



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Jurisdiction, Mutual Aid, and Investigative Task Forces	 Nationally Accredited 1986	
CHIEF OF POLICE <i>Signature on File</i>			
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AUTHORITY/RELATED REFERENCES

FS Chapter 23, Part I, Florida Mutual Aid Act
 General Order 2, Chain of Command-General Management
 General Order 46, Rules of Conduct
 General Order 26, High-Risk Incidents
 General Order 27, Vehicle Pursuits

ACCREDITATION REFERENCES

CALEA Chapter 2, 42

KEY WORD INDEX

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POLICY

The Department is responsible for establishing and maintaining mutual aid agreements with other law enforcement agencies for providing and/or receiving appropriate assistance in the form of services, personnel and equipment for emergencies and other identified needs. Members are responsible for knowing

the Department's jurisdiction, and shall abide by established protocols when engaged in mutual aid activities.

DEFINITIONS

Jurisdiction: The geographic area within which a law enforcement agency exercises its authority and responsibility.

Mutual Aid Agreement: Under the authorization of FS Chapter 23, a cooperative agreement among government agencies allowing for rapid and efficient augmentation of resources.

PROCEDURES

I. JURISDICTION GUIDELINES

- A. The Department is responsible for ensuring members have access to the up-to-date jurisdictional boundaries of the City of Tallahassee (i.e., Department jurisdiction).
- B. Officers are responsible for knowing the current Department jurisdiction.
- C. When unsure if a location or address is within the Department's jurisdiction, officers shall inquire with the Consolidated Dispatch Agency for confirmation prior to taking any law enforcement action, except when the process of such inquiry would likely result in the member or another person suffering great bodily harm or death.
- D. While not necessarily patrolled by officers in their normal course of duties, the campuses of Tallahassee Community College, Florida Agricultural and Mechanical University, and Florida State University located within the City of Tallahassee are within the Department's jurisdiction.

II. MUTUAL AID PROTOCOLS – GENERAL

- A. Officers who believe the enactment of mutual aid is needed are responsible for promptly notifying their sergeant, or higher authority as warranted, of the situation.
- B. Sergeants who believe the enactment of mutual aid is needed are responsible for promptly notifying their lieutenant, or higher authority as warranted, of the situation.

- C. Upon being notified, or otherwise being aware, of the need for mutual aid, the lieutenant (or higher authority as warranted) is responsible for making the required contact with the affected law enforcement agency for enactment of mutual aid. The lieutenant (or higher authority as warranted) without unreasonable delay shall:
 - 1. Contact the on-duty shift commander or other person with command over on duty law enforcement officers for the affected agency,
 - 2. Explain the situation necessitating mutual aid, and
 - 3. Request assistance in personnel and/or other resources.
- D. Officers providing assistance under a mutual aid agreement outside of Department jurisdiction have the same powers, duties, rights, privileges, and immunities as if performing those duties within the Department's jurisdiction.
- E. Officers providing assistance under a mutual aid agreement shall not take any action which violates Department written directives or accepted practices.
- F. Except as described in section III below, officers are not empowered under any mutual aid agreement to perform law enforcement duties outside of Department jurisdiction without the prior approval from:
 - 1. Their lieutenant or higher Department authority, and
 - 2. The law enforcement agency with jurisdiction.

III. LAW ENFORCEMENT ACTIONS WITHOUT PRIOR AUTHORIZATION

- A. Officers may take law enforcement action outside the Department's jurisdiction without prior authorization from the law enforcement agency having jurisdiction only under the following circumstances:
 - 1. Authorized fresh vehicle pursuit in accordance with General Order 27 (Vehicle Pursuits),
 - 2. Affecting a citizen's arrest in accordance with applicable law,
 - 3. Performing lawful duties being duly deputized or cross-sworn within the jurisdiction, or

