

Mutual Aid and 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 Greenfield 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 Commander's office or an on-duty supervisor for approval. In some instances, a memorandum of understanding (MOU) or other established protocol may exist that eliminates the need for approval of individual requests (Wis. Stat. § 66.0313; Wis. Stat. § 175.46).

Dispatchers may assign personnel to a mutual aid request and then notify the shift commander/supervisor.

When another law enforcement agency requests assistance from this department, the Shift Commander may authorize, if available, an appropriate number of personnel to assist. If sufficient resources are available, dispatchers may assign squads to assist and notify the shift commander.

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. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. 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 MUTUAL AID AGREEMENTS

The Department may, at the discretion of the Chief of Police, enter into a mutual aid agreement with a law enforcement agency of a physically adjacent state. An agreement may authorize the following (Wis. Stat. § 175.46):

- (a) Law enforcement officers from another agency may act with some or all of the arrest and other police authority of an officer of this department (Wis. Stat. § 175.46(2)).

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- (b) Law enforcement officers from another agency may enforce and make arrests for violations of only those laws that are similar to the types of laws they are authorized to enforce and make arrests for violations of in their home jurisdiction (Wis. Stat. § 175.46(4)).

Any mutual aid agreement should be written and may be on an individual case-by-case basis or may be a continuing agreement until terminated by either agency. At least 30 days prior to entering into a mutual aid agreement, this department shall submit a copy of the initial proposed agreement to the Wisconsin Department of Justice (WisDOJ) for review and comment. (Wis. Stat. § 175.46(3); Wis. Stat. § 175.46(8)). The department currently maintains mutual aid agreements with:

- (a) Franklin
- (b) Greendale
- (c) Hales Corners
- (d) Oak creek
- (e) West Allis

326.3.2 COUNTY-WIDE LAW ENFORCEMENT AUTHORITY

Officers may arrest a person anywhere within the local county provided that the officer (Wis. Stat. § 175.40(5)(d)):

- (a) Officers may make an arrest anywhere within Milwaukee County for any crime or municipal ordinance violation committed within the City of Greenfield. Whenever practical, the officers should notify the jurisdiction where the arrest is to occur prior to making the arrest.
- (b) Officers may make an arrest anywhere within Milwaukee County for a criminal violation reported to them or observed outside the City of Greenfield.
 - 1. Officers making an arrest outside the City of Greenfield for a criminal violation occurring outside the City of Greenfield shall notify the Greenfield Police Department duty supervisor as soon as practical.
 - 2. Officers shall insure that notification is made to the jurisdiction where the violation and arrest occurred.
 - 3. The officer or duty supervisor shall consult with the jurisdiction where the offense occurred to determine if the Greenfield Police Department or the home jurisdiction will process the arrest and prosecution of the offender.

326.3.3 SELF 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 Greenfield Police Department should notify the local law enforcement agency of the county or municipality where the violation occurs, cooperate with that agency as necessary, and notify his/her supervisor or the Shift Commander and the Dispatch Center as soon as reasonably practicable (Wis. Stat. § 175.40(6)(d)). This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

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326.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. 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.

326.4.1 SMART PROCEDURES (SUBURBAN MUTUAL AID RESPONSE TEAMS)

SMART is a law enforcement mutual aid system operating in southeastern Wisconsin. The purpose of SMART is to:

- (a) Provide immediate response of extra law enforcement officers and equipment at the scene of law enforcement emergencies.
- (b) Provide for automatic and systematic response of law enforcement officers.
- (c) Identify contractual responsibility and liabilities.

All personnel are required to have a working knowledge of SMART procedures. The SMART Manual is maintained in the Dispatch Center and available online on the Department intranet.

[See attachment: SMART operating procedures](#)

326.4.2 REQUESTS FOR SMART RESPONSE

SMART response is available in increments of five squads from Level 1 to Level 13. Any officer, or any dispatcher at the request of an officer, is authorized to request a SMART response. The duty supervisor will monitor requests for SMART assistance and assist in determining the appropriate level.

- (a) The duty supervisor will determine a SMART staging area and radio channel to be used which will be relayed to the dispatcher.
- (b) The duty supervisor will assign an officer or CSO to meet responding officers at the staging area.
- (c) The Staging Area Officer or CSO will provide radios or the radio channel to responding squads.
- (d) Responding officers will remain at the staging area until assigned by the Staging Officer.

