

Outside Agency Assistance

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

323.2 POLICY

It is the policy of the Colorado State University Police Department to provide assistance whenever reasonably possible. Assistance shall be consistent with the applicable laws and Policies of this department when another law enforcement department requests assistance with an arrest or detention of any person. This department may also request an outside department provide assistance. (CRS § 29-5-104) assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

323.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Shift Supervisor may authorize, if available, an appropriate number of personnel to assist (CRS § 29-5-104). Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

In instances where assistance is requested in taking a person into custody, detained, or in transporting a person, a report will be completed when:

1. A department police officer requests a person be detained, arrested or transported.
2. When the use of force is necessary to effect or assist in any arrest
3. At the request of the department asking for assistance; and
4. When directed by a supervisor.

Colorado State University Police Department

Policy Manual

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323.3.1 MUTUAL AID LAW ENFORCEMENT AGREEMENT (MOU/IGA)

The Department may, at the discretion of the Chief of Police, establish an agreement for reciprocal law enforcement with another agency, including those of neighboring states, provided those agreements meet statutory requirements pursuant to CRS § 29-1-206 and CRS § 29-1-203.

323.3.2 TERMS OF AGREEMENT

Any MOU/IGA agreement with another agency should include:

- (a) An estimate of the types, amounts and general location of aid and resources available from each involved agency.
- (b) Information on which agency will respond to calls for service by type of event.
- (c) A plan for interagency communication to ensure prompt and appropriate response.
- (d) A strategy for providing backup support between jurisdictions.
- (e) Clear reporting and documentation requirements.
- (f) Guidelines concerning jurisdiction of prosecutors and courts.

323.3.3 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Colorado State University Police Department shall notify his/her supervisor or the Shift Supervisor and Dispatch as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

323.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practical, first notify a supervisor (CRS § 29-5-104). The requesting agency will then be contacted to direct assisting personnel on where they are needed and to whom they should report when they arrive.

The requesting agency will be contacted to arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

323.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Supervisor.

323.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Division Commander or the authorized designee.

The documentation should include:

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- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the department to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.