

## CAMBRIDGE POLICE DEPARTMENT

**Title:** ***RELATIONSHIPS WITH  
OTHER AGENCIES***

**Procedure: 2.303**

**Date Issued:**

**Revised:**

### **PURPOSE:**

To develop and maintain an effective working relationship with other law enforcement, criminal justice, social and peripheral support agencies.

### **POLICY:**

Establishing and maintaining effective channels of communication between law enforcement agencies and other agencies are essential first steps in improving cooperation. The Police Department shall attempt to develop a liaison with other agencies interested in similar concerns involving the criminal justice system.

### **PROCEDURE:**

#### ***LIAISON WITH CRIMINAL JUSTICE AGENCIES***

1. The goals and objectives of the Police Department cannot be achieved without the assistance and cooperation of other criminal justice agencies.

2. Assistance and cooperation can only be achieved by positive exchange with local juvenile and adult courts; prosecutors; probation and parole agencies; and adult and juvenile correctional agencies.

3. Officers of this Department are expected to cooperate fully with members of the Prosecutor's Office in the preparation and prosecution of criminal cases. However, should a Prosecutor decline to prosecute a case, or cause a case to be dismissed, because of alleged mishandling by a member of this Department, that case will be reviewed by a Staff Officer.

4. Officers shall bring to the attention of their supervisor any case the Prosecutor declines to prosecute because of alleged

mishandling. Supervisors shall forward all documentation to a Staff Officer. If necessary, a meeting between the Staff Officer and the States Attorney will be held to review the case.

5. Members of this Department should, as a matter of routine, run a record or criminal check and request a Criminal History upon arresting a suspect.

6. Department members are encouraged, in the course of their duties, to establish contact with the various criminal justice agencies when such contact will aid either the criminal justice agency or the Department.

7. The Chief of Police, or his designee, shall attend meetings hosted by the Courts and Prosecutor to discuss matters of mutual concern. Information regarding any changes in policy, procedures or the law will be disseminated to all personnel.

#### ***LIAISON WITH LAW ENFORCEMENT AGENCIES***

1. Law enforcement agencies should assist and cooperate with other federal, state and local police departments. Such cooperation facilitates the exchange of information needed in criminal investigations, helps develop joint plans for dealing with matters of common concern and the sharing of statistical and support services.

2. The Chief of Police, or his designated representative, will attend regularly scheduled meetings of criminal justice and public safety agencies. These meetings enable participants to discuss matters of mutual concern, review policies

and procedures, and to plan for events of a multi-jurisdictional nature. Those meetings regularly attended include:

**LIAISON WITH THE FIRE DEPARTMENT**

1. The Chief of Police and Fire Chief, or their designees, will meet on an as needed basis, to discuss mutual problems and concerns about the operation of the Communications Center, joint policies and procedures for mutual response to fires, medical emergencies or disaster calls.
2. Weekly staff meetings and bi-monthly board meetings will provide an opportunity for both chiefs to communicate on a regular basis.
3. Members of the Police Department shall, during joint operations, cooperate fully with members of the Fire Department. Should any problems arise the on scene supervisor should attempt to resolve the issue immediately. All matters that create operational problems between the Police and Fire Departments will be documented and brought to the attention of a Staff Officer.

**LIAISON WITH COMMUNITY SOCIAL SERVICE AGENCIES**

1. Law enforcement officers, in the course of performing their duties, often encounter people in need of help that can best be provided by another criminal justice agency or a social service agency.
2. Exercising sound discretion based on one or more of the following criteria should guide those in need of help to the appropriate agencies.
  - Assessment of the person's need through discussion or observations.
  - Request by the person, or relative for specific help.
  - The necessity of immediate aid.
3. A list of Social Agencies serving County is located in the Communication Center. These agencies include assistance for family crisis intervention, detoxification, drug dependency, family and individual counseling and shelter care for domestic violence victims.

4. Criminal justice and social service diversion programs are viable and appropriate alternatives in the disposition of certain cases involving both juveniles and adults. Personnel are reminded that referrals must be consistent with legal restrictions and Department procedures regulating officer discretion. Officers should consider the following when dealing with:

**JUVENILES**

- The disposition of crimes involving juveniles should be in accordance with Department procedures:
- Verbal reprimand and then turned over to parents or guardians.
- Arrest and release to parent or guardian.
- Arrest and release to Juvenile Services.
- Refer to a social service agency.
- Arrest and charge as adult as mandated by State Law. .

**ADULTS**

- In cases involving certain mitigating circumstances, officers are reminded that an alternative to physical arrest would be the issuance of an Ordinance citation. Referral to social service resources, in certain cases, where prosecution is not a viable option, i.e., drug abuse, alcohol abuse, mental health issues.
- Officers are reminded that there is little discretionary authority available for felony cases.

**REGIONAL SERVICES**

1. This Department shall participate in and submit to the Federal Bureau of Investigation and the Maryland State Police required fingerprints of arrested persons.

2. This Department shall participate in MILES and NCIC. This provides information on criminal suspects, stolen property and can assist in the apprehension of wanted subjects and recovery of property.

4. This Department shall participate in the Uniform Crime Reporting system. This provides information on trends in crime and arrest rates, and increases the accuracy in the Uniform Crime Report as compiled by the FBI.