

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 140-A

REFERENCE STANDARDS: 2.1.1 2.1.2 2.1.3 2.1.4

SUBJECT: Agency Jurisdiction and Mutual Aid

PURPOSE: The purpose of this order is to establish guidelines for providing or requesting mutual aid assistance to/from other law enforcement agencies and to define the concurrent jurisdictional authority and boundaries of the Department.

DEFINITIONS:

CONCURRENT JURISDICTION: The sharing of, or having equal authority within, the same jurisdictional boundaries by two or more governmental entities.

LAW ENFORCEMENT EMERGENCY: Any situation that exceeds the capability of the local agency to respond effectively.

MUTUAL AID: An agreement by which a law enforcement agency may render assistance to or request assistance from another agency in law enforcement emergencies.

I. VILLAGE GEOGRAPHIC BOUNDARIES (2.1.1)

- A. It is important for employees of the Hanover Park Police Department to familiarize themselves with the geographical boundaries of the Village of Hanover Park.
 - 1. The Village Clerk maintains the official Village limit boundary records.
 - 2. Current detailed official maps that include boundaries of the Department are posted at strategic locations within the Department and are available to all personnel.

II. MUTUAL AID AGREEMENTS (2.1.2)

- A. Within the corporate limits of the Village of Hanover Park, the Hanover Park Police Department has exclusive jurisdiction to enforce the ordinances of the Village. In addition, the Department shall enforce the laws of the State of Illinois and carry out all other duties, responsibilities and directives pursuant to the provisions of the Hanover Park Municipal Code.

1. The Hanover Park Police Department shall have concurrent jurisdiction primarily with the DuPage County Sheriff's Office and the Cook County Sheriff's Office.
 2. Concurrent jurisdiction shall exist with state and federal law enforcement agencies.
- B. There are other federal, state, county and local agencies that may, on occasion, perform a police function within the Village. The origin of their office (federal, state, etc.) will define the scope of their authority.
- C. Since all of these organizations are autonomous, they may from time to time request assistance from the Hanover Park Police Department. When no written agreement exists between an agency and the Hanover Park Police Department, assistance will be rendered in compliance with written Departmental directives on mutual aid and emergency assistance.
- D. In any situation where a question arises concerning jurisdiction with another agency, the responding Hanover Park officer shall make every effort to resolve the matter in the most professional manner possible. If the responding officer cannot resolve this matter, an immediate supervisor will be notified.
- E. In most instances, communications between responding police units from adjacent or concurrent jurisdictions that do not share the same radio frequencies will be accomplished by the use of ISPERN (Illinois State Police Emergency Radio Network).
- F. The Village of Hanover Park has entered into emergency call handling agreements with police and fire departments having adjacent or concurrent jurisdiction. The agreements have been devised to facilitate emergency call answering between the different agencies and essentially state that:
1. If a 911 call is received at DuComm for another jurisdiction, the call shall be transferred to the appropriate agency's communications center via either telephone or point-to-point radio.
 2. The transfer or relay will be made immediately upon the determination by DuComm that the 911 call refers to an area under the jurisdiction of another agency.
 3. The DuComm operator will stay on the line after the call is transferred until conversation is established with the caller by the other agency.
 4. If a Hanover Park unit inadvertently responds to a 911 call from an address located in the jurisdictional area of another agency, believing that address to be in Hanover Park, the Hanover Park unit shall continue to answer the call and disregard jurisdictional boundaries. The Hanover Park unit shall not be recalled solely on the basis of jurisdictional boundaries.

