

# **CHITTENDEN COUNTY MUTUAL AID**

## **“A.L.E.R.T” GUIDELINE**

03/01/2006

### **MUTUAL AID:**

The purpose of this mutual aid guideline is to detail the method for responding to or for requesting emergency and non-emergency police mutual aid assistance. Chittenden County Police Agencies will continuously strive to establish and sustain efficient liaisons and clear channels of communication and assistance for each respective agency.

Courtesy, tact, and diplomacy will be the established methods of operations and response.

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### **I. AUTHORITY**

The authority to render and receive police mutual aid exists statewide via Title 24, Section 1938. Participation needs to be approved and authorized by each police department’s governmental oversight person or board to take part in the intermunicipal police services noted within this guideline.

### **II. PRIOR AGREEMENT REQUIRED**

- A. Police agencies who are parties to this agreement will render and receive police mutual aid in accordance with a signed agreement made by those communities.
- B. The same police agencies also agree to avoid changing the benefits normally provided to their employees who render mutual aid assistance.

### **III. NOTIFICATION AND REPORT REQUIRED**

- A. Whenever mutual aid is required by any of the participating communities, an incident will be generated within the requesting agency’s records management system to document such request.

- B. Documentation of the officers responding as well as the units and equipment sent will be accomplished by each agency responding.
- C. When taking law enforcement actions at the emergency site, including use of force, officers shall adhere to their agency policies and procedures. They shall use only those weapons and tactics for which they are qualified and authorized to use by the host agency (see Appendix B).
- D. Responding officers shall regularly update their communication section concerning the continued status of the emergency, line-of-duty injuries, or need for relief by phone whenever possible.
- E. Responding officers will document their action(s) in the appropriate police report.
- F. The Incident Commander will complete a report of the incident that includes detailed accounts of personnel, equipment, use of force, expenses and complete an after action review.

**IV. GUIDELINES FOR DISPATCHING MUTUAL AID TO OTHER COMMUNITES**

- A. The mutual aid request can be activated whenever a situation or potential situation requires a concentration of personnel or special equipment that exceeds the normal on duty capacity of the requesting police department.
- B. The supervisor or highest-ranking officer on duty or designee must be the person making the request to activate the mutual aid "A.L.E.R.T." (Activate Law Enforcement Response Teams).
- C. The designated dispatching agency will be responsible for communicating the necessary information to the responding agencies in order to safeguard their approach to the scene of the incident.
- D. The receiving police agency will be responsible for arrests and detentions in their jurisdiction, unless circumstances dictate otherwise.

**V. EMERGENCY RESPONSE**

- A. An emergency response is authorized whenever a participating agency requires immediate aid for police services as outlined in the alert code system.
- B. Responding officers will use the applicable emergency equipment necessary, while exercising due care for the general public and themselves.
- C. Responding officers will notify both their agency and the agency, or designated communication center, that is requesting aid of their arrival to the area dispatched to.

**VI. NON-EMERGENCY RESPONSE**

- A. The Chief Executive Officer or designee will determine their agencies response based on the information available at the time of the request on a case-by-case basis.
- B. A request is authorized in anticipation of a situation that has the potential to develop into an emergency or a hazardous situation.
- C. Examples of anticipatory “Non-emergency” response may be a police agency having knowledge of a protest with intelligence pointing to violence or disruption or large celebratory event that follows a violent celebratory event or other like situations that have occurred in the past that evolved into an emergency or hazardous situation that would normally require added police presence or resources to maintain public safety.

**VII. RECEIVING MUTUAL AID**

- A. Emergency Mutual Aid will be rendered immediately when possible and to the degree required to take immediate control of the situation.
- B. The Chief Executive Officer (CEO) or designee will coordinate non-emergency mutual aid.
- C. Responding officers will guide themselves under the leadership of the Incident Commander, or designee.

**VIII. POLICE MUTUAL AID OUTSIDE CHITTENDEN COUNTY**

- A. The Incident Commander, The Chief Executive Officer (CEO) or designee can call upon mutual aid outside Chittenden County whenever county resources are getting exhausted or additional resources or specialty skills are needed.
- B. An officer from the Inter-agency commanders or designee will be assigned to coordinate the additional help being rendered by officers responding from outside the county.

