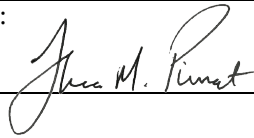


| LEESBURG POLICE DEPARTMENT<br>REGULATIONS AND GENERAL ORDERS MANUAL |                            |                                                                                                             |
|---------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------|
| General Order Number:<br>112                                        | Section:<br>ADMINISTRATION | Effective Date:<br>JANUARY 2021                                                                             |
| Title:<br><br>LIAISON WITH OTHER AGENCIES                           |                            |                                                                                                             |
| Accreditation Standards:<br><br>ADM.14.01, ADM.14.02                |                            |                                                                                                             |
| Review Date:<br><br>JANUARY 2024                                    | Total Pages:<br><br>2      | Chief of Police:<br><br> |

I. LIAISON WITH CRIMINAL JUSTICE AGENCIES

- A. The Leesburg Police will work in conjunction with other criminal justice agencies and public safety partners in and around the jurisdiction in order to provide the best possible service to the community. Assistance and cooperation can only be achieved by a positive exchange of information with other criminal justice agencies, the courts, Commonwealth's Attorney, Probation and Parole, correctional agencies and other public safety, and emergency services agencies as necessary. Department personnel are provided with contact numbers for both public and private resources and are encouraged in the course of their duties to establish contact with the various organizations when such contact will aid either the organization or the Department. The Department also maintains, in the Communications Center, a comprehensive list of contacts for our criminal justice, emergency services, and public service agencies. The Department will participate in meetings with other public safety agencies as appropriate to best facilitate effective working relationships and achieve the overall goal of mission.
- B. Court Liaison.
  1. The Department will provide to each court the scheduled court days for the Leesburg Police. The Department will provide to the Commonwealth's Attorney's Office on a weekly basis, as necessary, an updated listing of Unavailability Dates for Circuit Court for the Leesburg Police. Officers are responsible for notifying the Department's court liaison of planned training or annual leave that may affect court scheduling. Scheduling conflicts are inevitable but they are manageable. Officers shall notify their supervisor and the prosecuting attorney when conflicts develop. The Office of the Commonwealth's Attorney will seek a continuance of the case when appropriate. Unresolved conflicts shall be brought to the attention of the officer's supervisor. When an officer is unable to attend a trial due to illness, the officer shall notify the Commonwealth's Attorney's office and the clerk of court promptly, so that a continuance may be granted and witnesses notified to cancel their appearance. In the event the officer is unable to make the required notifications, the officer shall notify the on-duty team supervisor. The team supervisor shall then notify the Commonwealth's Attorney's Office and the clerk of court. Officers are urged to communicate with court personnel and the prosecutor's office so that when conflicts develop, action is taken promptly and the criminal justice system operates more efficiently.
  2. The Leesburg Police Department court liaison shall communicate with the clerks of court and ensure all appropriate documents are exchanged and forwarded between the Leesburg Police and the court system.
- C. Commonwealth's Attorney Liaison.
  1. Officers shall meet with the appropriate Commonwealth's Attorney prior to trial on every contested case. Officers shall coordinate their appointments in advance, be on time, have subjects for discussion planned in advance, and keep conversations brief.
  2. During any police investigation, or during prior planning for arrest, or pretrial stages, any questions of law or criminal procedure shall be addressed to the Commonwealth's Attorney.
  3. Criminal cases referred to the Commonwealth's Attorney which results in a decision not to prosecute, or which are dismissed due to departmental mishandling, will be reviewed by the officer's supervisor and the respective Division commander. Corrective action will be taken in an attempt to prevent similar occurrences.

D. Probation & Parole Liaison.

The Field Operations Division commander or designee is responsible for all probation and parole activities. The Loudoun County Probation and Parole Office periodically will provide informational documents to the Department indicating people who are to be released into the community. These documents will be distributed in an appropriate and confidential manner for situational awareness. Supervisors are encouraged to review this information with their staff. Questions or problems concerning probation or parole shall be brought to the attention of the Field Operations Division commander or designee.

E. Correctional Agency Liaison.

The Field Operations Division commander or designee is responsible for liaison with the Loudoun County Sheriff's Office and Juvenile Intake. All documents received from these agencies will be reviewed by the Field Operations Division commander or designee.

II. LIAISON WITH LAW ENFORCEMENT AGENCIES

The division commanders or their designee shall be responsible for maintaining liaison with other law enforcement agencies pursuant to their organizational responsibilities. The Leesburg Police will assist any law enforcement agency with any lawful request that does not conflict with departmental policy and procedures.

III. LIAISON WITH LOUDOUN COUNTY FIRE AND RESCUE

The Leesburg Police will provide support at fire and rescue scenes and during the investigation of arsons when requested by Loudoun County Fire and Rescue. The Field Operations Division commander is responsible for liaison with Fire and Rescue. The Field Operations Division commander or designee will meet periodically with a representative of Fire and Rescue. Questions or problems in this area shall be brought to the attention of the Field Operations Division commander.

IV. PUBLIC AND SOCIAL SERVICES AGENCIES

The Information Services supervisor will maintain a current guide of various public and social service agencies in Loudoun County. The guide will be kept in the Communications Center and will be available to communications technicians and officers. Personnel shall familiarize themselves with these agencies and utilize their services with appropriate referrals.

V. CRIMINAL JUSTICE AND SOCIAL SERVICE DIVERSION PROGRAMS

Departmental personnel are encouraged to participate as board members or advisors when requested by any criminal justice or social service diversion program. If such a request is made, and the departmental personnel would like to participate, a memorandum should be forwarded through the chain of command to the Chief of Police for approval. The Leesburg Police will provide whatever assistance it can to criminal justice or social service diversion programs when such requests are made.