

TITLE: COOPERATION/LIAISON WITH OTHER AGENCIES/PARTICIPATION IN DIVERSION PROGRAMS

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PURPOSE

The purpose of this directive is to encourage, promote and maintain cooperation between the Department and various criminal justice and social service agencies.

DISCUSSION

Interagency cooperation, coordination and planning are indispensable assets. It is important for Department personnel to be cognizant of the various resources and services at their disposal.

POLICY

It is the policy of the Santa Fe police Department to cooperate and make every attempt to initiate, foster and improve liaison with other law enforcement and/or public service agencies in matters of mutual interest.

PROCEDURE

All members of this department should cooperate with and make every attempt to initiate, foster and improve liaison with other law's enforcement and/or public service agencies in matters of mutual interest. Such cooperation enhances:

- The exchange of information
- The development of joint plans including mutual aid plans
- Arrest and return of fugitives

- Partnering to achieve results beyond enforcement
- The accomplishments of the department goals and objectives
- Professional image

11.1.01 DESIGNATION OF LIAISONS

A. All members of the Santa Fe Police Department shall make every effort to maintain open lines of communication and promote professional working relationships with all outside agencies. This includes other City Departments, other law enforcement agencies, other agencies in the Criminal Justice System, and any other agency that deal directly with personnel from this department.

B. In order to foster communication and cooperation between agencies, the Chief of Police shall designate specific personnel who shall have the responsibility of acting as liaisons to other agencies. The following personnel are designated as liaisons and shall maintain daily, weekly, or monthly contact with the listed agencies, as required in this directive:

11.1.02 CHIEF OF POLICE

A. The Chief is the official department liaison to the City Manager, the Mayor, the City Council, and the County Commission. In the event the Chief is unavailable, succession of command shall apply in determining the designated liaison.

B. The Chief is responsible for weekly meetings with the City Manager, attendance at City Council Sessions, and additional meetings or contracts as directed by the City Manager, Mayor, or governing body (County or City).

C. Written reports shall be submitted at the direction of those listed above.

D. Information provided that requires dissemination to Department personnel shall be presented either individually or in Senior Staff meetings.

11.1.03 OPERATIONS SERVICES CAPTAINS

A. A daily report shall be prepared to inform the Chief of major events or cases occurring in the past twenty-four (24) hours.

- B.** Meetings with outside law enforcement agencies shall be held on an as need basis and written reports shall only be required if directed by the Chief, Operations Deputy Chief or when policy/procedures will require revision, draft, or change.
- C.** Designated as the official department liaison to Traffic Engineering, the Traffic Safety Bureau, and all other law enforcement agencies or governmental entities in matters relating to traffic administration. He/she is also designated as the liaison to the City Clerk's office and the City Parks Department in matters relating to escort and special use permits.
- D.** Contact will be made with these agencies and entities on a case-by-case basis to address special circumstances. Written reports will be submitted to the agencies through the office of the Chief of Police, when directed by the Chief or in the event that a change in policy/procedure is required.
- E.** The Operations Captains are also liaison for the Santa Fe Fire Department.

11.01.04 SUPPORT SERVICES CAPTAIN

- A.** The Support Services Captain is the official department liaison to Emergency Dispatch Services, area emergency/disaster committee, medical services, and related industries, and other committees as designated by the Chief of Police.
- B.** Meetings with the liaison from Emergency Dispatch Services shall be scheduled as needed.
- C.** Written reports shall be required in the event there is a change of policy/procedure that affects personnel of either Department.
- D.** Written reports are required to address problems encountered by departments when related to personnel from the other department.
- E.** Meetings with disaster planning committee's, emergency medical services, and, medical facilities shall be held on an as-need basis and written reports shall be submitted when a need for policy/procedure change is identified.

11.1.05 CRIME PREVENTION SERGEANT

- A.** Designated as the liaison to the Police Chaplains Program.
- B. NEIGHBORHOOD WATCH** - Supervisor & Officers assigned to the Police Community Relations and Crime Prevention functions are designated as the official liaisons to Neighborhood Watch groups and other community groups to allow for cooperation and coordination of Police Programs in the City of Santa Fe.
- C. CRIME STOPPERS** - An officer assigned to the Police Community Relations and Crime Prevention functions is designated as the official liaison to the Crime Stopper Board. Crime Stoppers meetings are held on a monthly basis and written reports are required as the direction of the Chief.

