



DEPARTMENTAL
GENERAL
ORDER

New Order
16 Dec 03

A-18

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Management-Level Liaison (MLL)
MLL Monthly Reports

MANAGEMENT-LEVEL LIAISON

The purpose of this order is to establish the position of, and set forth Departmental policy and procedures for, a Management-Level Liaison between the Department, the Alameda County Courts, the District Attorney's Office, and the Public Defender's Office.

I. THE MANAGEMENT-LEVEL LIAISON COMMANDER (MLL)

The Commander of the Criminal Investigation Division shall be designated as the Management-Level Liaison (MLL) for the Department. The MLL is the primary point of contact between the Department, the Alameda County Courts, the District Attorney's Office (DAO), and the Public Defender's Office (PDO).

II. RESPONSIBILITIES

A. MLL

The MLL shall:

1. Ensure that cases, which are lost, dropped, or dismissed due to bad reports, defective search warrants, granted "motions to suppress," contradictory evidence or testimony, or any other indication of performance problems or misconduct, are tracked and reported to the Internal Affairs Division (IAD) Commander and the subject officer's unit commander.
2. Ensure that any misconduct that comes to his/her attention shall be reported to IAD, in accordance with the provisions of DGO M-3, COMPLAINTS AGAINST DEPARTMENT PERSONNEL OR PROCEDURES.
3. Ensure the supervising Deputy District Attorney, supervising Public Defenders, and the Presiding Judge at the Wiley W. Manual/Allen E. Broussard Courthouse Superior Court of

California, County of Alameda, are aware of the stipulations of this policy and understand the responsibilities of the MLL.

4. Meet with the Monitor within 10 working days after a meeting is requested by the Monitor.
5. Complete and forward a monthly report in accordance with the provisions of Part III of this order.
6. Ensure that a written reminder of the stipulations of this policy is disseminated to attendees at the monthly Superior Court of Alameda Interagency meeting.
7. Shall meet quarterly with representatives of the DAO and the PDO to discuss and/or clarify any information received. If the representatives of the DAO and the PDO are unable or unwilling to meet, the MLL shall prepare and forward a memo regarding the attempt to arrange a meeting and each Office's response to the Chief of Police.

B. Internal Affairs Division (IAD)

IAD shall review and evaluate each MLL Monthly Report received. If information contained in the MLL Monthly Report alleges a violation of the *Manual of Rules*, IAD shall document the action taken in accordance with Departmental General Order M-3.

C. Commanders/Managers

The subject member/employee's commander/manager shall:

1. Review and evaluate each MLL Monthly Report received;
2. Take Division/Unit level action (if the noted performance problems are not a violation of the *Manual of Rules*) to include:
 - a. Counseling;
 - b. Training; and/or
 - c. Placing the member/employee on a Performance Deficiency Notice.
3. Document the action in accordance with established policy and procedures.

III. MLL MONTHLY REPORTS

- A. The MLL shall prepare a monthly report based on the information received from the DAO, the PDO, or the Courts and submit the report directly to the Chief of Police, Deputy Chief of the Bureau of Investigation, Office of Inspector General, Internal Affairs Division, and through the chain-of-command, to the unit commander of the subject officer. When multiple officers are listed on the monthly MLL Report, the subject officer's unit commander shall receive only the information pertaining to their subordinate. The report shall contain:
1. The OPD Report Number or the Court Docket Number of the case(s) involved.
 2. The name and serial number of the officer(s) involved.
 3. The nature of the incident.
 4. The reporting person and the office/court that brought the matter to the attention of the MLL.
 5. A contact person (if different from the person in Part III, A, 4, above) in the respective office/court that has knowledge of the matter that the MLL or investigator may contact for details.
 6. An Action Code indicating what advisory recommendation for action or referral was made by the MLL.
- B. The MLL shall retain the Monthly Reports for a period of at least five (5) years.

By Order of



Richard L. Word
Chief of Police