	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>Administration</b> <b>116</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards: ADM .14.01 ADM .24.03 OPR .01.01 ADM .14.02 ADM .24.05 ADM .24.01 ADM .24.06 ADM .24.02 ADM .24.08
		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> October 31, 2023 <b>Next Review Date:</b> October 31, 2024
<b>Subject: Liaison with Other Departments</b>		<b>By Authority of:</b> <hr/> William E Sales, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
08-05-15	IV	Added Section IV.	EAS	LRT
11-14-16	IV A	Added, "The Major is the Sheriff's Office point of contact in dealing with communications issues."	EAS	LRT
11-17-16	IV G	Added Section IV G	EAS	LRT
12-06-16	V	Added, "Northwest Virginia Regional Drug Task Force: Any Vice, drug, or organized crime information received by the Winchester City Sheriff's office shall be forwarded to the Northwest Virginia Regional Drug Task Force."	EAS	LRT
12-10-20	V	Added, "and the Sheriff"	EAS	LRT
03-27-24	V	Replaced "Sheriff" with "/or the Winchester Police Department"	MRA	WES

### I. PURPOSE

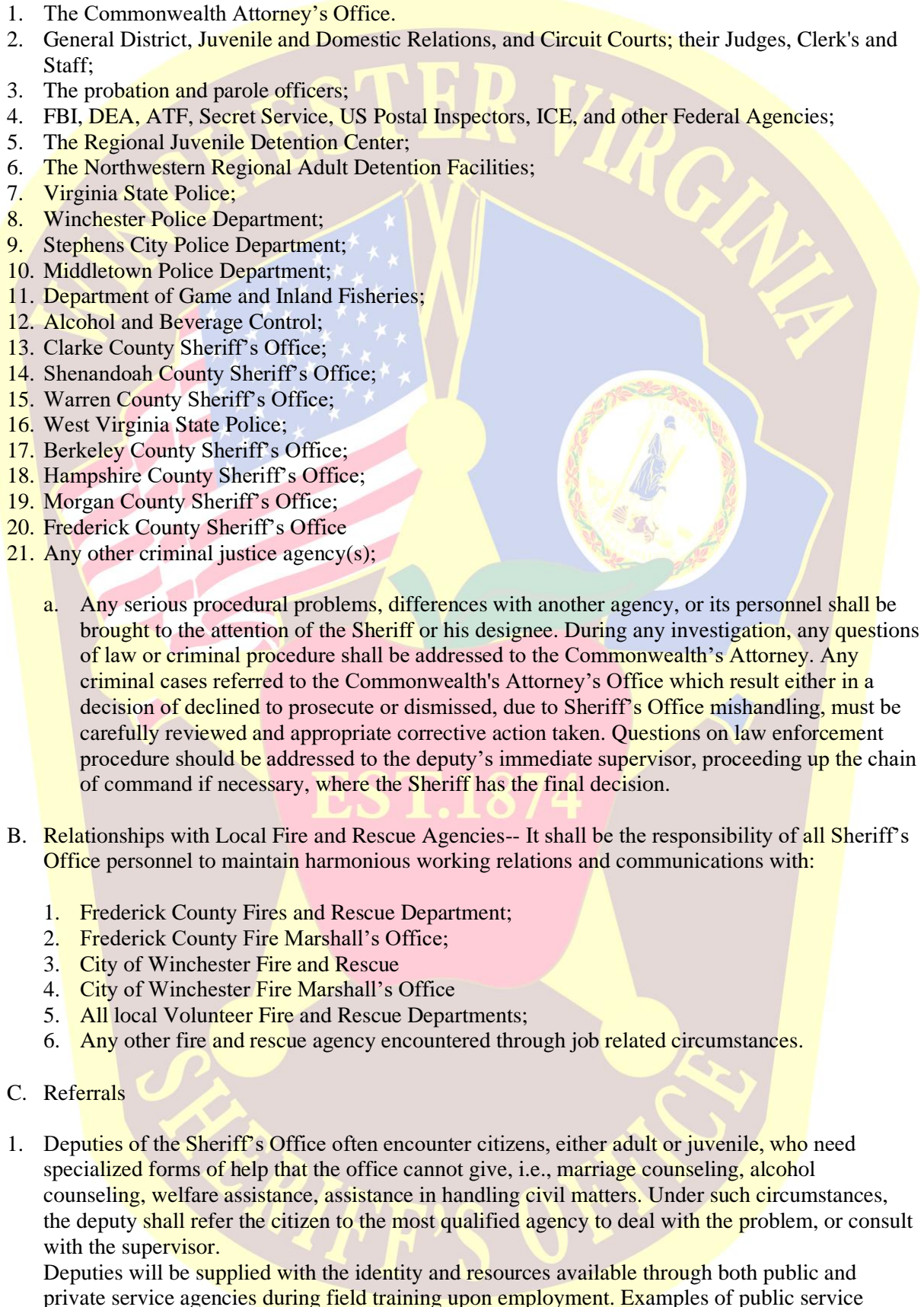
This policy establishes the procedures for maintaining open communication between the Winchester City Sheriff's Office, and neighboring law enforcement agencies, other criminal justice agencies, and public service agencies, both public and private.

