
NUMBER: 1.21

EFFECTIVE DATE:
REVISION DATE:

JULY 1991
Nov 2023

SUBJECT: MUTUAL AID

1.21.01 POLICY

The purpose of this directive is to provide guidelines for requesting or providing assistance from or to other public safety agencies. Mutual aid situations exist when a situation exceeds the capacity of the responsible law enforcement agency to appropriately handle. Mutual aid assistance will be requested or provided subject to state statutes and in accordance with designated mutual aid agreements.

A. Statutory authority for the provision of Mutual Aid

1. A public safety agency may, at any time, be faced with a situation which requires more staffing and materials than the agency can immediately provide. Such circumstances frequently require immediate and extraordinary action in order to preserve life and property. Mutual aid between agencies is a traditional and legally recognized relationship in the State of Colorado. Mutual aid may be requested by one agency of another under almost any circumstance.
2. Colorado Revised Statutes 29-5-103, 29-5-104, 29-5-106, 29-5-108, and 29-5-109 provide the specific legal authority for agencies to assist each other during these special situations. These statutes also address the police powers of the assisting personnel, command authority, civil liability, and worker's compensation aspects of such arrangements.
3. Colorado Revised Statutes 29-1-202 through 29-1-206, inclusive, provide the specific legal authority for agencies to contract or cooperate with each other to provide a function, service or facility.
4. The City of Wheat Ridge Code of Ordinances, Chapter Six, "Civil Disasters and Emergencies," outlines the legal authority of the Mayor of the City to declare emergency situations and summon assistance as appropriate.
5. The City of Wheat Ridge Code of Ordinances, Chapter Two, Article II Section 2-21, "Power and duties of mayor", outlines the legal authority of the Mayor of the City to command the assistance of able-bodied citizens and state resources, such as the National Guard, to establish order.

1.21.02 DEFINITIONS

A. Mutual Aid

For the purposes of this chapter, mutual aid requests refer to requests from law enforcement agencies outside the geographical boundaries of the City of Wheat Ridge. Assisting agencies that are lawfully performing law enforcement duties within the City of Wheat Ridge, or law enforcement agencies that have concurrent jurisdiction within the City of Wheat Ridge, are not considered mutual aid requests.

1.21.03 PROCEDURES

A. Providing Mutual Aid

1. Requests for mutual aid may be made by the Chief of Police or the Sheriff of the requesting jurisdiction, or their designee. It is the policy of the Wheat Ridge Police Department to provide mutual aid for any reasonable request made by another public safety agency to the extent such resources are available.
2. Long-term or anticipated mutual aid requests shall be routed through the Chief of Police or a member of the Command staff. This will allow the requesting agency and the Police Chief or his designee to engage in appropriate planning and preparation for the impending situation.
3. Requests for short-term or non-anticipated mutual aid.
 - a. Requests for short-term or non-anticipated mutual aid may be made through the Jefferson County Communications Center Authority similar to any other call for service.
4. Compliance with Directives
 - a. Whenever a Wheat Ridge Police Department officer is rendering assistance pursuant to any mutual aid agreement; the officer will abide by, and be subject to, the rules and regulations, policies, and standard operating procedures of the Wheat Ridge Police Department.
 - i. If any such rule, regulation, policy or procedure is contradicted, contravened, or otherwise in conflict with a direct order of a superior officer of the requesting agency, the Wheat Ridge Police Department rule, regulation, policy, or procedure will supersede the direct order.
 - ii. When an order is not followed due to the aforementioned circumstances, the officer will notify their supervisor of the conflict and the supervisor will respectfully request that the order be rescinded; or the order be redirected to a superior officer of the Wheat Ridge Police Department for evaluation.
5. Requests for the assistance of special units (SWAT, investigations, etc) by other public safety agencies shall be forwarded to a supervisor within the affected unit for review. All requests for mutual aid response by special units shall be approved by the Chief of Police or designee.
6. Members who are dispatched to a mutual aid situation occurring outside of the department's territorial jurisdiction have, pursuant to Colorado Revised Statutes, the same power within the jurisdiction of the requesting Chief of Police or Sheriff as do regular officers or deputies of the jurisdiction. Members shall respond to situations as requested by the receiving jurisdiction's appropriate supervisor, including but not limited to handling routine calls for service or specific involvement in the event that precipitated the call for mutual aid.
 - a. When possible, investigations and any arrestees should be turned over to the requesting agency as soon as their personnel become available. Responding Wheat Ridge officers will be required to complete all appropriate departmental paperwork to document their observations and actions. Notation should be made in the report

requesting the Wheat Ridge Police Department Records Team send copies of the report to the agency that was assisted.

