



City of Racine Police Department
Policy and Procedure

Number: 701

Subject: Suburban Mutual Assistance Response Teams (SMART)		
Date Issued: 01-29-2014	Effective Date: 02-06-14	Revision Number: 1

POLICY

It is the policy of the Racine Police Department to utilize and support the Suburban Mutual Assistance Response Teams (SMART) organization whenever necessary and as detailed in this procedure. Reasons for requesting activation may include the unavailability of local agencies to provide mutual aid, or a critical incident that overwhelms the requesting agency and other nearby jurisdictions.

DEFINITIONS

Incident – A situation that potentially threatens or causes loss of life and/or property or exceeds the physical and organizational capabilities of a law enforcement agency. Generally, 'incident', within this document, refers to emergency situations connected to a law enforcement response to severe storms, floods, hazardous material incidents, significant transportation accidents, large fires, public disorders, major crimes, barricaded subjects, hostage situations, searches (for missing and endangered persons or for suspects-at-large which place the community in imminent danger), large-scale traffic control, terrorist activities and other similar occurrences.

Mutual Aid – Is a definite and prearranged written agreement and plan between two or more agencies whereby assistance is provided to the requesting agency to respond to incidents which are beyond the requesting agency's ability to effectively address the situation at the time of the request. Mutual Aid is defined by WI State Statute 66.0313 – Law Enforcement; Mutual Assistance.

Police Incident Card – A printed form containing details of personnel to respond to a specific law enforcement plan level request. It includes a series of law enforcement response levels (Plans) designed to meet the needs of varying degrees of incidents (emergencies). A SMART Level 1 Incident requires five law enforcement officers to respond to a staging area. If an incident continues to escalate and more personnel are needed, the requesting agency can initiate additional levels. Each level brings five additional officers and squad cars to the staging area. The Racine Police Department (SMART) Police Incident Card can be found at the end of this policy.

SMART – **S**uburban **M**utual **A**ssistance **R**esponse **T**eams is an organization of Southern Wisconsin law enforcement agencies participating in a regional WI mutual aid agreement. It is the purpose of SMART to provide an immediate, automatic, and systematic response of law enforcement officers from a broad and multiple number of source agencies in order to supplement the requesting agency's resources through mutual aid without depleting the resources from surrounding jurisdictions.

SMART ACTIVATION RESPONSE PROCEDURE

A SMART activation request for mutual aid **shall be** accommodated, per contractual agreement with the SMART organization and participating jurisdictions.

SHIFT COMMANDER

1. Upon receiving a notification from Communications of a request for mutual aid via SMART activation, select an officer to respond and advise Communications of your choice.
2. NOTE: Communications must respond back with our reply within five minutes of the request.
3. In the event of a critical emergency within the City of Racine that prohibits our Department from fulfilling our contractual obligation with SMART, contact the Deputy Chief of Patrol or his/her designee to seek authorization to decline the request for mutual aid.
 - a. This should only be sought in the most extreme and dire circumstances when we are incapable of supporting our partner agencies due to a critical emergency within our jurisdiction.
 - b. Authorization from the Deputy Chief of Patrol or his/her designee must be obtained prior to declining the request for mutual aid.
 - c. Simply having no squads available is not sufficient cause to decline this emergency request for mutual aid.
4. In the event that we are already assisting the requesting jurisdiction via a direct mutual aid request, advise Communications that we have already deployed resources for the SMART activation request.
 - a. Per SMART agreement, we are only required to deploy one officer/one squad for a single SMART activation.
 - b. Deployment of additional personnel is at the Shift Commander's discretion.
5. Notify the Chief of Police, the Deputy Chiefs, and the PIO of the SMART activation.

MEMBER

1. Upon receiving an assignment to respond to a SMART activation, ensure that your squad is sufficiently fueled for the deployment.
2. Be prepared for extended duty and changing weather conditions.
3. Communications will advise you of:
 - a. The staging area location/address,
 - b. The nature of the incident,
 - c. Any other special details and/or instructions for responding.
4. Travel to the requesting agency's staging area.
5. **All SMART responses are in a non-emergency mode (no lights/no siren) while travelling to the staging area.**
6. Upon arrival at the staging area, you will be assigned to the Staging Area Coordinator and receive instructions as to your further responsibilities and assignment.
7. Once deployed to a specific task, you will be under the command of the Incident Commander or his/her designated command or supervisory staff.
8. Due to differences in ten-codes, plain speech will be used in contrast to ten-codes or signals.
9. Upon being released from the SMART activation, return to the PD and notify the shift commander of your return status providing them with a summary of your actions.

SMART ACTIVATION REQUEST PROCEDURE

A Shift Commander has the authority to initiate a SMART activation for emergency incidents (Racine PD requesting assistance from SMART). However, any officer or supervisor may recommend a SMART activation for a given emergency incident.