### II. POLICY

The Winchester City Sheriff's Office seeks to work in close cooperation with other agencies, institutions, and individuals in accomplishing the mission and goals of the Sheriff's Office. However, on occasion a deputy may encounter difficulty in eliciting the proper and required response from another entity within the criminal justice or public service system. The intent of this policy is to specifically identify the problem so that the entity and the Winchester City Sheriff's Office can effectively deal with the situation and arrive at an amiable solution to the problem. The Winchester City Sheriff's Office will normally provide all possible information, assistance, and support to agencies allowed by law.

### III. PROCEDURE

- A. Relationships with other Criminal Justice Agencies-- All employees of the Winchester City Sheriff's Office will assist and cooperate with all federal, state, and local law enforcement agencies in every way possible allowed by law. It shall be the responsibility of all office personnel to maintain harmonious working relations and communication with:

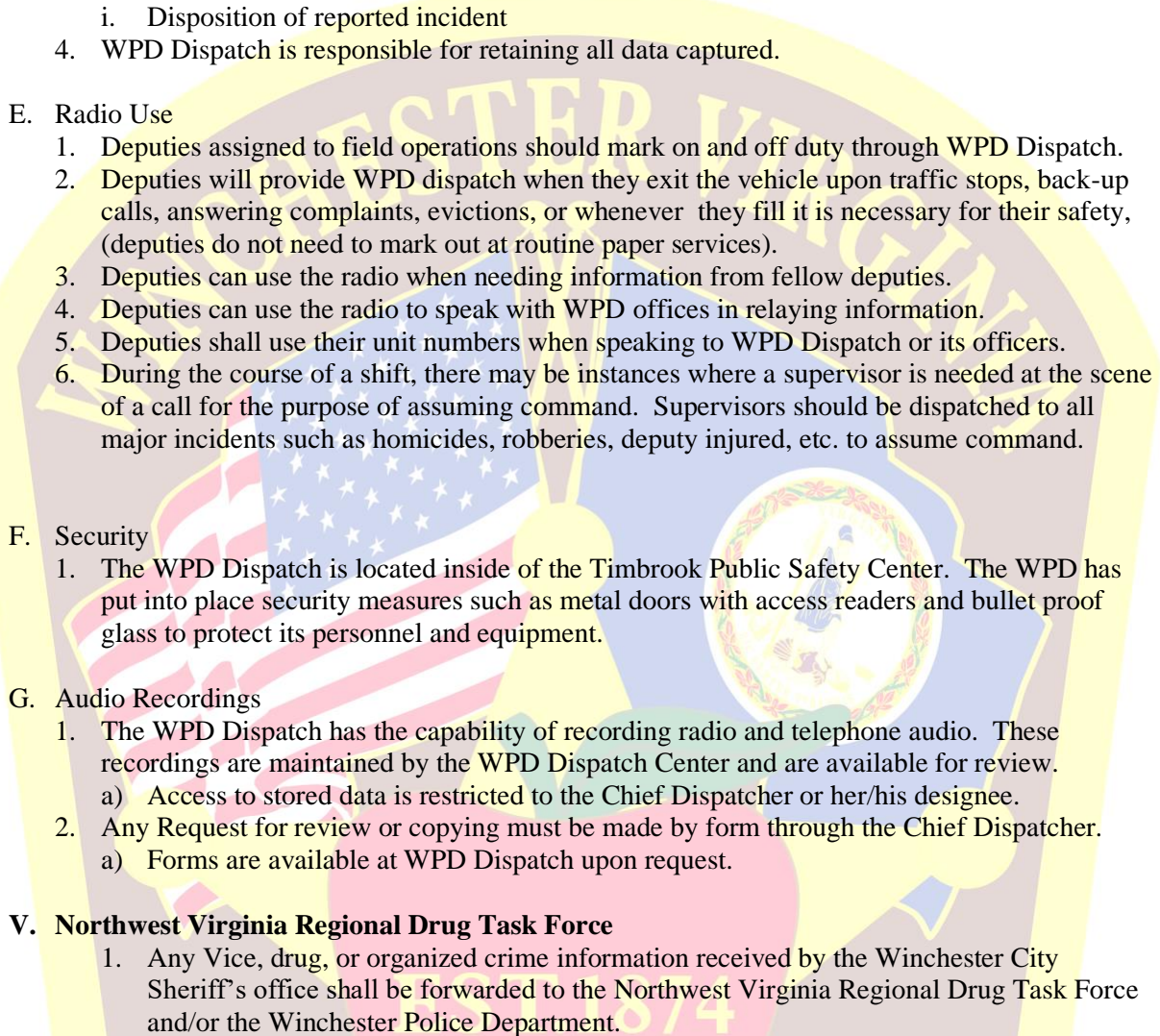
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1. The Commonwealth Attorney's Office.
  2. General District, Juvenile and Domestic Relations, and Circuit Courts; their Judges, Clerk's and Staff;
  3. The probation and parole officers;
  4. FBI, DEA, ATF, Secret Service, US Postal Inspectors, ICE, and other Federal Agencies;
  5. The Regional Juvenile Detention Center;
  6. The Northwestern Regional Adult Detention Facilities;
  7. Virginia State Police;
  8. Winchester Police Department;
  9. Stephens City Police Department;
  10. Middletown Police Department;
  11. Department of Game and Inland Fisheries;
  12. Alcohol and Beverage Control;
  13. Clarke County Sheriff's Office;
  14. Shenandoah County Sheriff's Office;
