

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

INCIDENT COMMAND SYSTEM
SUBJECT

DATE: January 24, 2008

NO: B-5

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Incident Command System

I. PURPOSE

The Incident Command System (ICS) is a part of the State of California's Standardized Emergency Management System (SEMS), and is National Incident Management System (NIMS) compliant. Its purpose is to provide a standardized management and organizational response to extraordinary events and emergency situations.

II. LAW

The authority of California law enforcement officers to act in instances of emergency is derived from numerous sources: i.e., California Penal Code, California Government Code, California Emergency Services Act, California Master Mutual Aid Agreement, state and location Memorandums of Understanding.

III. POLICY

- A. All sworn personnel, especially supervisory and management, will be familiar with the Stockton Police Field Operations Guide to Law Enforcement Incident Command System (LEICS). The guides, principles, concepts, and procedures will be used when ICS is implemented.
- B. Incident Command System implementation: ICS should be implemented when incident responses require resources beyond those regularly scheduled at the division level. Examples of these incidents include, but are not limited to:
 - 1. Multi-agency criminal investigations.
 - 2. Search and rescue operations requiring mobilization of search and rescue or specialty units (i.e., DART, K-9, volunteer, etc.).
 - 3. Prolonged law enforcement engagements requiring personnel relief (i.e., SWAT call-outs, large labor disputes, etc.).
 - 4. Disaster and potentially disastrous incidents such as floods, earthquakes, hazardous material spills, major fires, civil defense operations, or other disastrous situations requiring multi-agency response.
 - 5. Policing major public attractions such as music festivals, Asparagus Festival, All American Birthday Party, car shows, County Fair, First Night, etc.
 - 6. Long term or sophisticated V.I.P. protection.
 - 7. Incidents of major civil disobedience.
- C. Department personnel who are assisting other agencies at incidents where ICS has been put into effect shall, in a spirit of cooperation, assist the Incident Commander with the task delegated. Should conflict or problems arise, department personnel will immediately advise the SPD Watch Commander who will address the issue.

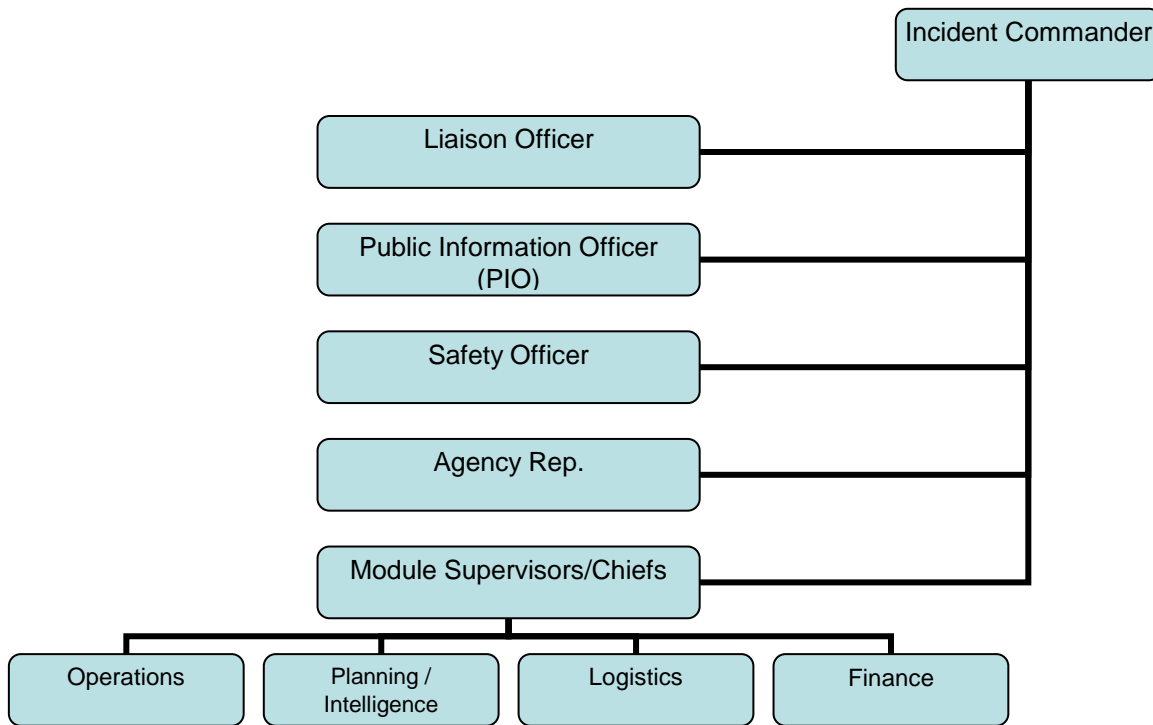
- D. Incident priorities: The incident priorities remain the same for all incidents:
1. Life safety
 2. Incident stabilization
 3. Property conservation
- a. NOTE: Personnel will be cognizant about crime scene preservation at all prior levels.

