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	City of Charleston Police Department Policy and Procedure Manual		EFFECTIVE DATE: 08/16/07
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67.1 ASSISTANCE TO OTHER AGENCIES (CALEA 2.1.1)

Occasionally, it is necessary for the Charleston Police Department to operate in cooperation with other law enforcement agencies, either for enforcement or in response to emergency situations. The Charleston Police Department participates in mutual aid agreements with neighboring localities and members are responsible for working cooperatively in joint endeavors when the need arises. Mutual Aid Agreements may be long standing or specific to a special need or event. Long-standing agreements are reviewed on a frequency determined by legal counsel. Agreements for one time or special events will be reviewed prior to entering into the agreement.

Concurrent Jurisdiction

At times, multiple agencies may have concurrent jurisdiction in our service area and may request assistance from Charleston Police Department. It is the policy of this agency to render all assistance and courtesy to representatives of other agencies performing lawful duties within the corporate limits of the City of Charleston. This agency will also provide such assistance as possible and reasonable upon the request of another agency. Current and acceptable protocol will be maintained with representatives of other agencies when concurrent operations are undertaken.

Assistance to Neighboring Agencies

Due to the fact that emergency situations require immediate response, all requests for emergency assistance received by this Department will be responded to. Authorization for such response will be made:

1. By the Chief of Police if the request is received during normal working hours or, in his/her absence, the senior officer

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present.

2. If after normal working hours, the Command Duty Officer will authorize response and immediately notify the Chief of Police, or designee.
3. The Chief of Police or his designee will request mutual aid from other agencies in accordance with the provisions of the applicable mutual aid agreement. Requests for assistance outside of an existing agreement will be made by the Chief of Police or his designee via contact with the Chief or head of the agency from whom assistance is desired. All personnel from other agencies who respond to this Department's request for aid will report to the Chief of Police or his designee.

For purposes of immediate assistance, this directive is normally limited to assistance rendered to Charleston County, Berkeley County, the City of North Charleston, the City of Folly Beach, the Town of Mount Pleasant and any federal, state or local agencies located within their geographic boundaries.

During any approved emergency response, life, health, and liability insurance will be provided by the City of Charleston for its personnel involved in a response posture.

All personnel and material resources available to the City of Charleston, not required to ensure that the life and safety of its residents are not jeopardized by its absence, will be made available to other agencies on an emergency basis. The senior officer on scene will determine when and if resources must be held back. This decision is subject to review by the Chief of Police and Command Duty Officer.

Officers will respond to calls for assistance from other law enforcement departments or agencies only with the knowledge or expressed direction of their supervisor. It is the responsibility of the supervisor to assign the appropriate unit(s) to respond. Such assistance will be rendered only so long as is immediately necessary. Investigations of any incident will be conducted by the agency having jurisdiction. Any information gathered by an officer during the course of the investigation will be forwarded to the agency having jurisdiction.

Communications with other agencies will be coordinated through the Charleston County Consolidated Dispatch Center, in both emergency and non-emergency assist situations through the utilization of a mutual aid channel.

67.2 EXTERNAL AGENCY COORDINATIVE RESPONSIBILITIES

As crime and criminals respect no jurisdictional boundaries, it is vital that open lines of communication and coordination exist with those agencies who share geographic boundaries, crime problems, or which have concurrent jurisdiction. In order to achieve these ends, the following specific coordination responsibilities are established. They do not replace the normal day-to-day coordination already in place but are intended to augment and assist it.

Executive Level Coordination

The Chief Executive Officer of the Department, or representative, will actively participate in the local Criminal Justice Coordinating Council by attending its meetings and providing appropriate input. The Chief Executive Officer will also maintain open lines of communication with other agency chief executives regarding mutual problems, projects, or items of interest.

Crime Intelligence Unit

Crime Intelligence Unit will provide copies of both, the Department Monthly and Annual Reports to the chief executive officers of other law enforcement agencies in the area as well as such state agencies as are designated by the Chief of Police. They will also provide such statistical data and other support as directed by the Chief of Police.

