00 Extension
Contract No. 08000 – Maintenance, Service, Repairs, Supplies and Equipment for the Drive Cam System – Baltimore Fire Department – P.O. No.: P545034

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 29, 2018, the Board approved the initial award in the amount of $187,465.20. This extension is necessary to continue subscription services forward while a new procurement is awarded. The contract expired on June 30, 2021. The period of the extension is August 15, 2021 through February 28, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

16. IDEXX DISTRIBUTION, INC. $ 34,804.77 Extension

Contract No. 08000 – Analysis of Drinking Water for Montebello, Ashburton & Patapsco Labs – Department of Public Works, Bureau of Water and Wastewater - P.O. No.: P544813

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 15, 2018, the Board approved the initial award in the amount of $225,000.00. This extension is necessary to continue to get services covered by the existing contract for the agency to update the detailed specifications and research possibilities to initiate a competitive bidding process for awarding the new contract. The contract expires on August 14, 2021. The period of the extension is August 15, 2021 through February 28, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as this vendor is the only supplier in the Water Testing Market.

17. CITIZENS PHARMACY SERVICES
BOUND TREE MEDICAL LLC
$ 0.00 Extension

Contract No. B50004394 – Pharmaceuticals for the Baltimore City Fire Department – Baltimore Fire Department – P.O. Nos.: P535140 and P535141

This meets the condition that there is no advantage in seeking competitive responses.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On March 30, 2016, the Board approved the initial award in the amount of $4,821,118.00. The award contained three renewal options. Subsequent actions have been approved. This extension is necessary to continue providing EMS pharmaceuticals to the Fire Department while a new solicitation is advertised, evaluated, and awarded. The contract expired on April 30, 2021. The period of the extension is May 1, 2021 through October 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 28, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON OCTOBER 28, 2015.

18. BALTIMORE TRUCK CENTER, INC. $ 0.00 Extension
Contract No. 06000 – O.E.M. Parts and Service for Hino Trucks – Department of General Services – Fleet – P.O. No. P544172

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On June 13, 2018, the Board approved the initial award in the amount of $300,000.00. This extension is necessary to continue to source parts and service covered by the contract while a new contract is developed and awarded. The above

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

amount is the City's estimated requirement. The contract expired on June 24,2021. The period of the extension is June 25, 2021 through December 24, 2021.

MBE/WBE PARTICIPATION:

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON APRIL 12, 2018.

19. PHI AIR MEDICAL
L.L.C. $400,000.00 Extension
Contract No. 06000 – Non-Emergent Medical Air Transportation Services – Baltimore Health Department – P.O. No.: P535700

On June 1, 2016, the Board approved the initial award in the amount of $400,000.00. The award contained three renewal options. Subsequent actions have been approved, and three renewals have been exercised.

Non-Emergent Medical Air Transportation Services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies, of which the referenced vendor is licensed. It is MDH protocol for the Baltimore City Health Department to properly screen calls to determine eligibility, medical necessity, and arrange the appropriate transportation upon approval. It is also MDH protocol for the Baltimore City Health Department to cover all air ambulance transport costs for Maryland Medicaid recipients through the Transportation Grants Program. The period of the extension is June 1, 2021 through May 31, 2022. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the goods, equipment, and/or service is recommended.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

MBE/WBE PARTICIPATION:

On June 6, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 31, 2017.

20.	REPUBLIC PARKING SYSTEM, LLC	$176,400.00 147,000.00 **$323,400.00**	Ratification and Extension

Contract No. B50001251 – Parking Meter Coin Collection Services – Department of Finance – P.O. No.: P529769

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On December 9, 2009, the Board approved the initial award in the amount of $705,600.00. The award contained eight renewal options. Subsequent actions have been approved, and all renewals have been exercised. This extension is necessary to continue services covered by an expired contract while Solicitation B50006261 is advertised for bids and a new contract is awarded. The contract expired on January 31, 2021. The period of the ratification is February 1, 2021 through July 28, 2021. The period of the extension is July 29, 2021 through December 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 8, 2009, MWBOO determined that no goals would be set because of no opportunity to segment the contract due to the handling of substantial amounts of City funds. Security and liability issues leave no opportunity for segmentation of the contract.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

21. SECURITY EQUIPMENT CO. $ 40,000.00 Renewal
Contract No. 06000 – O.E.M. Stihl Parts, Service and Equipment – Department of Transportation – P.O. No.: P552013

On July 29, 2020, the Board approved the initial award in the amount of $40,000.00. The award contained three 1-year renewal options. This first renewal in the amount of $40,000.00 is for the period September 18, 2021 through September 17, 2022. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the goods, equipment, and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The award is below MWBOO subcontracting threshold of $50,000.00.

22. GARTNER, INC. $440,000.00 Renewal
Contract No. 08000 – Gartner for IT Executives and Leaders – Baltimore City Office of Information and Technology, Baltimore Police Department – P.O. No.: P528566

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 14, 2013, the Board approved the initial award in the amount of $33,800.00. Subsequent actions have been approved. This eighth renewal will provide continuation of access to Gartner's unique research database. Gartner's database access enhances the Baltimore City Office of Information Technology in areas including enterprise architecture, applications, network security, and risk management for key initiatives that will improve stability and further advance the

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

City's network infrastructure. This eighth renewal is for the period August 1, 2021 through July 31, 2022, with one-year renewals at the sole discretion of the City. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. The proprietary database library is only available from the Vendor and is not available from subcontractors.

23. MARYLAND ENVIRONMENTAL SERVICE $ 25,000.00 Renewal
Contract No. 06000 – Chlorofluorocarbon Removal – Department of Public Works – P.O. No.: P548496

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On December 21, 2018, the City Purchasing Agent approved the initial award in the amount of $25,000.00. The award contained three renewal options. Maryland Environmental Service provides cleaning of all Chlorofluorocarbon contained residential and commercial air conditioners, dehumidifiers, freezers, refrigerators, and household central air conditioning units, as well as removal of capacitors from the appliances. This final renewal is for the period July 1, 2021 through June 30, 2022. The above amount is the City's estimated requirement

MBE/WBE PARTICIPATION:

Not applicable. Initial award under threshold.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

24. INTERGRAPH CORPORATION t/a HEXAGON SAFETY AND INFRASTRUCTURE $239,328.36 Increase
Contract No. 08000 – RMS Premium Annual Support – Baltimore Police Department – P.O. No.: P544635

On August 30, 2017, the Board approved the initial award in the amount of $129,101.64. Subsequent actions have been approved. The Board is requested to approve funding on an annual basis. This increase in the amount of $239,328.36 is for the period July 1, 2021 through December 31, 2022. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the manufacturer and are not available from subcontractors.

25. AVOLVE SOFTWARE CORPORATION $893,854.10 Agreement
Contract No. 06000 – Project Dox Electronic Plan Review Solution – Department of Public Works – Req. No.: R862720

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Board is requested to approve and authorize execution of an Agreement with Avolve Software Corporation. The period of the agreement is August 1, 2021 through July 31, 2026.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

The Department of Housing and Community Development currently uses this software to manage electronic plan solutions. Expanding this service to the Department of Public Works will fulfill the goals of providing further automation, integration, transparency, and expediency in the development of the system. The period of the agreement is August 1, 2021 through July 31, 2026.

It is hereby certified that the above procurement is of such nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable.

MWBOO GRANTED A WAIVER ON JUNE 9, 2021.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

26. GOODE COMPANIES, INC. $ 40,000.00 Award
Solicitation No. B50006245 – Weekly Trash Removal for Non Department of General Services Sites – Health Department – P.O. No.: To be determined.

Vendors were solicited by posting on CityBuy, local newspaper and e-Maryland marketplace. On June 8, 2021, a single bid was received and opened and was found to be fair and reasonable. Award is recommended to the lowest responsive and responsible bidder. The period of the award is July 1, 2021 through June 30, 2024. There are two 1-year renewal options available. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Award is below MBE/WBE subcontracting threshold of $50,000.00.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

27. PREFORMED, LLC $100,000.00 Award
Contract No. B50006219- Preformed Thermoplastic Pavement Markings – Department of Transportation – P.O. No.: P848939

Vendors were solicited by posting on CityBuy, local newspaper and e-Maryland marketplace. On May 5, 2021, four bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is June 23, 2021 through June 30, 2023, with two 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:
Not applicable. This is a contract for materials and there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 4, 2021.

28. KEYSTONE UNIFORM CAP $ 32,735.35 Award
Solicitation No. B50006230 – 8 Point Hats – Baltimore Police Department – Req. No.: R873099

Vendors were solicited by posting on CityBuy. On May 27, 2021, three bids were received and opened. Award is recommended to be made to the lowest responsive and responsible bidder. The period of the award is July 21, 2021 through June 20, 2022, with four 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Award is below MBE/WBE subcontracting threshold of $50,000.00.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement – cont'd

29. $800,000.00 Extension
Contract No. B50002251 – Citywide Police Requested Towing Services – Department of Transportation – P.O. Nos.: Various

Vendors	Purchase Order Number	Extension Period
Ted's Towing Service, Inc. 6300 Belair Road Baltimore, MD 21206	P521238	07/01/2021 through 09/30/2021
Frankford Towing, Inc. 840 Northpoint Road Baltimore, MD 21237	P521239	07/01/2021 through 09/30/2021
Mel's Towing and Service Center Inc. 4919 Frankford Road Baltimore, MD 21206	P521240	07/01/2021 through 09/30/2021
Frankford Towing Assoc., LLC 4519 Harford Road Baltimore, MD 21214	P521243	07/01/2021 through 09/30/2021
Lilith, Inc. t/a Jim Elliot's Towing 4410 Harford Road Baltimore, MD 21214	P523307	07/01/2021 through 09/30/2021
McDel Enterprises, Inc. 6205A Harford Road Baltimore, MD 21214	P523308	07/01/2021 through 09/30/2021
Frankford Towing Service, LLC 2101 Fleet Street Baltimore, MD 21231	P523309	07/01/2021 through 09/30/2021

On August 15, 2012, the Board approved the initial award in the amount of $1,800,000.00. The award contained two renewal options. Subsequent actions have been approved, and two renewals have been exercised. This extension is necessary to continue towing services for various City agencies while the Bureau of Procurement completes the current solicitation process. The above amount is the City's estimated requirement.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

MBE/WBE PARTICIPATION:

MWBOO set goals of 10% MBE and 3% WBE. On July 6, 2021, Mel's Towing Services Center, Inc., Ted Towing Services, Inc., and Frankford Towing Services, LLC were found in compliance. On July 7, 2021, Frankford Towing Associates, LLC, Lilith, Inc. t/a Jim Elliott's Towing, McDel's Enterprise, and Frankford Towing, Inc. were found in compliance. On July 6, 2021, Frankford Towing, LLC was found in non-compliance.

Ted's Towing Service, Inc.

	Commitment	Performed
MBE: JJ Adams Fuel Oil	2.5%	$2,722.50
Chaudhry Towing Company	7.5%	3,988.00
	10%	**$7,520.50**
WBE: CC Press Net, Inc.	2.75%	$ 213.30

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 6, 2021.

Despite the prime not being paid anything during the compliance period, the amount Ted's Towing was able to pay its MBE and WBE exceeded the amount it was even paid by the City. In addition, Ted's overachieved the overall goal to both MBE's, JJ Adams, and Chaudry as well as CC Press (WBE) for the compliance review period. The previous review on October 2, 2020, recommended this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services.

Frankford Towing LLC

	Commitment	Performed	
MBE: JJ Adams	2.5%	$11,506.25	52.94%
Company Towing, Company	7.5%	20,632.00	93.30%
	10%	**$32,338.25**	**146.23%**

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD		AWARD BASIS

Bureau of Procurement – cont'd

MBE: CC Press Net Inc.	2.75%	$ 917.19	4.15%

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 6, 2021.

Despite the prime being paid only $22,000.00 during the compliance period, the amount Frankford Towing, Inc. was able to pay its MBE and WBE exceeded the amount it was even paid by the City. In addition, Frankford Inc. exceeded the overall goal to both MBE's, JJ Adams and Chaudry as well as CC Press (WBE) for the compliance review period. The previous review on October 2, 2020 recommended this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services.

Mel's Service Center & Towing

	Commitment	Performed	
MBE: JJ Adams Fuel Oil	2.5%	$ 544.50	46.5%
Chaudhry Towing Company	7.5%	960.00	82.1%
	10%	**$1,504.50**	**128.6%**
WBE: CC Press Net Inc.	2.75%	$ 42.66	3.65%

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 6, 2021.

Despite the prime being paid only $1,170.00 during the compliance period, Mel's Service Center & Towing was able demonstrate a good faith effort by exceeding the amount it paid its MBE/WBE's beyond the amount it was even paid by the City. As a result, Mel's overachieved the overall goal to both MBE's, JJ Adams and Chaudry as well as CC Press (WBE) for the compliance review period. The previous review on October 2, 2020, recommended this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

Frankford Towing Associates, LLC

	Commitment	Performed	
MBE: JJ Adams	2.5%	$ 5,445.50	16%
Chaudhry Towing Company	7.5%	9,596.00	28%
	10%	**$15,041.00**	**43%**
WBE: CC Press Net Inc.	2.75%	$ 426.60	1%

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 7, 2021.

The prime contractor exceeded the MBE goal but did not meet the WBE goal. The overall WBE goal is 3%; at one time, there were two WBE's on the contract to help achieve this goal. Currently, there is only one WBE on the contract and the signed Statement of Intent for that WBE indicates the goal is 2.75%. The previous review on October 6, 2020 recommended this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services.

Lilith, Inc. t/a Jim Elliott's Towing

	Commitment	Performed	
MBE: McDel's Enterprises, Inc.	10%	$ 4,964.00	13%
MBE: Doug's Auto Parts	3%	$ 0.00	0%

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 7, 2021.

McDel's Enterprises, LLC

	Commitment	Performed	
MBE: Apex Petroleum	10%	$68,052.66	19%

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

WBE: Lichter Group, LLC	3%	$ 8,140.00	2%

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 7, 2021.

Prime contractor exceeded the MBE goal but did not meet the WBE goal. The previous review on October 6, 2020 recommended this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services.

Frankford Towing Service, LLC

	Commitment	Performed	
MBE: JJ Adams	2.5%	$2,772.50	N/A
Chaudhry Towing Company	7.5%	4,798.00	N/A
	10%	**$7,520.50**	
WBE: CC Press Net Inc.	2.75%	$ 213.30	N/A

MWBOO FOUND VENDOR IN COMPLIANCE (GOOD FAITH EFFORT) ON JULY 7,2021.

The prime was not paid during the compliance review period but made an effort to pay the MBE and WBE partners. The overall WBE goal is 3%; at one time there were two WBE's on the contract to help achieve this goal. Currently there is only one WBE on the contract, and the signed Statement of Intent for that WBE indicates the goal is 2.75%. The previous review on October 6, 2020, recommended this contract be re-bid with consideration of departmentalizing the bid process based on the target need for each agency that utilizes towing services.

Bureau of Procurement – Open Price Proposals for B50005926

ACTION REQUESTED OF B/E:

The Board is requested to accept the technical proposals submitted in response to Solicitation Number B50005926, Police and Fire Exam Consultant from the Vendors listed below and open each Vendor's envelope "B" containing the price submittals:

1) Industrial/Organizational Solutions, 1520 Kensington Road, Oak Brook, IL 60523

2) Morris & McDaniel, Inc., 117 Saint Asaph St., Alexandria, VA 22314, and

3) National Testing Network., 2122 164th St. SW, Lynnwood, WA 98087

AMOUNT OF MONEY AND SOURCE:

No award is recommended at this time

BACKGROUND/EXPLANATION:

Vendors were solicited by posting on CityBuy, eMaryland Marketplace, and in local newspapers, three proposals were received on April 14, 2021. The proposals were found responsive and subsequently reviewed by the evaluation committee for technical scoring. The technical proposals scored by the evaluation committee met the City's minimum technical requirements for price opening.

MBE/WBE PARTICIPATION:

No award is recommended at this time.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * * * *

The Board is requested to

approve award of

the formally advertised contract

listed on the following page:

95

to the low bidder meeting specifications,

or reject bids on those as indicated

for the reasons stated.

In connection with the Transfer of Funds,

a report has been requested from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

1.	Contract No. 08000, Portable Walk-Through Magnetometers and Five Smart Scan Temperature Scanners	Garrett Metal Detectors	$ 46,774.80

(Fire Dept.)

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor and are not available from subcontractors.

TRAVEL REQUESTS

Name	To Attend	Fund Source	Amount
Baltimore City Police Department (BCPD)			
1. Donald Diehl, III	Senior Management Institute for Police Session 78 Orlando, FL July 31 – Aug. 19, 2021 (Reg. Fee $9,950.00)	Private Grant General Fund	$10,357.96

The registration fee was prepaid by EA No. 000353587. Mr. Diehl will be reimbursed $407.96, which includes airfare in the amount of $347.96 and $60.00 for ground transportation.

2. Jodie McFadden	Senior Management Institute for Police Session 78 Orlando, FL July 31 – Aug. 20, 2021 (Reg. Fee $9,950.00)	Private Grant General Fund	$10,177.00

The registration fee was prepaid by EA No. 000353588. Ms. McFadden will be driving a BCPD vehicle because of COVID-19 concerns. Ms. McFadden will be reimbursed $227.00 for mileage.

3. Derek Loeffler	Senior Management Institute for Police Session 79 Orlando, FL Aug. 1 - 20, 2021 (Reg. Fee $9,950.00)	Private Grant General Fund	$10,266.96

The registration fee was prepaid by EA No. 000353585. Mr. Loeffler will be reimbursed $316.96, which includes airfare in the amount of $256.96 and $60.00 for ground transportation.

TRAVEL REQUESTS

Name	To Attend	Fund Source	Amount
BCPD – cont'd			
4. Anthony Smith	Senior Management Institute for Police Session 79 Orlando, FL Aug. 1 - 20, 2021 (Reg. Fee $9,950.00)	Private Grant General Fund	$10,325.95

The registration fee was prepaid by EA No. 000353586. Mr. Smith will be reimbursed $375.95, which includes airfare in the amount of $315.95 and $60.00 for ground transportation.

AGENDA

BOARD OF ESTIMATES **7/28/2021**

PROPOSAL AND SPECIFICATIONS

1. Department of Public Works - WC 1241R, Water Main Replacements in Aisquith Street and Old York Road Vicinity
BIDS TO BE RECV'D: 09/15/2021
BIDS TO BE OPENED: 09/15/2021

12:00 NOON

ANNOUNCEMENT OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED

BALTIMORE POLICE DEPARTMENT
BRIEFING MEMO

Date:	July 28, 2021
To:	Josh Pasch, City Auditor
From:	Eric J. Melancon, Chief of Staff, Baltimore Police Department Shallah L. Graham, Chief Financial Officer Baltimore Police Department
cc:	The Honorable Members of the Baltimore City Board of Estimates Christopher J. Shorter, Chief Administrative Officer, City of Baltimore Michael Huber, Chief of Staff, Office of the Mayor Olivia "Sunny" Schnitzer, Deputy Mayor of Public Safety, Office of the Mayor Michael S. Harrison, Commissioner, Baltimore Police Department Andrew R. Smullian, Deputy Chief of Staff, Baltimore Police Department Celeste Amato, Chief of Staff, Office of the Comptroller James Knighton, Director of Police Office of the Comptroller Matt Stegman, Office of the Baltimore City Council President
Subject:	BPD Update on Corrective Actions from BPD Performance Audit

The City Auditor conducted a Biennial Performance Audit of selected performance measures of the Baltimore Police Department (BPD) for the fiscal years (FYs) ended June 30, 2019 and June 30, 2018. The objectives of the performance audit was to: (1) determine whether BPD met its performance measure targets; (2) evaluate whether BPD has adequately designed internal controls related to the selected performance measures; and (3) follow up on prior findings and recommendations included in the previous Biennial Performance Audit Report, dated December 24, 2018.

Per your request, please find an update of the corrective actions that the Baltimore Police Department has taken based off of those recommendations:

Finding #1: Service 627 - Criteria and target for the Percent of priority 1 calls for service dispatched to officers in less than 60 seconds need to be re-evaluated.

Recommendation #1:

- Develop and implement formal (written, approved, dated) policies and procedures to: (1) document the reasons for setting or changing performance measures and targets; (2) maintain documentation to support actuals reported in Budget Books; and (3) periodically evaluate and assess existing performance measures for its reasonableness; and

- Include explanations in a Budget Book for any changes.

Completed: Procedures created and drafted for document maintenance and data extraction of the performance measure, summarized in a job aide ("PM Calls 60 Second Job Aide"). Please see Attachment #1.

Finding # 2: Service 634 - The BPD was not able to provide supporting documentation for amounts collected from event organizers.

Recommendation #2:

- Coordinate with Department of Finance to monitor payments received from special event organizers, as well as delinquent accounts;

- Develop and implement formal (written, approved, dated) policies and procedures to include, but not be limited to: (1) responsible parties; (2) the method of tracking, Biennial Performance Audit Report on

Baltimore Police Department 13 reconciling, monitoring, and reporting of the performance measure data; and (3) a data retention period; and

- Maintain records of those reconciliations, reports, and other related documentation that is readily available for future use and examination.

Completed: A new standard operating procedure was created and implemented at the start of FY21, which addresses coordination with the Department of Finance, monitoring of these accounts, and maintenance of documents. A Fiscal Department staff member was assigned specifically to manage these accounts. Please see Attachment #2.

Finding #3: Service 634 - BPD needs to periodically re-evaluate the approved flat rates.

Recommendation #3:

- Periodically evaluate and analyze the appropriateness of approved flat rates to more closely reflect actual overtime pay of BPD officers who work at special events.

Completed: On April 27, 2021, the secondary employment rates were increased to reflect the cost of staffing these assignments. BPD will annually evaluate the flat rates to verify that the rates are covering the actual overtime pay of BPD Officers who work at special events or secondary employment. Please see Attachment #3.

Finding #4: The processes for the Service 635 - Recruitment and Training; "Percentage of recruits who successfully completed training with grade of 85 or higher" needs improvement.

Recommendation #4:

- Automate the processes for tracking, monitoring, reporting, and maintaining the performance measure data to support actuals reported in budget books;
- Document those processes in policies and procedure formally (approved, signed, and dated);
- Communicate the policies and procedures to the Recruitment and Training Division personnel; and
- Evaluate the policies, procedures, and related control activities periodically to reflect any changes in the processes

In Progress: A new training platform was implemented in June 2021, the Acadis Training Management System. Once fully operational, by end of this calendar year, the new platform will enable proper measurement of this performance measure. Additionally, please see Attachment #4 starting on page 43 – section H for updated policies.

Finding #5: Service 635 - The Power - DMS security risk needs to be addressed.

Recommendation #5:

- We recommend the BPD Commissioner require the Training Records and Certification Unit create a unique user identification with a limited access such as read only access for the Police Cadets assisting the test administrator.

Completed: Individual user accounts for temporary data entry/audit personnel have already been obtained and implemented.

Other Information:

BPD recommended to the City Auditors to go above the audit recommendations and to do a comprehensive evaluation of all performance measures to include the following:

- Develop and implement written policies and procedures related to the performance measures, including the systems for measuring, recording, reporting, and monitoring of performance measures. ***In Progress***
- Review the process for information gathering and records used to support performance metrics reported in the budget. ***In Progress***

- Evaluate the current Output metrics to determine if there is an efficiency or effectiveness measures that could be used to enhance the qualitative aspects of performance. ***In Progress***
- Provide training and guidance to operational staff and leadership on performance measures from development, tracking and management. ***In Progress***
- Restructure Finance Division to have a focus on budget management, performance measures, strategic decision making, and other proactive finance measure - Budget dependent. ***In Progress***

We believe that by implementing all of these recommendations, whether internal or from the City auditor, we will be able to operate in a more consistent and controlled manner as detailed by this current and past performance audits. If you have any further questions or need any additional information, please don't hesitate to let us know. We look forward to presenting this update in person at the August 4, 2021 meeting of the Baltimore City Board of Estimates. Thank you.

Memo Attachment #1

Performance Measure Job Aide

Service 627 - Criteria and target for the Percent of priority 1 calls for service dispatched to officers in less than 60 seconds

General Information

- Report is for FY (July 1 to June 30)
- Data Driven Strategies Division should maintain documentation to support actuals reported in Budget Books
    - Report summary is submitted to the Finance Division for the annual budget and is to be filed for audit purposes
    - Documents should be kept in accordance with the records retention schedule
- Management should evaluate the performance measure annually to evaluate and assess the measure for its reasonableness

Instructions on Pulling Data for the Performance Measure

1. Open RMS through the ZenWorks
2. Enter UserID and Pasword
3. Under Reports select Calls for Service – CFS Report Response Times
4. Input parameters
    a. Begin Date
    b. End Date
    c. On-View Calls
        i. Excluding On-View Calls (This limits the dataset to only 911 driven calls for service)
    d. Priority Type
        i. 1 – Highest Priority
        ii. 1C – Highest Priority - Behavioral Crisis
        iii. 1J – Highest Just Occurred
        iv. 1P – Highest in Progress
    e. Exclude Duplicates
        i. Yes (Eliminates CFS that are duped together by dispatch)
    f. Exclude Cancelled Calls
        i. Yes (Eliminates CFS that were cancelled and not dispatched)
    g. OK (Run Report)

Memo Attachment #2

Standard Operating Procedure
For
Secondary Employment

July 1, 2020

Background and Definitions

Background
All Baltimore Police Department (BPD) employees have as their primary employment obligation a duty to serve the BPD and the public at large. The BPD permits employees to work for non-BPD assignments through appropriate secondary employment, subject to approval by the BPD. (***see Attachment #1***)

Generally speaking, secondary employment instances fall into one of three categories, with the first two being billable and the third not:

- those governed by memorandums of understanding (MOUs) or contracts with the BPD Secondary Employment Unit
- those handled through the Stadium Authority, in particular those involving the Orioles and Ravens ("sports overtime" is the term used in the City accounting system)
- non-BPD City events on City time ("special events")

Definitions
BPD Secondary Employment — Any employment beyond a member's regular duties, scheduled through the BPD Secondary Employment Unit that is conditioned on the actual or potential use of law enforcement powers by the member while in BPD uniform. When a member works overtime for Secondary Employment, timesheets are submitted to Fiscal to process in the current Payroll System.(***see Attachment #1***)

Special Events – Secondary employment not covered by standing MOUs or contracts with the BPD Secondary Employment Unit, which are non-billable and non-BPD City events on City time initiated through the City.

Scope

Processes
This standard operating procedure (SOP) outlines the processes involved in the fiscal administration of secondary employment for the Baltimore Police Department (BPD). The three overall processes involved are:

- The processing of secondary employment payroll and equipment expenses
- The invoicing and receipt of payments for services rendered
- The oversight of these processes to assure accuracy and accountability

Departments/Agencies
The administration of secondary employment entails the involvement of and the coordination with three City departments/agencies:

- BPD Secondary Employment/Special Events Unit (SEU)

- BPD Fiscal Department (payroll and accounting)
- Department of Finance, Bureau of Accounting and Payroll Services (BAPS)

Purpose

Our purpose with this SOP is to:

- Overall, provide a step-by-step procedure for the fiscal administration of BPD's secondary employment.
- Insure the proper and timely invoicing of all services rendered
- Insure the proper and timely collection of all monies due
- Provide accurate data on secondary employment for analysis and decision-making
- In general, inform BPD staff of the fiscal administration of secondary employment

BPD Secondary Employment Unit

The BPD Secondary Employment Unit (SEU) receives requests for uniformed officers for specific establishments and events, and is responsible for the administrative and operational processing of these requests. For a fuller description of the duties and responsibilities of this unit, please refer to the document "SOP for Secondary Employment Unit/Duties and Responsibilities/Secondary Employment Unit" (***see Attachment #2***).

Upon fulfillment of the service, documentation is created and forwarded to the appropriate parties.

- Overtime slips (***see Attachment #3***) are completed and sent to the payroll division of the BPD Fiscal Department, with the proper account number assigned by SEU.
- On a monthly basis, Agency Reimbursement Request forms (***see Attachment #4***) are created by SEU and sent to the Department of Finance (BAPS) with copies sent to the BPD Fiscal Department.
    - ***Process note*** for Agency Reimbursement Request form: When the proper customer/event name is chosen from the dropdown menu, various information is auto-filled, including the account numbers.
    - From this form, BAPS creates an invoice (***see Attachment #5***) that is then sent to the appropriate party for payment. BAPS sends a copy of the invoice to the BPD Fiscal Department.

BPD Fiscal Department

The general responsibilities of the BPD Fiscal Department (Fiscal) with regards to the administration of secondary employment (not including special events which are non-billable) are:

- SEU notifies Fiscal of a new customer/event. Fiscal then creates new account codes with unique two digit sub-activity coding to identify the new customer/event. Both a revenue account code and an expenditure account code are created (***see Attachment #6***). This procedure of separating out revenue and expenditure prevents the practice of off-setting revenue with expenditure or vice versa. Once these accounts codes are approved by BBMR they are submitted to BAPS for creation. Fiscal then instructs Central Payroll to enter the codes into E-Time, the City's payroll system. Finally, Fiscal notifies SEU and the Fiscal payroll personnel

imputing overtime slips for secondary employment of the update, and provides training as necessary.

  - Note: Overtime expenditures and revenues are coded to Special Funds in the financial/accounting system of the City as these are considered partial or reimbursable costs due to the City. In the event that the expenditure is more than the revenue received, managerial decisions can be made from the Commissioner and City level on the weight of providing services at a discount. This accounting structure was newly implemented for transparency, accountability and managerial oversight.

- Once received from SEU, the payroll division of Fiscal enters the overtime slip information into the payroll system. Scanned copies of these overtime slips are then stored in Fiscal's shared drive. It is the responsibility of the Fiscal payroll personnel inputting these overtime slips to keep this file updated.
  - ***Process note*** for verifying payroll entries: A secondary employment payroll report is available after each pay period in Fiscal's share file drive (Finance/FY20/FY20/Overtime/Secondary Overtime Reports) (***see Attachment #7***). This report is reconciled to the Agency Reimbursement Request forms before BAPS creates the invoices.
- Once received from BAPS, on a monthly basis, the accounting division of Fiscal reconciles these invoices to the Invoice Log (***see Attachment #8***) maintained by SEU. Then, by means of the City financial reporting system, all transactions for the month (invoices, payments, adjustments) are incorporated into a Customer Balance Due Report (***see Attachment #9***).
  - ***Process note*** for running report from the City financial reporting system: Run a General Ledger Detail report (***see Attachment #10***) for the account numbers associated with the invoices; "Source" code "SJ" indicate invoices while "Source" code "CRJ" indicate payments.
- During the monthly financial review, the Customer Balance Due Report is reviewed for overdue invoices (over sixty days from invoice date), and the General Ledger Detail report is reviewed for the appropriate accounting of expenditures and revenues. The accounting division follows-up with SEU and BAPS for possible rebill or other collection measures.

Department of Finance, Bureau of Accounting and Payroll Services

In general, these are the responsibilities and duties of BAPS with regards to secondary employment:

- Receive Agency Reimbursement Request from BPD Secondary Employment Unit.
- Generate an invoice using the information on the request (i.e. month of service, total dollar amount to be billed, address for the invoice to be mailed, account number for funds to be credited to).
- Mail-out invoice. Normally, the general turnaround time for invoices to be created and mailed once the request is received is one week. Delays may occur due to such things as an error in the account number provided or the dollar amount on the request not adding up.
- Record payments once received.

ATTACHMENTS

1. Secondary Employment Policy 1702
2. SOP for Secondary Employment Unit
3. Overtime Slip
4. Agency Reimbursement Request
5. Invoice
6. Secondary Employment Payroll Report
7. Invoice Log
8. Customer Balance Due Report
9. General Ledger Detail Report
10. Diagram
11. Secondary Employment Account Codes

ATTACHMENT #1

POLICY 1702

Subject	
SECONDARY EMPLOYMENT	
Date Published **18 March 2018**	Page **1 of 14**

By Order of the Police Commissioner

POLICY

All Baltimore Police Department (BPD) employees have as their primary employment obligation a duty to serve the BPD and the public at large. The BPD permits employees to supplement their income through appropriate secondary employment, subject to approval by the BPD.

PURPOSE

The purpose of this policy is to establish guidelines that govern secondary employment and maintain accountability for the welfare of the agency, its members and the community. Because opportunities exist for BPD members to abuse overtime privileges, and for employers to take advantage of BPD services, strict oversight of secondary employment is essential to ensuring organizational integrity and public trust.

DEFINITIONS

BPD Secondary Employment — Any employment beyond a member's regular duties, scheduled through the BPD Overtime Unit, that is conditioned on the actual or potential use of law enforcement powers by the member while in BPD uniform.

EXAMPLES: Foot races, Orioles/Ravens games, and holiday parades.

Uniformed Secondary Employment — Employment, not scheduled through the BPD Overtime Unit, for an entity which has a Memorandum of Understanding (MOU) or agreement with the BPD to provide uniformed BPD members to perform law enforcement services. These services may include traffic control, crowd control and other law enforcement activities. The member receives payment for services directly from the employer, not the BPD.

EXAMPLE: Uniformed security for Loyola University and Johns Hopkins Hospital.

Non-Uniformed External Employment — Any non-uniformed employment that is not scheduled through the BPD Overtime Unit. This includes employment for security services, employment for businesses unrelated to security/law enforcement services, and employees who operate independent businesses.

EXAMPLES: Plainclothes security for a retail establishment such as a grocery store, or a landscaping or home improvement position.

GENERAL

1. Secondary employment is a privilege afforded to members in good standing with the BPD. Unsatisfactory performance of daily duties may constitute denial of approval for requests to work secondary employment.

2. Members shall not engage in secondary employment without proper authorization as described in this policy.

3. Members shall not disclose any confidential information obtained in an official capacity to any secondary employer.

Restrictions on the Nature of Secondary Employment

1. Secondary employment shall not constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples of employment that constitute such a threat, and will be denied, include but are not limited to:

    1.1. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature;

    1.2. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business unless the establishment has a current and standing MOU or agreement with the department;

    1.3. Any gambling establishment, including any establishment operating bingo, carnival or gaming devices, that does not have a current and standing MOU with the department.

2. Employment shall not present a potential for conflict of interest, or the appearance of a conflict of interest, between a member's duties as a law enforcement officer and duties for the secondary employer. Some examples representing a conflict of interest include, but are not limited to:

    2.1. Working as a process server, re-possessor, or in-person bill collector or any other employment in which police authority might be used to collect money or merchandise for private purposes;

    2.2. Bail bond involvement; or

    2.3. Owning, operating, managing, or having a financial interest in a business where the employee uses their official capacity, position of employment, or access to Department information, files, records, or services for private or business gain.

Secondary Employment Outside the City of Baltimore

1. A member may obtain secondary employment outside the city of Baltimore, as long as the member:

    1.1. Is acting as a private citizen, without exercising powers and duties of a police officer;

1.2. Is not using BPD credentials or equipment;

1.3. Is not acting as a special police officer or private detective, except when employed in accident reconstruction or arson investigations;

1.4. Is not operating a private detective agency; and,

1.5. Is not working at a government site.

Restrictions on Scheduling for All Types of Secondary Employment

In an attempt to enhance alertness and focus, for the safety of the member and others, members shall abide by the following departmental professional work week standards except by order of the Police Commissioner or his/her designee:

1. No member shall work in excess of 75 hours per work week (regular duty plus secondary employment),

2. No member shall work in excess of 18 hours per calendar day (regular duty plus secondary employment),

3. No member shall work in excess of 32 cumulative secondary employment hours during any one week period. A week is defined as a seven day period beginning on Sunday and ending on Saturday.

4. No more than 20 hours shall be worked in assignments outside those administered by the Overtime Unit unless work through the Overtime Unit is not available.

