



REFERRALS

INDEX CODE: 910
EFFECTIVE DATE: 10-26-09

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I. PURPOSE

Law enforcement officers, 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 purpose of this directive is to establish criteria on which adult and juvenile referrals to such agencies are based.

II. CRITERIA & PROCEDURES

Whenever an officer encounters a person who is in need of assistance, and no resources are available within the Police Department to provide the type(s) of assistance needed, the officer should consult the attached "Information & Referral List" (Appendix A of this directive) to determine which if any resources are available in either the public or private sectors to help the person.

The Information & Referral List identifies services and resources available through other public and social service agencies, including a brief description of the types of services each agency or organization provides. This description establishes criteria for referral to each agency or organization.

If an appropriate source of help is located, the officer will provide the person in need with written instructions on how to contact the agency or organization (telephone number, address, hours of operation, etc.).

If the officer is unable to identify an appropriate source of help for the person, and cannot leave the person in their current state without help, the officer should transport the person to the nearest district station and contact a supervisor for further assistance.

III. PROPONENT UNIT: *Juvenile-Victim/Witness Assistance Section.*

IV. CANCELLATION: This directive cancels Index Code 910, dated 12-06-06.