



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



560.03

MUTUAL AID REQUESTS

01-10-23

PURPOSE

To provide instructions, information, and safety guidelines for responding to, and requesting mutual aid.

POLICY

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

PROCEDURE

I. RESPONDING TO LAW ENFORCEMENT MUTUAL AID REQUESTS

A. GENERAL

1. The Department shall respond to requests for Law Enforcement Mutual Aid (LEMA).
2. The Sacramento County Sheriff will be both the Sacramento Operational Area Coordinator and the Region IV Law Enforcement Mutual Aid Coordinator for the California's Office of Emergency Services (OES) Law Enforcement Division.
3. The Fire Management Assistance Grant (FMAG) program was enacted to ensure that adequate resources are available to control a fire before a major disaster occurs. FMAG assistance must be requested through the local fire agency, through Cal EMA, and approved by FEMA. If an FMAG is approved by FEMA, 75% of our response costs may be eligible for federal reimbursement when responding to fires.

B. PROCEDURES

1. When a mutual aid request has been made, the OOC Captain shall:
 - a. Notify the Chief.
 - b. Notify Fiscal Operations of the event and outside agency's point of contact.
 - c. Notify the Fleet Unit.
 - d. Obtain the incident name and/or FMAG number if one has been established.
 - e. Notify the designated lieutenant to coordinate the responding personnel. The Homeland Security Lieutenant shall be the primary lieutenant for all LEMA requests, and the Metro Traffic/Air Ops Lieutenant shall be secondary in the event the primary is unavailable.
2. The designated lieutenant shall:
 - a. Identify personnel to respond and coordinate their response.
 - b. Act as a liaison with the Sacramento County Sheriff, the department supervisors and officers sent to the incident, Department Watch Commanders, and the OOC Captain.
 - c. Ensure that the responding supervisor is responsible for completing the necessary forms.
 - d. Coordinate the necessary patrol vehicles and equipment for the responding personnel.
3. Fiscal Operations shall be responsible for establishing a mutual aid MOU between the requesting agency and the City; collecting all documentation as required by the FEMA Public Assistance Program and Policy Guide; and submitting all claims for reimbursement.

C. PERSONNEL SELECTION

1. If mutual aid resources are being requested immediately, in concurrence with the Chief or



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



their designee, the OOC Captain will direct the on-duty watch commander to send a specified number of on-duty personnel to assist.

- a. For mutual aid requests that are not immediate, or with operational periods that span multiple days, the designated lieutenant will request personnel who are on days off during the specific operational period to volunteer to respond.
 - b. Depending on the number of officers volunteering, the designated lieutenant will select the responding officers.
 - c. If there are a lack of volunteers to cover the request, the OOC Captain will determine, in concurrence with the Chief or their designee, if on-duty personnel will respond, and if so, what section/units.
2. Supervisors-to-officer ratios.
- a. Sergeant: One (1) sergeant shall be sent with every team of five (5) to ten (10) officers, depending on the mission assessment and personnel availability.
 - b. Lieutenant: One (1) lieutenant shall be sent when more than two (2) sergeant teams are assigned or when the lieutenant's assessment deems it necessary.

D. SUPERVISOR RESPONSIBILITIES

1. Ensure that the Emergency Related Activity Form (SPD 287) is filled out by each responding officer, the Personnel Check In Form (ICS 211) is filled out for the group of personnel responding for that shift, and the gas card check out log (SPD 291) is completed.
 - a. Two copies of the ICS 211 form should be brought to a mutual aid event and filled out. One copy must be signed by the agency requesting the mutual aid and returned to the designated lieutenant upon returning. A second copy should be left with the requesting agency. The ICS 211 form is critical, in that it is used to ensure accurate time reporting, and reimbursement for the department.
2. Patrol Vehicles – One (1) vehicle shall be utilized for every two (2) personnel, including sergeants. When a LEMA request spans multiple days, the same patrol vehicles should be used for the duration of the request when possible. Each vehicle shall be equipped with a spare tire and jack.
3. When responding to a LEMA request for fires, ensure N95 masks are provided to each responding officer.
4. Obtain city gas cards for fueling in the event gas is not available at the LEMA location.
5. Before leaving, the responding supervisor shall ensure that each officer is logged on to their MDT, on a mutual aid call, and the call shall include the following information:
 - a. Phone number for all sergeants responding to the LEMA.
 - b. Destination, proposed route to and from the destination, and estimated time of arrival.
6. After arrival, the sergeant shall call the on-duty watch commander with the following information:
 - a. Briefing on the event, to include their assignment and location for the day.
 - b. Name and phone number of the Incident Commander.
 - c. Any information the sergeant feels is pertinent to the incident and/or the officers.
 - d. The supervisor in charge shall check in with the on-duty watch commander a minimum of two (2) times per shift when possible.
 - e. When possible, the sergeant shall ensure that vehicles are fueled at the LEMA location, as the requesting agencies are required to provide fuel. The City is not reimbursed for fuel costs.
 - f. The responsibilities of section D.6 shall fall to the most senior responding officer in the event a sergeant is not a part of the mutual aid response.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