  15. Warren County Sheriff's Office;
  16. West Virginia State Police;
  17. Berkeley County Sheriff's Office;
  18. Hampshire County Sheriff's Office;
  19. Morgan County Sheriff's Office;
  20. Frederick County Sheriff's Office
  21. Any other criminal justice agency(s);
    - a. Any serious procedural problems, differences with another agency, or its personnel shall be brought to the attention of the Sheriff or his designee. During any investigation, any questions of law or criminal procedure shall be addressed to the Commonwealth's Attorney. Any criminal cases referred to the Commonwealth's Attorney's Office which result either in a decision of declined to prosecute or dismissed, due to Sheriff's Office mishandling, must be carefully reviewed and appropriate corrective action taken. Questions on law enforcement procedure should be addressed to the deputy's immediate supervisor, proceeding up the chain of command if necessary, where the Sheriff has the final decision.
- B. Relationships with Local Fire and Rescue Agencies-- It shall be the responsibility of all Sheriff's Office personnel to maintain harmonious working relations and communications with:
1. Frederick County Fires and Rescue Department;
  2. Frederick County Fire Marshall's Office;
  3. City of Winchester Fire and Rescue
  4. City of Winchester Fire Marshall's Office
  5. All local Volunteer Fire and Rescue Departments;
  6. Any other fire and rescue agency encountered through job related circumstances.
- C. Referrals
1. Deputies of the Sheriff's Office often encounter citizens, either adult or juvenile, who need specialized forms of help that the office cannot give, i.e., marriage counseling, alcohol counseling, welfare assistance, assistance in handling civil matters. Under such circumstances, the deputy shall refer the citizen to the most qualified agency to deal with the problem, or consult with the supervisor.

