

I. PURPOSE:

The purpose of this policy is to set guidelines to be used for implementation of the Incident Command System within the _____ Police Department.

II. POLICY:

It is the policy of the _____ Police Department to implement the Incident Command System at the outset of any significant event occurring in or otherwise impacting the City of _____. The Incident Commander shall be responsible for the overall management of an incident throughout its duration. Unified command shall be utilized in the event an incident requires multi-agency response.

III. DEFINITIONS:

A. **Incident Command System (ICS)** – an on-scene emergency management concept allowing its user(s) to adopt an organizational structure to effectively prepare for and respond to a variety of significant events without being hindered by jurisdictional boundaries. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to a significant event.

1. ICS is adaptable, applicable, and acceptable to all user agencies. The system expands in a rapid and logical manner ranging from an initial response to the management of a major incident, and contracts just as rapidly as the organizational needs of the situation decrease.
2. ICS utilizes common terminology, procedures and standards to enhance the effectiveness of multiple agencies and organizations working collaboratively. Additional information, guidelines, and operational procedures may be found in the Emergency Operations Manual.
3. ICS provides for effective management of span of control during significant events (NIMS recommends a supervisor to employee ratio of between 1:3 and 1:7).

- B. **Unified Command** – The City of _____ has adopted the concept of “Unified Command” in order to allow all agencies with responsibility for the event, either geographical or functional, to manage an incident by establishing a common set of objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.
- C. **Command Authority** – The authority to assume command of any particular situation depends primarily on the area of expertise of the individual and agency. For law enforcement events, the “command” of the event typically begins with the initial “first responder” to arrive on the scene and is transferred as supervisory personnel begin arriving.
1. There may be events (fires, chemical spills, etc.) where another agency will be in command, such as the Fire Department or Health Department. In these instances, the Police Department’s Incident Commander will report to the individual designated as leading the Unified Command and will advise what police department resources are on-scene and available.
 2. After Incident Command has been established and it is determined that another city agency or an outside agency will be in charge, the Police Department representative(s) will relinquish command in a smooth transition to the Incident Commander, will continue to interact with the Incident Commander and will function with the Unified Command
- D. **Command Post (CP)** – the field location at which the primary tactical-level, on-scene incident command functions are performed.
- E. **Emergency Operations Center (EOC)** – the physical location at which the coordination of information and resources to support event management activities normally takes place.
- F. **Incident Action Plan (IAP)** – an oral or written plan containing general objectives reflecting the overall strategy for the management of a significant event.
- G. **Significant Event** - any emergency or planned event:
1. **Emergency** – events or situations that cause or could potentially cause extreme peril to the citizens of _____ or their property and typically require action by emergency response

personnel to prevent or minimize loss of life or damage to property and/or natural resources.

- a. Critical Incidents, as defined in Previous Policy: (*Critical Incidents and High Risk Warrant Service*) are considered emergencies.
 - b. Civil disturbances, including riots, mass disorderly conduct, and violence arising from, but not limited to, dissident gatherings and marches, concerts, political conventions, or labor disputes are considered emergencies.
 - c. Other examples include: manmade disasters such as hazardous material incidents, epidemics, pandemics, fires, plane crashes, riots; and natural disasters such as floods, hurricanes or tornadoes.
2. **Planned Event** – any event, city or privately sponsored, that is planned in advance, has the potential to negatively impact public safety and is expected to require resources outside the scope of the daily operations of the police department.

IV. ICS STRUCTURE AND RESPONSIBILITIES:

- A. Command and General Staff - The ICS is comprised of SIX major functions (Command, Operations, Intelligence, Planning, Logistics and Finance). All or some of these component functions may be activated and utilized as the situation dictates.
- B. The **Incident Commander** has overall responsibility and authority for the event he/she is assigned to. These responsibilities include (but are not limited to):
 1. Appointment of the Command Staff as necessary.
 2. Appointment of the General Staff
 3. Establishing a command post and, if necessary, a staging area.
 4. Establishing and/or activating the Incident Command System
 5. Briefing staff on the situation and mobilizing additional agency personnel if necessary.

6. Maintaining the safety of all affected personnel.
 7. Authorizing action and tactical plans.
 8. Authorizing media releases.
 9. Keeping All responders and City Officials informed of status of the situation, the location of the Command Post, and the identification of the assigned Section Chiefs.
 10. If necessary, contacting other agencies for support
- C. The ICS Command Staff have responsibility for key activities not otherwise assigned to a General Staff position. ICS Command Staff positions typically include (but are not limited to):
1. **Liaison Officer** – is the point of contact for other involved act in accordance with the policy : *Relationships with Other Agencies*.
 2. **Public Information Officer (PIO)** – responsible for interfacing with media outlets and the public to share event information in accordance with *Media Relations policy*.
 3. **Safety Officer** – monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responders.
- D. The ICS General Staff comprises incident management personnel who represent the major functional elements of the ICS, including the following (each of whom report to the Incident Commander):
1. **Operations Section Chief** – is responsible for the direct management of all incident-related operational activities and personnel.
 - a. Appoints his/her staff, including a deputy section chief and branch directors as necessary
 - b. Directs call-outs as necessary to the following resources and personnel:
 - 1) Specialized Police Department personnel or components
 - 2) City Emergency Management

