




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE:** This policy is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

<b>Number</b> 1-5		<b>Effective Date</b> March 20, 2023	<b>Review Date</b> March 10, 2020	<b>Reviewing Division</b> Administration
<b>Subject</b> <b>RELATIONSHIPS WITH OTHER AGENCIES</b>		<input type="checkbox"/> New Policy  <input type="checkbox"/> Amends  <input type="checkbox"/> Replaces  <input checked="" type="checkbox"/> Revised		This policy shall apply to personnel assigned to the following divisions:  <input checked="" type="checkbox"/> All Personnel  <input type="checkbox"/> Patrol Division  <input type="checkbox"/> Administration Division  <input type="checkbox"/> Investigation Division
<b>References</b>  VLEPSC: ADM.14.01 - .02  CALEA				
 _____ Chief of Police or Designee		_____ March 20, 2023 Date		

**I. PURPOSE**

The purpose of this policy is to establish procedures and responsibilities for liaison and maintaining communication between the Department, neighboring law enforcement agencies, and other criminal justice or social service agencies, both public and private.

**II. POLICY**

The Department's community oriented policing philosophy involves a range of practical methods to control crime while relying on community involvement and support. The Department's promotion of democratic values, accountability, and integrity require communication with the community. Without this communication, the Department cannot respond to the priorities of our citizens. Establishing and maintaining an effective liaison and open channels of communication between the Department, neighboring law enforcement agencies, criminal justice agencies, and social services agencies are essential first steps to sustaining cooperation and good will. This liaison can break down barriers and results in savings and improved law enforcement operations.

**III. PROCEDURES**

**A. Relationships With Other Criminal Justice Agencies:**

1. All Department personnel shall maintain harmonious working relations and communication with the commonwealth's attorney office, public defenders, all courts, court clerks' officers, probation and parole officers, adult detention center and juvenile detention center employees, victim advocacy shelters and organizations, and any other criminal justice agencies.

2. Any serious policy or procedural problems or differences with another agency or its personnel, shall be brought to the attention of the Deputy Chief of Police, who will meet with appropriate personnel of these agencies to resolve problems.
3. During any investigation, questions of law or criminal procedure shall be addressed to either the Commonwealth's Attorney or City Attorney. Questions on law enforcement procedure shall be addressed to the Chief of Police or his/her designee.
4. All criminal and traffic cases referred to either the Commonwealth's Attorney or City Attorney, which result in a decision not to prosecute or to dismiss due to Department mishandling, shall be carefully reviewed and appropriate corrective action taken. The Commonwealth's Attorney and City Attorney have been asked to bring such cases to the attention of the Chief of Police and the Deputy Chief of Police.
5. The Department shall provide all possible information, assistance, and support allowed by law to other agencies. All Department personnel shall assist and cooperate with all federal, state, and local law enforcement agencies in every way possible allowed by law.

B. Referrals

Department personnel often encounter adult or juvenile citizens who need specialized help that the Department cannot give such as marriage counseling, mental health counseling, welfare assistance, and assistance in handling civil matters. When these situations arise, Department personnel shall refer the person to the most qualified agency to deal with the problem. Some of those agencies include:

1. Domestic Violence Shelter;
2. Winchester Department of Social Services;
3. Salvation Army;
4. Northwestern Community Services;
5. American Red Cross;
6. Project Lifesaver
7. Concern Hotline; and
8. Social Security Administration.