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	SUBJECT RELATIONSHIPS WITH COMMONWEALTH ATTORNEY AND OTHER AGENCIES/REFERRALS		EFFECTIVE DATE 01/11/2021
			OVERSIGHT Professional Standards
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P 501 dated 10/05/04.	

I. PURPOSE:

To establish procedures and responsibilities whereby members of the Hampton Police Division will communicate and cooperate with neighboring law enforcement agencies and other criminal justice and/or social service agencies, both public and private.

II. POLICY:

Establishing and maintaining effective channels of communication between the Hampton Police Division and other agencies is essential in improving cooperation. Good liaison can break down barriers that may exist and promote cooperation, coordination and efficiency among law enforcement agencies and other authorities. To this end, the Hampton Police Division encourages all members in the performance of their various duties, to establish and maintain meaningful working relationships with appropriate authorities.

III. PROCEDURE:

A. Relationships with other Criminal Justice Agencies:

1. It shall be the responsibility of all Police Division personnel to maintain harmonious working relations and communications with the Commonwealth's Attorney's Office; General District, Juvenile and Domestic Relations and Circuit Courts; respective Clerk's offices; local Probation and Parole Offices, Hampton Sheriff's Department; Juvenile Court Services Office; City Attorney's Office; and other criminal justice agencies. The Police Division will normally provide all possible information, assistance and support to these agencies allowed by law.
 - a. In the event any serious differences or policy and procedural problems arise with another agency, these will be brought to the attention of the court liaison officer and their respective branch commander. The branch commander will notify the court liaison officer of any problems that should arise. The court liaison officer will coordinate assistance to resolve the problem with the involved agency.
 - b. All members of the Police Division will submit reports and attend meetings with the Commonwealth's Attorney and City Attorney's

APPROVED:
CHIEF OF POLICE



Office as required. Officers will arrive promptly for appointments and be properly prepared to discuss the case.

- c. During police investigations, or during prior planning for arrest or pretrial stages, questions of law should be addressed to the Commonwealth's Attorney or one of his/her Deputy Commonwealth Attorney's. Questions concerning police procedures will be addressed to supervisors or unit commanders.
- d. Drug cases: Officers that arrest individuals for the possession of drugs or narcotics shall file a completed case as outlined in Policy and Procedure 708.
 - 1) The Office of the Commonwealth's Attorney prosecutes all felony cases that involve juveniles or adults for possession or distribution of drugs. In order to prosecute such cases effectively, the Commonwealth's Attorney must have a complete account of the events surrounding the arrest.
 - 2) In all cases where an individual, juvenile or adult is arrested for a felony possession or distribution of drugs, a case file will be compiled by the arresting officer. A copy of this case file will be forwarded to the Office of the Commonwealth's Attorney by Investigative Services.
 - 3) Misdemeanor marijuana cases will be the responsibility of the Commonwealth's Attorney Office. A copy of this case file will be forward to the office of the Commonwealth's Attorney by Investigative Services. .
- e. Nolle-Prossing Charges: Whenever a member of the Hampton Police Division places charges against any person whether they be adult or juvenile, the officer must be prepared to pursue those charges through the court system. If, for any reason, the officer decides that the charges should be nolle-prossed, he must comply with the following procedure:
 - 1) The officer must contact either the Commonwealth Attorney or the City Attorney depending upon which has jurisdiction and notify the court liaison officer.
 - 2) The officer must explain to the prosecuting attorney the reason that he is seeking to nolle-pross the charges and obtain the prosecuting attorney's approval.
 - 3) If the charges are nolle-prossed, the officer must submit a special report to the Chief of Police through normal supervisor channels. The report will contain an explanation as to why the charges were nolle-prossed.

- f. The Professional Standards Commander will maintain liaison with the Commonwealth Attorney’s Office by way of the Court Liaison Officer and the court system for coordinating review of criminal cases.
 - 1) The Professional Standards Commander, through the Court Liaison Officer, will contact the Commonwealth’s Attorney and the courts to ascertain if any problem areas exist in the quality or prosecution of cases and introduce new techniques for developing information and evidence for prosecution.
 - 2) This contact is to be made preferably every six months and will not exceed twelve months.
 - 3) The Court Liaison Officer is staffed by a sworn police officer holding the rank of Sergeant. They will serve as an intermediary between the Hampton Police Division and the Offices of the Commonwealth & City Attorneys.
- g. Any criminal cases in which the Commonwealth’s Attorney declines to prosecute or dismisses, due to mishandling by members of the Police Division, will be brought to the attention of the Chief of Police by way of the court liaison officer where circumstances of the case will be carefully reviewed and appropriate corrective action taken.
- h. All members of the Hampton Police Division will assist and cooperate with Federal, State and local law enforcement agencies in every way possible to the extent allowed by law.
- i. The Communications Section will be responsible for Police Division participation in local and regional law enforcement communications and information systems such as:
 - VCIN (Virginia Criminal Information Network)
 - NCIC (National Crime Information Center)

Due to the traditional role of the Communications Section as a link between calls for service and operational response to such calls, the Communications Section will cooperate and interact with other agencies, authorities and citizens in a positive manner.
- j. In the event a multi-jurisdictional task force is organized for the purpose of investigating or controlling criminal activity, the Hampton Police Division will participate, provide information, personnel, and cooperate with such operations as approved by the Chief of Police.

2. TASK FORCES (Investigative) - The successful closure of crime

patterns occasionally require efforts that extend beyond routine personnel deployment. Forming task forces is one proven method for police to address such issues. If an investigative Task Force is formulated, whether within the Division or as a mutual effort involving multiple agencies, the following guidelines shall be accomplished:

- a. Identify the purpose of the task force
- b. Define the authority, responsibility and written agreements
- c. Supervisory oversight of the task force
- d. Establish accountability.
- e. Officer safety information
- f. Identification procedures for task force participants
- g. Identify all available resources, staffing & equipment
- h. Evaluate results and the need to continue if necessary.

B. Non-Criminal Justice Agencies and Referrals:

1. The Police Division will periodically meet with fire officials in order to develop plans and coordinate efforts as they relate to public safety matters.
2. The Operations Branch Commanders Staff shall maintain liaison with agencies involved in traffic safety to the extent that Operations Staff representatives will attend meetings, seminars and other events for the purpose of gathering information and providing input relevant to traffic law enforcement objectives.
 - a. This mutual concern and participation provides a united approach to traffic safety and efficient highway use.
 - b. The Operations Branch Commanders Staff will establish and maintain positive working relationships with the American Automobile Association, National Safety Council, Hampton Roads Traffic Safety Specialists Association, Hampton Transportation Commission, Hampton Roads Transit, Department of Motor Vehicles, National Transportation Safety Board, Hampton Traffic Engineering and any other agency impacting traffic safety or highway use.
3. All members of the Police Division will notify, assist and cooperate with the Department of Social Services when appropriate and in accordance with existing policy and procedure.
4. Officers often encounter citizens, adult and juvenile, who need specialized forms of assistance that the Police Division is unable to provide (i.e., mental health counseling, welfare assistance, assistance in handling civil matters, etc.) When these situations arise, officers should refer the citizen to the most qualified agency which is capable of dealing with the problem. Communications maintains a current list of telephone numbers for such organizations.

