

**TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES**

SUBJECT: Mutual Aid, Jurisdiction and Taskforces		
1.6	EFFECTIVE: 01/18/2022	<i>Bryan Wheelles</i> Bryan Wheelles, Chief of Police
	REVISED: 02/01/2022	
	TOTAL PAGES: 7	

1.6.1 PURPOSE

To establish a procedure for requesting and providing mutual aid from other jurisdictions in the case of a natural disaster, mass disorder or other emergency. These mutual aid agreements provide for assistance to or from other agencies in case of a natural disaster, mass disorder or other emergency.

1.6.2 POLICY

To provide and request mutual aid, as needed, when a natural disaster, mass disorder or other emergency occurs. The Department is committed to working with agencies in area jurisdictions to provide assistance to each other when an incident response goes beyond the normal capabilities of the agencies involved.

1.6.3 REQUESTING MUTUAL AID

- A. Mutual aid will be requested when a problem, or the threat of a problem, exceeds the resources of the Department.
- B. Problems which do not exceed the resources of the Department, but could be more efficiently or safely handled by utilizing assistance from another agency, may require only the approval of a supervisor.
- C. Based upon a recognized need for mutual aid, the Chief of Police or designee will be notified immediately.
- D. The Chief of Police or authorized designee will authorize a request for mutual aid and will decide the appropriate level of requested aid.
- E. The terms and conditions, when requesting mutual aid, shall be agreed upon between the requesting and assigning Chiefs or Sheriffs. All outside assigned officers have the same power within the jurisdiction of the requesting Chief of Police or Sheriff as do regular officers or deputies, as the case may be, of the requesting Chief of Police or Sheriff.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES

- F. If the need for assistance is immediate, the initial contact/request will be made by radio or telephone and may be followed by a teletype.
- G. All requests for mutual aid will include the following:
 - 1. Reason for mobilization;
 - 2. Date, reporting time and weather condition;
 - 3. Personnel requested and an estimate of how long they will be needed;
 - 4. Assembly point and name of the police supervisor to contact; and
 - 5. Uniform and equipment needed.
- H. An Emergency Operations Center (EOC) will be established and should be large enough to house all personnel involved in the decision-making, command and support processes where Incident Command System (ICS) protocols shall be followed. This includes commanders of other jurisdictional units.
- I. Assigned personnel will be on duty at all times at the field command post to receive the responding law enforcement agencies, log them in and log them out, as they respond to assignments.
- J. Responding law enforcement agencies will be briefed about the emergency and their assignment in resolving the situation.
- K. When possible, a separate area with map space and radio monitoring capabilities should be set aside for the other responding law enforcement agencies.
- L. Responding law enforcement agencies will be kept under the command and control of their respective agency supervisors; however, the supervisors will report to the incident commander of the City operation for instructions.
- M. When it becomes necessary to move personnel who are not familiar with the geography of the City, a TPD staff member should be assigned to those groups to expedite such movements.
- N. Commanders of other law enforcement agencies will be included in the planning process, including assignments, which may involve duties such as assisting with mass arrests, processing, prisoner transportation and operating temporary detention facilities.
- O. At the conclusion of the mutual aid situation, the incident commander of the City operation may hold a debriefing. The final report may include:

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES

1. An explanation of events that led to the emergency operation;
2. A list of all the agencies and personnel involved;
3. A list of all equipment requested and used, including a brief explanation of equipment lost, damaged or stolen and the cost to replace or repair said equipment;
4. Identification of injuries to personnel involved in the operation;
5. A list of damage to any public or private property caused by the emergency;
6. A list of persons arrested by name, date arrested, charge, arresting officer and agency; and
7. A detailed breakdown of all other costs and expenditures, if any, that should be borne by the receiving agency to compensate for the use of the providing agency's resources.

1.6.4 FEDERAL LAW ENFORCEMENT AGENCIES

In emergency situations, when it is necessary to request assistance from federal law enforcement agencies, the Chief of Police or designee may contact them.

