

 <p><b>Cambridge Police Department</b></p>	<b>POLICY &amp; PROCEDURES</b>		<b>No. 304</b>	
	<b>Subject/Title:</b> <b>Police Mutual Aid &amp; Concurrent Jurisdiction</b>			
	<b>Issuing Authority:</b>  <b>Robert C. Haas Police Commissioner</b>		<b>Review Date:</b> <b>5/10/2010 – 12/22/2010</b>	
			<b>Issue Date:</b> <b>July 1, 2011</b>	
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		<b>Rescinds:</b>		
<b>References/ Attachments:</b> <b>M.G.L. c. 40, § 8G; M.G.L. c. 41, § 98A; &amp; M.G.L. c. 41, § 99</b>		<b>Accreditation Standards:</b> <b>2.1.2; &amp; 2.1.3</b>		

**I. PURPOSE:**

The purpose of this directive is to describe the responsibilities of Cambridge Police officers in relation to other law enforcement agencies that perform law enforcement functions within the City of Cambridge. This directive is intended to guide Cambridge Police Officers in their interactions with law enforcement officers from outside Cambridge when they operate here as the result of independent jurisdiction, concurrent jurisdiction, or pursuant to the Massachusetts' mutual aid statute.

**II. POLICY:**

Police officers of the City of Cambridge are empowered to enforce the laws of the Commonwealth of Massachusetts, the ordinances of the City of Cambridge, and its rules and regulations that relate to the maintenance of public order anywhere within the boundaries of the City of Cambridge. Any calls for service, on State controlled properties, MBTA facilities, college or university properties, or Federal property (other than routine calls for service) shall receive a Cambridge Police response. The particular law enforcement agency having primary jurisdiction will also be notified of the situation and the response of the Cambridge Police unit(s) responding.<sup>1</sup>

It is the policy of this department to assist and coordinate with other law enforcement agencies that operate within the City of Cambridge, provided that their conduct is consistent with the standards of this department, and that the actions of that agency are legal and proper. If a situation arises where an officer from this department believes that the actions being contemplated by another law enforcement agency are not legal or appropriate, that officer will take steps to either stop such action, or at the very least,

<sup>1</sup> Also refer to *Policy #204 – Legal Authority & Responsibility*

consult with a superior officer within the Cambridge Police Department to determine the appropriate course of action.

### III. GENERAL CONSIDERATIONS & GUIDELINES:

As a general principle, it is the position of the Cambridge Police Department to fully support and respond to the needs of other law enforcement agencies, especially if those agencies are operating lawfully within the City of Cambridge.

Often, members of the department will be called upon to respond and provide assistance to other law enforcement agencies already having concurrent jurisdiction within the city, or other law enforcement agencies that do not have official police powers in the city. In either case, it is incumbent upon our officers to always act within the scope of the law and in a manner consistent with the department's policies and procedures.

Officers of the Cambridge Police Department are duty-bound to protect civil liberties and rights, as well as citizens' legitimate privacy interests. The City of Cambridge expects that other agencies that operate within the Cambridge will adhere to the same legal principles. Cambridge Police officers are expected to intervene if law enforcement officers from another agency do not observe established legal principles or act outside the scope of the law, and not further facilitate actions or omissions that are considered unlawful or improper. Cambridge police officers will not be excused from taking the appropriate intervening actions. Officers have an obligation to ensure that all persons' rights are observed, and to ensure that law enforcement officers from another agency act within the bounds of his/her legal authority and the Cambridge Police Department's established protocols.

Given the number of law enforcement agencies that have concurrent jurisdiction within the City, it is important for officers to understand the interplay between those agencies and the Cambridge Police Department. Aside from the provisions of the mutual aid statute (G.L. c. 41, § 99), there are also mutual aid agreements that have been entered into with various surrounding cities and towns that extend certain jurisdictional authority under certain circumstances (see G.L. c. 40, § 8G). This directive is designed to identify various situations that may arise and guide our officers in how to respond to the situations they might confront.

