



# Town of Lexington

## Police Department

<b>Subject:</b> Relationship with Other Agencies	
<b>Effective Date:</b> 05-01-2010	<b>Review Date:</b> Annually
<b>By Order of:</b> Mark J. Corr, Chief of Police	

### Policy & Procedure

# 3A

## GENERAL CONSIDERATIONS AND GUIDELINES

The Lexington Police Department supports the concept of establishing and maintaining good relationships with other agencies, both within and outside the criminal justice system. By enhancing the spirit of cooperation between agencies, the Department will improve its ability to provide quality police services in situations involving a need for interagency planning, coordination and action.

## PROCEDURES

### I. LIAISON RESPONSIBILITIES

- A. Local Adult and Juvenile Courts
  - 1. The Lexington Police Prosecutor shall serve daily in the Concord District Court and, as necessary, the Framingham Juvenile Court, and shall be responsible for the Department's liaison with the adult and juvenile court network.
  - 2. The Police Prosecutor shall assist and confer with the Probation Department, Clerk Magistrates, Judges, and the Assistant District Attorneys assigned to the courts.
  - 3. When appropriate, the Police Prosecutor will insure that police reports, physical evidence, witnesses and other information are available when needed.

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4. The Police Prosecutor, and any officer whose duties include youth services, shall maintain contact with the Probation Officers responsible for juvenile affairs. When appropriate, information and recommendations will be provided to the Probation Department in order to assist the Court in proper disposition of juvenile cases.
  5. Any problems or issues that cannot be resolved by the Police Prosecutor should be brought to the attention of the Detective Lieutenant.
- B. In addition to the above liaison activities, the Chief of Police or a designee will attend regional or county meetings that specifically address matters and issues before the courts.

## **II. PROBATION, PAROLE AND CORRECTIONAL FACILITIES**

- A. The Detective Commander is responsible for the Department's liaison with the Corrections Department, Parole Officers, the State Bureau of Identification, and Probation Officers.
- B. The Detective Commander shall regularly share information and inquire about the status of known offenders within the community, as well as those individuals currently incarcerated.
- C. When known offenders pose a danger or threat to the community, the Detective Commander will provide the Chief of Police and other members of the command staff appropriate notice.

## **III. LOCAL LAW ENFORCEMENT AGENCIES**

- A. Many crimes are multi-jurisdictional in nature and require cooperation and coordination between adjoining jurisdictions in order to successfully prevent and control crime. All members of the Lexington Police Department will be committed to maintaining a quality relationship with neighboring law enforcement agencies.
- B. The Detective Bureau Commander shall be responsible for the Lexington Police Department's liaison with other law enforcement agencies in all matters involving criminal investigations. These liaison duties will include:
  1. Coordinating any investigations of a joint nature or spanning jurisdictional boundaries;
  2. Sharing intelligence information which may help solve or prevent serial crimes, drug or gang activity, organized crime, or other criminal offenses; and

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3. Participating in professional organizations and meetings organized to identify, investigate and prosecute regional offenders.
  4. Liaison with Hanscom Air Force Base security forces and Office of Special Investigations (OSI).
- C. The Captain of Operations shall:
1. Ensure that information concerning wanted persons, missing persons, criminal or other police information is properly received and/or shared with other agencies by means of the Criminal Justice Information System (CJIS), telephone, fax or otherwise;
  2. Maintain a liaison with federal, state and other affected agencies when:
    - a. Protection is necessary for visiting dignitaries;
    - b. Mutual aid or support is necessary to handle large scale events such as major disasters, civil disorders, or terrorist threats; or when
    - c. Special events such as parades, major highway detours, etc. require multi-jurisdictional planning and staffing.
- D. Whenever possible, the Commanding Officer of a duty shift shall provide police assistance to any law enforcement agency making a lawful and legitimate request for aid within Lexington. Mutual aid outside the boundaries of Lexington shall be governed by the Department's **"Requesting Assistance and Mutual Aid"** policy (Chapter 2-B of this **Manual**).
- E. Any officer who receives or develops information of criminal activity, in **any** jurisdiction, shall document and report the information to their Commanding Officer. The Commanding Officer shall have the discretion of reporting the information to the Captain of Operations, Detective Commander, or directly to the law enforcement agency which has jurisdiction in the matter.