Deputies will be supplied with the identity and resources available through both public and private service agencies during field training upon employment. Examples of public service

agencies are: Court Services, Social Services, Health Department, and Northwestern Community Services. Examples of private service agencies are: the Red Cross, Salvation Army, Food Bank, Rescue Mission, and the Shelter for Abused Women, etc. Numbers for these public and private agencies are located in the Emergency Communications Center or the telephone book.

#### **IV. Communications**

- A. The City of Winchester Police Department Dispatch will handle all pertinent radio traffic for the City of Winchester Sheriff's Office. The Major is the Sheriff's Office point of contact in dealing with communications issues.
1. All radio traffic is to run through WPD Dispatch Channel 1 or 2. (Channel 2 is a secondary frequency that officers can use to provide information through so that channel 1 is not overburden with traffic. It is also used as a primary channel for major incidents).
  2. Emergency telephone calls, (911) also run through to WPD Dispatch.
  3. Non-emergency calls will often be fielded by WPD Dispatch and if information is provided that is of a civil nature, the dispatcher or police officer may forward them to the City Sheriff's Office for more information.
  4. Non-emergency calls can also be taken by our administrative staff.
  5. The Winchester City Sheriff's Office is equipped with its own VCIN terminal. This can be used by trained personnel. When in the field, it would be prudent to contact WPD Dispatch for information checks that are needed quickly.
- B. Alarms
1. Alarms for the Joint Judicial Center are monitored by both the Administrative Secretary and the Major. There is also a monitoring location in the Deputies room.
  2. Alarm code listings are hanging near all 3 locations.
- C. FCC
1. The WPD Dispatch holds the licensing for communications and frequencies.
  2. The City of Winchester Sheriff's Office and its employees will adhere to all FCC rules and regulations.
- D. Calls for Service
1. The WPD Dispatch is CAD equipped.
  2. When a complainant calls into dispatch and the service of a deputy is needed, they will assign a control number in CAD. This is not a case number. If a case number is needed, you will need to get one assigned later.
  3. WPD Dispatch will record the following information.
    - a. Date and Time
    - b. Name and Address of Complainant
    - c. Type of incident
    - d. Location of incident
    - e. Identification of primary and backup Deputy assigned
    - f. Time of Dispatch
    - g. Time of Deputies arrival
    - h. Time Deputy returned to service

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- i. Disposition of reported incident
4. WPD Dispatch is responsible for retaining all data captured.
- E. Radio Use
1. Deputies assigned to field operations should mark on and off duty through WPD Dispatch.
  2. Deputies will provide WPD dispatch when they exit the vehicle upon traffic stops, back-up calls, answering complaints, evictions, or whenever they fill it is necessary for their safety, (deputies do not need to mark out at routine paper services).
  3. Deputies can use the radio when needing information from fellow deputies.
  4. Deputies can use the radio to speak with WPD offices in relaying information.
  5. Deputies shall use their unit numbers when speaking to WPD Dispatch or its officers.
  6. During the course of a shift, there may be instances where a supervisor is needed at the scene of a call for the purpose of assuming command. Supervisors should be dispatched to all major incidents such as homicides, robberies, deputies injured, etc. to assume command.
- F. Security
1. The WPD Dispatch is located inside of the Timbrook Public Safety Center. The WPD has put into place security measures such as metal doors with access readers and bullet proof glass to protect its personnel and equipment.
- G. Audio Recordings
1. The WPD Dispatch has the capability of recording radio and telephone audio. These recordings are maintained by the WPD Dispatch Center and are available for review.
    - a) Access to stored data is restricted to the Chief Dispatcher or her/his designee.
  2. Any Request for review or copying must be made by form through the Chief Dispatcher.
    - a) Forms are available at WPD Dispatch upon request.
- V. **Northwest Virginia Regional Drug Task Force**
1. Any Vice, drug, or organized crime information received by the Winchester City Sheriff's office shall be forwarded to the Northwest Virginia Regional Drug Task Force and/or the Winchester Police Department.