

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: MARCH 28, 2017

NUMBER: 8.10 – CRITICAL INCIDENTS

SUBJECT: MUTUAL AID

RELATED POLICY: 8.10

ORIGINATING DIVISION: OPERATIONAL SUPPORT

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 8.10 – 02/29/2012

I. PURPOSE

This Department procedure establishes guidelines for requesting, receiving, and providing Mutual Aid.

II. SCOPE

This procedure applies to all sworn members of the Department.

III. BACKGROUND

- A. Mutual Aid is a system by which law enforcement agencies in adjacent or neighboring jurisdictions provide assistance to other law enforcement agencies when resources are insufficient. Mutual Aid is *mandatory* only in a “State of War” or a “State of Emergency” proclaimed by the Governor.
- B. The procedures for law enforcement are outlined in the "California Law Enforcement Mutual Aid Plan," which is published by the California Governor’s Office of Emergency Services.
- C. Failure to properly utilize the Law Enforcement Mutual Aid guidelines could potentially have significant liability and fiscal impacts.

IV. CRITERIA FOR LAW ENFORCEMENT MUTUAL AID

- A. To request Law Enforcement Mutual Aid (LEMA), three conditions must be in effect:
 - 1. An emergency must exist or be imminent;
 - 2. The Chief of Police or Duty Chief has determined that the emergency situation may become, or is already, beyond the control of the Department's resources; and,
 - 3. A mission must exist.
- B. If a specialized resource is needed (i.e., Canine, Special Weapons and Tactics [SWAT], Air Support-ABLE, etc.), the determination outlined above does not apply, as this type of support is considered day-to-day mutual aid and does not require a formal request.
- C. Mutual Aid may not be used for labor strikes (except in the event of a violent outbreak).
- D. Mutual Aid is not used for large "pre-planned" events (concerts, sporting events, etc.), unless an unanticipated emergency exists or is imminent.
- E. Pre-planned events like concerts, sporting events, etc., are the responsibility of local agencies. For pre-planned events necessitating more staffing than a single agency can provide, outside agency assistance can be facilitated through a contractual Agreement or Memorandum of Understanding (MOU).

V. PROCESS FOR REQUESTING MUTUAL AID

- A. When an Incident Commander (or the Department Operations Center [DOC], if activated) requires more personnel resources than are available and outside resources are necessary, the Watch Commander (or DOC Commanding Officer, if activated) will contact the Duty Chief and apprise him/her of the situation, the amount and type of outside resources required, and the mission to be performed.
- B. Upon approval of the Duty Chief, the Watch Commander or DOC Commanding Officer will contact the Sheriff's Department's Watch Commander or DOC Commander, and make the request for Mutual Aid by completing a Mutual Aid Request Worksheet (Attachment A).
- C. The Watch Commander or DOC Commanding Officer will inform the Incident Commander of the results of the request for Mutual Aid.

- D. A "Proclamation of Emergency" is not necessary for requesting Mutual Aid.

VI. PROCESS FOR RECEIVING REQUESTS FOR MUTUAL AID

- A. Requests from other agencies to receive Mutual Aid from the San Diego Police Department must be routed through the San Diego Sheriff's Department (which serves as the Law Enforcement Operational Area Mutual Aid Coordinator).
- B. Requests for Mutual Aid will be directed to the Watch Commander (or DOC Commanding Officer, if activated), for evaluation. Attachment A will assist in obtaining the appropriate information.
- C. The Watch Commander or DOC Commanding Officer will then contact the Duty Chief and brief him/her on the request. Upon approval by the Duty Chief, the Watch Commander or DOC Commanding Officer will make arrangements for obtaining the appropriate number of Department personnel necessary to fulfill the request.
- D. In many cases, the Mobile Field Force (MFF) may be the most expeditious method of providing mutual aid personnel. Refer to the MFF Operations Manual and Guidebook for details on the deployment of the Mobile Field Force. This manual is located in the Resource Library under Operations Manuals / Mobile Field Force.

VII. LEGAL, FISCAL, AND ACCOUNTABILITY ISSUES

- A. When Mutual Aid is requested, the requesting agency remains in charge.
- B. Whenever practical, the assisting agencies' personnel will be kept together, unless they are unfamiliar with the area or the mission makes it impractical.
- C. Responsibilities of the Requesting Agency:
 - 1. Provides food, housing, fuel, and other on-scene services and supplies for its own personnel and assisting personnel; and,
 - 2. Maintains a detailed statistical report and provides a copy to the assisting agency(s).
- D. Responsibilities of the Assisting Agency:
 - 1. Provides salary and employment benefits for its own personnel;
 - 2. Covers emergency medical costs incurred by the agency's personnel; and,

3. Maintains a detailed statistical report and provides a copy to the requesting agency.
- E. Use of force - all officers' respective agency policies regarding the use of force shall remain in effect.
- F. Officer-Involved Shooting - primary investigative responsibility is with the agency in whose jurisdiction the incident occurred.
- G. On-duty motor vehicle accidents - a detailed report will be completed by the requesting agency within the jurisdiction where the accident occurred. A copy of the report will be sent to the assisting agency.
- H. Citizen complaints - will be investigated by the agency whose personnel are involved in the alleged improper act.

