

**EXECUTIVE ORDER
OF THE MAYOR OF BALTIMORE CITY**

Revised: September 7, 2010

WHEREAS, all City employees are first and foremost public servants;

WHEREAS, it is reasonable for the citizens of Baltimore and City government workers to demand honest, forthright and safe interactions with City employees;

WHEREAS, it is therefore essential that all employees of the City of Baltimore realize and maintain the highest levels of integrity and public confidence, and contribute to a safe work environment;

WHEREAS, absent proper precaution, arrests or conviction of criminal offenses of City employees have the potential to disrupt the workplace and undermine worker integrity, public confidence and personal safety;

WHEREAS, integrity, public confidence and a safe work environment are best achieved by prompt and accurate reporting of arrest and/or conviction of criminal offense(s), whether occurring during working or non-working hours;

NOW THEREFORE, I, STEPHANIE RAWLINGS-BLAKE, Mayor of the City of Baltimore, by virtue of the authority vested in me, do hereby issue the following REVISED EXECUTIVE ORDER:

1. A City employee shall notify his/her Agency Human Resource Officer within 24 hours of his/her arrest or conviction for any criminal offense other than a minor traffic offense. Any traffic offense that involves the use of alcohol or drugs or is punishable by incarceration shall not be considered minor.
2. A City employee shall keep his/her Agency Human Resource Officer informed of the status of his/her criminal proceeding.
3. The Agency Human Resource officer shall promptly notify his/her Appointing Authority of an employee's arrest or conviction of a criminal offense.
4. Within 72 hours of learning of an employee's arrest or criminal conviction, the Agency Human Resource Officer shall convene an informal conference, which shall include the employee (or his/her authorized representative) if possible, to determine whether the criminal conviction undermines or interferes with the employee's ability to perform the functions of his/her position. If the employee is unavailable for work due to his/her arrest and/or incarceration, the

employee shall use his/her accumulated leave (excluding sick leave) to cover the period of absence.

5. If the employee's arrest or conviction undermines or interferes with the employee's ability to perform the functions of his/her position, the employee shall be suspended pending the outcome of the criminal charges, or pending his/her informal conference. The Appointing Authority in his/her sole discretion shall determine whether the suspension is with or without pay.

6. Any violation of this EXECUTIVE ORDER is sufficient grounds for disciplinary action, including termination from City employment.

7. The City's Human Resource Director shall convene a committee to develop a comprehensive Administrative Policy in line with this Executive Order. This committee shall be comprised of the Baltimore City Labor Commissioner, the Human Resources Director, the Head of the Law Department's Employment Practice Group, and the Mayor's Chief of Staff. The committee shall submit its recommended Administrative Policy to the Mayor for her review within thirty (30) days of this EXECUTIVE ORDER.


8. This EXECUTIVE ORDER shall be distributed to all City of Baltimore Agencies, for distribution to their employees, and posted on all appropriate City websites, no later than five (5) days from the date of this EXECUTIVE ORDER.

IT IS SO ORDERED.

IN WITNESS WHEREOF, I HAVE HEREUNTO
PLACED MY HAND AND THE GREAT SEAL
OF THE CITY OF BALTIMORE, THIS
9th DAY OF September 2010.


STEPHANIE RAWLINGS-BLAKE, MAYOR

Approved as to Form and Legal
Sufficiency by the Law Department
Of the City of Baltimore


George A. Nilson
City Solicitor