326.4.3 SMART RESPONSE BY GREENFIELD OFFICERS

When Greenfield is asked to respond to a SMART request, the dispatcher will determine if a squad is available and immediately assign a squad to the response.

- (a) The duty supervisor shall be notified of the response as soon as practical.
- (b) Responding units are to respond in non-emergency mode to the predetermined staging area.

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326.5 CRITICAL INCIDENT MUTUAL AID

State, regional or county agencies may be summoned to assist and coordinate emergency services such as natural disasters, civil unrest, large crime scenes or accidents and hazardous or chemical spills. The Incident Commander, in cooperation with other agencies, is charged with making an immediate appraisal of the situation and its potential. Responders should:

- Establish scene management and control.
- Detect the presence of dangerous conditions or hazardous materials.
- Begin identification of dangerous conditions or hazardous materials (may use the most current Emergency Response Guidebook published by the U.S. Department of Transportation).
- Isolate the incident and identify zones of danger and activity.
- Contain the incident without risking unnecessary exposure.
- Perform firefighting, rescue, emergency medical and other critical life-saving response activities in accordance with the City Emergency Operations Plan.
- Begin evacuation or direct in-place sheltering.
- Consider personal protection/decontamination.
- Contact the local Wisconsin state dispatch center and request support if it occurs on any federal, state or county highway located outside of this department's jurisdiction.
- Seek additional resources if the event exceeds, or is expected to exceed, the capability of local resources, including mutual aid and state or federal assistance. When requesting local, state or federal assistance, this department should clarify whether it is requesting assistance only or complete scene management.

326.5.1 EMERGENCY POLICE SERVICE (EPS)

State law enforcement response groups are an important component of the state's overall emergency operation effort, especially during incidents that have severely stretched local law enforcement forces to and beyond their limits. (Wis Stats. 59.26, 59.27, 59.28, 61.29, 61.31 and 62.13)

During emergencies, local law enforcement agencies may need to expand their operations through local mutual aid agreements to provide the increased services required by the situation. (Wis Stats. 66.0313, 66.0314, and 66.0513) As the situation escalates, local resources may be depleted resulting in the diminishing of local capabilities. Mutual aid, state, and federal law enforcement response resources will need to be coordinated and deployed to assist local law enforcement in their efforts to provide continued protection to life and property. State resources may be deployed whenever the magnitude of the emergency is such that the best interest of the state is served.

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Emergency Police Service (EPS) is a service coordinated through Wisconsin Emergency Management. EPS can be requested for any significant and ongoing event. Any request for EPS response shall adhere to the following:

- (a) A request for EPS may be authorized by the Chief of Police or designee only.
- (b) EPS is requested through the Wisconsin Emergency Management Duty Officer at 800-943-0003.

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 Administration Division Commander or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members training in the use of the supplies and equipment.
- (c) Copies of the documentation should be provided to the Dispatch Center and the Shift Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The UT3 Coordinator should maintain documentation that the appropriate members have received the required training.

326.7 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 Commander.

Attachments

SMART operating procedures

SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAMS

DEFINITIONS AND OPERATING PROCEDURES

PURPOSE

The Suburban Mutual Assistance Response Teams (S.M.A.R.T.) is a law enforcement mutual aid system operating in Southeastern Wisconsin (Jefferson, Milwaukee, Racine, Walworth and Waukesha Counties).

The purpose of S.M.A.R.T. is:

1. To provide immediate extra law enforcement officers and equipment at the scene of law enforcement emergencies.
2. To provide for automatic and systematic response of law enforcement officers.
3. To provide for contractual responsibilities and liabilities.
4. To provide broad area coverage.
5. To foster a cooperative spirit for law enforcement emergency planning.
6. As a general rule, mutual aid personnel will supplement the requesting agency's forces, and as such, should not be assigned to hazardous duties when adequate personnel from the requesting agency exists.

S.M.A.R.T. does not relieve a community of its responsibility to provide adequate personnel and equipment for day- to-day law enforcement operations. Each community has its first line of defense and its reserves. A community may only resort to S.M.A.R.T. when a law enforcement emergency has caused its law enforcement agency to exceed its own routine capabilities.

DEFINITIONS

Aiding Agency - An agency furnishing law enforcement officers and equipment to a requesting agency.

