

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number ENF-037
	Subject Department Liaison	
	Special Instructions Replaces ENF-018 dated January 1, 2012	Effective Date March 1, 2015

I. POLICY

Establish guidelines for Department liaison between the Department and outside agencies.

II. PURPOSE

Department personnel shall initiate and maintain a liaison between the Department and all emergency and social service agencies, and other agencies concerned with public well-being.

III. PROCEDURE

A. The Assistant Chief of Staff Operations shall have the responsibility to liaise for traffic safety matters; through, attendance at periodic meetings at both state and local levels, to promote to traffic safety and efficient highway use.

B. District Investigative Coordinators (DIC) and Area Investigative Commanders (AIC) shall:

1. Act as liaisons between local adult and juvenile courts, prosecutors, probation and parole agencies, along with adult and juvenile correctional agencies, and

2. Assist and cooperate with federal, state, and local law enforcement

C. District commanders shall:

1. Attend or host periodic meetings between law enforcement and emergency services officials to develop plans for traffic direction and control during emergencies or large scale events;

2. Maintain contact with the Emergency Management Agency (EMA) Coordinator in each county of their district. Such meetings should include that county's emergency operations plan, the Department's role in the plan; and the inclusion of Department personnel during planned exercises;

3. Participate in local criminal justice coordinating council activities, if available; and

4. Maintain a current list of available resources within each county to refer individuals who require non-law enforcement or social service assistance (e.g. the Red Cross, Salvation Army, mental health associations, etc.).

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.