

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER**

**CHAPTER 5 - OPERATIONS  
GO-05-03  
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**DATE: 12-7-11**

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**MUTUAL AID REQUESTS**

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**POLICY**

It is the policy of this Department to provide assistance to any law enforcement agency requesting mutual aid or mutual assistance from or through this agency, provided its execution is lawful and done in accordance with Sheriff's Office policy. When requesting outside resources, or if requested to respond outside the County of Marin, the CalEMA Mutual Aid Plan requirements shall be adhered to.

**DEFINITIONS**

**MUTUAL AID** is defined as a request for law enforcement resources by the Marin County Sheriff's Office from agencies residing outside of the County of Marin that are needed to augment local Marin resources during a major event or declared emergency, which is not a planned event, when the resources required to safely and effectively manage that event cannot be obtained from within the County of Marin. Mutual Aid can also be sent by the Marin County Sheriff's Office to agencies residing outside the County of Marin for the reasons stated above.

**MUTUAL ASSISTANCE** is a request for assistance from the Marin County Sheriff's Office for law enforcement resources residing within the County of Marin that are needed to support an incident or event a local Marin County law enforcement agency is unable to effectively manage without additional resources they themselves are unable to provide.

**CalEMA MISSION NUMBER** is issued by CalEMA to track the number and type of personnel and/or equipment dedicated to a Mutual Aid request. Issuance of a Law Enforcement Mission Number does not provide requesting or responding agencies any reimbursement guarantee, nor protection from the costs associated with a Mutual Aid request. During Mutual Aid requests that are strictly limited to a Search and Rescue mission, issuance of a Mission Number does provide those protections.

**PROCEDURE**

Upon receiving a Mutual Aid request for resources required by an agency residing outside the County of Marin, the Communications Division will immediately contact the on-duty Watch Commander, or the on-call Watch Commander if no on-duty personnel are available. Information that should be provided to the Watch Commander includes the requesting agency's name, address, telephone number, contact person, type of Mutual Aid requested, and the date, time, and location it is to be sent.

The Watch Commander will contact the requesting agency's representative and obtain all relevant information pertaining to the request for Mutual Aid, which shall include, but not be limited to, the type of aid being requested, the location where responding units are to report, the urgency of that aid, the number of personnel required, the type and amount of equipment needed, the approximate duration of the requested aid, who the contact person will be upon arrival, and the CalEMA Mission Number that has been issued, if one has indeed been obtained.

Upon receiving the above information, the Watch Commander will notify his/her Bureau Commander. If  
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the Bureau Commander is not available, the Undersheriff will be notified instead.

The Watch Commander will attempt to fill the Mutual Aid request by contacting all the various Marin County law enforcement agencies and determining what resources they're able to provide. The Watch Commander is then responsible for coordinating the Strike Team and/or Task Force that will be sent to the agency requesting aid.

A 211-LEICS Form shall be completed prior to leaving the County. The Watch Commander, or his/her specific designee, is responsible for identifying and tracking the personnel and type and condition of all equipment sent to, and returning from, a Mutual Aid event.

Should a Marin County law enforcement agency require aid from outside the County due to a major event or declared emergency, the request for Mutual Aid must be made through a Sheriff's Office Watch Commander. The Watch Commander will first ensure all available local law enforcement resources have indeed been exhausted prior to accepting the request for Mutual Aid. Once accepted, the Watch Commander shall notify his/her Bureau Commander of the request for Mutual Aid, the type of resources being requested, and the nature of the event or declared emergency that has caused the need for Mutual Aid. If the Bureau Commander is not available, the Undersheriff will be notified instead.

All requests for Mutual Aid to the County of Marin are processed through the Alameda County Sheriff's Office, who acts as CalEMA's Region II Law Enforcement Coordinator. Contact with the Region II Coordinator is made by calling (510) 664-7777. Prior to calling, the Watch Commander should be prepared to provide the Coordinator with information related to the purpose of the request, the type of aid being requested, the estimated number of personnel and/or equipment needed, the length of time it will be committed, and the location of the staging area or event, whichever is applicable.

When requesting Mutual Aid resources, the Watch Commander should ask that a CalEMA Mission Number be issued.

Mutual Aid requests to support the Marin County Sheriff's Office Search and Rescue Team (SAR) are processed differently than those requested to support a law enforcement event. Requests for SAR Mutual Aid are processed through the Sacramento Office of the California Office of Emergency Services, Law Enforcement Division. Contact can be made by calling (916) 427-4235 or after hours by calling (916) 427-4341. Either the Marin County Sheriff's Office Search and Rescue liaison or the Watch Commander may authorize a request for SAR Mutual Aid, but upon application for such assistance, the Field Services Bureau Commander will be notified.

Upon contact with the SAR Mutual Aid Coordinator, the requesting deputy should be prepared to provide information related to the purpose of the request, the type of aid being requested, the estimated number of personnel and/or equipment needed, the length of time it will be committed, and the location of the staging area or event, whichever is applicable.

When requesting Search and Rescue Mutual Aid resources, the Watch Commander shall ask that a CalEMA Mission Number be issued.

#### RELATED STANDARDS

CalEMA / OES Mutual Aid Manual

CalEMA Law Enforcement Mutual Aid Plan

#### REFERENCES

<http://www.usda.gov/documents/ics211.pdf> (Roster Form)

<http://www.calema.ca.gov/LawEnforcement/Pages/Mutual-Aid.aspx>

#### AFFECTED DIVISIONS:

GO-05-03

All

REVISIONS

2-1-03

10-21-03

11-1-11

By order of:

ROBERT T. DOYLE  
SHERIFF