

## LETTER OF UNDERSTANDING

This letter of understanding is established on January 17, 2017, between the Roanoke County Sheriff's Office, hereinafter referred to as the Sheriff's Office and the Roanoke County Police Department, hereinafter referred to as the Police Department, to wit:

WHEREAS both agencies are local elements of the criminal justice system of the Commonwealth of Virginia, authorized and duly established. The office and function of the Sheriff is established by the Code of Virginia. The establishment, organization and authority of the Police Department is set forth by the Code of Virginia and the Code of the County of Roanoke;

WHEREAS both agencies have faithfully served in harmony and unison the citizens of the County of Roanoke with regards to the needs of public safety and the fulfillment of all tasks pertinent to the administration of justice;

A. Be it recognized and accepted for the good of the citizenry the following conditions:

1. The Police Department is the primary law enforcement agency within the jurisdiction of the County of Roanoke, accountable for official response to, management of and investigation of criminal incidents, traffic crash incidents, and any other occurrence that disturbs the peace and tranquility of the County or threatens the freedom and liberty of its people therein.
2. The Sheriff's Office fulfills the court services and corrections functions and is accountable for the operations of the Roanoke County/Salem Jail facility; for the security and safety of the courts of the County of Roanoke, wherever and whenever they convene; the handling, management and transportation of prisoners and/or persons in custody pursuant to court order and the service of civil process.

B. It is agreed upon, recognized and/or understood that:

1. The Police Department will assert and have jurisdiction in responding to complaints of criminal activity or other incident type that may be received by or reported to members of the Sheriff's Office. The Police Department will serve all warrants and maintain such records with the following exception:

When the Sheriff's Office receives a call from a Clerk of Court concerning an individual who has come to turn themselves in, a Roanoke County Deputy, if available, will execute the warrant.

2. Sworn personnel of the Sheriff's Office possess the power of arrest and the duty to affect an arrest under limited circumstances, primarily with regard to felonies and misdemeanors committed in their presence. In the event that an arrest is

made prior to the arrival of police, the arresting deputy will be assisted by police officers in processing of the arrested individual. The Police Department will store in its' records management system ( RMS ), reports of crimes taken by sworn members of the Sheriff's Office, regardless if an arrest is made. The sworn member of the Sheriff's Office taking the report shall obtain a case number from the dispatch center and the report will be completed on report formats that have been provided by the Police Department. State CCRE and IBR Reporting requirements will be handled by the police department. The Police Department is responsible for keeping juvenile records which will be kept separate from adult records.

3. The Police Department is fully automated. All reports are electronically entered into a centralized computer system which provides an alphabetical master name index. This system is compliant with all requirements of the Virginia Central Criminal Records Exchange and is accessible 24 hours a day.
4. The Police Department by virtue of incumbent responsibilities and training of it's personnel, responds to and investigates all traffic crashes. The Police Department maintains traffic accident and enforcement data. In the event that Sheriff's deputies are first on the scene of a traffic crash, they will render assistance as appropriate.
5. With regard to the service of temporary detention orders (TDO's), the Sheriff's Office will serve an order upon a recipient within the jurisdiction of the County of Roanoke during normal business hours (8:00 am to 5:00 pm). The Police Department will serve TDO's at all other times. Transport of persons subject to a TDO to local mental health facilities in the Roanoke Valley area to include: Lewis-Gale Hospital, Lewis-Gale Pavilion, Carilion Roanoke Memorial Rehabilitation Center, Veterans Administration Medical Center or the Catawba Hospital of the VA Dept of Mental Health and Retardation will be handled by the serving agency. Transports outside of the Roanoke Valley will be the responsibility of the Sheriff's Office. Emergency custody orders (ECO's) and protective orders will be served by the Police Department. The Police Department will be responsible for transports related to the service of ECO's .
6. In the event of unusual demand for police services in which police officers are unavailable to affect such transport, the ranking police supervisor may request from the ranking Sheriff's Office supervisor, assistance to perform the transport.
7. Prisoner transportation to and from state facilities will be the responsibility of the Sheriff's Office.
8. In the event of civil unrest, disorder, massive labor strike or other unusual occurrence, to include natural or man-made disasters, members of the Sheriff's

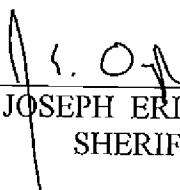
Office, upon request of the Chief or his/her designee may be made available to respond to assist the Police Department in any appropriate capacity.

9. In the event of an unusual occurrence, of a serious criminal nature, within the Roanoke County Courthouse complex, to include but not limited to hostage/barricade incidents, shootings and other such outbreaks of violence, the Sheriff's Office Emergency Response Team (ERT) will be the primary responder. However, the Police Department SWAT will be made available, to respond upon the request of the Sheriff or his/her designee, to assist as necessitated by circumstances. All ERT and police operations under these conditions will be directed by the Sheriff's Office ERT Deputy-in-Charge.
10. In the event of a sexual abuse or rape allegation in the Roanoke County/Salem Jail or courthouse holding cells, as defined by the Prison Rape Elimination Act, the Sheriff's Office will work with the Police Department to investigate the allegation. The Police Department will be responsible for conducting an investigation into the complaint, collection of evidence and obtaining criminal charges if applicable. The Sheriff's Office will be responsible for preserving any evidence and for protecting the crime scene prior to the Police Departments' arrival. In addition, the Sheriff's Office will provide reports and other records that may assist in the investigation of the alleged incident.
11. The Sheriff's office shall not conduct eyewitness identification procedures such as show-ups, photographic or in-person line ups for unless assisting on cases investigated by other law enforcement agencies. The Police Department shall be allowed to conduct photographic or in-person line ups in the Roanoke County/Sale Jail, if deemed necessary.

This agreement shall be reviewed on as a needed basis by the executive officer of the Police Department and the Sheriff's Office.

The content of this agreement is subject to revision for just cause or necessity by either party concerned.

Executed this 17<sup>th</sup> day of January, 2016 by the following officials:

  
JOSEPH ERIC ORANGE  
SHERIFF

1/17/17  
Date

  
HOWARD B. HALL  
CHIEF OF POLICE

1/24/17  
Date