



# ELGIN POLICE DEPARTMENT

151 Douglas Avenue Elgin, Illinois 60120



**Effective Date:**  
04/08/02

## STANDARD OPERATING PROCEDURE

**Revised Date:**  
07/30/24

**Chief of Police:**

Agency Jurisdiction and Mutual Aid, 2.1

**Cross Reference:**

SOP 11.3 Authority, Command and Direction  
65 ILCS 5/1-4-8

**Policy Sections:**

- 2.1.1 Jurisdictional Boundaries
- 2.1.2 Concurrent Jurisdiction
- 2.1.3 Interagency Cooperation/Mutual Aid
- 2.1.4 Requests for Federal Assistance or the National Guard
- 2.1.5 Illinois Law Enforcement Alarm System (ILEAS)
- 2.1.6 Training

### PURPOSE

The purpose of this policy is to establish guidelines for providing or requesting mutual aid assistance to or from other agencies and to define the concurrent jurisdictional authority and boundaries of the department.

### POLICY STATEMENT

It is the policy of the department to provide law enforcement services within the corporate limits of the City of Elgin solely or in cooperation with agencies having concurrent jurisdiction. The department will assist adjacent jurisdictions at their request and fulfill the obligations of any mutual aid agreements entered into by the corporate authorities and the police department. The transfer of authority based upon the jurisdiction of an incident should be mutually agreed upon by all agencies involved.

### PROCEDURES

#### 2.1.1 JURISDICTIONAL BOUNDARIES

- A. All members shall familiarize themselves with the geographical boundaries of the City of Elgin.
- B. The geographical boundaries of the City of Elgin are shown on the official zoning map of the City of Elgin and shall constitute the primary area of jurisdiction for members of the department.
- C. The Emergency Communications Division shall have access to the latest map showing recent annexations to the City of Elgin.
- D. The department assumes full responsibility for providing police services within the corporate limits of the City of Elgin.

#### 2.1.2 CONCURRENT JURISDICTION

- A. The department recognizes and acknowledges that the following law enforcement agencies have concurrent jurisdiction in the City of Elgin, to include but not limited to:
  - 1. The Kane/Cook/DuPage County Sheriff's Department.
  - 2. The Illinois State Police.
  - 3. Various state and federal law enforcement agencies.
- B. The general exercise of law enforcement services by these agencies is one of tacit approval and cooperation.
- C. Nothing prohibits members of the Kane/Cook/DuPage County Sheriff's Department, Illinois State Police, or other authorized law enforcement agencies such as state or federal agencies, from taking law enforcement action within the City of Elgin.

- D. Although the department generally meets the law enforcement needs of the community, it may from time to time enter into agreements, both oral and written, with agencies having concurrent jurisdiction for the purpose of fulfilling specialized law enforcement needs.

### **2.1.3 INTERAGENCY COOPERATION/MUTUAL AID**

- A. Effective law enforcement is not a solitary effort but requires the cooperation and interaction of many agencies. The Elgin Police Department supports this concept and will cooperate, within the guidelines of Illinois State law, with other duly empowered agencies in the discharge of their duties. Ongoing outreach should be facilitated with various law enforcement professional organizations such as the Kane County Chiefs of Police Association.
- B. When responding to the request of another police agency or whenever an emergency police situation becomes evident in an adjacent or concurrent jurisdiction, such as traffic accidents, fires, severe weather damage, etc., it shall be the responsibility of an on-duty patrol shift supervisor to authorize and determine the extent of the response.
- C. There shall always be one supervisor that remains within the corporate limits of the city of Elgin on any request for mutual aid.
- D. Any mutual aid request from another jurisdiction shall result in the initiation of a general incident report or similar documentation. Illinois law authorizes agencies to assist other jurisdictions upon request, 65 ILCS 5/1-4-8.
- E. Responding Elgin officers shall adhere to all department policies and directions in the performance of mutual aid. Officers should also comply with all lawful requests of the requesting agency.
- F. If the mutual aid request amounts to a period of extended involvement, an on-duty patrol shift supervisor shall initiate action to contact off-duty personnel to supplement the shift as a result of those assisting the other agency/jurisdiction.
- G. In most situations, communications between responding police units from adjacent jurisdictions who do not share the same common radio frequencies will be accomplished by using the Illinois State Police Emergency Radio Network (ISPERN) or other identified/established means.
- H. If mutual aid is required within the City of Elgin, the request must be authorized by a supervisor. The request shall include the following:
  - 1. Number of officers requested from the agency contacted.
  - 2. Nature of the incident necessitating the mutual aid request.
  - 3. Staging area for responding officers.
  - 4. These requirements do not apply to routine backups for traffic stops, alarm calls, disturbance calls or the assistance of a police service dog.
- I. The respective command staff member shall be notified anytime mutual aid assistance from the police department is requested.
- J. The routine, unauthorized response to any other jurisdiction by members of the police department is prohibited.
- K. Within the City of Elgin and on portions of its jurisdictional boundaries, there are segments of unincorporated land not falling within the jurisdiction of the City of Elgin. The primary law enforcement authority for these unincorporated "pockets" is either the Kane/Cook County Sheriff's Department or the Kane/Cook County Forest Preserve District Police, depending on the particular location.