### IV. DEFINITIONS:

- A. **Concurrent Jurisdiction:** Authority shared by two or more law enforcement agencies to address the same police issues within a given jurisdictional boundary or property.
  
- B. **Extraterritorial Jurisdiction:** Police power which extends beyond the physical limits of a particular jurisdiction of authority.

- C. Federal Jurisdiction:** Federal jurisdiction based on the concept of enumerated powers, does not deal with criminal conduct as comprehensively as the laws of any particular state. Generally federal agents have jurisdiction to enforce certain federal laws and have authority over federally owned properties; their respective agencies are granted specific enforcement authority by Congress. However they do not have the authority to enforce state and local laws.
- D. Limited Jurisdiction:** Jurisdiction of a law enforcement agency which is confined to particular places or categories of laws or actions, or which can be exercised only under the limitations and circumstances prescribed by statute, e.g., college campus police, environmental police.

**V. AGENCIES WITH CONCURRENT JURISDICTION:<sup>2</sup>**

- A. Massachusetts State Police:** Although the Massachusetts State Police have statewide jurisdiction, it also has primary police jurisdiction within the City of Cambridge as it pertains to state-controlled roadways (such as Memorial Drive and Route 2) and those properties that belong to DCR and DCR properties along Memorial Drive, Memorial Drive, Alewife Brook Parkway, Route 2 interchange and Route 16. General speaking, officers will observe the following guidelines whenever police assistance or intervention is required along these roadway systems:
1. Typically, whenever a Cambridge Police Officer encounters a situation or potential hazard along road systems under State Police control, they will refer those matters to the State Police for response.
  2. If a matter is referred to the State Police for a response, and the situation requires immediate police presence, the Cambridge Police officer who encounters the situation or who has been dispatched to the scene will standby and render whatever assistance is required until the State Police arrive, unless directed otherwise by a supervisor.
  3. If a situation can be quickly resolved by an officer on the scene, and where the officer need not take any official action (for example, there is no need to tow a vehicle, investigate a collision, or safeguard a road hazard) it will be the general practice of this department to render such assistance.

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<sup>2</sup> CALEA Std. 2.1.2 – A written directive specifies the agency's responsibilities in any interagency agreement regarding concurrent jurisdiction.

4. Officers will respond to any request for assistance by the State Police. In most instances, it will be the State Police who will take primary jurisdiction of any incidents that occur on the road systems under State Police authority.
5. If the State Police are unable to respond to a situation that takes place on the road systems under its jurisdiction, and the Cambridge Police are requested to respond, the appropriate Route or Sector car will be dispatched. If the situation warrants some type of police action, and the State Police are unable to respond, the responding officers will handle the situation, to include completing the appropriate police report, issuance of citation, and all follow-up.

**B. MBTA Transit Police:**<sup>3</sup> The MBTA Transit Police Officers have full police powers within the cities and towns where the MBTA provides service. Although the MBTA Transit Police have full jurisdictional authority within the City of Cambridge, much of its policing activities take place in around the transit system stations and the MBTA bus routes and stops. The City of Cambridge is considered part of Transit Police Service Area 2. Generally, the following set of guidelines will be observed whenever police assistance or intervention is needed on those properties and portions of the transit system under the authority of the MBTA Transit Police:

1. *Cambridge Police Encountering Situations on MBTA Properties:* Whenever a Cambridge Police Officer encounters a situation requiring police intervention or assistance on MBTA property, the officer is expected to provide appropriate assistance until it can be stabilized.
  - a. The officer may resolve the matter, if appropriate, or if further intervention is required, request that the MBTA Transit Police be dispatched to the scene.
  - b. If the MBTA Transit Police are delayed and do not arrive within a reasonable period of time, the officer should confer with his/her supervisor to determine whether the officer should continue to be involved in the situation.
2. *Request for Assistance from the MBTA:* If the MBTA Transit Police request the intervention of the Cambridge Police Department, Cambridge Police officers will be dispatched to the scene and take appropriate action that is consistent with the department's policies and procedures.