Incident - A situation that potentially threatens or causes loss of life and/or property or exceeds the physical and organizational capabilities of a law enforcement agency. Generally, the word "Incident" within this document refers to situations (emergencies) connected to a law enforcement response to severe storms, floods, hazardous material incidents, transportation accidents, large fires, public disorders, major crimes, barricaded subjects, hostage situations, searches, traffic control, terrorist activities, dignitary protection, and other similar occurrences.

Mutual Aid - A prearranged written agreement and plan whereby regular response and assistance is provided in the event of incidents from a requesting agency by the aiding agency in accordance with the law enforcement incident assignments as developed by the Police Chiefs/Sheriffs of the participating law enforcement agencies.

S.M.A.R.T. Dispatcher - Pre-determined law enforcement communications centers responsible for the coordination and assignment of law enforcement mutual aid personnel under this plan. The Primary Dispatch Center (West Allis P.D.) will handle most requests for mutual aid. The Alternate Dispatch Center (Menomonee Falls P.D.) will handle the activities should the primary dispatcher become involved in an incident or be unavailable.

Police Incident Area - A geographic area in which a Police Incident Location exists.

Police Incident Assignment Sheet - A form used by S.M.A.R.T. dispatchers to record the response to a mutual aid request.

Police Incident Card - A printed form containing details of personnel to respond to a specific law enforcement plan level request. It includes a series of law enforcement response levels (Plans) designed to meet the needs of varying degrees of incidents (emergencies).

Law Enforcement Officer - Any person as defined in Section 165.85(2)(c), Wis. Stats., and who is on full and unrestricted duty status.

Squad Car - A law enforcement vehicle that is equipped with mounted or portable warning lights and has communications equipment.

Staging Area - A predetermined location outside the immediate incident area where law enforcement personnel and equipment will assemble.

Staging Area Coordinator - An officer assigned to coordinate activities at the staging area.

THE POLICE INCIDENT CARD

The Police Incident Card consists of a series of personnel response levels designed to meet the needs of varying degrees of emergencies. At the same time, the plan insures that aiding agencies maintain adequate personnel levels in their own communities.

A S.M.A.R.T. Level 1 Incident requires five (5) law enforcement officers to respond to a staging area. If an incident continues to escalate and more personnel are needed, the aiding agency can initiate additional levels. Each level brings five (5) additional officers and squad cars to the staging area.

The Police Incident Card contains the following information:

1. Agency Name and Phone Number - The name and phone number of the agency for which the Police Incident Card was developed.
2. Police Incident Assignments - A chart which lists thirteen (13) Police Incident Plan levels.
3. Police Incident Staging Areas - A listing of locations (staging areas) within the jurisdiction. Each area is identified by a unique designator. A staging area name, address and location description is provided for each staging area.

REQUESTING A S.M.A.R.T. RESPONSE

1. Agency designated personnel are authorized to request a S.M.A.R.T. response of any level which, in their opinion, is required to bring a situation under control.
2. After determining the scope of the incident and Plan level needed to bring the situation under control, the requesting community, through its law enforcement dispatcher, will immediately contact the S.M.A.R.T. Primary Dispatch Center (West Allis P.D.) by telephone (414-302-8000) and provide the following information:
 - A. THE NAME OF THE REQUESTING AGENCY AND SUPERVISOR.
 - B. THE POLICE INCIDENT STAGING AREA NUMBER REQUESTED.
 - C. THE POLICE INCIDENT PLAN LEVEL REQUESTED.
 - D. THE NATURE OF THE INCIDENT.
 - E. ANY OTHER SPECIAL DETAILS OR INSTRUCTIONS FOR RESPONDING PERSONNEL.
3. Extraordinary Events

Pre-approval by the President of SMART or his/her designee is required for activation of SMART for any preplanned extraordinary events (i.e. dignitary protection). The President will take into account the requesting agencies resources and that County's Sheriff Office has also been depleted by the same event and they are not able to fill the need of the requesting agency.

S.M.A.R.T. DISPATCHER RESPONSIBILITIES

1. If the Primary S.M.A.R.T. Dispatch Center (West Allis) community is involved in the incident or is unavailable, the Alternate S.M.A.R.T. Dispatch Center (Menomonee Falls) will assume responsibility for coordinating the notifications.
2. The S.M.A.R.T. Dispatcher will check the corresponding Police Incident Card and notify those departments due to respond to the requesting agency's incident by means of the preformatted TTY message. Be sure to type "URGENT" as the first word on the reference tab for each administrative message.