#### **2.1.4 REQUESTS FOR FEDERAL ASSISTANCE OR THE NATIONAL GUARD**

- A. In cases where the involvements of federal law enforcement agencies are mandated by law, it shall be the responsibility of the on-duty patrol supervisor to ensure that proper notification to the respective federal agency or agencies is accomplished.
- B. In situations where federal law enforcement assistance is requested under mutual aid conditions, the request shall be made through the office of the Chief of Police.
- C. The Illinois National Guard.
  - 1. As provided in the Illinois Compiled Statutes, the mayor, subject to the authority of the governor, may call upon the Illinois National Guard to "aid in suppressing riots and other disorderly conduct, or to aid in carrying into effect any law or ordinance."
  - 2. Upon determination by the mayor that an emergency exists, where local resources are not capable of handling such an emergency, a formal request for military assistance shall be made. The Office of Emergency Management, located at the fire department, shall also be available to assist in requesting the following assistance:
    - a. Disaster situations: The request shall be made to the Illinois Emergency Management Agency (IEMA). IEMA will verify the need for assistance and make the request to the governor.
    - b. Civil disturbance: The mayor shall make the request for National Guard support directly with the governor.
    - c. The administrative requirements and operational guidelines pertaining to the use of military forces in such situations, as specified in this directive, are outlined in the city's Emergency Operations Plan, which is electronically accessible to all city personnel.

#### **2.1.5 ILLINOIS LAW ENFORCEMENT ALARM SYSTEM (ILEAS)**

- A. The department is a participating member in ILEAS.
- B. ILEAS is designed to provide immediate extra law enforcement manpower and equipment to the scene of law enforcement emergencies which provides an automatic and systematic response of law enforcement manpowered teams.
  - 1. The department, upon request and when possible, will provide assistance, to participating ILEAS agencies.
  - 2. Participating ILEAS agencies will render assistance to the department when possible, upon request.
  - 3. Radio communications, except as otherwise specified, shall be on the ISPERN frequency, and/or the ILEAS dedicated radio frequency.
- C. When ILEAS assistance is requested by another agency or the department and falls within the information categories of an ILEAS call out, the procedures outlined in the ILEAS Manual shall be followed. A copy of the manual is located in the Emergency Communications Division and is electronically accessible to all personnel.

#### **2.1.6 TRAINING**

- A. Sworn supervisors are trained in the transfer of command to recognize that the initial Incident Commander will remain in charge until transfer of command is accomplished. Command may transfer to higher qualified or more experienced personnel from the department or be transferred

to the employee of another responsible agency. Higher qualified persons arriving at an incident may:

1. Assume command according to their agency's guidelines.
  2. Maintain command as it is.
  3. Transfer command to a better qualified or more experienced Incident Commander.
- B. Annually supervisors shall be trained in the transfer of command. This may be accomplished through in-service training, roll-call briefings, or PowerDMS assignments.
- C. Refer to Standard Operating Procedure 11.3 Authority, Command and Direction for information on the department's command protocol.