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<sup>3</sup> The MBTA Transit Police derives its legal authority from Chapter 664 of the Acts of 1968, amended by Chapter 829 of the Acts of 1970 and Chapter 329 of the Acts of 1993, which established a police department whose police officers would have, within the territorial limits of the authority, the powers and duties conferred and imposed upon police officers of cities and towns by M.G.L. c. 41, § 98 and M.G.L. c. 159, § 93 (powers of railway police officers).

- a. If possible, officers may resolve the matter, or if required, wait for the MBTA Transit Police to respond, provided that such the MBTA's response will not be unreasonably delayed. If a MBTA Transit Police Officer is dispatched, the CPD officer(s) assigned will remain with the parties involved until the arrival of the Transit Police. Prior to referring the matter to the Transit Officer, the responding Cambridge Police Officer(s) will fully apprise the Transit Officer of what transpired and what actions were taken.
  - b. If the Transit Police are delayed or if they are not going to respond, then the responding officer(s) will take appropriate action in accordance with the department's policies and procedures, to include the completion of the appropriate reports and all required follow-up.
3. *Joint Response from MBTA Transit Police & Cambridge Police:* In incidents involving both the Transit Police and the Cambridge Police, the responding supervisors will determine which agency will take responsibility for the situation, and the appropriate police response that will take place.
4. *Enforcement Action against MBTA Employees:* When Cambridge Police officers observe or are dispatched to incidents involving part of the MBTA transit operation, they will adhere to the following guidelines:
- a. If appropriate, Cambridge Police Officers will stabilize the situation and remain at the scene until the MBTA Transit Police can respond and assume jurisdiction.
  - b. If the situation involves an alleged traffic infraction by a MBTA employee, the responding officer, in consultation with the sector supervisor, is authorized to take the following actions:
    - i. The responding officer may elect to issue the appropriate citation that addresses the violation (which will be coupled with a CAD entry record).
    - ii. The responding officer may refer the observed violation to the MBTA (through the MBTA Transit Police) for the appropriate administrative action (which will be coupled with a CAD entry record).
    - iii. The responding officer may elect both to take enforcement action and refer the matter for administrative action by the MBTA by notifying the MBTA Transit Police depending on the seriousness of the incident (a CAD entry and a police report will be completed).

Any administrative action against an MBTA employee will be taken by the MBTA Transit Police Department.

**C. Harvard University Police Department:** The Harvard University Police Department derives its law enforcement powers through two statutory authorities. Harvard University Police Officers are certified as Special State Police Officers in accordance with G.L. c. 22C, § 63. They are also appointed as deputy Middlesex County Sheriffs, and derive their authority from G.L. c. 37, § 4. As such, Harvard University Police Officers have full police powers, except for the enforcement of Chapter 90 of the Massachusetts General Laws. Generally speaking, Harvard University Police Officers have primary jurisdiction over properties owned and/or under the control of Harvard University, including private streets that are under the control of Harvard University.

1. *Cambridge Police Encountering Incidents on Harvard University Properties:* When Cambridge Police Officers encounter an incident on Harvard University property, they will take whatever action that is necessary to stabilize the situation, and will request that the Harvard University Police respond. The supervisory officer will determine which of the two agencies will take the lead law enforcement action in response to the incident or problem.
  - a. If the Harvard University Police Department assumes control of an investigation or police response, the Cambridge officers who have responded will ensure that a CAD entry has been generated, and depending upon the seriousness of the incident, will either provide CAD notes or prepare a police report.
  - b. If Cambridge Police officers assume control of an investigation or police response, a CAD entry will be generated, and the investigating officers will take the appropriate law enforcement action, which they will document in a police incident report.
2. *Cambridge Police Requested to Assist Harvard University Police:* Whenever the Harvard University Police requests the assistance of the Cambridge Police, officers will be dispatched to provide such assistance. Cambridge Police officers will always conduct themselves in accordance with the department's policies and procedures, and will not take any action that is outside of the scope of their legal authority or lawful duties. If so instructed by a supervisor, Cambridge police officers may assume control over an investigation, in which case, they will perform all police duties in accordance with the department's practices and procedures, under the direction of their supervisory officers.
3. *Assisting with Arrests Made by HUPD Officers:* Whenever a Harvard University Police Officer makes an arrest, generally speaking, the detainee will be brought to the Cambridge Police Station for booking. Prior to accepting a prisoner from HUPD, the duty Shift Commander will verify with the arresting officer or that officer's supervisor that in the estimation of the Shift Commander there was sufficient probable cause for the arrest. Often that will entail the production of the police report that outlines the

