



*Office Of The Sheriff*  
**Allegany County**  
*Maryland*

GENERAL ORDER NO: **7-100.00**

TO: All Patrol and Judicial Personnel

RE: **INTERAGENCY LIAISON**

**PURPOSE:** The Sheriff's Office is committed to cooperation with other agencies in the Criminal Justice System, as well as with other service organizations. Establishing contact procedures with other agencies will allow for information exchange, enhancing the ability to meet the needs of the citizenry.

EFFECTIVE DATE: 2003

REVISION DATE: 3/1/2016

**7-101.00      The Sheriff's Office will establish liaison with the following Criminal Justice agencies, but not limited to:**

.01      Adult/Juvenile Courts

A.      The daylight Lieutenant will be assigned to serve as a liaison deputy to both District and Circuit Courts with the following responsibilities:

1.      To interface with the court systems on matters of court scheduling for deputies.
2.      To periodically contact court personnel to ascertain any problems that may exist in operations between the office and the courts.
3.      To supervise the distribution of summons to deputies.

.02      State's Attorney's Office

A.      The daylight Lieutenant will be assigned to serve as a liaison with the State's Attorney's Office with responsibilities to include:

1. Problems encountered by the State ' s Attorney ' s Office in contacts with deputies will initially be reported to the liaison. The liaison will also relay valid complaints from deputies involving the State ' s Attorney ' s Office, to the State ' s Attorney.
2. Maintain contact with the State ' s Attorney ' s Office to monitor deputies ' level of proficiency in case preparation and court testimony.
3. Individual deputies will contact the State ' s Attorney ' s Office at least three (3) days before a major criminal or traffic case goes to trial to discuss prosecution and ensure that evidence and witnesses will be available for court.
4. In the event a State ' s Attorney declines to prosecute or dismisses a case for the reason of mishandling by the investigating deputy, the case will be reviewed by the Shift Supervisor or his designate. The review will include a conference between the Shift Supervisor, the State ' s Attorney, and the investigating deputy. If the reason for dismissal is deemed to be from deficient court testimony or poor case preparation, a plan for remedial training will be formulated by the Training Coordinator and submitted to the Sheriff within five (5) days of notification.

.03 Probation/Parole Departments

- A. Daylight Shift Supervisor will be a liaison to the Parole and Probation offices with responsibilities to include:
  1. Periodic contact with personnel at Probation and Parole agencies to determine how cooperation may be improved and to engage in problem solving discussions, if necessary.
  2. Individual deputies are encouraged to utilize probation and parole information by personal contact or by accessing the CJIS SYSTEM (Criminal Justice Information System) through the appropriate communications personnel. Such information could prove useful in ongoing investigations. Deputies are encouraged to relay applicable information to Parole/Probation officials regarding subjects under their supervision.

.04      Adult/Juvenile Correctional Agencies

- A.      The Shift Supervisor's will work as liaison to the correctional facilities in the county with responsibilities of:
  - 1.      Establishing a point of contact in each correctional facility in the county to discuss cooperation/problems of mutual concern, and methods to further cooperation. Facilities in Allegany County include:
    - a.      Allegany County Detention Center
    - b.      Juvenile Holding Facility
    - c.      Western Maryland Correctional Institute
    - d.      Federal Correctional Institute

**7-102.00      LIAISON WITH OTHER LAW ENFORCEMENT AGENCIES**

.01      Contact with other enforcement agencies will include:

- A.      Day-to-day contact between deputies and members of other departments. Deputies are encouraged to assist members of other law enforcement agencies when the need arises, and to share relevant information. Such activities will result in increased operational support between enforcement agencies.
- B.      The office will assist other agencies as requested and when feasible in notifications, investigations, pursuits, etc.
- C.      Specialty units within the office are encouraged to make contacts with their counterparts in other agencies; i.e., Training, Accident Reconstruction, Crime Prevention, etc.
- D.      The Sheriff will maintain an active membership in organizations that foster contact and cooperation between agency heads; i.e., National and Maryland State Sheriffs' Associations.

- E. Agency personnel will attend joint training sessions with other agencies whenever possible; i.e., FBI satellite training, inter-agency conferences in the State; i.e., conferences on regional problems of drugs, robberies, etc.
- F. Agency administrators are encouraged to establish contacts with counterparts in other agencies in the county.
- G. The Sheriff's Office will make in-service training activities available to other law enforcement agencies in the county, particularly smaller agencies with no training unit.