5. No member shall schedule secondary employment such that they will not have at least seven hours of consecutive non-employment within any 24-hour period.

Revocation

1. Authorized secondary employment will not be suspended or revoked for disciplinary reasons, unless the suspension and revocation is the result of an underlying secondary employment violation.

2. The secondary employment may be suspended or revoked if:

   2.1. The employment is determined to fit in any of the restricted categories of employment listed above under Restrictions on the Nature of Secondary Employment.

   2.2. The employment exceeds the hours permitted, as outlined above under Restrictions on Scheduling for All Types of Secondary Employment.

   2.3. The employment does not align with the above section entitled, Secondary Employment Outside the City of Baltimore.

   2.4. The employment is determined to otherwise compromise the member's integrity, fitness or effectiveness as a BPD employee.

BPD SECONDARY EMPLOYMENT / UNIFORMED SECONDARY EMPLOYMENT - GUIDELINES

Restrictions

1. The following members shall not work BPD Secondary Employment:

    1.1. Members without police powers;

    1.2. Police Officer Trainees/Police Cadets; and

    1.3. Personnel on medical leave.

2. Limited-duty members requesting to work BPD secondary employment shall submit an Administrative Report, Form 95, via official channels, to their commanding officer, who will forward the request to Human Resources for approval on a case-by-case basis.

Appearance

When working in uniform, members shall maintain a clean and neat appearance and shall wear all issued equipment in keeping with Policy 1504, *Uniforms and Equipment*.

Requesting BPD Secondary Employment

Member

1. Complete and submit a Request for BPD/Uniformed Secondary Employment, Form 445 to your immediate supervisor.

NOTE: Renew the Request for BPD/Uniformed Secondary Employment, Form 445, in January of each calendar year for each approved employer. Failure to do so will result in termination of approval for secondary employment, effective the first day of February each calendar year.

2. Limit secondary employment to the place of employment and/or service to be performed as specified in the approved request. Members must submit a new Request for BPD/Uniformed Secondary Employment, Form 445 prior to engaging in employment or services not specified in a previously approved request.

Member's Supervisor

1. Indicate recommendation for approval/denial for BPD Secondary Employment in the appropriate section on the member's Request for BPD/Uniformed Secondary Employment, Form 445.

2. If approved, forward Request for BPD/Uniformed Secondary Employment, Form 445, to the submitting member's commanding officer, via official channels.

3. If denied, return to the submitting member the Request for BPD/Uniformed Secondary Employment, Form 445, with a concise statement supporting the reason for denial in the space provided.

Member's Commanding Officer

1. Approve/deny Request for BPD/Uniformed Secondary Employment, Form 445.

2. If approved, forward Request for BPD/Uniformed Secondary Employment, Form 445 to the Overtime Unit.

3. If denied, return to the submitting member the Request for BPD/Uniformed Secondary Employment, Form 445, with a concise statement supporting the reason for denial in the space provided.

Overtime Unit

1. Approve/deny Request for BPD/Uniformed Secondary Employment, Form 445 and renewal requests.

2. If approved, forward a copy of the approved Request for BPD/Uniformed Secondary Employment, Form 445 and renewal requests to the Commanding Officer of the requesting member and the Human Resources Section.

3. If denied, return denied Request for BPD/Uniformed Secondary Employment, Form 445 and renewal requests, with a concise statement supporting the reason for denial in the space provided to the Commanding Officer of the requesting member.

NON-UNIFORMED EXTERNAL EMPLOYMENT - GUIDELINES

Restrictions

1. Pursuant to Policy 302, *Rules and Regulations*, members working within the city on approved, Non-Uniformed External Employment are not acting in the capacity of a police officer but as an employee for the private employer.

2. Members working for a private employer must give on-duty officers (within and outside of the city) first consideration before taking any law enforcement action unless exigent circumstances exist.

3. In cases of emergencies, day or night, always be prepared to report for duty if called upon.

4. Do not engage in any private or public investigative activity as a secondary employment endeavor unless it is a requirement of an approved security-related position.

5. Do not wear the BPD uniform for any Non-Uniformed External Employment without prior approval of the Police Commissioner.

6. Limit secondary employment to the place of employment and/or service to be performed as specified in the approved request. Members must submit a new Request for Non-Uniformed External Employment, Form 446 prior to engaging in employment or services not specified in a previously approved request.

7. Handguns — Members shall obtain a handgun permit from the Maryland State Police when required to carry a handgun as a condition of employment by their secondary employer. In this case, officers will be armed under the authority of the secondary employer.

Requesting Non-Uniformed External Employment

Member

1. Complete and submit a Request for Non-Uniformed External Employment, Form 446, to your immediate supervisor.

NOTE: Renew the Request for Non-Uniformed External Employment, Form 446, in January of each calendar year for each approved employer. Failure to do so will result in termination of approval for secondary employment, effective the first day of February each calendar year.

2. Requests to perform private security duties must be site-specific as to the address, type of business, trade name, dates and duties to be performed for each location. This will apply even if the employer is a private security agency that assigns security details to off-site clients.

Member's Supervisor

1. Inspect the Request for Non-Uniformed External Employment, Form 446 for accuracy and completeness.

2. Forward the Request for Non-Uniformed External Employment, Form 446 to the requesting member's Commanding Officer.

Member's Commanding Officer

1. Inspect the Request for Non-Uniformed External Employment, Form 446 for accuracy and completeness.

2. Forward the Request for Non-Uniformed External Employment, Form 446 to the requesting member's Division Chief.

3. Receive the decision on the member's Request for Non-Uniformed External Employment, Form 446 from the Police Commissioner or his or her designee.

    3.1. Forward a copy of the approved request to the submitting member.

    3.2. Maintain a copy of the approved request in the member's command personnel jacket.

    3.3. Forward a copy of the approved request to the Human Resources Section to be maintained in the member's personnel jacket.

Division Chief of Requesting Member's Division

1. Indicate recommendation for approval/denial of the member's Request for Non-Uniformed External Employment, Form 446.

2. Forward recommendation to the Chief, Special Operations Division for review and recommendation.

Overtime Unit

1. Conduct a background investigation on employers/businesses/business owners for all types of Non-Uniformed External Employment.

2. Determine if a handgun permit is a condition for Non-Uniformed External Employment.

3. Provide as much detail as possible to the Chief, Special Operations Division, about the employer and duties of the secondary employment. Secondary employment may not conflict, compete, or interfere with the duties and responsibilities of any member of the BPD.

4. Forward information and recommendation for approval or denial to the Chief of the Special Operations Division for final review.

5. Conduct annual site visits and verify that the business is in good professional and community standing for Non-Uniformed External Employment of BPD members.

Chief, Special Operations Division

1. Direct an appropriate investigation/vetting of the employer to be conducted by the Overtime Unit, when the validity of the employment/employer is not known. This information shall be used to determine if the request shall be approved or denied.

2. Indicate recommendation for approval/denial of the member's Request for Non-Uniformed External Employment, Form 446.

3. Forward recommendation for approval/denial to the Police Commissioner and/or his designee.

Police Commissioner and/or Designee

1. Approve or deny the member's Request for Non-Uniformed External Employment, Form 446.

2. Forward approved and/or denied Request for Non-Uniformed External Employment, Form 446 to the member's commanding officer.

GENERAL RESPONSIBILITIES OF OTHER UNITS / MEMBERS

Overtime Unit

1. Conduct annual audits, each January, of Requests for BPD/Uniformed Secondary Employment, Forms 445, and Requests for Non-Uniformed External Employment, Forms 446 to ensure that they are current.

2. Send requests for updated Forms 445 or 446 to each member's Administrative Unit in January of each year.

    2.1. If a member fails to update and return the proper form, terminate secondary approval effective February 1st and send a copy to the Commanding Officer indicating the member's secondary employment has not been renewed.

3. Supply Uniformed Secondary Employment Agreement, Form 208 and Employment Liability Agreement, Form 209 to employment entities wishing to employ BPD members.

4. When an approved Uniformed Secondary Employment Agreement, Form 208 is received from Legal Affairs, ensure that the employment entity completes an Employment Liability Agreement, Form 209. Maintain both forms on file for the duration of the employment agreement.

5. Conduct a background investigation on employers/businesses/business owners for all types of Non-Uniformed External Employment.

6. Ensure members are not employed at businesses or establishments that dispense or sell alcohol and/or alcoholic beverages unless the establishment has an active and standing MOU or agreement with the agency.

7. Suspend or revoke secondary employment privileges when a secondary employment violation has occurred.

Director, Human Resources Section

1. File each Request for BPD/Uniformed Secondary Employment, Form 445, and Request for Non-Uniformed Outside Employment, Form 446, in the corresponding member's personnel jacket.

2. Approve/deny requests to work BPD secondary employment, submitted by members in a limited duty status, on a case-by-case basis.

Legal Affairs

1. Upon receipt of a completed Uniformed Secondary Employment Agreement, Form 208:

    1.1. Review the form for legal sufficiency and make a recommendation for approval/denial;

    1.2. Forward the form to the Police Commissioner or his/her designee for final action;

    1.3. After final action by the Police Commissioner, retain the original and send a copy to the

Administrative Sergeant/Lieutenant of the district of origin.

1.4. Send a copy to the Overtime Unit.

2. Maintain a file for all original completed Employment Liability Agreement, Form 209, and Uniformed Secondary Employment Agreement, Form 208.

Administrative Sergeant/Lieutenant

Maintain a file for the following:

1. Copies of approved Uniformed Secondary Employment Agreements, Form 208, for employers located within your district.

2. Copies of Requests for BPD/Uniformed Secondary Employment, Form 445, Requests for Non-Uniformed External Employment, Form 446, and Employment Liability Agreements, Form 209, completed by members of your district.

ASSOCIATED POLICIES

Policy 302, *Rules and Regulations*
Policy 409, *Firearms Regulations*

APPENDICES

A. Uniformed Secondary Employment Agreement, Form 208.
B. Employment Liability Agreement, Form 209.
C. Request for BPD/Uniformed Secondary Employment, Form 445.
D. Request for Non-Uniformed External Employment, Form 446.

RESCISSION

Remove and destroy/recycle Policy 1702, *Secondary Employment*, dated 1 July 2016.

COMMUNICATION OF POLICY

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

APPENDIX A

Uniformed Secondary Employment Agreement, Form 208

POLICE DEPARTMENT
BALTIMORE, MARYLAND

UNIFORMED SECONDARY EMPLOYMENT AGREEMENT

Form 208

This Agreement made this _____ day of _____, 20____, by and between the Baltimore City Company/Corporation named _____ (hereinafter known as the "Employer") and the Police Department of Baltimore City (hereinafter known as the "Police Department"), witnesseth that:

WHEREAS, the Employer seeks to hire off-duty officer to provide security; and

WHEREAS, The Police Commissioner desires to assist the Employer to the extent practicable by permitting off-duty police officers to engage in secondary employment by the Employer;

NOW THEREFORE, THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Personnel:** The Employer will hire off-duty Lieutenants, Sergeants and/or Officers (hereinafter known as "Members"), as designated by and in good standing with the Police Department, subject to the Department's pre-approval of members.

   Employment of Members under this Agreement shall be done in accordance with procedures established by the Police Department for Secondary employment. The employer shall administer and coordinate the selection of said personnel and shall be responsible for scheduling such Members. This agreement in no way obligates the Police Department to provide Members. It is agreed that Employer will schedule Members so long as Members indicate a willingness and desire to work in that capacity. In the event no Members request such employment, the Police Department is not obligated to meet the provisions of this Agreement.

2. **Records/Schedules:** The Employer shall also agree to provide the Police Department access to time cards and/or work schedule of sworn members in their employment.

3. **Location of Worksite**: For the purposes of this Agreement, "location (list complete name and address of the establishment), is that area of Baltimore City known as _____.

4. **Compensation:** The Employer agrees to compensate Members employed by the Employer pursuant to this Agreement at rate of _____. Compensation shall be paid directly to the Member by the Employer.

5. **Compensation/Arrests:** Subject to Paragraph 6 hereof, Members who make arrests while employed by the Employer and with the Location described in Paragraph 3 hereof, shall be compensated by the Employer for work reasonably related to the arrest, including but not limited to transportation to and from any detention facility, preparation of forms and reports, and any reasonably investigation as a result thereof.

6. **Compensation/Court Appearances:** Members who are required to appear and testify before any court of this State as a result of any action arising in connection with their secondary employment pursuant to this Agreement, shall do so on their own time and be compensated by the Employer.

7. **Worker's Compensation Insurance:** The Employer shall provide worker's compensation insurance coverage for the Members; shall pay for injuries to Members that arise during the course of their secondary employment pursuant to this Agreement; and shall hold the Police Department harmless from such claims.

8. **Liability Insurance:** As s condition of this Agreement, the Employer shall provide a certificate of insurance naming the Mayor and City Council of Baltimore and the Police Department as additional insureds to the insurance coverage of the Employer, only to the extent the employment of Baltimore Police Members as security for their business, and in an amount meeting the Police Department's requirements.

9. **Rules and Regulations/Discipline:** The Rules and Regulations, Policies and Standards of Conduct of the Police Department shall be subject to disciplinary action by the Police Department for any infraction thereof.

10. **Release and Indemnifications:** The Employer agrees to indemnify, save and hold harmless the State of Maryland, the Police Department, and the Mayor and City Council of Baltimore, their agents, employees, and all members of the Police Department pursuant to this Agreement from any and all claims, suits, losses, actions, damages, expenses, costs, violations of federal or state laws and regulations, and liability of any kind, or name and description arising out of or resulting from work or actions of Members employed pursuant to this Agreement.

11. **Appointment of Counsel:** The Employer agrees that in the event of civil suits, claims, causes of action, criminal prosecutions, or other actions filed against the Member(s) arising out of their employment pursuant under this Agreement, the Employer will defend the matters, provide counsel for the Members at the Employer's expense,

APPENDIX A

Uniformed Secondary Employment Agreement, Form 208 (Page 2)

POLICE DEPARTMENT
BALTIMORE, MARYLAND

UNIFORMED SECONDARY EMPLOYMENT AGREEMENT

Form 208

and pay all judgements, fees, costs and expenses in connection with any administrative, trial court or appellate proceedings.

12. **Complete Agreement:** This Agreement contains all the understandings and agreements of the parties, and may be changed only by another Agreement in writing signed by the parties hereto.

13. **Non-Assignability:** This Agreement may not be assigned to any other party outside of the Employer and its subsidiaries.

14. **Severability:** Should any clause of this Agreement be construed or deemed invalid or unenforceable, for any reason whatsoever, such invalidity shall not affect the remaining provisions hereof, which shall continue and remain in full force and effect.

15. **Term:** The term of this Agreement shall be for one (1) year, beginning on _____ and ending on _____. Either of the parties hereto may terminate this Agreement at will by giving the other party at least five (5) days prior written notice of their intent to terminate.

IN WITNESS WHEREOF, the parties have affixed their hands and seals on the day and year above written.

ATTEST:

POLICE DEPARTMENT OF BALTIMORE CITY

_____

BY:_____
Police Commissioner

_____

BY: _____
(Secondary) Employer

_____
Title Date

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____

APPENDIX B

Employment Liability Agreement, Form 209

POLICE DEPARTMENT
BALTIMORE, MARYLAND

EMPLOYMENT LIABILITY AGREEMENT

FORM 209

It is, this _____ day of _____, 20 _____, hereby agreed between _____ (hereinafter known as the ("Employer") and _____ (hereinafter known as the "Employee"), that in consideration of the employment to work for _____, located at _____ (herein after known as "Employment") and other good and valuable consideration:

1. Employer hereby expressly agrees to maintain an insurance policy or bond to protect, defend and hold harmless the above-named Employee against any and all claims of liability including, but not limited to, false arrest, negligence, defamation of character, assault, and violation of civil rights resulting from such Employment and that said Employer will further hold harmless the Mayor and City Council of Baltimore, the Police Commissioner of Baltimore City , the Baltimore Police Department (BPD), and their employees policy/bond and further agrees to promptly notify Employee as well as the Baltimore City Police Department of any cancellation of Employers said insurance policy/bond.
2. Employer agrees to compensate the Employee whenever the Employee is required to appear and testify, before court of this State, during non-regularly scheduled work hours as a result of any action arising in connection with their secondary employment pursuant to this Agreement.
3. Employer agrees to indemnify and hold harmless the State of Maryland, the Mayor and City Council of Baltimore, the Police Commissioner of Baltimore City, the Baltimore Police Department, their agents and employees, from any and all claims, suits, losses, actions, damages, expenses, costs, attorney's fees, violations of federal or state laws and regulations, and liability of any kind, nature or description arising out of or resulting from the work or actions of said Employee pursuant to this Agreement.
4. The Employer agrees that in the event of civils suits, claims, causes of action, criminal prosecutions, or other actions filed against Employee arising out of said Employment pursuant to this Agreement, the Employer will defend the matters, provide competent counsel for the Employee at the Employer's expense, and pay all judgements, fees, costs and expenses in connection with any administrative, trial court or appellate court proceedings.
5. This Agreement contains all the understandings and agreements of the parties, and may be changed only by another Agreement in writing signed by the parties hereto.
6. The Agreement may not be assigned to any other party outside of the Employer and its subsidiaries.
7. Should any clause of this Agreement be construed or deemed invalid or unenforceable, for any reason whatsoever, such invalidity shall not affect the remaining provisions hereof; which shall continue and remain in full force and effect.
8. This Agreement shall continue for a term, beginning on _____ and ending on _____.
9. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Maryland.

Employer and Employee herein agree to submit to the jurisdiction of the courts of the State of Maryland for the purposes of any action or proceeding arising under this Agreement or relating to the subject matter hereof.

10. The Employer agrees to pay the Employee a minimum rate of _____ for all hours worked pursuant to this Agreement.

IN WITNESS WHEREOF, the parties have affixed their hands and seals on above written day and year.

_____	_____
Employer (Notary Required)	Employee

IN WITNESS WHEREOF, said Employer having appeared before me, I have hereunto set my hand and official seal on this _____ day of _____, 20_____.

APPENDIX C

Request for BPD/Uniformed Secondary Employment, Form 445

POLICE DEPARTMENT
BALTIMORE, MARYLAND

REQUEST FOR BPD/UNIFORMED SECONDARY EMPLOYMENT
Form 445

Requesting Officer:	Sequence#	Assignment:	Date:
Locator#	D.O.B.	E.O.D.	
Work Phone#	Home Phone#	Cell Phone#	
Name of Employer:	Trade Name:		
Address: City:	Zip Code:	Business Phone:	
Type of Business:	Hours of Secondary Employment:		
Position Applied For:	Nature of Work to be Performed:		
Location and Address of Secondary Employment:			
Reason for Desiring Secondary Employment (State in Your Own Words):			

MEMBER REQUESTING SECONDARY EMPLOYMENT:

I _____ do hereby certify that I have read and
(Rank, First Name Middle Initial Last Name)
fully understand Policy 1702, ***Secondary Employment***, and agree to abide by the regulations therein.

_____
Signature Date

REVIEWED BY :

Sergeant Name:	Signature:	Date:
Lieutenant Name:	Signature:	Date:
Commanding Officer Name:	Signature:	Date:
Division Chief Name :	Signature:	Date:

Certification of Duty Status: *Completed by Commanding Officer*

☐ Full Duty ☐ Light Duty ☐ Suspended

Overtime Unit Supervisor:	Signature:	Date:	☐ Approved ☐ Denied

Comments About Approval/Denial:

APPENDIX D

Request for Non-Uniformed External Employment, Form 446

POLICE DEPARTMENT
BALTIMORE, MARYLAND

REQUEST FOR NON-UNIFORMED OUTSIDE EMPLOYMENT
Form 446

Requesting Officer:	Sequence#	Assignment:	Date:
Locator#	D.O.B.	E.O.D.	
Work Phone#	Home Phone#	Cell Phone#	
Name of Employer:	Trade Name:		
Address:	City:	Zip Code:	Business Phone:
Type of Business:	Hours of Secondary Employment:		
Position Applied For:	Nature of Work to be Performed:		
Location and Address of Secondary Employment:			
Reason for Desiring Secondary Employment (State in Your Own Words):			

MEMBER REQUESTING SECONDARY EMPLOYMENT:

I _____ do hereby certify that I have read and
(Rank, First Name Middle Initial Last Name)
fully understand Policy 1702, ***Secondary Employment***, and agree to abide by the regulations therein.

_____
Signature Date

REVIEWED BY :

Sergeant Name:	Signature:		Date:
Lieutenant Name:	Signature:		Date:
Commanding Officer Name:	Signature:		Date:
Overtime Unit Member:	Signature:		Date:
Overtime Unit Commanding Officer:	Signature:		Date:
Division Chief Name:	Signature:	Date:	☐ Approved ☐ Denied
Chief of Special Operations Name:	Signature:	Date:	☐ Approved ☐ Denied
Police Commissioner or Designee	Signature:	Date:	☐ Approved ☐ Denied
Comments About Approval/Denial:			

ATTACHMENT #2

POLICE DEPARTMENT
BALTIMORE, MARYLAND

May 01, 2020

TO: Police Commissioner

FROM: Sgt. Kenneth C. Bailey
Supervising Officer, Secondary Employment Unit

SUBJECT: Secondary Employment Unit Standard Operating Procedure

Secondary Employment Unit's mission statement, general and specific duties and responsibilities and organization.

On any given day, this unit is responsible for the deployment and oversight of a significant number of police officers in an overtime capacity. At times, the number of officers deployed exceeds that of any single district, unit, or section. While these officers may or may not be engaged in targeted enforcement functions, they nevertheless relieve other divisions, units and sections of the need to provide on-duty resources for these tasks, thereby allowing those units charged with direct enforcement functions to accomplish their goals and objectives.

Additionally, this unit deploys uniformed officers at key public and private facilities, races, parades, festivals, sporting events, colleges, film productions, elections and numerous other locations and events throughout Baltimore City. These officers may or may not be involved in specific targeted enforcement. However, when citizens walk into a city health clinic, the Municipal Building, a swimming pool or participate in any of the various races, festivals and parades taking place within the city, they see a uniformed police officer. This creates a perception of safety and an umbrella of security that cannot be adequately provided by on-duty resources.

In conclusion, many officers deployed by this unit are engaged in direct and targeted enforcement in the specific execution of their duties, to include those working in the South St. foot post and the 100 E. Pratt St. foot post.

Community Engagement

In the course of duties involving the approval, planning, coordination and execution of every special event occurring within the city limits, members are constantly engaging with and positively impacting communities and individuals of all races,

ethnicities and religious affiliations within the city of Baltimore. These interactions are often the first and in some cases the only contact a citizen may have with the police.

Building Strong Partnerships

Though too numerous to list, members of this unit in the course of their duties have daily opportunity to build and impact strong partnerships with individuals, communities, public and private entities and charitable organizations which positively reflect the police department and city government at large.

Attached are our duties and responsibilities along with our current organizational chart.

Respectfully,

Sergeant Kenneth C. Bailey
Supervising Officer, Secondary Employment Unit

Overtime

Mission

The Secondary Employment Unit, through the administration of the City Owned Facilities Officer- Protection Program, the Secondary Employment Unit provides a pool of well-trained, well-regulated professional police officers to a select group of public and private entities and events within the City of Baltimore to ensure a level of public safety unavailable in the marketplace. With the primary goal of providing security for city-owned facilities, buildings, parks, pools and other public venues, the program has expanded to include virtually any event or request for off-duty police services where public safety is at a premium. The program provides the opportunity for interested sworn members to seamlessly supplement their income through departmentally sanctioned, regulated, coordinated and supervised Secondary Employment assignments.

Finally, a moderate but consistent revenue stream is maintained through the assessment of administrative fees and equipment rental costs. These fees and costs are charged to all non-Baltimore City users of off-duty police services.

Duties and Responsibilities – Secondary Employment Unit

Consistent with their mission of the administration of the City Owned Facilities Officer-Protection Program, members of the Secondary Employment Unit are charged with the following duties and responsibilities:

Members are responsible for the intake and evaluation of requests for police services in a secondary employment capacity forwarded to the unit by entities and individuals both inside and outside the department. Typical duties include coordinating with prospective employers, assessments of required police resources, identification of police safety issues and coordination with other departmental Bureaus, Divisions, Sections and Units (Including Criminal Intelligence, Patrol Division, and Special Operations Section).

Typical duties consist of the creation of announcements of upcoming and available overtime assignments for dissemination via e-mail, and police radio, the review of secondary employment work requests submitted by members, and notification of assigned members as necessary.

In addition, members are responsible for the day-to-day use and management of the Overtime Database, which serves as a tool to facilitate the submission of overtime assignment requests and creation of subsequent assignment schedules.

The Secondary Employment Unit is responsible for the completion of billing associated with the hours, dates and costs of members working in a secondary

employment capacity at specific sites and events. Duties include close and careful examination and verification of hours and dates worked by members and the accurate determination and assessment of costs and fees, to be reimbursed by employers. Duties also include coordination and consultation with employers, the department's Fiscal Division and the city's office of Accounting Operations.

The following represents the current list of sites, facilities and venues administered by the Overtime Unit with police officers working in an overtime capacity:

M&T Bank Stadium

Events include10 Ravens football games, Ravens Draft Day/Open House, College and high school football games, professional and college lacrosse games, Concerts and other charitable and special events throughout the calendar year.

Orioles Park at Camden Yards

Events include 81 Orioles home baseball games and other charitable and special events throughout the year.

Shock Trauma Center

1600 to 0000 daily (1 Officer)

Pulaski Highway Abandoned Auto Yard

0800 – Clear every Saturday (2 Officers)

Fallsway Impound Lot

0700 – 1600 Monday through Friday (1 Officer)
1600 – 2000 Monday through Friday (2 Officers)

Municipal Building

0800 – Clear Monday through Friday (1 Officer)

Quarantine Landfill

0800 – Clear Monday through Saturday (1 Officer)

City health Clinics

Westside – 1515 West North Ave.

0800 – Clear Monday through Friday (1 Officer)

Eastside – 1200 E. Fayette St.

0800 – Clear Monday through Friday (1 Officer)

100 E Pratt St – T. Rowe Price Building

1400– 2100 Monday through Friday (1 Officer)

Saint Paul Garage – 200 Saint Paul Place

1600 – 1800 daily (1 Officer)

Maryland Jockey Club – 5201 Park Heights Ave.

Events associated with and including the
Preakness Stakes - (150 police officers)

Baltimore City Visitation Center 2108 N. Charles St

Various hours through the week (3 Officers)

Royal Farms Arena

A wide variety of concerts, graduations, and sporting events. Number of assigned officers varies according to event schedule.

Baltimore Convention Center

A wide variety of shows, meetings, graduations, conventions and events. The number of assigned officers varies according to the scheduled event.

Shoppers Food Warehouse – Mondawmin Mall

0600 – 1130 daily (1 Officer)
1130 -- 1700 daily (1 Officer)
1700 – 2400 daily (1 Officer)

Swimming Pools

13 Pools and the associated money collection detail (Seasonal)
1200 – 1900 Daily

Power Plant Live Entertainment District

34 Market Place
Friday and Saturday, 2000 – 0230
(1 Supervisor and 2 Officers)
Additional officers to be requested according to various events.

Hotels

Marriott Waterfront Hotel
Marriott Inner Harbor
Renaissance Hotel

Off-duty police services provide 24 hour security for visiting sports teams, various events and other dignitaries as necessary.

Johns Hopkins Hospital Emergency Room

1600 to 2330 and 2330 to 0800 daily.
(1 Officer)

Oversized Truck Escorts

Duties include the scheduling, review, oversight and billing of numerous oversize trucks escorts annually.

Film Commission Events

Duties include coordination with film production company representatives, other city agencies and the Baltimore Film Commission at all hours, both on and off-duty in an effort to fill on-duty and overtime police staffing requirements and to provide necessary equipment needs, i.e. police cars, boats and aircraft. Events include feature films, cable and network television shows and commercials, documentaries and public awareness campaigns. Such events can require a large number of departmental personnel and resources to facilitate a safe and successful completion of projects.

Recreation and Parks Facilities

Off-duty police services are provided to a wide variety of public and private events taking place at Department of Recreation and Parks facilities throughout the year. Assignments include sporting events, parties, shows and festivals. The required numbers of officers assigned varies by event and facility.
M.E.C.U. Concert Pavilion

Seasonal Concerts and shows. Number of assigned officers varies according to event schedule.

New Psalmist Baptist Church

Various days and times. The number of assigned officers varies according to the scheduled event.
Traffic control

Private Events and Functions

The Secondary Employment Unit provides uniformed officer assignments at private events, as determined by public safety and traffic needs and considerations. These events can include parties, weddings and graduations.

Races/Parades/Festivals

The Secondary Employment Unit provides uniformed overtime assignments at numerous races, parades and festivals sponsored by a host of public, private and charitable entities throughout the calendar year. Such events can often require significant departmental personnel and resources. Major events include the Baltimore Running Fest, the Preakness Stakes, Artscape, Light City, the St. Patrick's Day Parade and Footrace and the Baltimore Pride Parade and Festival. The number of officers assigned varies by event.

Horseshoe Casino

Daily 0700 to 1500, 1500 to 2300 and 2300 to 0700
(1 Officer)

Cinebistro Rotunda

Friday and Saturday 1800 to Clear
(1 Officer)

Reisterstown Rd. Waste Transfer Station

Monday thru Saturday 0700 to Clear
(1 Officer)

South St. Foot post

Monday thru Friday 1530 to 1930
(1 Officer)

ATTACHMENT #3

Form 1116-19
Overtime Pre-Authorization Report

Police Department
Baltimore, Maryland

OVERTIME PRE-AUTHORIZATION REPORT

To be Completed by Pre- Authorizing Supervisor
Projected # of Hours Pre-Approved

Commander Initials

Date(s) Worked	Starting Time – Ending Time	Total (Hours : Minutes)	☐ Shift Hours: _____ ☐ Leave Day *(H-day, V-day, P-day, etc.)*	☐ E.I.D. ☐ Out-of-Title: *As:*_____ ☐ Vehicle Used
Rank, Name, Sequence #		Signature of Member Working Overtime	Date	

Permanent Assignment	Locator Number	E.O.D.	Completed Years of Service	*OT UNIT USE ONLY* Hourly Rate:	Pay This Amount:

Select one primary reason for overtime and describe activities below (for Secondary, only indicate assignment). Provide account # if known.

- ☐ Arrest (11)
- ☐ Commissioner Days (12)
- ☐ Investigations (13)
- ☐ Special Event (14)
- ☐ Holiday Deployment (15)
- ☐ Honor Guard (16)
- ☐ Staff Shortages - Voluntary (18)
- ☐ Administrative - Post Shift (19)
- ☐ Special Projects - Fiscal Authorized (20)
- ☐ Crime Suppression (21)
- ☐ Staff Shortages - Involuntary (24)
- ☐ Transcriptions (30)
- ☐ Building Security (31)
- ☐ Elections (34)
- ☐ Command Crime Initiative (67)
- ☐ Protest (76)

Specific Work Performed	
Account #	(Assigned by BPD Secondary Employment Unit)

Pre-Authorizing Supervisor (Signature/Seq. #) Date

Authorizing Supervisor (Signature/Seq. #) Date

Certifying Supervisor (Signature/Seq. #) Date

All signatures are certification that the overtime hours reported herein are authorized, were in fact worked, and are correct.

Print Pre-Authorizing Supervisor

Print Authorizing Supervisor

Print Certifying Supervisor

Directions (See PCM# 19-02):

1. **Pre-Authorizing Supervisor**: A member's immediate supervisor, or - if not available - a higher ranking supervisor within the member's chain of command.
2. **Authorizing Supervisor**: The supervisor who is requesting and has authorized the overtime work.
3. **Certifying Supervisor:** The supervisor who is overseeing **or** can verify the member performed the overtime.
4. Pre-Authorization means your command states you *can* work the overtime. All requests must be pre-authorized in advance of the overtime work.
5. Certification means that you *did* the overtime work.
6. All members must provide this form signed by the Pre-Authorizing Supervisor to the Authorizing Supervisor at the beginning of the overtime assignment.
7. The Certifying Supervisor must sign when the overtime work is completed.

Fraud and/or theft may result in termination from employment and criminal charges.

Failure to follow all mandates on this form can result in discipline up to and including termination.

