

CHAPTER FIVE

LIAISON AND INTERAGENCY COORDINATION / PLANNING

Purpose5:1

Discussion5:1

Policy and Procedure.....5:1

Liaison5:1

 Local Adult and Juvenile Courts5:1

 State Attorney5:1

 Parole and Probation5:1

 Adult and Juvenile Correctional Agencies5:1

 Other Law Enforcement and Public Service Agencies5:1

Referrals5:2

 Criminal Justice Agency.....5:2

 Social Service Agencies5:4

CHAPTER FIVE

LIAISON AND INTERAGENCY COORDINATION / PLANNING

I. PURPOSE

The purpose of this directive is to establish guidelines for liaison and interagency coordination and planning.

II. DISCUSSION

This directive shall apply to all Sheriff's personnel. It is important to establish and maintain effective channels of communication between the Sheriff's Office and other agencies for improved cooperation. Good liaison breaks down barriers that exist and hopefully results in savings.

III. POLICY AND PROCEDURE

A. The Sheriff's Office shall maintain liaison with the following Criminal Justice Agencies:

1. Local Adult and Juvenile Courts - It shall be the duty of the Undersheriff or his designee to meet periodically with the judges of the adult and juvenile courts in order to provide feedback to the Office of investigative error or courtroom error. Such feedback shall be documented and discussed with the appropriate personnel.
2. State Attorney - It shall be the duty of Commanders of Divisions I, II, III and IV to meet periodically with the Office of the State Attorney;
 - a. Discuss problems encountered by both offices and to provide the State Attorney's Office with a greater understanding of the problems encountered by law enforcement. Solutions should be sought to the problems discussed. Such problems shall be documented and discussed with the appropriate personnel.
 - b. Decline Prosecution - During the monthly meeting all cases originated by the Monroe County Sheriff's Office, which the prosecutor declines to prosecute or causes to be dismissed, over the past 30 days, owing to alleged law enforcement mishandling shall be discussed and reviewed. The appropriate Division Commander shall then discuss the problem areas with the appropriate personnel and fill a written report to the Undersheriff of the meeting and action taken, if needed.
3. Parole and Probation - It shall be the duty of the Undersheriff or his designee to meet periodically with Parole and Probation to discuss meaningful information about law enforcement objectives and activities relating to Parole and Probation matters and to discuss any problems encountered by parole and probation and the Office. Solutions should be sought to the problems discussed. Such problems shall be documented and discussed with the appropriate personnel.
4. Adult and Juvenile Correctional Agencies - It shall be the duty of the Commander of Corrections Division to meet with adult and juvenile correctional agencies within Monroe County in order to assure proper information flow and coordination between the Office and correctional authorities. Solutions should be sought to any problems discussed. Such information shall be documented and discussed with appropriate personnel.
5. Other Law Enforcement and Public Service Agencies in adjoining or concurrent jurisdictions - It shall be the duty of each Division I, II, III, and IV Commander to:

- a. Arrange periodic meetings with other law enforcement agencies having concurrent jurisdiction with the Office to establish joint plans for dealing with such things as criminal conduct and traffic operations, to share statistical and support service information, to enhance the arrest of wanted persons, to exchange information in criminal investigations (as directed by the Undersheriff), and to discuss any problem encountered between the agency and the Office. Such problems shall be documented and discussed with the appropriate Supervisors and Division Commander. The agencies of concern to this directive include, but are not limited to:
 - 1) Florida Department of Law Enforcement
 - 2) Florida Highway Patrol
 - 3) Florida Marine Patrol/Florida Game and Freshwater Fish
 - 4) Florida Alcohol, Beverage, and Tobacco
 - 5) Federal Bureau of Investigation
 - 6) U.S. Customs
 - 7) U.S. Department of Immigration
 - 8) U.S. Wildlife Service
 - 9) Naval Intelligence Service
 - 4) U.S. Coast Guard
 - 5) Key West Police Department

- b. Arrange periodic meetings with local Fire Department officials and emergency medical services officials to provide a forum for the development of plans for traffic direction and control at emergency scenes and for the resolution of other problems that may arise. Solutions should be sought to any problem discussed. Such information shall be documented and discussed with the appropriate Supervisors and Undersheriff.