7. When the sergeant(s) return, in conjunction with the designated lieutenant, they jointly shall be responsible for the following:
 - a. Relaying information that will assist the next team of officers responding to subsequent LEMA requests.
 - b. Ensuring all personnel accurately recorded their timesheet, using the Mutual Aid Cost Code 11504, and reported the correct number of hours worked.
 - c. Producing the SPD 287, ICS 211, and gas card forms to Fiscal. If the Department responds simultaneously to more than one request from LEMA, the documents must clearly distinguish which incident is being documented.
 - d. Providing receipts for anything purchased, and clearly indicate what the purchase was for.
 - e. Accounting for the gas cards.
 - f. Providing a list of all equipment and supplies that were expended and need to be restocked before the next deployment.
 - g. A reimbursement form (SPD 430) will need to be completed for out-of-pocket expenses.
8. Returning vehicles shall be turned in to the garage staff for safety inspections and the return of extra garage equipment.
9. All personnel assigned to LEMA duties are reminded that they are representatives of the City of Sacramento. As such, their professionalism and conduct shall always be of the highest standard. All Department General Orders, City Policies, and directions apply to those assigned to these duties, just as if they were on duty within the City of Sacramento. Our policies shall supersede any policies of the agency that we are assisting.
10. The watch commander shall designate a district sergeant to ensure the responsibilities of section D are completed in the event a sergeant is not a part of the mutual aid response.

II. REQUESTING LAW ENFORCEMENT MUTUAL AID

A. PROCEDURES

1. The Operations Captain in need of LEMA shall request it through the OOC Captain in concurrence with the OOO Deputy Chief. Per Cal OES policy, a reasonable commitment of resources prior to the initiation of a mutual aid request is a fundamental component of mutual aid operations. This does not require that SPD expend all personnel resources but does assume that SPD has reasonably committed the majority of available, on-duty personnel or resources to the incident prior to requesting mutual aid.
2. The request shall include:
 - a. The number and type of mutual aid resources requested.
 - b. What duties they will be assigned to.
 - c. What equipment they will need.
 - d. Establishing an operational period in which they will be needed.
 - e. The briefing time and location.
 - f. The lieutenant who will be the point of contact for the outside agencies.
3. The OOC Captain, in conjunction with the designated lieutenant, shall coordinate the request through the Sacramento Sheriff's Office.
4. SPD is required to provide food, gas, and lodging (if requested) for outside agency personnel. The fiscal manager and logistics coordinator shall be notified of the mutual aid request, to include how many outside agency personnel will be responding, and if any have requested overnight lodging.
5. When a LEMA request has been activated, the designated lieutenant shall serve as a



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- logistics section chief to assist in the coordination of resources. If the event is significant, or the IMT has been activated, the secondary lieutenant shall assist.
6. The Sacramento Sheriff's Office will advise if the request was filled. The OOC Captain shall ensure that information is communicated to the Operations Captain to include what agencies are sending personnel, and how many are responding.
 7. At the briefing location, a check in procedure shall be established for outside agency personnel. The Backgrounds Sergeant, or if unavailable, an Investigations Sergeant shall be responsible for all coordination of the check in process. A fiscal or personnel representative, and the professional staff in the OOC or OOI, shall assist in the check in process.
 8. Upon checking in outside agencies, SPD personnel shall obtain the following information:
 - a. Check in time.
 - b. Agency name.
 - c. Officer's first and last names.
 - d. Telephone number.
 - e. Radio number (Cal OES can provide radios if needed).
 - f. If part of a team, team identifier.
 - g. If they are equipped with a BWC.
 - h. List less lethal equipment and number of rounds.
 - i. List of firearms to include type and caliber.
 - j. If their vehicle has suspect transport capabilities.
 - k. Vehicle type and officer capacity.
 - l. Vehicle number.
 - m. Team leader.
 9. Prior to deploying in the field, each outside agency personnel should be provided a briefing to include the following information:
 - a. Appreciation for their assistance, and expectations for their shift.
 - b. A map of their area of responsibility.
 - c. Radio channel they will operate on.
 - d. PC declaration forms in the event they make an arrest.
 - e. Expectations regarding use of force to include that if force is used, they will need to notify dispatch immediately to ensure that SPD procedures are followed.
 10. A tactical dispatcher should be assigned to the incident to monitor all radio traffic and status of outside agencies.
 11. All outside agency personnel shall check out at the conclusion of the operational period, and the following information shall be requested:
 - a. The time they checked out.
 - b. If they deployed any less lethal munitions.
 - c. Any reportable uses of force based on SPD policy.
 - d. Any officer or community member injuries.
 - e. If any enforcement action was taken.
 12. The daily mutual aid rosters shall be stored on the department X drive, in the Mutual Aid Forms and Procedures folder.