



OAKLAND COUNTY SHERIFF'S OFFICE

General Order

	NUMBER 37	DATE July 18, 2005
SUBJECT:	ADOPTION OF THE INCIDENT COMMAND SYSTEM	DISTRIBUTION G.
REFERENCE:		

Purpose

The purpose of this order is to establish an Incident Command System {ICS} approach to handling any major incident or event that will involve members of the Oakland County Sheriff's Office.

Legal Requirements

National Incident Management System (NIMS) and the Superfund and Reauthorization Act (SARA Title III) require the utilization of an ICS for major occurrences. The IACP and NFA have adapted an ICS approach to handling occurrences. A NIMS requirement for federal grants is that an agency has adapted a policy regarding an ICS approach to incident response and has trained the agency in ICS and U-ICS.

I. INCIDENT COMMAND SYSTEM (ICS)

- A. Emergency response organizations shall have a command structure in place before a critical incident occurs. Such a system shall help avoid problems in communication and coordination, and help facilitate the protection of life and property.

The ICS achieves these goals by pre-establishing a command structure for managing any type of incident. It identifies the incident commander, command staff, general staff, and other staff support positions.

The ICS is the foundation for an all-hazards emergency planning and response capability. The use of ICS allows the application of modern management practices to emergencies and short-term public safety projects. These practices include management by objectives, maintaining accountability, identifying management responsibilities, and providing jurisdictional input in multi-jurisdictional operations.

- B. Incident Command System Assignments and Responsibilities

- (1) Incident Commander

The initial incident commander shall be at the scene of the incident and is the highest ranking officer who initiated/responded to the incident. This person will serve in this capacity until relieved by a higher ranked officer or their designee.

Command may be transitioned as the incident progresses, where specific expertise is critical to the successful resolution of the incident.

The Incident Commander is responsible for incident activities including the development of strategic goals and tactical objectives, the implementation of action plans, and for approving the ordering, assigning and releasing of all available resources. The Incident Commander, regardless of rank, has complete authority and responsibility for conducting the overall operation.

The Incident Commander shall command all police operations in the affected area, and is responsible for the overall management of the incident in ten major areas:

- a. Assessing incident priorities.
- b. Determining strategic goals.
- c. Determining tactical objectives.
- d. Developing an incident action plan.
- e. Developing an appropriate organization structure.
 1. Safety Officer, Public Information Officer (P.I.O.), and Liaison Officer.
 2. Finance, Logistics, Operations, Plans (F.L.O.P.)
- f. Managing departmental resources.
- g. Coordinating overall emergency activities.
- h. Ensuring responder safety.
- i. Coordination of activities of assisting agencies, to include the establishment of a joint command post and/or a unified ICS, if necessary.
- j. Authorizing the release of information to the media.

Upon arriving at the incident scene, the designated Incident Commander shall obtain an incident briefing from the prior command officer. Agencies that have personnel assigned to the incident shall have a liaison officer at the command post. The Incident Commander shall seek liaison representatives for the command post from outside participating agencies. The Incident Commander shall then conduct an initial briefing of all command staff and general staff Chiefs as soon as they are identified and assigned.

- (2) The Incident Commander shall:
 - a. Select a site for the Mobile Command Post that can furnish additional communications capabilities and serve other needs of the detail. Advise the Operations Chief of the site selection.

- b. Authorize the issuance of official passes, if necessary.
 - c. Authorize or restrict the general use of chemical agents.
 - d. Activate the Special Response Teams (SRT), if required.
 - e. Ensure that all significant tactical and situational changes within the target area are reported to the next higher level of command.
- C. The Incident Commander shall appoint or otherwise ensure that the following command staff positions are filled, as necessary.

NOTE: The organizational structure is always based upon the complexity of the incident, not merely on its size. Therefore, the following staff positions may not necessarily be filled. Duties of positions not filled by a specific individual shall be retained by the Incident Commander.