5. As soon as the Hanover Park unit determines that it is answering a call outside of Hanover Park, it shall notify the appropriate agency by the fastest means possible.
 6. If the appropriate agency requests assistance from Hanover Park, the Hanover Park unit will continue its response to the address and disregard jurisdictional boundaries.
 7. If the Hanover Park unit arrives at the address first, aid shall be rendered as is necessary to protect life and property. When the appropriate agency arrives at the address, the Hanover Park unit shall be relieved of primary responsibility.
- G. Should an officer become aware of a need for police service or intervention in another jurisdiction, he shall:
1. Notify DuComm of the nature of the situation and request that the agency having police jurisdiction be notified.
 2. Not respond to the situation unless:
 - a. Requested to do so by the agency having police jurisdiction, or
 - b. The incident involves a significant threat involving death or great bodily harm and it is reasonable to believe that the Hanover Park unit is closer than a unit of the agency having jurisdiction. Supervisory approval will be obtained as specified in subsections of this order.
- H. In all other cases:
1. A supervisor must authorize a request for assistance from another agency before assistance is actually requested of it.
 2. A supervisor must approve a request for assistance outside of the Village before personnel are dispatched.
 3. The Chief of Police or his designee must authorize a request for the Crisis Response Team.

III. MUTUAL AID PROCEDURES (2.1.3)

- A. The Hanover Park Police Department has entered into Mutual Aid Agreements with other law enforcement agencies to assist each other with personnel and equipment in times of law enforcement emergencies.
1. *The DuPage County Mutual Aid - Unusual Occurrence Plan, the DuPage County Accident Reconstruction Team, DuCART, the Northern Illinois Police Response Alarm System, N.I.P.A.S., and the Illinois Law Enforcement Alarm System, I.L.E.A.S., have been approved and should only be implemented during those incidents that truly constitute an emergency.*

2. Copies of the Mutual Aid plans are available in the following locations:
 - a. Patrol supervisor's office
 - b. Patrol Bureau Lieutenant's office.
 - c. The office of the Deputy Chief of Operations.
 - d. The Department's radio/reception room.
 3. All plans provide all the information necessary to initiate mutual aid activities either on behalf of the Department or at the request of a neighboring department. The agreement includes provisions for:
 - a. The legal status of the Department and Department personnel responding to mutual aid requests. (2.1.3a)
 - b. Vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction. (2.1.3b)
 - c. Requesting mutual aid. (2.1.3c)
 - d. Identifying persons authorized to request mutual aid. (2.1.3d)
 - e. Identifying persons to whom outside personnel are to report. (2.1.3e)
 - f. Maintaining radio communications with outside personnel. (2.1.3f)
 - g. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources. (2.1.3g)
 - h. Provisions for periodic review and revision. (2.1.3h)
- B. Mutual aid may be provided to another law enforcement agency by the Hanover Park Police Department.
1. Any employee, sworn or civilian, upon receipt of a request for mutual aid, shall immediately determine the name and rank/position of the person requesting such mutual aid.
 2. All other pertinent information, i.e., nature of emergency, location, personnel, and other equipment needed, staging area, telephone number of the requesting agency official, etc., shall be obtained.
 3. Immediate notification of the duty patrol supervisor regarding the request for mutual aid shall be made.
 4. In order to prevent misunderstandings and to ensure clarity, it is preferred that requests for mutual aid be made through LEADS. For the purpose of planning, the Department has listed its tentative manpower and equipment available for mutual aid categories for all watches that are detailed within the manuals.
- C. Upon receipt of a request for mutual aid, the duty patrol supervisor shall immediately determine whether the Hanover Park Police Department has the available personnel and equipment necessary to respond for mutual aid.
1. If the necessary personnel and equipment are available, the duty patrol supervisor is authorized to release personnel and equipment to the requesting agency.

