



WRITTEN DIRECTIVE	No.	PD13-1901	Page:	1 of 9	
	Subject:	Effective	Date:	02-18-13	
	RELATIONSHIPS WITH OTHER AGENCIES	Supersedes/ Amends:	PD11-1901		
		Reference:	2.1.2, 33.2.3, 46.2.5, 61.3.1, 61.3.6, 3.1.1, 3.1.2		



I. Purpose

The purpose of this directive is to establish guidelines for maintenance of liaison, coordination of assistance, and participation in planning between the Lynchburg Police Department and other agencies.

II. Policy

It shall be the policy of the Lynchburg Police Department to participate with other agencies in formulating effective interagency coordination and planning.

III. Procedure

A. CONCURRENT JURISDICTIONS

1. Concurrent Jurisdictions are those in which enforcement authority is shared equally by two or more separate agencies within certain specified bounds (legal or geographic).
2. The department will, within the Lynchburg City limits, have primary responsibility for enforcing applicable criminal and traffic statutes set forth in:
 - a. the Code of Virginia 1950 (as amended)
 - b. the Code of Ordinances for the City of Lynchburg (as authorized under Code of Virginia, Section 15.2-1736 and Lynchburg City Charter, Section 39).
3. Certain other agencies have concurrent jurisdiction within the City of Lynchburg regarding specific circumstances, and will be assisted by the Lynchburg Police Department as necessary, to include:
 - a. federal law enforcement agencies -- regarding violations of federal law, dignitary protection, or other considerations as necessary
 - b. state law enforcement agencies -- regarding violations of state law, dignitary protection, or other considerations as necessary
 - c. Lynchburg City Sheriff's Department -- which has authority to enforce state laws and city ordinances, as necessary
 - d. Lynchburg City Fire Marshal's Office -- regarding the investigation of suspicious and incendiary fires and explosive devices, as well as the enforcement of the Fire Prevention Code.

2.1.2

- e. Liberty University (LU) Police Department – responsible as primary response to most law enforcement needs on LU and Thomas Road Baptist Church (TRBC) properties.

3.1.1/3.1.2

- 4. The department may enter into agreements with agencies that have concurrent jurisdiction in the City of Lynchburg.
 - a. Such agreements will be in writing and if applicable will describe:
 - 1) services provided by each agency
 - 2) financial obligations
 - 3) records to be maintained regarding performance of services
 - 4) legal contingencies e.g. when a service cannot be provided
 - 5) the stipulation that each agency maintains control over its personnel
 - 6) arrangements for use of equipment and facilities
 - 7) procedures for review, modification, and revision of agreement
 - 8) the duration and termination of agreement.
 - b. Lynchburg Police Department employees operating under conditions set forth in such agreements will at no time have their employee rights abridged through involvement in mutual aid activities: employees will remain governed by the policies and procedures established by the City of Lynchburg and the Lynchburg Police Department.

B. CONTIGUOUS JURISDICTIONS

- 1. Contiguous Jurisdictions are those enforcement agencies which border the City of Lynchburg, and include:
 - a. Amherst County Sheriff's Office
 - b. Bedford County Sheriff's Office
 - c. Campbell County Sheriff's Office.
- 2. The Chief of Police will be responsible for:
 - a. ensuring that effective relations with contiguous law enforcement agencies are maintained
 - b. meeting periodically with officials of such agencies to discuss matters of mutual concern

- c. coordinating efforts with contiguous agencies regarding police authority in the following circumstances:
 - 1) extension of police jurisdiction one mile beyond the Lynchburg corporate limits (Code of Virginia, 19.2-250)
 - 2) jurisdiction of Lynchburg Police Officers on city-owned property within another jurisdiction (Code of Virginia, 15.2-1725 and 15.2-1124; Lynchburg City Charter, 38-i).
3. Mutual aid agreements:
 - a. When appropriate, and in accordance with state law or written agreements, employees will assist contiguous agencies in law enforcement related matters.
 - b. The department participates in various mutual aid agreements with other agencies in order to further improve interagency relations and effectiveness.
 - c. The department will, when practical:
 - 1) actively participate in any multi- jurisdictional task force organized for the investigation or control of criminal activity
 - 2) participate in planning or coordinating other activities of mutual concern.

