

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA
BOARD OF METROPOLITAN COMMISSIONERS
RESOLUTION NO.: 105**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR
LIAISON- MUTUAL AID, AND ALL MATTERS RELATED THERETO**

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Liaison-Mutual Aid ; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Liaison-Mutual Aid that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Liaison-Mutual Aid will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That General Order for Liaison-Mutual Aid known as Standard Operating Policy No. 1.15, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Liaison-Mutual Aid for the St. John Metropolitan Police Department.

SECTION TWO: That General Order No. 1.15 for Liaison-Mutual Aid be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

SECTION THREE: That General Order No. 105 established herein replaces and supersedes all other Police Department Standard Operating Procedures, Policies and Procedures and General Orders related to Police Department Liaison-Mutual Aid as same are repealed and rescinded hereby.

ORIGINAL



ALL OF WHICH IS PASSED AND RESOLVED THIS 22 DAY OF May,
2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE
TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, BOARD OF METROPOLITAN
POLICE COMMISSIONERS:

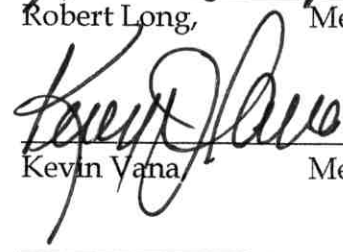


Rose Wejl, Chairperson

Paul Haluska, Vice-Chairperson



Robert Long, Member



Kevin Vana, Member

Charles Sawyer, Secretary

ATTEST:

Recording Secretary



General Order 1.15

Liaison-Mutual Aid

Effective

I. PURPOSE

A. This General Order is to provide guidelines for requesting assistance from, or providing assistance to, other public safety agencies.

II. POLICY

A. Mutual aid situations exist when a situation exceeds the capacity of the responsible law enforcement agency to appropriately handle. Mutual aid assistance will be requested or provided subject to state statutes and in accordance with designated mutual aid agreements. Therefore, it is the policy of the St. John Police Department to provide mutual aid for any reasonable request made by another public safety agency to the extent resources are available.

III. DEFINITIONS

A. Mutual Aid: A formal agreement or legal authority among emergency responders to lend assistance across jurisdictional boundaries when required either by an emergency or by disaster that exceeds local resources. This assistance includes, but is not limited to, such resources as facilities, equipment, services, supplies, and personnel. Assisting agencies that are lawfully performing law enforcement duties within the Town of St. John, or law enforcement agencies that have concurrent jurisdiction within the Town of St. John are not considered mutual aid.

IV. PROCEDURE

A. Providing Mutual Aid

1. Requests for mutual aid may be made by the Chief of Police or the highest ranking officer in charge of the requesting jurisdiction or his designee.
2. Long term or anticipated mutual aid requests shall be routed through the Chief of Police or a member of the Command Staff. This will allow the requesting agency and the Chief of Police, or his or her designee, to engage in appropriate planning and preparation for the impending situation.
3. Requests for short-term non-anticipated mutual aid may be made through the Lake County Central Dispatch Center similar to any other call for service.

4. The Lake County Central Dispatcher shall record the call for mutual aid in the Spillman system.
5. The identity of the caller (typically a supervisor from the requesting agency) shall be noted, along with the nature of the situation creating the need for mutual aid and the numbers types of resources needed by the requesting agency.
6. The patrol shift supervisor (or OIC if there is no patrol shift supervisor) shall monitor the dispatch for mutual aid and determine the number and type (K-9 or regular patrol unit) of units to be sent on the basis of availability of resources, the gravity of the mutual aid request, and the nature and quantity of calls for service currently being generated within the Town of St. John.
7. The patrol shift supervisor may, at his or her discretion, assign a St. John Police Department sworn member to supervise the Department's mutual aid personnel group while it is operating outside the Town's corporate boundaries. This member will be considered to be under the command of the Chief of Police or Sheriff of the requesting jurisdiction, or their designee.
8. Whenever a St. John Police Department officer is rendering assistance pursuant to any mutual aid agreement, the officer will abide by and be subject to, the rules and regulations, policies, and standard operating procedures of the St. John Police Department.
9. If any such rule, regulation, policy, or procedure is contradicted, contravened, or otherwise in conflict with a direct order of a superior officer of the requesting agency, the St. John Police Department rule, regulation, policy or procedure will supersede the direct order.
 - a. When an order is not followed due to the aforementioned circumstances, the officer will notify his or her supervisor of the conflict and the supervisor will respectfully request that the order be rescinded or the order to be redirected to a command staff officer of the St. John Police Department for evaluation.
10. Members who are dispatched to a mutual aid situation occurring outside of the Department's territorial jurisdiction have the same police power within the jurisdiction of the requesting Chief of Police or Sheriff as do regular officers or deputies of the jurisdiction. Members shall respond to situations as requested by the receiving jurisdiction's appropriate supervisor, including but not limited to, handling routine calls for service or specific involvement in the event that precipitated the call for mutual aid.
11. When possible, investigations should be turned over to the requesting agency as soon as their personnel become available. Responding St. John officers will be required to complete all appropriate departmental paperwork to document their observations and actions.

