

Annapolis Police Department



GENERAL ORDER

Number: B.13

**Issue Date: December
2015**

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 his/her designee for approval.
 - b. Prepare a formal correspondence for the Chief of Police or his/her 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.

References
1. Accreditation Standards: None

Revision: This General Order replaces General Order B.13 Requests for Legal Opinions dated January 2003