IV. **DEFINITIONS**

- A. INCIDENT COMMAND SYSTEM (ICS). ICS is an "all risk management system" capable of effectively dealing with those law enforcement situations that create demands over and above those required in dealing with "normal" day-to-day operations. ICS provides an effective means of managing critical incidents of varying size, complexity, and multi-agency/multi-disciplinary involvement.

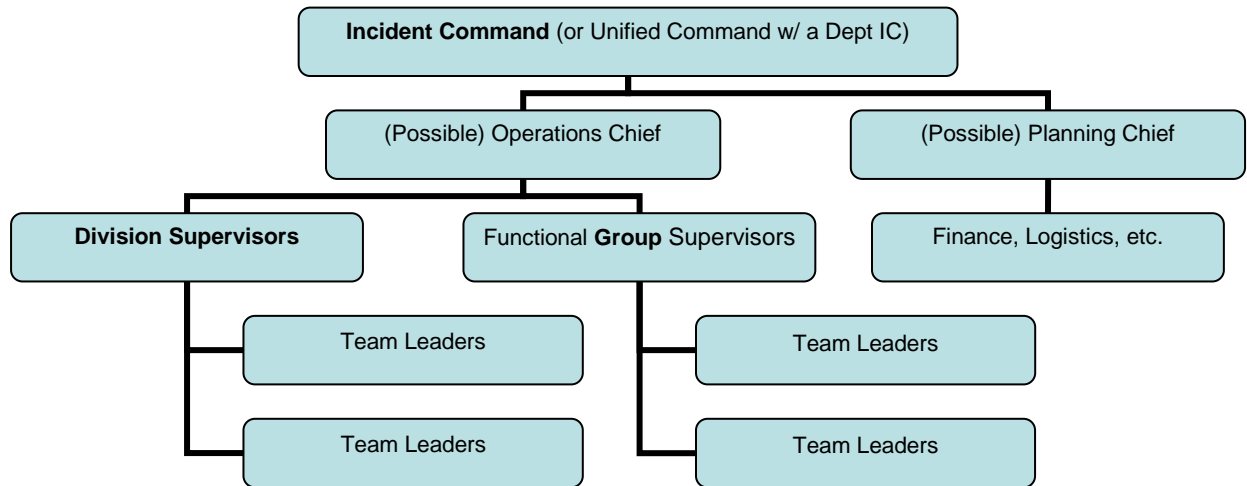
ICS is based on eight management concepts that guide Incident Commanders in planning for, and managing critical incidents and events. The concepts are:

1. Common Terminology - Means using the common titles for organizational functions, resources and facilities, and using "clear text" (not codes).
 2. Modular Organization - Means the method by which the structure expands only as needed, depending on the size and kind of incident. Organization always builds from the top down.
- a. Examples of Modular Organization:

