




Clayton County Police Department

PROCEDURES

Subject AGENCY JURISDICTION & MUTUAL AID		Procedure # A2	
Authorizing Signature 	Effective 02-04-2025	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 10

I. PURPOSE

To delineate the service area of the Clayton County Police Department (CCPD) and to establish guidelines for requesting assistance from federal, state, and local law enforcement agencies, or the National Guard in the event of an actual or imminent state of emergency or public occurrence, which requires a jurisdiction to request temporary assistance, to include requests, pursuant to the "Georgia's Mutual Aid Act."

II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to effectively respond to all emergency situations occurring within the unincorporated areas of Clayton County, and to bring these situations to a safe conclusion. Proper notification of fire, emergency medical and other support services will be made when necessary. In the event that National Guard assistance (Military support/Martial Law) is needed in a matter of a public safety emergency, the chain of command to the Chief of Police or, in the Chief of Police's absence, the Assistant Chief will be followed.

III. DEFINITIONS

Concurrent Jurisdiction: Exists when two or more law enforcement agencies have authority over a particular area.

Mutual Aid: Involves the sharing of resources and services between jurisdictions or organizations during emergency situations. This concept is not intended to cover day-to-day assistance or case investigation assistance provided for agencies located in the County or near the county-line which is commonly referred to as "Assisting Other Agency."

Subject-matter Jurisdiction: Relates to the specific offenses over which the particular law enforcement agency has authority.

Territorial Jurisdiction: Relates to law enforcement authority based upon the geographic location of the offense.

IV. AGENCY JURISDICTION

A. Geographical Boundaries

Clayton County, Georgia is one of the original five counties to comprise the Atlanta Metropolitan Area and is located just south of the Atlanta city limits. At just 146 square miles, Clayton County is one of the smallest counties in the state of Georgia, however as home to Hartsfield-Jackson

International Airport and with a population of more than 298,000 residents, Clayton County is one of the most densely populated counties in the state. Adjacent counties include Fulton (northwest), DeKalb (northeast), Henry (east), Spalding (south), and Fayette (west). Within Clayton County, are the cities of Forest Park, Riverdale, Morrow, Lake City, Jonesboro, Lovejoy, and a small portion of College Park. Because of the different public safety agencies within the County, especially those with concurrent jurisdiction, geographical boundaries are necessary in order to establish an agency's territorial jurisdiction.

The Clayton County Police Department's central headquarters facility is located in Jonesboro, Georgia. The Department has four (4) precincts spread across the County. The Uniform Patrol Division (UPD) has four (4) sectors which coincide with the commission districts. The County is strategically divided into twenty (20) patrol beats covering 117 square miles of unincorporated Clayton County.

B. County Maps

Current maps illustrating the Department's geographic jurisdiction, patrol zones, and city limits of incorporated areas, shall be maintained within the E911/Communications Center which serves as the dispatch center for the Clayton County Police Department (CCPD), Clayton County Sheriff's Office (CCSO), Clayton County Fire Department (CCFD) & EMS, and the cities of Riverdale, Jonesboro, Forest Park, Lake City, Morrow and Lovejoy.

The Official Zoning Map is the County's Enterprise Geographic Information System (GIS) digital zoning layer, which is located in the office of the Clayton County Community Development Department. The boundaries of the unincorporated areas of the County are shown on the map. Copies of the map can be made on an as-needed basis. Employees can electronically view and/or download the Official Zoning Map and other County maps from the Community Development (Planning & Zoning) webpage, or by clicking on the below link.

<https://experience.arcgis.com/experience/c76a914336c94479b6135810eaa37259>

C. Authority

The sworn officers of the Clayton County Police Department are empowered to enforce the laws of the State of Georgia within the boundaries of the County. They also have the authority to cite for violations of County ordinances that apply to all land within the jurisdiction of unincorporated Clayton County, being all portions of the County not in the ownership of the municipal, state, or federal government and to any area for which the Clayton County Board of Commissioners (BOC) has jurisdiction consistent with the provisions of Georgia law.

D. Concurrent Jurisdiction

The Clayton County Police Department is the primary responder for all calls for police services within the unincorporated areas of Clayton County. Officers of the Department shall be aware of various types of law enforcement agencies (federal, state, local) that have police powers within the County. These agencies have jurisdiction within the confines of their geographical boundaries and/or or areas of control. Hence, it is important that officers identify specific law enforcement situations that may lead to questions of agency jurisdiction, and to, as best as possible, advice on what agency should be contacted relevant to each situation.

