

Annapolis Police Department



GENERAL ORDER

Number: B.13

**Issue Date: October
2018**

TO: All Personnel

SUBJECT: Requests for Legal Opinions

PURPOSE

The purpose of this General Order is to establish a method for liaison with the City Attorney.

POLICY

It shall be the policy of the Annapolis Police Department that Department members shall only request a legal opinion pertaining to departmental matters through the proper chain of command.

I. Procedure

Members of the Department wanting a legal opinion (official or non-official) pertaining to Departmental matters from the City Attorney shall submit the request in writing to the Office of the Chief through the chain of command.

II. Responsibilities

- A. Members of the Department shall submit their requests in writing to the Office of the Chief through the proper chain of command.
- B. Commanders shall:
 - 1. Review and approve or disapprove the request for a legal opinion from the individual member. If the request is approved:
 - a. Forward the initial request and formal correspondence to the Chief of Police or the Chief's designee for approval.
 - b. Prepare a formal correspondence for the Chief of Police or the Chief's designee's signature to the City Attorney requesting an opinion.

2. In instances of an emergency nature, contact the City Attorney via telephone, subsequently documenting the contact and forwarding the information via the chain of command.

C. The Chief or designee shall:

1. Review each request to insure the opinion in question has not been sought and received previously;
2. Retain a copy of each request;
3. Forward the request and official correspondence to the City Attorney;
4. Retain the original of all responses received from the City Attorney; and. Forward a copy of the response to the individual member requesting the opinion via the chain of command.

S. Baker

Scott Baker
Chief of Police

References
1. Accreditation Standards: None

Revision: This General Order replaces General Order B.13 Requests for Legal Opinions dated December 2015.