ATTACHMENT #4

AGENCY REIMBURSEMENT REQUEST

Dates:

Requesting Agency: **Baltimore Police Department**

Type of Service Provided:

Event Security

Name: **The Komblatt Company**
Address **200 Saint Paul Place**
City/State: **Baltimore, MD 21202**
Attn:

	DATE	NAME	LOC.#	PAYROLL #	O.T. HOURS	COSTS
1						$0.00
2						$0.00
3						$0.00
4						$0.00
5						$0.00
6						$0.00
7						$0.00
8						$0.00
9						$0.00
10						$0.00
11						$0.00
12						$0.00
13						$0.00
14						$0.00
15						$0.00
16						$0.00
17						$0.00
18						$0.00
19						$0.00
20						$0.00
		* Vehicle in use Supervisor in **BOLD**		TOTALS	0.0	$0.00

Miscellaneous Costs: Administrative Time @ $1.00 hour X 0.0 Hours = Amt: $0.00

Account Number to be reimbursed/credited: **1001-704038-0000-000000-130166** **Total Amt:** **$0.00**

Permit #

Equipment Rental: Departmental Vehicle @ $ 50.00 per day X 0 Vehicles = Amt: $0.00

Account Number to be reimbursed/credited: **1001-000000-2042-198100-603041** **Total Amt:** **$0.00**

Total Amount Invoiced: **$0.00**

JD ***6/23/2020***

Authorized by _____ ***Date:***_____

ATTACHMENT #5

CITY OF BALTIMORE

BUREAU OF REVENUE COLLECTIONS
200 N HOLLIDAY STREET, BALTIMORE, MD 21202
HOURS: 8:30 AM TO 4:30 pm MONDAY - FRIDAY
PHONE: 410-396-3989

CityDynamics Billing

Invoice	PLCOT00000001259
Date	6/3/2020
Page	1

ROYAL FARMS ARENA
FRANK REMESCH
201 W. BALTIMORE STREET
BALTIMORE, MD 21201

Police Overtime

Customer ID	Customer Ref. No.	Payment Terms	Due Date
C10001969		Net 30	7/3/2020

Item Number	Description	Amount
	OFF-DUTY POLICE OFFICERS IN AN OVERTIME CAPACITY PROVIDING EVENT SECURITY DURING THE MONTH OF MARCH 2020	
	OVERTIME SALARIES	$1,482.00
	ADMINISTRATIVE COSTS	$32.00

Amount Due	$1,514.00

PLEASE DETACH AND RETURN THIS REMITTANCE STUB WITH YOUR PAYMENT

MAKE CHECKS PAYABLE TO:
DIRECTOR OF FINANCE, BALTIMORE CITY

HAND DELIVER PAYMENT TO:
CITY OF BALTIMORE
BUREAU OF REVENUE COLLECTIONS
200 N HOLLIDAY STREET, BALTIMORE, MD 21202
HOURS: 8:30 AM TO 4:30 pm MONDAY - FRIDAY
PHONE: 410-396-3989

OR MAIL PAYMENT TO:
CITY OF BALTIMORE
P.O. BOX 17535
BALTIMORE, MD 21297-1535

CityDynamics Billing

ROYAL FARMS ARENA
201 W. BALTIMORE STREET
BALTIMORE, MD 21201

Customer Number	C10001969
Invoice	PLCOT00000001259
Invoice Date:	6/3/2020
Amount Due if Paid By: 7/3/2020	$1,514.00

050000015140000000C10001969PLCOT00000001259000000000000000000000000000000

ATTACHMENT #6

DEPTID	EMPLID	NAME	HOURS	AMOUNT	BUDGET ACCOUNT	OSO2
A99002	XXX	XXX	8.5	534.99	10017050210000000000130166	66
A99002	XXX	XXX	11.5	768.66	10017040910000000000130166	66
A99002	XXX	XXX	8.5	568.14	10017040250000000000130166	66
A99002	XXX	XXX	11	735.24	10017040600000000000130166	66
A99002	XXX	XXX	10.5	655.04	10017040600000000000130166	66
A99002	XXX	XXX	16	919.2	10017050210000000000130166	66
A99002	XXX	XXX	9	507.33	10017040600000000000130166	66
A99004	XXX	XXX	7	402.15	10017050860000000000130166	66
A99034	XXX	XXX	17	1089.11	10017050560000000000130166	66
A99034	XXX	XXX	9.5	634.98	10017040350000000000130166	66
A99034	XXX	XXX	27.5	1838.1	10017040060000000000130166	66
A99034	XXX	XXX	4.5	300.78	10017050110000000000130166	66
A99034	XXX	XXX	9.5	634.98	10017040910000000000130166	66
A99034	XXX	XXX	11.42	763.31	10017040600000000000130166	66
A99034	XXX	XXX	0	508	10017040350000000000130166	66
A99060	XXX	XXX	23.42	1563.29	10017040910000000000130166	66
A99060	XXX	XXX	6	400.5	10017040060000000000130166	66
A99060	XXX	XXX	4.5	300.38	10017050110000000000130166	66
A99060	XXX	XXX	8.5	567.38	10017040350000000000130166	66
A99062	XXX	XXX	7.5	501.3	10017050210000000000130166	66
A99062	XXX	XXX	8	534.72	10017050560000000000130166	66
A99062	XXX	XXX	11	735.24	10017040600000000000130166	66
A99063	XXX	XXX	7	432.81	10017050860000000000130166	66
A99063	XXX	XXX	8	534.72	10017050210000000000130166	66
A99063	XXX	XXX	10	668.4	10017040910000000000130166	66
A99063	XXX	XXX	8.5	568.14	10017050560000000000130166	66
A99063	XXX	XXX	8	534.72	10017040350000000000130166	66
A99065	XXX	XXX	0	376.47	10017040060000000000130166	66
A99065	XXX	XXX	0	581.82	10017040600000000000130166	66
A99091	XXX	XXX	7.5	501.3	10017050210000000000130166	66
A99123	XXX	XXX	0	684.5	10017040110000000000130166	66
A99162	XXX	XXX	9	348.71	10017050210000000000130166	66
A99167	XXX	XXX	0	419.96	10017050860000000000130166	66
A99193	XXX	XXX	8	512.52	10017040600000000000130166	66
A99194	XXX	XXX	18	1160.46	10017040060000000000130166	66
A99194	XXX	XXX	7	456.23	10017040060000000000130166	66
A99194	XXX	XXX	10	651.75	10017050860000000000130166	66
A99200	XXX	XXX	9.5	629.71	10017040910000000000130166	66
A99200	XXX	XXX	7	464	10017050860000000000130166	66
A99200	XXX	XXX	10.5	695.99	10017040600000000000130166	66
A99200	XXX	XXX	8.67	574.69	10017040250000000000130166	66
A99260	XXX	XXX	0	458.12	10017040250000000000130166	66
A99263	XXX	XXX	8	468.24	10017040350000000000130166	66
A99265	XXX	XXX	0	534.72	10017050560000000000130166	66
A99265	XXX	XXX	15.25	795.82	10017050210000000000130166	66
A99296	XXX	XXX	0	409.71	10017050350000000000130166	66

A99296	XXX	XXX	0	497.5	10017050210000000000130166	66
A99296	XXX	XXX	0	492	10017050210000000000130166	66
A99296	XXX	XXX	0	448.35	10017040060000000000130166	66
A99300	XXX	XXX	0	1763.62	10017040330000000000130166	66
A99300	XXX	XXX	7	444.47	10017050860000000000130166	66
A99300	XXX	XXX	4.5	295.79	10017050710000000000130166	66
A99302	XXX	XXX	8	455.28	10017050560000000000130166	66
A99303	XXX	XXX	0	581.82	10017040350000000000130166	66
A99303	XXX	XXX	0	616.05	10017040250000000000130166	66
A99303	XXX	XXX	0	616.5	10017040600000000000130166	66
A99304	XXX	XXX	0	802.08	10017040330000000000130166	66
A99304	XXX	XXX	15	1163.03	10017040330000000000130166	66
A99309	XXX	XXX	6	461.16	10017040330000000000130166	66
A99310	XXX	XXX	0	443.02	10017040060000000000130166	66
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A99311	XXX	XXX	18	1366.47	10017040330000000000130166	66
A99311	XXX	XXX	15	935.78	10017040330000000000130166	66
A99311	XXX	XXX	12	761.94	10017040330000000000130166	66
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A99311	XXX	XXX	33	1895.85	10017040330000000000130166	66
A99312	XXX	XXX	3	230.58	10017040330000000000130166	66
A99312	XXX	XXX	4.25	284.07	10017040060000000000130166	66
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A99312	XXX	XXX	24	1791	10017040330000000000130166	66
A99312	XXX	XXX	7.42	495.95	10017050110000000000130166	66
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A99312	XXX	XXX	3	188.82	10017040330000000000130166	66
A99312	XXX	XXX	9	601.56	10017040330000000000130166	66
A99312	XXX	XXX	3	192.2	10017040330000000000130166	66
A99312	XXX	XXX	21	1414.98	10017040330000000000130166	66
A99312	XXX	XXX	18	1183.14	10017040330000000000130166	66
A99312	XXX	XXX	8.97	589.6	10017040600000000000130166	66
A99312	XXX	XXX	12	676.44	10017040330000000000130166	66
A99313	XXX	XXX	6	445.86	10017040330000000000130166	66
A99322	XXX	XXX	10	661.8	10017040910000000000130166	66
A99322	XXX	XXX	9	595.62	10017040250000000000130166	66
A99322	XXX	XXX	0	1088.06	10017040060000000000130166	66
A99322	XXX	XXX	11	735.24	10017040600000000000130166	66
A99322	XXX	XXX	26.5	1771.26	10017040910000000000130166	66
A99322	XXX	XXX	8	474.96	10017050560000000000130166	66
A99322	XXX	XXX	14	774.06	10017040060000000000130166	66
A99322	XXX	XXX	8	442.32	10017040350000000000130166	66
A99323	XXX	XXX	0	539.75	10017040250000000000130166	66

A99323	XXX	XXX	0	508	10017050560000000000130166	66
A99324	XXX	XXX	15	861.75	10017050210000000000130166	66
A99324	XXX	XXX	8	459.6	10017050540000000000130166	66
A99324	XXX	XXX	7	402.15	10017040060000000000130166	66
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A99330	XXX	XXX	11	735.24	10017040910000000000130166	66
A99330	XXX	XXX	8	534	10017050560000000000130166	66
A99330	XXX	XXX	8	534	10017040350000000000130166	66
A99330	XXX	XXX	12	801	10017040060000000000130166	66
A99335	XXX	XXX	4	262.92	10017050110000000000130166	66
A99335	XXX	XXX	0	1390.27	10017040910000000000130166	66
A99335	XXX	XXX	3.5	230.06	10017050110000000000130166	66
A99335	XXX	XXX	8.5	502.1	10017040250000000000130166	66
A99335	XXX	XXX	20.25	1196.17	10017040910000000000130166	66
A99335	XXX	XXX	8	472.56	10017050560000000000130166	66
A99335	XXX	XXX	5.5	324.89	10017040060000000000130166	66
A99336	XXX	XXX	7.5	434.93	10017050210000000000130166	66
A99336	XXX	XXX	5.5	318.95	10017040060000000000130166	66
A99336	XXX	XXX	0	684.5	10017040910000000000130166	66
A99336	XXX	XXX	8	503.52	10017050560000000000130166	66
A99336	XXX	XXX	16	927.84	10017050560000000000130166	66
A99336	XXX	XXX	9	521.91	10017040600000000000130166	66
A99337	XXX	XXX	5.5	313.01	10017040060000000000130166	66
A99338	XXX	XXX	4	255.54	10017050110000000000130166	66
A99338	XXX	XXX	7.75	495.11	10017050560000000000130166	66
A99338	XXX	XXX	9.75	622.88	10017040060000000000130166	66
A99338	XXX	XXX	0	1387.92	10017050560000000000130166	66
A99338	XXX	XXX	7	475.23	10017050860000000000130166	66
A99338	XXX	XXX	0	1024.8	10017050560000000000130166	66
A99338	XXX	XXX	0	608.47	10017040600000000000130166	66
A99347	XXX	XXX	7.5	492.08	10017050210000000000130166	66
A99348	XXX	XXX	14.5	969.18	10017050210000000000130166	66
A99356	XXX	XXX	0	1858.15	10017040910000000000130166	66
A99356	XXX	XXX	0	1154.28	10017040250000000000130166	66
A99356	XXX	XXX	0	534.72	10017040350000000000130166	66
A99356	XXX	XXX	0	601.56	10017040600000000000130166	66
A99356	XXX	XXX	0	467.88	10017050860000000000130166	66
A99356	XXX	XXX	9	581.58	10017040910000000000130166	66
A99356	XXX	XXX	11	735.24	10017040600000000000130166	66
A99356	XXX	XXX	9	601.56	10017040250000000000130166	66
A99356	XXX	XXX	10	668.4	10017040600000000000130166	66
A99356	XXX	XXX	14	912.45	10017040350000000000130166	66
A99356	XXX	XXX	4	260.7	10017050110000000000130166	66
A99356	XXX	XXX	13	847.28	10017050860000000000130166	66
A99361	XXX	XXX	9	561.47	10017040250000000000130166	66
A99370	XXX	XXX	0	950.32	10017050860000000000130166	66
A99395	XXX	XXX	15	1133.78	10017040330000000000130166	66

A99395	XXX	XXX	0	586.62	10017040330000000000130166	66
A99395	XXX	XXX	24	1365.84	10017040330000000000130166	66
A99397	XXX	XXX	7	452.34	10017050860000000000130166	66
A99399	XXX	XXX	0	547.6	10017040350000000000130166	66
A99399	XXX	XXX	0	1437.46	10017040600000000000130166	66
A99399	XXX	XXX	0	540.75	10017050560000000000130166	66
A99399	XXX	XXX	0	479.15	10017040060000000000130166	66
A99399	XXX	XXX	7.5	463.73	10017050210000000000130166	66
A99399	XXX	XXX	7.5	501.3	10017050210000000000130166	66
A99409	XXX	XXX	0	547.6	10017040350000000000130166	66
A99415	XXX	XXX	9.5	596.08	10017050540000000000130166	66
A99415	XXX	XXX	0	768.66	10017050210000000000130166	66
A99415	XXX	XXX	0	467.88	10017050860000000000130166	66
A99415	XXX	XXX	0	534.72	10017050860000000000130166	66
A99415	XXX	XXX	0	534.72	10017050560000000000130166	66
A99415	XXX	XXX	0	601.56	10017040600000000000130166	66

ATTACHMENT #7

Date	Detail Title	Personnel Cost	Admin. Cost	Equipment Cost	FICA Tax	Total Cost	Date Invoice to City
7/1/2018	Orioles Vs Angels	$13,419.50	$244.00	$0.00	$0.00	$13,663.50	7/16/2018
7/5/2018	WTMD First Thursday	$3,862.60	$85.00	$250.00	$0.00	$4,197.60	**ROW2018-SE1018734**
7/9/2018	Orioles vs Yankees	$21,637.94	$408.00	$0.00	$0.00	$22,045.94	7/16/2018
7/10/2018	Orioles vs Yankees	$16,997.38	$314.00	$0.00	$0.00	$17,311.38	7/16/2018
7/11/2018	Orioles vs Yankees	$15,761.84	$284.00	$0.00	$0.00	$16,045.84	7/16/2018
7/12/2018	Orioles vs Phillie	$15,232.90	$286.00	$0.00	$0.00	$15,518.90	7/16/2018
7/14/2018	Sherron Bogues Tournament	$710.00	$0.00	$0.00	$0.00	$710.00	7/16/2018
7/5/2018	Aerial Pole Line Survey Crown Castle	$495.00	$11.00	$100.00	$0.00	$606.00	7/16/2018
7/13/2018	Orioles vs Rangers	$17,738.71	$336.00	$0.00	$0.00	$18,074.71	7/16/2018
7/14/2018	Orioles vs Rangers	$10,378.76	$192.00	$0.00	$0.00	$10,570.76	7/16/2018
7/15/2018	Orioles vs Rangers	$15,784.22	$293.00	$0.00	$0.00	$16,077.22	7/16/2018
July 14, 2018	Casey Cares 5K	$7,016.50	$153.00	$150.00	$0.00	$7,319.50	**ROW2018-SE1018193**
July 13, 2018	Summer Sounds at the Square	$748.00	$16.00	$0.00	$0.00	$764.00	**ROW2018-SE1019203**
July 12, 2018	Little Italy Block Party	$450.00	$10.00	$0.00	$0.00	$460.00	**ROW2018-SE1018243**
July 21, 2018	Shuckin on the Street	$1,170.00	$26.00	$0.00	$0.00	$1,196.00	**ROW2018-SE1020061**
7/23/2018	Orioles vs Red Soxs	$16,648.15	$301.00	$0.00	$0.00	$16,949.15	
7/24/2018	Orioles vs Red Soxs	$15,562.45	$280.00	$0.00	$0.00	$15,842.45	
7/14/&15	Caribbean Parade& Festival	$24,371.69	$519.00	$250.00	$0.00	$25,140.69	
7/25/2018	Orioles vs Red Soxs	$13,697.34	$257.00	$0.00	$0.00	$13,954.34	
7/26/2018	Orioles vs Rays	$17,402.08	$323.00	$0.00	$0.00	$17,725.08	
7/27/2018	Orioles vs Rays	$17,819.34	$334.00	$0.00	$0.00	$18,153.34	8/17/2018
7/28/2018	Orioles vs Rays	$11,362.71	$219.00	$0.00	$0.00	$11,581.71	8/17/2018
7/29/2018	Orioles vs Rays	$14,156.90	$259.00	$0.00	$0.00	$14,415.90	8/17/2018
7/29/2018	Harbore East Sidewalk Sale	$450.00	$10.00	$0.00	$0.00	$460.00	**ROW2018-SE1020235**
7/21/2018	Baltimore Potter's Crawl	$405.00	$9.00	$0.00	$0.00	$414.00	**ROW2018-SE1019235**
7/29/2018	DMV Summer Fest Concert	$4,800.40	$105.00	$50.00	$0.00	$4,955.40	**ROW2018-SE102053**
July 2018	Municipal Building	$8,109.00	$0.00	$0.00	$0.00	$8,109.00	8/17/2018
July 2018	Fallsway Impound Lot	$15,822.00	$0.00	$0.00	$0.00	$15,822.00	8/17/2018
July 2018	CC Jackson Recreation Center	$1,282.50	$0.00	$0.00	$0.00	$1,282.50	8/17/2018
July 2018	Kennedy Krieger	$13,914.00	$309.00	$0.00	$0.00	$14,223.00	8/17/2018
July 2018	Royal Farms Arena	$10,782.00	$234.00	$0.00	$0.00	$11,016.00	8/17/2018
July 2018	South Street	$3,240.00	$72.00	$0.00	$0.00	$3,312.00	8/17/2018
7/20/2018	Summer Sounds at the Square	$748.00	$16.00	$0.00	$0.00	$764.00	**ROW2018-SE1019203**
July 2018	Public Housing	$6,831.00	$152.00	$0.00	$0.00	$6,983.00	8/17/2018
July 2018	Ridgley's Delight	$6,498.00	$144.00	$0.00	$0.00	$6,642.00	8/17/2018
July 2018	Cinebistro	$4,756.50	$106.00	$0.00	$0.00	$4,862.50	8/17/2018
July 2018	City Yard	$2,281.50	$0.00	$0.00	$0.00	$2,281.50	8/17/2018
July 2018	New Psalmist Baptist Church	$2,182.50	$49.00	$0.00	$0.00	$2,231.50	8/17/2018
July 2018	Health Clinic North Ave	$9,202.50	$0.00	$0.00	$0.00	$9,202.50	8/17/2018
July 2018	Health Clinic Caroline Street	$10,066.50	$0.00	$0.00	$0.00	$10,066.50	8/17/2018
July 2018	Parexel	$3,294.00	$73.00	$0.00	$0.00	$3,367.00	8/17/2018
July 2018	Shoppers Supermarket	$17,392.50	$380.00	$0.00	$0.00	$17,772.50	8/17/2018
July 2018	Reisterstown Waste	$6,628.50	$0.00	$0.00	$0.00	$6,628.50	8/17/2018
July 28, 2018	25th Hamilton Street Festival	$720.00	$16.00	$0.00	$0.00	$736.00	**ROW2018-SE1019819**
July 2018	Johns Hopkins ER	$18,459.00	$410.00	$0.00	$0.00	$18,869.00	8/17/2018
July 2018	Power Plant	$2,362.50	$53.00	$0.00	$0.00	$2,415.50	8/17/2018
July 2018	Marshall's	$5,899.50	$131.00	$0.00	$0.00	$6,030.50	8/17/2018
July 2018	Shock Trauma	$10,309.50	$229.00	$0.00	$0.00	$10,538.50	8/17/2018
July 2018	Downtown Partnership	$15,844.50	$352.00	$0.00	$0.00	$16,196.50	8/17/2018
July 2018	Quarantine Road Landfill	$9,382.50	$0.00	$0.00	$0.00	$9,382.50	8/17/2018
July 2018	Visitation Center	$2,642.30	$0.00	$0.00	$0.00	$2,642.30	8/17/2018
July 2018	Pratt Street Foot	$1,036.00	$240.00	$0.00	$0.00	$1,276.00	8/17/2018
7/21/2018	Yellow Ribbon Award	$1,251.00	$28.00	$0.00	$0.00	$1,279.00	9/18/2018
July 2018	Pier Six	$2,610.00	$58.00	$0.00	$0.00	$2,668.00	9/18/2018
July 2018	Horseshoe Casino	$16,623.00	$396.00	$0.00	$0.00	$17,019.00	9/18/2018
7/30-8/3/2018	Really Love Movie Shoot	$5,451.50	$120.00	$0.00	$0.00	$5,571.50	9/18/2018
July-Sept 2018	Riverside Summer Concert	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2018-SE1019691**
July-Sep/2018	Waterfront Partnership-Summe	$1,035.00	$23.00	$0.00	$0.00	$1,058.00	**ROW2018-SE1017742**
July-Sep/2018	Cherry Hill Pool	$24,826.50	$0.00	$0.00	$0.00	$24,826.50	10/19/2018
July-Sep/2018	Druid Hill Pool	$21,600.00	$0.00	$0.00	$0.00	$21,600.00	10/19/2018
July-Sep/2018	Patterson Park	$13,311.00	$0.00	$0.00	$0.00	$13,311.00	11/27/2018
July-Sep/2018	Roosevelt Pool	$16,321.50	$0.00	$0.00	$0.00	$16,321.50	11/27/2018
July-Sep/2018	William McAbee Pool	$877.50	$0.00	$0.00	$0.00	$877.50	11/27/2018
July-Sep/2018	Clifton Park Pool	$19,368.00	$0.00	$0.00	$0.00	$19,368.00	11/27/2018
July-October	Royals Farm Arena	$8,950.50	$199.00	$0.00	$0.00	$9,149.50	11/27/2018
8/3/2018	AT&T Sneaks Come Out at Night	$1,909.50	$42.00	$50.00	$0.00	$2,001.50	**ROW2018-SE1018427**
8/9/2018	Ravens vs Rams Preseason	$33,080.65	$587.00	$0.00	$0.00	$33,667.65	8/17/2018
8/10/2018	Orioles vs Red Soxs	$17,275.88	$327.00	$0.00	$0.00	$17,602.88	8/17/2018
8/11/2018	Orioles vs Red Soxs	$23,117.04	$417.00	$0.00	$0.00	$23,534.04	8/17/2018
8/12/2018	Orioles vs Red Soxs	$13,465.59	$255.00	$0.00	$0.00	$13,720.59	8/17/2018

8/14/2018	Orioles vs Mets	$16,255.61	$293.00	$0.00	$0.00	$16,548.61	8/17/2018
8/15/2018	Orioles vs Mets	$16,708.60	$302.00	$0.00	$0.00	$17,010.60	8/17/2018
8/15/2018	Summer Sounds at the Square	$748.00	$16.00	$0.00	$0.00	$764.00	**ROW2018-SE1019203**
8/11-12/2018	Moonrise Festival	$17,942.80	$371.00	$750.00	$0.00	$19,063.80	**ROW2018-SE1018078**
8/5-9/2018	Rams (Traffic Escort)	$11,030.24	$203.00	$1,400.00	$0.00	$12,633.24	8/17/2018
8/17/2018	Ravens Traffic Escort	$4,508.65	$83.00	$750.00	$0.00	$5,341.65	8/17/2018
8/3/2018	Bike to the Beach For Autism	$990.00	$22.00	$200.00	$0.00	$1,212.00	**ROW2018-SE1019966**
8/16/20-18	American Diabetes Educators	$2,443.50	$54.00	$0.00	$0.00	$2,497.50	9/18/2018
8/18/2018	Litnic 4 Carnival	$1,427.00	$30.00	$50.00	$0.00	$1,507.00	9/18/2018
8/17/2018	Summer Sounds at the Square	$748.00	$16.00	$0.00	$0.00	$764.00	**ROW2018-SE1019203**
8/24/2018	Summer Sounds at the Square	$568.00	$12.00	$0.00	$0.00	$580.00	**ROW2018-SE1019203**
8/24/2018	Orioles vs Yankees	$15,448.51	$292.00	$0.00	$0.00	$15,740.51	9/18/2018
8/25/2018	Orioles vs Yankees	$25,867.90	$488.00	$0.00	$0.00	$26,355.90	9/18/2018
8/26/2018	Orioles vs Yankees	$16,123.81	$303.00	$0.00	$0.00	$16,426.81	9/18/2018
8/27/2018	Orioles vs Blue Jays	$15,767.52	$294.00	$0.00	$0.00	$16,061.52	9/18/2018
8/28/2018	Dreaded Druid Hill 10K	$787.50	$18.00	$50.00	$0.00	$855.50	**ROW2018-SE1020251**
8/28/2018	Orioles vs Blue Jays	$15,402.56	$286.00	$0.00	$0.00	$15,688.56	9/18/2018
8/25/2018	11 Annual Community Outreach	$922.50	$21.00	$0.00	$0.00	$943.50	**ROW2018-SE1018917**
8/29/2018	Orioles vs Blue Jays	$14,614.29	$277.00	$0.00	$0.00	$14,891.29	9/18/2018
August 2018	Marrioitt Waterfront	$1,890.00	$42.00	$0.00	$0.00	$1,932.00	9/18/2018
August 2018	Quarantine Landfill	$10,359.00	$0.00	$0.00	$0.00	$10,359.00	9/18/2018
August 2018	Cinebistro	$3,712.50	$83.00	$0.00	$0.00	$3,795.50	9/18/2018
August 2018	Municipal Building	$9,009.00	$0.00	$0.00	$0.00	$9,009.00	9/18/2018
August 2018	Shopperes	$18,414.00	$409.00	$0.00	$0.00	$18,823.00	9/18/2018
August 2018	E. Pratt Street	$11,079.00	$246.00	$0.00	$0.00	$11,325.00	9/18/2018
August 2018	Ridgley's Delight	$7,533.00	$167.00	$0.00	$0.00	$7,700.00	9/18/2018
August 2018	Public Housing	$6,732.00	$150.00	$0.00	$0.00	$6,882.00	9/18/2018
August 2018	South Street Foot	$2,700.00	$60.00	$0.00	$0.00	$2,760.00	9/18/2018
August 2018	Downtown Partnership	$13,864.50	$308.00	$0.00	$0.00	$14,172.50	9/18/2018
August 2018	Horseshoe Casino	$16,389.00	$364.00	$0.00	$0.00	$16,753.00	9/18/2018
August 2018	B'More Night Hoops Basketball	$1,485.00	$0.00	$0.00	$0.00	$1,485.00	
August 2018	Impound Lot	$18,130.50	$0.00	$0.00	$0.00	$18,130.50	9/18/2018
August 2018	City Yard	$2,430.00	$0.00	$0.00	$0.00	$2,430.00	9/18/2018
August 2018	Kennedy Kreiger	$15,129.00	$336.00	$0.00	$0.00	$15,465.00	9/18/2018
August 2018	Marshall's Department Store	$6,057.00	$135.00	$0.00	$0.00	$6,192.00	9/18/2018
August 2018	Parexel	$3,910.50	$87.00	$0.00	$0.00	$3,997.50	9/18/2018
August 2018	New Psalmist Baptist Church	$1,597.50	$36.00	$0.00	$0.00	$1,633.50	9/18/2018
August 2018	Reistertown Road Watse	$12,690.00	$0.00	$0.00	$0.00	$12,690.00	9/18/2018
August 2018	620 N. Caroline Street	$10,642.50	$0.00	$0.00	$0.00	$10,642.50	9/18/2018
August 2018	1515 W. North Avenue	$10,197.00	$227.00	$0.00	$0.00	$10,424.00	9/18/2018
August 2018	Johns Hopkins ER	$18,729.00	$416.00	$0.00	$0.00	$19,145.00	9/18/2018
August 2018	Visitation Center	$2,964.00	$0.00	$0.00	$0.00	$2,964.00	9/18/2018
August 2018	Power Plant	$2,623.50	$58.00	$0.00	$0.00	$2,681.50	9/18/2018
8/31/-9/2/2018	American Progressive Telugu	$4,162.50	$93.00	$0.00	$0.00	$4,255.50	9/18/2018
August 2018	Shock Trauma	$10,210.50	$227.00	$0.00	$0.00	$10,437.50	**11/27/2018**
August 2018	Crispus Attuck Rec	$450.00	$0.00	$0.00	$0.00	$450.00	
August 2018	CC Jackson Recreation Center	$1,867.50	$0.00	$0.00	$0.00	$1,867.50	
August 2, 2018	WTMD First Thursday	$3,900.00	$86.00	$850.00	$0.00	$4,836.00	**ROW2018-SE1018734**
8/28-9/2/2018	Convention Center (Antique Show)	$2,947.50	$66.00	$0.00	$0.00	$3,013.50	12/19/2018
8/29/2018	Redskin Escort	$2,924.10	$63.00	$300.00	$0.00	$3,287.10	12/19/2018
8/29/2018	Ravens Escort	$1,523.50	$33.00	$300.00	$0.00	$1,856.50	12/19/2018
8/24/2018	Ravens Escort	$1,028.50	$22.00	$200.00	$0.00	$1,250.50	12/19/2018
8/31/2018	Baltimore Ravens Bike Party	$360.00	$8.00	$0.00	$0.00	$368.00	12/19/2018
8/30/2018	Ravens Vs Redskins	$33,428.85	$602.00	$0.00	$0.00	$34,030.85	12/19/2018
8/30/2018	Ravens vs Redskin School Police	$5,384.62	$0.00	$0.00	$0.00	$5,384.62	1/11/2019
9/1/2018	HNH3 Cookout	$675.00	$15.00	$0.00	$0.00	$690.00	**ROW2018-SE1019812**
9/8/2018	Have Mercy School 5K	$2,806.00	$62.00	$50.00	$0.00	$2,918.00	**ROW2018-SE1019673**
9/8/2018	Nun Run 5K	$2,153.50	$47.00	$50.00	$0.00	$2,250.50	**ROW2018-SE1017827**
9/8/2018	Hampden Fest 2018	$2,342.50	$51.00	$0.00	$0.00	$2,393.50	**ROW2018-SE1020632**
9/7-9/9/2018	Little Italy Madonnarri Fest.	$2,495.00	$54.00	$0.00	$0.00	$2,549.00	**ROW2018-SE1018240**
9/8/2018	Locust Point Festival 2018	$1,683.00	$36.00	$0.00	$0.00	$1,719.00	**ROW2018-SE1020140**
9/11/2018	Orioles vs Athletics	$13,439.08	$239.00	$0.00	$0.00	$13,678.08	9/18/2018
9/9/2018	Ravens vs Bills	$34,884.30	$619.00	$0.00	$0.00	$35,503.30	9/18/2018
9/9/2018	Ravens Merchandizing	$695.52	$12.00	$0.00	$0.00	$707.52	9/18/2018
9/9/2018	Ravens vs Bills (School Police)	$7,070.29	$160.00	$0.00	$0.00	$7,230.29	9/18/2018
9/12/2018	Orioles vs Athletics	$13,376.52	$249.00	$0.00	$0.00	$13,625.52	9/18/2018
9/8-09/2018	Buffalo Bills Escort	$3,944.00	$85.00	$500.00	$0.00	$4,529.00	9/18/2018
9/13/2018	Orioles vs Athletics	$11,326.21	$208.00	$0.00	$0.00	$11,534.21	9/18/2018
9/14/2018	Orioles vs White Soxs	$11,251.40	$202.00	$0.00	$0.00	$11,453.40	9/18/2018
9/15/2018	Orioles vs White Soxs	$8,322.47	$156.00	$0.00	$0.00	$8,478.47	9/18/2018
9/16/2018	Orioles vs White Soxs	$11,036.62	$203.00	$0.00	$0.00	$11,239.62	9/18/2018

9/16/2018	Race for our Kids 5K/10K	$9,028.50	$196.00	$250.00	$0.00	$9,474.50	**ROW2018-SE1020625**
9/17/2018	O's vs Blue Jays	$11,735.12	$212.00	$0.00	$0.00	$11,947.12	10/19/2018
9/18/2018	O's vs Blue Jays	$11,753.92	$209.00	$0.00	$0.00	$11,962.92	10/19/2018
9/11-12/2018	Natural Product Expo	$2,448.00	$54.00	$0.00	$0.00	$2,502.00	10/19/2018
9/8/2018	Dragon Boat Races	$675.00	$15.00	$0.00	$0.00	$690.00	**ROW2018-SE1020743**
9/6/2018	WTMD First Thursday	$3,822.00	$84.00	$350.00	$0.00	$4,256.00	**ROW2018-SE1018734**
9/15/2018	Baltimore Seafood Festival	$1,215.00	$27.00	$0.00	$0.00	$1,242.00	**ROW2018-SE1017103**
9/19/2018	Orioles vs Blue Jays	$12,654.77	$229.00	$0.00	$0.00	$12,883.77	10/19/2018
9/15/2018	5th Annual OCHO 8K	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2018-SE1018545**
9/23/2018	Ravens Vs. Broncos	$34,125.44	$605.00	$0.00	$0.00	$34,730.44	10/19/2018
9/12-15/2018	Natural Product Expo	$8,290.00	$184.00	$0.00	$0.00	$8,474.00	10/19/2018
9/22/2018	5th Ann. Belair Edison Beer Fes	$967.50	$22.00	$0.00	$0.00	$989.50	**ROW2018-SE1020626**
9/22/2018	Charm City Night Market	$945.00	$21.00	$0.00	$0.00	$966.00	**ROW2018-SE1020933**
9/22/2018	Donate Life Fun Run 5K	$7,916.50	$173.00	$150.00	$0.00	$8,239.50	**ROW2018-SE1019440**
9/27/2018	Orioles vs Astros	$6,202.22	$113.00	$0.00	$0.00	$6,315.22	**10/19/2018**
9/27&29/2018	Marriott Waterfront Hotel	$900.00	$20.00	$0.00	$0.00	$920.00	**10/19/2018**
9/30/2018	Run Wild For Autism	$967.50	$22.00	$0.00	$0.00	$989.50	**ROW2018-SE1020649**
9/28/2018	Orioles vs Astros	$9,542.17	$170.00	$0.00	$0.00	$9,712.17	10/19/2018
9/29/2018	Orioles vs Astros	$13,199.83	$251.00	$0.00	$0.00	$13,450.83	10/19/2018
9/30/2018	Orioles vs Astros	$10,124.88	$194.00	$0.00	$0.00	$10,318.88	10/19/2018
9/28/2018	Maritiime Magic	$1,624.00	$35.00	$0.00	$0.00	$1,659.00	**ROW2018-SE1021056**
9/29/2018	2ND Annual Patterson Park Fest	$810.00	$18.00	$0.00	$0.00	$828.00	**ROW2018-SE1021154**
9/29/2018	Marian House 5k	$2,156.50	$45.00	$0.00	$0.00	$2,201.50	**ROW2018-SE1018912**
9/23/2018	Moonlight Pagoda	$180.00	$4.00	$0.00	$0.00	$184.00	**ROW2018-SE102998**
9/29/2018	Maryland Walk to end Lupus Now	$2,446.00	$54.00	$50.00	$0.00	$2,550.00	**ROW2017-SE1017460**
9/29/2018	PARKTOBERFEST	$1,641.50	$35.00	$0.00	$0.00	$1,676.50	**ROW2018-SE1021046**
9/30/2018	Walk to Defeat ALS	$180.00	$4.00	$0.00	$0.00	$184.00	**ROW2018-SE1017669**
9/29/2018	Greater Lauraville Fair	$630.00	$14.00	$0.00	$0.00	$644.00	**ROW2018-SE1020959**
September 2018	Cinebristro	$2,295.00	$51.00	$0.00	$0.00	$2,346.00	10/19/2018
September 2018	City Yard	$3,172.50	$0.00	$0.00	$0.00	$3,172.50	10/19/2018
September 2018	Ridlely Delight	$7,573.50	$168.00	$0.00	$0.00	$7,741.50	10/19/2018
September 2018	Impound Lot	$15,034.50	$0.00	$0.00	$0.00	$15,034.50	10/19/2018
September 2018	Downtown Parnership	$15,186.60	$336.50	$0.00	$0.00	$15,523.10	10/19/2018
September 2018	Public Housing	$5,719.50	$127.00	$0.00	$0.00	$5,846.50	10/19/2018
September 2018	Shock Trauma	$9,904.50	$220.00	$0.00	$0.00	$10,124.50	10/19/2018
September 2018	South Street Foot	$2,299.50	$51.00	$0.00	$0.00	$2,350.50	10/19/2018
September 2018	Municipal Building	$7,654.50	$0.00	$0.00	$0.00	$7,654.50	10/19/2018
September 2018	Shopper Supermarket	$15,088.50	$335.00	$0.00	$0.00	$15,423.50	10/19/2018
September 2018	Marshall	$5,845.50	$130.00	$0.00	$0.00	$5,975.50	10/19/2018
September 2018	Kennedy Krieger	$12,757.50	$284.00	$0.00	$0.00	$13,041.50	10/19/2018
September 2018	Reistertown Road Waste	$11,610.00	$0.00	$0.00	$0.00	$11,610.00	10/19/2018
September 2018	Johns Hopkins Emergency	$14,962.50	$333.00	$0.00	$0.00	$15,295.50	10/19/2018
September 2018	Quarantine Road Landfill	$9,216.00	$0.00	$0.00	$0.00	$9,216.00	10/19/2018
September 2018	Power Plant	$2,619.00	$57.00	$0.00	$0.00	$2,676.00	10/19/2018
September 2018	CC Jackson Recreation	$1,075.50	$24.00	$0.00	$0.00	$1,099.50	10/19/2018
September 2018	Crispus Attuck Recreation	$405.00	$9.00	$0.00	$0.00	$414.00	10/19/2018
September 2018	100 E, Pratt Street	$9,531.00	$212.00	$0.00	$0.00	$9,743.00	10/19/2018
September 2018	620 Caroline Street	$8,680.50	$0.00	$0.00	$0.00	$8,680.50	10/19/2018
9/29/2018	Air Force Ball	$382.50	$9.00	$50.00	$0.00	$441.50	12/19/2018
September 2018	Parexel	$2,668.00	$63.00	$0.00	$0.00	$2,731.00	10/19/2018
September 2018	1515 W, North Avenue	$8,554.50	$0.00	$0.00	$0.00	$8,554.50	10/19/2018
September 2018	St. Paul Garage	$1,080.00	$24.00	$0.00	$0.00	$1,104.00	10/19/2018
September 2018	Visitation Center	$3,522.60	$0.00	$0.00	$0.00	$3,522.60	10/19/2018
September 2018	New Psalmist Baptist Church	$2,227.50	$50.00	$0.00	$0.00	$2,277.50	10/19/2018
September/October2018	Health Clinic (Fayette Street)	$8,496.00	$0.00	$0.00	$0.00	$8,496.00	10/19/2018
September 2018	Horseshoe Casino	$17,037.00	$379.00	$0.00	$0.00	$17,416.00	10/19/2018
9/22/2018	Ray Lewis Parade	$14,160.00	$0.00	$0.00	$0.00	$14,160.00	**Keep in house**
9/1/2018	Charles Street 12 Miler	$23,903.24	$581.00	$650.00	$0.00	$25,134.24	**ROW2018-SE1017820**
9/9/2018	Hippodrome Theater	$180.00	$4.00	$0.00	$0.00	$184.00	10/19/2018
9/7-8/2018	Brain Tumor Walk	$1,755.50	$38.00	$50.00	$0.00	$1,843.50	**ROW2018-SE1017907**
9/15/2018	BSO Symphony Hall	$720.00	$16.00	$0.00	$0.00	$736.00	**ROW2018-SE1020509**
9/28-30/2018	Comic-Con Balto Convention Ce	$6,439.50	$143.00	$0.00	$0.00	$6,582.50	12/19/2018
9/22/2018	Denver Broncos Escort	$3,596.00	$78.00	$500.00	$0.00	$4,174.00	12/19/2018
9/29/2018	Patterson Park Brew Fest	$540.00	$12.00	$0.00	$0.00	$552.00	12/19/2018
9/14/2018	Seafood Festival	$1,035.00	$23.00	$100.00	$0.00	$1,158.00	12/19/2018
9/15/2018	BSO Symphony Hall	$720.00	$16.00	$0.00	$0.00	$736.00	12/19/2018
10/1/2017	Ravens vs Pittsburg	$51,425.32	$985.00	$0.00	$0.00	$52,410.32	
10/1/2017	Raven vs Steelers (Merchandise)	$618.45	$11.00	$0.00	$0.00	$629.45	
10/1/2017	Raven Walk	$202.50	$5.00	$0.00	$0.00	$207.50	
10/1/2017	Ravens Team Escort	$3,879.50	$85.00	$400.00	$0.00	$4,364.50	
10/6/2018	Taco Fest	$2,216.00	$48.00	$0.00	$0.00	$2,264.00	**10/19/2018**

