

Policy Number: 321 – Mutual Aid and Outside Agency Assistance
Effective Date: July 10, 2020
Revision Date: July 10, 2020
Approved By: Denis Otterness, Chief of Police



321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Montana State University Billings Police Department (Department) when requesting, or responding to a request, for mutual aid or when assisting another law enforcement agency.

321.2 POLICY

It is the policy of this Department 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 Department.

321.3 ASSISTING OUTSIDE AGENCIES

Generally, when time permits, requests for any type of assistance from another agency should be routed to the Chief of Police for approval. In some instances a memorandum of understanding or alternative established protocols may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Chief of Police may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions, when rendering assistance, must conform to applicable laws and be consistent with the policies of this Department.

Officers may respond to a request for emergency assistance; however, when necessary, officers 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 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 transporting officer.

321.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the Department member requesting assistance should, if practicable, first notify a supervisor. The Department member or supervisor should

direct assisting personnel to where they are needed and to whom they should report when they arrive.

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

321.5 REPORTING REQUIREMENTS

All incidents of outside assistance, whether classified as criminal, traffic, or other, shall be properly documented in the Department's Automated Records Management System (ARMS).

(Cancels and Replaces 111.1 – Mutual Aid; and 111.2 – Limits of Authority and Relationships with other Agencies)