



INTRA-AGENCY COOPERATION		
✓ new: rescinds: amends:		cross-reference: accreditation standards: NYSLEAP Standard(s): 55.5
effective date: July, 2022	amend date:	

I. PURPOSE

The purpose of the Order is to establish guidelines to ensure a constant line of communication between the various divisions of the Tompkins County Sheriff's Office.

II. POLICY

A. It shall be the policy of the Tompkins County Sheriff's Office to maintain a constant line of communication between the various divisions by using the following procedures:

1. Monthly staff meetings will be held for the purpose of exchanging information between divisions and apprising the Undersheriff and Sheriff of the status of each division.
 - a. The Lieutenant from each division will attend these staff meetings to include administrative staff meetings, sergeant staff meetings and investigator staff meetings.
2. The Investigations Division will make available necessary information for uniform personnel that has a bearing on investigations in their patrol zones, so that they will be alert for information that could assist in a successful conclusion of an investigation.
3. When necessary and available, an investigator will attend the Uniformed Patrol Division's shift briefings to provide pertinent information. If unable to attend, investigative personnel will provide written memos to patrol supervisors with pertinent shift briefing information. This may also be accomplished by uploading a Department Bulletin in PowerDMS.
4. Sheriff's Office personnel shall ensure communication between divisions in accordance with Office policies to include *G.O. 702 Administrative Notifications*, *G.O. 1002 CID Availability & Response*, and *G.O. 1008 Intelligence Gathering and Sharing*.

By Order Of

Derek Osborne
 Sheriff