10/6/2018	Morgan State Homecoming	$2,153.50	$47.00	$100.00	$0.00	$2,300.50	**ROW2018-SE1020722**
10/6/2018	Charm City CX	$1,988.00	$42.00	$0.00	$0.00	$2,030.00	**ROW2018-SE1020341**
10/7/2018	Sowebo 5K	$3,092.00	$67.00	$100.00	$0.00	$3,259.00	**ROW2018-SE1020147**
10/7/2018	Edgar Allan Poe Fest	$1,440.00	$32.00	$0.00	$0.00	$1,472.00	**ROW2018-SE1020859**
10/7/2018	Columbus Day Parade	$3,776.50	$81.00	$150.00	$0.00	$4,007.50	**ROW2018-SE1028028**
10/8/2018	Ravens Purple Evening	$2,915.63	$50.00	$0.00	$0.00	$2,965.63	**10/19/2018**
10/10/2018	Marriiott Water Front	$540.00	$12.00	$0.00	$0.00	$552.00	10/19/2018
10/13-14/2018	Oysterfest	$3,018.00	$65.00	$0.00	$0.00	$3,083.00	**ROW2018-SE1020999**
10/14/2018	Harbor Harvest	$1,418.00	$31.00	$0.00	$0.00	$1,449.00	**ROW2018-SE1017795**
10/1-9/2018	Navy Picket Boat (Fleet Week)	$48,352.50	$1,074.00	$3,150.00	$0.00	$52,576.50	10/19/2018
10/13/2018	Muir's Tavern Block	$675.00	$15.00	$0.00	$0.00	$690.00	**ROW2018-SE1021138**
10/13/2018	53RD Fells Point Festival	$5,815.30	$124.00	$100.00	$0.00	$6,039.30	**ROW2018-SE1021038**
10/20/2018	3rd Ann. Das Wurst Oktoberfest	$1,080.00	$24.00	$0.00	$0.00	$1,104.00	**ROW2018-SE1021159**
10/21/2018	Raven vs Saints Merchandizing	$307.19	$5.00	$0.00	$0.00	$312.19	1/11/2019
10/21/2018	Ravens vs Saints	$31,595.05	$568.00	$0.00	$0.00	$32,163.05	1/11/2019
10/21/2018	Buddy Walk	$1,006.00	$22.00	$50.00	$0.00	$1,078.00	**ROW2018-SE1019891**
10/27/2018	Kids Peace Trick or Trot 5K	$5,178.00	$113.00	$150.00	$0.00	$5,441.00	**ROW2018-SE1018928**
10/27/2018	Baltimore Halloween Crawl	$4,923.00	$108.00	$0.00	$0.00	$5,031.00	**ROW2018-SE1021036**
10/27/2018	Shuckin in the Street	$3,016.00	$65.00	$0.00	$0.00	$3,081.00	**ROW2018-SE1021133**
10/27/2018	Federal Hill-o-ween	$2,063.50	$45.00	$0.00	$0.00	$2,108.50	**ROW2018-SE1020331**
10/31/2018	Halloween Contest 2018	$388.00	$8.00	$0.00	$0.00	$396.00	**ROW2018-SE1020133**
October 2018	CC Jackson Recreation Center	$540.00	$0.00	$0.00	$0.00	$540.00	11/27/2018
October 2018	Crispus Attuck Recreation Center	$225.00	$0.00	$0.00	$0.00	$225.00	11/27/2018
10/30/2018	Open Society Institute	$180.00	$4.00	$0.00	$0.00	$184.00	11/27/2018
October 2018	Shock Trauma	$10,750.50	$239.00	$0.00	$0.00	$10,989.50	11/27/2018
October 2018	Public Housing	$7,474.50	$166.00	$0.00	$0.00	$7,640.50	11/27/2018
October 2018	Cinebistro	$2,511.00	$56.00	$0.00	$0.00	$2,567.00	11/27/2018
October 2018	Marriiott Water Front	$2,790.00	$62.00	$0.00	$0.00	$2,852.00	11/27/2018
10/28-Nov 1, 2018	AALAS Convention	$2,475.00	$55.00	$0.00	$0.00	$2,530.00	11/27/2018
October 2018	Visitation Cneter	$3,142.10	$0.00	$0.00	$0.00	$3,142.10	11/27/2018
October 2018	Municipal Building	$8,001.00	$0.00	$0.00	$0.00	$8,001.00	11/27/2018
October 2018	Impound Lot	$16,875.00	$0.00	$0.00	$0.00	$16,875.00	11/27/2018
October 2018	Health Clinic (North Avenue)	$10,102.50	$0.00	$0.00	$0.00	$10,102.50	11/27/2018
10/24-28/2018	Coin Show	$13,257.00	$295.00	$150.00	$0.00	$13,702.00	11/27/2018
October 2018	Marshall Department Store	$5,593.50	$124.00	$0.00	$0.00	$5,717.50	11/27/2018
October 2018	Kennedy Krieger	$14,958.00	$332.00	$0.00	$0.00	$15,290.00	11/27/2018
October 2018	Reistertown Waste	$12,568.50	$279.00	$0.00	$0.00	$12,847.50	11/27/2018
October 2018	Quarantine Landfill	$9,850.50	$219.00	$0.00	$0.00	$10,069.50	11/27/2018
October 2018	St. Paul Garage	$540.00	$12.00	$0.00	$0.00	$552.00	11/27/2018
October 2018	City Yard	$2,916.00	$0.00	$0.00	$0.00	$2,916.00	11/27/2018
October 2018	Shoppers Food Market	$15,988.50	$355.00	$0.00	$0.00	$16,343.50	11/27/2018
October 2018	South Street	$3,442.50	$77.00	$0.00	$0.00	$3,519.50	11/27/2018
October 2018	Downtown Partnership	$14,154.40	$315.00	$0.00	$0.00	$14,469.40	11/27/2018
October 2018	Johns Hopkins ER	$19,413.00	$431.00	$0.00	$0.00	$19,844.00	11/27/2018
October 2018	Power Plant	$2,281.50	$50.00	$0.00	$0.00	$2,331.50	11/27/2018
October 2018	New Psalmist Church	$2,272.50	$51.00	$0.00	$0.00	$2,323.50	11/27/2018
October 2018	Pratt Street Foot	$8,239.50	$183.00	$0.00	$0.00	$8,422.50	11/27/2018
October 2018	Health Clinic (Caroline ST)	$10,084.50	$0.00	$0.00	$0.00	$10,084.50	11/27/2018
October 2018	General Election	$6,244.75	$109.00	$0.00	$0.00	$6,353.75	
10/27/2018	Regionald F Lewis Museum	$337.50	$8.00	$50.00	$0.00	$395.50	12/19/2018
10/21/2018	New Orleans Saints Escort	$4,190.43	$78.00	$500.00	$0.00	$4,768.43	12/19/2018
10/25-11/1/2018	Early Voting	$29,285.68	$541.00	$0.00	$0.00	$29,826.68	12/19/2018
October 2018	Horeseshoe Casino	$15,471.00	$344.00	$0.00	$0.00	$15,815.00	12/19/2018
10/16/2018	Political Foram	$360.00	$8.00	$0.00	$0.00	$368.00	12/19/2018
10/1-11/17/2018	Charm City Movie Production	$86,499.00	$1,922.00	$10,550.00	$0.00	$98,971.00	12/19/2018
10/20/2018	Baltimore Runnig Festival	$36,736.30	$780.00	$1,600.00	$0.00	$39,116.30	**ROW2018-SE1018166**
10/21/2018	Ravens vs Saints School Police	$6,755.18	$0.00	$0.00	$0.00	$6,755.18	1/11/2019
11/3/2018	Baltimore Craft Beer Festival	$1,624.00	$35.00	$0.00	$0.00	$1,659.00	**ROW2018-SE1020831**
11/1/2018	Greek Food Festival	$5,680.00	$120.00	$0.00	$0.00	$5,800.00	**ROW2018-SE1021296**
11/4/2018	Ravens vs Steelers Store	$695.52	$12.00	$0.00	$0.00	$707.52	11/27/2018
11/4/2018	Ravens vs Steelers	$32,533.92	$586.00	$0.00	$0.00	$33,119.92	11/27/2018
11/10/2018	Greater Walk to end Alzheimers	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2017-SE1017697**
11/14/2018	Saitn Alphonsus Roman Catholic	$900.00	$24.00	$0.00	$0.00	$924.00	11/27/2018
11/18/2018	Ravens vs Bengals	$32,359.71	$574.00	$0.00	$0.00	$32,933.71	11/27/2018
11/22/2018	Gobble Cobble Trot 2018	$1,546.00	$34.00	$50.00	$0.00	$1,630.00	**ROW2018-SE1021463**
11/22/2018	Balto. City Y Turkey Trot	$1,073.50	$23.00	$100.00	$0.00	$1,196.50	**ROW2018SE1019552**
11/10-19/2018	Bishops Conference Marriott Hotel	$13,837.50	$308.00	$450.00	$0.00	$14,595.50	11/27/2018
11/25/2018	Ravnes vs Raiders Merchandizing	$347.76	$6.00	$0.00	$0.00	$353.76	11/27/2018
11/6/2018	General Election	$6,244.75	$109.00	$0.00	$0.00	$6,353.75	11/27/2018
11/17-18/2018	Cincinnati Bengals Escort	$4,628.65	$75.00	$450.00	$0.00	$5,153.65	12/19/2018
11/23-25/2018	Oakland Raiders Escort	$4,747.93	$88.00	$500.00	$0.00	$5,335.93	12/19/2018

11/28/2018	Baltimore Ravens Escort	$4,133.25	$77.00	$450.00	$0.00	$4,660.25	12/19/2018
November 2018	Horseshoe Casino	$16,308.00	$362.00	$0.00	$0.00	$16,670.00	12/19/2018
November 2018	Shoppers Supermarket	$13,036.50	$290.00	$0.00	$0.00	$13,326.50	12/19/2018
November 2018	Cinebistro	$2,497.50	$56.00	$0.00	$0.00	$2,553.50	12/19/2018
November 2018	City Yard	$2,376.00	$0.00	$0.00	$0.00	$2,376.00	12/19/2018
November 2018	Redlight Camera	$27,412.00	$0.00	$0.00	$0.00	$27,412.00	**Sgt. McMillan**
November 2018	Speed Camera	$45,168.50	$0.00	$0.00	$0.00	$45,168.50	**Sgt. McMillan**
November 2018	Impound Lot	$14,665.50	$0.00	$0.00	$0.00	$14,665.50	12/19/2018
November 2018	Downtown Partnership	$13,585.50	$302.00	$0.00	$0.00	$13,887.50	12/19/2018
November 2018	Municipal Building	$7,641.00	$0.00	$0.00	$0.00	$7,641.00	12/19/2018
November 2018	Johns Hopkins ER	$18,157.50	$404.00	$0.00	$0.00	$18,561.50	12/19/2018
November 2018	Public Housing	$7,803.00	$173.00	$0.00	$0.00	$7,976.00	12/19/2018
November 2018	Royal Farms Arena	$4,632.50	$101.00	$0.00	$0.00	$4,733.50	12/19/2018
November 2018	Shock Traum	$10,098.00	$232.00	$0.00	$0.00	$10,330.00	12/19/2018
November 2018	St Paul Garage	$360.00	$8.00	$0.00	$0.00	$368.00	12/19/2018
November 2018	Reistertown Waste	$11,317.50	$0.00	$0.00	$0.00	$11,317.50	12/19/2018
November 2018	Quartine Landfill	$8,680.50	$0.00	$0.00	$0.00	$8,680.50	12/19/2018
November 2018	Power Plant	$2,061.00	$46.00	$0.00	$0.00	$2,107.00	12/19/2018
November 2018	Kennedy Krieger	$14,440.50	$321.00	$0.00	$0.00	$14,761.50	12/19/2018
November 2018	Visitation Center	$4,551.80	$0.00	$0.00	$0.00	$4,551.80	
November 2018	New Psalmist Baptist Church	$4,230.00	$94.00	$0.00	$0.00	$4,324.00	12/19/2018
November 2018	100 E. Pratt Street	$10,980.00	$244.00	$0.00	$0.00	$11,224.00	12/19/2018
November 2018	Health Clinic (620 Caroline Street)	$8,185.50	$0.00	$0.00	$0.00	$8,185.50	12/19/2018
November 2018	Health Cklinic (North Ave)	$8,149.50	$0.00	$0.00	$0.00	$8,149.50	12/19/2018
November 2018	Marshall's Department Store	$5,017.50	$0.00	$0.00	$0.00	$5,017.50	12/19/2018
November 2018	CC Jackson and 2 other Recs	$2,250.00	$0.00	$0.00	$0.00	$2,250.00	12/19/2018
November 25, 2018	Ravensvs Raiders	$32,033.18	$574.00	$0.00	$0.00	$32,607.18	1/8/2019
11/3/2018	Marriott Water Front (Traff)	$540.00	$12.00	$0.00	$0.00	$552.00	
12/1/2018	Holiday Party (St. John Properties	$450.00	$10.00	$0.00	$0.00	$460.00	12/19/2018
12/1/2018	Patterson Park Homebrew Contest	$540.00	$12.00	$0.00	$0.00	$552.00	**ROW2018-SE1021642**
12/2/2018	Pagoda Lighting	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2018-SE1020994**
12/1/2018	Mahaffery's Pub Block Party	$1,080.00	$24.00	$0.00	$0.00	$1,104.00	**ROW2018-SE1021368**
12/2/2018	Girls on the Runy 5K	$748.00	$16.00	$0.00	$0.00	$764.00	**ROW2018-SE1020494**
12/1/2018	13.1 Baltimore Race	$12,112.42	$261.00	$700.00	$0.00	$13,073.42	
12/12/2018	The Build Up	$990.00	$22.00	$0.00	$0.00	$1,012.00	**12/19/2018**
12/14/2018	Odonnell Square Lamp	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2018-SE1021757**
12/15/2018	Celtic Solistice 5K Race	$495.00	$11.00	$100.00	$0.00	$606.00	**ROW2018-SE1021043**
12/15&16/2018	Buccaneers Traffc Escort	$3,828.00	$83.00	$500.00	$0.00	$4,411.00	**12/19/2018**
12/16/2018	Ravens vs Buccaneers	$30,114.28	$536.00	$0.00	$0.00	$30,650.28	**12/19/2018**
12/15/2018	Baltimore Santa Crawl	$2,728.50	$59.00	$0.00	$0.00	$2,787.50	**ROW2018-SE1021481**
12/30/2018	Ravens vs Brown	$31,318.13	$554.00	$0.00	$0.00	$31,872.13	1/8/2019
12/29&30/2018	Cleveland Browns Escort	$3,828.00	$83.00	$500.00	$0.00	$4,411.00	1/8/2019
December 2018	CC Jackson	$1,350.00	$0.00	$0.00	$0.00	$1,350.00	1/11/2019
December 2018	Cinebistro	$2,466.00	$55.00	$0.00	$0.00	$2,521.00	1/11/2019
12/1/2018	Marriott Water Front	$540.00	$12.00	$0.00	$0.00	$552.00	1/11/2019
December 2018	City Yard Pulaski Hwy	$3,285.00	$0.00	$0.00	$0.00	$3,285.00	1/11/2019
December 2018	Municipal Building	$7,875.00	$0.00	$0.00	$0.00	$7,875.00	1/11/2019
December 2018	Fallsway Impound Lot	$14,359.50	$0.00	$0.00	$0.00	$14,359.50	1/11/2019
December 30,2018	Ravens vs Brown (School Police)	$4,138.39	$93.00	$0.00	$0.00	$4,231.39	1/8/2019
December 31, 2018	Hyatt Hotel Security	$270.00	$8.00	$0.00	$0.00	$278.00	1/11/2019
December 2018	Kennedy Krieger Institute	$12,178.80	$271.00	$0.00	$0.00	$12,449.80	1/11/2019
December 2018	Marshall's Department Stroe	$5,823.00	$129.00	$0.00	$0.00	$5,952.00	1/11/2019
December 2018	Shock Trauma	$10,084.50	$224.00	$0.00	$0.00	$10,308.50	1/11/2019
December 2018	South Street Foot	$1,710.00	$38.00	$0.00	$0.00	$1,748.00	1/11/2019
December 2018	Shoppers Supermarket	$12,411.00	$276.00	$0.00	$0.00	$12,687.00	1/11/2019
December 2018	Reisterstown Landfill	$12,163.50	$0.00	$0.00	$0.00	$12,163.50	1/11/2019
December 2018	Downtown Partnership	$15,601.50	$347.00	$0.00	$0.00	$15,948.50	Credit $854.22
December 2018	New Psalmist Baptist	$2,227.50	$50.00	$0.00	$0.00	$2,277.50	1/11/2019
December 2018	Visitation Center	$2,109.00	$0.00	$0.00	$0.00	$2,109.00	1/11/2019
December 2018	Quarantine Road Landfill	$9,882.00	$0.00	$0.00	$0.00	$9,882.00	
December 2018	Johns Hopkins ER	$19,678.50	$437.00	$0.00	$0.00	$20,115.50	1/11/2019
December 2018	East Pratt Street	$9,432.00	$211.00	$0.00	$0.00	$9,643.00	1/11/2019
December 16,2018	Ravens vs Buccaneers BSP	$4,263.76	$0.00	$0.00	$0.00	$4,263.76	1/11/2019
December 2018	Health Clinic North Avenue	$8,149.50	$0.00	$0.00	$0.00	$8,149.50	1/11/2019
December 2018	Health Clinic Caroline Street	$9,018.00	$0.00	$0.00	$0.00	$9,018.00	1/11/2019
December 2018	Horseshoe Casino	$17,109.00	$380.00	$0.00	$0.00	$17,489.00	
December 2018	Royal Farm Arena	$7,773.10	$169.00	$0.00	$0.00	$7,942.10	
December 2018	St. Paul Garage	$90.00	$2.00	$0.00	$0.00	$92.00	
1/6/2019	Ravens vs Chargers (BSP)	$7,109.97	$161.00	$0.00	$0.00	$7,270.97	1/11/2019
1/6/2019	Ravens vs Chargers Merchandising	$899.64	$14.00	$0.00	$0.00	$913.64	1/11/2019
1/6/2019	Ravens vs Chargers	$44,521.34	$748.00	$0.00	$0.00	$45,269.34	1/11/2019

1/4/2019	Chargers Escort	$3,944.00	$0.00	$500.00	$0.00	$4,444.00	1/11/2019
January 2019	Marshall's Department Store	$2,700.00	$60.00	$0.00	$0.00	$2,760.00	2/7/2019
1/11/2019	Mants	$1,350.00	$30.00	$0.00	$0.00	$1,380.00	2/7/2019
1/26/2019	Orioles Fan Fest	$9,320.00	$205.00	$0.00	$0.00	$9,525.00	2/7/2019
January 2019	Royal Farm Aren	$540.00	$12.00	$0.00	$0.00	$552.00	2/7/2019
1/18/2019	Baltimore Symphony Orchestra	$225.00	$5.00	$0.00	$0.00	$230.00	2/7/2019
1/17/2019	Baltimore Symphony Orchestra	$1,485.00	$33.00	$0.00	$0.00	$1,518.00	2/7/2019
1/11/2019	Baltimore Marriott	$360.00	$8.00	$0.00	$0.00	$368.00	2/7/2019
January 2019	Fallsway Impound lot	$14,661.00	$0.00	$0.00	$0.00	$14,661.00	2/7/2019
January 2019	Cinebistro	$2,416.50	$54.00	$0.00	$0.00	$2,470.50	2/7/2019
January 2019	Shoppers Supermarket	$16,362.00	$362.00	$0.00	$0.00	$16,724.00	2/7/2019
January 2019	Johns Hopkins ER	$20,038.50	$445.00	$0.00	$0.00	$20,483.50	2/7/2019
January 2019	South Street Foot	$2,353.50	$52.00	$0.00	$0.00	$2,405.50	2/7/2019
January 2019	City Yard	$2,632.50	$0.00	$0.00	$0.00	$2,632.50	2/7/2019
January 2019	Municipal Building	$8,289.00	$0.00	$0.00	$0.00	$8,289.00	2/7/2019
1/24/2019	Baltimore Boat Show	$1,687.50	$38.00	$0.00	$0.00	$1,725.50	2/7/2019
January 2019	Shock Trauma	$11,164.50	$248.00	$0.00	$0.00	$11,412.50	2/7/2019
January 2019	Kennedy Krieger Institute	$11,817.00	$263.00	$0.00	$0.00	$12,080.00	2/7/2019
January 2019	St. Paul Garage	$1,170.00	$26.00	$0.00	$0.00	$1,196.00	2/7/2019
January 2019	Downtown Parnership	$16,606.50	$368.00	$0.00	$0.00	$16,974.50	2/7/2019
January 2019	New Psalmist Baptist	$810.00	$18.00	$0.00	$0.00	$828.00	2/7/2019
January 2019	Power Plant	$405.00	$9.00	$0.00	$0.00	$414.00	2/7/2019
January 2019	Visitation Center	$3,529.50	$0.00	$0.00	$0.00	$3,529.50	2/7/2019
January 2019	Pratt Street Foot.	$10,980.00	$244.00	$0.00	$0.00	$11,224.00	2/7/2019
January 2019	CC JACKSON RECREATION	$2,826.00	$0.00	$0.00	$0.00	$2,826.00	2/7/2019
January 2019	620 Caroline Street Health Clinic	$10,246.50	$0.00	$0.00	$0.00	$10,246.50	2/7/2019
January 2019	1515 W. North Avenue Health Clinic	$9,945.00	$0.00	$0.00	$0.00	$9,945.00	2/7/2019
January 2019	Quarantine Landfill	$9,873.00	$0.00	$0.00	$0.00	$9,873.00	2/7/2019
January 2019	Reistertown Waste	$11,826.00	$0.00	$0.00	$0.00	$11,826.00	2/7/2019
January 2019	100 East Pratt Street	$10,980.00	$244.00	$0.00	$0.00	$11,224.00	2/7/2019
January 2019	Horseshoe Casino	$22,027.50	$490.00	$0.00	$0.00	$22,517.50	
2/2-3/2019	American Master Cheer&Dance	$832.50	$19.00	$0.00	$0.00	$851.50	3/6/2019
2/23/2019	Das Bier Ann. Winter Wonderland	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2018-SE1021990**
Ferbruary 2019	CC Jackson Recreation Center	$2,353.50	$0.00	$0.00	$0.00	$2,353.50	3/6/2019
Ferbruary 2019	Cinebistro	$2,367.00	$53.00	$0.00	$0.00	$2,420.00	3/6/2019
Ferbruary 2019	Marriott WaterFront	$1,980.00	$44.00	$0.00	$0.00	$2,024.00	3/6/2019
Ferbruary 2019	Quarantine Landfill	$8,311.50	$0.00	$0.00	$0.00	$8,311.50	3/6/2019
Ferbruary 2019	Municipal Building	$7,663.50	$0.00	$0.00	$0.00	$7,663.50	3/6/2019
Ferbruary 2019	City Yard	$2,227.50	$0.00	$0.00	$0.00	$2,227.50	3/6/2019
2/7-10/2019	Motor Trend Auto Show	$4,248.00	$95.00	$0.00	$0.00	$4,343.00	3/6/2019
2/21-24/2019	American Craft Council Arts &Craft	$4,819.50	$107.00	$0.00	$0.00	$4,926.50	3/6/2019
Ferbruary 2019	Fallsway Impound	$13,023.00	$0.00	$0.00	$0.00	$13,023.00	3/6/2019
Ferbruary 2019	Shoppers Supermarket	$17,185.50	$382.00	$0.00	$0.00	$17,567.50	3/6/2019
Ferbruary 2019	Reisterstown Landfill	$6,853.50	$0.00	$0.00	$0.00	$6,853.50	3/6/2019
Ferbruary 2019	Johns Hopkin ER	$17,532.00	$390.00	$0.00	$0.00	$17,922.00	3/6/2019
Ferbruary 2019	Downtown Partnership	$12,951.00	$288.00	$0.00	$0.00	$13,239.00	3/6/2019
Ferbruary 2019	North Avenue Health Clinic	$8,253.00	$0.00	$0.00	$0.00	$8,253.00	3/6/2019
Ferbruary 2019	Caroline St. Health Clinic	$9,085.50	$0.00	$0.00	$0.00	$9,085.50	3/6/2019
Ferbruary 2019	Shock Trauma	$9,256.50	$206.00	$0.00	$0.00	$9,462.50	3/6/2019
Ferbruary 2019	100E. Pratt Street	$7,893.00	$175.00	$0.00	$0.00	$8,068.00	3/6/2019
Ferbruary 2019	South Street Foot	$2,880.00	$64.00	$0.00	$0.00	$2,944.00	3/6/2019
Ferbruary 2019	Center City	$14,211.08	$0.00	$0.00	$0.00	$14,211.08	3/6/2019
Ferbruary 2019	Kennedy Krieger	$10,642.50	$237.00	$0.00	$0.00	$10,879.50	3/6/2019
Ferbruary 2019	Visitation Center	$3,984.00	$0.00	$0.00	$0.00	$3,984.00	3/6/2019
Ferbruary 2019	St. Paul Garage	$360.00	$8.00	$0.00	$0.00	$368.00	3/6/2019
Ferbruary 2019	Horseshoe Casino	$18,513.00	$411.00	$0.00	$0.00	$18,924.00	3/20/2019
2/27-3/3/2019	Whitman Coin Show	$14,880.00	$330.00	$150.00	$0.00	$15,360.00	3/20/2019
Ferbruary 2019	New Pslamist	$1,102.50	$25.00	$0.00	$0.00	$1,127.50	3/20/2019
2/18/-3/1/2019	Paniagua's Conduit	$1,543.50	$35.00	$250.00	$0.00	$1,828.50	
Ferbruary 2019	Royal Farms Arena	$5,335.00	$117.00	$0.00	$0.00	$5,452.00	4/18/2019
3/4/2019	Bridge Construction	$405.00	$9.00	$100.00	$0.00	$514.00	**3/20/2019**
3/9/2019	Canton Irish Stroll	$4,596.00	$101.00	$0.00	$0.00	$4,697.00	**ROW2018-SE1021538**
3/10/2019	Rally in the Alley	$1,035.00	$23.00	$0.00	$0.00	$1,058.00	**ROW2018-SE1022079**
3/13/2019	Hippodrome Theater	$180.00	$4.00	$0.00	$0.00	$184.00	4/5/2019
3/31/2019	Maryland Greek Independence Day	$1,546.00	$34.00	$50.00	$0.00	$1,630.00	**ROW2018-SE1022006**
Feruary/March	CC Jackson Rercreation Center	$2,133.00	$0.00	$0.00	$0.00	$2,133.00	4/5/2019
March 2019	Fallsway Impound Lot	$115,120.00	$0.00	$0.00	$0.00	$115,120.00	4/5/2019
March 2019	Johns Hopkins ER	$17,991.00	$400.00	$0.00	$0.00	$18,391.00	4/5/2019
March 2019	Municipal Building	$8,527.50	$0.00	$0.00	$0.00	$8,527.50	4/5/2019
March 2019	South Street	$3,420.00	$76.00	$0.00	$0.00	$3,496.00	4/5/2019
March 2019	City Yard	$2,857.50	$0.00	$0.00	$0.00	$2,857.50	4/5/2019

March 2019	Cinebistro	$3,105.00	$69.00	$0.00	$0.00	$3,174.00	4/5/2019
3/16/19	Baltimore Shamrock Crawl	$1,028.50	$22.00	$200.00	$0.00	$1,250.50	**ROW2018-SE1021771**
3/30/19	Shucking in the Street	$2,784.00	$60.00	$0.00	$0.00	$2,844.00	**ROW2018-SE1022344**
3/16/19	Strut	$180.00	$4.00	$0.00	$0.00	$184.00	4/5/2019
3/2/8/19	Suicide Prevention PSA	$225.00	$5.00	$50.00	$0.00	$280.00	4/5/2019
3/16/2018	Under Armour Commercial	$2,340.00	$52.00	$50.00	$0.00	$2,442.00	4/5/2019
March 2019	Shock Trauma	$11,160.00	$248.00	$0.00	$0.00	$11,408.00	4/5/2019
March 2019	Power Plant	$1,257.00	$27.00	$0.00	$0.00	$1,284.00	4/5/2019
March 2019	New Psalmist Baptist Church	$1,552.50	$35.00	$0.00	$0.00	$1,587.50	4/5/2019
March 2019	100 E. Pratt Street	$9,904.50	$220.00	$0.00	$0.00	$10,124.50	4/5/2019
March 2019	Shoppers	$15,804.00	$351.00	$0.00	$0.00	$16,155.00	4/5/2019
March 2019	Kennedy Krieger	$14,737.50	$328.00	$0.00	$0.00	$15,065.50	4/5/2019
March 2019	Quarantine Landfill	$9,621.00	$0.00	$0.00	$0.00	$9,621.00	4/5/2019
March 2019	Reisterstown Landfill	$11,700.00	$0.00	$0.00	$0.00	$11,700.00	4/5/2019
March 2019	Health Clinic (Caroline Street)	$9,279.00	$0.00	$0.00	$0.00	$9,279.00	4/5/2019
March 2019	Visitation Center	$6,429.00	$0.00	$0.00	$0.00	$6,429.00	4/5/2019
3/10-14/2019	58 Annual Toxicology	$1,539.00	$35.00	$0.00	$0.00	$1,574.00	4/5/2019
March 2019	Royal Farms Arena	$9,217.10	$200.00	$0.00	$0.00	$9,417.10	4/16/2019
March 2019	Health Clinic (North Avenue)	$9,792.00	$0.00	$0.00	$0.00	$9,792.00	4/18/2019
March 2019	Downtown Partnership	$14,350.50	$319.00	$0.00	$0.00	$14,669.50	4/18/2019
March 2019	Horseshoe Casino	$17,977.50	$400.00	$0.00	$0.00	$18,377.50	5/20/2019
3/10/2019	St. Patrick's Day Parade	$5,628.10	$117.00	$250.00	$0.00	$5,995.10	**ROW2018-SE1021807**
3/10/2019	St. Patrick's Shamrock 5K	$6,945.00	$150.00	$200.00	$0.00	$7,295.00	**ROW2018-SE1021807**
4/4/2019	Orioles vs Yankees	$19,797.12	$363.00	$0.00	$0.00	$20,160.12	4/5/2019
4/6/2019	Orioles vs Yankees	$18,726.64	$316.00	$0.00	$0.00	$19,042.64	4/16/2019
4/7/2019	Orioles vs Yankees	$18,222.90	$299.00	$0.00	$0.00	$18,521.90	4/16/2019
4/8/2019	Orioles vs Athletics	$17,667.90	$294.00	$0.00	$0.00	$17,961.90	4/16/2019
4/9/2019	Orioles vs Athletics	$15,615.11	$258.00	$0.00	$0.00	$15,873.11	4/16/2019
4/10/2019	Orioles vs Athletics	$15,360.37	$253.00	$0.00	$0.00	$15,613.37	4/16/2019
4/11/2019	Orioles vs Athletics	$12,832.60	$218.00	$0.00	$0.00	$13,050.60	4/16/2019
4/6/2019	Cardinal Cup 5k	$533.50	$11.00	$100.00	$0.00	$644.50	**ROW2018-SE1022076**
4/7/2019	Red Shoe Shuffle 5k	$7,646.50	$167.00	$300.00	$0.00	$8,113.50	**ROW2019-SE1021969**
4/13/2019	Sole of the City 10K	$12,204.00	$264.00	$400.00	$0.00	$12,868.00	**ROW2019-SE1022012**
4/13/2019	Carroll Park (Day of Play)	$1,215.50	$0.00	$0.00	$0.00	$1,215.50	4/18/2019
4/19/2019	Orioles vs Minesota	$4,156.80	$71.00	$0.00	$0.00	$4,227.80	4/25/2019
4/20/2019	Orioles vs Minesota	$15,394.36	$255.00	$0.00	$0.00	$15,649.36	4/25/2019
4/21/2019	Orioles vs Minesota	$9,729.65	$159.00	$0.00	$0.00	$9,888.65	4/25/2019
4/22/2019	Orioles vs White Sox	$15,631.56	$257.00	$0.00	$0.00	$15,888.56	4/25/2019
4/23/2019	Orioles vs White Sox	$14,431.33	$236.00	$0.00	$0.00	$14,667.33	4/25/2019
4/24/2019	Orioles vs White Sox	$15,449.81	$254.00	$0.00	$0.00	$15,703.81	5/20/2019
4/27/2019	Ravens Draft Party	$5,238.50	$111.00	$50.00	$0.00	$5,399.50	5/20/2019
4/27/2019	Kid's Day Celebration 2019	$180.00	$4.00	$0.00	$0.00	$184.00	5/20/2019
4/27/2019	Charm City Blue Grass Festival	$8,221.50	$175.00	$0.00	$0.00	$8,396.50	**ROW2018-SE1021978**
4/28/2019	Harbor Craft Movie Shoot	$180.00	$4.00	$0.00	$0.00	$184.00	5/20/2019
4/28/2019	Brigance Bridage 2019	$1,764.50	$38.00	$50.00	$0.00	$1,852.50	**ROW2018-SE1021650**
4/18/2019	MECU Commercial	$180.00	$4.00	$0.00	$0.00	$184.00	5/20/2019
April 2019	Horseshoe Casino	$16,920.00	$376.00	$0.00	$0.00	$17,296.00	5/20/2019
4/21-5/1/2019	American Ninja Warrior	$4,747.50	$106.00	$100.00	$0.00	$4,953.50	5/20/2019
4/26/2019	Best of MD Arts Education Festival	$585.00	$13.00	$0.00	$0.00	$598.00	5/20/2019
April 2019	Marriott Waterfront	$3,375.00	$75.00	$0.00	$0.00	$3,450.00	5/20/2019
4/26-28/2019	Charm City Movie Shoot	$13,123.50	$285.00	$1,000.00	$0.00	$14,408.50	5/20/2019
April 2019	Shock Trauma	$10,521.00	$234.00	$0.00	$0.00	$10,755.00	5/20/2019
April 2019	Municipal Building	$8,478.00	$0.00	$0.00	$0.00	$8,478.00	5/20/2019
April 2019	Cinebistro	$2,893.50	$64.00	$0.00	$0.00	$2,957.50	5/20/2019
April 2019	CC Jackson Recreation	$1,494.00	$0.00	$0.00	$0.00	$1,494.00	5/20/2019
April 2019	Shopper Supermarket	$18,328.50	$407.00	$0.00	$0.00	$18,735.50	5/20/2019
April 2019	Johns Hopkins ER	$17,392.50	$387.00	$0.00	$0.00	$17,779.50	5/20/2019
April 2019	Impound Lot	$14,913.00	$0.00	$0.00	$0.00	$14,913.00	5/20/2019
April 2019	City Yard	$1,642.50	$0.00	$0.00	$0.00	$1,642.50	5/20/2019
April 2019	South Street Foot	$2,700.00	$60.00	$0.00	$0.00	$2,760.00	5/20/2019
April 2019	Downtown Partnership	$15,637.50	$348.00	$0.00	$0.00	$15,985.50	5/20/2019
April 2019	Visitation Center	$3,367.00	$0.00	$0.00	$0.00	$3,367.00	5/20/2019
April 2019	Health Clinic Caroline Street	$9,594.00	$0.00	$0.00	$0.00	$9,594.00	5/20/2019
April 2019	Health Clinic North Avenue	$9,711.00	$0.00	$0.00	$0.00	$9,711.00	5/20/2019
April 2019	100 E. Pratt Street	$11,569.50	$257.00	$0.00	$0.00	$11,826.50	5/20/2019
April 2019	Kennedy Krieger	$14,958.00	$332.00	$0.00	$0.00	$15,290.00	5/20/2019
April 2019	Reistertown Landfill	$12,240.00	$0.00	$0.00	$0.00	$12,240.00	5/20/2019
April 2019	Power Plant	$1,070.00	$23.00	$0.00	$0.00	$1,093.00	5/20/2019
April 2019	Quarantine Road Landfill	$9,225.00	$0.00	$0.00	$0.00	$9,225.00	5/20/2019
April 2019	New Psalmist Baptist Church	$2,115.00	$47.00	$0.00	$0.00	$2,162.00	5/20/2019
April 2019	Royal Farms Arena	$4,215.00	$92.00	$0.00	$0.00	$4,307.00	5/20/2019