VIII. USE OF THE MILITARY FOR MUTUAL AID

- A. California National Guard (CNG)
 1. Must be authorized by the Governor;
 2. The request is made via the Standardized Emergency Management System by either the Chief Operating Officer of the City or the Sheriff; and,
 3. Generally, the requesting agency must:
 - a. Have an emergency which has occurred or is imminent, and threatens lives and property;
 - b. Have committed its available resources; and,
 - c. Have a mission(s) to be performed.
- B. Federal Military
 1. Must be authorized by the President of the United States. Conditions under which the President may authorize the use of Federal military resources are similar to those for the use of the CNG.
 2. A local commander can commit Federal military resources when:
 - a. An emergency exists or is imminent, and threatens lives or has the potential for great property damage;

- b. Local resources are unavailable or inadequate; and,
 - c. A delay in accessing established Mutual Aid resources would result in deaths or great property damage.
3. Under most circumstances, military Mutual Aid resources are not to be used to provide deadly force or to perform “routine” police functions (i.e., crime reports, traffic enforcement, etc.).

IX. DUTIES AND RESPONSIBILITIES WHEN PROVIDING MUTUAL AID

A. Preparation

When it is determined that an authorized and legitimate request has been received and approved by the Chief of Police or Duty Chief to provide Department personnel, the following duties and responsibilities will be carried out:

- 1. Watch Commander
 - a. Identify the staging location, normally Traffic Division; and,
 - b. Notify the Traffic Division or the appropriate facility coordinator when a staging area is to be established at their facility; and,
 - c. Contact Communications Division and have the appropriate number of personnel or MFF units activated.
- 2. Department's agency representative (MFF Captain)
 - a. Liaison between the Department and the requesting agency;
 - b. Ensure the safety of all personnel;
 - c. Coordinate staging, check-in, briefings, and assignments;
 - d. Document all activities and costs;
 - e. Secure all Department personnel and equipment at the end of the incident;
 - f. Brief all MFF Lieutenants and Squad Leaders; and,
 - g. Utilize a caravan movement when personnel are ready for deployment.

3. MFF Lieutenants
 - a. Ensure that squad leaders have acknowledged the MFF activation and have given an estimated time of arrival (ETA) to the staging area; and,
 - b. Ensure Squad Leaders have inspected all officers for mandatory equipment.
4. MFF Squad Leaders
 - a. Acknowledge MFF activation and provide an ETA to the staging area;
 - b. Ensure that all needed vehicles are secured for the duration of the call out;
 - c. Inspect all officers for mandatory and personal equipment; and,
 - d. Ensure that MFF equipment bags contain all needed items on MFF check off-list (list is in the MFF box).

B. Operating Policies and Procedures

1. Department personnel shall operate under all policies and procedures of the San Diego Police Department, including MFF procedures; and,
2. Any modifications to those procedures must be approved by the Department's agency representative.

C. Personal Equipment

All MFF personnel shall bring their standard MFF equipment. In some cases, especially when responding outside the county, personnel should consider bringing the following items:

1. Toiletries (e.g., shaving cream, razor, shampoo, bath soap, hygiene products, deodorant, tooth brush, tooth paste, bath towel, wash cloth, and toilet tissue);
2. Under garments to last three to five days;
3. Change of casual clothing; and,
4. Extra uniforms and footwear.

D. After-Action Report

1. Upon completion of the Mutual Aid mission, the agency representative shall complete an After-Action Report and forward the report to the Chief of Police.
2. The After-Action Report will include:
 - a. A synopsis of the events;
 - b. Personnel deployed and hours worked;
 - c. Arrests (if any);
 - d. Expenditures/reimbursements;
 - e. Significant problems encountered; and,
 - f. Recommendations for improvements.
3. If Mutual Aid is provided to this Department, the Incident Commander will provide the above information to the agency representative of the assisting department.

MUTUAL AID REQUEST WORKSHEET

VERIFY REQUEST IS FROM SHERIFF'S DEPARTMENT MUTUAL AID COORDINATOR:

NAME: _____ TITLE: _____ PHONE #: _____

DATE / TIME OF REQUEST: _____

TYPE OF EMERGENCY: _____

REQUESTING AGENCY'S RESOURCES ARE 50% COMMITTED: [] YES [] NO

MISSION: _____

QUANTITY OF RESOURCES NEEDED: _____

AREA / LOCATION TO REPORT TO: _____

SDPD DUTY CHIEF APPROVAL (NAME / TIME): _____

RESOURCES DEPLOYED: _____