**IX. FEDERAL MUTUAL AID**

- A. The Incident Commander, the Chief Executive Officer (CEO) or designee can call upon mutual aid from agencies from the Federal Government like the Office of Homeland Security, FBI, Border Patrol, Custom or Immigration without calling upon the Governor’s Office for assistance.
- B. If civil unrest or emergency requires National Guard activation, the Incident Commander, The Chief Executive Officer (CEO) or designee can request their help by utilizing the appropriate state and municipal protocol for doing so.

# CHITTENDEN COUNTY

POLICE MUTUAL AID "A.L.E.R.T." (Activate Law Enforcement Response Teams) Contact list 03-01-06

DEPARTMENT REQUESTING ASSISTANCE	<u>LEVEL ONE ALERT</u>		<u>LEVEL TWO ALERT</u>		<u>LEVEL THREE ALERT</u>									<u>Level Four ALERT</u>	
<b>BURLINGTON</b> 658-2700	UVM	So. Burl	Winooski	Colchester	Essex	Williston	VSP	Sheriff	Shelburne	Hinesburg	Richmond	Milton	DMV	<b>Addison</b> 388-2981	
<b>CHITTENDEN CTY SHERIFF</b> 863-4341	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	Closest PD	DMV		
<b>COLCHESTER</b> 655-3054	Winooski	Essex	Milton	Burl PD	So. Burl	VSP	UVM	CCSD	Williston	Shelburne	Richmond	Hinesburg	DMV		
<b>ESSEX</b> 878-8331	Colchester	Williston	Winooski	VSP	So. Burl	Burl PD	UVM	CCSD	Richmond	Milton	Hinesburg	Shelburne	DMV		
<b>HINESBURG</b> 482-3397	Shelburne	VSP	Williston	Richmond	Essex	So. Burl	BPD	Colchester	UVM	Winooski	CCSD	Milton	DMV		<b>Franklin</b> 524-2121
<b>MILTON</b> 893-2424	Colchester	Essex PD	Winooski	VSP	Burl PD	So. Burl	UVM	Williston	CCSD	Richmond	Hinesburg	Shelburne	DMV		
<b>RICHMOND</b> 434-2153	VSP	Williston	Hinesburg	Essex PD	So. Burl	Burl PD	UVM	Winooski	Colchester	Milton	CCSD	Shelburne	DMV		<b>Lamoille</b> 888-3502
<b>SHELBURNE</b> 985-8051	SBPD	Hinesburg	VSP	Burl PD	UVM	CCSD	Williston	Winooski	Essex	Colchester	Milton	Richmond	DMV		
<b>SOUTH BURL</b> 846-4111	Burl PD	UVM	Shelburne	Williston	Essex	Colchester	CCSD	Hinesburg	Milton	VSP	Winooski	Richmond	DMV		<b>Rutland</b> 775-8002
<b>UVM</b> 656-3473	Burl PD	So. Burl	Winooski	Colchester	VSP	Essex	Shelburne	Williston	Milton	CCSD	Richmond	Hinesburg	DMV		
<b>VSP 878-7111 Bolton</b>	Richmond	Williston	CCSD	Hinesburg	Essex PD	So. Burl	Burl PD	UVM	Colchester	Winooski	Shelburne	Milton	DMV		
<b>VSP 878-7111 Charlotte</b>	Shelburne	Hinesburg	So. Burl	Williston	Essex PD	CCSD	Burl PD	UVM	Richmond	Colchester	Winooski	Milton	DMV	<b>Washington</b> 223-3001	
<b>VSP 878-7111 Jericho/Underhill</b>	Richmond	Essex PD	CCSD	Williston	So. Burl	Burl PD	UVM	Colchester	Hinesburg	Milton	Winooski	Shelburne	DMV		
<b>VSP 878-7111 Westford</b>	Milton	Essex	CCSD	Williston	So. Burl	Burl PD	UVM	Colchester	Richmond	Hinesburg	Winooski	Shelburne	DMV		
<b>WILLISTON</b> 878-6611	VSP	DMV	Essex	So. Burl	Richmond	Shelburne	Hinesburg	Colchester	Burlington	UVM	Winooski	Milton	CCSD		
<b>WINOOSKI</b> 655-0221	Colchester	Burlington	Essex	UVM	So. Burl	Milton	Williston	CCSD	VSP	Richmond	Hinesburg	Shelburne	DMV		

**APPENDIX B**  
**JURISDICTIONAL CONDITIONS**

<b>Jurisdiction</b>	<b>Condition(s)</b>
	(As of 03-01-2006 None noted)