April 13, 2019	Baltimore Convention Center	$630.00	$9.00	$0.00	$0.00	$639.00	6/20/2019
April 27, 2019	Ravens Store Sale	$989.68	$16.00	$0.00	$0.00	$1,005.68	6/20/2019
April 14, 2019	Baltimore Convention Center	$2,070.00	$46.00	$0.00	$0.00	$2,116.00	6/20/2019
April 2019	Move Signal Woman	$1,347.80	$29.00	$0.00	$0.00	$1,376.80	
April 14, 2019	Baltimore Convention Center	$2,070.00	$46.00	$0.00	$0.00	$2,116.00	
April 11, 2019	Film Production	$1,347.80	$29.00	$0.00	$0.00	$1,376.80	6/20/2019
April 26-29, 2019	Triple Bridge Replacement	$8,572.50	$191.00	$1,050.00	$0.00	$9,813.50	6/20/2019
April 4, 2019	Frank & Nics West End Grill	$432.00	$10.00	$0.00	$0.00	$442.00	**ROW2019-SE1022077**
April 4, 2019	Pickles Pub Opening Day	$922.10	$19.00	$0.00	$0.00	$941.10	**ROW2019-SE1021996**
5/3/2019	Orioles vs Tampa Bay	$10,775.25	$177.00	$0.00	$0.00	$10,952.25	5/20/2019
5/4/2019	Orioles vs Tampa Bay	$8,333.90	$136.00	$0.00	$0.00	$8,469.90	5/20/2019
5/5/2019	Orioles vs Tampa Bay	$7,493.18	$120.00	$0.00	$0.00	$7,613.18	5/20/2019
5/6/2019	Orioles vs Red Sox	$13,377.07	$218.00	$0.00	$0.00	$13,595.07	5/20/2019
5/4/2019	Fiesta 5K	$6,942.50	$150.00	$0.00	$0.00	$7,092.50	**ROW2018-SE1021805**
5/4/2019	Kinetic Sculpture Race 2019	$2,737.00	$60.00	$350.00	$0.00	$3,147.00	**ROW2019-SE1022005**
5/2/2019	First Thursday (WTMD)	$3,012.00	$66.00	$0.00	$0.00	$3,078.00	**ROW2018-SE1021931**
5/5/2019	Port to Fort 6K	$4,676.50	$101.00	$150.00	$0.00	$4,927.50	**ROW2018-SE1021803**
5/7/2019	Orioles vs Red Soxs	$16,413.65	$265.00	$0.00	$0.00	$16,678.65	5/20/2019
5/8/2019	Orioles vs Soxs	$13,807.91	$228.00	$0.00	$0.00	$14,035.91	5/20/2019
5/9/2019	Boston Red Sox Escort	$1,771.00	$39.00	$350.00	$0.00	$2,160.00	5/20/2019
5/10/2019	Orioles vs Angels	$16,227.10	$280.00	$0.00	$0.00	$16,507.10	5/20/2019
5/11/2019	Orioles vs Angels	$10,005.18	$165.00	$0.00	$0.00	$10,170.18	5/20/2019
5/12/2019	Orioles vs Angels	$10,395.52	$173.00	$0.00	$0.00	$10,568.52	5/20/2019
5/11/2019	Muir's Tavern Block Party	$315.00	$7.00	$0.00	$0.00	$322.00	**ROW2019-SE1022488**
5/11&12/2019	Pier Six	$882.00	$20.00	$0.00	$0.00	$902.00	**6/20/2019**
5/11/2019	Race Against Traffic	$982.00	$21.00	$50.00	$0.00	$1,053.00	**ROW2018-SE1022080**
5/20/2019	Orioles vs Yankees	$19,041.87	$313.00	$0.00	$0.00	$19,354.87	**6/20/2019**
5/21/2019	Orioles vs Yankees	$12,428.70	$202.00	$0.00	$0.00	$12,630.70	**6/20/2019**
5/22/2019	Orioles vs Yankees	$14,282.38	$234.00	$0.00	$0.00	$14,516.38	**6/20/2019**
5/23/2019	Orioles vs Yankees	$8,329.19	$161.00	$0.00	$0.00	$8,490.19	**6/20/2019**
5/8/2019	WBAL-TV Randolph Rice Law	$360.00	$8.00	$0.00	$0.00	$368.00	**6/20/2019**
5/27/2019	Orioles vs Tigers	$6,495.97	$111.00	$0.00	$0.00	$6,606.97	6/20/2019
5/9/2019	Eastwind Films LLC	$405.00	$9.00	$0.00	$0.00	$414.00	6/20/2019
May 2019	Marriott Waterfront	$6,727.50	$150.00	$0.00	$0.00	$6,877.50	6/20/2019
5/23/2019	Wine Tasting at Sunset	$405.00	$9.00	$0.00	$0.00	$414.00	**ROW2019-SE1022962**
5/25/2019	Annual SOBA Meeting	$1,620.00	$36.00	$0.00	$0.00	$1,656.00	6/20/2019
5/26/2019	SOWEBO Arts&Music Festival	$2,034.50	$44.00	$0.00	$0.00	$2,078.50	**ROW2019-SE1022266**
5/26/2019	Festival of India	$495.00	$11.00	$0.00	$0.00	$506.00	**ROW2019-SE1022248**
5/28/2019	Orioles Vs Tigers	$12,068.87	$192.00	$0.00	$0.00	$12,260.87	**6/20/2019**
5/29/2019	Orioles Vs Tigers	$13,036.69	$209.00	$0.00	$0.00	$13,245.69	**6/20/2019**
5/10/2019	Fun on the Waterfront	$180.00	$4.00	$0.00	$0.00	$184.00	**ROW2018-SE1022352**
5/12/2019	Ride for the Feast	$1,771.00	$39.00	$250.00	$0.00	$2,060.00	**ROW2019-SE1021961**
5/31/2019	Orioles vs Giant	$14,978.35	$247.00	$0.00	$0.00	$15,225.35	6/20/2019
5/25-5/26/2019	Brew at Zoo	$2,160.00	$48.00	$0.00	$0.00	$2,208.00	6/20/2019
5/25/2019	Sofar Sound Concert	$180.00	$4.00	$0.00	$0.00	$184.00	6/20/2019
5/26/2019	Latin American Festival	$2,131.50	$46.00	$0.00	$0.00	$2,177.50	6/20/2019
5/24-5/26/2019	**Homewoof field JHH Graud**	**$1,906.50**	**$41.00**	**$0.00**	**$0.00**	**$1,947.50**	**6/20/2019**
5/16/2019	BSO (Pulse Concent)	$495.00	$11.00	$0.00	$0.00	$506.00	6/20/2019
5/4/2019	Baltimore Convention Center	$495.00	$11.00	$0.00	$0.00	$506.00	6/20/2019
5/4&6/2019	Liittle Havana Resturant	$495.00	$11.00	$0.00	$0.00	$506.00	6/20/2019
5/24-5/26/2019	**Johns Hopkins Graduation**	**$2,199.00**	**$48.00**	**$50.00**	**$0.00**	**$2,297.00**	6/20/2019
May 2019	Cinebistro	$3,186.00	$71.00	$0.00	$0.00	$3,257.00	6/20/2019
May 2019	Municipal Building	$8,667.00	$0.00	$0.00	$0.00	$8,667.00	6/20/2019
May 2019	City Yard	$1,620.00	$0.00	$0.00	$0.00	$1,620.00	6/20/2019
May 2019	Shopper Super Market	$16,222.50	$361.00	$0.00	$0.00	$16,583.50	6/20/2019
May 2019	Johns Hopkins ER	$19,030.50	$423.00	$0.00	$0.00	$19,453.50	6/20/2019
May 2019	Downtown Partnership	$14,809.50	$329.00	$0.00	$0.00	$15,138.50	6/20/2019
May 2019	South Street Foot	$3,361.50	$75.00	$0.00	$0.00	$3,436.50	6/20/2019
May 2019	Shock Trauma	$10,795.50	$240.00	$0.00	$0.00	$11,035.50	6/20/2019
May 2019	Visitation Center	$3,602.00	$0.00	$0.00	$0.00	$3,602.00	6/20/2019
May 2019	Fallsway Impound	$16,794.00	$0.00	$0.00	$0.00	$16,794.00	6/20/2019
May 2019	Speed Camera	$56,395.40	$0.00	$0.00	$0.00	$56,395.40	
May 2019	Redlight	$43,624.00	$0.00	$0.00	$0.00	$43,624.00	
May 2019	Kennedy Keiger	$15,007.50	$334.00	$0.00	$0.00	$15,341.50	6/20/2019
May 2019	Reistertown Landfill	$11,623.50	$0.00	$0.00	$0.00	$11,623.50	6/20/2019
May 2019	Quarantine Road Landfill	$10,003.50	$0.00	$0.00	$0.00	$10,003.50	6/20/2019
May 2019	North Avenue Helath Clinic	$9,117.00	$0.00	$0.00	$0.00	$9,117.00	6/20/2019
May 2019	100 East Pratt Street	$10,750.50	$239.00	$0.00	$0.00	$10,989.50	6/20/2019
May 2019	Power Plant	$585.00	$13.00	$0.00	$0.00	$598.00	6/20/2019
May 2019	New Psalmist	$1,260.00	$28.00	$0.00	$0.00	$1,288.00	6/20/2019
May 2019	Health Clinic Caroline Street	$10,390.00	$0.00	$0.00	$0.00	$10,390.00	6/20/2019

5/25/2019	Baltimore Herb Festival	$630.00	$14.00	$0.00	$0.00	$644.00	**ROW2019-SE1022640**
5/11/2019	Dog Expo	$720.00	$16.00	$0.00	$0.00	$736.00	**ROW2018-SE1020426**
5/19/2019	Preakness Post Race Escort	$1,260.59	$32.00	$350.00	$0.00	$1,642.59	9/24/2019
May 2019	Horseshoe Casino	$16,789.50	$373.00	$0.00	$0.00	$17,162.50	7/18/2019
5/22-26/2019	Whitman Coinshow Expo	$8,847.00	$197.00	$0.00	$0.00	$9,044.00	7/18/2019
5/17/2019	**Black Eye Susan**	**$12,089.32**	**$187.00**	**$0.00**	**$0.00**	**$12,276.32**	**7/18/2019**
5/18/2019	Preakness	$47,988.04	$775.00	$0.00	$0.00	$48,763.04	7/18/2019
May 2019	Royal Farms Arena	$16,002.00	$356.00	$0.00	$0.00	$16,358.00	7/18/2019
5/24-9/6, 2019	Summer Sounds at the Square	$4,320.00	$140.00	$0.00	$0.00	$4,460.00	**ROW2019-SE1022503**
5/5/2019	March for Babies	$1,726.00	$38.00	$0.00	$0.00	$1,764.00	**ROW2019-SE1022011**
May-Sept 2019	Druid Hill Pool	$19,881.00	$0.00	$0.00	$0.00	$19,881.00	
May-Sept 2019	Riverside Pool	$20,115.00	$0.00	$0.00	$0.00	$20,115.00	
May-Sept 2019	Roosevelt Pool	$12,541.50	$0.00	$0.00	$0.00	$12,541.50	
May-Sept 2019	Patterson Park Pool	$13,518.00	$0.00	$0.00	$0.00	$13,518.00	
May-Sept 2019	Cherry Hill Pool	$29,929.50	$0.00	$0.00	$0.00	$29,929.50	
May-Sept 2019	Clifton Park Pool	$13,054.50	$0.00	$0.00	$0.00	$13,054.50	
May-Sept 2019	Fun on the Waterfront	$1,687.50	$38.00	$0.00	$0.00	$1,725.50	**ROW2019-SE1022352**
6/1/2019	Orioles vs Giants	$10,771.21	$183.00	$0.00	$0.00	$10,954.21	6/20/2019
6/2/2019	Orioles vs Giants	$11,913.05	$201.00	$0.00	$0.00	$12,114.05	6/20/2019
6/1/2019	Baltimore 10 miler					$0.00	Not billed
6/1/2019	Taste of 3 Cities	$3,542.00	$77.00	$0.00	$0.00	$3,619.00	**ROW2019-SE1023027**
6/9/2019	McVet 5K/10K Race	$5,427.00	$115.00	$200.00	$0.00	$5,742.00	**ROW2019-SE1021745**
6/11/2019	Orioles vs Blue Jays	$12,396.89	$209.00	$0.00	$0.00	$12,605.89	6/20/2019
6/12/2019	Orioles vs Blue Jays	$13,296.90	$223.00	$0.00	$0.00	$13,519.90	6/20/2019
6/1-2/2019	Charles Village Festival	$1,642.50	$37.00	$0.00	$0.00	$1,679.50	**ROW2019-SE1022586**
6/6/2019	WTMD Frist Thursday	$3,417.00	$75.00	$350.00	$0.00	$3,842.00	**ROW2018-SE1021931**
6/8/2019	Baltimore Walk for Crohn's Colitis	$720.00	$16.00	$350.00	$0.00	$1,086.00	**ROW2019-SE1020631**
6/8-9/2019	HONFEST	$5,000.00	$108.00	$0.00	$0.00	$5,108.00	ROW2019-SE1023209
6/13/2019	Orioles vs Blue Jays	$13,883.82	$234.00	$0.00	$0.00	$14,117.82	6/20/2019
6/14/2019	Orioles vs Red Soxs	$11,693.72	$195.00	$0.00	$0.00	$11,888.72	6/20/2019
6/15/2019	Orioles vs Red Soxs	$110,099.14	$169.00	$0.00	$0.00	$110,268.14	6/20/2019
6/16/2019	Orioles vs Red Soxs	$11,158.33	$196.00	$0.00	$0.00	$11,354.33	6/20/2019
June 2019	Baltimore Marriott Waterfront	$6,687.00	$149.00	$0.00	$0.00	$6,836.00	6/20/2019
6/23/2019	Baltimore Women's Classic 5K	$4,602.50	$98.00	$0.00	$0.00	$4,700.50	**ROW2019-SE1021800**
6/15/2019	5th Annual Baltimore Wine Fest.	$810.00	$18.00	$0.00	$0.00	$828.00	**ROW2018-SE1020237**
6/8/2019	Taking Steps for Crohn's & Colitis	$360.00	$8.00	$0.00	$0.00	$368.00	**ROW2018-SE1021631**
6/22/2019	Megalife Church Woman Confer	$382.50	$9.00	$0.00	$0.00	$391.50	7/18/2019
6/25/2019	Orioles vs Padres	$11,890.94	$195.00	$0.00	$0.00	$12,085.94	7/18/2019
6/26/2019	Padre Escort	$1,276.00	$28.00	$500.00	$0.00	$1,804.00	7/18/2019
6/22/2019	Charm City Crab Run	$247.50	$6.00	$50.00	$0.00	$303.50	**ROW2018-SE1023162**
6/26/2019	Orioles vs Padres	$10,234.49	$169.00	$0.00	$0.00	$10,403.49	7/18/2019
6/28/2019	Orioles vs Indians	$10,369.16	$180.00	$0.00	$0.00	$10,549.16	7/18/2019
6/29/2019	Orioles vs Indians	$9,923.36	$163.00	$0.00	$0.00	$10,086.36	7/18/2019
6/30/2019	Orioles vs Indians	$10,040.18	$168.00	$0.00	$0.00	$10,208.18	7/18/2019
6/14/2019	Wine Festival	$1,597.50	$36.00	$100.00	$0.00	$1,733.50	7/18/2019
6/24/2019	Bridge Construction	$540.00	$12.00	$100.00	$0.00	$652.00	7/18/2019
June 2019	Municipal Building	$7,564.50	$0.00	$0.00	$0.00	$7,564.50	7/18/2019
June 2019	Quarantine Landfill	$10,440.00	$0.00	$0.00	$0.00	$10,440.00	7/18/2019
6/27/2019	Sherron Bogues Basketball	$841.50	$0.00	$0.00	$0.00	$841.50	7/18/2019
June 2019	Reistertown Road Waste	$11,124.00	$0.00	$0.00	$0.00	$11,124.00	7/18/2019
June 2019	City Yard	$2,047.50	$0.00	$0.00	$0.00	$2,047.50	7/18/2019
6/15-21/2019	National Baptist Convention	$11,457.00	$255.00	$0.00	$0.00	$11,712.00	7/18/2019
June 2019	Downtown Partnership	$10,926.00	$243.00	$0.00	$0.00	$11,169.00	7/18/2019
June 2019	South Street	$2,655.00	$59.00	$0.00	$0.00	$2,714.00	7/18/2019
June 2019	St. Paul Street Garage	$720.00	$16.00	$0.00	$0.00	$736.00	7/18/2019
June 2019	Johns Hopkins Emergency	$18,441.00	$410.00	$0.00	$0.00	$18,851.00	7/18/2019
June 2019	Shock Trauma	$9,859.50	$219.00	$0.00	$0.00	$10,078.50	7/18/2019
June 2019	Shoppers Supermarket	$15,309.00	$340.00	$0.00	$0.00	$15,649.00	7/18/2019
June 2019	Horseshoe Casino	$21,388.50	$475.00	$0.00	$0.00	$21,863.50	7/18/2019
June 2019	Kennedy Krieger	$14,139.00	$314.00	$0.00	$0.00	$14,453.00	7/18/2019
June 2019	Visitation Center	$3,673.00	$0.00	$0.00	$0.00	$3,673.00	7/18/2019
June 2019	100 E. Pratt Street	$8,905.50	$198.00	$0.00	$0.00	$9,103.50	7/18/2019
June 2019	New Psalmist Baptist Church	$1,845.00	$41.00	$0.00	$0.00	$1,886.00	7/18/2019
June 2019	North Avenue Health Clinic	$8,541.00	$0.00	$0.00	$0.00	$8,541.00	7/18/2019
June 2019	620 Caroline Street	$8,995.50	$0.00	$0.00	$0.00	$8,995.50	7/18/2019
June 2019	Speed Camera	$73,495.30	$0.00	$0.00	$0.00	$73,495.30	McMillan
June 2019	Redlight	$48,940.00	$0.00	$0.00	$0.00	$48,940.00	McMillan
6/13/2019	Plot Against America	$1,192.50	$27.00	$0.00	$0.00	$1,219.50	7/18/2019
June 2019	Cinebistro	$2,934.00	$65.00	$0.00	$0.00	$2,999.00	7/18/2019
June 2019	Fallsway Impound Lot	$14,652.00	$0.00	$0.00	$0.00	$14,652.00	7/18/2019
June 2019	Pier six	$1,492.50	$32.00	$0.00	$0.00	$1,524.50	9/18/2019

6/9-8/4/2019	Summer Concert Series	$1,080.00	$24.00	$0.00	$0.00	$1,104.00	9/18/2019
June 2019	City Spring Pool	$315.00	$0.00	$0.00	$0.00	$315.00	
		$5,552,477.14	**$80,739.50**	**$37,350.00**	**$0.00**	**$5,670,566.64**	

ATTACHMENT #8

Journal	Posting Date	Account No	Legacy Account No	Amount	Source	Trx Reference	Trx Description	User Who Posted	Trx No	Vendor ID Or Customer ID	Vendor Or Customer Name	Document No	Trx Source	Account Description	Account Type	Agency Or Category
38994559	7/16/2019	1001-705082-0000-000000-130166	G100-030-705-82-1-66	1,005.68	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000000874	C10001981	BALTIMORE RAVENS	PLCOT00000000874	SLSTE00007495	General-Miscellaneus Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
39017800	8/14/2019	1001-705063-0000-000000-130166	G100-030-705-63-1-66	792.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000000960	C10001981	BALTIMORE RAVENS	PLCOT00000000960	SLSTE00007521	General-NFL Football Escorts-n/a-n/a-Secondary Employment OT-Police	OP BS	7300 Dept Of Police
39247372	9/5/2019	1001-705082-0000-000000-130166	G100-030-705-82-1-66	-1,005.68	CRJ	050-403-134-PLCOT00000000874	00000C10001981PLCOT00000000874	dsimms	PYMNT000029389643	C10001981	BALTIMORE RAVENS	PYMNT000029389643	RMCSH00011592	General-Miscellaneus Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
39960673	11/18/2019	1001-705063-0000-000000-130166	G100-030-705-63-1-66	3,045.28	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001069	C10001981	BALTIMORE RAVENS	PLCOT00000001069	SLSTE00007680	General-NFL Football Escorts-n/a-n/a-Secondary Employment OT-Police	OP BS	7300 Dept Of Police
39960674	11/18/2019	1001-705063-0000-000000-130166	G100-030-705-63-1-66	5,814.40	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001070	C10001981	BALTIMORE RAVENS	PLCOT00000001070	SLSTE00007680	General-NFL Football Escorts-n/a-n/a-Secondary Employment OT-Police	OP BS	7300 Dept Of Police
40327433	12/19/2019	1001-705063-0000-000000-130166	G100-030-705-63-1-66	-5,814.40	CRJ	050-400-080-PLCOT00000001070	00000C10001981PLCOT00000001070	cstanley	PYMNT000030709457	C10001981	BALTIMORE RAVENS	PYMNT000030709457	RMCSH00011897	General-NFL Football Escorts-n/a-n/a-Secondary Employment OT-Police	OP BS	7300 Dept Of Police
40327434	12/19/2019	1001-705063-0000-000000-130166	G100-030-705-63-1-66	-3,045.28	CRJ	050-400-081-PLCOT00000001069	00000C10001981PLCOT00000001069	cstanley	PYMNT000030709458	C10001981	BALTIMORE RAVENS	PYMNT000030709458	RMCSH00011897	General-NFL Football Escorts-n/a-n/a-Secondary Employment OT-Police	OP BS	7300 Dept Of Police
40509465	1/7/2020	1001-705063-0000-000000-130166	G100-030-705-63-1-66	-792.00	CRJ	050-402-039-PLCOT00000000960	00000C10001981PLCOT00000000960	cstanley	PYMNT000030930396	C10001981	BALTIMORE RAVENS	PYMNT000030930396	RMCSH00011936	General-NFL Football Escorts-n/a-n/a-Secondary Employment OT-Police	OP BS	7300 Dept Of Police
41487621	4/22/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	653.40	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001237	C10001981	BALTIMORE RAVENS	PLCOT00000001237	SLSTE00008000	General-Miscellaneus Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet

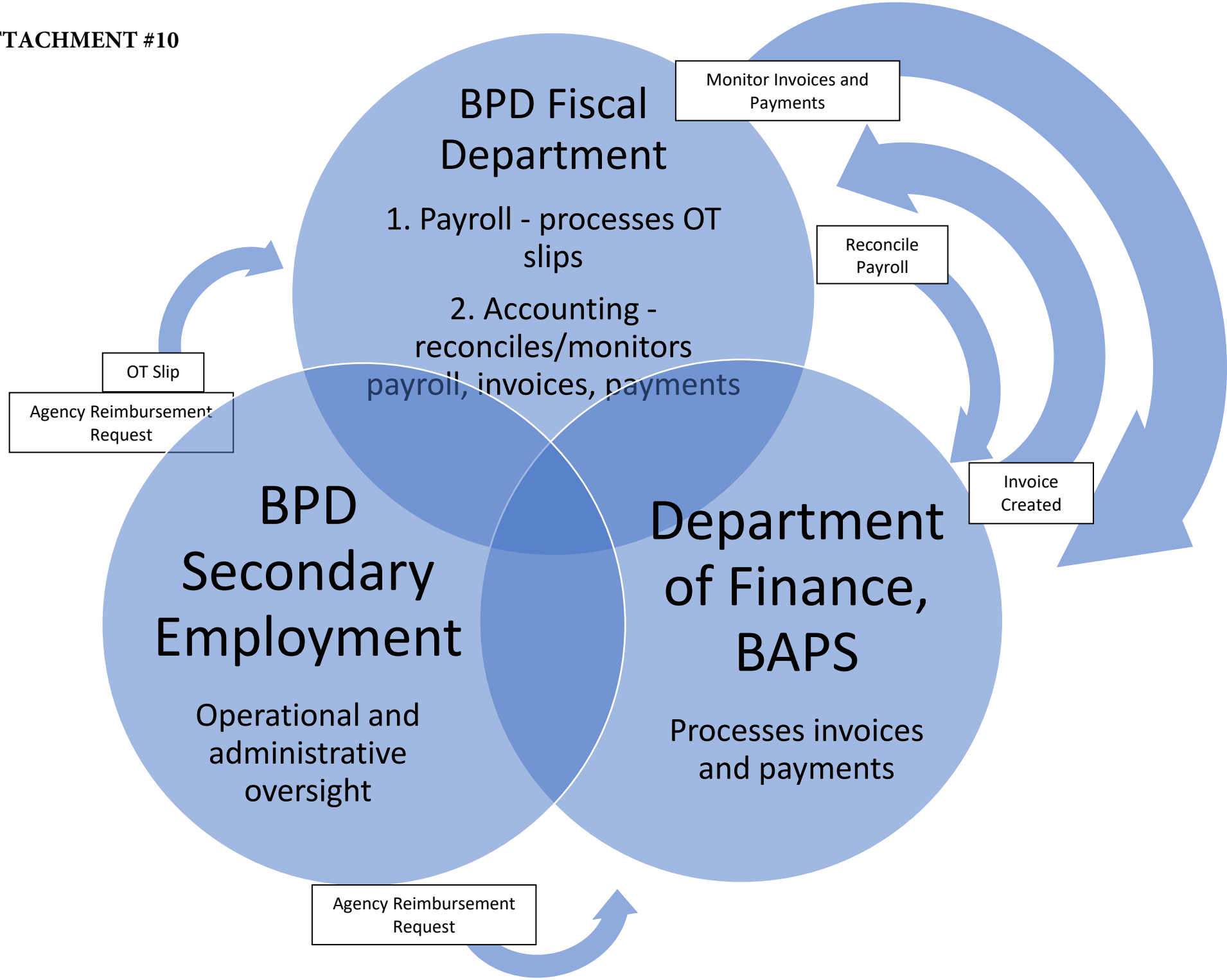
Balance Due: 653.40

ATTACHMENT #9

General Ledger Detail

Journal	Posting Date	Account No	Legacy Account No	Amount	Source	Trx Reference	Trx Description	User Who Posted	Trx No	Vendor ID Or Customer ID	Vendor Or Customer Name	Document No	Trx Source	Account Description	Account Type	Agency Or Category
41568642	5/5/2020	1001-704021-0000-000000-130166	G100-030-704-21-1-66	(6,422.00)	CRJ	050-009-146-PLCOT00000001228	00000020008322PLCOT00000001228	dsimms	PYMNT000032736437	20008322	GLOBAL SECURITY SOLUTIONS, LLC	PYMNT000032736437	RMCSH00012266	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41596448	5/12/2020	1001-704006-0000-000000-130166	G100-030-704-06-1-66	(19,348.00)	CRJ	050-400-058-PLCOT00000001216	00000C10002889PLCOT00000001216	dsimms	PYMNT000032770001	C10002889	SHOPPERS FOOD & PHARMACY	PYMNT000032770001	RMCSH00012278	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41621286	5/13/2020	1001-704017-0000-000000-130166	G100-030-704-17-1-66	(2,159.00)	CRJ	CORRECTION_PYMNT000032628443	Accounts Receivable	lgraham	PYMNT000032694417	C10001969	ROYAL FARMS ARENA	PYMNT000032694417	RMCSH00012296	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41621292	5/13/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(345.50)	CRJ	CORRECTION_PYMNT000032628493	Accounts Receivable	lgraham	PYMNT000032700139	20009425	TRENTON INC.	PYMNT000032700139	RMCSH00012296	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41621301	5/13/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(253.50)	CRJ	CORRECTION_PYMNT000032661464	Accounts Receivable	lgraham	PYMNT000032700190	C10002594	LULU PRODUCTIONS	PYMNT000032700190	RMCSH00012296	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41621306	5/13/2020	1001-705021-0000-000000-130166	G100-030-705-21-1-66	(19,338.00)	CRJ	CORRECTION_PYMNT000032584150	Accounts Receivable	lgraham	PYMNT000032717540	20006722	JOHNS HOPKINS MEDICINE CORP. SECURITY	PYMNT000032717540	RMCSH00012296	General-Digital Cave Media-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661900	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	2,300.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001242	20009352	COAST GUARD USCG MAPLE	PLCOT00000001242	SLSTE00008043	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661900	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(2,300.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001242	20009352	COAST GUARD USCG MAPLE	PLCOT00000001242	SLSTE00008043	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661966	5/28/2020	1001-705056-0000-000000-130166	G100-030-705-56-1-66	15,741.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001243	20003072	KENNEDY KRIEGER INSTITUTE	PLCOT00000001243	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661966	5/28/2020	1001-705056-0000-000000-130166	G100-030-705-56-1-66	(15,741.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001243	20003072	KENNEDY KRIEGER INSTITUTE	PLCOT00000001243	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661967	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	6,805.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001244	20009423	RAILWORKS SERVICES INC.	PLCOT00000001244	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661967	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(6,805.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001244	20009423	RAILWORKS SERVICES INC.	PLCOT00000001244	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661968	5/28/2020	1001-704017-0000-000000-130166	G100-030-704-17-1-66	7,484.60	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001245	C10001969	ROYAL FARMS ARENA	PLCOT00000001245	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661968	5/28/2020	1001-704017-0000-000000-130166	G100-030-704-17-1-66	(7,484.60)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001245	C10001969	ROYAL FARMS ARENA	PLCOT00000001245	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661969	5/28/2020	1001-705071-0000-000000-130166	G100-030-705-71-1-66	920.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001246	20006076	NEW PSALMIST BAPTIST CHURCH	PLCOT00000001246	SLSTE00008048	General-LUV Productions-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661969	5/28/2020	1001-705071-0000-000000-130166	G100-030-705-71-1-66	(920.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001246	20006076	NEW PSALMIST BAPTIST CHURCH	PLCOT00000001246	SLSTE00008048	General-LUV Productions-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661970	5/28/2020	1001-705011-0000-000000-130166	G100-030-705-11-1-66	(3,588.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001247	20007920	ONE SOUTH STREET, LLC	PLCOT00000001247	SLSTE00008048	General-Bonne Maison-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661970	5/28/2020	1001-705011-0000-000000-130166	G100-030-705-11-1-66	3,588.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001247	20007920	ONE SOUTH STREET, LLC	PLCOT00000001247	SLSTE00008048	General-Bonne Maison-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661971	5/28/2020	1001-705006-0000-000000-130166	G100-030-705-06-1-66	(22,507.50)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001248	C10002889	SHOPPERS FOOD & PHARMACY	PLCOT00000001248	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661971	5/28/2020	1001-705006-0000-000000-130166	G100-030-705-06-1-66	22,507.50	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001248	C10002889	SHOPPERS FOOD & PHARMACY	PLCOT00000001248	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661972	5/28/2020	1001-704069-0000-000000-130166	G100-030-704-69-1-66	(3,770.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001249	20006642	THIRTY-FOUR MARKETPLACE LLC	PLCOT00000001249	SLSTE00008048	General-BG&E-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661972	5/28/2020	1001-704069-0000-000000-130166	G100-030-704-69-1-66	3,770.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001249	20006642	THIRTY-FOUR MARKETPLACE LLC	PLCOT00000001249	SLSTE00008048	General-BG&E-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661973	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	1,380.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001250	20009573	OXFORD CLUB	PLCOT00000001250	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661973	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(1,380.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001250	20009573	OXFORD CLUB	PLCOT00000001250	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661974	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	1,357.50	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001251	20009575	3700 PRODUCTIONS	PLCOT00000001251	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661974	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(1,357.50)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001251	20009575	3700 PRODUCTIONS	PLCOT00000001251	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661975	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	598.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001252	20009576	PLANIT PRODUCTIONS	PLCOT00000001252	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661975	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(598.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001252	20009576	PLANIT PRODUCTIONS	PLCOT00000001252	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661976	5/28/2020	1001-705086-0000-000000-130166	G100-030-705-86-1-66	12,475.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001253	20007251	COLUMBIA PROPERTY TRUST SERVICES.	PLCOT00000001253	SLSTE00008048	General-100 E Pratt St Columbia Trust-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661976	5/28/2020	1001-705086-0000-000000-130166	G100-030-705-86-1-66	(12,475.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001253	20007251	COLUMBIA PROPERTY TRUST SERVICES.	PLCOT00000001253	SLSTE00008048	General-100 E Pratt St Columbia Trust-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661977	5/28/2020	1001-704035-0000-000000-130166	G100-030-704-35-1-66	(10,603.50)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001254	2007388	UMMC	PLCOT00000001254	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661977	5/28/2020	1001-704035-0000-000000-130166	G100-030-704-35-1-66	10,603.50	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001254	2007388	UMMC	PLCOT00000001254	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661978	5/28/2020	1001-704038-0000-000000-130166	G100-030-704-38-1-66	(1,380.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001255	20002861	THE KORNBLATT COMPANY	PLCOT00000001255	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661978	5/28/2020	1001-704038-0000-000000-130166	G100-030-704-38-1-66	1,380.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001255	20002861	THE KORNBLATT COMPANY	PLCOT00000001255	SLSTE00008048	General-Unknown-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661979	5/28/2020	1001-705021-0000-000000-130166	G100-030-705-21-1-66	(22,149.50)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001256	20006722	JOHNS HOPKINS MEDICINE CORP. SECURITY	PLCOT00000001256	SLSTE00008048	General-Digital Cave Media-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661979	5/28/2020	1001-705021-0000-000000-130166	G100-030-705-21-1-66	22,149.50	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001256	20006722	JOHNS HOPKINS MEDICINE CORP. SECURITY	PLCOT00000001256	SLSTE00008048	General-Digital Cave Media-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661980	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	10,764.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001257	20009423	RAILWORKS SERVICES INC.	PLCOT00000001257	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661980	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(10,764.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001257	20009423	RAILWORKS SERVICES INC.	PLCOT00000001257	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661981	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	8,280.00	SJ	Sales Transaction Entry	Accounts Receivable	lgraham	PLCOT00000001258	20009236	WAGMAN	PLCOT00000001258	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet
41661981	5/28/2020	1001-705082-0000-000000-130166	G100-030-705-82-1-66	(8,280.00)	SJ	Sales Transaction Entry	Sales	lgraham	PLCOT00000001258	20009236	WAGMAN	PLCOT00000001258	SLSTE00008048	General-Miscellaneous Events-n/a-n/a-Secondary Employment OT-Police	OP BS	Balance Sheet