11.1.06 PROFESSIONAL STANDARDS LIEUTENANT

- A.** Designated as the liaison to the City Attorney's Office on all matters involving litigation.
- B.** Liaison to other law enforcement agencies regarding Criminal investigation of Department personnel.
- C.** Citizens Incident Review Board.

11.1.07 PROFESSIONAL STANDARDS SERGEANT

- A.** Designated as the official Department liaison to Accrediting Bodies.
- B.** Contact with Accrediting Bodies field representatives will be maintained to allow for achieving and maintaining accredited status.
- C.** Written reports will be required to notify Accrediting Bodies of any changes in the status of compliance requirements and upon change of Department administration. Other reports shall be submitted to the Chief upon request.

11.1.08 TRAINING COORDINATOR

- A.** The commander of this unit is designated as the official Department liaison to all outside training facilities.
- B.** Meetings with the New Mexico Law Enforcement Board are held on a quarterly basis

with additional meetings to meet any special needs that are identified. Written reports will be required on a case-by-case basis, as directed by the Chief of Police.

11.1.09 SWAT COMMANDER

- A.** The Special Weapons and Tactics Commander is designated as the official Department liaison to the New Mexico Corrections Department and the Penitentiary of New Mexico in all matters relating to escapes and riot conditions. He/she is also designated as the liaison to Federal agencies regarding protective services operations in this jurisdiction.
- B.** Other Agencies (Homeland Security)

11.1.10 CRIMINAL INVESTIGATIONS LIEUTENANT

- A.** In August of each calendar year, the Investigations Lieutenant will take the initiative to attempt to meet with area prosecutors and judges. This meeting is intended to foster cooperation and coordination, as well as to acquaint each entity with the capabilities and concerns of the other involved entities.

11.1.11 DISTRICT ATTORNEY LIAISON

- A.** The person assigned to this position is the official department liaison to the District Attorney's Office, Municipal, Magistrate, and District Courts, Probation and Parole and Adult and Juvenile Correctional Agencies. The Liaison is also designated as the principal contact for all outside law enforcement agencies in matters relating to warrants.
- B.** Meetings with the District Attorney's office shall be held as directed by the District Attorney and the Chief of Police. Daily contact will be made to coordinate prosecution of cases, assist with arraignments, and conduct routing activities as identified in the Liaison Standard Directive. Written reports are required only at the direction of the Chief of Police.
- C.** Court liaison duties shall be handled on a daily basis and written reports are not required, unless directed by the Chief.
- D.** Meetings and reports relating to Probation and Parole are on an as-need basis.

- E.** A written report is required on an annual basis to document the services provided by this agency in conjunction with the District Attorney's office. The report will address the quantity and quality of all services being provided long with an assessment of additional needs of victims and witnesses in our service area.
- F.** Liaison with other agencies regarding warrants will be on an as-need basis and written reports will be submitted in those situations where there is a need identified.
- G.** Liaison to the District Court Special Commissioner for Domestic Violence.

11.1.12 JUVENILE LIAISON

- A.** The Juvenile Services Sergeant is also designated as the official department liaison to Juvenile Probation and Parole, Youth Councils and Committees, the Juvenile Justice Committee; Public Schools, all schools within the jurisdiction, the Santa Fe County Gang Task Force, and shall act as the Chief's representative to the State Gang Task Force.
- B.** Meetings with Probation/Parole and Youth Councils/Committees will be held as needed. Written reports will be required as directed by the Lieutenant of Investigations and/or the Chief of Police.
- C.** The Liaison will assign schools to each detective under his/her supervision for the purpose of weekly meetings to discuss problems and/or address issues impacting upon youth in Santa Fe.
- D.** Reports will be required on all criminal activity and any additional reports will be completed at the direction of the Investigations Lieutenant and/or Chief of Police.
- E.** Meetings with the Gang Task Forces will be held in accordance with Task Force guidelines and written reports will be required as directed by the Lieutenant of Investigations and/or the Chief of Police.

11.1.13 FLEET MAINTENANCE MANAGER

- A.** This civilian is designated as the official department liaison to the City Warehouse and

automobile/parts vendors in order to properly equip and maintain the Police fleet.