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4. Providing support to any law enforcement officer in an emergency situation requiring immediate law enforcement action.
- B. In addition to the situations listed in subsection A above, an officer who *witnesses a forcible felony or other crime of violence at a location outside of Leon County* where a mutual aid agreement exists between the Department and the agency with jurisdiction for the location is authorized to take law enforcement action.
- C. In addition to the situations listed in subsection A above, an officer who *witnesses a felony or misdemeanor crime within the unincorporated areas of Leon County* is authorized to take law enforcement action.
- D. An officer's authorization under this section is supported by mutual aid agreements and officers' actions are limited to:
 1. Preserving the peace (e.g., arrest and detention),
 2. Protecting life and property (e.g., rendering medical aid), and
 3. Preserving the crime scene (e.g., protecting evidence).
- E. If during a situation as described in subsections B or C above, the officer becomes aware of another crime (felony or misdemeanor) directly related to the original offense, the officer is authorized to take appropriate law enforcement action.
- F. If an officer takes law enforcement action as described in this section, the following procedures shall be followed:
 1. The officer taking such action shall do so in accordance with applicable Department policy and procedures, and:
 - a. As soon as practical, advise their on duty chain of command on the circumstances of the incident (if impractical to contact the chain of command, contact the watch commander), and:
 - 1) Provide a brief explanation of the event, and
 - 2) Request a representative of the appropriate agency with jurisdiction to meet at the incident location for assistance or transfer of operational control,
 - b. Maintain operational control of the incident until properly relieved by a representative of the agency with jurisdiction, and

- c. Readily identify themselves to concerned or inquiring citizens, and if needed, other law enforcement officers, by means of Department badge and official police identification.
 2. Sergeants made aware of the above shall promptly advise their on duty lieutenant (if impractical to contact their lieutenant, contact the watch commander) and request a representative of the appropriate agency with jurisdiction to meet the requesting member at the incident location.
 3. Lieutenants made aware of the above shall promptly make contact with a person the rank of lieutenant or higher of the agency with jurisdiction for the incident location, advising that person of the incident, and:
 - a. Request agency representation on the incident scene to either assume or assist with operational control.
 - b. As warranted, notify their chain of command of the incident and its resolution.
 4. In situations where a person of the rank of lieutenant or higher of the agency with jurisdiction for the incident is not available, the (Department) lieutenant shall make contact with the agency representative, regardless of rank, with the authority to make mutual aid decisions.
 5. The directives applicable to sergeants and lieutenants in this section are equally applicable to members who are temporarily working in the role of a sergeant or lieutenant.
- G. The protocols of this section apply equally to on duty and off duty officers.

IV. MUTUAL AID PROTOCOLS – INVESTIGATIONS

- A. If during the course of an investigation it is deemed necessary *to take law enforcement action* in another jurisdiction in order to further the progress of the investigation, the following procedures shall be followed to enact mutual aid:
 1. The officer/investigator shall provide a detailed assessment of the request to the appropriate sergeant and lieutenant.

2. The lieutenant shall contact the applicable law enforcement agency, speaking with a person the rank of lieutenant or higher, to:
 - a. Request mutual aid be enacted, and
 - b. Arrange for the assistance needed.
 3. Absent circumstances as outlined in subsections III A – C above, the lieutenant shall not authorize law enforcement action in another jurisdiction until mutual aid is enacted.
 4. The officer/investigator shall take no action until authorized by the lieutenant.
 5. In situations where a person of the rank of lieutenant or higher of the agency with jurisdiction for the incident is not available, the (Department) lieutenant shall make contact with the agency representative, regardless of rank, with the authority to make mutual aid decisions.
 6. Whenever mutual aid is enacted during the course of an investigation, the request and arrangements made shall be documented as outlined in section VII below.
- B. Although not a mutual aid situation, officers/investigators seeking to drive by locations in another jurisdiction for the express purpose of gathering addresses, vehicle descriptions, or legal descriptions for court documents without any intention of taking law enforcement action shall do so only after receiving approval from their lieutenant.
- C. When conducting pre-planned surveillance operations that unintentionally or inadvertently travel outside of the Department's jurisdiction, the officer/investigator, sergeant, and lieutenant shall, without delay, follow the procedures outlined above in subsection A above.
- D. The directives applicable to sergeants and lieutenants in this section are equally applicable to members who are temporarily working in the role of a sergeant or lieutenant.