As a general rule, SMART activation may not be utilized for non-emergency situations. Pre-approval by the President of SMART or his/her designee is required for activation of SMART for any preplanned special events (i.e. dignitary protection).

SHIFT COMMANDER

1. Once the decision for a SMART activation has been made, contact Communications and provide the following information:
 - a. Request a SMART activation and provide the name of the Shift Commander requesting the activation.
 - b. Specify the SMART Level requested
 - 1) Level 1 – five officers & squads, Level 2 – ten officers & squads... (each level provides five additional officers with squads.)
 - 2) Be sure to take into consideration any agencies that have already committed resources; they will not send additional resources as part of the SMART activation. (e.g., If, through mutual aid, we have all of our Level 1 agencies assisting us, and we need ten additional squads, request a Level 3 activation, as you already have the first five agencies–Level 1–committed and need the additional ten agencies–Levels 2 through 3–to supplement your incident.)
 - c. The type and nature of the incident
 - d. The staging area number:
 - 1) **RPD 1** – Racine Police Department, 730 Center Street
 - 2) **RPD 2** – Racine PD Impound Lot, 2215 S. Memorial Drive
 - 3) **RPD 3** – Regency Mall, 5538 Durand Avenue (STH 11)
 - 4) **RPD 4** – Horlick High School, 2119 Rapids Drive
 - 5) **Alternate** – *You may select any location to be the staging area as an override option to the pre-established ones listed, as long as there is a physical street address or intersection that can be listed (electronic mapping purposes).*
 - e. Any other special details, instructions, hazards, or specific routes for responding personnel.
2. Assign a member to the designated staging area to meet responding personnel and relay instructions and assignments – a supervisor is preferred; however, an officer may be utilized if there are not a sufficient number of supervisors available.
3. Notify the Chief of Police, the Deputy Chiefs, and the PIO of the SMART activation.

STAGING AREA COORDINATOR – SUPERVISOR or MEMBER

1. Respond to the designated staging area to meet and coordinate responding officers.
2. Obtain from the responding officers:
 - a. Unit number
 - b. Name & badge number
 - c. Cellular phone number (if available)
3. Log the information and location of assignment on the ICS 211 form (located at the end of this policy) – relay this information to Communications.
4. If there are RPD portable radio units (P-unit) available, issue them to the responding officers who do not have our operational frequency and advise Communications of the P-units assignments. Log the P-unit assignment on the ICS 211 form.
5. Provide directions to the responding officers so that they can find their assigned locations. Log the officers' locations on the ICS 211 form.
6. Provide contact information to the responding officers so that they can communicate with their assigned supervisor(s) or Incident Commander.
7. Provide contact information for each responding officer to the appropriate assigned supervisor(s) and/or incident commander.
8. Upon completion of a responding officer's assignment:
 - a. Collect any issued equipment – log the collection on the ICS 211 form.
 - b. Log the status of the assisting officer as being released on the ICS 211 form.
 - c. Release the officer from the staging area.
9. Remain at the staging area until relieved or released from assignment.
 - a. Upon relief, transfer the ICS 211 form to the relieving officer.

- b. Upon release (disbanding of the Staging Area), turn in the ICS 211 form to the Incident Commander.

INCIDENT COMMANDER

1. Determine assignments for responding officer (SMART activation). Preferably, assignments should be in support or perimeter positions. Some suggested uses of mutual aid personnel are:
 - a. Provide care and aid to injured
 - b. Search and rescue operations
 - c. Evacuation
 - d. Traffic and crowd control
 - e. Perimeter security
 - f. Maintain regular law enforcement services
2. As a rule, mutual aid personnel will supplement the requesting agency's forces, and as such, should not be assigned to hazardous duties when adequate personnel from the requesting agency exists.
3. Ensure that plain speech communications are being utilized due to the difference in ten codes and signals.
4. Maintain communications with the Staging Area Coordinator to ensure accountability for responding officers.
5. When possible, the Incident Commander or his/her designee should call the responding agency and advise how long they will be keeping their personnel.
6. The Incident Commander shall insure that mutual aid personnel are released and returned to duty in their own communities as soon as the situation is restored to the point which permits the requesting municipality to satisfactorily handle it with its own resources.
7. The Incident Commander will notify the SMART dispatch center via Communications once the SMART officers are no longer needed.
8. Collect the ICS 211 form from the Staging Area Coordinator.

SMART CANCELATION PROCEDURE

SUPERVISOR

If it becomes apparent that mutual aid is no longer needed from SMART and responding officers have not yet arrived, contact the Shift Commander and advise him/her of such providing him/her with an update on the incident.

SHIFT COMMANDER

If responding SMART officers have not yet arrived and it is clear that mutual aid is no longer necessary, contact Communications and advise them to cancel the request.