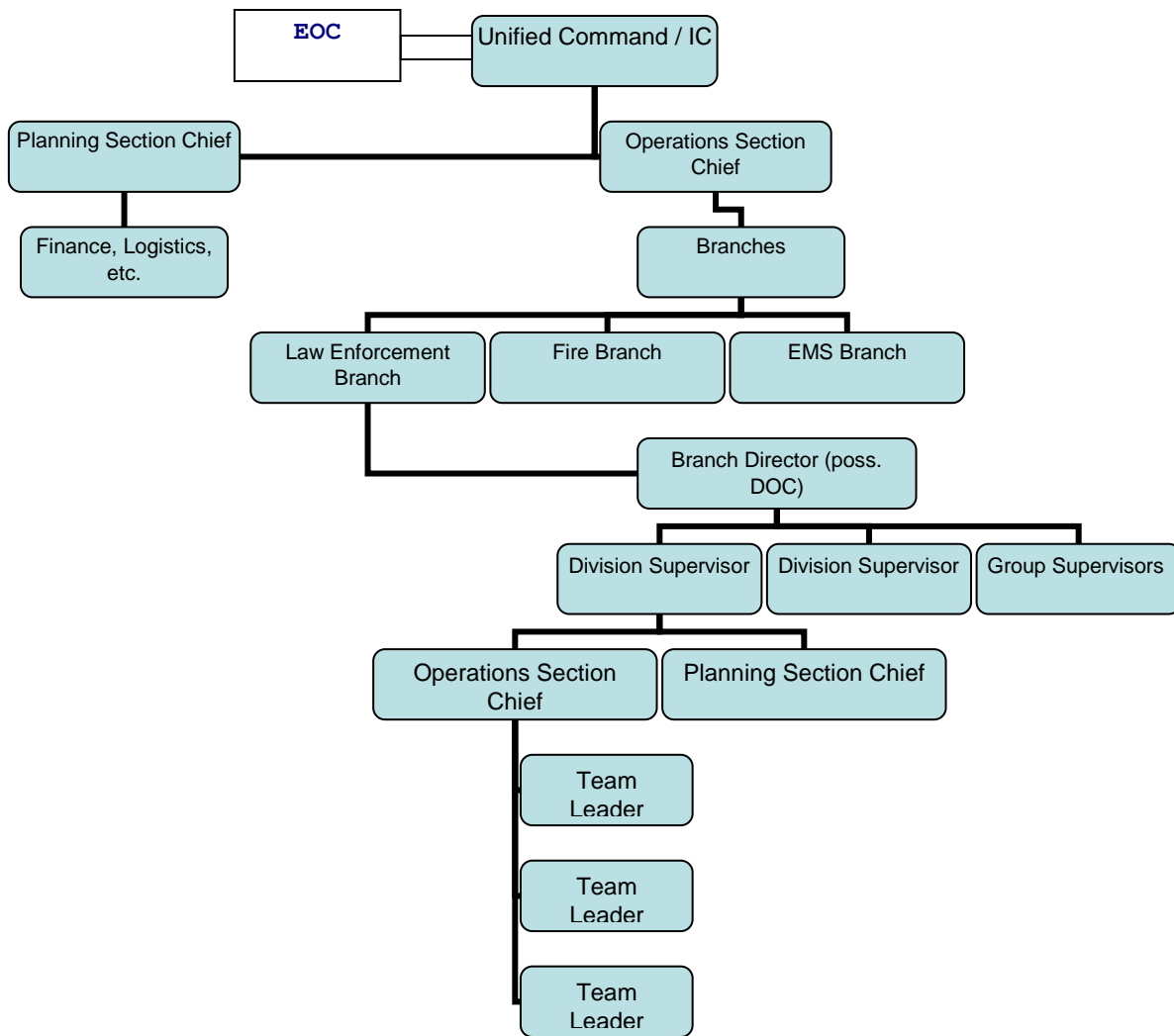


b. Example of Basic Structure

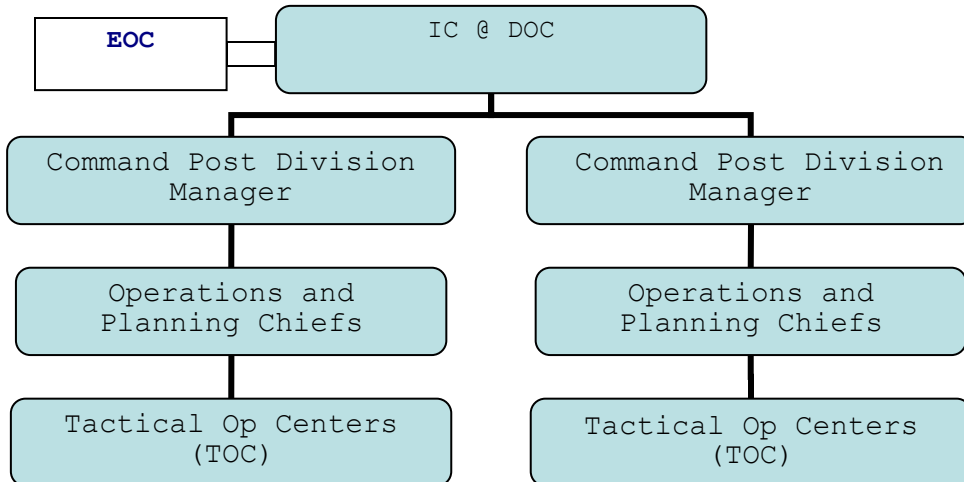
Division:	Geographic
Division Supervisors:	In charge of geographic area, such as inner or outer zones
Group:	Function
Group Supervisors:	In charge of functional aspect, such as SWAT Commander, MCP, EOD, CNT, etc.
Supervisors:	Formerly known as OICs
Team:	Smaller units of a division or group
Team Leader:	In charge of a team (eg: outer perimeter traffic control)



c. Example of Advanced Structure



d. Large-scale Operation (Centers and Posts)



3. Unified Command - Is a unified team effort which allows all agencies with responsibility for the incident, whether functional or geographical, to work together on an incident by establishing a common set of objectives and strategies (i.e., the Police and Fire Departments working together at a major scene).

