



<b>MUTUAL AID</b>	
✓ <b>new:</b> <b>rescinds:</b> <b>amends:</b>	<b>cross-reference:</b>  <b>accreditation standards:</b> NYSLEAP Standard(s): 58.1
<b>effective date:</b> July, 2023	<b>amend date:</b>

**I. PURPOSE**

The purpose of this Order is to inform all personnel of the existence of interagency mutual aid agreements, the Sheriff's Office obligations under these agreements, and of the procedures to respond to requests for assistance from other law enforcement agencies.

**II. POLICY**

It is the intention of the Tompkins County Sheriff's Office to assist any law enforcement agency requesting mutual aid whenever possible. When necessary, the Sheriff's Office shall participate in the formal interagency agreements in order to strengthen our collective response to emergency situations and unusual occurrences.

**III. PROCEDURES**

A. General Guidelines

1. The Sheriff's Office will make use of mutual aid in conformance with state statutes and any mutual aid agreements (if established), for any actual or potential condition that poses an immediate threat to life or property and exceeds the capability of the Office to successfully counteract.
2. Mutual aid between the Sheriff's Office and any other municipality may be requested or provided by the Sheriff or their designee, as provided by New York State General Municipal Law § 209-f, 209-g and 209-m. Additionally, any Shift Supervisor may authorize a request for the assistance of any other municipal, state, or federal law enforcement agency, including the New York State Police, FBI, DEA, or ATF, by directly contacting that agency.

B. Request by the Sheriff's Office for Mutual Aid

1. Requests for assistance by this office shall be directed to the appropriate command officer of the providing department.
2. Requests should include as much information as possible, including: the nature of the problem resulting in the need for assistance, measures taken to bring the situation under control and why they have proven insufficient, an estimated level of personnel needed, and any special equipment needed.
3. The Sheriff shall be the only authorized signatory to enter into a formal written mutual aid agreement.

C. Request for the Mutual Aid of the Tompkins County Sheriff's Office

1. When the Office receives a request for assistance from another police department, the Shift Supervisor must, prior to approving such a request, ensure that adequate staffing and equipment needs are maintained by the Sheriff's Office to provide proper service. Non-urgent requests made to the shift supervisor will be approved only after consultation with the Lieutenant or higher authority.
2. In the event of an emergency situation where a timely response is necessary, the Sergeant, or the highest-ranking officer on duty will use their own discretion, taking into account all of the guidelines in this order, and will make notification through the chain of command as needed. The Sergeant will assure adequate police coverage in Tompkins County at all times.
3. The designated supervisor of the requesting department shall be in charge at the emergency site. All loaned personnel shall follow his/her lawful orders. However, where the provided assistance involves the loan of a specialized unit (i.e. SRT, CNT, canine, etc.), the commander of that specialized unit shall be responsible for implementation of the mission, as determined by the incident commander of the requesting department.
4. When taking law enforcement actions at the emergency site, including uses of force, officers from this office shall at all times adhere to this office's policies and procedures and utilize only those weapons and tactics that they have been trained and deemed qualified to use.
5. Officers on loan from the Sheriff's Office shall regularly apprise their supervisor concerning the continued status of the emergency, line-of-duty injuries, or their need for relief.
6. Responding officers shall prepare an 'Assist' incident report detailing the action taken.

D. Requesting Federal Law Enforcement Assistance in Emergencies

1. In the event of an emergency, which, in the opinion of the Sheriff, or designee, requires federal law enforcement assistance, aid will be solicited from the appropriate federal agency. In the event of a criminal offense in which there are concurrent enforcement responsibilities (i.e., bank robberies, drug violations, etc.), the Shift Supervisor may authorize the notification of the FBI, DEA, or other federal agencies having concurrent jurisdiction. These may include:
  - Division of Alcohol, Tobacco, and Firearms
  - Secret Service
  - U.S. Postal Service
  - U.S. Marshall Service
  - Immigration and Naturalization Service
  - Internal Revenue Service
  - Other miscellaneous federal agencies
2. Phone numbers, including emergency contact numbers, will be available to officers through the 911 Communications Center/ DoER.

E. Mutual Aid Agreements

1. If the Office enters into any mutual aid agreements, either as the providing agency or the receiving agency, such agreements will be reviewed by the Sheriff or his designee on an annual basis.
2. All mutual aid agreements entered into by the Sheriff's Office shall be maintained on the S:/F drive.
3. This order is not intended to conflict with any other policy relating to temporary assignment to outside law enforcement agencies or to any present or future agreements relating to mutual aid.

By Order Of



Derek Osborne  
*Sheriff*