SMART SYSTEM TEST PROCEDURE

Monthly TTY Test – The SMART dispatch center will conduct a monthly TTY test as part of the agreement with all SMART agencies.

SHIFT COMMANDER

1. Upon receiving notice from Communications of a monthly TTY test, advise Communications that we would have sent one officer and squad.
2. Do not actually send an officer – this is only a TTY test of the system notification abilities.

Biannual Physical Response Test – Each agency will take a turn as the host agency for this physical response test. It is important to actually deploy the responding agencies' resources and test the radio communications with each of the units before their release.

SHIFT COMMANDER

1. The procedures for the SMART activation request or response will be identical to those previously covered with the exception that all SMART activation communications will identify that this is a physical response test and not an actual incident.
2. It is important to follow all normal procedures in order to ensure a valid test of the SMART activation.
 - a. This includes sending an officer, if we are part of the SMART activation response.
 - b. If we are the requesting agency for the SMART activation physical response test, this includes:
 - 1) Setting up a staging area
 - 2) Assigning and staffing a Staging Area Coordinator
 - 3) Testing communications abilities with responding officers
 - 4) Submitting a memo to the Deputy Chief of Patrol detailing the results of the test

RELATED PROCEDURES

[212 – Reporting of Major, Unusual or Noteworthy Occurrences](#)

[375 – Incident Command System](#)

[702 – Assisting Other Jurisdictions](#)

[1603 – Municipal Emergency Operations Plan \(EOP\) Manual](#)

[1604 – Incident Command System \(ICS\) Manual](#)

ATTACHMENTS

Monthly TTY Test Template
Physical Response Test Template
Incident Assignment Request Template
Racine PD SMART Police Incident Card
SMART Incident Check-In List (ICS 211)

MONTHLY TTY TEST TEMPLATE

--COMMUNICATIONS CENTER—TTY Response required within 5 minutes

Reference: Monthly S.M.A.R.T. Test (TTY only)

Requesting Agency: _____

Supervisor Requesting Response: _____

Staging Area: _____ (check S.M.A.R.T. Manual for detailed location)

Response Level: _____

Incident Description: TTY TEST ONLY _____

Special Instructions:

*Traffic problems: _____

*Equipment needed: _____

****Dispatch, please respond immediately by TTY to acknowledge receipt and whether of not your agency would have been able to send a marked squad as required.**

Any pertinent questions regarding this TTY, please call _____

Dispatcher: _____

PHYSICAL RESPONSE TEST TEMPLATE

--COMMUNICATIONS CENTER-- TTY Response required within 5 minutes

Reference: Physical Response S.M.A.R.T. Test (Mandatory response to staging area)

Requesting Agency: _____

Supervisor Requesting Response: _____

Staging Area: _____ (check S.M.A.R.T. Manual for detailed location)

Response Level: _____

Incident Description: PHYSICAL RESPONSE TEST, Squad to be sent to staging area.

Special Instructions:

*Traffic problems: _____

*Equipment needed: _____

****Dispatch, please respond immediately by TTY to acknowledge receipt of this message as well as if your agency will or will not be able to send a marked squad as required.**

Any pertinent questions regarding this TTY, please call _____

Dispatcher: _____

INCIDENT ASSIGNMENT REQUEST TEMPLATE

--COMMUNICATIONS CENTER-- TTY Response required within 5 minutes

Reference: S.M.A.R.T. Incident Assignment Request (NOT A TEST)

Requesting Agency: _____

Supervisor Requesting Response: _____

Staging Area: _____ (check S.M.A.R.T. Manual for detailed location)

Response Level: _____

Incident Description: _____

Special Instructions:

*Traffic problems: _____

*Equipment needed: _____

****Dispatch, please respond immediately by TTY to acknowledge receipt of this message as well as if your agency will or will not be able to respond with a marked squad and ETA.**