circumstances of the incident, along with sufficient information for the Shift Commander to make that determination.

- a. If the report has not been completed, the Shift Commander should interview the arresting officer to determine whether there was sufficient probable cause for the arrest, and confer with the officer as what charges will be brought against the prisoner. If in the estimation of the Shift Commander there does not appear to be sufficient information to meet the threshold in justifying the arrest, the Shift Commander should be conferring with the duty HUPD commanding officer, and if need be with the a representative from the District Attorney's Office.
- b. Once a prisoner has been accepted by the duty Shift Commander, the prisoner will go through the normal booking process that is afforded to any prisoner brought to the station for booking.
- c. A copy of the HUPD police report will be retained as part of the department's records, along with booking information. If a report has not been completed at the time of the arrest, a copy of the completed police reports should be obtained and be made part of this department's records.
- d. If a HUPD prisoner is being detained and during the period of detention, the prisoner must be transported to another facility (generally a medical facility), arrangements will be made through the HUPD duty commanding officer to arrange for HUPD to take over custody of the prisoner while outside the confines of the department's detention facility. A Cambridge Police Officer will be assigned to provide over the HUPD prisoner until appropriately relieved by a HUPD officer.

**D. MIT Police Department:** The MIT Police Department derives its law enforcement powers through two statutory authorities. MIT Police Officers are certified as Special State Police Officers in accordance with G.L. c. 22C, § 63. They are also appointed as deputy Middlesex County Sheriffs, and derive their authority from M.G.L. c. 37, § 4.<sup>4</sup> As such, MIT Police Officers have the powers of arrest and other police powers except for the enforcement of Chapter 90 of the Massachusetts General Laws. Generally speaking, MIT Police Officers have primary jurisdiction over properties owned and/or under the control of MIT, including private streets under the control of MIT.

1. *Cambridge Police Encountering Situations on MIT Properties:* When Cambridge Police Officers encounter an incident on MIT property, they will take whatever action that is necessary to stabilize the situation, and will request the MIT Police to respond. The supervisory officer will determine

which of the two agencies will take the lead law enforcement action in response to the incident or problem.

- a. If officers from the MIT Police Department assume control of an investigation or police response, the Cambridge officers who have responded will ensure that a CAD entry has been generated, and depending upon the seriousness of the incident, will either provide CAD notes or generate a police report.
  - b. If Cambridge Police officers assume control of an investigation or police response, a CAD entry will be generated, and the investigating officers will take the appropriate law enforcement action, which they will document in a police incident report.
2. *Cambridge Police Requested to Assist MIT Police:* Whenever the MIT Police requests the assistance of the Cambridge Police, officers will be dispatched to provide such assistance. Cambridge Police officers will always conduct themselves in accordance with the department's policies and procedures, and will not take any action that is outside of the scope of their legal authority or lawful duties. If so instructed by a supervisor, Cambridge police officers may assume control over an investigation, in which case, they will perform all police duties in accordance with the department's practices and procedures, under the direction of their supervisory officers.
3. *Assisting with Arrests Made by MIT Officers:* Whenever MIT Police Officers make an arrest, generally speaking, the detainee will be brought to the Cambridge Police Station for booking. Prior to accepting a prisoner from MIT Police, the duty Shift Commander will verify with the arresting officer or that officer's supervisor that in the estimation of the Shift Commander there was sufficient probable cause for the arrest. Often that will entail the production of the police report that outlines the circumstances of the incident, along with sufficient information for the Shift Commander to make that determination.
- a. If the report has not been completed, the Shift Commander should interview the arresting officer to determine whether there was sufficient probable cause for the arrest, and confer with the officer as what charges will be brought against the prisoner. If in the estimation of the Shift Commander there does not appear to be sufficient information to meet the threshold in justifying the arrest, the Shift Commander should be conferring with the duty MIT Police commanding officer, and if need be with the a representative from the District Attorney's Office.

