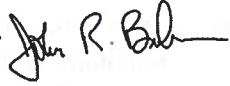
	Ithaca Police Department 120 East Clinton Street Ithaca, New York 14850	
	General Order Number: 656	Title: Officer Liaison Program
Issuing Authority: Chief John Barber 		Effective Date: May 11, 2015
Rescinds/Supersedes: All previously issued directives		Review Date: May 2017
Applicable NYSLEA Standards		Number of Pages:3

I. Purpose

- A. The Ithaca Police Department has recognized the importance of providing support and assistance to its employees and their families. The Officer Liaison Program is intended to provide designated liaison officers to support involved officers and/or their families during a time of trauma or need.
- B. The purpose is to establish and maintain communication for mutual understanding and cooperation between involved officers, their families, and different departments or entities. The ultimate goal is to provide a reliable means of communication for officers/families to offset certain emotional reactions that they may be experiencing during these times of uncertainty.

II. Policy

- A. The Officer Liaison Program Policy establishes a program to provide liaisons to officers and their families in the event of an Officer Involved shooting or Line of Duty Death. The liaison shall be a direct line of communication between the involved officer/family to the Chief's Office, Police Benevolent Association, District Attorney's Office, Command Staff, or any other entities identified at the time of need.
- B. The use of a liaison ensures consistent and reliable information is provided to the officer/family and maintains regular contact to help control negative emotional reactions.
- C. For the purpose of this policy, the processes and procedures outlined are intended to primarily deal with Officer Involved Shootings and Line of Duty Deaths. However, the liaison program can be extended to officers in other situations at the discretion of the Chief of Police.

III. Procedures

- A. The department liaison will be a voluntary position that will not excuse the liaison from routine duties, except with approval of on duty staff or the Chief's Office.
- B. The Officer Liaison Program shall act in supplement to the Peer Support Program, with the liaisons maintaining regular contact with the Peer Support Program Coordinator and the Chief's Office.
- C. The liaison shall have direct access to the Chief's Office and District Attorney's Office to ensure efficient communication both ways.
- D. The acceptance of a liaison shall be at the discretion of the involved officer/family.
- E. The liaison position is voluntary and the officer chosen may refuse the appointment.
- F. Should the liaison decide to withdraw from acting as a liaison to another officer, notification shall be made to the Chief of Police and the Peer Support Program Coordinator.
- G. Liaison training shall occur during the general mental health awareness training by the department.
- H. The liaison can be removed from participation at the discretion of the Chief of Police.
- I. Involved officers/families may choose the liaison officer they wish to represent them. If required, the Chief of Police or his/her designee can choose one. Participation shall be voluntary for both the involved officer/family and the liaison officer.

IV. Responsibilities

- A. Immediate response to meet with the involved officer/family, if practical.
- B. Upon meeting with the involved officer/family, identify what tasks have been completed and those that need completing (i.e. PBA representation, lawyers, doctors, notifications, family contact).
- C. Ensure timely and private communication with family members as soon as practical.
- D. Provide answers and information to the involved officer/family.

- E. Possess a full and functioning knowledge of the Department's General Orders and policies.
- F. Arrange for reasonable accommodations for the involved officer/family, if requested, and ensure that any responsibilities of that officer/family are met, within reason.
- G. Ensure that the involved officer/family meetings are arranged and fully explained and understood.
- H. Facilitate the flow of information between the involved entities and the involved officer/family.
- I. Maintain daily contact with the officer/family to reduce isolation and ensure mental/physical well-being, as practical.
- J. Be a source of support and guidance for the officer/family during any formal proceedings that result from the incident.
- K. Maintain the confidentiality of the involved officer/family, except where outlined by law.
- L. Immediately report any observations, statements, or concerns about the mental or physical well-being of the involved officer/family to the Peer Support Program Coordinator.
- M. Continually treat the involved officer/family as the priority and always treat them with respect and compassion.
- N. Any other responsibility or duty as assigned by the Chief of Police or his/her designee or the Peer Support Program Coordinator.

V. Resources

- A. Liaison officers may utilize department resources to fulfill the roles and responsibilities of the Officer Liaison Program, with approval from on duty staff or the Chief's Office.
- B. Any outside resources may also be utilized at the liaison officers' discretions.

