



DEPARTMENTAL
GENERAL
ORDER

L-3

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Evaluation Coordinator:
BFO Commander

Index as:
Assistance to Outside Jurisdictions
and Mutual Aid;
Mutual Aid - Outside Agency Requests
for Emergency Assistance

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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, to define Mutual Aid, and to 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 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

Mutual Aid requests and deployments shall be made in accordance with California Emergency Management Agency (CalEMA) Law Enforcement Mutual Aid Plan (Blue Book). Proclamation of a local emergency is not required before requesting Mutual Aid. Deployment and management of Mutual Aid units shall be done in accordance with DGO K-7, EMERGENCY MANAGEMENT SYSTEMS, and the California Law Enforcement Guide for Emergency Operations (Red Book).

A. Definition

Mutual Aid is the voluntary sharing of personnel and resources when an agency cannot sufficiently deploy its own resources to respond to an unusual occurrence. Resources are then requested by the affected agency through a recognized system established by the Master Mutual Aid Agreement and Emergency Services Act. This cooperative system may be executed on a local, countywide, regional, statewide, and interstate basis. The state has been divided into seven Mutual Aid regions to more effectively apply, administer and coordinate Mutual Aid. Mutual Aid can become mandatory at the option of the Governor. Generally, there is no reimbursement for providing Mutual Aid. (See Appendix A, Channels for Requesting Mutual Aid)

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. CalEMA and The California Emergency Services Act provides the authority for cities and counties to render or receive Mutual Aid across territorial boundaries, categorizes incidents that may require Mutual Aid into four types (State of War Emergency, State of Emergency, Local Emergency or Unusual Occurrence) and divides the state into Mutual Aid regions made up of numerous operational areas (counties).

- a. Oakland is in Mutual Aid Region II;
 - b. Region II consists of the following counties/operational areas: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma;
 - c. The Alameda County Sheriff is the designated **Regional Law Enforcement Mutual Aid Coordinator** of Region II.
3. In each Operational Area the Sheriff serves as 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 or his designee will make the request to the Sheriff. (See Appendix B, Oakland Police Department Mutual Aid Requests)
- a. 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;
 - b. Law enforcement Mutual Aid may be requested regarding any disaster or civil disturbance (other than conditions arising from a labor controversy);
 - c. 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 for Mutual Aid to the Department
1. The Chief of Police shall be advised immediately in accordance with DGO Q-1, MAJOR INCIDENT NOTIFICATIONS, 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 Emergency Services Dispatch Supervisor at (510) 667-7777. If there is no answer, use the Emergency Services Dispatch line (510) 667-7721.
4. The **Incident Commander (IC)** shall to the greatest extent possible:
 - a. Identify numbers and types of Mutual Aid resources requested;
 - b. Identify specific missions for Mutual Aid responder tasking;
 - c. Advise responders as to what equipment they should bring;
 - d. Establish an assembly/staging area for responding resources;
 - e. Identify communications channels compatible with command and control of field resources;
 - f. Designate a liaison officer (pathfinder) to facilitate a coordinated assimilation of responding Mutual Aid resources;
 - g. Prepare a situation briefing, including local maps, for responders;
 - h. Provide logistical support for Mutual Aid personnel (e.g., food, lodging, rest intervals and equipment maintenance as appropriate.)
5. Responding Mutual Aid units are responsible for:
 - a. Equipping its assigned personnel;
 - b. When possible, assigning the appropriate level of supervision to maintain unit integrity and accountability;
 - c. Completing response rosters (ICS-214 Form – Unit Log);
 - d. Dispatching personnel to the staging area;
 - e. Providing relief for assigned personnel at protracted events;

- f. Maintaining records as to dates and times of arrival and departure, rank, timekeeping, mileage, damage, and expended resources; and
 - g. Accounting for arrests, injuries, and use of force applications.
6. The IC shall ensure that a member is assigned to maintain operations, personnel, and equipment logs during the emergency. Each IC coming on duty shall ensure that these records are maintained.
7. If Mutual Aid is called for, the IC shall ensure an after action report is completed in accordance with TB III-G, OPD CROWD CONTROL AND CROWD MANAGEMENT POLICY.

C. Deploying Mutual Aid Units

- 1. Staging: Prior to deployment, outside law enforcement units shall respond to a designated staging area where:
 - a. They will be assigned an Oakland Police Department member as a liaison (pathfinder); and
 - b. Their less-lethal weapons and munitions will be inventoried and they will be told which weapons and munitions are prohibited according to Departmental policy.
- 2. Briefing: Prior to deployment, outside law enforcement Mutual Aid units shall respond to a staging area where they shall be:
 - a. Briefed on the current situation;
 - b. Provided local maps for responders;
 - c. Briefed on OPD's Unity of Command structure;
 - d. Briefed on and provided copies of applicable OPD policies; and
 - e. Tasked with a specific mission.

3. Deployment: To the extent possible and/or unless there is a public safety emergency, outside law enforcement units shall not be assigned to front-line positions or used for crowd intervention, control, or dispersal, and shall be:
 - a. Deployed as a unit in order to maintain department and unit integrity; and
 - b. Used for infrastructure protection, custody and control of arrestees, perimeter security, and fixed post positions, etc.
4. Demobilization: Prior to being released, Mutual Aid units shall be directed to return to the staging area to complete an ICS-214 Activity Log. The commander of staging or his/her designee shall ensure that the following is included:
 - a. Personnel rosters;
 - b. Assigned areas of operation;
 - c. Arrests;
 - d. Uses of force and if so where they occurred;
 - e. Injuries and if so where they occurred;
 - f. Officer injuries; and
 - g. Designated contact person for additional outside agency reports.