- b. Once a prisoner has been accepted by the duty Shift Commander, the prisoner will go through the normal booking process that is afforded to any prisoner brought to the station for booking.
- c. A copy of the MIT police report will be retained as part of the department's records, along with booking information. If a report has not been completed at the time of the arrest, a copy of the completed police reports should be obtained and be made part of this department's records.
- d. If a MIT police prisoner is being detained and during the period of detention, the prisoner must be transported to another facility (generally a medical facility), arrangements will be made through the MIT Police duty commanding officer to arrange for MIT Police to take over custody of the prisoner while outside the confines of the department's detention facility. A Cambridge Police Officer will be assigned to provide over the MIT Police prisoner until appropriately relieved by a MIT police officer.

**E. Federal Law Enforcement Actions:** Many federal law enforcement agencies have limited jurisdictional authority, which is typically specifically set forth under federal law. Unless the federal agents have been granted additional authority by a local law enforcement agency, such as having been appointed a special deputy sheriff, they do not possess state and local police powers. Enforcement of all state or local laws within the City of Cambridge can only be accomplished by an entity with jurisdictional authority. When the Cambridge Police Department is asked to assist a federal agency within the City of Cambridge, the following protocols shall be observed:

1. A supervisory officer will be briefed on what assistance is being requested and what law enforcement action is being contemplated.
2. If the federal officers expect to take some official enforcement action, the responding supervisory officer will ensure that any court processes/warrants are enforceable. If the federal officers seek to take enforcement action that is based upon the enforcement of state or local law, the supervisor will ensure that the federal agents possess jurisdictional authority to do so. If the federal agents are relying upon the authority of the Cambridge Police, the supervisor will ensure that there are sufficient grounds to take such action.
3. If the federal agents are expecting to accompany the Cambridge Police officers, then a supervisory Cambridge officer will be assigned who will arrange for the appropriate logistical support and ensure that all actions taken under the authority of the Cambridge Police is legal and proper.

4. If the Cambridge Police are involved in a joint operation with a federal agency, the supervisor will ensure that a CAD entry is created, and if appropriate, that a file number is associated with the incident.

## VI. MUTUAL AID AUTHORITY:<sup>5</sup>

**A. Outside Officers Operating Under Statutory Authority:** There are specific situations that arise where police officers from other municipal jurisdictions are authorized by Massachusetts law to operate within the City of Cambridge:

1. *Mutual Aid Requests:*<sup>6</sup> When additional police resources are needed to quell a disturbance or address an emergency situation, the Police Commissioner, or his or her designee, may request police assistance from adjacent jurisdictions. Such requests, made under the provisions of M.G.L. c. 41, § 99, provide full police powers to those officers who are responding to the request of the adjoining jurisdiction. A Cambridge Police supervisory officer shall assume overall control and direction over all outside police officers who respond to this type of mutual aid request.
  - a. The commanding officer making the request for mutual aid assistance will notify the Police Commissioner through the Duty Chief as soon as possible.
  - b. The supervisory officer assuming command over those officers responding to a mutual aid request is responsible for directing and coordinating the response.