B. Referrals

- 1. Members of the Office, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice agency or a social service agency. The intent of this directive is to provide officers with a reasonable means of ascertaining who can best be served by another agency, and, if so, by what agency.
 - a. The Monroe County Sheriff's Office possesses concurrent jurisdiction with the Cities of Key West and Key Colony Beach. In addition, the Sheriff's Office retains concurrent law enforcement jurisdiction in Monroe County, Florida with the Florida Department of Law Enforcement, Florida Highway Patrol, Florida Marine Patrol, Florida Game and Fresh Water Fish Commission, Florida Division of Alcoholic Beverages and Tobacco, Key West Police Department, Key Colony Beach Police Department, and the Florida National Guard.
 - b. There are also several federal law enforcement agencies assigned to Monroe County, Florida. They include the Federal Bureau of Investigation, United States Customs, United States Department of Immigration, United States Wildlife Service, United States Coast Guard, and the Department of Defense.
 - c. The Sheriff, by law, is both the Chief Executive Officer of the Court and Chief Law Enforcement Officer in Monroe County with the full authority and responsibility to uphold the law and preserve the peace. In addition to the Sheriff's constitutional office, several agencies have been created statutorily or by federal title to deal with specific law enforcement will arise from time to time.
 - d. It is the purpose of this policy and procedure to identify those specific law enforcement situations, as best as possible, and to advise what agency should be contacted with relevancy to each situation.

- e. Florida Department of Law Enforcement - To be contacted only with the approval of the Sheriff or his designee for matters deemed necessary.
- f. Florida Highway Patrol - To be contacted for all reported or discovered traffic accidents within Monroe County with the exception of traffic accidents reported or discovered in the City of Key West. Also, when necessary, the Highway Patrol may be contacted for situations requiring traffic assistance or law enforcement backup.
- g. Florida Marine Patrol/Florida Game and Freshwater Fish Commission - To be contacted for all reported or discovered boating accidents, reported boats in distress, derelict vessels in tidal waters, laws pertaining to the catching, possession, and/or selling of saltwater products, and any reported or discovered draining or depositing of oil into any saltwater. Will also be contacted for all calls pertaining to reported or discovered situations dealing with game, non-game birds, freshwater fish, wild animal life, and freshwater aquatic life not in or on United States properties.
- h. Florida Division of Alcoholic Beverages and Tobacco - To be contacted when an investigation is deemed necessary for reported or discovered potential violation or violations of the Beverage Law and/or Cigarette Tax Law.
- i. Key West Police Department - To be contacted when requests for service are received for inside the City limits of Key West, unless the caller requests the Sheriff's Office respond. However, in instances dealing with Key West City ordinances, the Police Department must be contacted. This should be fully explained to the complainant.
- j. Key Colony Beach Police Department - To be contacted when requests for service are received for inside the City limits of Key Colony Beach, unless the caller requests the Sheriff's Office respond. However, in instances involving a Key Colony Beach City ordinance(s), the Police Department must be contacted. This should be fully explained to the complainant.
- k. Florida National Guard - To be contacted only if the Sheriff or his designee for matters deemed necessary. Generally the National Guard will be requested in the event of a natural disaster or great law enforcement emergency.
- l. Federal Bureau of Investigation - To be contacted for bank robberies, when information or an investigation deems it appropriate, and any other crime under Federal Bureau of Investigation jurisdiction.
- m. United States Customs - To be contacted when assistance is needed in the investigation of illegal substances or products entering or about to enter the boundaries of Monroe County, Florida.
- n. United States Department of Immigration - To be contacted when illegal aliens enter or are about to enter the boundaries of Monroe County, Florida.
- o. United States Wildlife Service - To be contacted concerning situations dealing with wildlife or any United States lands in Monroe County, or for any situations dealing with wildlife under the jurisdiction of U.S. Wildlife Service in Monroe County, Florida.
- p. United States Coast Guard - To be contacted concerning missing boats, boats in distress, or boating accidents outside the boundaries of Monroe County, Florida, with the exception of the areas west of Key West not covered by the Florida Marine Patrol. Also the US Coast Guard should be notified, when deemed appropriate by investigating personnel, or illegal drugs headed for the boundaries of Monroe County by way of the Atlantic Ocean or Gulf of Mexico.
- q. Department of Defense (Naval Investigative Service / Boca Chica NAS Security) - To be contacted concerning situations occurring on the military properties, Boca Chica NAS, Trumbo

Point, etc. and responds to 911 calls on military property. The Naval Investigative Service will be contacted concerning investigations involving military personnel, which may involve illegal activities on military property or a federal crime.

2. The Social Service Agencies designed to deal with Health, Drug, or Alcohol Problems are coordinated through the Interagency Council, Inc. at (305)296-4033.