

SOP Template: Coordination with Local Law Enforcement Agencies

Objective:

Establish effective partnerships to enhance public safety, ensure timely response to incidents, and streamline operations between internal teams and law enforcement.

1. Purpose

This SOP outlines procedures for **coordination with local law enforcement agencies**, focusing on communication protocols, joint response planning, information sharing, role definition during emergencies, regular liaison meetings, and collaborative training exercises.

2. Scope

This SOP applies to all internal personnel involved in security, emergency response, and external coordination efforts with local law enforcement agencies.

3. Responsibilities

Role	Responsibility
Security Manager	Primary liaison with law enforcement agencies; ensures SOP implementation.
Emergency Response Team	Coordinates incident response and communication with law enforcement.
Internal Staff	Reports incidents, follows established communication protocols.

4. Procedures

4.1 Communication Protocols

- Designate a point of contact for all law enforcement communication.
- Maintain up-to-date contact lists for local agencies.
- Use agreed-upon communication channels (phone, email, radio) for incident reporting and routine updates.

4.2 Joint Response Planning

- Develop and regularly review joint response plans for emergencies (e.g., active shooter, evacuation).
- Engage law enforcement in planning and tabletop exercises.
- Document and approve response roles and protocols.

4.3 Information Sharing

- Establish protocols for timely exchange of relevant information during incidents.
- Ensure information sharing complies with applicable privacy laws and regulations.
- Maintain records of all shared communications.

4.4 Role Definition in Emergencies

- Clearly define roles and responsibilities for both internal teams and law enforcement during emergencies.
- Document role assignments in emergency response plans.

4.5 Regular Liaison Meetings

- Schedule periodic meetings (at least quarterly) with law enforcement agencies to discuss ongoing issues, review protocols, and update contact information.
- Record meeting minutes and action items.

4.6 Collaborative Training Exercises

- Participate in joint training exercises with law enforcement to test and improve coordination.
- Debrief after exercises to identify improvements and update SOPs as needed.

5. Documentation

- Maintain records of meetings, joint response plans, and training exercises.
- Document all incidents requiring law enforcement coordination, including outcomes and follow-up actions.

6. Review and Update

- Review this SOP annually or after any major incident or exercise.
- Update procedures as required in consultation with law enforcement partners.

7. References

- Organization Emergency Response Plan
- Relevant Local, State, and Federal Guidelines
- Information Sharing Agreements (as applicable)