**7-103.00 LIAISON WITH EMERGENCY/RESCUE SERVICES**

- .01 Lieutenants will assign personnel to act as liaison with emergency and rescue services. Duties of liaison personnel will include attending banquets, meetings, and training sessions when appropriate of the emergency service organizations. Liaison personnel will coordinate training requests from emergency services organizations to the Office; i.e., Fire Police, Fire companies, Rescue companies.
- .02 Through such contact with emergency services organizations, information will be exchanged on:
  - A. Traffic control techniques
  - B. Emergency services operation in a crime scene area
  - C. Hazardous material operations
  - D. Responsibilities of different agencies at various types of situations.

**7-104.00        REFERRALS TO OTHER AGENCIES**

.01        The objective of the Sheriff 's Office is to provide the citizens of Allegany County with the best law enforcement services possible with resources available. At times, citizens may best be served by referring them to another agency, which can better address their needs. The criteria for referral will be whether another agency, by virtue of its expertise or responsibility, is better equipped than the Sheriff 's Office to address the situation. Examples of activities which may be better served by a referral would include, but not be limited to:

- A.        Counterfeiting referred to Secret Service
- B.        Income Tax Evasion to Internal Revenue Service
- C.        Arson to the State Fire Marshal 's Office
- D.        Consumer fraud to Maryland State 's Attorney Office Consumer Fraud Division
- E.        Referrals to District Court for issuance of Ex Parte action in applicable domestic situations.
- F.        Generally, when a deputy has sufficient probable cause to make an arrest, the subject will be processed in accordance with agency policy and existing law. However, deputies often come into contact with subjects who have committed no criminal act, but who are in need of assistance because of conditions such as alcoholism, domestic or financial strife, etc. Deputies will refer such people to an agency, which can better give appropriate assistance. The agency may be private, non-profit, or governmental.
- G.        When investigating cases involving juveniles, the deputy may, if appropriate, recommend the parents and/or attempt to divert the juvenile away from criminal activity through one of the social service agencies. At times, intervention by an agency equipped to address a particular problem will be more apt to correct a situation than formal charging and judicial adjudication. Also, the deputy should, if appropriate, make recommendations to the Department of Juvenile Justice regarding a charged juvenile. The decision to take referral action will of course be influenced by the nature/seriousness of the crime, the juveniles past history, and the wishes of the victim.

- H. Under certain circumstances when dealing with adults who have committed a criminal act, deputies are confronted with a situation where arrest and confinement does not appear to be the most beneficial action to take. In such situations, the deputy may use discretion in choosing alternative actions utilizing referrals to service organizations in lieu of incarceration. Again, the totality of the circumstances must be considered in making the decision to refer instead of charging. Examples may include:
  - 1. Mentally or emotionally disturbed people
  - 2. Alcoholics
  - 3. Domestic Strife victims
  - 4. Transient or homeless people
- I. Pre-Trial Release: The only time the Sheriff ' s Office directly releases a subject after an arrest is in the case of a Driving While Intoxicated Offense when the subject is released to a responsible person after signing his/her citation(s). As a matter of law, all other pre-trial releases from arrests are governed by Maryland Rules 4-216 dealing with first appearances, District Court Commissioners, and bond or personal recognizance. Sheriff ' s Office personnel have minimal influence in those actions.

**7-105.00      INTERAGENCY PLANNING**

- .01 Traffic Advisory Council
  - A. The Sheriff will appoint an agency representative to the Traffic Advisory Council which is comprised of personnel from law enforcement agencies and roads departments. The Council discusses problem traffic areas in the county and possible solutions through traffic engineering or enforcement.
- .02 The office will actively support civilian groups involved in traffic safety endeavors by providing training, or participating in other special programs as approved by the Sheriff.

**7-106.00 AGENCY COORDINATION OF LIAISON OFFICERS**

- .01 Activities of representatives will be supervised by the Shift Supervisor's. Areas of concern developed through contacts of liaison deputies will be brought to the attention of the Supervisor as soon as possible.
- .02 The Shift Supervisor, or his designee, will maintain and distribute a list of members appointed as liaisons and the agencies they are assigned. This list will be updated whenever a change in assignments occurs.

By Order Of:

Craig A. Robertson, Sheriff