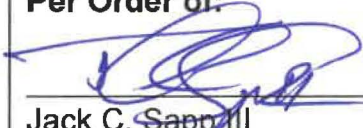




COLLEGEDALE POLICE DEPARTMENT

SECTION 1.04

DEPARTMENT ROLE AND AUTHORITY

SUBJECT: Jurisdiction and Mutual Aid		
Administration Review Date: 06/23/2021	City Attorney Review Date: 06/24/2021	Effective Date: 06/28/2021
Amends/Rescinds GO: N/A		Distribution: All Personnel
Per Order of:  _____ Jack C. Sapp III Chief of Police		TCA: 58-8-101 to 115 CALEA: TLEA: 1.2, 4.5
<i>This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.</i>		

I. PURPOSE

The purpose of this policy is to establish a written directive that describes the Collegedale Police Department's jurisdiction and the use of mutual aid and regional law enforcement services.

II. POLICY

It is Collegedale Police Department policy to provide all personnel with geographic maps that depict the jurisdictional service area of the Department. The Department shall also establish guidelines describing its responsibilities with other law enforcement agencies having concurrent jurisdiction within the City of Collegedale, and procedures regarding mutual aid assistance to and from other law enforcement agencies and municipalities, including requests for assistance from the National Guard.

III. PROCEDURE

A. Agency Jurisdiction and Mutual Aid

1. The City of Collegedale, Tennessee, is an area of approximately 12 square miles located within Hamilton County. The City is bordered by the following municipalities:

- *North:* The City of Chattanooga, within the jurisdiction of the Chattanooga Police Department
 - *South:* An unincorporated area of Ooltewah, within the jurisdiction of the Hamilton County Sheriff's Office
 - *East:* An unincorporated area of Apison, within the jurisdiction of the Hamilton County Sheriff's Office
 - *West:* The City of Chattanooga, within the jurisdiction of the Chattanooga Police Department
2. The Department will maintain a detailed official map, based upon the official jurisdictional map maintained by the City of Collegedale, which delineates the specific geographical jurisdictional boundaries of the City of Collegedale serviced by the Police Department. This map will be posted and/or readily available in the department's squad room, the communications center, agency vehicles, and in the sergeant's office. The Chief of Police, or his/her designee, is responsible to ensure that these maps are annually reviewed for accuracy, and updated as needed. All Department personnel will familiarize themselves with the geographical boundaries of the City of Collegedale.

B. Concurrent Jurisdiction

1. General Guidelines

- a. The following agencies have been identified as having concurrent jurisdictional authority within the city limits of the City of Collegedale:
 - The Tennessee Highway Patrol
 - Federal and state law enforcement and regulatory agencies
 - The Hamilton County Sheriff's Office
- b. It is the Department's intent to have the primary responsibility to investigate and/or respond to all crimes and incidents having occurred within the City of Collegedale. When another agency has initiated an investigation of an incident, which occurred within the city limits of the City of Collegedale, either as a whole or part of an ongoing criminal act or chain of events, it is incumbent that the Collegedale Police Department cooperate and coordinate efforts with any and all agencies involved in the investigation. The Collegedale Police Department reserves the right to exercise original jurisdiction over those incidents occurring inside the city limits of the City of Collegedale, including taking the case to its conclusion for prosecution purposes when appropriate.
- c. When an agency with concurrent jurisdiction responds to *any* call (motor vehicle accident, robbery, burglary, etc.) within the City of Collegedale, the officer responding from our Department shall assume full direction and responsibility for the investigation, regardless as to which officer arrived on the scene first.
- d. In any situation where a question arises concerning jurisdiction with another agency, the responding Collegedale police officer will make every attempt to resolve the matter in the most professional manner possible. If this is not possible, the matter will be turned over to the shift supervisor or the appropriate division commander for resolution. If no amicable solution can be reached, the Department

will handle the matter in a manner consistent with the best interests of the community. However, in such instances, no prosecutorial action should be taken by the officer until the matter is referred to the Chief of Police, unless the officer has clear legal authority to do so. In addition, a detailed report outlining the situation shall be submitted to the Chief of Police for consideration and review.

2. Traffic Crashes within the City Limits

- a. The Collegedale Police Department is the primary law enforcement agency for all roadways within the City of Collegedale and shall investigate all motor vehicle accidents occurring on Collegedale roadways, with the exception of crashes that involve vehicles owned by the City of Collegedale.

3. Mutual Aid

a. General Guidelines

The Collegedale Police Department will make use of mutual aid in conformance with Tenn. Code Ann., § 58-8-101 through 115, regarding the rules and regulations governing mutual aid assistance between jurisdictions and agencies; and any mutual aid agreements (if used), for any actual or potential condition that poses an immediate threat to life or property, and exceeds the capability of our Department to successfully counteract.

