



City of Manassas Police Department General Duty Manual



Effective Date: 07-29-2011	GENERAL ORDER	Number: 01-12
Subject: Intergovernmental Relations		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed 09-07-2017 General Order 2-1 Dated: 11-03-2000		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To establish and maintain effective channels of communication between the Department and other law enforcement, criminal justice and referral agencies.

POLICY:

Establishing and maintaining effective liaison and open channels of communication between the Department, neighboring law enforcement agencies and other criminal justice and referral agencies are essential first steps in improving cooperation. Effective liaison can overcome barriers that may exist and can result in savings, improved communication, and more efficient law enforcement operations.

DISCUSSION:

N/A

PROCEDURE:**I. Criminal Justice Agencies**

- A. All members of the Department should assist and cooperate with all federal, state, and local law enforcement agencies in every way possible allowed by law.
- B. It is the responsibility of all employees to maintain harmonious working relations with the Commonwealth's Attorney, City Attorney, Prince William County Juvenile and Domestic Relations Court, General District Court, Circuit Court, respective clerk's offices, Probation and Parole Office, Prince William County Sheriff's Department, Prince William County Police Department, City of Manassas Park Police Department, Prince William / Manassas Regional Adult Detention Center, and all other criminal justice and governmental agencies. The Department normally provides all possible information, personnel, assistance, and support to these agencies allowed by law.
- C. The Planning and Resource Management Lieutenant is the Department's liaison to the courts, City Attorney and the Commonwealth's Attorney, for matters affecting the Administrative Services Division and the Patrol Services Division.
- D. The Commander of the Investigative Services Division is the liaison to the courts, City Attorney, Commonwealth's Attorney, and various federal law enforcement agencies (i.e., FBI, DEA, U.S. Attorney's Office, etc.) for matters affecting the Investigative Services Division.

Effective Date: 07-29-2011	GENERAL ORDER	Number: 01-12
Subject: Intergovernmental Relations		Page: 2 of 2

- E. In the event of any serious policy or procedural problem, or conflict with another criminal justice agency or its personnel, the appropriate liaison officer should be notified. The liaison officer should meet with affected personnel in order to resolve problems, keeping the appropriate Division Commander and the Chief of Police informed of progress as necessary.
- F. Any criminal case, which is dismissed, or nolle prosequi due to alleged Department mishandling is thoroughly reviewed by the appropriate Division Commander. The Office of Professional Standards may investigate allegations of serious misconduct. The review process and appropriate corrective action, if necessary, is documented in these cases.
- G. Officers should be well prepared and cooperative when dealing with the office of the City Attorney or Commonwealth's Attorney. When the need arises to meet with personnel of either office, officers are required to coordinate appointments prior to the court date on serious offenses, be on time, have the subject for discussion planned in advance, and keep conversations brief.
- H. In contested misdemeanor cases, the officer(s) involved should meet with the City Attorney prior to trial. In contested felony cases, the officer meets with the Commonwealth's Attorney or Assistant.
- I. During any police investigation or during prior planning for arrest, or pretrial stages, any questions of law or criminal procedure should be addressed to the City / Commonwealth's Attorney or Assistant. Questions on police procedure should be addressed to the appropriate supervisor.

II. Other Agencies

- A. The Chief of Police maintains liaison with a variety of civic groups and assigns staff level officers as liaison with other governmental agencies as appropriate by function or assigned duties.
- B. In the event that a multi-jurisdictional task force is organized for the purposes of investigation or controlling criminal activity, the Department may participate in such task force, provide information and / or personnel, and cooperate in any manner as approved by the Chief of Police.
- C. Officers of the Department often encounter persons, either adult or juvenile, who need specialized help that the Department can not provide, i.e., marriage counseling, mental health counseling, welfare counseling, civil assistance, etc. When, in the best judgment of the officer this situation arises, the person in need of services should be referred to the most qualified agency or resource to deal with the problem.
 - 1. To assist in identifying appropriate agencies, all officers online access to the "Quick Guide," which is published by the Northern Virginia Regional Commission at <http://www.novaregion.org/index.aspx?nid=281>

Attachments: N/A.

Index as: Relationships with Other Agencies
 Liaisons
 Courts
 Intergovernmental Relations
 Agencies
 Multijurisdictional Task Forces
 Civic Organizations
 Law Enforcement Agencies

References: N/A.