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<sup>5</sup> CALEA Std. 2.1.3 – *In the absence of controlling legislation governing mutual aid, the agency has written agreements with neighboring law enforcement agencies to provide mutual aid in emergency situations. The mutual aid agreement must include, at a minimum, the following details:*

- a. *The legal status of agencies and agency personnel responding to mutual aid requests;*
- b. *Procedures for vesting provider authority agency personnel with the legal authority to act within the receiver agency's jurisdiction;*
- c. *Procedures for requesting mutual aid;*
- d. *Identity of those persons authorized to request mutual aid;*
- e. *Identity of persons from whom outside personnel are requested to report;*
- f. *Procedures for maintaining radio communications with outside personnel;*
- g. *Expenditures, if any, which should be borne by the receiver agency to compensate for the use of provider agency's resources; and*
- h. *Procedures for review and revision if prescribed in the agreement.*

<sup>6</sup> See G.L. c. 41§ 99

- c. The supervisory officer assuming command over an incident in which officers from other jurisdictions respond will ensure that all such officers are operating within the confines of the appropriate police authorities.
  - d. The supervisory officer will intervene in any situation where an officer from outside the Cambridge Police appears to be acting outside the scope of his lawful duties or beyond the procedural guidelines of the Cambridge Police Department.
2. *Fresh and Continued Pursuit:*<sup>7</sup> Whenever a police officer from another jurisdiction is engaged in a “fresh and continued pursuit” that leads to the City of Cambridge, officers who are assigned to assist will observe the following protocols:
- a. Cambridge Police officers may not engage or join in the pursuit, unless specifically authorized to do so by a supervisory officer.
  - b. If not authorized to engage or join in the pursuit, officers will maintain a safe distance and be prepared to assist the pursuing officer(s), should the pursuit be terminated within the City limits.
  - c. Responding Cambridge officers will provide assistance to an outside police officer in a manner which is consistent with the practices and procedures of the Cambridge Police Department. Cambridge Police officers have an obligation to ensure that any officer exercising police authority within the City does so in accordance with his/her official duties and within the limitations of his/her legal authority. Any Cambridge police officer who observes another officer acting outside of the scope of his/her duties or authority is to curtail such actions, or at the very least seek supervisory intervention.
3. *Mutual Aid Agreements:*<sup>8</sup> Police officers from other jurisdictions who are operating under the authority of a mutual aid agreement as defined

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<sup>7</sup> See M.G.L. c. 41, § 98A: A police officer of a city or town who is empowered to make arrests within a city or town may, on fresh and continued pursuit, exercise such authority in any other city or town for any offence committed in his presence within his jurisdiction for which he would have the right to arrest within his jurisdiction without a warrant. Said officer may return any person so arrested to the jurisdiction wherein said offence was committed. Nothing contained in this section shall be construed as limiting the powers of a police officer to make arrests and in so far as possible this section shall be deemed to be declaratory of the common law of the Commonwealth.

<sup>8</sup> See G.L. c. 40, § 8G, which provides: A city or town which accepts this section may enter into an agreement with another city or town, or other cities and towns including cities and towns in states contiguous to the commonwealth, to provide mutual aid programs for police departments to increase the capability of such departments to protect the lives, safety, and property of the people in the area designated in the agreement. Said agreement may include the furnishing of personal services, supplies, materials, contractual services, and equipment when the resources

by G.L. c. 40, § 8G, do so under the direction and control of Cambridge Police supervisory personnel. All such officers are expected to exercise only that authority that has been defined by the mutual aid agreement, under the supervisory oversight of Cambridge Police supervisory personnel. Any police action taken by police officers from outside jurisdictions who are operating under the authority of a mutual aid agreement within the City of Cambridge are expected to conduct in conformity with the policies and procedures established by the Cambridge Police Department.

- a. Cambridge police supervisory personnel are expected to take appropriate corrective action over the conduct of outside police officers who are operating under the scope of a mutual aid agreement.
- b. In the event that an outside police officer is required to exercise police authority, he/she will do so under the direction of a Cambridge supervisory officer.
- c. Any Cambridge supervisory officer who observes an outside police officer take actions that exceed the scope and authority of appropriate police action, are obligated to intervene and take corrective action. Any such intervention will be reported to the Shift Commander at the earliest opportunity.

