



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



532.08 INCIDENT COMMAND POST 07-26-17

PURPOSE

The purpose of this order is to outline procedures for the establishment of an Incident Command Post (ICP).

POLICY

It shall be the policy of the Sacramento Police Department to establish an Incident Command Post (ICP) and provide a designated control point to prevent disorganization, the duplication of efforts, and the loss of control.

PROCEDURE

A. GENERAL

An ICP shall be established when an incident or situation develops that requires non-routine, heightened supervisory command and control to coordinate an operation. The person in command of the ICP is referred to as the Incident Commander (IC).

B. OPERATIONAL CONTROL

1. When an ICP is established, the senior uniformed officer present shall be the IC until relieved by the watch commander or his/her designee.
2. The watch commander, or his/her designee, shall take command of the incident as soon as possible and shall remain in charge until the completion of the operation or until relieved.
 - a. If a higher-ranking officer responds to the ICP, he/she may assist as necessary.
 - b. Should the higher-ranking officer choose to direct the operation, he/she shall formally assume command.
 - (1) The subordinate shall then function as an assistant to the IC.
 - (2) Senior staff officers shall not automatically assume command until they have gained full awareness of the situation and/or see a definite need to do so.
3. The IC shall have the authority to utilize Department resources and to make decisions necessary to successfully resolve or terminate the operation.
4. Typically, for both emergency and preplanned ICP operations, the IC shall remain at the ICP.

C. ESTABLISHING THE ICP

1. The IC or his/her designee shall
 - a. Establish the ICP in an area close enough to the scene to ensure the facilitation of team movement and task assignments. Note: In instances in which the suspect is believed to have access to weapons, the ICP shall be located out of the line of fire and a safe distance from the threat.
 - b. Set the perimeter boundaries, establish ingress/egress routes, and maintain control of the entrance to and exit from the CP area.
2. Communications shall
 - a. Make an "ALL UNITS" broadcast to notify Department personnel of the incident, the scene, the exact location of the ICP, correct and safe approach routes to the ICP, parking area(s), and any assembly/staging area(s) if different from the ICP.
 - b. Notify the Fire Department and all other outside agencies with responding personnel.
 - c. Dedicate the radio channel for exclusive use by the operation as necessary. Note: If the situation occurs on an active radio channel, the incident shall remain on that channel and uninvolved radio traffic shall be directed to another channel.
 - d. Ensure that the radio call identifier for the ICP shall be "Command Post."



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- e. Ensure that the radio call identifier for the person in charge of the operation shall remain his/her normal radio identifier.
 3. The IC shall be responsible for the collection of all resources.
 4. The Mobile Command Post (MIC) should be brought to the incident if needed. Note: A list of officers trained to drive and set up the MIC shall be maintained in the Versadex "On-Call" section.
- D. OPERATION OF ICP**
1. The IC shall implement the Incident Command System (ICS). The ICS is a set of uniform procedures for the organization of personnel, facilities, equipment, and communications at the scene of an incident. The ICS may be modified by the IC to increase or reduce personnel and/or resources to better meet the needs of the incident.
 2. The ICS has five major functional areas.
 - a. The Command Section. Note: Command staff includes the IC, the Public Information Officer, the Safety Officer, the Liaison Officer and the Scribe.
 - b. The Operations Section.
 - c. The Planning Section.
 - d. The Logistics Section.
 - e. The Finance/Administration Section.
- E. TERMINATION OF INCIDENT COMMAND POST OPERATION**
- The IC shall assign personnel to complete the following minimum tasks:
1. Ensure the return of units to regular duty or end of watch.
 2. Account for all personnel who responded to the incident.
 3. Collect issued and/or assigned equipment and supplies.
 4. Remove all barricades.
 5. Remove all trash/litter around the ICP area.
 6. Coordinate the replacement of all equipment/supplies in the MIC.
 7. Ensure that the MIC has been refueled by garage personnel and properly secured.
 8. Ensure that all police reports and required electronic forms (e.g., Use of Force Reports, Red Border Forms, Blue Border Forms, etc.) have been completed.