

**Baltimore Police Department
Chief of Staff Response**

Case # 21-0050-I



BALTIMORE POLICE DEPARTMENT



Brandon M. Scott
Mayor

Michael S. Harrison
Police Commissioner

February 23, 2022

Isabel Mercedes Cumming
Office of the Inspector General
City Hall, Room 635
100 North Holliday Street
Baltimore, MD 21202

RE: BPD Response to [REDACTED] Unit Command Authority (21-0050-I)

Dear Ms. Cumming,

Thank you for your report regarding the [REDACTED] Unit and the complaint involving of mismanagement of resources and potential violation of General Orders. Ensuring that procurement and grant procedures are properly followed is paramount, and ensuring proper handling of equipment and operational tools is imperative. OIG Report 21-0050-I identified the following concerns:

- 1) The OIG investigation revealed that a standard operating procedures (SOP) was submitted for the [REDACTED], but not the [REDACTED]. The grant authority required that SOP must be submitted for the [REDACTED] and the [REDACTED].
 - a) **Corrective Action:**
 - i) The employee referenced in the report was counselled by his supervisor in 2020 and the other employee involved on the policy side has since been terminated
 - ii) The OIG identified that procurement was in compliance; however, applicable BPD commanders and sections should have known about the procurement. As a result, please see item 3 below that requires all purchases to be formalized regardless of the dollar value.
 - iii) The [REDACTED] Section [REDACTED] has since required all purchases to go up through the chain of command for approval, regardless of funding source.
- 2) The [REDACTED] Officer may have neglected his duty to report those procurements as required by BPD General Order 01-87 *Control, Inventory and Accountability of Property*. BPD General Order 01-87 Item#6 clearly states that a BPD Commanding Officer must report in writing to the BPD Property and Fiscal divisions upon receipt of property not originating from within the BPD.
 - a) **Corrective Action:**
 - i) The employee was counselled by his supervisor in 2020
 - ii) The [REDACTED] (SOS) has since required all purchases to go up through the chain of command for approval, regardless of funding source.
 - iii) The [REDACTED] Commander has requested a full inventory of all assets by April 1, 2022.
 - iv) All employees and have read and signed off on BPD General Orders within PowerDMS.
 - (1) In addition, BPD will put out reminder communication to commanders of the requirements of BPD General Order 01-87 Item#6

3) In February 2022, our Chief Financial Officer released the following message to all BPD employees:

Subject: All BPD Purchases must have a P.O.: No P.O., No Purchase
To: All BPD Employees

All BPD employees must adhere to the following process to purchase items or services, no matter the dollar value of the purchase. All department purchases must go through the proper chain of command for approvals and a Purchase Order (P.O.) must be issued for any and ALL purchases. A P.O. ensures that you have the purchasing authority to procure an item or service as outlined in the City's Administrative Manual (AM-308-1).

1. Identify the need within your unit/department and discuss with your supervisor(s). The supervisor should check to ensure that there is money in the unit's budget to cover the purchase.
2. Obtain a written quote from the vendor/supplier of the item or service. Note all vendors must be pre-approved and registered with the CitiBuy, the City of Baltimore's purchasing system.
3. Once the need for the item or service has been approved within the unit/department and a quote received, the head of that unit/department must complete a form 95 (Justification) and a form 128 (Itemized List).
 - o Both forms must be signed by a Captain or above.
4. Send the completed forms (with all approval signatures) and the vendor quote through your chain of command for all necessary approvals.
5. All items/services requested by sworn BPD members must be reviewed and approved by the Police Commissioner's office.
6. Once the Police Commissioner's office has approved the purchase, all paperwork must be delivered to the BPD Purchasing Office. To avoid delays, scan and email the documents to BPDPurchasing@Baltimorepolice.org.
7. BPD Fiscal conducts a budget check to ensure that there is money in the unit's budget to cover the purchase. The request will be denied if there is no money in the budget to cover the purchase.
8. Once the request is approved by BPD Fiscal, a BPD tracking number is assigned and provided to the requestor.
9. The request is reviewed by BPD Fiscal and if all documents are in order, BPD Fiscal will initiate the request in the system and the City's Bureau of Purchasing will issue a Purchase Order (P.O.) for the item or service.

This message was sent to all employees in both email and using our policy compliance tool, PowerDMS which requires a read receipt to acknowledge the message has been read.

We believe that the above corrective actions clarifies for our members any confusion about the proper procedures, and future instances where something like what occurred with the [REDACTED] will result in disciplinary action for failure to follow the guidance sent out by our Fiscal Division.

Thank you for your attention to this matter. If any further information is required, please let our office know.

Sincerely,



Eric Melancon
Chief of Staff
Office of the Police Commissioner
Baltimore Police Department