

## **Mutual Aid Agreement Instructions**

The mutual aid Memorandum of Understanding (“MOU”) template is for use by USG law enforcement agencies with their local city or county law enforcement agencies.

**IMPORTANT: The MOU is NOT considered to be approved until after the Board of Regents approves. This is a change to past practice.**

Have both parties sign three original copies. When signatures have been received from the local agency and the President of the institution, mail the signed copies to:

Kerry Stallings  
Board of Regents for the  
University System of Georgia  
270 Washington St SW  
Atlanta, GA 30334

Once received MOU's will be presented to the Board of Regents at the earliest opportunity.

NOTE: Agendas for the Board are set weeks in advance, so agreements received a few weeks prior to a meeting may be presented at subsequent meetings.

After presentation to the Board, the Chief of the institution submitting the MOU will receive an email notice as to the actions of the Board. Originals will be returned to the institution to distribute to local agency heads as necessary within a few days.