1. U.S. Federal Law Enforcement Agencies: The federal government of the United States empowers a wide range of law enforcement agencies to maintain law and public order related to matters affecting the country as a whole. Examples include the Federal Bureau of Investigation (FBI), U.S. Secret Service (USSS), U.S. Department of Homeland Security (DHS), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), U.S. Marshals Service (USMS), Drug Enforcement Administration (DEA), and the U.S. Postal Inspection Service (USPIS).

2. State Agencies: The Georgia Bureau of Investigation (GBI) is an independent, statewide agency that supports the state's criminal justice system in the areas of criminal investigations, forensic laboratory services and computerized criminal justice information. GBI Special Agents enforce criminal laws of the State of Georgia.

The Georgia Department of Public Safety (GDPS) oversees day-to-day operations of the Georgia State Patrol (GSP), and the Motor Carrier Compliance Division (MCCD). GSP troopers investigate traffic crashes and enforce traffic and criminal laws on the state's roads. MCCD officers conduct safety inspections of commercial motor vehicles and inspect highway shipments of hazardous materials.

Department of Natural Resources (DNR) law enforcement officers help manage and protect natural resources, wildlife, and ecosystems as a whole.

3. County Sheriff Agency: The Clayton County Sheriff's Office has jurisdiction to enforce state laws and county ordinances, investigate crimes, and issue traffic citations within the boundaries of Clayton County. They have countywide responsibilities related to jail operation, prisoner transportation, and process service, enforce court orders, and court security.
4. City Agencies: The Cities of Forest Park, Riverdale, Morrow, Lake City, Jonesboro, Lovejoy and College Park Police Department have jurisdiction in their municipality. The primary purpose for these agencies is to uphold the laws of the jurisdiction, provide patrol, and investigate local crimes.
5. Transit Police: The MARTA Police Department is a multi-county Authority with countywide jurisdiction in Clayton, Fulton, and DeKalb County, including the municipalities contained therein. MARTA PD is responsible for police services on rail lines, stations, and buses and offer the same service as local police.
6. College and University Agencies: The Clayton State University Police Department enforce laws and regulations on the university property.
7. Board of Education Agencies: The Clayton County School Police have jurisdiction on school property; they have School Resource Officers (SROs) and Campus Security Officers (CSOs) assigned to schools located throughout the County.
8. Railroad/Railway Police: The Norfolk Southern Railway Police Department is headquartered in Atlanta, with agents assigned to over 50 field offices responsible for police operations in 22 states. Agents are responsible for crime prevention and criminal investigation involving railroad property or interests, and other special criminal investigations.
9. Airport: The City of Atlanta Police Department (Airport Section) works in conjunction with the Department of Aviation (DOA), the Federal Aviation Administration (FAA), the Transportation Safety Administration (TSA), and many other law enforcement agencies to provide police services for the Hartsfield-Jackson Atlanta International Airport, including the terminals, concourses and parking lots. The airport is owned by the City of Atlanta, but is located primarily within the geographic limits of Clayton County.
10. Military Police: Military police are military personnel with special training and jurisdiction to provide law enforcement services on military bases and installations. CCPD officers do not have jurisdiction within the boundaries of Fort Gillem United States Army Reserves Center.

E. Intergovernmental Coordination and Service Delivery Strategies

The Department participates with local, regional and state governmental entities in order to coordinate efforts with other jurisdictions in the County, region and state as appropriate.

1. Atlanta Regional Commission (ARC): Regional Commissions provide a variety of services to the local jurisdictions, which includes, but is not limited to, mediation of inter-governmental

conflicts, maintenance of the geographic information system (GIS) and assistance with preparation of the Service Delivery Strategy (SDS). The County participates in the ARC, which serves 11 counties (Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, and Rockdale) and 75 municipalities including the City of Atlanta.

