



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 406.18
<b>Subject:</b> Response to Selected Situations	<b>Topic:</b> Mutual Aid
<b>Accreditation:</b> ADM. 13.01	<b>Revised:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015
	<b>Reaffirmed:</b>
	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to explain the requirements necessary to implement a Mutual Aid plan, and outline procedures.

## II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to establish and maintain a Mutual Aid plan that shall be in conformance to Virginia State Code, and satisfy the needs of adjoining jurisdictions and the agency.

## III. DEFINITIONS

- A. Emergency: Any state of crisis resulting from the existence of a state of war, internal disorder, or fire, flood, epidemic or any other hazardous occurrence of unusual or severe effect, threatening or causing extensive damage to life and/or property and requiring extraordinary measures to protect lives, meet human needs, and/or re-establish order.
- B. Adjoining Jurisdictions: Any county, town, city or other political subdivision that shares a common boundary with Loudoun County.

## IV. LEGAL REFERENCE

Section 15.2-1730: Calling upon law-enforcement officers of counties, cities or towns for assistance. In case of an emergency declared by the chief law-enforcement officer of a locality, such officer may call upon the chief law-enforcement officer of towns within his county and the chief law-enforcement officer of an adjoining county or city, or towns in adjoining counties for assistance from him or his deputies or other police officers, without the necessity for deputizing such deputies or officers. Such deputies or officers shall have full police powers in such locality as are conferred upon them by law during the period of such emergency. (Added by L.1997, ch. 587, eff. 12/1/97.)

## V. PROCEDURE - NON-COG SIGNATORY:

Requesting Aid from other Agency:

- A. If the ranking, on-duty supervisor determines a State of Emergency exists, they shall:
  - 1. Request Communications to complete an Admin. page

2. Instruct Communications to establish contact with ranking, on-duty supervisor of adjoining jurisdiction of which aid is requested
  3. Determine number and type of personnel/or special equipment needed and relay it to ranking, on-duty supervisor of requested agency
  4. Establish Command Post and exchange names of officers in charge of emergency scene
  5. Whenever possible, it is desirable to deploy members from requested agencies as a unit, under their own supervisor, along with a member of this agency as a communication link
- B. Upon receiving a request for Mutual Aid from another agency, the ranking, on-duty supervisor shall:
1. Obtain number and type of personnel and/or special equipment needed from ranking, on-duty supervisor of requesting agency
  2. Determine the Sheriff's Office's ability to provide requested assistance
  3. Obtain location of staging area and name of officer in charge of emergency scene
  4. Notify the Command Staff via an Admin. page
- C. Upon receiving authority to provide assistance the ranking, on-duty supervisor shall arrange same and assign appropriate personnel and/or equipment including:
1. A supervisor to accompany responding personnel and/or equipment to emergency scene
  2. A Communications Officer to provide status reports at regular intervals to ranking, on-duty supervisor of Sheriff's Office
  3. A Recording Officer to log manpower and/or equipment usage at emergency scene

These functions can be combined, but never omitted.

VI. PROCEDURE - COG SIGNATORY

A. Law Enforcement Criteria and Procedure

1. Criteria

A state of emergency shall exist and the requesting jurisdiction shall have

committed or shall have foreseen the need to commit all its available resources.

2. Procedure

- a. The appropriate individual as designated in Appendix A in the COG Plan of any signatory jurisdiction is authorized to determine the need for additional police assistance when an emergency exists.
- b. When it is determined by the appropriate individual as designated in Appendix A of the affected jurisdiction that emergency assistance is required, he/she shall communicate this determination to the designated individual in the jurisdiction (s) from which assistance is requested.
  1. Requests for assistance shall be made in accordance with the procedures set forth in Part VI, COMMUNICATIONS of the COG Operational Plan, and shall be verified by hard-copy telecommunications message initiated by the appropriate official.
  2. Requests for assistance shall include:
    - a) The name and position of the official making the request
    - b) The nature and location of the emergency
    - c) The number of personnel requested and whether specialized personnel are needed
    - d) The type of equipment needed
    - e) The name, rank, and location of the individual to whom assisting personnel shall report
- c. The official receiving the request shall consider the circumstances in the requesting jurisdiction and the capacity of his/her agency to provide the requested assistance. If the receiving official concurs, he/she shall provide such assistance, including necessary officers, employees, agents and equipment, as is consistent with the circumstances and with the request, and shall promptly advise the requesting jurisdiction of the number of personnel, specialized units, and equipment which will be provided.
- d. Jurisdictions shall subsequently confirm the request for aid by letter, on official letterhead, signed by the official authorized to make the request. Assisting jurisdictions shall respond to requests for assistance in the same manner.

VII. COMMUNICATION

All communication between agencies will use plain English language to avoid the confusion caused by conflicting codes and/or signals.

VIII. AUTHORITY

The Chief Law Enforcement Officer, or his/her designee, of each involved agency or jurisdiction shall have sole authority to request or approve mutual aid assistance.

REFERENCE:

- Virginia Code 15.2-1730
- Metropolitan Washington Council of Government, Police Mutual Aid Operational Plan dated 12/31/83, and revised September 1990
- Northern Virginia Law Enforcement Mutual Aid Agreement dated May 1, 1991
- Northern Virginia Sheriff's Mutual Aid Agreement and Standard Operating Procedure dated February 18, 1992