

## Procedure

# 1.2

EFFECTIVE  
DATE  
5-21-99

# Eugene Police Department



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## Outside Agency Assistance

### 1.2.1 PURPOSE AND SCOPE

This procedure applies to requests for assistance by another agency at a location outside the city limits which does not rise to the level of a formal request for mutual aid. Mutual aid is covered in *Policy 107 – Mutual Aid*.

#### PART I - Responsibilities and Procedures for All Personnel

- A. Special teams
- B. Patrol officers/CSOs
- C. Reports
- D. Requests outside Lane County

#### PART I - Responsibilities and Procedures for All Personnel

##### A. Special Teams

1. Requests must come from a supervisor of the requesting agency, either through our Watch Commander or directly to the team/unit supervisor.
2. Our team supervisor will evaluate the request and approve or deny the request in accordance with our policies. If watch strength is affected, coordinate with the Watch Commander.
3. Our team supervisors retain control of the team.
4. Even though acting for another agency, you must follow our policies, rules, and procedures.
5. We will review the cost of any response to determine if we should bill the other agency.

B. Patrol officers/CSOs

1. Patrol officers/CSOs will not be dispatched to calls for service outside the city except when:
  - ◆ the call for service is a Priority 1, 2, or 3 call;
  - ◆ the request is received from another law enforcement agency
  - ◆ sufficient units are available to ensure appropriate response to calls for service within the city;
  - ◆ the distance to be travelled outside the city is reasonable; and
  - ◆ the request is approved by the on-duty Watch Commander.
2. If you are dispatched outside the city, you are to provide assistance or stand by until officers of the primary agency arrive. As soon as possible, you should clear and respond back to the city.
3. If the situation stabilizes but units from the primary agency have not yet arrived, advise dispatch of the situation, who will contact the primary agency. Once you are no longer needed, return to the city.
4. K-9 units may be sent outside the city to assist other agencies with the authorization of the K-9 unit supervisor or the Watch Commander.

C. Reports

1. With supervisory approval, you may be sent outside the city limits to take a crime report on an incident which occurred in the city.
2. We will take "courtesy reports" when the reporting party is inside the Eugene city limits, but the crime occurred elsewhere when:
  - a. it is not reasonable to refer the person to the agency in whose jurisdiction the crime occurred (e.g., victim has no transportation; crime occurred a long distance away); **and**
  - b. the crime is a felony, or a report of a runaway juvenile, or a report of a missing person with circumstances indicating they may be endangered; **or**

- c. we receive a reasonable request from another agency to do so; **or**
- d. the Watch Commander authorizes taking the report.

D. Requests outside Lane County

Requests for assistance which would require our personnel to respond outside Lane County must be approved by the division captain or designee.