2. Atlanta Urban Area Security Initiative (UASI): UASI, the Atlanta Urban Area Security Initiative, trains local agencies for major emergencies. UASI is governed by a Senior Policy Group (SPG) comprised of the Chief Elected Officials (CEOs) of the City of Atlanta and the counties of Clayton, Cobb, DeKalb, Fulton and Gwinnett. Other members of the SPG are the Director of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), the Special Agents in charge of the U.S. Secret Service and the FBI for the Atlanta region, the Chairman of the ARC and the General Manager of MARTA. The ARC has operational management responsibility for the Atlanta UASI program.
3. Clayton County Emergency Management Agency (EMA): The EMA was established in agreement with the governing officials in the cities within the county. EMA works with local governments, volunteer organizations and the private sector throughout Clayton County. The Clayton County Chairman of the Board of Commissioners (BOC) shall nominate for appointment by the Director of the Georgia Emergency Management Agency, a Director of Emergency Management for the entire county except for Forest Park.
4. Service Delivery Strategy (SDS): The County and its municipalities have developed a SDS which includes the following service or service component: police patrol, police criminal investigations, police special services, E-911 and emergency police radio, code enforcement, planning and zoning, traffic signals and engineering, transportation and development, parks and recreation, recycling, fire services, EMS, courts and law enforcement, animal control and disposal, community development, health and welfare, general government and other general government, tax assessment and collection, library, and jail services. The SDS is a concise action plan, backed up by the appropriate ordinances and intergovernmental agreements, for providing local government services and minimizing land-use conflicts.

V. PROCEDURES

A. Law Enforcement Agencies in Clayton County

1. Powers of County Police Generally: Pursuant to OCGA § 36-8-5. Under the direction and control of the county governing authority, the county police shall have:
 - a. The same power to make arrests and to execute and return criminal warrants and processes in the county of their election or appointment only, as sheriffs have; and
 - b. All the powers of sheriffs as peace officers in the county of their election or appointment.By virtue of the above-cited code section, the sworn officers of the Clayton County Police Department have jurisdiction to enforce the laws of the State of Georgia within the jurisdictional limits of the County, including municipalities.
2. Municipalities: The Clayton County Police Department (CCPD) recognizes that several cities have elected to maintain their own police departments.
 - a. In instances where a municipality has its own police department, that agency has the primary responsibility for providing law enforcement services to that community.
 - b. Officers shall not routinely patrol the city streets, or enforce any laws of the municipal ordinances within the incorporated areas of the County.
 - c. Officers that encounter violations of state law within a municipality, will take enforcement action necessary to protect lives and property of the citizens inside their respective communities.

- d. Although officers of the Clayton County Police Department (CCPD) have jurisdiction within the city limits of the incorporated areas of the County, pursuant to O.C.G.A. § 36-8-5, every attempt shall be made to allow the respective city agency to take control of situations encountered by a CCPD officer in an incorporated area.
 3. Jurisdictional Dispute: When there is a dispute over jurisdiction, officers of the Clayton County Police Department shall:
 - a. Make every effort to resolve the matter in a professional manner.
 - b. May request confirmation of jurisdictional boundaries from the E911/Communications Center, or from their immediate supervisor.
 - c. If no agreement can be reached, the matter should be turned over to the officer's immediate supervisor.
 - d. If no amicable solution can be reached by the supervisor, the Clayton County Police Department shall generate a report to outline the situation, and the supervisor will forward the information through the chain of command.
 4. Assisting Other Agency: The Clayton County Police Department (CCPD) will cooperate and provide assistance, when practicable, to other law enforcement agencies that are in need of assistance, and operating lawfully within the County, in accordance with CCPD policies.
 - a. Generally, a request for assistance from another agency is initiated through the E911/Communications Center, who will notify the respective on-duty supervisor.
 - b. The supervisor, will acknowledge the request and make a determination consistent with the needs of the CCPD; consideration shall be given to the amount of aid needed so that it does not adversely impact the safety and security of the citizens who are provided law enforcement services by the CCPD.
 - c. Officers dispatched to provide assistance to another law enforcement agency in the County, shall remain under the command of the CCPD and shall abide by all rules and regulations of this agency.
 - d. If a problem or conflict arises, the officer will immediately notify their supervisor, who will attempt to resolve the dispute.
 5. Department's Request for Assistance: The Clayton County Police Department (CCPD) shall commit available internal manpower prior to making an official request for additional outside law enforcement resources.
 - a. When assistance is requested from another agency, the supervisor shall designate a rally point for responding officers to report for instructions and coordination.
 - b. Communications between agencies will be critical in resolving the tactical situation. Supervisors will coordinate through the E911/Communications Center to establish a communications link between the CCPD and responding officers from other agencies.
 - c. The CCPD's request for routine day-to-day type assistance or case investigation assistance, from municipalities or other law enforcement agencies within Clayton County or near the county line shall not be made pursuant to the Georgia Mutual Aid Act.
- B. Law Enforcement Agencies Outside the Boundaries of Clayton County
1. The Georgia Mutual Aid Act: The "Georgia Mutual Aid Act," generally governs the Clayton County Police Department's response to mutual aid during times of "local emergencies." The Georgia Mutual Aid Act is codified to authorize local law enforcement agencies to provide assistance extra-territorially in emergencies (O.C.G.A. § 36-69-1 et seq). The