(1) Deputy Incident Commander

The Deputy Incident Commander acts as an assistant to the Incident Commander, as required. The Deputy Incident Commander shall also:

- a. Supervise the functional operation of the field command post and coordinate the activities of field command post members.
- b. Ensure the maintenance of a running activity log (Operations Log) which includes a date and time inventory of occurrences and personnel status.
- c. Assume interim command when the Incident Commander is not available.
- d. Verify execution of the Incident Commander's directives.
- e. Collect and review all activity, incident, and arrest reports. A report supervisor shall be appointed, when deemed necessary.

(2) Safety Officer

The Safety Officer shall monitor and assess hazardous and/or unsafe conditions and develop mitigation measures to ensure members' safety. This position shall also ensure that the Incident Commander is informed of present problems and potential hazards. The Safety Officer shall also:

- a. Monitor all activities and assess safety hazards and unsafe situations which are of potential danger to members.

- b. Correct unsafe acts or conditions through line authority.
- c. Keep the Incident Commander informed of corrective actions taken.
- d. Maintain an activity log.

(3) Public Information Officer

The Public Information Officer shall interface with the news media and other appropriate agencies. Electronic and print media needs are very real and are a part of the management of any type of emergency. They require accurate and consistent information to meet their various deadlines. The PIO shall make every effort to satisfy the media's needs, without jeopardizing the mission. The PIO shall also:

- a. Establish a specific location for use by the media, in a safe area away from the Field Command Post but convenient to it. It should have ample parking space for large vehicles often used by electronic media.
- b. Not act as a news censor, but shall give the media representatives all information that has been approved by the Incident Commander.
- c. Conduct media briefings on a regular basis.
- d. Arrange meetings between media representatives and incident command members, when directed to do so by the Incident Commander.
- e. Arrange escort service for media representatives and VIPs within the target area, when authorized to do so by the Incident Commander.
- f. Maintain an activity log.

(4) Liaison Officer

The Liaison Officer is the point of contact for assisting and/or coordinating agencies. The Liaison Officer shall coordinate the management of these agencies to avoid duplication of efforts in response to the incident. Liaison management provides lines of authority, responsibility, and communication with outside agencies. The Liaison Officer shall also:

- a. Record the presence of all other law enforcement agencies operating in the target area, to include mutual aid compacts and the National Guard.
- b. Coordinate the activities of all outside agencies. Coordination is particularly critical when the assisting agency is not familiar with Incident Command System methodologies.

- c. Keep the Incident Commander informed of the status of other agencies involvement in the incident.
 - d. Maintain an activity log.
- D. The Incident Commander shall also appoint or otherwise ensure that the following general staff positions are filled, as necessary.

(1) Operations Chief

The Operations Chief shall manage all tactical operations directly applicable to the primary mission.

The Operations Chief shall direct and coordinate the preparation of tactical plans, request and/or release resources, and make expedient changes to the Incident Action Plans, as necessary. The Operations Chief shall also:

- a. Obtain a briefing from the Incident Commander.
- b. Appoint, supervise, and direct all members assigned to the Operations Section.
- c. Coordinate Operations Section activities with other Field Command sections.
- d. Recommend tactical operations plans to the Incident Commander.
- e. Plan and control the tactical deployment of field forces.
- f. Assign a Staging Area Manager or ensure that incoming personnel are identified. A staging log sheet shall be maintained to include arriving assets and those deployed.
- g. Provide the Incident Commander with a list of all organizational assignments made.
- h. Coordinate personnel functions with the Logistics Chief to ensure personnel are properly fed, quartered, and otherwise cared for.
- i. Recommend general areas for staging personnel and equipment.
- j. Determine the need for and request additional resources through the Logistics Chief, when necessary.
- k. Ensure that a journal of Operation's activities is maintained and submitted to the Incident Commander, upon termination of the unusual occurrence.

- I. Establish a prisoner processing system including transportation, detention, and court procedures and maintain a record of all arrests.