Example of Unified Command:

UNIFIED COMMAND

SPD	SFD
W.C.	B.C.
Liaison	P.I.O.

4. Consolidated Action Plan - Identifies the objectives and strategies for the incident and can be written or verbal.
 5. Manageable span of control - Ordinary range is three to seven, with five as an optimum. The kind of incident and the nature of response will influence the span of control.
 6. Predesignated Incident Facilities - These sites (i.e., Emergency Operations Centers (EOCS), staging areas, etc.) should be pre-identified.
 7. Comprehensive Resource Management - Proper prioritization of resource needs and allocations, and correct identification, grouping, assignment, and tracking of resources.
 8. Integrated Communications - Ensuring effective communication through the use of a common communication plan (i.e., everyone on the same frequency).
- B. "Incident Commander" (IC) shall be used to describe an officer who takes command of an emergency situation or is in command of field details at planned events.
- C. "Officer in Charge" (OIC) shall be used to describe a designated officer having charge of a section or unit within the ICS.
- D. "Incident Command Post" is a location established by an Incident Commander for the purpose of:
1. Directing operations in the field during emergency incidents.

2. Collecting information pertinent to the incident.
 - a. Requesting emergency personnel, equipment, and supplies to assist the field forces.
 - b. Directing operations in the field at planned special events.
- E. Multiple incidents may require separating into divisions, with each incident having a separate Division Operations Chief under an Incident Commander.

V. PROCEDURE

- A. Normally, ICS will be put into operation by a Field Supervisor or Watch Commander.
 1. If other agencies are involved (i.e., Fire Department), a "Unified Command" may be activated.
- B. The implementing officer will broadcast to the TELECOMMUNICATIONS CENTER the following:
 1. The unit identifier
 2. The situation
 3. ICS is in effect
 4. Who the IC is
 5. What assistance is needed
 6. Location and name of Command Post
 - a. In naming the Command Post, the IC should select an identifiable name if their regular radio identifier is not desired. It could be named after the street, the building or some other easily identifiable landmark, i.e., "Tyrol Command", "Charter Command", "Pacific Command". Single word names should be used whenever possible for speed, ease of remembering and simplicity. All incident communications will be transmitted through the Command Post. (At smaller incidents regular radio unit identifiers may suffice.)

EXAMPLE OF RADIO PROCEDURE:

Unit: "4S21 I'm 987 the 211 scene at HQ Liquors. We have an officer-involved shooting. ICS is now in effect. Sgt. Jones, I.C., the ICP will be at Hunter and Charter and will be Charter Command."

Telecommunications Center: "10-4 Charter Command"

Unit: "Charter Command, I need two more units for crowd control. There are no officers injured and the suspect is en route to County Hospital with 4D2 following. Begin making notifications."

C. Change of Command:

Command normally shall be passed face-to-face only, and is accomplished only when the officer assuming command acknowledges that he/she is now in command. The Telecommunications Center will be immediately advised.

Example of radio procedure:

Unit: "4AD8 on scene with Sgt. Jones and assuming command"

Telecommunications Center: "10-4 Charter Command, Lt. Smith IC"

D. ICS Expansion

1. As other officers arrive, the IC will assign subordinate positions as needed.
2. If the situation warrants, the Mobile Command Post (MCP) will be dispatched. Each officer given an ICS assignment will don the appropriate vest and obtain the ICS packet for the assigned position.
3. The IC will expand the system as needed, using the five principal function areas normally activated for a major incident (Incident Command, Operations, Planning, Logistics and Finance) as described in the Field Operations Guide.
 - a. Depending on the situation, it may be permissible to delegate civilian personnel for these functions (i.e., CSOs, clerical, V.I.P.s, etc.).

E. Demobilization

1. The IC will ensure that demobilization will occur in an orderly fashion as prescribed in the Field Operations Guide.
2. The IC will be responsible for providing an after-action report to his/her superiors either verbally or in writing depending on the circumstances.