- B.** Contact will be on a daily basis for maintenance and repair and on an as needed basis in regards to vehicle replacement. Written reports will consist of all forms listed in the Fleet Maintenance Directive and those directed by the Chief of Police.
- C.** For specific information regarding the duties and responsibilities of the designees assigned to particular liaison duties, refer to the area Directives manual.

11.1.14 PUBLIC SAFETY COMMUNICATIONS LIAISON

- A.** The Public Safety Communications Liaison is a non-sworn position who answers directly to the Support Services Section Commander. He/She serves as the liaison between the City of Santa Fe and the Regional Emergency Communications Center (RECC). He/She works directly with the Police and Fire Departments, assisting with their day to day communication needs and operations to ensure the cooperation between the City’s public safety entities and RECC

11.1.15 PARTICIPATION IN DIVERSION PROGRAMS

- A.** Designated Police Department liaisons shall also provide input and information to existing social service and criminal justice diversion programs when approved by the Chief of Police. Input will be limited to the scope of police authority and will be in conjunction with the office of the District Attorney and the appropriate court. These programs include, but are not limited to:
 1. Mental health
 2. Juvenile Diversion Programs
 3. D.U.I. School
 4. Domestic Violence
 5. First Offender and Pre-Prosecution Programs

11.1.16 REFERRAL TO OTHER AGENCIES (PUBLIC & PRIVATE)

- A.** The Santa Fe Police Department shall refer persons to outside agencies, both public and private, when deemed appropriate. In making a determination of whether referral may be appropriate, consideration shall be given as to the person(s) needs and whether the person(s) needs will best be provided for by such referral.
- B.** Referrals to other Law Enforcement agencies may be made by members of the Santa Fe Police Department, under the following conditions:
 1. When a person is attempting to report a crime, in which no element occurred within the jurisdiction of the Santa Fe Police Department (i.e. within the Santa Fe City Limits or on Municipal Airport property).
 - a.** Should a question of actual jurisdiction arise, a Commanding Officer should be advised of the situation, and he/she will determine if a referral is necessary/required.
 2. At no time will a question of jurisdiction preclude necessary action to safeguard a life. The safety of all persons shall be the major consideration in making a determination.
 3. A referral may be made when an incident occurs within the Santa Fe City Limits, however, due to the nature of the incident/occurrence, this agency does not possess the necessary resources that are required to handle the situation. Such situations shall include, but are not limited to:
 - a.** Hazardous Material Spills
 - b.** Environmental Spills
 - c.** Nuclear Accidents
 - d.** A Commanding Officer shall be notified, and shall make the final determination to refer a situation, in accordance with the policies set forth in regards to **HAZMAT** situations.

C. Worthless Checks shall be referred to the District Attorney’s Office, Worthless Check Program, when they meet the following criteria:

1. When the check is marked “insufficient funds” and/or
2. The check is marked “account closed”.
 - a. A commander whose officer(s) handle a complaint of this nature, may EIC the call, with it being referred to the District Attorney’s Office. As in other cases where EIC is permissible, the handling officer will advise the Commander of the situation, on a case-by-case basis, and the Commander in charge shall allow or deny the referral.

D. Referrals to public and private services may be made by members of the Department under the following conditions:

1. Should a person request police assistance in a non-criminal, or none police matter, he/she may be referred to an appropriate agency. Examples of situations that fit into this category are, but not limited to, the following:
 - a. Civil disputes in which no law has been broken.
 - b. Persons wishing to file suit for damage, but not wishing to seek criminal action.
 - c. When the person is seeking advice in regards to locating a particular agency, or is attempting to determine the appropriate agency to address their needs.
2. Should a question arise as to whether a particular organization or agency offers the necessary services, the officer should attempt to contact the agency organization (or a person who is knowledgeable in the operation of that agency) to determine if the referral is appropriate.

E. For referral information, refer to the list at the end of this directive.

F. In all cases where a referral to a private organization is made, the officer shall avoid

recommendations based on personal opinion or bias, but shall instead inform the person of what assistance the agency/organization offers.