V. TRAFFIC ASSISTANCE IN UNINCORPORATED LEON COUNTY

- A. Traffic Crashes –

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1. Whenever a traffic crash with serious injuries is reported in the unincorporated area of Leon County and the Leon County Sheriff's Office (LCSO) is unable to provide an immediate response, they may request Department assistance.
2. If so requested, and approved by the watch commander or higher authority, members will respond to the traffic crash scene.
3. The assistance is limited to rendering first aid and traffic direction.
4. Control of the scene will be relinquished to the LCSO as soon as practical (e.g., when relieved by a responding deputy).

B. Hazardous Traffic Conditions –

1. Whenever a hazardous traffic or roadway condition exists in the unincorporated area of Leon County which is likely to result in a traffic crash unless control is established, and the LCSO is unable to provide an immediate response, they may request Department assistance.
2. If so requested, and approved by the watch commander or higher authority, members will respond to the location of the hazardous condition.
3. Examples of hazardous traffic or roadway conditions include, but are not limited to, an inoperative traffic control device, flooded roadway, or tree blocking the roadway.
4. The assistance is limited to traffic direction and control.
5. Control of the scene will be relinquished to the LCSO as soon as practical (e.g., when relieved by a responding deputy).

VI. OPERATIONAL ASSISTANCE IN UNINCORPORATED LEON COUNTY

A. Forcible Felony Requests –

1. Whenever a forcible felony offense as defined in FS 776.08 is reported in the unincorporated area of Leon County and the Leon County Sheriff's Office (LCSO) is unable to provide an immediate response, they may request Department assistance.
2. If so requested, and approved by the watch commander or higher authority, members will respond to the incident scene.

3. The assistance is limited to law enforcement actions to prevent the imminent death or great bodily harm to any person, or substantial property loss as a result of the forcible felony.
4. Control of the scene will be relinquished to the LCSO as soon as practical (e.g., when relieved by a responding deputy).

B. Searches for Forcible Felony Fugitives –

1. Whenever the LCSO is conducting a search for a forcible felony fugitive within the unincorporated area of Leon County and immediate assistance is needed to facilitate the person's capture or to protect others from imminent danger, the LCSO may request Department assistance.
2. If so requested, and approved by the watch commander or higher authority, members will respond to the location(s) where needed.
3. If while providing assistance, a member encounters the fugitive, the member shall detain the person and make notification to the LCSO. The LCSO will either:
 - a) Send a deputy to the officer's location to take custody of the fugitive, or
 - b) Request the officer transport the fugitive to the appropriate detention center or receiving facility.

C. Searches for Missing Persons –

1. Whenever the LCSO is conducting a search for a missing person within the unincorporated area of Leon County and immediate assistance is needed to facilitate locating the person, the LCSO may request Department assistance.
2. If so requested, and approved by the watch commander or higher authority, members will respond to the location(s) where needed.

VII. MUTUAL AID – DOCUMENTATION OF ASSISTANCE

- A. When mutual aid is enacted at the request of the Department, the circumstances surrounding the enactment shall be documented as follows:

1. If a police report is completed on the incident, the information shall be included in the report.
 2. If a police report is not completed on the incident, the information shall be included within CAD or PMDC notes.
- B. Regarding the mandate of subsection A above, it is the responsibility of the member requesting mutual aid and the supervisor(s) made aware of the situation to ensure the names, personal data and synopsis of involvement of the other agency's personnel is obtained and documented.
- C. In addition to the reporting mandates of subsections A and B above, when mutual aid is enacted during an investigation to facilitate the taking of law enforcement action (as described in section IV above) the mutual aid request and arrangements made with the applicable agency shall be documented in a written format (e-mail or memo) directed to the appropriate Bureau Commander contemporaneous to the mutual aid request and arrangements.
- D. When a member assists another agency in a law enforcement endeavor under the provisions of mutual aid, the member shall cooperate in providing their name, personal data, and a synopsis of their involvement to the agency personnel whom they assisted.

