General Order

Houston Police Department

ISSUE DATE:	NO.
September 16, 2010	600-15

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 600-15, dated June 4, 1993

SUBJECT: INTERAGENCY COOPERATION AGREEMENTS

POLICY

Interagency cooperation agreements are cooperative agreements between the Houston Police Department and other agencies or organizations. The form of these agreements may vary dependent upon the situation and service provided.

It is the purpose of this directive to provide a mechanism for enhancing the department's ability to work cooperatively with other agencies operating within or near the Houston Police Department's jurisdiction.

Generally, the Houston Police Department's support services shall be made available to outside agencies under the department's interagency cooperation agreements, thus reducing duplication of effort and services on the part of all participating agencies. Employees shall cooperate with all government agencies by providing whatever aid or information such agencies are entitled to receive.

Any law enforcement agency wanting to participate in an interagency cooperation agreement should agree that:

a. The Houston Police Department shall maintain primary or concurrent control of all criminal investigations under the interagency cooperation agreement. This shall include all undercover investigations.

b. The agreement shall be signed by the cooperating agency's chief law enforcement or executive official or the governing body, as applicable to grant approval of the document. Each agency shall be provided access to the Houston Police Department's services as outlined in the agreement.

This General Order applies to all employees.

1 OUTSIDE AGENCY NOTIFICATION AND JURISDICTION

The Command Center shall act as the department's liaison with both public and private sector agencies for better interagency communication and coordination. Command Center personnel shall be responsible for notifying any federal law enforcement agencies or other outside agencies of any significant event within their jurisdictions.

2 PLANNING RESPONSIBILITIES

The department's Planning office is responsible for coordinating and tracking memorandums of understanding, memorandums of agreement, and other formal, written agreements between the Houston Police Department and external organizations. These organizations include, but are not limited to, law enforcement agencies, nonprofit corporations, business organizations, specific armed service and branches of the military, colleges and universities, and research institutions.

Planning, in consultation as needed with Legal Services and the requesting

command or division, shall determine the proper form of agreement necessary. Planning shall maintain archived agreements and memorandums, as well as active and current original documents of the Houston Police Department. Such documents may be accessed and researched by department personnel only with the approval of the Planning director. All documents shall be maintained in accordance with the records retention policies of the Houston Police Department and the City of Houston Code of Ordinances.

3 RELATED GENERAL ORDERS

200-10, **Notification and Emergency Management**
800-09, **Official Document Archives**
800-10, **Police Records**
800-12, **Records Retention**



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Chief of Police