



KENOSHA POLICE DEPARTMENT

POLICY AND PROCEDURE

2.1 Requests for Mutual Assistance

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Action:	O-332 Wisconsin Statutes 66.0313	Number of pages:	2

I. **PURPOSE**

To establish guidelines to be used when requesting the assistance of another law enforcement agency, or when Kenosha Police Department Officers are responding to a request for assistance from another agency.

II. **POLICY**

The Kenosha Police Department recognizes that no police agency can be staffed and prepared for every potential situation that might arise. Therefore, the policy of the Kenosha Police Department is to provide assistance to other law enforcement agencies when requested and to request assistance from other law enforcement agencies when situations require additional resources.

III. **DEFINITIONS**

- A. *Mutual Assistance Request: A request from one law enforcement agency to another law enforcement agency for assistance with the performance of a police matter in the requesting agency's jurisdiction.*
 - 1. *Requests for members of the Kenosha Police Department to perform routine police services within our jurisdiction, such as death notifications, attempts to locate, etc., are not a request for mutual assistance.*
- B. *Supervisor: A member of the Kenosha Police Department who holds the rank of Sergeant or higher, either temporarily or permanently.*

IV. **PROCEDURES**

- A. *Requests for mutual assistance, under Wisconsin State Statute 66.0313, should be made or approved by a supervisor prior to the rendering or receiving of the assistance, unless, a delay is likely to result in significant risk of harm to officers or civilians.*
- B. *All requests for Mutual Assistance must be reported to the Chief of Police, Deputy Assistant Chief, Inspector of Police, and the Patrol Shift Commander on duty (if the Patrol Shift Commander is not the person making the report) by the person making or authorizing the request.*

2.1 Requests for Mutual Assistance

The reports will be made either immediately or via summary as is appropriate for the incident. They must include:

- 1. The date and time of the request;*
 - 2. The case number;*
 - 3. The nature of incident;*
 - 4. The name of the requestor and their department;*
 - 5. The facts upon which the decision to request or supply assistance was based on;*
 - 6. A statement about type of response made by our or another agency;*
 - 7. A statement of the outcome of the incident.*
- C. Whenever the occurrence involving Mutual Assistance is such that a complete incident report is required, the incident report will be completed in addition to the summary notification listed in B above. The incident report will include all items listed in paragraph B and will also include:*
- 1. The names of all officers responding and what department(s) they represent.*
 - 2. Details of the involvement and observations of all officers responding to the Mutual Assistance request.*
- D. The Kenosha County Sheriff's Department is the primary agency to be contacted when mutual aid is requested. The Village of Pleasant Prairie may be contacted when the incident requiring mutual aid is directly contingent to the Village of Pleasant Prairie, or the Sheriff's Department is unable to provide adequate assistance.*