Emergency Management Division Liaison

The Special Operations Division Commander will serve as the primary point of contact for the City's Emergency Management Division. The liaison is responsible for coordinating the Department's response for events and coordinating with other municipal agencies as well as with representatives of both state and federal agencies with a Disaster/Emergency Preparedness responsibility.

Intelligence Officer

The supervisor of the Crime Intelligence Unit will maintain liaison with intelligence coordinators of other local, state, regional, and federal agencies that have legitimate intelligence responsibilities. This liaison will be by correspondence, visitation and, when appropriate, attendance at information sharing conferences.

Special Investigations Unit

The Special Investigations Unit (SIU) will, along with the Intelligence Officer, maintain liaison with those local, state, and federal agencies that have both similar concerns and, in certain cases, concurrent jurisdiction.

Of special concern will be coordination by SIU with the Alcoholic Enforcement Unit of the South Carolina Law Enforcement Division and the Federal Bureau of Investigation regarding the identification and suppression of organized vice activity; and coordination with the METRO Narcotics Squad and the Drug Enforcement Administration.

Central Investigative Division

Central Investigations Division will maintain open coordination with their counterparts in all agencies such as is necessary to insure the proper investigation of crimes and the identification of criminal trend data. They will also provide appropriate materials to the Intelligence Officer for input or use by local and regional intelligence organizations.

Traffic Unit

As smooth traffic management and public safety are major concerns of all agencies, the Traffic Commander will establish an on-going liaison with his/her other agency counterparts to develop strategies for the stabilization of resources to insure maximum benefit from them. An example of such operations would be joint enforcement activities in areas that have a common geographic boundary

Warrants Unit

The Warrants Unit will maintain open lines of communication and liaison with other local and regional agencies to insure that warrants are expeditiously processed, fugitives apprehended where possible and that fugitives are returned when lawful and appropriate.

Additional Coordinative Responsibilities

Other coordination responsibilities may be established on a special or continuing basis by order of the Chief of Police.

67.3 EXTERNAL AGENCY CONCURRENT AGREEMENTS (CALEA 2.1.2; 2.1.3)

At times, it is necessary to enter into agreements with other agencies where concurrent jurisdiction is required. When such a situation exists, the two agencies will enter into a mutual aid agreement. A document will be drafted by legal council, or designee, and signed by the Mayor, Chief of Police and the chief or director of the other agency or their designees. This document may contain, but not be limited to, the following terms:

1. A statement of purpose;
2. Authority given;

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3. The effective date and termination date;
4. Compensation, pension, or retirement rights of the officers;
5. Jurisdiction of the court;
6. Communication linkage between agencies;
7. Provisions for backup; and
8. Reporting responsibility;

The Chief of Police will maintain these documents.

67.4 REQUESTING FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD ASSISTANCE (CALEA 2.1.4)

Federal Law Enforcement

The Charleston Police Department works cases routinely with federal law enforcement agencies and have officers on multiple federal law enforcement task forces. The Chief of Police, or designee, will be responsible for requesting federal law enforcement assistance in emergency situations by and through supervisory federal officers from the Charleston Area.

National Guard

In the event of a natural or manmade disaster, it may be necessary to request the assistance of the National Guard to augment and assist local law enforcement and emergency services. When it appears that such assistance will be required, a request must be made to the Governor who may then provide support via the Adjutant General. This request will be made by the Mayor, or senior surviving and available executive officer of the City, normally after consultation with law enforcement and emergency preparedness advisors. Detailed procedures for requesting such assistance are contained in Annex B-4 to the South Carolina Comprehensive Disaster Preparedness Plan.

In the event of a natural or manmade disaster it may be necessary to obtain assistance from various agencies of the federal government. All such requests for aid are coordinated by the Governor's office in accordance with Section 25-1-450 (1) (b) of the South Carolina Code of Laws 1975 (as amended 30 July 1979). All requests to the Governor's office will be made by the Mayor or senior surviving and available executive officer of the City, normally after consultation with his law enforcement and disaster assistance staff.