D. 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:
 - a. Number of personnel needed;
 - b. Equipment needed;
 - c. Location of the assembly point in the requesting jurisdiction;
and
 - d. Name and rank of the Incident Commander in the requesting jurisdiction.
4. Responding Mutual Aid units are responsible for:
 - a. Equipping its assigned personnel;
 - b. When possible, assigning the appropriate level of supervision to maintain unit integrity and accountability;
 - c. Completing response rosters (ICS-214 Forms – Unit Log);
 - d. Dispatching personnel to the staging area;
 - e. Providing relief for assigned personnel at protracted events;
 - f. Maintaining records as to dates and times of arrival and departure, rank, timekeeping, mileage, damage, and expended resources; and
 - g. Accounting for arrests, injuries, and use of force applications.
5. The assigned 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 and ensure that all mandated ICS forms as well as all reports in accordance with Departmental policy are completed. Each commander who comes on duty during the emergency shall ensure that these records are maintained.
6. The assigned commander shall ensure that a debrief is conducted within 72 hours after the end of the Mutual Aid deployment.

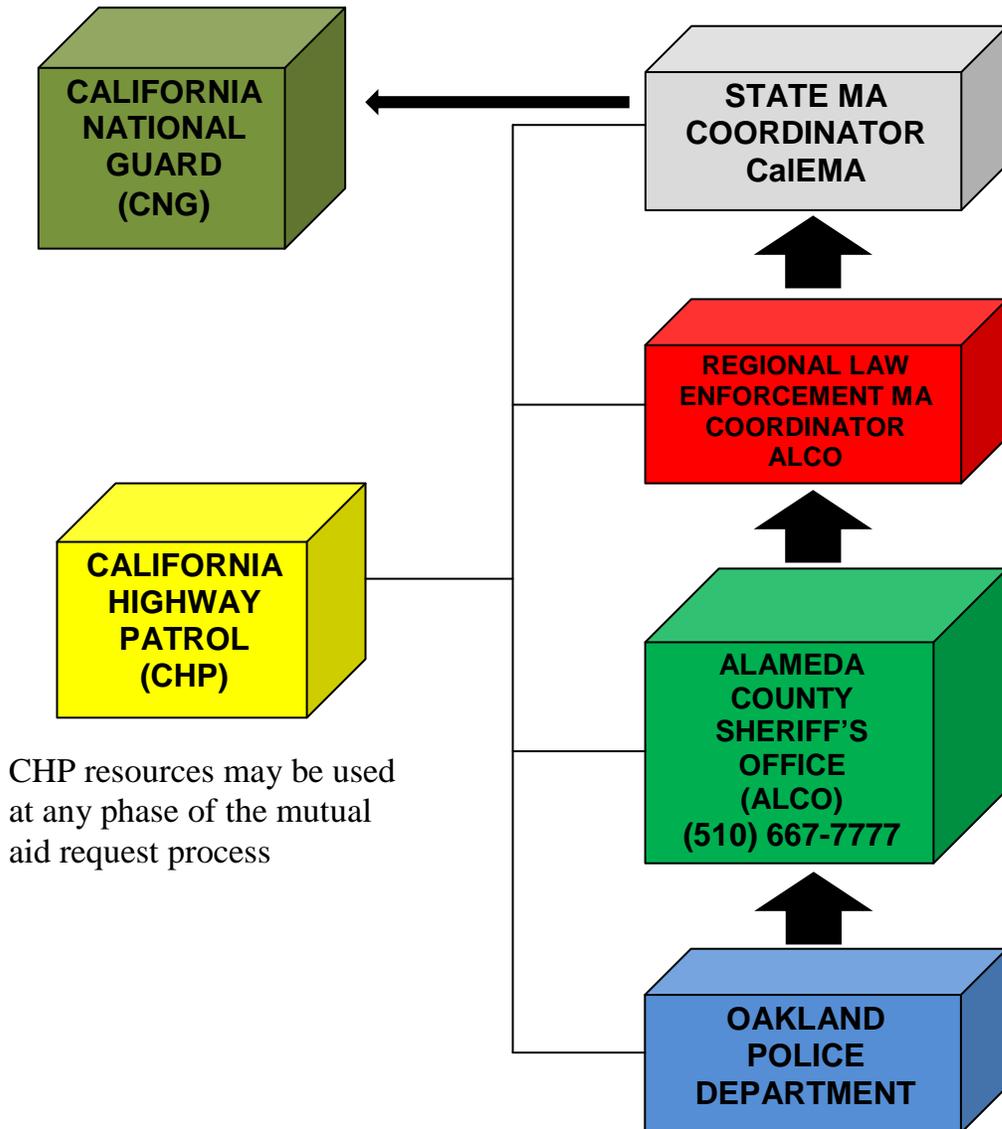
7. The Bureau of Field Operations commander shall submit an after action report to the Office of Inspector General within thirty days of the termination of the Mutual Aid operation, summarizing Departmental operations and listing the personnel and equipment that were involved.
8. Units deployed for Mutual Aid shall comply with all applicable Departmental policy including but not limited to:
 - a. Use of force;
 - b. Report writing;
 - c. Crowd control and management; and
 - d. Taking Complaints

By order of

Sean Whent
Interim Chief of Police

APPENDIX A

Channels for Requesting Mutual Aid (MA)



APPENDIX B

Oakland Police Department Mutual Aid Requests