ATTACHMENT #10



ATTACHMENT #11

Name of Event/Customer:	Revenue Code:	Expense Code:	Equipment/Vehicle Code:
Abandoned Vehicles (Impound Lot)	6000-640900-8160-821135-406001	6000-640900-8160-821135-601065	1001-000000-2042-198100-603041
Arena	6000-640900-8160-821136-406001	6000-640900-8160-821136-601065	1001-000000-2042-198100-603041
Baseball-Orioles	1001-000000-2070-501901-401580	1001-000000-2010-197600-601006	1001-000000-2042-198100-603041
B-Hoops	6000-640900-8160-821137-406001	6000-640900-8160-821137-601065	1001-000000-2042-198100-603041
Casino (Inside)	6000-640900-8160-821138-406001	6000-640900-8160-821138-601065	1001-000000-2042-198100-603041
Cinebistro	6000-640900-8160-821139-406001	6000-640900-8160-821139-601065	1001-000000-2042-198100-603041
City Council Meeting	6000-640900-8160-821140-406001	6000-640900-8160-821140-601065	1001-000000-2042-198100-603041
Convention Center	6000-640900-8160-821141-406001	6000-640900-8160-821141-601065	1001-000000-2042-198100-603041
Downtown Partnership	6000-640900-8160-821142-406001	6000-640900-8160-821142-601065	1001-000000-2042-198100-603041
Druid Hill Park	6000-640900-8160-821143-406001	6000-640900-8160-821143-601065	1001-000000-2042-198100-603041
Elections/Voting	6000-640900-8160-821144-406001	6000-640900-8160-821144-601065	1001-000000-2042-198100-603041
Escorts	6000-640900-8160-821145-406001	6000-640900-8160-821145-601065	1001-000000-2042-198100-603041
Football-Ravens	1001-000000-2070-501903-401581	1001-000000-2010-197600-601006	1001-000000-2042-198100-603041
Health Clinics	6000-640900-8160-821146-406001	6000-640900-8160-821146-601065	1001-000000-2042-198100-603041
JHH ER	6000-640900-8160-821147-406001	6000-640900-8160-821147-601065	1001-000000-2042-198100-603041
JHU Traffic	6000-640900-8160-821148-406001	6000-640900-8160-821148-601065	1001-000000-2042-198100-603041
Kennedy Krieger	6000-640900-8160-821149-406001	6000-640900-8160-821149-601065	1001-000000-2042-198100-603041
Marriott Hotel (Eutaw)	6000-640900-8160-821150-406001	6000-640900-8160-821150-601065	1001-000000-2042-198100-603041
Marriott Hotel (Waterfront)	6000-640900-8160-821151-406001	6000-640900-8160-821151-601065	1001-000000-2042-198100-603041
Meyerhoff	6000-640900-8160-821152-406001	6000-640900-8160-821152-601065	1001-000000-2042-198100-603041
Miscellaneous #	6000-640900-8160-821153-406001	6000-640900-8160-821153-601065	1001-000000-2042-198100-603041
Municipal Building	6000-640900-8160-821154-406001	6000-640900-8160-821154-601065	1001-000000-2042-198100-603041
New Palmist Baptist	6000-640900-8160-821155-406001	6000-640900-8160-821155-601065	1001-000000-2042-198100-603041
NFL	6000-640900-8160-821156-406001	6000-640900-8160-821156-601065	1001-000000-2042-198100-603041
Parks & Recs	6000-640900-8160-821157-406001	6000-640900-8160-821157-601065	1001-000000-2042-198100-603041
Pier 6	6000-640900-8160-821158-406001	6000-640900-8160-821158-601065	1001-000000-2042-198100-603041
Pools	6000-640900-8160-821159-406001	6000-640900-8160-821159-601065	1001-000000-2042-198100-603041
Pop Warner Football	6000-640900-8160-821160-406001	6000-640900-8160-821160-601065	1001-000000-2042-198100-603041
Power Plant	6000-640900-8160-821161-406001	6000-640900-8160-821161-601065	1001-000000-2042-198100-603041
Pratt St Foot Patrol	6000-640900-8160-821162-406001	6000-640900-8160-821162-601065	1001-000000-2042-198100-603041
Preakness	6000-640900-8160-821163-406001	6000-640900-8160-821163-601065	1001-000000-2042-198100-603041
Public Works	6000-640900-8160-821164-406001	6000-640900-8160-821164-601065	1001-000000-2042-198100-603041
Quarantine Landfill	6000-640900-8160-821165-406001	6000-640900-8160-821165-601065	1001-000000-2042-198100-603041
Reisterstown Landfill	6000-640900-8160-821166-406001	6000-640900-8160-821166-601065	1001-000000-2042-198100-603041
Shock Trauma	6000-640900-8160-821167-406001	6000-640900-8160-821167-601065	1001-000000-2042-198100-603041
Shoppers	6000-640900-8160-821168-406001	6000-640900-8160-821168-601065	1001-000000-2042-198100-603041
South St Foot	6000-640900-8160-821169-406001	6000-640900-8160-821169-601065	1001-000000-2042-198100-603041
Special Events	6000-640900-8160-821170-406001	6000-640900-8160-821170-601065	1001-000000-2042-198100-603041
St. Paul Garage	6000-640900-8160-821171-406001	6000-640900-8160-821171-601065	1001-000000-2042-198100-603041
Summer Sounds	6000-640900-8160-821172-406001	6000-640900-8160-821172-601065	1001-000000-2042-198100-603041
Wide Loads	6000-640900-8160-821173-406001	6000-640900-8160-821173-601065	1001-000000-2042-198100-603041

Memo Attachment #3

AGENDA

BOARD OF ESTIMATES **6/2/2021**

Bureau of the Budget and Management – Fee Changes for Special Event Permits
Management Research (BBMR)

ACTION REQUESTED OF B/E:

The Board is requested to approve the fee schedule for services rendered by the Baltimore Police Department (BPD) for special events permits referred to as special events fees in the City of Baltimore. The fee schedule is effective for all special events permit applications made after July 1, 2021.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND AND EXPLANATION:

There are over 2,000 fees utilized by the City of Baltimore. On January 21, 2011, the Board of Estimates established a User Fee Policy in order to provide guidelines for setting and reviewing user fees and charges by the City. The Department of Finance is currently completing a review in accordance with this policy.

A recent audit, conducted by the City Auditor as well as BPD's independent review, concluded that the rates charged for police coverage for special events, set years ago, are outdated and in need of adjustment. This has resulted in BPD not recovering full costs for the services provided to event organizers and absorbing the difference. The conclusion reached by the City Auditor and BPD is that the rate should more closely reflect the actual cost for overtime pay for officers working these events. Based on an analysis of current overtime costs, the following rate schedule is submitted for the Board's approval:

1. Officer	$65.00 per hour
2. Sergeant	$70.00 per hour
3. Lieutenant	$75.00 per hour
4. Marked Police Vehicle (for mobile events)	$56.00 per vehicle
5. Administrative Charge	5%

Administration of Fees

The fees presented are not subject to negotiation and payment is based on a uniform

BBMR – cont'd

application of the law. Flat fees are to be charged in all instances where applicable in addition to service charges.

MBE/WBE PARTICIPATION:

N/A

Memo Attachment #4

EDUCATION AND TRAINING SECTION

STANDARD OPERATING PROCEDURES
STAFF MANUAL

Updated October 2020

POLICE DEPARTMENT
BALTIMORE, MARYLAND

Education and Training Section Memorandum 01-2020

October, 2020

Subject: Standard Operating Procedures Staff Manual

The purpose of this memorandum is to advise that the *Standard Operating Procedures Staff Manual* will remain in effect until revoked and/or rescinded.

All members of the Education and Training Section are directed to comply with all policies, memorandums, guidelines, and training bulletins, and will be held accountable for non-compliance.

Education and Training Section Memorandum 01-2020 shall replace *Education and Training Memorandum 01-2008* and *Standard Operating Procedures Staff Manual* dated 01-2008, published January 03, 2008, as well as any other former memoranda specific to standard operating procedures for the training academy.

Supervisors shall be responsible for communication of this memorandum to their subordinates and to ensure compliance. The direction given in this memorandum is effective on the date listed herein and is to be read at all roll-calls within the Education and Training Section for five consecutive days after publication. This memorandum shall be posted at each Education and Training Section training facility.

Commander, Education and Training Section

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I. MISSION STATEMENT

The mission statement of the Education and Training Section is to support the operational priorities of the Baltimore Police Department as mandated by law and framed by the Mayor and Police Commissioner of Baltimore City by:

A. Assessing the training needs of the Baltimore Police Department;
B. Developing and implementing safe and effective training that incorporates modern and relevant adult learning modalities;
C. Preparing police officer trainees to assume the duties and responsibilities of sworn law enforcement officers;
D. Providing continuing education and training to in-service personnel that maintains and enhances their knowledge and skills;
E. Providing advanced and specialized training that prepares personnel for new assignments, opportunities for growth in areas of expertise, and promotion to higher ranks; and
F. Promoting organizational core values of professionalism, integrity, honor, duty, and courage.

II. ORGANIZATIONAL STRUCTURE

The organizational structure of the Education and Training Section changes from time to time in response to changing needs and priorities. The Section Commander will ensure that an up-to-date organizational chart is maintained so that lines of authority and responsibility are clearly communicated to staff.

Currently there are six (6) sub-sections within the Education and Training Section, as follows:

A. Entry-Level Training
B. Continuing Education
C. Range
D. Academics and Compliance
E. Administrative
F. Crisis Response Team

III. GENERAL RESPONSIBILITIES

The Education and Training Section (E&T) is subordinate to the Compliance Bureau. All trainees, cadets, newly hired members awaiting assignment to an entrance-level class, together with sworn and civilian staff members assigned permanently or temporarily to the Police Academy, are subordinate to the E&T Commander. All departmental members, while attending training shall be responsive to the rules, regulations, policies, guidelines, and training bulletins established by the E&T Section and by the Baltimore Police Department.

A. Responsibilities of the Education and Training Section
   1. Develop and deliver various training programs for:
      a. Entry-Level Training
      b. Continuing Education
   2. Facilitate and develop:
      a. Field Training Program
      b. The Police Cadet Program
      c. Current and future college intern programs
      d. E-learning programs
      e. Facilitator observation feedback
      f. Training guidelines/bulletins
   3. Develop and maintain working relationships with:
      a. Local universities and colleges
      b. The Maryland Police and Correctional Training Commissions
      c. Emergency management community
      d. Local community members and partners
      e. Neighboring police agencies
      f. Regional and national providers of police education and training

B. Safety
   1. Safety of trainees, staff, and the general public is critically important. As outlined elsewhere in this manual, safety officers and safety plans will be utilized as required.
   2. A designated safety plan will be completed prior to conducting training that makes use of real or simulated weapons or ammunition and submitted to the unit's respective commander for approval. Any exceptions must be approved in advance of the training, by the E&T Commander or Acting Commander, in each individual circumstance.
   3. With the exception of training conducted by the Range, NO departmentally issued firearms for active duty will be used in scenario training simulations. Only "red-handle" weapons, molded, wooden, solid cast inert weapon replicas, or inert laser replica weapons may be used. Additionally, compressed air and other inert simulated weapons specifically manufactured for use with training simulator machines may be used only for conducting training utilizing that system.

4. The commander of the Range may authorize the use of standard departmental weapons where the training makes such use absolutely necessary. In all situations, every safety precaution will be followed at all times.

C. Departmental Policies
   1. The Policies of the Baltimore Police Department are a collection of statements, procedural directives, and other materials designed to guide the operation of the agency. It is therefore necessary that all entrance-level trainee officers become familiar with each of these policies. Additionally, the department will routinely publish like material in less formal memorandums, training guidelines, training bulletins, or similar formats. It is also necessary for trainee officers to have a clear understanding of any such materials that have a broad and lasting impact on departmental operations.
   2. Class advisors will ensure, at the initiation of each new academy program, every trainee officer has their own personal access to PowerDMS and/or any future digital policy management software necessary to review and accept current and new departmental policies.
   3. Facilitators will incorporate policy into their lesson plans and test questions will be drawn, in part, from these relevant policies. The class advisor will cover the material in those policies, which have no direct relationship with an entrance-level course, during roll call, study periods, and other opportune times throughout the academy program.

D. Selection of E&T Instructors/Facilitators
   1. The selection process for sworn and civilian E&T instructors/facilitators shall be in accordance with BPD policies and Human Resources guidelines.
   2. The availability of instructor/facilitator positions shall be advertised internally and, if applicable, externally.
      a. Any minimum or preferred qualifications, such as education, experience (including education and experience directly related to instruction, training, and adult learning) and certifications, shall be specified in position announcements/advertisements.
      b. For external facilitators, as appropriate, E&T will incorporate experts, community-based instructors, and guest speakers, including mental health service providers and consumers, judges, prosecutors, crime victims, academics in the field of criminal justice, community resource providers, and community members, including youth, to participate in relevant courses.
   3. The E&T Commander or designee shall chair the selection committee for instructor/facilitator positions.
      a. The selection committee shall consist of a minimum of three (3) members from E&T. Consideration shall also be given to including committee members from outside E&T who represent partner organizations or possess subject matter expertise. Committee members should have requisite knowledge related to the

position and should represent as much diversity as possible (sworn/civilian, race/ethnicity, sex/gender).

b. The selection committee shall review applications and screen out applicants who do not meet minimum qualifications.
c. E&T will consider an officer's performance evaluations, past performance as a police officer, and disciplinary history in selecting instructors.
d. For those internal BPD candidates who meet minimum qualifications, the selection committee chair shall request information from the Public Integrity Bureau (PIB) that might reflect on the applicant's suitability for an instructor/ facilitator position in E&T.
e. Depending on the number of applicants who meet minimum qualifications, the selection committee shall invite all or a subset for oral interviews. If a subset, the committee shall use an explicit set of criteria to select those candidates to be interviewed.
f. The selection committee shall use a specific set of questions during the oral interview and a specific rating scale for each question. Committee members shall independently score each candidate on each question.
g. After each oral interview, and after the completion of all the interviews, the committee shall discuss the candidates' responses, strengths, and weaknesses.
h. After the completion of all the interviews, the committee shall communicate its recommendation(s) to the E&T Commander.
i. The committee chair shall collect and file the committee members' scoring sheets and other records of the committee's deliberations with the Administrative Unit of E&T.
j. The E&T Commander's recommendation shall be communicated through the BPD chain of command.

E. Facility Upkeep and Security

1. All office spaces will be kept clean, uncluttered, and businesslike in appearance. To ensure the Academy provides a proud, clean, professional atmosphere, systematic inspection will be conducted by all members of their respective office spaces and any areas under their immediate supervision.
2. Members are responsible for proper utilization of computers, photocopiers, and other electronic equipment, including logging off and/or powering down at the end of the work day, as directed.
3. Members are responsible for proper storage of uniforms, clothing, and police equipment in lockers or other facilities as may be assigned.
4. Responsibilities for ensuring that specific areas are clean, orderly, safe, free of hazards, and that all equipment is functioning properly, are as follows:

a. The Administrative Unit Supervisor is responsible for the overall Academy cleanliness and upkeep, including rooms, hallways, equipment, lobby areas, and bulletin boards.
b. The Entry-Level Training Commander is responsible for the overall entry-level training area's cleanliness and upkeep.
c. The Continuing Education Commander is responsible for the overall continuing education training area's cleanliness and upkeep.
d. The Range Commander is responsible for the overall firearms training area's cleanliness and upkeep.
e. Class Advisors assigned to a specific classroom are responsible and accountable for the training aids and materials assigned to their rooms. This includes audio/visual equipment and training aids, handouts, writing utensils, desks, chairs, and the general interior of the classroom. In addition:
    i. Class Advisors are responsible and accountable for the orderliness of their classrooms. They will instruct police officer trainees to maintain the cleanliness of the room as well. Facilitators will erase chalkboards and dry erase boards upon the completion of a class, unless the material is necessary for a subsequent class. Facilitators will also log off any computers or smart devices upon the completion of the class. Any electronic equipment that is used for the class will be logged off and/or powered down upon completion of the training day, as directed.
f. Skills Facilitators will inspect exercise areas, showers, and lockers for cleanliness and orderliness. General cleaning may be performed by staff or trainees but there may be occasions when cleaning of showers, or other areas need to be performed by facilities cleaning staff, in which case, those staff should be properly notified in a timely manner.

F. Uniforms
1. General Guidelines for E&T Staff
    a. Sworn instructors/facilitators will wear the appropriate training uniform for the activity at all times when addressing a class.
    b. Members assigned to conduct or participate in physical training may wear their approved exercise attire in the gym or classroom.
    c. When circumstances require other attire, permission must be obtained from the member's immediate supervisor prior to the occasion.
    d. Sworn members working in civilian attire will meet the business-casual clothing standard outlined in Policy 312.
    e. "Soft clothing" may be worn when participating in practical or scenario-based exercises, at the discretion of the facilitator of that exercise.
    f. Dress uniform will be worn for all ceremonies, unless otherwise specified by the Commander of the Education and Training Division.

g. Non-sworn members will dress in business-casual clothing and are expected to be neat, clean, and well-groomed.

2. Firearms Training Unit
   a. Members will wear the prescribed departmental range polo shirt and BDU pants or shorts while instructing in the range classroom or on the range grounds.
   b. Standard uniform-of-the-day will be worn for classroom presentations at non-range locations.
   c. "Soft Clothing" may be worn for any maintenance details or duties, at the discretion of the Range Commander.
3. Uniforms of Members Attending Training
   a. Members attending academic in-service training may wear court attire, uniform-of-the-day, or the prescribed in-service training uniform as follows:
      i. Plain black polo shirt (long or short sleeved)
      ii. Khaki cargo pants
      iii. Black boots or solid black tennis shoes
      iv. The full, issued duty belt, and its equipment, must be brought to training by all members and must be capable of being worn properly regardless of the member's choice of optional attire.
      v. Departmental ID card worn on outermost garment
   b. If the uniform-of-the-day is not worn, it must be readily accessible to members at all times, in the event of an emergency activation of the training class.
   c. Members may wear "soft clothing" at the discretion of the Range Commander when attending firearms training.
4. Entry-Level Trainee Uniforms
   a. The E&T Commander will establish the uniform-of-the-day for all entry-level trainee officers.
   b. Class advisors may grant approval on those rare and well justified occasions when a trainee officer must attend class in civilian attire.
   c. Trainee officers will wear court attire for all ride-along programs.
   d. Exercise attire will be approved by the supervisor of the Skills Unit, and be consistent with the weather and class activity that day.
   e. The khaki trainee officer uniform is a uniform of the Baltimore Police Department. Consistent with departmental regulations and policy, members in uniform will not wear their identification cards.
   f. While on range grounds, trainee officers may wear "soft clothing", at the discretion of the Range Commander.
   g. Entry-level trainee uniforms are as follows:
      i. Black and White Uniform
         a) Plain white button-down dress shirt with left breast pocket
         b) Plain white undershirt

c) Plain matt-black clip-on tie
d) Plain black dress pants (no tight fitting pants or leggings)
e) Black issued inner duty belt
f) Plain black ankle socks
g) Black Corfam shoes
h) Departmental ID card worn on a lanyard around neck

ii. Khaki Uniform
a) BPD issued uniform shirt (see policy for wear of long/short sleeves and tie)
b) Plain navy blue undershirt
c) Khaki issued uniform pants
d) Black issued inner duty belt
e) Plain black ankle socks
f) Black Corfam shoes
g) Issued eight-point hat (when required per policy)
h) Issued "Trainee" baseball cap may be worn at the discretion of class advisors

iii. PT Uniform – Warm weather
a) Heather-grey t-shirt bearing class number and last name
b) Plain navy blue athletic shorts
c) Males will wear compression shorts under their athletic shorts
d) Females will wear an athletic sports bra under their t-shirts
e) Plain white socks
f) Tennis shoes
g) Issued "Trainee" baseball cap may be worn at the discretion of class advisors

iv. PT Uniform – Cold weather
a) Plain navy blue sweatshirt
b) Plain white undershirt
c) Plain navy blue sweatpants
d) Plain white ankle socks
e) Tennis shoes
f) Issued "Trainee" baseball cap may be worn at the discretion of class advisors

v. DT Uniform
a) Heather-grey t-shirt
b) Plain navy-blue sweatshirt
c) Blue BDP pants
d) Plain black ankle-socks
e) Plain smooth-toed black boots that will accept polish

f) Issued body armor
g) Issued gun belt and gear

G. Acknowledgement of Rank
1. Members will adhere to Policy 302 "Rules and Regulations" as they relate to professional courtesy toward other members of the agency, members of other city and state bodies, specifically the Governor of Maryland and Mayor of Baltimore, as well as the general public.

H. Response to Media Inquiries
1. Members of E&T will not respond to news media inquiries without permission from the Section Commander, or Acting Commander, and Public Information Office, jointly. All members must adhere to Policy 601 "Member Confidentiality Obligations and Media Releases."

I. Emergency Activation
1. Although the primary responsibility of E&T is the development and facilitation of departmental training programs, circumstances may require the activation of staff and/or entrance-level training personnel to support the operational functions of the department. Weather emergencies, civil disturbances, or special details, may necessitate the recall of E&T personnel from on or off-site training, leave, or during off-duty hours to assist operational units in an enforcement or other capacity.
2. Each E&T Commander and Unit Supervisor will maintain a roster with current contact numbers and addresses for all staff members (to include home and cell phone, and email addresses, if available). They will be responsible for ensuring that a notification procedure is established for their respective units. This notification plan, which is to be kept current, will facilitate the swift and efficient notification of personnel in the event of an emergency. Each of the unit supervisors will be responsible for contacting their respective personnel upon notification from their immediate Commander or specified designee. In the event that E&T is placed on alert status, sub-section Commanders are responsible for ensuring that the E&T Commander or specified designee is advised as to their location and telephone number where they may be reached.
3. Class advisors will maintain a standardized roster of their assigned entrance-level class, with current contact numbers and addresses. Each entrance-level class will be divided into squads with squad leaders. Additionally, a class commander will be appointed to oversee all squad leaders and serve as the central point of communication for the class advisor(s). A copy of the class roster with phone numbers will be provided to the class commander and each squad leader as well as the supervisor of the Academics Unit. The class advisor will ensure that a chain notification procedure is established utilizing the class commander to notify squad leaders who will in turn, notify the members of their respective squads. Rosters will be kept current as to squad configurations, phone

numbers, addresses, and other relevant class and contact information. At the discretion of the E&T Commander, staff members may be assigned to supplement squad leaders or conduct notifications. Each entrance-level class, upon being issued service weapons and standard uniforms, will be reflected on an emergency activation order with specific staff personnel attached to the class/platoon.

a. No entry-level trainee, as an individual or group, will be deployed without adequate E&T sworn personnel to accompany and direct them at all times.

4. It is the responsibility of all E&T personnel to promptly notify their supervisor of any change in their contact telephone number and/or address. In the event that E&T is placed on an alert status, all members are to ensure that their respective supervisor is advised of their location and a contact number where they may be reached. In the event that a member is unable to report to the Academy or other assigned location, when requested to do so, they are to report to the closest Baltimore Police facility and promptly notify their supervisor as well as the on-duty facility supervisor.

IV. ENTRY-LEVEL TRAINING

Entry-Level Training is responsible for coordinating and facilitating delivery of the recruit curriculum for entry-level trainees in order to prepare them to assume the duties and responsibilities of sworn law enforcement officers.

A. General Responsibilities
   1. The Commander of Entry-Level Training is responsible for the performance of the sub-section, including but not limited to:
      a. Direct supervision of unit supervisors.
      b. Indirect supervision of facilitators and class advisors.
      c. Review, approval, and submission to the Academics Unit of new and revised lesson plans.
      d. Preliminary administrative investigations of police officer trainees with timely briefings to the E&T Commander.
      e. Identification and monitoring of expenditures to ensure efficient utilization of departmental resources and funding.
      f. Coordination with the Academics Unit to ensure the integrity of the training schedule.
   2. Unit supervisors in Entry-Level Training are responsible for the performance of their units, including but not limited to:
      a. Direct supervision of their subordinate facilitators and class advisors.
      b. Facilitating lessons and courses using adult learning techniques.
      c. Development, revision, review, approval, and submission of lesson plans.
      d. Assisting facilitators and class advisors in monitoring entry-level trainee progress and providing advice, coaching, encouragement, and correction as needed.
   3. Facilitators and class advisors in Entry-Level Training are responsible for preparing entry-level trainees to assume the duties and responsibilities of sworn law enforcement officers. This includes, but is not limited to:
      a. Facilitating lessons and courses using adult learning techniques.
      b. Developing and revising lesson plans.
      c. Monitoring entry-level trainee progress and providing advice, coaching, encouragement, and correction as needed.
   4. Entry-level training staff are responsible for making sure that their courses and lessons are current and up-to-date. They are responsible for gathering information from operating units within the police department as well as from outside sources to ensure that their courses and lessons are practical, relevant, and evidence-based.
   5. Components of the entry-level curriculum change from time to time but core elements generally include:
      a. Law

b. Report writing
c. Interpersonal communication
d. Firearms
e. Vehicle operation
f. Emergency medical care
g. Protective strategies and tactics
h. Health and wellness
i. Community policing
j. Patrol operations
k. Criminal investigation

6. Entry-level training provides physical training (PT) and fitness testing to ensure that trainee officers are physically capable of performing the duties of a sworn law enforcement officer.
   a. Entry-level trainees must complete initial, mid-term, and final PT tests. The final PT test requires a minimum passing score of 50% or greater. Police Officer Trainees who fail to pass the final PT test shall be afforded one (1) re-test at a later date, to be determined by the Supervisor of the PT staff. Police Officer Trainees who fail to pass the re-test shall be recommended, via the chain of command, to the E&T Commander for recycle or termination.
   b. One staff member will be designated at the primary safety officer for each PT session. This staff member may also participate in the PT exercises, provided they are full-duty. If the safety officer is a limited-duty staff member, they may not participate in the exercises and they shall not be counted toward the minimum number of required PT facilitators.
   c. The immediate supervisor of Physical Training staff shall monitor all training programs conducted under their purview to ensure training is delivered in the safest manner. Physical Training programs will utilize current practices and procedures designed to minimize injury, and assure training is effective and of the highest quality. Injuries must be documented by the PT supervisor via all required administrative forms. All injuries sustained by Police Officer Trainees and/or academy staff members must be reported, via the proper chain of command, to the E&T Commander at the time of the incident.

B. Entry-Level Class Advisors
   1. Each entry-level class is under the direct supervision of the staff member(s) designated "Class Advisor."
   2. Class advisors have the functions normally assigned to first-line supervisors in the department. It is expected that the class advisor will use a wide range of initiative and discretion in the conduct of their duties and responsibilities.

3. The functions assigned to a class advisor have been created to provide appropriate and professional supervision for each entry-level training class and to establish a clearly defined chain of command for Police Officer Trainees, as follows:
   a. E&T Commander
   b. Entry-Level Commander
   c. Permanent Rank Unit Supervisor or OIC of Class Advisor
   d. Class Advisor
   e. Class Commander
   f. Squad Leader
   g. Police Officer Trainee
4. Responsibilities of the class advisor include, but are not limited to:
   a. Conduct daily roll call and inspection of the entry-level training class.
   b. Submit a written report in proper form for each trainee who is absent, late or on medical leave. Conduct an inquiry into the reasons for absence or tardiness and incorporate the findings in the report, along with recommendations for any disciplinary action if appropriate.
   c. Conduct daily inspections of Police Officer Trainees for personal cleanliness, as well as proper grooming and uniforms. Make periodic inspections of weapons and other departmental equipment issued to Police Officer Trainees to ensure proper care and serviceability is maintained.
   d. Liaise with adjunct facilitators and off-site facilitators (i.e. Range and EVOC staff) to remain abreast of potential issues and general training progression.
   e. Distribute materials and administrative announcements to Police Officer Trainee classes as required, including but not limited to paychecks or stubs, orders and memoranda, and other forms and documentation as needed
   f. Receive and check all reports from Police Officer Trainees and, when necessary, forward such reports via the chain of command. Take decisive action on such reports commensurate with the authority of a class advisor.
   g. Maintain good order and discipline within the Police Officer Trainee classrooms, including:
      i. Professional courtesy
      ii. Promptness in reporting to all classes
      iii. Periodic checks to ascertain attendance at all classes by all Police Officer Trainees
   h. Provide limited counseling and guidance when necessary. These sessions provide the opportunity to review past performance, and to encourage, correct, reassure, and advise Police Officer Trainees. Take time to counsel individual Police Officer Trainees when situations present themselves, such as:
      i. Following an examination
      ii. When academic difficulties are observed

iii. When adjustment difficulties are observed
iv. Before and following assignments to field training
v. In cases requiring disciplinary action
vi. When the chain of command is not adhered to

i. Participate in a variety of activities with and/or on behalf of the class, including but not limited to:
    i. E&T Commander's welcome
    ii. Inspection procedures
    iii. Rules and regulations
    iv. Equipment issues
    v. Personal history forms
    vi. Clean-up details
    vii. Review of student materials
    viii. Skills Unit activities
    ix. Seating arrangements
    x. Class Commander/Squad Leader selection
    xi. Group and Squad formations
    xii. Uniform and weapon issuance
    xiii. Preparation for and assignment to field training
    xiv. Evaluation preparation
    xv. Notification of class Valedictorian, and other skills awards
    xvi. Preparation for graduation
    xvii. Graduation rehearsal and exercise

j. Document, recommend, and institute disciplinary action against Police Officer Trainees in line with the current discipline demerit matrix.

k. Recommend administrative separation of a Police Officer Trainee and forward this recommendation and all supporting documentation via the class advisor's chain of command for review.

l. Excuse a Police Officer Trainee from classes when absolutely necessary and to recommend leave when justified and reasonable.
    i. Police Officer Trainees may NOT be absent from more than 5% of any training program certified by the Maryland Police Training Commission, including an entry-level training academy. Any absence greater than 5% of the total program, will result in failure of the program and a determination will be made by the Commander of the Education and Training Division whether the trainee is a candidate for recycle to a subsequent program or administrative separation.

C. Class Commanders and Squad Leaders

1. A primary source of support for the class advisor(s) will be the class commander and squad leaders. This structure should resemble the patrol platoon, sector squad concept.

2. Factors for consideration in the selection of class commanders and squad leaders include:
   a. Former police and/or military experience
   b. Leadership bearing
   c. Positive, supportive attitude
   d. Cooperation
   e. Desire for the position
3. At the conclusion of the entry-level training week one, class advisors will utilize the chain of command to submit recommendations for the positions of class commanders and squad leaders, to their immediate supervisor. The supervisor will review these recommendations, attach their decision and submit the final packet to the Entry-Level Training Commander for confirmation.
   a. Upon approval, the class advisor will bestow the positions of authority on the selected class members explaining to each their duties and responsibilities.
   b. When dressed in the BPD uniform shirt, the class commanders and squad leaders will don epaulette covers to signify their roles as follows:
      i. Class Commander: Red epaulette covers
      ii. Assistant Class Commander: Grey epaulette covers
      iii. Squad Leader: Blue epaulette covers
   c. Class advisors will note that the positions of class commander and squad leader are appointed and subject to change for a variety of reasons including academic failures, failure to perform the assigned duties of the role adequately, or as a form of disciplinary action for violation of policy or other infraction.
      i. No changes to class commanders or squad leaders will be made without formal documentation and prior approval from the Entry-Level Training Commander.

D. Staff/Trainee Relationship

1. Entry-Level Training introduces new Police Officer Trainees to departmental policy, rules and regulations. Personnel assigned to E&T are tasked with familiarizing new trainee officers with departmental objectives and the various rules and regulations set forth by the Baltimore Police Department and its governing bodies. The manner in which the task is accomplished will have a lasting impact upon the trainee officers and therefore, successful completion of this task is achieved through leadership by example.

2. Objectivity and fairness are expected during all interactions with trainee officers.
3. Members of E&T will maintain a professional relationship with all trainee officers which inhibits undue familiarity. Fraternization detracts from supervisory effectiveness. As such, contact with trainee officers is to be limited to official business only. Staff will follow these general guidelines:
   a. Staff members are to deal with trainee officers in a courteous, considerate, and businesslike manner.

b. It is the duty of each staff member to provide and maintain leadership-by-example.
c. Staff members are to avoid situations tending to compromise the supervisor/subordinate relationship.
d. Staff members are to address one another by rank/title during duty hours.
e. Police Officer Trainees are to address staff members by rank/title whether on or off duty.
f. Police Officer Trainees are to be admitted to staff offices solely for the following reasons:
    i. Official business
    ii. Work assignment
    iii. Counseling
g. Police Officer Trainees are not to be admitted in staff offices or other training facilities after the end of the training day to socialize or for non-official business.
h. Police Officer Trainees, while assigned to the Academy, will follow their chain of command for making inquiries, making requests, reporting information, or seeking permission. If the Police Officer Trainee is not actively assigned to a recruit-training class, the Police Officer Trainee will report directly to the Administrative Sergeant.
i. In the absence of any individual functioning in this aforementioned chain of command, the trainee officer may advance the chain when the matter is of an emergency nature. All attempts will be made to maintain the integrity of the chain of command at all times.
j. Trainee officers are encouraged to work with Academy instructors/facilitators for remedial assistance designed to improve learning and performance. However, should a trainee officer wish to meet with another staff member for personal consultation not related to a specific lesson, class, or assignment, permission must be obtained from the trainee officer's class advisor in advance. Any member of the staff other than the class advisor asked to provide such personal consultation is to inquire if permission has been granted from the class advisor prior to such a meeting. Following such consultation, the class advisor must be informed, in general terms, as to the matter discussed as well as any possible negative impact the matter may have on the trainee officer's performance.

E. Acknowledgment of Staff and Others

1. Police officer trainees are required to move with urgency/purpose (i.e., run or fast walk at the discretion of the Class Advisor based upon safety conditions) when traveling through all training spaces (i.e., areas only accessible to sworn members and learners) and common spaces (i.e., areas within the academy that are accessible to and used by the public, guests, learners and staff). While traveling through all training and common spaces, learners shall acknowledge all professional staff, guests, members of the public and sworn members to the rank of sergeant with the greeting-of-the-day at a reasonable

distance (i.e., within about 10 steps) as they approach and pass but never stopping. It is not needed to give the Command of Attention. Members shall remain in motion until reaching their destination.

