

OWTC SECURITY DEPARTMENT		STANDARD OPERATING PROCEDURES	
SUBJECT: MUTUAL AID		NUMBER: 1-12	
EFFECTIVE DATE:			
AMENDS/SUPERSEDES:		APPROVED:	
		<hr/> <p style="text-align: center;">Security Manager</p>	

NOTE:

This procedure is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this procedure, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. PURPOSE:

To establish procedures, duties and responsibilities for providing assistance to, or requesting assistance from another agency

II. PROCEDURE:

On occasion the need arises to request assistance from or give assistance to a neighboring agency. This need usually results from an emergency such as a civil disorder, fire, flood, or other disaster. Before the need arises, agencies must clarify and plan emergency procedures. Available state support systems shall be appropriately used in support of our operations.

III. MUTUAL AID:

A. Jurisdiction:

1. Generally, the legal jurisdiction of the college stops at the property limits. This applies to the property limits of all campus properties either owned or leased.

B. Mutual Aid:

1. For the purpose of this procedure, mutual aid is defined as the short term assistance given or asked for between the college and neighboring local, county, state and federal agencies during emergencies such as civil disorders, fires, floods, or other public disasters, or as outlined in a signed intergovernmental agreement. Typical services required or provided may include investigation of criminal activities, active shooter response, bomb threats, and assistance in handling calls for service that require the additional personnel and/or the equipment or resources of this department.

2. Mutual aid may be requested from or provided to another agency by the department at the discretion of the Security Manager or superior; officers must remember, however, that they are primarily responsible for providing security service to our jurisdiction. Normally, outside agency personnel will be used to assist in an active shooter, traffic control, natural disasters, bomb threats etc.
 3. Regarding assistance by local authorities, Utah Statute Title 76-8-707 states:
 - (1) If, in the judgment of the chief administrative officer of any institution of higher education, or in the judgment of any officer or employee designated by him to maintain order on a campus or related facility, the law enforcement agency or security department of that institution lacks sufficient manpower to deal effectively with any condition of unrest existing or developing on a campus or related facility of the institution, he may call for assistance from the county sheriff of the county or any city law enforcement agency or from the Department of Public Safety.
 - (2) Upon receipt of the request, the county sheriff, city law enforcement agency, or Department of Public Safety must render all necessary assistance without expense to the institution of higher education.
 - (3) All personnel while rendering assistance shall serve under the general direction of the chief administrative officer of the institution or the officer or employee designated by him to maintain order on the campus or related facility.
 4. Any long-term support between the department and neighboring agencies shall be coordinated in advance by college administration and an intergovernmental agreement pursuant to Utah Code Title 53. Coordination should be accomplished by written agreement incorporating the following:
 - a. Both agencies must understand that one agency's liability insurance will not release an officer's department from liability if the officer's action is negligent. Both agencies may be liable.
 - b. List of resources to be shared.
 - c. Estimate of amount of aid available.
 - d. Payment for certain expenses, e.g., meals, lodging, gas, overtime pay.
 5. Occasionally it is necessary to request assistance from a federal law enforcement agency, such as the FBI or ATF, when a major crime has been committed. The chief investigating agency will decide whether or not to notify the FBI or ATF.
 6. If the department with the help of neighboring agencies and the Utah Department of Public Safety are unable to cope with an emergency such as a riot or civil disturbance, they may call upon the Utah National Guard for assistance.
- C. Statewide law enforcement support:
1. Certain county or state-owned resources may be made available to the department for special use. These resources may be accessed by contacting the respective agencies and making such formal request.