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**ADMINISTRATIVE DIRECTIVE – 101.019**  
**RELATIONSHIPS WITH OTHER AGENCIES**

**EFFECTIVE DATE: September 4, 1992**

**REVISION DATE: June 27, 2001**

**REVIEW DATE: February 1, 2006**

**AFFECTS: All Personnel**

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**I. PURPOSE**

This directive outlines the responsibilities of various departmental personnel in maintaining positive working relationships with other police, judicial, civic, governmental, and social service agencies.

**II. POLICY**

The Plano Police Department is committed to establishing and maintaining effective channels of communication with other criminal justice and social service agencies. This directive establishes guidelines and procedures for cooperation between the Department and other agencies.

**III. PROCEDURES**

**A. Criminal Justice Agencies**

Through the normal course of department operations and correspondence, the Department will maintain ongoing liaison with other criminal justice agencies including, but not limited to:

1. Local adult and juvenile courts
2. Collin County District Attorney's Office
3. Probation and parole agencies
4. Adult and juvenile correctional agencies

**B. Law Enforcement Agencies in Adjoining Jurisdictions**

Cooperation with other law enforcement agencies can enhance the likelihood that wanted persons will be apprehended and facilitate the exchange of information in criminal investigations. An example of such cooperation would include department member participation in area intelligence meetings hosted by various agencies. Through the normal course of department operations and correspondence, the Department will maintain liaison with other law enforcement agencies in adjoining jurisdictions or agencies that may have concurrent jurisdiction. These agencies will include:

1. Garland Police Dept.
2. Richardson Police Dept.
3. Allen Police Dept.
4. Carrollton Police Dept.
5. Frisco Police Dept.
6. Dallas Police Dept.
7. McKinney Police Dept.
8. Murphy Police Dept.
9. Parker Police Dept.
10. Collin County Sheriff's Dept.
11. Denton County Sheriff's Dept.
12. Dallas County Sheriff's Dept.
13. Department of Public Safety, Highway Patrol
14. Department of Public Safety, Texas Rangers

**C. Plano Fire Department**

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Through the course of normal operations, police department employees will participate in providing services with the fire department. Employees are encouraged to bring forth any suggestions that could enhance or improve providing services in joint police/fire operations. Formal meetings between staff officers of the police and fire departments will be conducted as warranted.

**D. Referrals to Criminal Justice, Public and Private Social Services**

1. During the course of operations, police officers may encounter situations where the persons whom they deal with may need help that is best provided by another law enforcement or social service agency. While no directive could address all circumstances that could occur, in situations where officers feel that a referral could be possible they should consider the following factors:
  - a. Seriousness of the offense or situation being handled
  - b. Previous criminal record(s)
  - c. Physical/mental state of persons involved
  - d. If the best interests of the victim, suspect and the criminal justice system would be served through other means of disposition
2. Three alternative methods to custodial arrests available to Plano Police officers include the Juvenile Notice to Appear / Warning Notice, Notice to Appear and Traffic Warning Notice. Specific guidelines for use of these documents can be found in the Reports and Forms Manual.
3. Officers should always consult their immediate supervisors if any questions arise concerning the appropriateness of utilizing referrals to other law enforcement or social service agencies.

**E. Public and Social Service Agency Resources and Services**

The Information and Referral Center of Plano publishes a very comprehensive listing of public and private social service providers in their publication entitled "Collin County Cares." Copies of this publication are maintained in the Juvenile Unit of the Criminal Investigative Services Division and Planning and Research. Employees seeking further information about available services should contact one of these units.

**F. North Central Texas Council of Governments Criminal Justice Policy Development Committee**

The City of Plano is a member city of the North Central Texas Council of Governments (NCTCOG), headquartered in Arlington, Texas. The Council of Governments acts as the administrative agency concerning criminal justice grants as provided through the Governor's Office. The Chief of Police serves on the Criminal Justice Policy Development Committee which reviews Criminal Justice Grant Applications submitted by area agencies. Funds for the city's participation in the North Central Texas Council of Governments are budgeted through the non-departmental city budget code.

**G. Traffic Safety Groups**

1. The City Council of the City of Plano has established the City's Transportation Advisory Committee which is comprised of seven city residents appointed by the City Council. Included in the duties of the Transportation Advisory Committee are receiving and considering information of a traffic safety nature that they may be made aware of and to make recommendations to those public officials who can administer and implement corrective action on matters of traffic safety and traffic congestion. The police department assists the Commission through the attendance of the Patrol Services Traffic Sergeant at Commission meetings. The Traffic Sergeant will provide a written summary of Commission meeting activities and recommendations to the Chief of Police.

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2. The police department will also cooperate with other agencies or groups involved in traffic safety. The Department will provide whatever assistance and information it can to such agencies towards the continuation of traffic safety efforts. These groups may include:
  - a. Department of Public Safety, Highway Patrol
  - b. Texas Department of Highways and Public Transportation
  - c. American Automobile Association, Pedestrian Safety Survey

**H. Correspondence**

Any formal letter correspondence from the Department to other criminal justice or social service agencies shall be in compliance with the provisions stipulated in Administrative Directive 101.010.

**I. Involvement in Task Forces**

Any time Departmental personnel are assigned to participate in an investigative task force on an on-going basis, either within the Department or with other participating agencies, participants will establish a memorandum of understanding, a statement of objectives or a written agreement which includes at a minimum:

1. the purpose of the task force;
2. the defining authority, responsibilities and any specific written agreements;
3. accountability of duties;
4. identification of available resources; and
5. a means of evaluating the results of the task forces for determining the agency's continued participation.