2. Trainees are expected to greet unknown guests and members of the public with respect using their title accordingly with Sir or Ma'am and if the person's gender is unknown, with just the greeting-of-the-day. For example, within 10 steps, learners shall give the greeting-of-the-day with the proper title by saying "Good Morning Ma'am, Good Afternoon Sir, or just Good Evening" if the person's gender identity is unknown.
3. Trainees are expected to greet staff by name. For example, within 10 steps, learners may give the greeting-of-the-day by saying "Good Morning Officer A, Good Afternoon Sergeant G or Good Evening Ms. J." Learners shall be provided with sufficient time and other resources to become familiar with E&T staff and Baltimore Police Department Command Staff.
4. When in internal spaces within the training environment (i.e., hallways, classrooms, and/or mixed use spaces) and approaching and/or being approached by a lieutenant or higher-ranking command member that is clearly recognizable as such and/or in uniform within the training space (i.e., within about 10 steps), trainees must call the space to the Position-of-Attention. All learners in the immediate space (approximately 10 steps in all visible directions) shall execute the Position-of-Attention and stand to the side as the command member or members pass. All learners in the space, shall give the greeting-of-the-day. Learners shall then await instructions from the command member, and/or in the absence of instruction, learners shall execute a silent count to 10 and then proceed to their intended destination with urgency or return to task.
5. The Class Advisor with the approval of the Entry-Level Commander has the authority to suspend the practice of Calling-to-Attention based upon special circumstances. It should be acknowledged, there are occasions where calling a space to the Position-of-Attention may serve more as an unnecessary distraction than a training aid; therefore, it shall be incumbent upon the Class Advisor and his or her staff to discern the difference between distraction and training aid in how the command is being used in the moment and decide accordingly whether to suspend or continue use based upon the unique circumstances of the situation such as time of day, specific location within the training space, and/or special circumstances surrounding other activities.

F. Discipline

1. Facilitating and maintaining an environment conducive to learning requires fostering a culture of discipline, the outcomes of which will not only serve to create and maintain an effective operational environment within the training academy (short-term) but long-term, position our learners and veteran responders to be more responsive and effective during future emergencies.
2. Key to establishing a culture of discipline within the Police Academy are the following guiding principles, per Policy 302:

a. Follow Law, Policy, and Rules. BPD employees are responsible for adhering to federal, state, and local laws, BPD policies, BPD rules and regulations, BPD trainings, and any applicable collective bargaining agreements and relevant labor laws.
b. Regulate Conduct. Members shall adopt a general standard of conduct both on and off-duty that is consistent with the professional standards of the law enforcement community.
c. Exercise Good Judgment. Within the framework of law, policy, and rules, members are required to exercise good judgment and common sense, which, together with the highest degree of cooperation by those entrusted with law enforcement, is essential to effective police work.
d. Discipline and Efficiency. The development of a well-disciplined and efficient police department, which has the confidence and respect of the public, can only be accomplished when each member realizes that every action, whether it is a part of one's official duty or private life, is closely observed by the public. Acts of misconduct, unprofessional behavior, or poor police tactics not only reflect on the member as an individual, but on the Department as a whole.

3. Elements and principles of the discipline system are defined as follows:
   a. Discipline: The practice of training people to obey rules and/or a code of behavior, using a range of behavior modification tactics to change unwanted behavior.
   b. Punishment: The use of formal and approved sanctions following an official investigation into allegations of misconduct.
   c. Rule Violations: Violations warranting an official investigation may include any breach of the peace, neglect of duty, misconduct or any conduct or omission on the part of any member of the Department, either within or outside the City of Baltimore, and whether on or off duty, which tends to undermine the good order, efficiency or discipline of the Department, or which reflects discredit upon the Department or any member thereof, or which is prejudicial to the efficiency and discipline of the Department, even though these offenses may not be specifically enumerated or laid down, shall be considered conduct unbecoming a member of the BPD, and subject to disciplinary action by the Police Commissioner, unless such conduct is protected by the Constitution of the United States, the Maryland Declaration of Rights, or any other federal, state or local law (Policy 302, 2017).
   d. Minor Training Violations: Violations not meeting the above definition occurring while assigned to the Education and Training Section may fall within a special category of minor violations dubbed "minor training violations" which may be resolved with corrective action at the training level. Minor training violations may comprise very minor violations of policies and/or training rules that are infrequent, not malicious, and, at best, are mistakes due to a genuine and honest lack of

awareness. Such occurrences of minor training violations, however, present good opportunities for incentive training to instill discipline.

e. Corrective Action: A range of positive and negative reinforcement measures may be used to correct minor training violations. Positive behavior may be rewarded while negative behavior may result in a range of decreasing incentives at the training level to discourage unwanted behavior. All learner corrective action plans must be approved by a first-line and/or permanent rank supervisor before execution.

f. Hazing: Hazing, defined as an abusive, often humiliating form of initiation into or in affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another, is prohibited. When approved by a first-line permanent rank supervisor or higher, and not unnecessarily cruel, abusive, oppressive, or harmful, the following negative reinforcement activities do not constitute hazing: corrective measures, including verbal warnings and/or directives, dismissal from training of sworn members, removal of benefits (i.e., non-required breaks, etc.) , and/or a reasonable number of repetitions of authorized physical exercises which are supportive of reasonable physical conditioning in helping learners pass the required physical agility evaluation.

4. Incentive Training

a. Incentive training provides facilitators with tools to motivate, instill discipline, enhance teamwork, improve physical fitness, and enforce compliance with policies, orders, and training standards. Incentive training helps correct minor infractions and should be administered immediately after a minor infraction to ensure the learner understands the purpose of the corrective measure used as an incentive to correct undesired behavior.

b. Class Advisors may approve incentive training for individual learners, a group of learners, or an entire class. Assistant Class Advisors may administer incentive training for individuals and/or for small groups not to exceed 10 learners, only after consultation with the assigned Class Advisor. Only entry level training staff shall be permitted to administer incentive training which shall include the following Units: EVOC, DT, Range, Academics, and/or any other units tasked with training entry level learners. Outside Facilitators are not permitted to administer incentive training unless approval is received from the Entry-Level Training Commander.

c. A range of activities may comprise incentive training from writing assignments and research to reasonable physical exercises supportive of the conditioning process to help learners prepare for the required physical agility evaluation. In addition, other incentives, such as removal of benefits (i.e., time set aside for enjoyable activities), assignment of details, and other reasonable negative reinforcement measures intended to correct poor performance or undesired behavior may be used.

d. Facilitators administering the physical activity option as incentive training shall adhere to the following guidelines to ensure the safety of our learners and ensure the corrective measures used during incentive training are objectively reasonable, necessary to correct the minor training violation, and proportional to and customized around the unique aspects of the minor training violation:
    i. Seek supervisor approval for all incentive training, individual or group. The design and development of all incentive training plans, individual or group are at the discretion of the assigned permanent Class Advisor with the approval of the Entry-Level Training Commander. The Class Advisor may delegate the task of incentive training to Assistant Class Advisors for individual learners or groups of learners less than 10 only after consultation.
    ii. A Safety Officer shall be consulted for all incentive training sessions involving any physical exercises/activities supportive of preparing for the physical agility evaluation and present at all incentive training sessions involving groups of 10 learners or more. It is the Safety Officer's responsibility to give the final approval for the incentive training sessions after a thorough safety assessment and to stop the incentive training when unreasonable as evaluated by an assessment of the totality of the prevailing circumstances (i.e., medical emergency, weather not conducive to incentive training, fatigue, etc.). The Safety Officer selected to monitor physical corrective action sessions shall be a member of the Physical Training Unit and/or if not a member of the Physical Training Unit, the Safety Officer selected shall be independent of all members of the Class Advisor staff seeking approval for the incentive training session. In all cases, the Physical Training Unit supervisor and/or available support staff must be consulted before any physical exercise activity is administered as incentive training.

5. Demerit System
    1. As an aid to detecting, monitoring, recording, and tracking minor training violations, a demerit system has been implemented within Entry-Level Training. The intent of the demerit process is to detect, monitor, record and track the progress of individual minor training violations objectively and fairly. Institutional experience has shown that minor training violations can and sometimes do evolve into more serious matters as the training process continues which may require formal intervention. Having such a process in place to record and track minor training violations which may comprise several instances of very minor violations of policies and/or training rules that are infrequent, not malicious, and, at best, are mistakes due to a genuine and honest lack of awareness, ensures a formal record of infractions are available to assess when warranted during any subsequent formal assessment and/or future court hearing.
    2. Assignment of demerits is in accordance with the following matrix:

Violation	Number of Demerits					
	1	2	3	4	5	15
	General					
	General Rule violation	Tardy to Roll Call/Formation/Work	Fraternizing with Instructors/Staff Members/Other	Failure to Reply to a Supervisor/Instructor Question	Damage of Departmental Property (and payment for the replacement of damaged item)	Insubordination
	Missing Equipment	Unauthorized Cell Phone Use		Failure to follow a direct order	Absent without leave (AWOL) (and Loss of Pay for the Day)	Willfully disobeying Lawful Order
	Dirty or unkempt Uniform	Failure to Appear for Appontments (PSI, QM, etc.)		Failure to Follow Chain of Command	Cover-ups /Falsehoods/lying	Alcohol Violation
	Improper Clean Up			Violation of Maryland Transportation Article	Hazing	DUI/DWI
	Failue to Secure Locker				Conduct Unbecoming of an Officer	Any Violation of Criminal Law or Statute
					Quarreling with Fellow Trainee	
	Academic					
	Failure to properly complete Homework Assignment	Sleeping in Class	Boisterous/Rowdy Behavior		Falsifying Reports	
	Late Homework Assignment	Failure to Pay Attention			Arguing with Staff/ Instructor/ Guest	
	Tardy for Class	Failure to Properly Secure Weapon/DT Gear				
	Failure to Atend Remedial training Session	Failure to Properly Secure Issued Equipment				
	Policy 312					
	Hair not in compliance with Policy 312	Unauthorized Piercings in violation of Policy 312				
	Fingernails not in compliance with Policy 312					
	Failure to be Clean Shaven					
	Violation of Makeup Policy					

3. If a learner is found to have committed a violation of Baltimore Police Department Policy or any E&T Rule or Regulation, demerits will be added to the training file of the learner. The assignment of demerits is different depending on the violation. A learner cannot lose demerits off of their trainee file. Learners start the academy with zero demerits and gain demerits based on minor violations of policies, rules, and/or regulations during their time enrolled at the Baltimore Police Academy.
4. Demerits are assigned to the trainee based on minor violations of departmental policies and/or academy rules and regulations. Once a trainee reaches ten (10) Demerits, a conference will convene between the Entry-Level Commander, Unit Supervisor, and Class Advisors to assess the situation, and devise an individual corrective action plan comprising a range of incentive training measures to correct the undesired behavior.
5. If a learner accumulates fifteen (15) or more demerits, a conference will convene between the Entry-Level Commander, Unit Supervisor, and E&T Commander to assess the situation and determine an appropriate course of conduct if standards are not being maintained, improvement is not made, and/or training requirements are not being met satisfactorily in accordance with MPCTC standards.

G. Sale of Merchandise to Police Officer Trainees

1. It is incumbent upon each member of E&T to subscribe to the highest standards of professional ethics. Individually and collectively we serve as role models for many others. We must continuously be on guard against actions of our own, which may be perceived as self-serving or in conflict with professional interests. This is particularly challenging in the area of conducting personal business. A true balance must be struck between assisting Police Officer Trainees in meeting their personal needs and maintaining a proper professional objectivity. Consistent with this, these standards for conducting personal business will be followed:
   a. No person, whether a member of the staff, other departmental member, or private citizen, will be permitted to offer merchandise or commercialized services to Police Officer Trainees in a class setting, including members of entry-level classes, in-service classes, or attendees of any specialized training offered through E&T.
   b. Many Police Officer Trainees, particularly entrance-level trainees, will be made aware of personal equipment items needed by, or useful to, their on-going training or duties. It is the responsibility of members of E&T to inform interested parties in an objective, unbiased, non-preferential manner of the source for such equipment or services. Source information will include local vendors, competitive prices, and also other information that will assist the Police Officer Trainee in making an informed, intelligent decision as the place of purchase.

c. No advertisements for equipment, supplied services, or similar, may be placed on departmental facilities and none will be posted in any classroom or assembly area, including bulletin boards.
d. Members of E&T are prohibited from participating in or allowing classes under their authority to be subjected to "sales pitches," advertisements, commercial handouts, or flyers.
e. No member will accept any remuneration, gifts, or other form of commission or referral fee from any police supply vendor or equipment.
f. Members will not conduct personal business during their tour of duty.
g. Members will adhere to Policy 1702 "Secondary Employment" at all times.
h. Members must be doubly cautious of conflicts of interest arising from their personal and professional roles.

H. Random Drug Testing of Police Officer Trainees

1. In keeping with provisions of Policy 1720 "Drug Urinalysis Testing Programs," members of entry-level training programs are not exempt from random drug testing. However, due to the extraordinary logistical hardship of transporting a trainee officer, the E&T Commander has authorized that any named trainee officer will not be notified to report for testing until the following working day. Upon reporting for roll call the following day, the trainee officer will be directed to respond to Mercy Hospital (PSI) and submit to drug urinalysis in keeping with the procedures set out in the governing policy. Transportation arrangements will be coordinated by the class advisor. Circumstances may arise where the selected trainee officer is scheduled to report for duty at an off-site training facility, in which case, the class advisor will be responsible for ensuring transportation of the trainee officer from and to the training site. The host training site may be involved in the transportation if able, however, the name of the selected trainee officer will not be disclosed until they arrive for duty.

I. Issuance of Weapons to Police Officer Trainees

1. The provisions of Policy 302 "Rules and Regulations," requiring all sworn members to be suitably armed at all times when on duty does not apply to entry-level trainee officers prior to their graduation from the police academy.
2. Prior to personal issuance of all service weapons to trainee officers, all weapons allocated for such issuance will be maintained by the department's Armory Unit, a component of the Range. Trainee officers will be given their weapons for training purposes only. Deactivated "red-handle" training weapons or solid rubber inert blue training weapons may be issued to designated recruit class members at the discretion of the E&T Commander.
3. Once weapons are personally issued to trainee officers, each trainee officer is required to wear the weapon in the prescribed manner at all times while in uniform; to include travel to and from the academy and while in any uniformed field exercises. Conversely,

trainee officers will not wear or carry their issued weapon when not on duty, or traveling to or from a duty assignment.

4. Uniformed trainee officers in entrance-level classes are required to secure their issued weapons in their designated lockers at all times during the training day unless otherwise directed by their class advisor.
5. Members of other police agencies, attending entrance-level training with the Baltimore Police Department, are subject to the regulations previously prescribed, with the following amendments:
    a. No weapon may be carried into the Academy facility unless specifically prescribed by the E&T Commander or class advisor.
    b. Trainee officers from outside agencies are responsible for ensuring the presence of a training weapon for their use at the Gunpowder Range on designated training days. Separate arrangements may be made with the Baltimore Police Department's Armory Unit to include the transportation of these weapons with departmental weapons.
    c. At the request of, or with the concurrence of the respective organizational head official, trainee officers from outside agencies may wear their service weapons during graduation ceremonies.
    d. Any conflict between the aforementioned policy and the outside agencies' own policies or procedures must be resolved prior to the enrollment of the trainee officer in a Baltimore Police Department entry-level training program.

V. CONTINUING EDUCATION

Continuing Education is responsible for coordinating activities and facilitating in-service training for all sworn members of the BPD. Additionally, all training that is not considered entrance-level is coordinated by Continuing Education staff, including supervisor training, command training, and specialized training.

A. General Responsibilities
   1. The Commander of Continuing Education is responsible for the performance of the sub-section, including but not limited to:
      a. Direct supervision of unit supervisors.
      b. Indirect supervision of facilitators.
      c. Review, approval, and submission of new and revised lesson plans to the Academics Unit.
      d. Identification and monitoring of expenditures to ensure efficient utilization of departmental resources and funding.
      e. Coordination with the Academics Unit to ensure the integrity of continuing education courses.
   2. Unit supervisors in Continuing Education are responsible for the performance of their units, including but not limited to:
      a. Direct supervision of their subordinate facilitators.
      b. Facilitating lessons and courses using adult learning techniques.
      c. Development, revision, review, approval, and submission of lesson plans.
   3. Facilitators in the Continuing Education Section are responsible for helping in-service personnel maintain and enhance their knowledge and skills. This includes, but is not limited to:
      a. Facilitating lessons and courses using adult learning techniques.
      b. Developing and revising lesson plans.
      c. Making sure that their courses and lessons are current and up-to-date. This includes gathering information from operating units within the police department as well as from outside sources to ensure that courses and lessons are practical, relevant, and evidence-based.

B. In-Service Training
   1. In-Service Training staff are responsible for conducting the following activities:
      a. Conduct morning and afternoon roll-calls for members attending In-Service training.
      b. Conduct inspections of In-Service personnel to ensure compliance with uniform requirements.
      c. Track In-Service attendance numbers.
      d. Provide assistance to guest presenters and outside facilitators, including staff for class activities, supplies, guidance on equipment usage, etc.

e. Maintain accountability of all equipment and supplies issued to facilitate In-Service Training.
f. Ensure In-Service Training facilities are kept clean and orderly at all times.
g. Maintain a standardized filing system, in collaboration with the Academics Unit, of all lesson plans and supporting materials utilized for In-Service Training.
h. Ensure lesson plans and supporting materials are reviewed on a regular basis and updated as needed to reflect current departmental policies, adult learning modalities, and current best practices.
i. Maintain a running report of all members who have successfully completed yearly In-Service Training. This report should be issued department-wide on a regular basis, as determined by the E&T Commander.
j. Develop the yearly In-Service Training program to meet current departmental needs and external mandates. Submit the program to MPCTC for approval, not less than 30 days prior to the program's intended start date.
k. Provide copies of all approved training program materials to the academy's Records/Compliance Unit.

2. As the E&T Section endeavors to utilize the best current training practices and methods in its design, delivery, and evaluation of training, it is recognized that utilizing trained facilitators to pilot each year's in-service training courses, carries great benefit when soliciting course feedback. As such, it is recommended, whenever operationally feasible, that the first two weeks of all in-service training each year is attended by E&T staff members, who may in turn critique the program and provide constructive suggestions as to its overall effectiveness and incorporation of updated training techniques, practices, policies, etc.

C. Supervisor and Leadership Development

1. The Commander and staff of Continuing Education are tasked with the development, curation, coordination, and facilitation of programs for supervisors, first-level administrators, commanders, and others, including:
   a. Newly promoted First Line Supervisors: This program will be designed to meet MPCTC mandates for all members being promoted to the rank of Police Sergeant, as well as the specific needs of the Baltimore Police Department.
   b. Newly promoted First Line Administrators: This program will be designed to meet MPCTC mandates for all members being promoted to the rank of Police Lieutenant, as well as the specific needs of the Baltimore Police Department.
   c. Leadership Development: Programs designed to enhance members' leadership skills by providing education and training to meet the specific needs of the Baltimore Police Department.

D. Specialized Training

1. The Commander and staff of Continuing Education are tasked with the development, curation, coordination, and facilitation of specialized training. Examples may include

training for investigators, training for dispatchers/call-takers, special topics classes not included in annual in-service training, and any other training determined to be necessary to meet the specific needs of the Baltimore Police Department.

VI. FIREARMS TRAINING (RANGE)

Firearms Training (Range) staff are responsible for most aspects of weapons training for the Baltimore Police Department except arrest and control, baton, and some tactical operations.

A. General Responsibilities
   1. Entrance-Level firearms training for police officer trainees
   2. Annual In-Service firearms qualification for all sworn members, to include:
      a. Service weapon, day and night qualification
      b. Shotgun qualification
      c. Patrol Rifle qualification
      d. Off-duty weapon qualification
      e. Less-lethal recertification, including:
         i. Beanbag shotgun
         ii. 40mm launcher
         iii. Taser
         iv. Pepper spray
         v. Pepperball
   3. Submission of passing scores to the Maryland Police Training Commission
   4. Firearms Instructor school
   5. Train-the-Trainer school
   6. Remedial firearms training
   7. Less-Lethal certification training for all qualified police officer trainees and interested or designated members of the BPD.
   8. Deadly force seminars for grand juries, the Office of the Public Defender, the Office of the State's Attorney, Baltimore City Council, and other organizations upon request.
   9. Chemical weapons training for sworn and civilian members.
   10. Simunition deadly force training and building search training.
   11. Response to, review of, and re-enactment of police-involved shooting incidents.
   12. Research and development of all weapons related to training and deadly force guidelines and lesson plans, to comply with MPCTC regulations, as well as Baltimore Police Departmental policies, and any other external governing bodies.
   13. Armory Operations - Maintenance and procurement of all departmental weapons, ammunition, and related equipment.

B. Rules of the Range
   1. The purpose of this E&T directive is to establish safety procedures applicable to BPD firearms training and/or qualification at firearms training facilities.
   2. Firearms instructors shall exercise supervisory responsibility over all members, regardless of rank, when using the firearms training facilities.
   3. All personnel participating in firearms training and/or qualification at firearms training facilities shall:

a. Wear eye & ear protection while on line. Ear cups must be worn; ear plugs are not sufficient.
b. Keep weapons holstered and unloaded until given the command to un-holster and load.
c. Fire only on command.
d. Move down range only on command.
e. Remain behind the firing line and avoid bending over for any reason until the line has been cleared by the control tower.
f. Keep weapons pointed in a safe direction when loading/unloading or moving around the range.
g. Dry fire a weapon only under the direct supervision of a Firearms Instructor.
h. Move around the range only at the direction of the firearms training staff.
i. Ceasefire when the target turns away or after the whistle blows.

4. In the event of a revolver misfire or malfunction:
   a. Immediately ceasefire.
   b. Continue pointing the weapon down range with the finger down and outside the trigger guard.
   c. Raise your non-firing hand.
   d. Maintain this position until assisted by an instructor.
5. In the event of a semi-automatic stoppage or malfunction:
   a. Take the proper stoppage clearing procedures:
      i. Tap, rack, check & go.
      ii. Rip work.
      iii. If this does not clear the stoppage or malfunction:
         a) Continue pointing the weapon down range with the finger down and outside the trigger guard.
         b) Raise your non-firing hand.
         c) Maintain this position until assisted by an instructor.
6. Additional safety rules:
   a. On the sound of an electronic siren (indicating an accident), <u>immediately</u>:
      i. Ceasefire.
      ii. Holster your weapon.
      iii. Wait for further instruction from the control tower.
   b. Cell phones are not permitted on the line.
   c. Smoking is prohibited.
   d. Notify an instructor and submit a 95 report immediately if you are involved in any accident resulting in injury or damage.
   e. Possession or recent consumption of any alcoholic beverage or medication containing a narcotic or similar substance disqualifies anyone from participating in firearms training or qualification. If you are taking a prescription medication

that may affect your ability to shoot, let an instructor know. Staff will consult the Public Safety Infirmary to determine if participation should be allowed.

f. The posted speed limit at Gunpowder Range is 15 M.P.H.
g. Shooting any wildlife at Gunpowder Range is prohibited and punishable by a $2,500 fine. Gunpowder Range is a part of Gunpowder State Park.

7. At the conclusion of firearms training or qualification:
   a. Participants are responsible for checking their pockets, person and equipment for live ammunition. Range Staff will not clear the line until everyone has conducted a thorough self-inspection.
   b. Instructors will conduct a formal inspection of each participant's weapon prior to returning to the building.
   c. Members shall wash their hands with soap and water.
   d. Participants shall sign the Line Sheet prior to leaving the training site for the day.
8. All Range Staff are Tac-Med trained and each range has first-aid kits on site. In the event of a critical injury, 911 will be notified and BPD personnel may perform a "scoop and go" to transport the injured member to the nearest hospital.
   a. Gunpowder Range - Johns Hopkins Bayview Medical Center, 4940 Eastern Ave, Baltimore, MD
      i. *Take I-695 E in Parkville from MD-147 S/Harford Rd -- 8 min (3.5 mi)*
         a) Head southwest toward Notchcliff Rd -- 46 ft
         b) Turn left onto Notchcliff Rd -- 0.4 mi
         c) Turn right onto MD-147 S/Harford Rd – 2.9 mi
         d) Use the right lane to take the ramp onto I-695 E – 0.2 mi
      ii. *Continue on I-695 E. Take I-95 S and I-895 S to E Lombard St in Baltimore. Take exit 12 from I-895 S -- 9 min (8.6 mi)*
         a) Merge onto I-695 E -- 2.6 mi
         b) Use the right 3 lanes to take exit 33 for Interstate 95 S toward Baltimore -- 1.3 mi
         c) Merge onto I-95 S -- 1.9 mi
         d) Keep right at the fork to continue on I-895 S, follow signs for Baltimore Harbor Tunnel Thruway/Annapolis -- 2.3 mi
         e) Take exit 12 to merge onto E Lombard St -- 0.5 mi
      iii. *Follow E Lombard St to Bayview Blvd -- 23 s (0.1 mi)*
         a) Merge onto E Lombard St -- 0.1 mi
         b) Turn right onto Bayview Blvd -- 39 ft
         c) Arrive at Johns Hopkins Bayview Medical Center
   b. Northeast District Range - MedStar Good Samaritan Hospital, 5601 Loch Raven Blvd, Baltimore, MD 21239
      i. Head north toward Morgan State Campus Rd -- 0.1 mi
      ii. Turn left on Morgan State Campus Rd -- 0.3 mi

iii. Turn left onto E Cold Spring Ln -- 0.6 mi
iv. Turn right onto Loch Raven Blvd -- 0.8 mi
v. Arrive at MedStar Good Samaritan Hospital

c. MPCTC Firearms Range - Northwest Hospital, 7320 Slacks Rd, Marriottsville, MD 21104
   i. *Take Slacks Rd and Ridge Rd to MD-26 E/Liberty Rd – 7 min (2.5 mi)*
      a) Head northwest – 92 ft
      b) Turn right -- 0.1 mi
      c) Turn right towards Slacks Rd – 92 ft
      d) Turn left onto Slacks Rd – 1.6 mi
      e) Turn left onto MacBeth Way – 328 ft
      f) Turn right onto Slacks Rd -- 0.2 mi
      g) Turn left onto Ridge Rd -- .4 mi
   ii. *Continue on MD-26 E/Liberty Rd to Milford Mill 15 min (9.0 mi)*
      a) Turn right onto MD-26 E/Liberty Rd – 8.0 mi
      b) Turn right onto Greens Ln -- .7 mi
      c) At the traffic circle, take the 3rd exit onto Old Court Rd -- .4 mi
   iii. *Continue on Carlson Ln to Hospital – 53 s (0.1 mi)*
      a) Turn right onto Carlson Ln – 499 ft
      b) Turn left – 167 ft
      c) Arrive at Northwest Hospital

9. Instructor-to-Student Ratio
   a. Per MPCTC regulations, there must be an instructor to student ratio of at least 1:5. However, the Firearms Training Unit will always have a 1:3 instructor-to-student ratio whenever entry-level trainees are on the line, and as staffing permits for all other shooters.
   b. There shall always be an instructor in the control tower who is responsible for announcing the course of fire.
   c. There shall always be a line safety officer who is responsible for overseeing the safety of the operation.
   d. The control tower instructor and line safety officer are NOT counted in the instructor-to-student ratio.
   e. When there are 16 or more shooters on the firing line simultaneously, MPCTC requires the presence of a Firing Line Controller in addition to the 1:5 instructor-to-student ratio and control tower operator. This guideline is met and exceeded by the agency's safety officer program, as this position is filled by BPD's safety officer, regardless of the number of students on line.

C. Gunpowder Training Facility
   1. The Baltimore Police Department has use of the Gunpowder Range by agreement with the Military Department of the State of Maryland.

2. When reporting to the range refer to Policy 407 "Firearms Training Facilities - Safety and Administrative Procedures."

D. Northeast District Range
1. BPD Policy 407 outlines procedures for use of the Northeast District Range.
2. The purpose of this E&T Standard Operating Procedure is to provide guidance in cleaning, maintenance, and related operations pertaining to Lead Dust, in order to maintain a lead-safe work place. Once deposited, Lead Dust is difficult to remove effectively. Regularly scheduled cleaning and daily safety precautions are needed to maintain a safe environment at all times.
3. Range Operator Responsibilities
   a. Before allowing any live firing turn on the return air system and supply air system.
   b. Open the Range door for proper airflow into Range.
   c. Retrieve all spent shell casings on floor after use.
   d. Wipe table top (with Vise) in Range & table top in Storage room after each use with TSP (Trisodium Phosphate) and clean towel (dispose of towel after each use).
   e. Wipe instructor's desktop in Range (after each use) with TSP (Trisodium phosphate) and clean towel (dispose of towel after each use).
   f. Change tacky mats in front of doors daily to minimize any cross contamination on the floors.
   g. Have all personnel using the Range wash hands after any live firing, cleaning of weapons or handling ammunition, and always before eating, drinking or smoking. Consider having a stand by the steps with baby wipes/Lysol wipes with a trash can present or plastic bag present.
   h. Maintain a regular cleaning schedule with the contractor performing the Range cleaning. Current contractor: C&W Construction 410-808-3481, 410-679-3800, email shar332483@aol.com.
   i. Maintain a regular schedule for air sampling, wipe sampling and personal monitoring with an Industrial Hygiene Firm (currently Jenkins Environmental, Inc. 410-828-9888, email ljenkins@jeinc.org).
   j. Range supervisors are to conduct weekly inspections to ensure all components of this SOP are being adhered to by all involved parties.
4. Cleaning Contractor Responsibilities (Weekly)
   a. HEPA vacuum Range floor.
   b. HEPA vacuum shooters' & instructors' areas, safe top & table top with Vise in Range.
   c. HEPA vacuum Classroom floor.
   d. HEPA vacuum Bathroom floor.
   e. HEPA Vacuum Hallway floor & Steps leading to 1st floor.

f. Clean floors by wiping with TSP (Trisodium phosphate) in each of the areas identified above.
g. Clean Classroom desks, podium, shelves with TSP (Trisodium phosphate).
h. Clean shooters' booths and all horizontal & vertical surfaces. This includes tops of air ducts overhead.
i. Rake sand in trap neatly.
j. Place all used materials in D.O.T. drums.
k. All work will be performed with Maryland Lead Licensed workers & supervisors.

5. Cleaning Contractor Responsibilities (Monthly Tasks)
   a. Clean bullet fragments in sand trap and store in proper D.O.T. drums.
   b. Rake sand in trap neatly.
   c. HEPA vacuum Range walls up approximately 9'.
   d. HEPA vacuum all steel along target line.
   e. Wipe all steel along target line with TSP (Trisodium Phosphate).
   f. All work will be performed with Maryland Lead Licensed workers & supervisors.
6. Cleaning Contractor (Bi-Monthly Tasks)
   a. HEPA vacuum the interior of the exhaust ducts.
   b. Wet wipe interior of exhaust duct with TSP (Trisodium phosphate).
   c. HEPA vacuum interior of supply air unit & change filters.
   d. Place all used cleaning materials in D.O.T. drums.
   e. All work will be performed with Maryland Lead Licensed workers & supervisors.
7. Industrial Hygiene Firm (Weekly Tasks)
   a. Provide Industrial Hygienist to perform wipe sampling, air sampling & analysis on a weekly basis to ensure the safety of all Range instructors, trainees and personnel entering the Range.
   b. Provide wipe sample results to cleaning contractor weekly to ensure cleaning procedures are working to maintain a safe working environment according to the OSHA & EPA regulations regarding Lead in the workplace.

E. Members Who are on Limited-Duty or Medical Status
1. When members who are on limited-duty status or medical status request any firearms live-fire training, practice, or qualification, Firearms staff must first contact the Medical Section and obtain clearance that the member is permitted to participate in the specific activity.
2. At no time shall Firearms staff permit a member who is on limited-duty or medical status to qualify, train, or practice with a firearm without prior approval from the Medical Section.

F. Purchasing Departmentally-Issued Glock 22 or Other Sidearm
1. Members retiring in good standing have the option of purchasing their departmentally-issued Glock 22 or other sidearm. The process for making such a purchase is as follows:

a. The retiring member must notify the armory of their intention to purchase their weapon when turning in same to the armory on or before their retirement date.
b. The retired member must provide the Armory Unit with a letter showing they have retired in "good standing" and sign a form agreeing not to re-sell the handgun.
c. The retired member must go on the Maryland State Police website and create an account on their licensing portal. Once created, they need to fill out a handgun application.
d. The Armory Unit will verify all the answers on the handgun application, fill out the portion as the seller, and submit the application online with copies of the officer's driver's license and departmental identification card. The member must bring a credit card to pay the $10.00 fee for the application.
e. After the application is submitted, the Armory Unit will have to wait 7-10 days for an email notification from the Maryland State Police stating that the application has been "not disapproved."
f. The Armory Unit will notify the retired member, who will respond back to the armory where they will complete a "Property Release Authorization" form.
g. The retired member will take the form along with a money order or cashier's check for the price of the handgun to the Fiscal Section.
h. Fiscal will make a copy of the receipt. The member will respond back to the Armory with the receipt.
i. Upon receiving the receipt, the Armory Unit will electronically transfer the weapon over to the officer in the MSP licensing portal system. Upon completion, the retired member will take possession of the handgun.
j. The Armory Unit will file the receipt and Maryland State Police paperwork in the weapons folder. The paperwork will also be electronically stored in a folder on the Education and Training shared drive in the folder dedicated for the "Range."
k. If the retired member lives in another state, they do not need to create an online application through the Maryland State Police. The member must follow steps A and B above and provide the Armory Unit with the name and phone number of a gun shop with a valid Federal Firearms License (FFL). The member will respond to the Fiscal Section and provide them with a "Property Release Authorization" form along with payment. After the Armory Unit receives the paperwork, the handgun will be transported to Maryland Police Supply to be shipped to the FFL.

2. The purchase price will be the current trade-in value of the weapon offered to the police department by the manufacturer or its representative.
   a. It is the responsibility of the Armory Unit to periodically verify the weapon's trade-in value. This should be done at least annually.
   b. For each transaction, it is the responsibility of the Firearms Unit Commander to certify to the Fiscal Section the proper purchase price as verified by the Armory Unit.

VII. DRIVING TRAINING (EVOC)

Driving Training (EVOC) conducts entrance-level and in-service training related to normal and emergency vehicle operations and assists other E&T staff with traffic-related training.

A. General Responsibilities
   1. Basic driving training
   2. Defensive driving training
   3. Advanced driving training
   4. Emergency vehicle operations training
   5. Traffic direction and control training
   6. Traffic enforcement training
   7. Maintain liaison with MPCTC and the Maryland State Driver Training Facility to ensure time and use of the driver training facilities in Sykesville, Maryland are available to the BPD as reasonably needed.
   8. Assist the BPD during the procurement process as it pertains to emergency vehicles by evaluating potential emergency vehicle options and providing constructive and relevant feedback with regard to the safety, efficiency, practicality, and durability of those options. Once a procurement has been completed, it is the duty of Driving Training (EVOC) staff to evaluate the need for, and ultimately conduct any relevant updated training on new emergency vehicles and or equipment.

B. Safety
   A. The immediate supervisor of Driving Training (EVOC) will monitor all practical training programs conducted under their purview to ensure training is delivered in the safest manner. Emergency Vehicle Operation programs will utilize current practices and procedures designed to minimize injury and to assure the training is effective and of the highest quality.

VIII. FIELD TRAINING

Police Officer Trainees who successfully complete the prescribed entrance-level training academy are then assigned to complete a certified Field Training Program, consisting of no less than 240 hours of field training. During this program, Police Officer Trainees must be accompanied and evaluated by a certified Field Training Officer (FTO).