(2) Planning Chief

The Planning Chief shall collect, evaluate, disseminate, and use information concerning the development of the incident and the status of resources, and shall also:

- a. Obtain a briefing from the Incident Commander.
- b. Supervise and direct all members assigned to the Planning Section.
- c. Conduct planning/intelligence briefings and debriefings, as necessary.
- d. Monitor radio and television broadcasts of the event.
- e. Maintain information about committed resources and estimates of future resource needs.
- f. Maintain an activity log.
- g. Review of IAP to ensure time line accuracy and goal completion. Anticipate changing resource needs and alternate strategies and tactical options based on incident potential.
- h. Ensure that a final after-action report of the operation is made for presentation through channels to the Sheriff as soon as practical upon termination of the mobilization. The Incident Commander may direct any personnel under his or her command to submit a detailed after-action report.
- i. May establish an Intelligence component under the Planning Chief when the ICS is not set up with an intelligence as a General Staff Position.

(3) Logistics Chief

The Logistics Chief shall provide quarters, supplies, services, members, and other material required in support of the operation.

The Logistics Chief shall participate in the development and implementation of the Incident Action Plan to carry out this mission.

The Logistics Chief also shall:

- a. Obtain a briefing from the Incident Commander.

- b. Appoint a staff consistent with the requirements of the situation and supervise and direct all personnel assigned to the Logistics Section.
- c. Collect information from the Staging Area Manager on all members arriving at the staging area, including their organization assignments.
- d. Collect Officer's Daily Reports and maintain accurate timekeeping records on all department members assigned to the mobilization. This activity shall be coordinated with the Finance Chief.
- e. Upon direction of the Incident Commander, in cooperation with the Operations Chief, schedule members to 12-hour shifts, if necessary.
- f. Consult with the Operations Chief and recommend locations for staging areas for personnel and equipment.
- g. In cooperation with the Planning Chief and Intelligence Chief, determine the extent of current and anticipated field operations and arrange the necessary logistical support.
- h. In cooperation with the Finance Chief, make arrangements with commercial services for food, fuel, sleeping quarters, sanitary services, etc., to provide mission support, as required.
- i. In cooperation with the Finance Chief, supervise feeding plans, using local commercial restaurants to feed department members.
- j. Coordinate reporting requirements for the mission with the Finance Chief.
- k. In cooperation with the Liaison Officer, ensure that Emergency Medical Services assistance is immediately available to field forces.
- l. Provide security for the Incident Command Post and Staging areas, as necessary. Canine handlers may be used, when available.
- m. Maintain an activity log.

(4) Finance Chief

The Finance Chief is responsible for all financial considerations relating to the response and management of the incident. The Finance Chief shall also:

- a. Obtain a briefing from the Incident Commander.
- b. Plan and coordinate the activities of the Finance Section as well as supervise and direct assigned members.

- c. Ensure that Program Cost Accounts are created and used to capture all costs relating to the mobilization.
- d. In cooperation with the Logistics Chief, ensure that bills and invoices are properly completed and accurate records are maintained for future payment.
- e. In cooperation with the Logistics Chief, ensure that all Officer's Daily Reports and all other Employee Time and Attendance Reports are submitted through channels to ensure payroll requirements.
- f. Upon termination of the mobilization, prepare a final report outlining costs and expenditures relating to the incident. This shall become a part of the final after action report submitted by the Incident Commander.
- g. Maintain an activity log.

(5) Intelligence Chief

- a. Collects/Disseminates intelligence data.
- b. Deploys intelligence units to gather information.
- c. Keeps Incident Commander informed of developing intelligence regarding
- d. Deploy intelligence units to gather information, as necessary.
- e. Obtain sound and/or video recordings, photographs, LEIN, NCIC, & LEO data of the incident, as necessary.
- f. When Intelligence is not filled as a General Staff position, the Intelligence component will be assigned under the Planning Chief.



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