

NEW CANAAN POLICE DEPARTMENT

SUBJECT: INTER-AGENCY LIAISON

GENERAL ORDER NUMBER: 00-02-109

FILE: ADM 4.2

ROLE & RESPONSIBILITY

I PURPOSE/POLICY

The purpose of this order is to establish guidelines and procedures that will assist in maintaining cooperation between this agency and other governmental or social agencies, and provide for input to determine the extent of social service intervention.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the supervisory and command staff to insure it's compliance.

III PROCEDURES

A. Effective channels of communication are essential in establishing cooperation between agencies that have a common purpose. In areas where there are overlapping responsibilities, these channels of communication promote a better understanding of individual problems and provide a conduit for resolving these problems.

1. It shall be the responsibility of the Commander of the Investigations, or his/her designee, to maintain liaison with:
 - a. The prosecuting attorneys at Norwalk and Stamford Superior Courts, both at the adult and juvenile levels;
 - b. The Office of Victims Services;
 - c. Probation and parole agencies;
 - d. Correctional agencies;
 - e. Federal criminal justice/law enforcement agencies
2. Procedural liaison can be accomplished by informal contacts, telephone notifications, and meetings as directed by the office of the Chief of Police. The purpose of these contacts is to advance the interests of the mutual law enforcement objectives.

- B. The Chief of Police, through his membership and participation in the International Association of Chiefs of Police, Connecticut Chief's of Police Association and other organizations, will provide input for the effective planning and coordination of the police department's contribution in the overall criminal justice efforts.

IV. REFERRALS TO OTHER AGENCIES

- 1. There are many situations that develop that require intervention that goes beyond what might be considered a typical police response. Often, a resolution is best achieved by a referral to a social service agency. Social Service Agencies such as, but not limited to, crisis intervention, family and individual counseling, homeless shelters, runaway shelters, and housing for spousal abuse victims, have been established to provide a diversionary pathway for remedial assistance.
- 2. Referrals to these agencies shall be based upon an officer's evaluation of a particular situation and will be handled on a case by case basis. Such referrals may involve;
 - a. Adults and/or juveniles who are not subject to criminal prosecution.
 - b. Adults and/or juveniles who are the subject of criminal prosecution. In these cases, the officer shall document the referral in the Incident/Arrest report, thereby informing the State Attorney's Office of the extent of intervention recommended and/or provided.
- 3. In order to assist in these types of referrals, officers may utilize the "New Canaan Cares" Community Service Directory or similar directory located in the Communications Center. Officers may also utilize the Town of New Canaan's Department of Human Resources (telephone 972-2318) and/or "211 Infoline" for further assistance.

V DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VI EFFECTIVE DATE

This general order approved by the Police Commission on November 15, 2000 and is effective November 15,2000.

Per Order

Edward J. Nadriczny
Chief of Police