12. Public information and media relations functions for the mutual aid situation shall, unless otherwise mutually agreed upon, be the responsibility of the requesting agency.
13. The granting or requesting of mutual aid is ultimately the prerogative and legal responsibility of the Chief of Police. When a subordinate supervisor provides mutual aid to another jurisdiction, he or she is acting as the direct agent of the Chief of Police. It is imperative that the Chief of Police be kept advised of the fact that such aid was granted. The decision as to when and how to notify the Chief of Police and command staff of the actions taken regarding requests for mutual aid shall be left to the discretion and best judgement of the subordinate supervisor granting the mutual aid. Notifications shall, at minimum, take the form of an email sent to the Chief of Police and the command staff. However, if the incident or its outcome is unusual or the situation is of some gravity, supervisors should place a personal call to the Deputy Chief. The Chief of Police and other appropriate members of the command staff shall be notified that such a request has been made as soon as the situation allows.

B. Requesting Mutual Aid

1. Short Term Mutual Aid

- a. The on-duty shift supervisor shall be the official designee of the Chief of Police for requesting short-term assistance from neighboring police agencies. The on-duty supervisor may request assistance when emergency conditions require additional police officers or equipment, which exceeds the resources currently available within the Town. Such assistance includes the following:
 1. Criminal investigations (Major Crimes Task Force authorized by the Chief of Police or their designee).
 2. Crime scene assistance.
 3. Accident reconstruction.
 4. Canine units (K-9).
 5. SWAT (Authorized by the Chief of Police or their designee).
 6. Other assistance as may be necessary to protect the public peace and welfare and/or to further the goals and objectives of law enforcement.

2. Long Term Mutual Aid

- a. Prolonged or pre-arranged events requiring resources greater than those available to the St. John Police Department shall be arranged by the Chief of Police or the Deputy Chief. A formal request to the appropriate jurisdiction shall be made for specific assistance. The formal request for assistance shall include the following:
 1. Reason for the request.
 2. Date and reporting time.
 3. Manpower requested and an estimate as to how long they will be needed.

4. Assembly point and name of the St. John supervisor to report to.
5. Uniform and equipment needed.
6. Communication channel to be utilized.

C. Requesting Federal Law Enforcement Assistance

1. In emergencies when it becomes necessary to request assistance from federal law enforcement agencies (i.e., FBI, DEA, ATF, etc.), any member of the Department's command staff or the on-duty patrol shift supervisor are authorized to initiate the request. The Chief of Police or Deputy Chief and other appropriate members of the command staff shall be notified that such request has been made as soon as the situation allows.

D. Requesting Indiana National Guard Assistance

1. An emergency or disaster may arise necessitating the call-out of the Indiana National Guard. If so, the Chief of Police or his designee may request the call-out from the St. John Town Council President or in the case of a disaster, any Town official authorized by law to make such a request.

V. REPORTING REQUIREMENTS

- A. All mutual aid requests and provisions should be documented in Spillman.

VI. ADDITIONAL

A. Statutory Authority for the Provision of Mutual Aid.

1. A public safety agency may, at any time, be faced with a situation that requires more staffing and materials than the agency can immediately provide. Such circumstances frequently require immediate and extraordinary action in order to preserve life and property. Mutual aid between agencies is a traditional and legally recognizable relationship in the State of Indiana. Mutual aid may be requested by one agency of another under almost any circumstance.
2. In Indiana, I.C. 10-14-3-10.8, I.C.10-14-3-14, and I.C.10-14-3-15 provide specific legal authority for agencies to assist each other during these special situations. These statutes also address the police powers of the assisting personnel, command authority, civil liability and worker's compensation aspects of such arrangements. These statutes also provide the specific legal authority for agencies to contract or cooperate with each other to provide a function, service or facility.
3. Local Disaster Emergency I.C. 10-14-3-29 outlines the legal authority of the Principal Executive Officer of the Town of St. John to declare emergencies and summon assistance as appropriate.

B. Written Agreements for Mutual Aid

1. The St. John Police Department has written Memorandums of Understanding with the Northwest Regional SWAT Team and the Northwest Indiana Major Crimes Task Force for mutual aid if those resources are needed.

- a. Only the Chief of Police or his or her designee shall activate the Northwest Regional SWAT Team.
- b. Only the Chief of Police or his or her designee shall activate the Northwest Indiana Major Crimes Task Force.