statute authorizes local mutual aid pacts (O.C.G.A. § 38-3-29). A unit of local government in which equipment is used is liable for loss or damage to the equipment (O.C.G.A. § 38-3-30).

- a. Pursuant to O.C.G.A. § 38-3-27(b)(5), subject to the order of the Governor or the chief executive of the political subdivision, to assign and make available for duty the employees, property, or equipment of the subdivision relating to fire-fighting, engineering, rescue, health, medical, and related services and to police, transportation, construction, and similar items or services for emergency management purposes, within or outside of the physical limits of the subdivision.
 - b. Pursuant to O.C.G.A. § 38-3-30(a), whenever the employees of any political subdivision are rendering outside aid pursuant to the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.
 - c. Under the guidelines set by O.C.G.A. § 36-69-3, 36-69-3.1, 38-3-27 and 38-3-30. Such authorization may provide limitations and restrictions on such assistance furnished extraterritorially, provided that such limitations and restrictions do not conflict with the provisions of Code Sections 36-69-4 through 36-69-6.
 - d. Pursuant to the Official Code of Georgia Annotated (O.C.G.A.), in the event that outside assistance is required or rendered, the normal chain of command shall apply. Specific information shall be required when mutual aid is either requested or being provided, and the following information must be obtained from or given to the other agency: the contact person for both assisting and requesting agencies; the nature of the occurrence and services requested; and the staging location for responding personnel.
2. Local Emergency Defined: Pursuant to O.C.G.A. § 36-69-2, the term “local emergency” means the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the state or on a campus of an institution within the University System of Georgia or the Technical College System of Georgia caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the state and which require the combined forces of other political subdivisions of the state to combat.
 3. Types of Assistance: Aid for such agencies may include the following: back-up assistance, crime scene investigation, evidence collection, investigative support, traffic direction and enforcement, crowd control, supplemental patrol, response to calls for service, aviation search, and tactical, canine, bomb and dive assistance. Officers might be required to process prisoners in mass arrest situations, and/or transport prisoners to temporary detention facilities. Officers will not assist in operating temporary detention facilities. If in an emergency situation, a need arises in Clayton County for a temporary detention facility, the Clayton County Sheriff’s Office (CCSO) will be contacted.
 4. Command at Local Emergency: Pursuant to O.C.G.A. § 36-69-3(e), the senior officer of the public safety agency of a political subdivision or institution within the University System of Georgia or the Technical College System of Georgia which requests assistance in a local emergency as provided in this Code section shall be in command of the local emergency as to strategy, tactics, and overall direction of the operations with respect to the public safety officers and employees rendering assistance extraterritorially at the request of such public safety agency. All orders or directions regarding the operations of the public safety officers

and employees rendering assistance extraterritorially shall be relayed to the senior officer in command of the public safety agency rendering assistance extraterritorially.