A. General Responsibilities
   1. Implement BPD Policy 212 “Field Training Evaluation Program."
   2. Design and deliver FTO Certification courses according to MPCTC requirements and the specific needs of the Baltimore Police Department.
   3. Design and deliver FTO recertification courses on a revolving basis, according to MPCTC requirements, in order to maintain the certification of existing FTOs.
   4. Maintain a current list of all certified FTOs, along with their current assignments within the BPD.
   5. Cultivate new FTOs by soliciting members throughout the department who may present the skill and ability to become an FTO.
   6. Liaise with the Office of the Chief of Patrol in regard to assigning Police Officer Trainees to each of the nine patrol districts for field training. When recommending assignments, factors such as operational need, available Field Training Officers, and members’ residency within a respective district, shall be considered.
   7. Liaise with the nine district commands and administrative supervisors to ensure that each has appointed a Field Training Supervisor (FTS) to oversee day to day operation of the FTEP, FTO, and Police Officer Trainee, in their respective district and to act as an information channel and chain of command between FTOs and the E&T Field Training Coordinator.
   8. Receive all Trainee Field Training Phase Training Books upon a Police Officer Trainee’s completion of Field Training.
      a. Review Trainee Field Training Phase Training Books for completeness and accuracy.
      b. Ensure that BPD and MPCTC field training objectives and requirements have been met successfully or, if not, that failure to meet standards and any applicable remedial attempts are documented and explained appropriately by the respective FTOs and FTS.

IX. ACADEMICS

The Academics sub-section is an integral component of E&T responsible for ensuring that curricula, courses, lessons, and instructors meet high standards and comply with MPCTC and related requirements. It is comprised of an Academics Unit and a Records/Compliance Unit.

A. General Responsibilities
   A. The Academics Unit ensures that all lesson plans and supporting materials are designed and updated in accordance with MPCTC requirements and E&T expectations, that courses and instructors are scheduled appropriately, and that instructors/facilitators are using the most appropriate and effective teaching methods.
   B. The Records/Compliance Unit is responsible for tracking E&T training programs, BPD member participation and completion of training, BPD member compliance with MPCTC requirements, and individual specialty certifications of BPD members.

B. Academics Unit
   1. Manage day-to-day entry-level scheduling maintenance.
   2. Monitor classroom management including instructor adherence to schedules and assignments.
   3. Identify and cultivate instructors and back-up instructors for E&T lessons and courses.
   4. Review current and proposed lesson plans according to MPCTC requirements and the E&T lesson approval process.
   5. Oversee and participate in the E&T mentoring program for new instructors.
   6. Oversee and participate in the E&T facilitator observation program.
   7. Ensure that formal instructor/facilitator evaluations are conducted and submitted to MPCTC to meet continuing instructor certification requirements.
   8. Assess BPD training needs to inform annual training plans.

C. Lesson Plans
   1. Thorough and up-to-date lesson plans contribute directly to trainee learning, consistency across different instructors, and consistency over time as instructors come and go.
   2. Any block of instruction (entry-level or in-service, including e-learning modules) that satisfies a MPCTC terminal objective or requirement, or that is intended to result in the attainment of other important job-related knowledge or skills, must have an approved Lesson Plan (LP).
   3. Some blocks of time within a curriculum serve more of an administrative than instructional purpose, such as Squad Assignment, FOP Briefing, Graduation Rehearsal, etc. These blocks of time must have an approved Performance Plan (PP) that simply identifies the performance objective(s) (purpose) of the session and how it is to be carried out. These performance plans can be brief, but should describe the session well enough that future instructors know what to do.
   4. The process for approval of lesson plans is as follows:

a. A new or revised Lesson Plan (LP) or Performance Plan (PP), along with ancillary materials such as handouts and a PowerPoint presentation, may be drafted by an instructor, other E&T staff member, or other appropriate individual.
   i. When an instructor or other Subject Matter Expert (SME) is developing or revising a LP/PP, they are encouraged to seek the assistance of an E&T curriculum specialist.
   ii. When an E&T curriculum specialist is developing or revising a LP/PP, they should collaborate with an E&T or external SME.
b. A draft LP/PP must be prepared using the approved E&T template, unless it is already in the form of an acceptable instructional guide from an outside source. In such a case, the E&T template can serve as a cover sheet for the instructional guide.
c. When drafting or reviewing a LP/PP, members should utilize the E&T "Lesson Plan Checklist" to ensure completeness and proper formatting.
d. A draft LP/PP and ancillary materials (new or updated) must be routed through the drafter's Chain of Command to the E&T Academic Director.
   i. When the drafter is an instructor, their supervisor and commander should review the LP/PP primarily for content.
   ii. When the drafter is a SME from outside E&T, the Academic Director may assign the draft to an E&T instructor and/or curriculum specialist for review.
   iii. When the drafter is an E&T curriculum specialist, the Academic Director may assign the draft to an E&T instructor or other SME for review.
e. Final approval of a draft LP/PP is the responsibility of the Academic Director, in consultation with the Academy Commander.
f. Existing LPs/PPs and ancillary materials must be reviewed and approved every three (3) years, or sooner as needed, according to the process outlined above.
g. The Academic Director and their designees are responsible for maintaining records of approved Lesson Plans, Performance Plans, and ancillary materials.
h. The Academic Director and their designees are responsible for ensuring that LPs, PPs, and ancillary materials are updated at least every three (3) years as required.
i. The Academic Director and their designees are responsible for maintaining a repository of LPs, PPs, and ancillary materials from which instructors/facilitators can access the most current, up-to-date course materials.
j. Instructors/facilitators are responsible for utilizing the most current, up-to-date, and approved LPs, PPs, and ancillary materials when presenting a lesson to trainees.

D. Mentor Program
   1. When new instructors are hired or assigned to E&T, the Academic Director will assign a mentor to assist them in their transition and development.
   2. The mentor and new facilitator are required to meet at least once a month.
   3. Meeting dates and times must be documented on the Mentor Documentation Form B – Mentor/Mentee Meeting Log each time a meeting takes place.

4. During each meeting, both the mentor and mentee will refer to previous conversations to make sure all discussion items have been addressed and will establish desired outcomes to be worked on in-between meetings.
5. Whenever the mentor completes an observation, the mentor will use the Mentor Documentation Form A – Feedback Documentation Log to provide feedback. A copy of the form will be given to the new facilitator and his/her supervisor.
6. The primary area of focus for professional development will be curriculum development. Support and guidance must be provided to assist new facilitators in learning how to conduct research, develop performance objectives, and write and/or update lesson plans to reflect the incorporation of adult learning techniques.
7. Long-term goals will be established as a way to measure growth. The mentee will work with the mentor to establish 2-3 goals related to areas they want to further develop and improve upon based on the New Facilitator Self-Evaluation form. Once a month, both the mentor and mentee, through observation and discussion, will review the mentee's progress towards the goals. At the end of the six-month mentoring period, the new facilitator will complete the self-evaluation again in order to measure growth.
8. Form A, Form B, and the Self-Evaluation Form must be filed as directed by the Academics Unit.

E. Facilitator Observation Program
1. Facilitator observation is aimed at providing opportunities for professional growth and advising the facilitator of strengths and weaknesses, including suggestions for improvement. Observations also foster a culture of constant improvement and promote accountability for facilitators who are providing instruction to trainees and experienced officers at the academy.
2. Facilitators are observed as follows:
   a. Twice every six months by their supervisors
   b. Once per year by the E&T Staff Development Specialist
   c. Once every six months by their fellow squad members
3. Observations are scheduled to allow at least 30 days between each observation session unless deficiencies are noted that require more frequent observations.
4. Facilitators sign up to be observed. Whenever possible, observers grant a facilitator's request for the requested observation date or make an effort to coordinate an alternative date based on the availability of both the facilitator and the observer.
5. Observations last a minimum of one hour unless the instructional activity requires less time. Whenever possible, observers will stay for the entirety of the lesson.
6. Observations should be scheduled in advance, giving prior notice to both the facilitator and their supervisor.
7. Observers utilize a standard form established by the Academics Unit to rate the facilitator on a variety of criteria.

8. Ratings must be accompanied by comments providing specific suggestions for areas needing improvement if any. The facilitator is given both the opportunity and reasonable time to show improvement.
9. After a facilitator with a less-than-favorable observation (based on the cumulative numeric score) has been given a reasonable period-of-time to implement suggestions, an additional observation must occur no later than the next class the facilitator is scheduled to teach. Follow-up observations do not negate regularly scheduled facilitator observations.
10. Within five business days, facilitators are given a copy of their observation report and have the opportunity to discuss it with the observer.
11. If improvements are not demonstrated in areas identified in the original Observation Report, normal procedures are followed in developing an employee who needs to improve in order to meet expectations: mentoring, coaching, training, pairing with a more experienced facilitator, and progressive discipline, if appropriate.
12. Observation reports must be considered by immediate supervisors when conducting regular employee performance evaluations.
13. Documentation of observations and completed Observation Reports must be filed as directed by the Academics Unit.
14. Observation reports are forwarded to the E&T Commander, Academic Director, and the facilitator's applicable immediate supervisor and Lieutenant. In addition, a hard-copy of each observation is provided to the Administrative Supervisor for filing in the rated member's personnel file.

F. Video Recording of Training
   1. This section is under development pending completion of classroom technology implementation.

G. Records/Compliance Unit
   1. The Records/Compliance Unit serves as the custodian of E&T training records. It is necessary to maintain accurate and comprehensive records of training delivered and training completed by individual BPD members, as well as instructor and member certifications. E&T records include results of tests and examinations demonstrating whether passing scores were achieved.

H. Entry-Level Testing
   1. Four testing techniques are used to determine whether entry-level trainees successfully meet mandated MPCTC Terminal Objectives and other BPD requirements:
      a. Objective Tests – A compilation of questions drawn directly from associated lesson plan materials that relate specifically to one (1) MPCTC terminal training objective. Each test typically includes four (4) questions drawn from a larger pool of questions applicable to the MPCTC objective. Passing score is 70%
      b. Course Examinations – A combination of Objective Tests covering a range of MPCTC training objectives. Each course examination typically includes 15-20 Objective Tests. Passing score is 70%.

   c. Performance Tests – Physical demonstration of the ability to meet training objectives. Examples include report writing, radio procedures, arrest techniques, firearms, and driving. Passing scores vary by test.
   d. Practical Assessments – Scenarios in which trainees are required to demonstrate their ability to correctly apply principles in realistic situations. Examples include critical decision making and application of law and BPD policy. Assessments are generally scored pass/fail.
2. Test questions and assessment rubrics are created and maintained as follows:
   a. The Instructor of Record (IOR) for each lesson is responsible for developing, updating, and submitting test questions and assessment rubrics in accordance with the Lesson Plan development and approval process.
   b. The Records/Compliance Unit is responsible for reviewing tests questions and assessment rubrics for relevance and applicability and for maintaining the pool of test questions.
3. Tests and assessments are administered as follows:
   a. Objective Tests and Course Examinations are administered and scored by the Records/Compliance Unit.
   b. Performance Tests and Practical Assessments are administered and scored by instructors/facilitators. Results are then forwarded to the Records/Compliance Unit.
4. Pre-examination reviews may be conducted as follows:
   a. Prior to the administration of an examination, facilitators may elect to conduct a pre-exam review of the course material. These reviews are optional and their value to the student(s) should be gauged on a case by case basis.
   b. If conducting a pre-exam review, the facilitator will utilize material directly from the lesson plan.
   c. Should a facilitator deem it appropriate to use the actual examination for review, they must first obtain the expressed approval of the E&T Commander, via their respective chain of command.
   d. The purpose of an exam review is to reinforce areas of a course or subject deemed particularly important and/or complicated. The review should also afford time for trainee officers to inquire about areas of specific concern to them. A pre-exam review is not to be used to preview examination questions.
   e. An exam liaison will be appointed by class advisors. This liaison will be a member of the recruit class, typically the assistant class commander, however this role may be assigned to another if deemed necessary.
5. Course examinations are administered and proctored as follows:
   a. The Records/Compliance Unit will monitor all examinations. Where schedule conflicts occur, an instructor/facilitator may serve as the examination proctor. The examination proctor should not be the facilitator for the course or subject being tested.

b. Upon completion of the examination, the proctor will ensure all examinations have been successfully submitted via the digital testing platform and no tests remain open or active.
c. Should questions arise during the examination regarding typography, or other simple errors, the proctor may respond to the questions appropriately. Notation must be made by the proctor, and provided to the facilitator and the Records/ Compliance Unit, for review and, if necessary, revision of the examination prior to future applications.
d. Should questions arise during the examination regarding material content of the examination, those questions must be deferred to the facilitator during the post-exam critique.

6. Critiques of course examinations are conducted as follows:
   a. The facilitator of the course/subject matter tested, will conduct a critique of the examination with the group tested, within a reasonable amount of time after the examination results have been returned to the group.
   b. A class advisor may conduct an examination critique for a guest facilitator or other member who is not a permanent staff member of E&T.
   c. All critiques will be formally documented by the member conducting the critique and submitted to the Records/Compliance Unit immediately upon completion of the critique. Every critique documentation will include the following information at minimum:
      i. Date/Time the critique was conducted.
      ii. Names of all facilitators present for critique.
      iii. If any questions/answers were disputed by the group tested.
      iv. What percentages of the class passed/failed the disputed question(s).
      v. What action will be taken as a result of the dispute(s), if none, so note.
      vi. Brief but informative explanation for the action being taken as a result of the dispute(s), such as “Several members of the class tested, disputed question #4 of Objective Test 01.01. Upon review of this exam question, it was found that 60% of the class failed this question. As a result of this information, the course facilitator for MPCTC Objective 01.01 will conduct a remedial training on (Date/Time) and a reexamination for Objective Test 01.01 will be administered on (Date/Time). The results of the disputed Objective Test will be stricken and will not be calculated into final averages of student grades.”
   d. Upon completion of the critique, all examination materials must be promptly returned to the Records/Compliance Unit. A Notification of Critique will be completed and endorsed on a departmental form 95. This form will also be submitted to the Records/Compliance Unit and a copy will be filed in each trainee officer’s permanent training record (Test Book). All answer key adjustments, to be deployed in subsequent iterations of the examination must be made at this time.

e. In the event of an exam failure, a critique may be utilized as a remedial training session, so long as any subsequent exams are composed of completely new questions and answers. A critique may not be given if a retest will contain any questions or answers that will be discussed in the critique, until all retesting has been completed.

7. Scoring of objective tests and course examinations occurs as follows:
   a. Tests and exams are scored automatically by the digital testing platform.
   b. The Records/Compliance Unit will review the results once produced by the digital testing platform. This review will take into account any test/examination questions that 50% or more of the tested group answered incorrectly. Any such questions must be immediately brought to the attention of the course/subject facilitator to conduct remedial training, additional review, and/or re-examination.
   c. Objective test and course examination scores of less than 70% will be deemed failures. The Records/Compliance Unit will provide the class advisor(s) with a Notice of Academic Deficiency form for each failure. This form will also be forwarded via the chain of command to the E&T Commander.
   d. The Records/Compliance Unit will insert all final test/examination grades into the trainee officer's permanent training record (Test Book).
   e. Test books must be kept on file until audited by MPCTC and then maintained according to Maryland laws and regulations pertaining to records retention.
   f. Each entry-level trainee's GPA will be calculated from the total average of all Course Examination scores, excluding remedial, mid-term, and final exams, as these are only administered to provide subsequent opportunities for students to obtain mastery of every MPTC mandated training objective.
8. Remedial tests and examinations may occur as follows:
   a. Any member or guest trainee attending a BPD entrance-level training program who fails to achieve a passing score of 70% or higher, on any objective test or course examination, may have an opportunity to receive remedial training and be re-tested at the discretion of the E&T Director or their designee. If this opportunity poses an undue burden on training staff, or other remedial opportunities have already been provided, the remedial and retest opportunity may not be afforded.
   b. Failure to pass a particular objective test three (3) times, or failure to pass three (3) course examinations, constitutes Academic Deficiency. A determination of recycle or separation of an academically deficient trainee officer from the BPD will be made upon final review and recommendation of the E&T Commander.
   c. Should any member or guest be afforded a retest and pass, regardless of the actual passing score on the retest, the maximum score allowed will be 70. This will be entered as the official grade and computed with other grades in that course/subject for the final course average.

d. All training objectives mandated by the MPCTC must be successfully mastered via a passing score of no less than 70% for each individual objective. If all objectives are not mastered prior to the end of the specified entrance-level training program, the trainee officer will not be eligible to graduate from the program, nor be certified as a police officer by the State of Maryland.
e. All remedial training sessions will be treated as mandatory appearances. Any occasion of a trainee officer failing to attend a scheduled remedial training session must be documented and provided to the respective class advisor.
f. Remedial training documentation will indicate the following information, at a minimum, and be forwarded to the Training Records and Certification Unit immediately upon completion of the training:
    i. Name of facilitator(s) who conducted the remedial.
    ii. Name of trainee officer(s).
    iii. Date/Time of each remedial training.
    iv. Location of each remedial training.
    v. Duration of each remedial training

9. Remedial training and testing will be scheduled as follows:
    a. Any training, including remedial training, must be conducted during the member's normal working hours. Trainee officers receiving instruction beyond normal working hours must be compensated. Trainee officers cannot be requested to waive this compensation.
    b. In order to ensure entry-level trainee officers are afforded an opportunity for remedial training while avoiding the expense of overtime compensation, the following guidelines have been established for scheduling remedial training sessions.
    c. Academic Subjects – Portions of physical training sessions and time designated for lunch will be the primary remedial training time for academic subjects. Facilitators and class advisors will coordinate the scheduling of remedial sessions and ensure the affected trainee officer(s) are informed of the schedule.
        i. Make-up tests and examinations will be scheduled for one hour during one of the following: (1) lunch, (2) classes designated for physical training, other than those where an actual physical training assessment will be administered, (3) any practicum exercise where, upon their completion of the exercise, the trainee officer would otherwise be waiting in their classroom for all other trainee officers to complete the exercise (after the examination, the trainee officer(s) will return to the practicum), (4) ride-along, foot patrol, or other details. Where absolutely necessary, the trainee officer(s) tour of duty may be adjusted to allow attendance for the examination at a time other than typically prescribed training hours.

d. Firearms Training and Qualification – Remedial firearms training and qualification will be conducted at any time the class is scheduled for any practicum exercise. The scheduler will coordinate dates/times with the supervisor of the Firearms Training Unit. Following training or qualification, the trainee officer will return to the practicum exercise.
e. Driving Skills Training and Qualification – Remedial driver skills training and/or qualification for entry-level members of the department will be conducted during the allocated training time at the Emergency Vehicle Operations Certification course in Sykesville, MD. Scheduling these remedial courses will remain solely the responsibility of the permanent-rank supervisor assigned to the Driving Training (EVOC) Unit.

10. Procedures and criteria for performance tests and practical assessments vary across different lessons and MPCTC objectives. As an example, law-related practical assessments are conducted as follows:
    a. Practical assessments test trainee ability to apply the law to actual situations. Some objectives are tested repeatedly.
    b. There are two standards for each concept:
        i. "Sufficient" – The trainee applies the concept when called for. For example: If a criminal suspect exhibits the characteristics of an armed person, the trainee acts "sufficiently" if they stop the suspect to determine if they are illegally armed.
        ii. "Not Excessive" – The trainee does not exceed the allowed scope of the concept. For example: If the trainee is conducting a legal frisk for weapons, they do not have the suspect take off their socks.
    c. A critique is provided for each trainee in each scenario:
        i. At the end of each training scenario leading up to the final scenario, each trainee receives a grade and feedback about their performance.
        ii. After the scenario, trainees review their BWC footage in detail.
        iii. Trainees write a detailed critique that demonstrates their understanding of both things they did well and areas in which they still need to improve.
        iv. The critique process is a critical part of improving trainee performance. Failure to take critiques seriously demonstrates a lack of commitment to following the law and will factor into the termination vs. recycle recommendation.
    d. "Final" practical assessments are summative practical scenarios that assess trainees' ability to demonstrate an understanding of the inner and outer limits of the law related to stops, searches, arrests and investigations.
        i. Final scenarios incorporate a variety of legal concepts, all of which must be passed in order to proceed. Police must obey all of the law all of the time, therefore partial success is not a passing result.

ii. Remedial (2nd Chance) Scenarios - At the conclusion of final scenarios, trainees with any unmet objectives (uncorrected failures) get a remedial scenario. Prior to their remedial scenario, they must write a critique that explains in detail their understanding of the legal issues they had during their final practical scenarios.

iii. 2nd Remedial (3rd Chance) Scenarios - At the conclusion of remedial scenarios, trainees with any unmet objectives (uncorrected failures) get a remedial scenario. Prior to their 2nd remedial scenario, they must write a critique that explains in detail their understanding of the legal issues they had during their remedial scenarios.

iv. Recommendation - At the conclusion of 2nd remedial scenarios, trainees with any unmet objectives (uncorrected failures) will be recommended for recycle or termination.

I. In-Service Testing

1. Academic examinations for in-service training will be conducted by the Continuing Education sub-section Should any member of the agency, attending in-service training, fail to achieve a passing score of 70%, they will be provided an opportunity to review their training notes. The examination will then be administered a second time. The remedial examination will be a different examination and not an opportunity to take the same examination over again. Should the member fail to achieve a passing score again, their commanding officer will be notified and must reschedule the member for a subsequent in-service training session. Commanding officers of guest trainees will also be notified. Rescheduling of a guest will be determined on a case-by-case basis.
   a. Reexamination will be conducted under supervision designed by the Records/Compliance Unit. The examination will be administered via the digital testing platform. The previously prescribed length of time for the respective examination will be provided. Study materials must be removed from the testing area. The Records/Compliance Unit will be responsible for ensuring retention of the failing examination, as well as the reexamination documents.
   b. Exceptions to this procedure may be entertained by the E&T Director but will not be delegated to any other member of the E&T staff.

J. In-Service Training and Testing for E&T Members

1. In keeping with long standing E&T procedure, all sworn members are required to attend academic and firearms in-service training programs on a yearly basis. It is the responsibility of each member's immediate supervisor to ensure their subordinate(s) attend their designated in-service training course(s).
   a. To ensure that E&T is providing the best possible training and training experience to all members of the BPD, it is the preferred practice that all available members of E&T attend the first session of In-Service Training each year. The purpose of this is to ensure In-Service Training facilitators receive constructive feedback on the

program via a live pilot of the training, before an audience of trained facilitators. This live pilot will provide facilitators with helpful feedback for making any minor last-minute revisions to the training content and/or delivery, prior to delivering the training to outside members of the agency.

2. Each member of the Firearms Training Unit will be scheduled for specific weeks of academic in-service training. At the conclusion of that training, they will be given the academic examination by the In-Service Training supervisor, who will monitor the examination.
3. Members assigned to the Academics and Records/Compliance Units may be scheduled for specific weeks of in-service training or may attend on a class-by-class basis (depending upon specific program approval constraints). When the member has completed any class, they will inform their immediate supervisor. All examinations will be conducted by the In-Service Training supervisor.
4. All members of E&T attending annual firearms qualification will have their targets scored and recorded by the Commander of the Firearms Training Unit. The E&T Commander will personally witness and verify the annual qualification of the Firearms Training Unit Commander.

X. PARKING AT THE UNIVERSITY OF BALTIMORE

The purpose of this E&T directive is to establish a system for receipt, issuance, tracking, and payment for parking cards and parking vouchers used by BPD at the University of Baltimore (UB) parking garage at 1120 Maryland Avenue.

A. **BPD Fiscal Staff.** – BPD Fiscal Section is responsible for payment of parking invoices from UB related to the BPD Academy. Prior to payment of any UB parking invoice, BPD Fiscal will obtain written approval from the E&T Administrative Sergeant or designee of any UB parking invoice. BPD Fiscal will confirm the accuracy of the parking fees charged by UB and the application of any fee credits due from UB to BPD.

B. **E&T Staff** – E&T staff are issued UB cards that are used to enter and exit the 1120 Maryland Avenue parking garage. These cards also provide building access at UB.
   1. The E&T Administrative Sergeant is responsible for managing the system of obtaining, issuing, and retrieving UB cards for E&T staff and also approving payment of any UB parking invoice.
   2. Duties of the E&T Administrative Sergeant, or designee, include:
      a. Obtain UB cards from the University of Baltimore for E&T staff.
      b. Issue UB cards to E&T staff.
      c. Retrieve UB cards from E&T staff when they cease employment with the BPD or assignment to the E&T Section.
      d. In a timely manner, review and provide questions or written approval of any UB parking invoice related to UB cards.
      e. Track any parking adjustments to be credited to BPD from UB and communicate these credits to BPD Fiscal.
   3. E&T staff may only use their UB cards for parking at the 1120 Maryland Avenue parking garage when performing E&T duties at UB. Using the card to pay for parking while on personal or non-E&T business is prohibited.
   4. E&T staff may not use another E&T member's UB card, or loan a UB card to another BPD employee or non-BPD employee, for parking at the 1120 Maryland Avenue parking garage.
   5. E&T staff must surrender their UB card to the E&T Administrative Sergeant when reassigned from E&T or otherwise ceasing employment with the BPD.

C. **Recruits** – Entry-level trainees are issued UB cards that are used to enter and exit the 1120 Maryland Avenue parking garage. These cards also provide building access at UB.
   1. The E&T Administrative Sergeant is responsible for managing the system of obtaining, issuing, and retrieving UB cards for entry-level trainees.
   2. Duties of the E&T Administrative Sergeant, or designee, include:
      a. Obtain UB cards from the University of Baltimore for recruits in each entry-level training class.
      b. Obtain UB cards prior to the first day of entry-level training.

c. Deliver recruit UB cards to the Commander of the Entry-Level Training Unit or the designated Class Supervisor.

3. The Class Supervisor is responsible for issuing UB cards to recruit trainees, explaining how they are used, and retrieving UB cards when trainees graduate or otherwise cease employment or attending entry-level training.
4. The Class Supervisor is responsible for returning retrieved UB cards to the E&T Administrative Sergeant.
5. Recruits may only utilize their issued UB cards for parking when attending BPD-mandated training at UB, or if expressly notified by their Class Advisor to utilize the 1120 Maryland Avenue garage for another BPD-mandated training or event. Using the card to pay for parking while on personal business is prohibited.
6. Recruits may only utilize their own BPD-issued UB cards, and may not loan the card to another BPD employee or non-BPD employee.
7. Recruits must surrender their UB card to their Class Supervisor upon graduation or suspension or termination of entry-level training.

D. **BPD Members** – BPD members attending in-service training/continuing education at UB use a parking voucher system when utilizing the 1120 Maryland Avenue parking garage.

1. The E&T Administrative Sergeant is responsible for managing the system for receipt, issuance, tracking, and payment for parking vouchers used at the parking garage at 1120 Maryland Avenue by BPD members attending in-service training/continuing education at UB (see Section VII below for further details regarding parking vouchers).
   a. Duties of the E&T Administrative Sergeant, or designee, include:
      i. Obtain a supply of parking vouchers from the University of Baltimore for use by BPD members attending in-service training/continuing education at UB, and replenish the supply as needed.
      ii. Deliver to the Commander of the Continuing Education Unit, or their designee, each week, a supply of parking vouchers expected to meet the need for in-service training/continuing education for that week.
      iii. Retrieve from the Commander of the Continuing Education Unit, or their designee, each week, Parking Voucher Logs of vouchers issued to BPD members attending in-service training/continuing education at UB during the previous week.
      iv. Maintain a central record of parking vouchers issued to BPD members attending in-service training/continuing education at UB. This central record must account for each parking voucher obtained from UB.
      v. Conduct a monthly inspection of parking vouchers and parking voucher logs to ensure that vouchers are accounted for and have been issued properly.
      vi. In a timely manner, review and provide questions or written approval of any UB parking invoice

vii. Track any parking adjustments to be credited to BPD from UB and communicate these credits to BPD Fiscal.

2. The Commander of the Continuing Education Unit is responsible for managing the issuance and tracking of parking vouchers used by BPD members attending in-service training/continuing education at UB.
   a. Duties of the Commander of the Continuing Education Unit, or designee, include:
      i. Receive from the E&T Administrative Sergeant, or their designee, each week, a supply of parking vouchers expected to meet the need for in-service training/continuing education for that week.
      ii. Issue parking vouchers to BPD members attending in-service training/ continuing education at UB upon their presentation of a parking stub from the garage, and record the information required for the Parking Voucher Log as noted below in Section VI.
      iii. Provide to the E&T Administrative Sergeant, or their designee, weekly, Parking Voucher Logs of vouchers issued to BPD members attending in-service training/continuing education at UB during the previous week.
      iv. Ensure that the unit can account for each parking voucher received from the E&T Administrative Sergeant.

E. **E&T Guests** – Guest instructors and others making official visits to E&T at UB use a parking voucher system when utilizing the 1120 Maryland Avenue parking garage.

1. The E&T Administrative Sergeant is responsible for managing the system for obtaining, issuing, tracking, and accounting for parking vouchers used at the parking garage at 1120 Maryland Avenue by E&T guests.
   a. Duties of the E&T Administrative Sergeant, or designee, include:
      i. Obtain a supply of parking vouchers from the University of Baltimore for use by E&T guests, and replenish the supply as needed.
      ii. Maintain a Parking Voucher Log of vouchers issued to E&T guests.
      iii. Account for each parking voucher obtained from UB for use by E&T guests.
2. Eligibility for E&T guest parking will be determined by the Commander of the E&T Section or designee(s).

F. Parking Vouchers

1. When entering the parking garage at 1120 Maryland Avenue, BPD members attending in-service training/continuing education at UB, and E&T guests, receive a parking stub at the automated entry gate. They should bring that stub with them to E&T at UB as evidence of their need for a parking voucher. When they exit the parking garage, they will first scan their parking stub, and then their parking voucher, as means of payment for parking.
2. Parking vouchers may only be used at the 1120 Maryland Avenue parking garage.
3. Parking vouchers are for one-time-use only.

4. Parking vouchers have their date of issuance printed on them. This date is not an expiration date.
5. Parking vouchers are billed to BPD at the time of issuance to E&T (not when they are issued to members attending E&T training or when they are actually scanned/used).
6. Per the UB/BPD Parking Agreement, only 180 parking vouchers including recruit parking cards may be utilized per day.
7. E&T must be able to document the issuance of each parking voucher for accountability and auditing purposes.
8. Parking vouchers are obtained by E&T from the UB Parking Office.
    a. Requests should include the number of parking vouchers and the date(s) needed. Twenty-four hour notice is preferred. Contact parking@ubalt.edu.
    b. Multiple dates may be requested at one time.
    c. Parking vouchers are prepared by the UB Parking Office. They will notify the requesting party that vouchers are available. The receiving party must acknowledge receipt of the vouchers.
    d. The UB Parking Office will verify the number of parking vouchers allowable to the requesting party based on daily availability of 180 parking vouchers including recruit parking cards.
    e. If the number of parking vouchers allowable is exceeded with the request, the UB Parking Office will notify the Administrative Sergeant or designee.
    f. Expired parking vouchers can be exchanged for new vouchers at no cost. The expired voucher must be surrendered to UB Parking Office staff.
9. The following information must be documented on a Parking Voucher Log for every parking voucher issued:
    a. Date the parking voucher was issued.
    b. Title of the training course/program the member is attending (or the purpose of the E&T guest visit).
    c. The # printed on the parking voucher.
    d. Name, signature, and BPD sequence # of the member (or name and signature of the E&T guest) issued the parking voucher.
    e. BPD sequence # and initials of the E&T member issuing the parking voucher.

PARKING VOUCHER LOG **TRAINING EVENT:** **DATE:**

VOUCHER #	MEMBER NAME (PRINTED)	MEMBER SIGNATURE	MEMBER SEQ#	SEQ# OF E&T MEMBER ISSUING VOUCHER	E&T MEMBER INITIALS

XI. POLICE CADET PROGRAM

The Police Cadet Program is governed by BPD Policy 209. The duties of the E&T Cadet Coordinator are to oversee the orientation, training, and placement of Police Cadets within the BPD. In addition, the Cadet Coordinator is liaison to Baltimore City Community College regarding educational opportunities for cadets, and liaison to the BPD Recruitment Section regarding efforts to attract 18-20 year-olds to the cadet program.

XII. FUNERAL PROTOCOLS

It is the duty of E&T to provide a sufficient contingent of personnel and resources to the funeral services of all line-of-duty deaths of sworn members of the Baltimore Police Department.

A. General Responsibilities
   1. Event Planning will be conducted by the Personnel Service Board who will determine the appropriate assignments of personnel and resources. This will include contingencies from E&T, Honor Guard, Traffic Unit, and Funeral Coordinator.
   2. E&T will be responsible for the coordination of parking at the initial ceremony location, as well as the interment site, if applicable.
      a. Upon receipt of the commitment required from E&T, the E&T Commander will further assess the contingency to ensure adequate staffing of the funeral event's needs, by liaising with the F.O.P., Funeral Coordinator, and Honor Guard.
      b. A permanent-ranked supervisor will be assigned by the E&T Commander to coordinate the section's role in these events. A minimum of two full-duty E&T officers will be assigned to each location where the event will take place. Additional personnel assignments will be at the discretion of the E&T Commander or designee.
      c. All full-duty sworn members of E&T, attending or working the event, will wear the Class "A" uniform with white dress gloves, badge with mourning band, nameplate, eight-point hat and either Corfams or well-polished smooth-toed boots. Additionally, the departmental duty-belt will be worn and stripped of all equipment, save for the duty holster, service weapon, and belt keepers. Members should minimize, or altogether refrain from, the wearing of non-prescription sunglasses.
      d. All sworn E&T personnel, assigned to coordinate parking at any site, will also don their departmental radio with affixed safety mic and earpiece.
      e. Non-sworn members of E&T, and sworn members who are not of full-duty status, will wear appropriate formal dress attire, if assigned by their command to attend or support the funerary event.
      f. E&T staff assigned to the initial ceremony site, will respond to the site in advance of any services, as to efficiently coordinate on and off-site parking for all sworn members and civilians in attendance. Additionally, and if applicable, any funeral procession vehicles will be staged by the staff of this E&T contingency, to provide a clear and orderly exit for the procession upon its departure from the site. Any and all procession lead vehicles, designated by the funeral coordinator and/or family of the dearly departed, will be given priority when arranging parking accommodations.
      g. E&T staff assigned to a secondary site for interment will respond to the site in advance of any services, to efficiently coordinate parking for the arriving funeral procession. Any and all procession lead vehicles, designated by the funeral

coordinator and or family of the dearly departed, will be given priority when arranging parking accommodations.

h. Police Officer Trainees will be utilized for parking coordination and control and, if in Class "A" uniform, utilized to supplement the ranks of other sworn personnel in attendance, or to form a receiving gauntlet for the funeral procession at a secondary site.

i. The assigned supervisor will conduct inspections of all E&T personnel assigned to the funeral service, to ensure compliance with uniform standards and clear understanding of all assignments.

j. The assigned supervisor will designate personnel, in advance of any scheduled funeral services, to thoroughly clean and inspect any vehicles or other equipment that will be utilized for the event(s). The Ceremonial Unit supervisor will conduct a follow-up inspection of these vehicles and equipment to ensure compliance.

XIII. NON-BPD TRAINING FACILITIES

With the multitude of training programs hosted by E&T it often becomes necessary to solicit the use of facilities not owned or operated by the BPD. These facilities are often referred to as off-site training facilities.

A. Memorandum of Understanding
   1. To ensure protection of BPD personnel, as well as host facilities and their controlling parties, it is required that any training intended to be conducted at a facility not owned or controlled by the BPD will first establish a Memorandum of Understanding (MOU). At a minimum, these MOU's must detail:
      a. BPD's intended use of each facility, specifying the scope of the use.
      b. Training to be conducted on the premises and corresponding safety plans for each.
      c. Specialized equipment to be utilized, if any.
      d. Dates and times of use.
      e. The maximum number of personnel that may utilize the facility at any one time.
      f. Any costs associated with the use of each facility.
      g. Specific liability considerations, and what parties are to be held responsible for damages and/or injuries sustained at each facility.
   2. Training conducted by E&T is not permitted at a facility that is not owned or operated by the BPD, without an MOU that has been approved by the E&T Commander.