Any pertinent questions regarding this TTY, please call _____

RACINE (C)
RAPD
262-886-2300

**SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAMS
POLICE INCIDENT CARD**

LEVEL 1	Racine Co. RASO 262-886-2300	Mount Pleasant MPPD 262-886-2300	Sturtevant SVPD 262-886-2300	Caledonia CAPD 262-886-2300	State Patrol SPWK 262-785-4711
LEVEL 2	Milwaukee Co. MC SO 414-278-4788	South Milwaukee SMPD 414-768-8060	Cudahy CUPD 414-769-2221	Oak Creek OCPD 414-762-8200	St. Francis SFPD 414-481-2232
LEVEL 3	Franklin FRPD 414-425-2522	Waterford (T) RASO 262-886-2300	Greenfield GFPD 414-761-5310	Burlington BUPD 262-342-1100	Greendale GDPD 414-423-2121
LEVEL 4	Waukesha Co. WKSO & WKCC 262-446-5070	Muskego MGPD 262-679-4130	Hales Corners HCPD 414-529-6140	Big Bend BBPD & WKCC 262-446-5070	West Allis WAPD 414-302-8000
LEVEL 5	Mukwonago MKPD 262-363-6435	West Milwaukee WMPD 414-645-2151	State Fair WAPD 414-302-8000	East Troy ETPD & WWSO 262-741-4401	UW Milwaukee UWMW 414-229-4627
LEVEL 6	New Berlin NBPD & WKCC 262-446-5070	Shorewood SHPD & BACC 414-351-9900	Glendale GLPD & BACC 414-351-9900	Whitefish Bay WFPD & BACC 414-351-9900	Elm Grove EGPD 262-786-4141
LEVEL 7	Wauwatosa WUPD 414-471-8445	River Hills RVPR & BACC 414-351-9900	Fox Point FPPR & BACC 414-351-9900	Butler WKCC 262-446-5070	Brookfield City BFPD & WKCC 262-446-5070
LEVEL 8	Bayside BACC 414-351-9900	Brookfield Town WKCC 262-446-5070	Geneva Town TGPD & WWSO 262-741-4401	Brown Deer BRPD & BACC 414-351-9900	Walworth Co. WWSO 262-741-4401
LEVEL 9	Elkhorn ELPD & WWSO 262-741-4401	Lake Geneva LGPD 262-248-4455	Menomonee Falls MFPD 262-532-1700	Genoa City WWSO 262-741-4401	Waukesha City WKPD 262-524-3831
LEVEL 10	Pewaukee Village PVPD & WKCC 262-446-5070	Delavan Town TDPD & WWSO 262-741-4401	Delavan City DVPD 262-728-6311	Hartland HLPD & WKCC 262-446-5070	Delafield DFPD & WKCC 262-446-5070

LEVEL 11	Fontana WWSO 262-741-4401	Chenequa CQPD & WKCC 262-446-5070	Oconomowoc Lake WKCC 262-446-5070	Summit WKCC 262-446-5070	UW Whitewater WSPD & UWWW 262-473-0555
LEVEL 12	Whitewater WSPD 262-473-0555	Oconomowoc (C) OWPD 262-567-4401	Oconomowoc (T) OWPD 262-567-4401	Sharon WWSO 262-741-4401	Fort Atkinson FAPD 920-563-7777
LEVEL 13	Watertown WTPD 920-261-6660	Jefferson Co. JESO 920-674-7310	Jefferson City JESO 920-674-7310	Waterloo JESO 920-674-7310	Lake Mills JESO 920-674-7310

AREA #	STAGING AREA	
RPD-1	RACINE POLICE DEPARTMENT – 730 Center Street, Racine, WI 53403.	
RPD-2	RACINE POLICE DEPARTMENT IMPOUND LOT – 2215 S. Memorial Drive, Racine, WI 53403.	
RPD-3	REGENCY MALL – 5538 Durand Avenue (STH 11), Racine, WI 53406.	
RPD-4	HORLICK HIGH SCHOOL – 2119 Rapids Drive, Racine, WI 53404.	

The requesting agency may establish any location to be a staging area as an override option to the established ones listed, as long as there is a physical street address or intersection that can be listed (electronic mapping purposes).

REMINDER

- Assign an officer to the staging area to meet responding units on all incidents.
- **ADVISE UNITS TO RESPOND AS NON-EMERGENCY VEHICLES ONLY!**

COMMUNICATION SYSTEM

800 Trunked System=Milwaukee and Waukesha Counties

800 Conventional System=Walworth County

800 Edacts System=Watertown PD Only

VHF System=Jefferson and Racine Counties/State Patrol/Whitewater/UW Whitewater/Mukwonago

Colored sections on the card indicate a potential communications issue because of different radio systems. Requesting agency must be prepared to follow the communication plan as described in 1-4 below.

COMMUNICATION PLAN

1. Provide portable radios to responding officers not on the requesting agency radio system.
2. Assign responding officer(s) to partner with a requesting agency officer.
3. Responding officer stays on home radio system and all communications go through PSAPS.
4. Cellphone Communications.

Revised Date: 02/2014

SMART INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location: <input type="checkbox"/> PD <input type="checkbox"/> Impound Lot <input type="checkbox"/> Regency Mall <input type="checkbox"/> Horlick HS <input type="checkbox"/> Other:				4. Start Date/Time: Date: Time:
Check-In Information (use reverse of form for remarks or comments)						
5. Agency/Unit #	6. Date/Time Check-In	7. Name/Badge #	8. Contact Info	9. P-Unit Issued? (Ident #)	10. Incident Assignment	11. Date/Time Released
ICS 211	12. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____					