5. Incident Command System (ICS)/Incident Commander (IC): The Requesting Agency shall establish an ICS. The IC, or authorized designee, shall establish a staging area when necessary. All radio communications shall be coordinated through the IC. See also CCPD SOP: H1: All Hazard Plan (Incident Command System).
6. Transfer of Command: Transfer of command may take place from the first responder, and subsequently upward through the chain of command, to a senior ranking person or to a person with expertise/specialized training in the situation.
 - a. Transfer of command should take place face to face, to include a complete briefing of activities and circumstances.
 - b. The person relieved of command shall complete a written report specifying the circumstances surrounding the transfer of command, to include the exact time and to whom the command was given. This report shall be forwarded to the IC.
7. Request Notification: Mutual Aid assistance for public occurrences of short duration and states of emergency shall be requested through proper channels as outlined in O.C.G.A. § 36-69-3. Requests for and approval to furnish mutual aid for the Clayton County Police Department (CCPD), will be made through the E911/Communications Center to the Chief of Police or, in the Chief of Police's absence, the Assistant Chief.
 - a. General: Requests for assistance relate to those times that go beyond the normal day-to-day operations. Nothing in this section shall preclude the sharing of resources or the normal and customary requests for assistance required in day-to-day operations.
 - b. Non-Emergency Situations: In non-emergency situations, requests for mutual assistance shall be made with the Chief of Police or, in the Chief of Police's absence, the Assistant Chief, in a timely fashion through the agency's chain of command.
 - c. Emergency Situations: In an emergency situation, the commanding supervisor in charge at the scene of the emergency shall contact the E911/Communications Center and/or request that the Chief be advised of the situation. The supervisor in charge shall provide the E911/Communications Center and/or advise the Chief of Police, directly with regard to the following:
 - (1) The nature of the emergency;
 - (2) A safe approach to the emergency scene or staging for the responding units; and
 - (3) The estimated amount of personnel, specialized units, and/or equipment needed to bring the emergency situation under control.
8. Request and Approval: The Chief of Police for each agency, or their designee, is the sole designated official permitted to request or authorize emergency assistance, subject to the following conditions:
 - a. The request for emergency assistance may be made by telephone or in writing or, in extreme emergencies, by radio and is subject to confirmation;
 - b. The "Requesting Agency" is responsible for providing the "Responding Agency" with the information necessary to determine the levels of assistance required; and
 - c. The "Responding Agency" is only committed to provide assistance to the extent that it does not endanger primary operations, and may withdraw loaned personnel or equipment where circumstances require re-deployment in its jurisdiction.

9. Notification of Deployment: Upon notification of deployment, officers shall:
 - a. Review the most recent situation report (if available);
 - b. Identify assignment, deployment location, and travel arrangements;
 - c. Identify assigned supervisor and other contact information, if possible;
 - d. Obtain a copy of assignment paperwork;
 - e. Review any briefings on worksite or access procedures and any special concerns for the deployment area (if available); and
 - f. Ensure/verify coverage for job responsibilities.
10. Assigned Location: When personnel reach their designated incident worksite, they should adhere to accountability procedures, including:
 - a. Check-In: Report in to receive an assignment. This applies to all personnel regardless of agency affiliation.
 - b. Recordkeeping: Follow incident procedures for documenting activities; maintain complete and accurate records.
 - c. Communication: Observe radio and/or telephone procedures; use plain language and clear text, not codes.
 - d. Checkout: When notified of their demobilization, follow the local checkout procedures before leaving the incident area. Personnel should complete all work in progress (unless otherwise directed); ensure all records and files are up to date; return or transfer any equipment received in support of the incident; and brief incoming personnel, if applicable, on work status and assignments.
11. Deployment: When the Clayton County Police Department (CCPD) receives mutual aid assistance from outside agencies, personnel and equipment from other agencies will be deployed as a unit when possible, in a support role. Communications equipment, such as portable radios, should be provided to the senior officer from each "Responding Agency" and should be set to the appropriate CCPD frequency. These units will be used in support roles whenever possible. A high degree of cooperation must be maintained between all personnel. When providing mutual aid to another agency, CCPD personnel and equipment should be deployed as a unit, and when possible, in a support role.
12. Emergency Site: The designated Incident Commander (IC) of the "Requesting Agency" shall be in charge at the emergency site and all loaned personnel shall follow their lawful orders. However, where the provided assistance involves the loan of a specialized SWAT, hostage negotiation, bomb disposal, or canine unit, the Commander of that specialized unit shall be responsible for implementation of the mission, as determined by the IC of the "Requesting Agency." When taking law enforcement actions at the emergency site, including any use of force, the officers of the Clayton County Police Department (CCPD) shall at all times adhere to departmental policies and utilize only those weapons and tactics that they have been trained and deemed qualified to use. See also CCPD SOP: *A5: Use of Force*.
13. Radio Communication with Other Agencies: The Clayton County E911/Communications Center is designated as the primary communications center. Additional personnel may be assigned to the E911/Communications Center during emergency operations. Depending on the circumstances and scope of an incident, personnel of the Clayton County Police Department (CCPD) may be required to communicate with multiple agencies via radio throughout the course of an investigation and/or incident. When communicating with other agencies via radio, the CCPD will adhere to all procedures outlined in departmental policy concerning radio communications. See also CCPD SOP: *A9: Radio Communications*.