C. ORGANIZATIONS

46.3.1

1. The department is a member of the Regional Association of Sheriffs and Chiefs (RASAC).
 - a. The aim of RASAC is to maintain liaison among member agencies in order to improve the local criminal justice system.
 - b. RASAC meetings will be attended by the Chief of Police, and/or his designee(s).
 - 1) Meetings are coordinated by the Central Virginia Criminal Justice Academy (CVCJA).
 - 2) Notices are forwarded to member agencies advising the date, time and location of meetings.
 - 3) Meetings are generally scheduled on the third Wednesday of each month.
2. As practical, department representatives will attend meetings scheduled by other organizations to which the department belongs, including but not limited to:
 - a. the Police Executive Research Forum (PERF)
 - b. the International Association of Chiefs of Police (IACP)

- c. the Virginia Association of Chiefs of Police (VACP)
- d. the Blue Ridge Association of Chiefs of Police (BRACP)
- e. the Administrative Officers Management Program Alumni Association (AOMP)
- f. the FBI National Academy Associates of Virginia (FBINA)
- g. the Northwestern University Traffic Institute Alumni Association
- h. the Southern Police Institute Alumni Association (SPIAA)
- i. the Virginia Crime Prevention Association (VCPA)
- j. the Virginia Association of Law Enforcement Intelligence Documentation (VALID)
- k. Virginia Law Enforcement Planners (VALEP)
- l. Mid Atlantic Regional Users Group (MARUG).
- m. Professional Executive Leadership School Alumni Association (PELSAA)
- n. Virginia Police Chief's Foundation (VPCF)

33.2.3**D. CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY**

1. This department will actively participate with other area criminal justice agencies in assisting the CVCJA staff in planning and coordinating training programs.
 - a. The Chief of Police currently serves on the Board of Directors of the training academy.
 - b. The Board of Directors meets on a quarterly basis to discuss the budget, curriculum, rules/regulations and instruction schedule for the training academy.
2. Legal basis for participation in CVCJA:
 - a. Section 15.2-1300 of the Code of Virginia authorizes the joint exercise of powers by political subdivisions within the state.
 - b. In accordance with the provisions established in section 15.2-1747 of the Code of Virginia, CVCJA has been created and maintained by many jurisdictions within the following planning districts:
 - 1) the Central Virginia Planning District (of which Lynchburg is a member)

- 2) the Piedmont Planning District
 - 3) the Southside Planning District.
3. Legal liability:
- a. CVCJA is responsible for providing liability insurance for all instructors and staff.
 - b. Liability coverage will include:
 - 1) training activities conducted at CVCJA
 - 2) training activities conducted at other locations used to facilitate accomplishment of required objectives.
4. Participation in CVCJA instruction:
- a. It will be the responsibility of the Personnel and Training Unit Lieutenant to maintain contact with CVCJA staff, for coordination of activities to include the following:
 - 1) assignment of new employees to the appropriate training school
 - 2) assignment of officers to in-service training
 - 3) assignment of employees to specialized schools sponsored by the CVCJA
 - 4) assistance in providing for the use of department employee instructors, facilities, and resources as requested by CVCJA staff
 - 5) providing information regarding special departmental training needs, as these impact CVCJA operations
 - a) Such needs will typically be addressed through special meetings of the CVCJA board.
 - b) Matters of curriculum for projected CVCJA training programs are discussed during board meetings.
 - b. The Personnel and Training Unit Lieutenant will meet, when needed, with CVCJA staff in order to:
 - 1) provide input as to special department training needs
 - 2) suggest curriculum or program changes to meet these needs.

5. Financial obligation of participation:
 - a. CVCJA operating expenses (less federal and/or state funds received) are met by the participating jurisdictions.
 - b. The department will contribute funds to CVCJA on an annual basis, based upon:
 - 1) the number of employees requiring training
 - 2) the computed training cost per employee.

1.1.3**E. CRIMINAL JUSTICE SYSTEM COMPONENTS**

1. The Chief of Police will ensure that effective relations are maintained with other elements of the criminal justice system.
2. Both Deputy Chiefs will meet, when necessary, with other elements of the criminal justice system to include:
 - a. local adult and juvenile courts
 - b. local prosecutors
 - c. probation/parole agencies
 - d. adult and juvenile corrections agencies.
 - e. magistrates
3. Suggested discussion topics for these meetings include, but are not limited to:
 - a. the coordination and development of information for prosecution
 - b. procedural concerns involving the department, to include:
 - 1) scheduling officers for court
 - 2) dress codes for court appearances
 - 3) handling of evidentiary matters (including general evidence integrity, etc.)
 - c. other matters of mutual concern.
4. All officers will notify prosecutors of case-related information prior to trial, when appropriate, and will cooperate with prosecutors in case preparation.
 - a. The Commonwealth's Attorney has been requested to notify the Chief of Police in writing of any case which is:

