



DEPARTMENTAL
GENERAL
ORDER

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Index as:

Assistance to Outside Jurisdictions
and Mutual Aid
Mutual Aid
Outside Agency Requests for
Emergency Assistance

ASSISTANCE TO OUTSIDE JURISDICTIONS AND MUTUAL AID

The purpose of this order is to set forth procedures for responding to routine requests for assistance from adjacent jurisdictions and to define mutual aid and set forth policy and procedures for requesting or providing mutual aid.

I. ASSISTANCE TO OUTSIDE JURISDICTIONS

A. Communications Division Responsibilities

1. When an adjacent police agency requests assistance for an **emergency**, the Communications Division shall assign appropriate field personnel. The Patrol Division watch commander shall be advised **immediately**.
2. When an adjacent police agency requests assistance regarding a **non-emergency situation**, the request shall first be approved by the Patrol Division watch commander.
3. When a citizen or on-duty member or employee reports an incident outside the Department's jurisdiction, the Communications Division shall obtain the necessary information and transmit it to the communications center of the appropriate agency. If that agency requests assistance, it shall be provided in accordance with the above procedures. The Patrol Division watch commander shall be advised immediately when on-duty personnel report an incident outside the City's jurisdiction.

B. Member's Responsibilities

1. Members who are dispatched to assist an adjacent police agency shall initiate such action as they would take if they were first at the scene of a similar incident in Oakland. If members make any arrests, they shall turn the prisoners over to the custody of an officer from the agency that has territorial jurisdiction.
2. On-duty members who view a serious crime occurring outside this Department's jurisdiction shall immediately notify the Communications Division and take such action as is necessary pending the arrival of an officer from the responsible jurisdiction.

II. MUTUAL AID

A. Definition

1. Mutual aid is distinguished from the routine assistance described in Part I of this order by the scope of the emergency and the mechanism for requesting aid.
2. The California Emergency Services Act, commencing at Government Code Section 8550, provides the authority for cities and counties to render or receive mutual aid across territorial boundaries, defines three levels of emergencies that require or may require mutual aid (local emergency, State of Emergency, State of War Emergency) and divides the state into mutual aid regions and operational areas (counties).
3. In Alameda County, the Sheriff is the operational area law enforcement mutual aid coordinator. Requests for mutual aid from other jurisdictions will be directed to this Department as necessary by the Sheriff. In the event that the Department requires mutual aid, the Chief of Police will make the request to the Sheriff.
4. The emergency must be beyond the control of or likely to be beyond the control of the local law enforcement agency before mutual aid may be requested. Each local law

enforcement agency that renders mutual aid bears all of its own costs.

5. Law enforcement mutual aid may be requested regarding any disaster, civil disturbance or other condition except a labor controversy.
6. The agency requesting mutual aid remains in charge of its own personnel and the deployment of those from outside agencies who are assigned to provide aid.

B. Requests to the Department to Provide Mutual Aid

1. In the event that a request for mutual aid is received, the **Chief of Police shall be notified immediately** in accordance with Departmental General Order Q-1, NOTIFICATIONS TO THE CHIEF OF POLICE, CITY ATTORNEY, CITY MANAGER, ELECTED OFFICIALS, AND FAMILIES.
2. As authorized by the Chief of Police, the Patrol Division watch commander shall deploy Departmental resources to meet the request for aid.
3. The Communications Division shall obtain and transmit to the watch commander as much information as possible regarding the number of personnel needed for the mutual aid operation, the location of the assembly point in the requesting jurisdiction, and the name and rank of the field commander in the requesting jurisdiction.
4. The watch commander shall ensure that a member is assigned to maintain a chronological log of Departmental operations and logs of the personnel and equipment that are deployed. Each watch commander who comes on duty during the emergency shall ensure that these records are maintained.
5. The Bureau of Field Operations commander shall submit a report to the Chief of Police within three working days of the termination of the mutual aid operation, summarizing

Departmental operations and listing the personnel and equipment that were involved.

C. Requests for Mutual Aid to the Department

1. The Chief of Police shall be advised immediately in accordance with General Order Q-1 regarding any situation that may exceed the resources of the Department to control.
2. As necessary, Departmental mobilization may be authorized.
3. If mutual aid is required, the Chief of Police or a designated representative will so advise the Sheriff by contacting the Sheriff's Office of Emergency Services (803-7800). If there is no response at the Office of Emergency Services, the Sheriff's watch commander will be contacted (667-3600).
4. The Patrol Division watch commander shall determine to the greatest extent possible, the number of mutual aid personnel who should be requested and designate an assembly area for the mutual aid forces and a field commander.
5. The watch commander shall ensure that a member is assigned to maintain operations, personnel and equipment logs during the emergency. Each watch commander coming on duty shall ensure that these records are maintained.
6. The Bureau of Field Operations commander shall submit a report to the Chief of Police regarding the emergency within three working days of the termination of the mutual aid condition. The report shall recommend whether a Major Incident Board of Review should be convened.

By order of

Joseph Samuels, Jr.
Chief of Police

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