14. Rights and Privileges: Pursuant to O.C.G.A. § 36-69-4, whenever the employees of any political subdivision or institution within the University System of Georgia or the Technical College System of Georgia are rendering aid outside of their political subdivision or campus, respectively, and pursuant to the authority contained in this chapter, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the political subdivision or on the campus of the institution in which they are normally employed.
15. Reimbursement: Pursuant to O.C.G.A. § 36-69-5, unless otherwise provided by contract, the political subdivision or institution within the University System of Georgia or the Technical College System of Georgia which furnishes any equipment pursuant to this chapter shall bear the loss or damage to such equipment and shall pay any expense incurred in the operation and maintenance thereof. Unless otherwise provided by contract, the political subdivision or institution within the University System of Georgia or the Technical College System of Georgia furnishing aid pursuant to this chapter shall compensate its employees during the time of rendering of such aid and shall defray the actual travel and maintenance expenses of such employees while they are rendering such aid. Such compensation shall include any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.
16. Liability and Immunity: Pursuant to O.C.G.A. § 36-69-6, all of the privileges and immunities from liability; exemption from laws, ordinances, and rules; and all pension, insurance, relief, disability, workers' compensation, salary, death, and other benefits which apply to the activity of such officers, agents, or employees of any such political subdivision or institution within the University System of Georgia or the Technical College System of Georgia when performing their respective functions within the territorial limits of their respective political subdivisions or campuses shall apply to such officers, agents, or employees to the same degree, manner, and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this chapter relating to mutual aid. The provisions of this Code section shall apply with equal effect to paid, volunteer, and auxiliary employees.
17. Liability for Responding Agency Employees: Pursuant to O.C.G.A. § 36-69-7, neither a public safety agency which requests assistance pursuant to Code Section 36-69-3 nor the political subdivision or institution of the University System of Georgia or the Technical College System of Georgia in which the public safety agency is located shall be liable for any acts or omissions of employees of a responding public safety agency rendering assistance extraterritorially under the provisions of this chapter.
18. Non-Governmental and Volunteer Agencies: Volunteer agencies, such as the American Red Cross, faith-based organizations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding and other issues as necessary.
19. Withdrawal of Personnel and Equipment: The withdrawal of personnel or equipment will be with the agreement of the "Requesting Agency" and "Responding Agency", if possible. Either the "Requesting Agency" or the "Responding Agency" will cause the withdrawal of personnel and equipment if agreement is not reached. Notification will be given upon withdrawal.
20. Documentation: The "Responding Agency" shall comply with the following requirements upon dispatch of assistance to the Requesting Agency:
 - a. Complete an *Incident Report* in the Records Management System (RMS) for assistance to another agency;
 - b. Document the names of responding agency personnel dispatched to the requesting agency for assistance; and

c. Complete an *After-Action Report*.

The Incident Commander (IC) is responsible for submitting an *After-Action Report* at the conclusion of the incident to the Chief of Police, with copies to the chain of command, to include the Accreditation Manager.

C. Federal Law Enforcement Assistance

In the event that assistance is needed from any federal law enforcement agency, requests for such assistance will only be made by the Chief of Police or, in the Chief of Police's absence, the Assistant Chief.

If federal or state assistance is made available, the Chief of Police, shall appoint a liaison officer to coordinate all joint activities until such time as the emergency situation no longer exists. The liaison officer shall be a member of the Command Staff with authority to make command decisions in the absence of the Chief of Police.

D. National Guard Assistance

In the event that the National Guard's assistance is needed in an unusual occurrence, the chain of command to the Chairman of the Board of Commissioners (BOC) will be followed. The Chief of Police or, in the Chief of Police's absence, the Assistant Chief, will officially request the service of the Clayton County Emergency Management Agency (EMA), who will in turn notify the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), who will then notify the National Guard for assistance in emergency situations. The appropriate chain of command should be followed on all requests for assistance pursuant to the Clayton County Code of Ordinances Chapter 34, Emergency Management.

If the National Guard is activated to assist in an emergency situation within the unincorporated area of Clayton County, the Chief of Police shall appoint a liaison officer to coordinate all joint activities until such time as the emergency situation no longer exists. The liaison officer shall be a member of the Command Staff with authority to make command decisions in the absence of the Chief of Police.

VI. REVIEW

This policy shall be reviewed periodically to ensure it remains in compliance with the Georgia Mutual Aid Act.

VII. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *A2: Agency Jurisdiction and Mutual Aid*, dated July 30, 2021.