

Outside Agency Assistance

325.1 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.

Recognizing it is in the public interest that law enforcement agencies throughout the State of Maryland cooperate to the greatest extent possible to provide prompt, effective, and professional law enforcement services; this agency has entered into a mutual aid agreement with multiple jurisdictions and law enforcement agencies. This agreement allows us, in accordance with Criminal Procedure 2-105 of the Annotated Code of Maryland, to provide assistance to, and request assistance from, law enforcement agencies in neighboring jurisdictions and to enter into joint law enforcement initiatives to include task forces and regional multi-jurisdictional initiatives. Any MOU may be immediately canceled at any time by any one of the Chief Executive Officers of the respective Law Enforcement Agencies.

For procedures related to Outside Agency Assist, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Mutual Aid](#)

325.2 POLICY

It is the policy of the St. Mary's County Sheriff's Office to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this office.

325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Duty Officer 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 office, the Duty Officer may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this office.

Deputies 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 office until arrangements for transportation are made by the outside agency. Parole and Out of County Probation violators who are temporarily detained by this office will not ordinarily be booked at this office. Only in exceptional circumstances, and subject to supervisor approval, will this office provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, notes will be added to the CAD card advising where they were transported unless otherwise directed by a supervisor.

St. Mary's County Sheriff's Office

LE Policy Manual

Outside Agency Assistance

When a volunteer fire department or rescue squad requests assistance from this office, members will be dispatched to assist by the Emergency Communications Center. For instances wherein forced entry was made to a structure by a member of this agency to facilitate fire/EMS services, the responding deputy sheriff will document any damages in an incident report. Responsibility for damage and securing the property remains with the agency who forced entry.

If the damage was caused by a member of this office, the employee will submit a Blue Team Equipment Damage/Loss Report through their chain of command. Additionally, the member's supervisor will complete the Local Government Insurance Trust (LGIT) General Liability Loss Report and ensure the LGIT Third Party Property Damage/Body Injury Statement General Liability Report is completed.

325.3.1 INITIATED ACTIVITY

Any on-duty deputy 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 St. Mary's County Sheriff's Office shall notify his/her supervisor or the Duty Officer and Emergency Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

325.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

325.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities shall be documented in a report or as directed by the Incident Supervisor and/or Duty Officer.

325.6 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 Assistant Sheriff or the authorized designee.

The documentation should include:

- (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.

St. Mary's County Sheriff's Office

LE Policy Manual

Outside Agency Assistance

Copies of the documentation should be provided to the Emergency Communications Center and the Shift Supervisor to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Coordinator should maintain documentation that the appropriate members have received the required training.