**B. Assisting Outside Municipal Police Agencies in Cambridge:** From time to time, other police agencies will request the assistance with investigations and other policing actions within the City of Cambridge. They may ask Cambridge officers to check specific locations for people (typically in terms of making notifications), to accompany police officers to specific locations or to assist in approaching people within the City of Cambridge. Absent any specific legal authority, municipal police officers from other jurisdictions do not have independent police powers within the

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normally available to any municipality in the agreement are not sufficient to cope with a situation which requires police action. When providing such mutual aid, police officers shall have all the immunities and powers granted to them in the municipalities that employ them, including, but not limited to, powers of arrest.

While in transit to, returning from, and during a mutual aid response for another city or town, a participating police officer shall maintain the right of indemnification granted by law, or by his home city or town, or both, for all claims arising out of any action within the scope of his employment in accordance with a valid mutual aid agreement. A mutual aid agreement may provide for methods of activation or requesting and responding to mutual aid requests. The agreement may also address issues such as pay and benefits for officers, insurance, indemnification, injury compensation and other operational matters related to police services provided for a mutual aid response. Nothing in this paragraph shall be construed to expand or otherwise modify existing police powers as provided by law or any existing mutual aid agreement or both.

City of Cambridge, and will often rely upon the powers and authority of the Cambridge police officers to perform any official action within the City. For this reason, it is vitally important for Cambridge police officers to understand that they have a duty and an obligation to ensure that when these situations arise, they are certain that officers act properly and within the parameters of their authority and the law. To this end, the following protocols will be observed when officers from other jurisdictions request the assistance of Cambridge Police in carrying out policing activities within the City of Cambridge:

1. *Notification to ECC:* Whenever the ECC is notified that another law enforcement agency is coming into the City of Cambridge for investigatory purposes, and not specifically requesting Cambridge Police assistance, ECC will notify the Shift Commander of such notification.
2. *Non-Exigent Circumstances:* When accompanying officers from another jurisdiction to a specific location or to encounter an individual within the City of Cambridge where no exigency exists, a supervisory officer should be assigned to assist those officers. The supervisory officer has a responsibility to accomplish the following:
  - a. Obtain sufficient information from the officers wishing to carry out the law enforcement activities to ensure that the proposed action is within the scope of the agency's appropriate legal authority and consistent with this department's policies and procedures. The supervisory officer will also assess the number of resources that will be needed to execute the law enforcement activity.
  - b. If an outside agency is in possession of some type of warrant or other legal process, the intervening supervisor will ensure that the paperwork is in order and confirm what the court order/warrant is authorizing the police to do.
  - c. Unless there are extenuating circumstances, the supervisory officer should accompany the visiting officers to be sure that all actions taken are consistent with the scope of appropriate legal authority and consistent with this department's policies and procedures.
  - d. The supervisory officer accompanying the visiting officers has an affirmative responsibility for controlling the situation and ensuring that the visiting officers are acting appropriately at all times.
  - e. The supervisory officer will ensure that a CAD entry has been created to document the assistance provided to another police department. The CAD entry should include sufficient information

to describe the assistance rendered, the name and rank of the lead officer from the other agency, and to record of what action was taken and how the matter was resolved. The supervisory officer always reserves the right to direct that the incident is recorded in an Incident Report, depending upon the nature of the circumstances surrounding the incident.

3. *Exigent Circumstances:* If an outside agency seeks the assistance of the Cambridge Police under claimed exigent circumstances, the attending supervisory officer is responsible for the following:
  - a. Supervisory officers must be sufficiently briefed so they are fully informed about the circumstances creating the exigency, and be in agreement with the outside agency's proposed course of action before agreeing to provide the requested assistance.
  - b. The supervisory officer must determine what additional resources are needed to accomplish the lawful mission of the outside agency.
  - c. The supervisory officer should accompany members of the outside agency to facilitate their lawful objectives, and if required, intervene when warranted.
  - d. The supervisory officer accompanying the visiting officers has an affirmative responsibility for controlling the situation from and ensuring that the visiting officers are acting appropriately at all times.
  - e. The supervisory officer will ensure that a CAD entry has also been created to document the assistance provided. Likewise, the supervisor should have an officer assigned to create a police report to account for all of the relevant factors associated with the incident, including the basis for the exigency.