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Mutual Aid		



Cross Reference: 3.02, 4.15, 5.02, 5.03, 7.07

Emergency Operations Manual: 2.3

I. Definition

A. Mutual Aid

A voluntary reciprocal exchange of resources and services among emergency responders to lend assistance across jurisdictional boundaries, usually codified in written mutual aid agreements.

B. Set-Out Order

Following a judgement in favor of a landlord to evict a tenant, the landlord can apply for a writ of restitution from the court. The court, through its service bailiffs, then schedules a date to execute the writ, which the court refers to as the set-out. The court notifies the landlord who arranges for a locksmith, if necessary, and physical laborers to remove any possessions. On the scheduled date, the service bailiff and the landlord arrive at the premises and proceed with the set-out, i.e., execute the writ of restitution, and return the premises to the landlord.

C. Service Bailiff

An unarmed Franklin County Municipal Court employee with no arrest authority who assists litigants and attorneys by the efficient handling and delivery of court documents and the timely enforcement of judgment remedies. Service bailiffs serve summonses for civil, forcible entry and detainer, criminal, traffic, and judgment debtor cases, complaints, and subpoenas, and they enforce writs of restitution, replevin orders, executions, orders of attachment, and garnishments.

II. Policy Statements

- A. The Division of Police may, subject to available resources, provide assistance to a mutual aid participant. The Division may also request assistance from another law enforcement agency that has signed a mutual aid agreement with the Division. A file of these agreements is maintained by the Event Management Unit (EMU). The EMU publishes an annual list of agencies that have a mutual aid agreement with the Division.
- B. Except under exigent circumstances, the request for mutual aid by a foreign agency or the Division shall be made prior to assistance being provided.

- C. Sworn Division personnel responding to a request for mutual aid are considered to be acting within the scope of their employment and have the same police powers as officers of the requesting jurisdiction.
- D. In situations where both Division and requesting agency personnel are present, the senior police officer who is in charge of the law enforcement agency which requested assistance shall have full command authority over officers responding to the request. When a sworn Division supervisor responds to a request for mutual aid, that supervisor shall maintain supervisory control of responding Division personnel and shall report to the senior officer of the requesting agency.
- E. All Division directives, rules, and policies shall be followed when responding to a mutual aid request.
- F. At times, court bailiffs are ordered to enter private premises to seize particular property involved in a civil action. The bailiff may engage a locksmith to enter secured premises. Sworn Division personnel may be asked to stand by in the event of a confrontation and shall provide assistance when the bailiff has an original court order signed by a judge and imprinted with the court's official seal. The responding officer's primary role is to preserve the peace.
- G. Sworn Division personnel responding to a request from a Service Bailiff to assist with a set-out should encourage the tenant/defendant to comply with the court order.**
- H. Mutual aid requests to assist with search warrants**
 - 1. The appropriate investigative **section** supervisor shall act as the liaison for the Division; however, if the search warrant is issued for a crime for which a detective would not normally respond, such as a misdemeanor theft, a Patrol zone lieutenant may act as the liaison.
 - 2. When an investigative **section** supervisor is not available, or exigent circumstances dictate, a Patrol zone lieutenant shall act as the liaison.
 - 3. **Sworn Division personnel shall not assist a foreign jurisdiction that intends to execute a no-knock warrant within the Columbus corporate boundary unless the foreign jurisdiction adheres to all appropriate Columbus City Code requirements.**
 - 4. Sworn Division personnel may provide perimeter security during the execution of a search warrant; however, unless exigent circumstances exist, they shall not enter the property or collect evidence. The presence of sworn Division personnel allows the foreign jurisdiction to execute a search at a location situated within the City limits.

