


# FLORIDA HIGHWAY PATROL

## POLICY MANUAL

	<b>SUBJECT</b> AGENCY ASSISTANCE	<b>POLICY NUMBER</b> 22.10
		<b>ISSUE DATE</b> 05/01/01
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		<b>TOTAL PAGES</b> 3

### 22.10.01 PURPOSE

To provide guidelines for members who request assistance from or assist other law enforcement agencies.

### 22.10.02 POLICY

The Florida Highway Patrol provides valuable assistance to other law enforcement agencies in criminal investigation related matters. Most requests for assistance entail tasks routinely performed by FHP members. In those instances in which the request entails members performing tasks outside the normal scope of their duties, procedures must be adopted and followed to ensure that the request conforms to FHP Policies and acceptable criminal justice practices.

### 22.10.03 DEFINITIONS

- A. **ASSISTANCE** – As used in this policy refers to requests from other law enforcement agencies that entail FHP members performing tasks that are outside the normal scope of their duties. Mutual Aid, task forces, simple canine sniffs, setting up perimeters, manhunts, and urgent need requests are not a part of this definition. This may also be defined as members of the FHP requesting assistance from another agency in the interest of furthering case investigation.
- B. **PROBABLE CAUSE** – A fair probability or reasonable grounds to believe that a crime has been or is being committed, based on the totality of circumstances.
- C. **URGENT NEED** – Exigent situation requiring immediate action to prevent imminent death or great bodily harm to a member or another person.

### 22.10.04 OBJECTIVES

To ensure that requests for assistance from other law enforcement agencies are handled promptly and in accordance with established FHP Policy and accepted criminal justice practices.

### 22.10.05 RESPONSIBILITIES

- A. Members are responsible for notifying a supervisor when another law enforcement agency requests assistance. Except for urgent need requests,

supervisory authorization is required prior to a member assisting another law enforcement agency.

- B. Supervisors are to monitor assistance rendered to other law enforcement agencies and ensure that the tasks performed conform to FHP Policy. Supervisors shall ensure that information related to a request for assistance is forwarded through the chain of command to the District Commander as soon as possible.
- C. District Commanders shall be responsible for:
  - 1. Reviewing all requests for assistance, as defined above, and ensuring that the tasks to be performed by FHP members are in accordance with FHP Policy and accepted criminal justice practices. Requests that do not meet the necessary requirements shall be rejected. The District Commander, or designee, shall be the approving authority for all such requests for assistance.
  - 2. Serving as, or assigning a supervisor to serve as a single point of contact for other law enforcement agencies requesting assistance.

#### **22.10.06 PROCEDURES**

<b>PROCEDURES CONTAINED IN THIS SECTION APPLY ONLY TO REQUESTS FOR ASSISTANCE AS DEFINED ABOVE.</b>
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- A. Requests for assistance shall be forwarded through the chain of command to the District Commander.
- B. Requests concerning possible significant contraband seizures shall be turned over to Criminal Interdiction Unit (CIU) members, pending approval from the District Commander.
- C. The requesting member shall electronically complete the Joint Law Enforcement Agency Assist (JLEAA) form on the SharePoint site. Form instructions can be found on the JLEAA resource page.
- D. The District Commander will determine whether the request will be honored.
- E. ARRESTS
  - 1. Generally, all arrests shall be made by the requesting agency.
  - 2. However, in those rare cases when an agency requests that the member effect and process the arrest(s), the CIU supervisor, in cooperation with the requesting agency and respective District Commander, shall immediately notify the appropriate State Attorney's Office (SAO) of such case(s).
  - 3. In those rare cases when an agency requests that the member effect and process the arrest(s), the member shall complete the arresting documents and investigative reports, indicating that the arrest(s) resulted while assisting the requesting agency.

4. Should another agency request that their agency's name be omitted from any reports because of an ongoing investigation, the member shall include the following statement at the conclusion of all arresting documents and investigative reports:

*“Additionally, as a result of information and intelligence obtained from a proven and reliable confidential source, this officer has probable cause to believe (defendant’s name) was engaged in the violation of (arrest charges).”*

An omission of this statement may be made only with prior authorization from the SAO.

5. The requesting agency shall be advised of this procedure prior to the member effecting an arrest(s) on that agency's behalf.
- F. The case report form shall be used when the FHP requests another agency to take over the case in the interest of furthering the investigation. In those cases, the appropriate supervisor shall prepare and submit the report as required in this policy and FHP Policy 13.02.04(C). A comprehensive case report shall include, but not be limited to the Offense Reports, Arrest Affidavits, Evidence Property Receipts (iEvidence), photographs, video and audio recordings.