#### IV. COMMUNITY BASED JUSTICE (CBJ)

- A. The District Attorney's Office is expressly required to conduct CBJ meetings by statute, according to M.G.L. c.12 s. 32(a). The statutory purpose of CBJ is "to coordinate efforts of the criminal justice system in addressing juvenile justice."

- B. There are two components to a CBJ meeting. Members discuss court-involved youth who have been identified as being more likely to pose a threat to their community as well as individual youths whose conduct raise concern.
- C. The group may consist of representatives from the DA's Office, Schools, DCF, Probation and the Lexington Police Department. The Detective Commander should attend as well as the Prosecutor, Detectives whose jobs address youth issues and the School Resource Officer(s).

**V. TOWN DEPARTMENTS**

- A. The Chief of Police shall attend regularly scheduled meetings with the Deputy Town Manager and Senior Managers. When necessary, the Chief of Police will discuss and resolve problems, which may arise between the Police Department and other Town departments.
- B. The Captain of Operations, or a designee, shall be responsible for:
  - 1. Maintaining a liaison with the Fire Department and other Town departments for the purpose of coordinating daily operations;
  - 2. Participating in informational forums and training sessions; and
  - 3. Preparing procedures for controlling hazardous materials and spills, aircraft crashes, or other civil defense emergencies. These procedures shall outline the Police Department's duties and responsibilities as they relate to other Town departments.
- C. The Detective Commander, or a designee, shall serve as the liaison officer with the Fire Department when arson investigations are involved.

**VI. TRAFFIC SAFETY ORGANIZATIONS**

- A. The Captain of Operations shall serve as a liaison with any state or local traffic safety organizations. These liaison duties will include:
  - 1. Membership in the Lexington Traffic Safety Advisory Committee (TSAC) chaired by the Traffic Safety Engineer employed by the Town of Lexington. The Committee studies safety concerns and proposals, and makes regular reports and recommendations to the Board of Selectmen.
  - 2. Coordinating the data collection and dissemination of information to any sanctioned organization working to improve traffic safety.
- B. Whenever possible, an Officer(s) with suitable training and experience will attend and make traffic safety presentations to local organizations.

## VII. ADULT AND JUVENILE REFERRALS

- A. Lexington police officers often respond to calls or encounter situations where people are in need of service not available from the Lexington Police Department. In these instances, the proper action is often a prompt and accurate referral to a public or private agency better equipped to assist the individual in need.
- B. Referrals shall be made to the proper criminal justice agency in situations where the Lexington Police Department has no jurisdiction.
- C. In any police response, Lexington police officers will take whatever action is legal and necessary to alleviate any potentially dangerous situation. If further resolution of the situation is best achieved by referral to a public or private social service agency, then the Lexington Police Department will:
  - 1. Contact a referral agency and follow departmental procedures as they pertain to specific cases or mandatory reporting situations (for example: protective custody, child or elder abuse).
  - 2. Advise the individual of agencies best suited to assist with specific difficulties (counseling services, welfare, etc.)
- D. Juvenile referrals shall be directed by the Detective Commander with recommendations from the Prosecutor and School Resource Officer(s). The juvenile diversion program may also be used as outline in Chapter 44 of this **Manual**.

## VIII. REFERRAL AGENCIES

- A. There are numerous public and private social service agencies, which provide assistance to people in need. Unfortunately, many people are unaware or unable to contact these agencies. It is an important responsibility of the Lexington Police Department to provide referral information.
- B. The Captain of Administration shall be responsible for obtaining the most current listing of referral agencies.
- C. When referral information is needed, officers should consult with the Commanding Officer in order to identify an appropriate resource. This resource information will be made available whenever a person requests this information. If the person has difficulty or is otherwise unable to decide what to do, a social service agency should be contacted. (It is better to provide helpful information and give the person in need the option of using the information).