VIII. MUTUAL AID AGREEMENTS

- A. The Department is responsible for maintaining up-to-date mutual aid agreements with law enforcement agencies as directed by the Chief of Police.
- B. When the Department enters into a written agreement with another law enforcement agency to provide mutual aid in emergency situations, the person responsible for the Department's partnership in the mutual aid agreement shall ensure the following information is addressed in the document:
1. The legal status of the agencies and agency personnel responding to mutual aid requests,
 2. Procedures for vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction,
 3. Procedures for requesting mutual aid,

4. Identity of those persons authorized to request mutual aid,
 5. Identify of persons to whom outside personnel are to report,
 6. Procedures for maintaining radio communication with outside personnel,
 7. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources, and
 8. Procedures for review and revision.
- C. The member responsible for the Department's partnership in the mutual aid agreement shall ensure a copy of the signed agreement is provided to the Legal Advisor's Office and the Office of Professional Standards.
- D. Bureau Commanders are responsible for being knowledgeable about mutual aid agreements *affecting operations under their command*, and:
1. Notifying their chain of command of issues related to any mutual aid agreement, and
 2. Being mindful of any expiration date of an agreement and taking steps to ensure any needed renewal.
- E. The Legal Advisor's Office shall review all mutual aid agreements on an annual basis to ensure compliance and to facilitate needed modifications.

IX. INVESTIGATIVE TASK FORCE AGREEMENTS

- A. This subsection is applicable to the Department's involvement in long term, multi-jurisdictional or multi-agency investigative task forces.
- B. Participation in an investigative task force requires the approval of the Chief of Police.
- C. The purpose of task force participation is to investigate and prevent criminal activity, arrest and prosecute perpetrators, and recover stolen property in order to improve public safety.
- D. Members participating in an investigative task force remain Department employees, and:

1. Report to a specific Department supervisor, and
 2. Are bound by all applicable COT policies, Department written directives and provisions within the COT/PBA Agreement.
- E. Members participating in an investigative task force, and their Department supervisors, are responsible for ensuring appropriate officer safety protocols are in place during task force operations, to include at a minimum:
1. Sharing of officer safety information, and
 2. Identification protocols for task force participants
- F. Participation in an investigative task force requires a written agreement, and such an agreement must address the following information:
1. A statement of the mission objectives and specific services to be provided,
 2. Specific language dealing with any financial agreements between the parties,
 3. Specification of the records to be maintained concerning the performance of services by the Department,
 4. Language dealing with the duration, modification, and termination of the agreement,
 5. Specific language dealing with legal contingencies,
 6. Stipulations that the Department shall maintain employer control of members,
 7. Specific arrangements for the use of equipment and facilities,
 8. Procedures for review and revisions of the agreement, as needed, and
 9. Language stipulating employment rights, promotional opportunities, training, and fringe benefits of members are not abridged as a result of the agreement.

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- G. The member responsible for the Department's partnership in the investigative task force agreement shall ensure a copy of the signed agreement is provided to the Legal Advisor's Office and the Office of Professional Standards.
- H. Bureau Commanders are responsible for being knowledgeable about investigative task force agreements *affecting operations under their command*, and
 1. Notifying their chain of command of issues related to any task force agreement,
 2. Being mindful of any expiration date of an agreement and taking steps to ensure any needed renewal, and
 3. Ensuring an evaluation is written annually for each investigative task force under their command.
- I. The Legal Advisor's Office shall review all investigative task force agreements on an annual basis to ensure compliance and to facilitate needed modifications.

History: previous title (*medic-alert identification*) – issued 09/01/1987, retired 10/01/2001. current title – issued 09/03/2008, revised 04/17/2017.