



General Order 4.1 - Inter-Agency Relations

PURPOSE: Define procedures and responsibilities for liaison with other criminal justice and emergency service agencies; and establish liaison with public and social service agencies.

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ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

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4.1.1 LIAISON WITH OTHER AGENCIES

A. It is the responsibility of each division to maintain day-to-day liaison with local agencies in the criminal justice system. Coordination of efforts will allow for effective operations and reduction of errors. Examples include:

1. The Patrol Division will maintain close contact with the courts, prosecutors, and State Motor Vehicle Department to assure deputies' attendance at driver's license hearings, traffic court attendance, and case follow-up and coordination on traffic cases.
2. **(R)** The Investigations Division is responsible for maintaining liaison with the district attorney's office for coordination and follow-up of criminal cases. In addition, the Investigations Division captain or lieutenant will meet, as needed,

with representatives from the district attorney's office and with representatives from law enforcement task forces to which department personnel are assigned, to coordinate activity and to address any problems that might arise.

3. Judicial Division maintains close liaison with the 18th Judicial District, the Kansas Adult Probation Office, the Kansas Parole Office, the Secretary of Corrections, and other agencies on various aspects affecting transportation of prisoners to penal institutions, court appearances, extraditions, etc. Close liaison will also help assure deputies' appearance in criminal proceedings and service of civil and criminal process.
4. The Detention Division has close associations with Sedgwick County Community Corrections, the Kansas Public Defender's Office, and the Kansas State Parole and Probation Offices, coordinating professional visitations in an effective and efficient manner.

4.1.2 LIAISON WITH AGENCIES OF CONCURRENT JURISDICTION

- A. All employees of the department will assist and cooperate with federal, state and local criminal justice systems as the need arises. This will be coordinated through their division commander or designee thereof.
- B. **(R)** Liaison is also established with agencies of adjoining or concurrent jurisdictions by active participation of the sheriff and designated staff.

4.1.3 FIRE DEPARTMENT AND EMERGENCY MEDICAL SERVICE LIAISON

- A. The Sheriffs Office provides traffic assistance and crowd control as needed at fire scenes and assists E.M.S. as requested.
- B. **(R)** To assure continued coordination of activities, the Patrol Division administrative lieutenant shall be assigned to act as liaison with the Sedgwick County Fire Department and the Emergency Medical Service.

4.1.4 ADULT AND JUVENILE REFERRALS

- A. The call for service sometimes falls outside of the realm of a law enforcement action and into a call for help, assistance, or guidance.
- B. This assistance may take the form of a referral to different criminal justice or social services agencies. A deputy will refer a citizen to the appropriate social services agency or criminal justice agency, when appropriate.
- C. Social service agencies include those that offer medical assistance, psychological assistance, counseling for alcohol and drug abuse, food, clothing, and shelter.
 1. [See section 4.1.5 for more information.](#)
- D. Criminal justice agencies include the courts, law enforcement, prosecutor's office, and corrections officials.
- E. Referral to victim/witness services may also be appropriate. (See [general orders 55.1](#) and [55.2](#).)

4.1.5 SOCIAL SERVICE AGENCIES

- A. Sedgwick County Sheriff's Office personnel are aware of the diverse social services and resources available to them through an alphabetized list, including telephone numbers of social service agencies. The social service roster is contained in [appendix A](#) at the end of this section. The list is updated as this office receives new information.