- 3) Other resources deemed appropriate by the Operations Chief or the Incident Commander
- c. Coordinates with other section chiefs
 - d. Directs the deployment of operational personnel
 - 1) Branch – the organizational level having functional or geographical responsibility for major aspects of event operations; organizationally situated between the Operations Chief and a division or group
 - 2) Division – the partition of an event into geographical areas of operation.
 - a) Divisions are established when the number of resources exceeds the manageable span of control
 - b) Divisions are organizationally situated between branches and physical resources
 - 3) Group – established to divide the management structure into functional areas of operation
 - a) Groups are composed of resources assembled to perform a special function without geographical limitations
 - b) Groups are organizationally situated between branches and physical resources
 - 4) Strike team – a set number of resources of the same kind and type that have an established number of personnel
 - 5) Task Force – any combination of resources assembled to support a specific mission or operational need
 - 1) conducting any evacuations
 - 2) maintaining command post and scene security

- 3) coordinating prisoner transportation, processing, and confinement
 - 4) traffic control
2. **Planning and Intelligence Section Chief** – is responsible for gathering and intelligence information management associated with the event and for the preparation of all written plans.
- a. Disseminates all information / intelligence to pertinent sections.
 - b. Follows planning guidelines of who, what, where, when and how.
 - c. Responsible for incorporating all plans into the documented incident action plan (IAP).
 - d. Briefs and reports to the Incident Commander.
3. **Logistics Section Chief** – is responsible for providing internal and external support based on incident demands and needs including the identification of existing and potential outside resources.
- a. Appoints a staging supervisor responsible for all staging areas.
 - b. Assigns staging groups.
 - c. Briefs incoming personnel at staging areas.
 - d. Responsible for accounting of personnel and equipment reporting to the scene.
1. Assigns his/her staff to be responsible for:
 - 1) Providing food, shelter, and supplies (if needed).
 - 2) Providing vehicles, fuel, etc (if needed).
 - 3) Providing communications and information technology equipment (if needed).
 - 4) Maintaining tracking records of all equipment utilized.
 - 5) Coordinating any medical support
 2. Advises COMMAND on locations for personnel to report, and the safest route to approach the scene.

3. Coordinates Mutual Aid groups and equipment responding to the incident.
4. **Finance/Administrative Section Chief** – Responsible for establishing, documenting, and managing costs and administrative support services associated with the event.
 - a. Maintains documentation and logs.
 - 1) Catalogs staff-hours and days.
 - 2) Accounts for resource costs, damage surveys, lost and damaged property.
 - 3) Obtains or coordinates any needed additional nonpersonnel resources.
 - b. Initiates *Employee Injury Report for* documentation, including the notation (in memorandum form if appropriate) of any liability issues or concerns.
5. **Intelligence Section Chief** – Responsible for overall investigation of incident, managing the investigative and intelligence effort and providing for support of the ongoing investigative function.
 - a. Intelligence section Chief may establish and use the following groups to enhance the intelligence section
 - 1) Investigative Operations : For overall Investigation of Incident
 - 2) Intelligence Group: For Information intake and assessment
 - 3) Forensic Group: Crime Scene and evidence management and processing
 - 4) Missing Persons Group: Missing Person Operations
 - 5) Mass Fatality Management Group: Identification and processing of Unidentified bodies and persons
 - 6) Investigative support Group: Ensure adequate investigative personnel and resources for investigation

V. PROCEDURE:

A. Initiation of Command

1. The initial first responder (law enforcement or fire/EMS) to arrive at the scene of a significant event will typically establish incident command.
2. The Incident Commander will remain in place until he or she transfers command or terminates command at the conclusion of the event.

B. Transfer of Command

1. Once incident command has been established, it may become appropriate during an operational period to transfer command to another police supervisor
2. Command is transferred to improve the quality of the overall incident command based on the unique aspects of each significant event.
3. Command shall not be transferred to an officer who is not on the scene.
 - a. The officer assuming command shall communicate with the person being relieved face-to-face to be briefed on the situation.
 - b. Once briefed, the officer assuming command shall communicate this status via radio to COMMAND thus notifying all responding units of the change in command.

C. Demobilization - the orderly, safe, and efficient stand-down from an incident requires appropriate planning. Where costs may be a factor due to large numbers of varied resources, timely release is important. The Incident Commander, with the assistance of the Planning Section Chief, will ensure that demobilization occurs in an orderly manner by addressing the following issues:

1. Assigns the Logistics Section Chief to:
 - a. Secure the location of occurrence for determination of the preservation of evidence, etc.
 - b. Account for Department equipment and ensure that it is serviced and returned to its proper place.

- c. Return any borrowed equipment and to identify any damage or serviceability issues to the Finance Section Chief.
 2. Supervises the clean up of areas used by Department personnel.
 3. Releases personnel from the scene only after verification that they are no longer needed, and they have been properly relieved.
 4. Ensures necessary reports are submitted by personnel prior to their leaving, including initial reports, supplement reports and special reports. This shall include the post-incident investigation by the Operations Chief.
 5. Arranges for Critical Incident Stress Debriefing of affected members per *CISD Policy*
 6. Critiques operation and completes an After Action Report as soon as practical (and no longer than _____ working days following the incident). Extensions may be granted by the Chief of Police for extenuating circumstances.
 7. Forwards letters of appreciation or other appropriate recognition for those who assisted in the incident to the Chief of Police for approval, signature, and distribution.
- D. Termination of Command
 1. As resources are demobilized and the event is brought to completion, the Incident Commander will terminate command.
 2. The Incident Commander will notify all Responders via radio of the termination of command and will return to his normal duties.
- E. Operational Periods
 1. The typical operational period for a significant event is twelve hours.
 2. An Incident Action Plan (IAP) should be developed for each operational period of the event.
- F. Training:

1. All department personnel will receive training in the use of the Incident Command System.
2. The Department will conduct and/or participate in I training of ICS
 - i All Personnel:FEMA IS 100, IS 200, IS 700
 - ii FEMA ICS 300: Supervisory Staff
 - iii FEMA ICS 400: Command Staff