

## TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



<b>TITLE: Relationship with Other Agencies</b>		<b>Number: 626</b>
<b>Effective Date: March 18, 2002</b>		<b>Review Date:</b>
New	X Amends	Rescinds
		<b>General Order 626, dated December 07, 2001</b>
Authority: Chief Thomas W. Anderson		CALEA STANDARDS 2.1.1, - 2.1.4
		Total Pages 3

01. **Purpose:** To establish procedures and responsibilities for maintaining open channels of communication between the Takoma Park Police Department, neighboring law enforcement agencies and other criminal justice and/or social service agencies, both public and private.

02. **Policy:** Establishing and maintaining effective liaison between the Takoma Park Police Department and neighboring agencies are essential first steps in improving cooperation. Constructive liaison can break down barriers that may exist and can result in improved and more efficient and effective law enforcement operations.

### 03. **Relationships with Other Criminal Justice Agencies:**

A. It shall be the responsibility of all Department personnel to maintain good working relations and communications with all criminal justice and social service agencies.

1. Serious policy/procedural differences or problems with other agencies will be called to the attention of the Chief of Police, who will meet with appropriate personnel or take other action to resolve such problems.

2. When dealing with the Montgomery County States Attorney's office, employees will coordinate appointments and prepare for any discussion in advance.

3. During any investigation or during planning for arrest, or pre-trial deliberations, questions of law or criminal procedure will be addressed to the States Attorney's office.

B. The patrol Operations Commander will meet semi-annually with Takoma Park Fire and Rescue officials and will ensure that good working relations prevail. The Department will provide police support as necessary at fire and accident scenes, and will jointly investigate arsons.

C. The Chief of Police, or designee, will participate in meetings to address problems relating to traffic safety and efficient highway use. The Chief of Police will participate in regional traffic safety programs sponsored by the State Highway Administration and the Washington Area Council of Governments.

**04. Sharing Intelligence:** The Criminal Investigations Commander or designee will coordinate quarterly with neighboring jurisdictions to share and collect intelligence information.

**05. Referrals:** Police officers will encounter persons who need special help (e.g. marriage or mental health counseling, welfare assistance, legal assistance, etc...). Whenever possible, the citizen should be referred to the proper agency using the City's victim assistance brochure. As mandated by State law, any victim of violent crime will also be given a copy of the State Criminal Injuries Compensation Board pamphlet.

**06. WMATA Police Farecards:**

A. The Metro Transit Police Department and the Takoma Park Police Department have executed a Memorandum of Understanding to provide Police Fare Media Cards for use of sworn officers of the Takoma Park Police Department. The cards afford free transportation on Metrobus and Metrorail, in accordance with the WMATA Tariff, as amended.

Procedures for this agency are as follows:

1. Once obtained, the cards will be held by the Administrative Services Division for issuance to individual officers, as requested.
2. Administrative Services shall maintain a record of all cards received, and to whom they are issued, along with the date. Upon leaving the agency, Administrative Services will collect the card or the appropriate fee for its replacement.
3. The cards will be signed by the officer, and are to be used only by that officer. They are not transferable.
4. Officers may use the card for transportation on the system by displaying it, and their credentials, to a Metro Bus Operator or a Rail Station Manager.
5. Lost or stolen cards shall be documented on a Takoma Park Form 10, if as a result of a crime occurring within Takoma Park, or on a Form 108 if either lost, or missing as a result of a crime occurring elsewhere.
6. The fee to the agency for replacement of the card should it be lost or stolen is \$200 for the first replacement, or \$400 for the second or subsequent replacement. Officers shall be responsible for the reasonable protection of the cards against theft or loss, and are subject to disciplinary measures should there be neglect on their part in a case of loss or theft. Damaged cards will be replaced at no charge by WMATA.

7. While traveling on Metrobus or Metrorail, within jurisdictional limitations, officers will respond to all crimes, which occur in their presence, including quality of life issues such as fare evasion, eating, drinking, or smoking violations. Officers are not expected to take any enforcement actions not authorized by law, or in violation of existing mutual aid agreements, memorandum of understanding, or departmental policy.
8. Officers taking any police action, including verbal warnings, will advise the Metro Transit Police Communication Division without delay. A ledger of local police activity is maintained in the Transit Police Communication Division.
9. While traveling on the system, Officers shall not occupy a seat while regular paying passengers are forced to stand.
10. Law enforcement action taken by non-uniformed police will be in accordance with the standards identified in the Council of Governments Model Policy for Casual Clothes (adopted 5/24/95). A copy of this policy will be distributed with each card.
11. Officers using the farecard shall display their badge and credentials upon request of any Metro Transit Police Officer, WMATA Bus Operator, or WMATA Station Manager.