

Northeast Florida C.O.P.S.

Standard Operating Procedure (SOP)

Title: Police Liaison Duties

Effective Date: 07/01/2025

Last Updated: 06/25/2025

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Approved By: [Name/Title]

1. Purpose

This SOP defines the duties of Police Liaison as set forth by Article V of the Northeast Florida Chapter bylaws.

2. Scope

This SOP applies to all those wishing to be appointed for the position of Police Liaison.

3. Responsibilities

The President, with the approval of the Board, may appoint the non-voting Board position of Police Liaison as outlined in Article V, section 2 of the Northeast Florida Chapters bylaws.

4. Procedure Steps

Duties of Police Liaison.

- Shall be appointed by the President and approved by Chapter board.
- Shall act as an official spokesperson of the board when authorized by the Chapter President.

- Shall be non-voting member of the Chapter Board.

- Shall be the liaison between the Chapter and all law enforcement agencies.
- Shall assist the Chapter President and Board in coordinating activities with support and other organizations.
- Shall perform other duties on behalf of the organization as assigned by the Chapter President.

5. Required Resources

Northeast Florida Chapter Bylaws

6. Monitoring and Review

This SOP should be reviewed and monitored on a biennial basis, coinciding with that of election years as outlined in Article IX, Section 9.

7. Revision History

Date	Description	Author
	Initial Draft	
	Updated Draft	
	Final Draft	