



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **RELATIONSHIPS WITH OTHER AGENCIES**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

It is the policy of Cottage City police department to maintain open channels of communication with neighboring law enforcement agencies, other criminal justice agencies, and both public and private social service agencies. Effective liaison and open channels of communication are essential steps toward cooperation, which is the backbone of successful law enforcement. The Chief and the lieutenant are responsible for maintaining liaison with other law enforcement agencies.

II. RELATIONSHIP WITH OTHER CRIMINAL JUSTICE AGENCIES

- A. It is the responsibility of all department personnel to maintain harmonious working relations and communications with the Cottage City Attorney, the State's Attorney, the Public Defender, respective Clerk's offices, local probation and parole officers, the Central Processing Unit, and any other criminal justice agencies. Members of the police department will provide all possible information, assistance, and support allowed by law to those agencies.
- B. All employees of the Cottage City police department will assist and cooperate with federal, state, and local law enforcement agencies in every way possible allowed by law.
- C. Any serious policy or procedural problems with the personnel of another agency will be called to the attention of the Lieutenant and/or the Chief, who will meet with appropriate personnel of these agencies in order to resolve the problems.

- D. The Cottage City Attorney is under contract with the Town. Personnel are required to obtain approval from the Chief prior to contacting the Cottage City Attorney.
- E. In every contested felony or misdemeanor case other than traffic, the officer involved will meet with the State's Attorney or his assistant to discuss the case prior to trial.
- F. During any police investigation, or during planning for arrests or pre-trial stages, any questions of law or criminal procedure will be addressed to the appropriate State's Attorney, or to the Chief or Lieutenant who will address the issue with the Cottage City Attorney. Questions concerning police procedure will be addressed to the Lieutenant or the Chief.
- G. Criminal cases referred to the State's Attorney which result either in a decision not to prosecute or which are dismissed due to police department mishandling will be carefully reviewed and appropriate corrective action taken. The State's Attorney has been asked to call such cases to the attention of the Chief of Police.
- H. The Cottage City police provide police support as required at fire and rescue scenes in the City. Liaison between the Cottage City police and the County fire department is the responsibility of the Lieutenant who will meet at least semi- annually with a fire department representative. He shall ensure that proper support is provided and that all personnel maintain harmonious working relationships.
- I. The Chief attends and participates in all meetings with the State Highway Administration which address problems related to traffic safety and highway use.
- J. Although no specific pre-trial release programs exist locally, the Annotated Code of Maryland, Public Safety Article § 2-102, provide a procedure for releasing persons from custody by issuing a citation under certain circumstances.
- K. If a multi-jurisdictional task force is organized for the purpose of investigation or controlling criminal activity, the Cottage City police department will participate, provide information, personnel if appropriate, and cooperate in another manner as approved by the Chief.
- L. The Maryland State Probation and Parole Office periodically distribute flyers to our department indicating those people who are to be released into the community. This information is to be posted on the memo board and reviewed by all employees. The Lieutenant is responsible for all probation and parole activities. Any questions or problems concerning probation and parole will be brought to the attention of the Lieutenant.

III. REFERRALS

Officers of the City police department often encounter citizens, both adult and juvenile, who need specialized forms of assistance which the police department cannot give, e.g. physical abuse counseling, marriage counseling, mental health counseling, assistance in handling civil matters, etc. When in the best judgment of an officer these situations arise, the citizen should be referred to the most qualified agency to deal with the problem.

IV. LIAISON MEETINGS

The purpose of these meetings is to exchange information and establish liaison with criminal justice representatives from area jurisdictions.

- A. The Chief will attend the monthly Prince Georges County Criminal Justice Coordinating Commission meetings and the monthly Law Enforcement Committee meetings of that Commission.
- B. The Lieutenant will attend the monthly CRLEAA meetings
- C. The Chief and/or the Lieutenant will attend other liaison meetings as appropriate.