1.6.5 OUTSIDE AGENCY REQUEST FOR ASSISTANCE

A. Requests

1. When an outside agency contacts SCECC (Shawnee County Emergency Communications Center) to request assistance, the dispatcher will contact the on-duty Field Commander for approval. The Field Commander will determine if a unit OIC and/or Bureau Commander shall be involved prior to authorization or advised promptly thereafter.
2. Officers shall not self-deploy to assist other agency without supervisor's approval.
3. The Field Commander shall determine the number of units and equipment necessary to respond. The Field Commander may seek input from the unit OIC or Bureau Commander if needed.
4. A law enforcement officer from the host agency must make an official request for TPD officers to substantiate lawful authority outside TPD jurisdiction.

A. Incident Protocol

1. Mode of travel
 - a. Responding officers shall travel to incidents outside the city in department vehicles.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES

- b. The Field Commander must authorize any other vehicles used.
2. The responding OIC shall contact and brief with the host agency Incident Commander. The Incident Commander will define TPD's role in resolving the incident.
3. If the operational plan and requested role of officers is in violation of Topeka Police Department policies and operational procedures the responding OIC will decline participation.
4. The responding OIC shall seek to resolve an outside agency's incident in a timely and safe manner and will also:
 - a. Assess each incident on a case by case basis to determine the amount of time TPD officers and equipment will remain at an incident outside of the Topeka area.
 - b. The OIC shall advise the host agency if an incident cannot be resolved within 24 hours. The host agency can then decide how it wants to proceed.
 - c. The Chief or designee may withdraw any involved TPD unit at any time. Units should be withdrawn in appropriate transition periods.
5. The responding OIC or designee involved in the outside agency's incident shall brief the Bureau Commander throughout the incident.

A. Special Considerations

1. At least two bomb technicians will respond to Bomb Unit requests.
2. The K-9 supervisor, when appropriate, should be contacted with requests for canines. The K-9 supervisor will match a canine and K-9 handler's ability to the outside agency's needs. On-duty K-9 teams will be used whenever possible.
3. The crisis negotiator OIC, or designee, and a primary negotiator shall respond in most cases. They will determine the need for more negotiators.
4. Circumstances may arise when other law enforcement agencies request the assistance of the Department. Requests may include female officers or officers with special skills.
 - a. When the Department receives the request for assistance for a female officer, the Field Commander may authorize an on-duty female officer to respond. If there is no female officer on-duty, the Field Commander may authorize an off-duty female officer to assist.
 - b. Officers who assist another agency will document their involvement by memo, officer activity log or a supplemental report

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES

- c. The Department shall honor other agencies' requests for an immediate back-up unit whenever reasonable.
- d. Officers shall follow all Topeka Police Department general orders and procedures when assisting a host agency.

1.6.6 JURISDICTION

In order to avoid duplication of services and to clarify roles, the major law enforcement agencies with jurisdiction in the city of Topeka have agreed on basic issues of jurisdiction and responsibilities. The Topeka Police Department will provide aid to other law enforcement agencies with concurrent jurisdictions during emergency situations as allowed by K.S.A. 22-2401a and amendments thereto. Any jurisdictional questions will be resolved in a manner that ensures that citizens receive timely services that they request. Any cooperative units developed for ongoing joint enforcement efforts will have clear documented guidelines.

A. Primary areas of law enforcement jurisdiction:

- 1. Sworn personnel generally have jurisdiction and authority within the city limits. The City boundaries are outlined in city resolution. Sworn personnel also have jurisdiction outside the city limits on property owned or under contract to the City.
- 2. County, state and federal law enforcement agencies also have jurisdiction within the City limits. The Topeka Police Department will respond to the law enforcement needs of such agencies inside the city limits.
 - a. In some instances the county, state or federal law enforcement agencies may decide to take or maintain control of law enforcement duties within the city limits and have the authority to do so.
 - b. Generally concurrent jurisdictional issues are defined according to federal, state, and local governmental hierarchy.
- 3. Jurisdiction questions based on city boundaries should be resolved by contacting SCECC for determination of boundaries.
 - a. If the issue is not resolved, the agency with unquestioned jurisdiction should handle the request for service.
 - b. Topeka Police Department personnel will ensure the citizen requesting emergency service receives the needed service and then resolves any jurisdiction questions.
- 4. When another law enforcement agency has primary responsibility, the Topeka Police Department will respond on an emergency or

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES

cooperative basis to incidents within Topeka or Shawnee County, pending the arrival of that agency.