G. Formal referrals shall be made in accordance with New Mexico State Law, Santa Fe City Ordinances, and the departmental directives governing referrals. Formal referrals shall always be documented in report form and examples of formal referrals, are as follows:

1. Juvenile referrals to Juvenile Probation and Parole shall be in accordance with the procedures set forth in the directive regarding juveniles, and a copy of the officer’s report shall be forwarded to Juvenile Services.
2. Juvenile referrals to the Department of Human Services shall be in accordance with the directives regarding juveniles, and in accordance with the applicable State laws governing abused and neglected children.

H. In no case shall formal documentation preclude an officer from making any referrals that he/she feels may best serve the person(s) needs. This can be separate and/or in addition to any referrals made according to law/policy.

I. In cases that a referral is made and no report is to be completed, the member making the referral shall make a determination as to EIC status.

GUIDE TO REFERRALS

A. LAW ENFORCEMENT REFERRALS:

1. FEDERAL AGENCIES

a. FEDERAL BUREAU OF INVESTIGATION

- Santa Fe - 983-8711
- Albuquerque - (505)-247-1555; all Federal offenses, bank robberies, and confirmed kidnapping cases.

b. U.S. MARSHALL’S OFFICE

- Santa Fe - 988-6609 Federal Prisoners / Federal Court Security

c. INTERNAL REVENUE SERVICE

- Santa Fe - 988-6397
- Albuquerque - (505)-766-1969; cases of suspected income tax evasion (Drugs/Stolen Property cases where income has not been reported).

d. UNITED STATES SECRET SERVICE

- Albuquerque - 766-3336 Cases involving counterfeiting (printing or altering currency), and dignitary protection.

e. U.S. POSTAL SERVICE

- Santa Fe - 988-6351
- Albuquerque - (505)-245-9780 Cases involving mail fraud, mail theft, or tampering with the mail.

f. IMMIGRATION AND NATURALIZATION

- Cases involving illegal or unregistered aliens.

g. U.S. CUSTOMS

- Albuquerque - (505)-766-2807; cases involving suspected customs violations (import/export).

h. U.S. DRUG ENFORCEMENT ADMINISTRATION

- Albuquerque - (505)-262-6281; Drug investigations involving interstate trafficking.

2. STATE AGENCIES

a. FIRST JUDICIAL DISTRICT ATTORNEY'S OFFICE

- Legal advice/assistance on criminal cases
- Victims Reparation Program
- Domestic Violence Program
- Worthless Check Program
- Santa Fe - 827-5000

b. NEW MEXICO STATE POLICE

- Santa Fe - 827-9300 Enforcement of all laws in New Mexico and Hazardous materials spills (statewide jurisdiction).

c. STATE ATTORNEY GENERALS OFFICE

- Santa Fe - 827-6000 Allegations of wrongdoing by State or Local government employees/agencies and consumer complaints.

3. COUNTY AGENCIES

a. SANTA FE COUNTY SHERIFF DEPARTMENT

- Santa Fe - 984-5060
- Investigation of all State Laws within the geographic limits of Santa Fe County.
- Civil process (Writs of execution/document service).
- Prisoner extradition.

4. COURT REFERRALS

a. FIRST JUDICIAL DISTRICT COURT

- Santa Fe - 827-5035
- Felony arrests
- Children's Court
- Family Court
- Restraining orders

5. SANTA FE COUNTY MAGISTRATE COURT

- Santa Fe - 984-9914
- High Court Misdemeanors
- Civil Suits amounting to less than \$5000.00
- Weddings

6. SANTA FE MUNICIPAL COURT

- Santa Fe - 955-5070

- Misdemeanor/Petit Misdemeanor Cases
- Weddings

7. GOVERNMENTAL AGENCIES

a. NEW MEXICO HUMAN RIGHTS COMMISSION

- Santa Fe - 827-6838

b. N.M. STATE SERVICES, HUMAN SERVICES DEPT

- Child Support Enforcement - 827-7200
- Labor Department - 827-6875

8. NEW MEXICO STATE PUBLIC DEFENDER

- Santa Fe - 827-3900
- Assistance for those charged with criminal acts.

9. SOCIAL AND PRIVATE REFERRALS

- a. Refer to the Social/Private referral listing in these directives.

Drafted(awm) 01/03

APPROVED: 
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Chief of Police

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