- I. Assistance requested through Ohio's Law Enforcement Response Plan (LERP), the Intrastate Mutual Aid Compact (IMAC), and/or the Emergency Management Assist Compact (EMAC)
 - 1. Division personnel shall immediately forward the request to the Chief of Police, the **Special Operations** Subdivision Deputy Chief, and the EMU Sergeant.
 - 2. The Chief of Police will approve or disapprove the request and, if approved, will make the determination of how to deploy Division personnel.
 - 3. Upon approval, the EMU shall coordinate all LERP, IMAC, and EMAC requests.
- J. When a Division employee receives a request for assistance that is not of an immediate nature and is not related to a search warrant, he or she shall advise the requestor to contact the appropriate subdivision deputy chief.

III. Procedures

A. Communications Bureau Personnel

- 1. **Mutual aid** requested by another law enforcement agency
 - a. Advise the appropriate Patrol zone lieutenant of the request, providing him or her with the basic facts necessary to determine if the request meets Division policy, and obtain approval before dispatching officers. If the appropriate zone lieutenant is unavailable, contact any on-duty zone lieutenant for approval.
 - b. Contact the Special Weapons and Tactics (SWAT) Lieutenant or on-duty SWAT supervisor for approval, in addition to the zone lieutenant, if a request for SWAT services is received.
 - c. Dispatch the appropriate officers to the requesting agency.
 - (1) Advise officers to contact the requesting agency directly via the appropriate radio system (for example, LEERN or MARCS) or, if available, the appropriate 800 MHz talk-group.
 - (2) Refer to the "Vehicular Pursuits" and/or "Stopping Tactics" directives if the request for mutual aid involves a vehicular pursuit.
- 2. Requesting **mutual aid** from another law enforcement agency
 - a. Contact the appropriate Patrol zone lieutenant or, if unavailable, any on-duty zone lieutenant to approve a request for outside assistance to the Division of Police.
 - b. Establish radio communications with the responding agency's officers and communications personnel if possible.
 - c. Advise the appropriate zone lieutenant of the disposition of the request by responding officers.

B. Headquarters Operations Section Supervisor

- 1. Upon receiving a request from a service bailiff for assistance in executing a set-out, coordinate the timely response of a patrol officer.**
- 2. Upon receiving a request from a service bailiff to serve an “Obstructing Official Business” warrant (as a result of a set-out) contact the correct Patrol zone chain of command to determine the appropriate response.**

C. Responding Sworn Division Personnel

- When dispatched, contact the requesting agency directly via the appropriate radio system and make arrangements to meet at a location or proceed as directed except when exigent circumstances exist, such as an officer-in-trouble call.
 - When dispatched to assist a service bailiff with a set-out, if the tenant/defendant fails to comply with the court order**
 - (1) Complete a miscellaneous offense report listing the service bailiff as the victim.**
 - (2) Request a warrant for “Obstructing Official Business” listing the service bailiff as the victim. Refer to the “Summons and Misdemeanor Citations” directive.**
 - (a) Verify the suspect’s identity and current address.**
 - (b) Complete the applicable electronic report(s), the Arrest Information, form U-10.100, and any additional paperwork.**
 - (c) Upon supervisory approval submit all paperwork electronically to the city prosecutor’s office (via Matrix) specifically requesting a warrant be issued.**
- Officers making arrests in the requesting agency’s jurisdiction will report those arrests to their immediate on-duty supervisor. Additionally, the arresting officer will notify the requesting agency’s on-duty supervisor or communications section of the facts of the arrest before leaving the requesting agency’s jurisdiction. The legal forms of the requesting agency will be used by Division officers in all arrest situations.

Note: If a misdemeanor arrest is made in a requesting agency’s jurisdiction by a Division officer, the appropriate Ohio Revised Code section or the City Code of the requesting agency must be used. Columbus City Code cannot be used outside the corporation limits of the City of Columbus.

D. Patrol Supervisor

- If exigent circumstances exist and **the appropriate investigative section** supervisor or Patrol zone lieutenant cannot be reached, ensure the requested location’s perimeter is secured during the execution of the search warrant.
- Forward a letter of information through the chain of command.