- 1) either dismissed or identified as being unprosecutable due to deficiency in case preparation
- 2) exceptional in case preparation.
- b. The Chief of Police will forward the notice through the chain of command to the immediate supervisor, who will review the case with the affected officer.
- c. The officer's immediate supervisor will ensure that any deficiencies noted in the officer's case preparation process are corrected.
 - 1) The officer's immediate supervisor may contact the Office of the Commonwealth's Attorney in order to identify any specific deficiencies.
 - 2) After reviewing the case, the supervisor will be responsible for recommending any corrective action deemed necessary.
 - 3) Remedial training may be necessary in some instances.
- d. Prosecutors with the Commonwealth's Attorney's Office have been requested to notify the respective police officer and supervisor of any case they have identified to nolle prosequi.
5. Court dates for each officer will be maintained in a computer data based accessible to local prosecutors and courts.
6. Employees will be responsible for attending court hearings on the dates and times specified on summonses issued or received.
7. In situations where an employee is unable to appear at a scheduled court proceeding, it will be their responsibility to notify the appropriate court clerk as soon as possible.

F. FIRE AND RESCUE

1. The Chief of Police will be responsible for meeting with officials of the Lynchburg Fire Department, as needed, to discuss the coordination of efforts in the following situations:
 - a. fires
 - b. accident scenes
 - c. chemical/hazardous material spills
 - d. natural disasters
 - e. other critical incidents, as deemed necessary.

2. For optimum coordination of resources and equipment, officers of this department will maintain open communication with Lynchburg Fire Department officials at scenes of mutual involvement.

61.3.6

G. TRAFFIC ENGINEERING AGENCIES AND SAFETY ORGANIZATIONS

1. Employees will cooperate with state and local agencies in the compilation of traffic engineering data through the following functions:
 - a. collecting and compiling traffic-related data relevant to identification of specific traffic engineering problems and possible solutions
 - b. granting on-line access to collision and enforcement data to City Traffic Engineering
 - c. conducting special traffic studies and surveys, as appropriate, to investigate potential problems
 - d. analyzing high accident locations and other related enforcement data for trends which indicate traffic engineering problems
 - e. making special reports and recommendations, as necessary, concerning:
 - 1) efficient use of traffic control devices
 - 2) new or revised laws or ordinances
 - 3) suggested engineering improvements
 - f. reporting problems requiring immediate attention, such as traffic signal outages, damaged highway signs, street light outages, etc.
2. The Metro Division Captain will be responsible for coordinating:
 - a. relations with the media regarding traffic safety programs
 - b. speaking engagements with area agencies or groups concerning traffic safety
 - c. programs relating to traffic safety among juveniles.
3. The current Federal Highway Administration's *Manual on Uniform Traffic Control Devices for Streets and Highways* will be:
 - a. accessed through the website of the National Highway Traffic Safety Administration (NHTSA) located at WWW,NHTSA.GOV.
 - b. utilized by this department as a guide for its activities related to traffic engineering.

61.3.1B

61.3.1 A

- 4. Notifications by citizens of perceived traffic problems will be used as a means of identifying local traffic engineering needs.
 - a. Officers will generally investigate assigned citizen reports of actual or potential engineering problems.
 - b. Upon receipt of a traffic-related citizen complaint, an officer will be assigned to verify and evaluate the nature of the problem.
 - c. If immediate action or assistance in resolving the problem is deemed necessary, the officer will advise LYNCOM to notify a representative of the appropriate traffic engineering agency.

H. COMMUNITY ACTION

1.1.3

- 1. The department will cooperate fully with other segments of the City government and other agencies/organizations toward meeting challenges in the community.
- 2. The Chief of Police will ensure that effective relations are maintained with other agencies within City government and other community focused organizations.

41.2.6 G, 46.2.5,

I. SEARCH AND RESCUE OPERATIONS

- 1. The department will cooperate with other agencies engaged in search and rescue operations:
 - a. upon request, and
 - b. when necessary due to the situation falling under the duties of the Lynchburg Police Department. (i.e. missing/endangered persons)

J. REMEDIAL ACTION

- 1. In the event that an employee has procedural or other problems with an agency or its employees, the employee will notify their immediate supervisor.
- 2. The supervisor will initiate appropriate action to resolve the situation through the chain of command.

Parks H. Snead
Chief of Police

February 18, 2013

Date