

Outside Agency Assistance

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

326.2 POLICY

It is the policy of the Louisville Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

326.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Shift Supervisor may authorize, if available, an appropriate number of personnel to assist (CRS § 29-5-104). Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

326.3.1 RECIPROCAL LAW ENFORCEMENT AGREEMENT

The Department may, at the discretion of the Chief of Police, establish an agreement for reciprocal law enforcement with another agency, including those of neighboring states, provided those agreements meet statutory requirements pursuant to CRS § 29-1-206 and CRS § 29-1-203.

[Outside Agency Assist Memo.pdf](#)

326.3.2 TERMS OF AGREEMENT

Any reciprocal law enforcement agreement with another agency should include:

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- a. An estimate of the types, amounts and general location of aid and resources available from each involved agency.
- b. Information on which agency will respond to calls for service by type of event.
- c. A plan for interagency communication to ensure prompt and appropriate response.
- d. A strategy for providing backup support between jurisdictions.
- e. Clear reporting and documentation requirements.
- f. Guidelines concerning jurisdiction of prosecutors and courts.

326.3.3 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Louisville Police Department shall notify his/her supervisor or the Shift Supervisor and the Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

326.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor (CRS § 29-5-104). The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

326.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Supervisor.

326.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administrative Services Division Commander or the authorized designee.

The documentation should include:

1. The conditions relative to sharing.
2. The training requirements for:
 1. The use of the supplies and equipment.
 2. The members trained in the use of the supplies and equipment.
3. Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Communications Center and the Shift Supervisor to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

City of Louisville Police Department Policy Manual

Law Enforcement Policy

Outside Agency Assistance

The Deputy Chief should maintain documentation that the appropriate members have received the required training.

Attachments

Outside Agency Assist Memo.pdf

TO: All Commissioned Members

FROM: Chief David Hayes

REF: Outside Assists

DATE: July 7, 2014

The following directive is in effect immediately, and will be incorporated into General Order Format at a later date.

As we all know, our neighboring departments (including Boulder Sheriff, Colorado State Patrol, Erie and/or Lafayette) will have calls or incidents where our assistance may be required. Likewise, we may also find ourselves needing assistance from one or all of these same agencies.

Because staffing can be difficult, for what will inevitably be hard-to-manage peaks in calls for service, the need to be strategic in our approach of providing timely responses for assistance is paramount. As such, we need to be willing to provide assistance under any of the following circumstances:

1. When assistance is asked for by a representative of the requesting agency, either in person or via radio communications.
2. We may elect to respond to a neighboring jurisdiction due to the gravity of the call or incident being aired, or the on-duty staffing of an affected agency, or the lack of available resources from an immediately adjacent agency, and/or even something as subtle as the voice inflection of an involved officer, notifying the applicable Communications Center(s) while en-route to assist.
3. When deploying the Move-Up method. As you know, the move-up concept is used by other first responders. By way of example, the Lafayette Police Department has most, if not all, of their units tied up on a major call. Under these circumstances, our officers may move to the western edge of Lafayette and notify the Communications Center of our position should Lafayette need our help on the call or to handle unrelated calls for service.

All of this will of course depend on what we know about the type/nature/gravity of assistance needed. If an officer is calling for emergency assistance or is in a situation that poses eminent danger to others, it will mean a significant response in terms of the number of officers responding/needed. However, I do not think it prudent that a prescribed number of officers be set to send under any of the preceding circumstances, because, simply put, it will depend on many factors that also include:

1. Our staffing and call load.

2. Any events occurring in the City of Louisville at the time.
3. Weather
4. Traffic Conditions

Will there be situations in which a call or incident will require every available officer in Louisville to respond to a neighboring jurisdiction? I hope not, but yes, there could be.

When officers leave to assist another agency, when are they expected return to Louisville? My expectation is that officers will return immediately once the incident stabilizes or officers are released by the incident commander at the scene. The supervisor in that jurisdiction has the overall command and control of the incident, and should be tasked with releasing resources as soon as possible.

Please see me with any questions you may have.