B. Government Facilities and Property

With few exceptions, government facilities and property within Topeka and Shawnee County are the responsibility of the law enforcement agency from the corresponding unit of government. Some specific facilities and the corresponding law enforcement agency include:

1. The Shawnee County Jail, Shawnee County Juvenile Detention Center, and Shawnee County District Court - The Shawnee County Sheriff's Office.
2. The Kansas Expo Centre - The Shawnee County Sheriff's Office handles the interior and the Topeka Police Department handles the grounds.
3. Heartland Park - The Topeka Police Department.
4. The State Capitol, state offices, Governor's Mansion and state property in Topeka - The Capitol Police and Kansas Highway Patrol.
5. Washburn University - The Washburn Police Department handles calls and reports are recorded with the Topeka Police Department.
6. USD 501 buildings and properties - USD 501 Police respond to all calls and reports are recorded with the Topeka Police Department.

C. Inter-local Aid Agreements

1. The purpose of inter-local governmental unit agreements is to clarify jurisdiction, responsibility and to provide assistance to agencies with concurrent jurisdiction. The agreements outline procedures for requesting TPD assistance, agency responsibilities, costs associated with providing personnel and equipment, joint investigative efforts, cooperative task forces, and the activation of tactical teams.
2. Any written agreements with other law enforcement agencies regarding inter-local governmental agency aid are reviewed and approved by the legal advisor and are kept on file in the offices of the City Clerk and Chief of Police.
3. Officers participating in a multi-agency operation shall adhere to all Topeka Police Department policies and procedures unless otherwise directed by a commanding officer.
4. The Chief of Police or designee may request federal law enforcement assistance in emergency situations.

1.6.7 MULTI-AGENCY AND MULTI-JURISIDIRECTIONAL TASKFORCES

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
1.6 MUTUAL AID, JURISDICTION AND TASK FORCES

- A. These multi agency investigative units and task forces enhance the effectiveness of enforcement resources through a well-coordinated initiative by providing specific responses to serious or repeat offenders and to apprehending fugitives from justice.
- B. Written agreements shall be drafted when such investigative and/or task forces are established. These agreements will contain the following information:
 - 1. A clearly defined purpose for the development of the cooperative unit or task force.
 - 2. A written agreement may be entered into by the department, which delineates authority, responsibility, and scope of operation among participating agencies.
 - 3. When there is a conflict between the policies of the individual agencies involved, officers shall follow the Topeka Police Department's general orders and Department standard operating procedures. The participating agency heads shall address conflicting policy issues.
 - 4. The task forces may utilize Bureau resources with the approval of the Chief or designee. This may include surveillance equipment, vehicles, and communication equipment.
 - 5. The Bureau Command Staff shall periodically assess the progress of the task forces to determine if Bureau participation should continue.
 - 6. Concurrent jurisdiction may be granted within agency agreements.
 - 7. Employees shall refer to agency agreements for procedural guidelines. Each Bureau should retain a copy of the interagency task force agreements for reference.
 - 8. The policy, program, and direction of task forces are the joint responsibility of the participating agency heads who shall act as a steering committee. Membership on the steering committee shall include a senior manager from each participating agency.
 - 9. All costs accrued by operation of the task force shall be per agreement/contract.
 - 10. Any agency requiring an individual report format shall provide it to the task force site and be responsible for its completion.
 - 11. The Department shall be responsible for expenses in connection with its vehicles.