- b. Notwithstanding this policy, Wheat Ridge police officers shall render all necessary and appropriate assistance to the requesting agency and members of that community. Further, nothing within this directive shall be construed as to further limit the powers of authority of Wheat Ridge officers while operating under the mutual aid provisions of Colorado Revised Statutes.
 - c. When enforcement action becomes necessary in a jurisdiction outside the First Judicial District, officers shall issue summonses or refer the appropriate charging documents to the County or District Court in the receiving jurisdiction.
- 7. Public information and media relations functions for the mutual aid situation shall, unless otherwise mutually agreed upon, be the responsibility of the requesting agency.
 - 8. Notification of Chief and Command Staff

The granting or requesting of mutual aid is ultimately the prerogative and legal responsibility of the Chief of Police. When a subordinate supervisor provides mutual aid to another jurisdiction, he is acting as the direct agent of the Chief of Police. It is imperative that the Police Chief be kept advised of the fact that such aid was granted. The decision as to when and how to notify the Chief of Police and management team of the actions taken regarding requests for mutual aid shall be left to the discretion and best judgment of the subordinate supervisor granting the mutual aid. Notifications shall, at the minimum, take the form of a notation on the shift recap. However, if the incident or its outcome is unusual or the situation is of some gravity, supervisors should place a personal call to the Duty Commander. The Chief of Police and other appropriate members of the command staff or management team shall be notified that such a request has been made as soon as the situation allows.
 - 9. Communications
A mutual aid channel or other channel should be assigned according to the incident by the communications center.
 - 10. Expenditures
Expenditures, if any, should be borne by the receiving agency to compensate the use of resources.
 - 11. All procedures and agreements are subject to review and revision, if needed.

B. Requesting Mutual Aid

a. Short Term Mutual Aid

The on-duty shift supervisor shall be the official designee of the Chief of Police for the purpose of requesting short-term assistance from neighboring police agencies. The on-duty supervisor may request assistance when emergency conditions require additional police officers or equipment which exceeds the

resources currently available within the city, or emergency circumstances are deemed to require special needs not available within the city.

b. Long-Term Mutual Aid

Prolonged or pre-arranged events requiring resources greater than those available to the Wheat Ridge Police Department shall be arranged by the Chief of Police or Duty Commander. A formal request to the appropriate jurisdiction shall be made via teletype for specific assistance. The teletype will include:

- i. Reason for Request
- ii. Date, Reporting time and weather conditions
- iii. Manpower requested and an estimate as to how long they will be needed
- iv. Assembly point and the name of the Wheat Ridge supervisor to report to
- v. Uniform and equipment needed

Additionally, an operational log will be maintained by a designated member of the Wheat Ridge Police Department. The log will include a chronological list of events, resources utilized and required expenditures. A critique or debrief of the incident will be hosted to exchange information within two weeks after the event is completed.

C. Requesting Federal Law Enforcement or FBI Assistance

In emergency situations when it becomes necessary to request assistance from federal law enforcement agencies (i.e., FBI, DEA, ATF, etc.), any member of the department's management team or the on duty patrol shift supervisor is authorized to initiate the request. The Chief of Police or Duty Commander and other appropriate members of the management team shall be notified that such a request has been made as soon as the situation allows.

D. Requesting Colorado National Guard Assistance

An emergency or disaster may arise necessitating the call-out of the Colorado National Guard. If so, the Chief of Police or designee may request the call-out from the Mayor, Mayor pro-tem or in the case of a disaster, any city official authorized by law to make such a request.