CANCELLATION OF S.M.A.R.T. CALL-OUT

Prior to the arrival of any or all of the SMART officers requested, the requesting agency Incident Commander or their designee will notify the SMART dispatch center by phone the need to cancel the response.

Once notification has taken place, The Center will immediately send a group administrative message to the responding agencies. The content of the preformatted message is:

"If your Department was requested to respond to a SMART call-out today at the _____ P.D. at approximately _____ you can cancel your responding squad.

If you have any questions regarding this cancellation contact _____ P.D. Direct any and all questions or comments to the requesting agency and only that agency."

AIDING AGENCY DISPATCHER RESPONSIBILITY

1. **SMART Incident Assignment TTY Request (NOT A TEST)**
Primary SMART dispatch center - West Allis has established a preformatted message as the official means of notification of an actual SMART Incident Assignment Request (NOT A TEST).
2. Aiding agencies that receive the Incident Assignment Request message will be required to acknowledge or respond by TTY that they have received the notification and actually can or cannot deploy one of their squads to the staging area to satisfy the actual callout requirement. It is consistent with the goals and the spirit of the SMART organization agreement that the TTY response will occur within **5 minutes of receipt**.

If no response is received, the SMART dispatch center will follow up with a phone call at that point to clarify that the original TTY was received by the aiding agency.

PROCEDURES FOR RESPONDING TO A REQUEST BY OFFICERS

1. Unless otherwise directed, each law enforcement officer assigned to respond to a Police Incident will respond in uniform in a squad car. No law enforcement officer will respond to a mutual aid request unless directed by his/her agency.
2. ALL RESPONSES BY AIDING AGENCIES SHALL BE NON-EMERGENCY ONLY! NO EXCEPTIONS.
3. Responding law enforcement officers shall be properly equipped for extended duty and changing weather conditions.

RADIO COMMUNICATIONS

Interoperability is a critical issue at any major event and shall be the responsibility of the requesting agency. Agencies should be cognizant of the disparate radio systems as identified on their Police Incident Cards. It is incumbent that each agency pre-plan for these instances. The communication plan should be initiated after the officer's arrival at the staging area and upon the command of the Staging Area Coordinator.

OPERATIONS AT THE STAGING AREA

1. The requesting agency will assign an officer to act as the Staging Area Coordinator. The Staging Area Coordinator will report to the Staging Area and deploy the S.M.A.R.T. personnel as requested by the Incident Commander.
2. The staging area coordinator will create and maintain an assignment record for officer safety and accountability purposes.
3. The responding personnel shall remain at the staging area until deployed or released by the staging coordinator.
4. The staging area coordinator is in command of the staging area, and all responding officers are under the command of the staging area coordinator. Once deployed to a specific task, that officer shall then be under the command of the Incident Commander or designee.

OPERATIONS AT THE EMERGENCY SITE

1. The initial responsibility of the requesting agency at the incident site is to evaluate the extent of the emergency situation and take immediate steps to insure that adequate law enforcement personnel and equipment are made available.

2. The Incident Commander of the requesting agency shall assume full responsibility and command for operations at the scene. The Incident Commander will assign personnel and equipment of the aiding agency to positions when and where he/she deems necessary. Some suggested uses of mutual aid personnel are:
 - a. Provide care and aid to injured
 - b. Search and rescue operations
 - c. Evacuation
 - d. Traffic and crowd control
 - e. Perimeter security
 - f. Maintain regular law enforcement service
3. As a reminder, mutual aid personnel will supplement the requesting agency's forces, and as such, should not be assigned to hazardous duties when adequate personnel from the requesting agency exists.
4. Due to differences in ten-signals, plain text will be used in contrast to codes and ten-signals.
5. When possible, the Incident Commander or his/her designee should call the responding agency and advise how long they will be keeping their personnel.

TERMINATING A S.M.A.R.T. RESPONSE

1. The Incident Commander of the requesting agency shall insure that mutual aid personnel are released and returned to duty in their own communities as soon as the situation is restored to the point which permits the requesting municipality to satisfactorily handle it with its own resources.
2. Whenever the Incident Commander determines S.M.A.R.T. officers are no longer needed, the Incident Commander shall terminate the S.M.A.R.T. response. Notice of said termination shall be made to the S.M.A.R.T. dispatcher.
3. The order in which personnel are returned to duty in their own communities is at the discretion of the Incident Commander.