- b. Mutual aid between the City of Collegedale and any other jurisdiction may be requested or provided by the City Manager of the City of Collegedale or the Chief of Police functioning as his/her designee, as provided by Tenn. Code Ann., §58-8-104. In turn, any Shift Supervisor may request the assistance of any other municipal, state, or federal law enforcement agency, including the Tennessee Highway Patrol, FBI, DEA, or ATF, by directly contacting that agency.

c. Request by the Collegedale Police Department for Mutual Aid

As provided by Tenn. Code Ann., §58-8-105, when the Collegedale Police Department is in need of assistance from another department, the request should include as much information as possible, including: the nature of the problem resulting in the need for assistance, an estimated level of personnel needed, and any special equipment needed.

d. Requests for the Mutual Aid of the Collegedale Police Department

When our Department receives a request for assistance from another Department, the highest-ranking Supervisor on duty at the time the request is received must, prior to approving such a request, ensure that adequate staffing and equipment needs are maintained within the City of Collegedale to provide proper service. The Supervisor on duty will maintain at least 2 sworn officers in the city of Collegedale at all times.

In the event of an emergency situation where a timely response is necessary, the Shift Supervisor will use his/her own discretion, taking into account all of the guidelines in this order, and **immediately** make notification through the chain of

command. A detailed report of the incident shall be submitted to the Chief of Police through the chain of command.

e. Mutual Aid Agreements

If the Collegedale Police Department enters into any mutual aid agreements, either as the providing agency or the receiving agency, such agreements will be reviewed by the Chief of Police on annual basis and shall include, at a minimum, the following details:

- (1) The approval of the Collegedale City Commission;
- (2) The legal status of agencies and agency personnel responding to mutual aid requests;
- (3) Procedures for vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction;
- (4) Procedures for requesting mutual aid;
- (5) Identity of those persons authorized to request mutual aid;
- (6) Identity of persons to whom outside personnel are to report;
- (7) Procedures for maintaining radio communication with outside personnel;
- (8) Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources;
- (9) Procedures for review and revision if prescribed in the agreement.

f. Collegedale Police Department

- (1) Within the geographical boundaries of the City of Collegedale, the sworn members of the Collegedale Police Department shall have primary responsibility to enforce Tennessee law and City Ordinances, and to provide other essential law enforcement services.
- (2) The Collegedale Police Department shall have concurrent jurisdiction with the Hamilton County Sheriff's Office and other State and Federal Law Enforcement agencies that may have special or general law enforcement authority within the city limits of the City of Collegedale.
- (3) The officer(s) from this agency will assist any law enforcement agency having concurrent jurisdiction or requesting lawful assistance as needed, and will file a report documenting the circumstances of the law enforcement activity as well as their involvement while acting as a member of this agency. If any questions pertaining to jurisdiction arise, a supervisor shall be summoned to the scene and resolve the matter in a professional and courteous manner, consistent with the best interest of the community and this general order.

3. Requesting Federal Law Enforcement/National Guard Assistance in Emergencies

a. Assistance from Federal Law Enforcement Agencies

In the event of an emergency, which, in the opinion of the Chief of Police, or his/her designee, requires federal law enforcement assistance, aid will be solicited from the appropriate federal agency. In the event of a criminal offense in which there are concurrent enforcement responsibilities (i.e., bank robberies, drug violations, etc.), the Shift Supervisor may notify the FBI, DEA, or other federal agencies having concurrent jurisdiction. These may include:

- Division of Alcohol, Tobacco, and Firearms
- Secret Service
- U.S. Postal Service
- U.S. Marshall Service
- Immigration and Naturalization Service
- Internal Revenue Service
- Other miscellaneous federal agencies

Phone numbers, including emergency contact numbers will be available to officers through the Communications Center.

b. Assistance from the National Guard

If the Chief of Police decides that the forces at his disposal are not sufficient to handle a case of riot or civil disturbance and requires the use of the Tennessee National Guard, a request may be made through the City Manager of the City of Collegedale, or such official's designee for such assistance. Once the City Manager is notified of the situation, the City Manager may then:

- Declare a state of emergency request per Tenn. Code Ann. § 58-8-104.
- Request for aid or assistance to the Commanding Officer of the Tennessee National Guard per Tenn. Code Ann. § 58-8-105.

In the City Manager's absence, the Chief of Police will make written requisition for assistance per Tenn. Code Ann. § 58-8-105 to the Commanding Officer of the Tennessee National Guard. The request should, to the extent possible, include the following:

- A statement that an occurrence is imminent, in progress, or has occurred. The statement should also indicate whether a declaration of a state of emergency has been made and give a general description of the occurrence or emergency, including an initial estimate of the damages and injuries sustained or expected;
- Identification of the service functions for which aid or assistance is needed and the particular type of aid or assistance needed;
- The amount of personnel, equipment, materials, and supplies needed; and

- An estimated time and place for a representative of the requesting party to meet the responding party.