MUTUAL AID

A. Policy

The policy of state assistance to local government in major disorders and unusual occurrences is to support local law enforcement with state resources after local and adjacent government aid has been reasonably committed, or whenever the magnitude of the emergency is such that the best interest of the state will be served by the involvement of state resources before the commitment of all local agencies.

B. Procedure

1. Mutual aid assistance will be requested or provided subject to state statutes and in accordance with designated mutual aid agreements.

MUTUAL AID REQUESTS OF LAKEWOOD

A. Policy

This department participates in mutual aid agreements and shall assist area agencies in those incidents where the local agency lacks the resources and has made a request for assistance to this department.

B. Procedure

1. Upon receipt of a mutual aid request for the department, the chief of police or a member of command staff shall be notified immediately.

2. The request shall be approved by the requesting agency.

3. A tele-type request for assistance should be sent to the Lakewood Police Department by the requesting agency.

C. Rule

1. Mutual aid requests shall be approved by the chief of police or a member of command staff.

2. In the event that neither the chief of police nor a Division Chief can be contacted authorization shall be obtained from a command officer with the rank of Commander.

3. On mutual aid responses, the department accepts mission assignments only and receives its direction from Lakewood Police Department supervisors. The Lakewood Police Department supervisors shall coordinate the department’s activities with the on-scene commander of the requesting agency.
MUTUAL AID REQUESTS BY LAKEWOOD

A. Policy

When it is recognized that a local problem is exceeding or soon will exceed the ability of the Police Department to handle the situation, the department shall request mutual aid assistance from other law enforcement agencies in the metro area. The purpose of this procedure shall be to provide a guideline to follow when this department has to deal with a police problem that has or is taxing the limits of the department's ability to handle. This policy in no way restricts, for example, a Sector Commander calling for assistance from surrounding law enforcement agencies to deal with an immediate short term problem, such as a large unruly crowd at one of the city parks.

B. Procedure

1. Based upon a recognized need for mutual aid assistance, the chief of police or a Division Chief shall be notified immediately and briefed concerning the situation.

2. The decision shall then be made by the chief of police or a Division Chief and the commander of the emergency situation as to what equipment and people will be needed and which law enforcement agencies to contact.

3. The chief of police or a Division Chief shall authorize a detailed teletype requesting mutual aid be sent. In the event that the need for assistance is immediate, the initial contact or request shall be made by the telephone and followed by a teletype.

4. In the event that the chief of police cannot be contacted, authorization shall be obtained from a command officer with the rank of Commander or above.

C. Rule

1. The teletype requesting mutual aid shall include the following:
   a. Reason for mobilization.
   b. Date, reporting time, and weather conditions.
   c. Manpower requested and an estimate of how long they will be needed.
   d. Assembly point and the name of the Lakewood supervisor to report to.
   e. Uniform and equipment needed.
2. An emergency operations center or command post shall be developed and should be large enough to house all personnel involved in the decision-making, command, and support processes. This includes commanders of other jurisdictional units.

3. A Lakewood agent shall be on duty at all times to receive the responding units, log them in, and log them out as they respond to assignments.

4. Even though time may be of the essence, a plan shall be developed to brief the responding units about the nature of the emergency and the role they are going to play in resolving the situation.

5. A separate room with map space and radio monitoring capabilities should be set aside for the other responding jurisdictional units. A knowledgeable staff assistant should be assigned to that room to help those units with problems that may arise.

6. Responding units shall be kept under the command and control of their supervisors. However, the supervisors shall report to the commander of the Lakewood operation for instructions.

7. When it becomes necessary to move personnel who are not familiar with the geography of the city of Lakewood, a Lakewood agent shall be assigned to those groups to expedite such movements.

8. When significant changes are made in the operating plan, the commanders of other jurisdictional units shall be included in the planning process.

9. The commander of the Lakewood operation shall be responsible to keep an operational log in chronological order of the event. If the emergency operations center is separate from the command post, 2 logs shall be maintained.

10. Mass-arrest situations shall be handled as outlined in the Department Manual.

11. Media shall be handled as outlined in the Department Manual.

12. At the conclusion of the operation, the commander of the Lakewood operation shall hold a critique and then complete a comprehensive report to be sent to the Lakewood chief of police and the chief law enforcement administrator of the assisting agencies, which shall include:

   a. An explanation of events that led to the emergency operation.

   b. A list of all the agencies and personnel involved.

   c. A list of all equipment requested and used, to include a brief explanation of equipment lost, damaged, or stolen and the cost to replace or repair said equipment.
d. Identification of injuries to personnel involved in the operation.

e. A list of damage to any public or private property caused by the emergency.

f. A list of persons arrested by name, date arrested, charge, and arresting agent.

g. A detailed breakdown of all other costs.