2. Upon release of personnel and equipment, immediate notification shall be made to the Patrol Bureau Lieutenant.
- D. Hanover Park police officers responding to a request for mutual aid from another agency shall be responsible for compliance to the following provisions:
1. Officers shall respond as quickly and quietly as possible.
 2. Officers responding to another community on a mutual aid request shall immediately report to the designated officer-in-charge and shall place themselves under his direct command. The line of command designated by the requesting department shall be followed under all circumstances without regard to the individual rank of the responding officer.
 3. At the scene of a disturbance, it is expected that arrests, if possible, will be effected by the officers of the agency having jurisdiction, and that mutual aid officers will be used primarily for the transportation and control of prisoners, mass processing of arrestees, and operation of temporary detention facilities.
- E. It is expected that requests for mutual aid assistance will be initiated only when the needs exceed the resources of the agency. When officers from other agencies are called in to assist on a mutual aid basis, it is expected that they will be released and returned to duty in their own community as soon as the situation may be satisfactorily handled by the requesting agency alone, or, per the agreement, when the assisting agency so desires.
- F. Mutual aid may be requested by the Hanover Park Police Department pursuant to the following guidelines:
1. Depending on the circumstances, the request for mutual aid may be made via ISPERN, telephone, or LEADS.
 2. In order to prevent misunderstandings and to ensure clarity, it is preferred that requests for mutual aid be made through LEADS.
 3. The duty patrol supervisor is hereby authorized to request mutual aid responses from participating municipalities.
 4. When the duty patrol supervisor decides that an incident cannot be handled effectively with Department resources, he shall:
 - a. Notify the Communications Center that he is instituting a mutual aid plan.
 - b. Determine the number of officers and/or units needed.
 - c. Detail any special equipment that could be used.
 - d. State to whom responding units are to report.

IV. TASK FORCE CALL-OUTS

- A. *This department is a member of various task forces in both Cook and DuPage Counties, which will assist us with a multitude of tasks. These task forces include NIPAS Emergence Services Team, NIPAS Mobile Field Force, Major Case Assistance Team, DuPage County Accident Reconstruction Team, DuPage Major Crimes and DuPage Arson Task Forces.*
- B. *As a result of our participation in these task forces, personnel assigned to the task forces are subject to call-out. In the event of a call-out of an assigned task force member, the following procedure will be followed:*
- 1. Generally, the assigned personnel will receive notification of a call-out from the specific task force. When this occurs, the officer will immediately contact the front desk and notify the front desk records employee of the call-out. If the officer is on duty, notification to the direct supervisor will also be made at the same time as the front desk.*
 - 2. The front desk employee will immediately notify the on-duty supervisor of the call-out.*
 - 3. The front desk employee or the on-duty supervisor will then fill out the Task Force Call-Out form (appendix A). This will provide a record of the call-out and a method to notify others within the department. A copy of the form will be placed on the roll-call clipboard and a copy will be provided to each supervisor (Sergeants, Lieutenants, Deputy Chiefs & Chief) by the front desk employee. Additionally, a copy of the completed form will be placed in the Task Force Call-Out binder in the Radio Room.*
 - 4. Email notifications of the call out shall be made to the Chief of Police, Deputy Chief of Operations, Patrol Lieutenant and Sergeant of Investigations by the front desk employee or Supervisor.*
 - 5. The called-out officer should notify DuComm to assign a report number, and upon completion of the assignment should complete an Incident/Offense – Assist to Other Agency report. This report should be photocopied to the Intelligence officer.*

V. REQUESTING FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD ASSISTANCE (2.1.4)

- A. There are times when it is necessary to request national law enforcement, security services, or military assistance in emergency situations. The determination to request national law enforcement assistance will normally be made by and controlled at the Deputy Chief levels or above.

- B. In an emergency, the Mayor may call upon the National Guard for assistance. Procedures are set forth in the Village of Hanover Park Emergency Operation Plan.

Hanover Park Police Department

Task Force Call-Out

Date: _____ Time: _____ Assigned Officer: _____

Type of Incident: _____ Case Report Number: _____

Location (Address & Town) of Request: _____

Type of Call Out

(the specific task force)

- ☐ N.I.P.A.S. – E.S.T.
- ☐ N.I.P.A.S Mobile Field Force
- ☐ Major Case Assistance Team
- ☐ DuPage County Major Crimes
- ☐ DuPage County Arson Task Force
- ☐ DuCART
- ☐ N.I.P.A.S. Car Plan
- ☐ I.L.E.A.S. Car Plan

Notifications To

(by phone or in person)

- ☐ Shift Supervisor

Brief Narrative: _____

Copied/Emailed To:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Roll Call Clip Board | <input type="checkbox"/> Sergeants | <input type="checkbox"/> Deputy Chiefs |
| <input type="checkbox"/> Intelligence Officer | <input type="checkbox"/> Lieutenants | <input type="checkbox"/> Chief of Police |

Form Completed By: _____

Signature: _____