	Garner Police Department Written Directive
	Chapter: 800 - Operations
	Directive: 810.06 - Incident Command System
Authorized by: Chief Joe Binns	**Effective Date:** June 15, 2021
CALEA Standards: 46.1.3, 46.1.4, 46.1.5, 46.1.6, 46.1.7, 46.1.9. (6th Edition)	

810.6.1 - Purpose

The purpose of this directive is to establish a systematic and logical plan for police response to all hazards, including critical and high risk incidents, in the Town of Garner utilizing the Incident Command System (ICS).

810.6.2 - Policy

The Garner Police Department has adopted the Town of Garner Emergency Operations Plan and the Wake County Emergency Operations Plan for response to situations requiring the implementation of the Incident Command System. Both plans are in compliance with the National Incident Management System (NIMS) as mandated by the Federal Emergency Management Agency (FEMA).

810.6.3 – Definitions

A. 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 EMS. 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 Town department or an outside agency will be in charge, the Police Department representative(s) will relinquish command to the Incident Commander, will continue to interact with the Incident Commander, and will function within the Unified Command.

B. Command Post (CP) **-** the location at which the primary tactical-level and on-scene incident command functions are performed.

C. Emergency Operations Center (EOC) **-** the physical location at which the coordination of information and resources to support event management activities normally takes place.

D. Incident Action Plan (IAP) - an oral or written plan containing general objectives reflecting the overall strategy for the management of a significant event.

E. Incident Command System (ICS) – a standardized, on-scene, all-hazards incident management approach that:

1. Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure;

2. Enables a coordinated response among various jurisdictions and functional agencies, both public and private; and

3. Establishes common processes for planning and managing resources.

F. Significant Event **-** any critical incident, high risk incident or special event:

1. Critical Incident – any civil disturbance, man-made disaster, natural disaster or other similar incident that requires a police response outside the scope of normal patrol operations.

2. High-Risk Incident - Any spontaneous incident endangering the life or safety of an officer or citizen resulting from one of the following or a similar situation:

   a. Barricaded Subject - A person who is a threat to the safety of him or herself, others, and/or the property of others who, after the commission of a crime, attempts to avoid apprehension by taking refuge in a fortified location.

   b. Hostage Situation - An incident in which an individual or a group of individuals takes hostages and attempts to use them to escape, to gain notoriety, or to acquire something of value.

   c. Suicidal Subject – A person who is a threat to their own safety and who refuses to cooperate with attempts to provide mental health or other appropriate services.

3. Special Event **-** any event, Town or privately sponsored, that is planned in advance, has the potential to impact public safety, and is expected to require resources beyond the scope of normal operations of the Department. This typically includes, but is not limited to, athletic events, large-scale gatherings, parades, and public demonstrations.

G. Unified Command **-** The Town of Garner 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 relinquishing agency authority, autonomy, responsibility, or accountability.

810.6.4 – Initial Response

A. Initiation of Command

1. The initial first responder (law enforcement, fire, or 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. The mere arrival of a member of the Department's Command Staff does not mean that command is automatically transferred.

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 the Raleigh-Wake Emergency Communications Center (RWECC).

810.6.5 – Incident Command System Components

The Incident Command System is comprised of five major functions (Command, Operations, Planning, Logistics and Finance). All or some of these component functions may be activated and utilized as the situation dictates.

810.6.6 – Command (46.1.3)

The Incident Commander has overall responsibility and authority for the event he/she is assigned to. These responsibilities include (but are not limited to):

A. Activating the Incident Command System.

B. Appointing members of the Command Staff. Members of the Command Staff include Liaison Officer, Public Information Officer, and Safety Officer who will have the following responsibilities:

    1. Liaison Officer - point of contact for other requested agencies.

    2. Public Information Officer - point of contact for media outlets and the public to share event information.

    3. Safety Officer - will monitor incident operations and advise the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responders.

C. Appointing members of the General Staff. Members of the General Staff include Operations Section Chief, Planning and Intelligence Section Chief, Logistics Section Chief, and Finance/Administrative Section Chief.

D. Establishing a Command Post.

E. Initiating the notification and mobilization of additional Department personnel and/or requesting support from other agencies.

F. Establishing a Unified Command, if necessary.

G. Designation of a staging area for resources.

H. Authorizing incident action plans and media releases.

I. Documenting the incident utilizing ICS forms and completing an after action report within 30 days of the completion of the incident.

810.6.7 – Operations (46.1.4)

Operations Section Chief – is responsible for the direct management of all incident related operational activities and personnel.

A. Appoints the Deputy Section Chief and branch directors as needed.

B. Directs call-outs as necessary of the following resources and personnel:

1. Special Response Team,

2. Crisis Negotiations Team,

3. Criminal Investigations Division, and/or

4. Other resources deemed appropriate for the incident.

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. Divisions are established when the number of resources exceeds the manageable span of control.

3. Group - established to divide the management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function without geographical limitations.

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.

E. Operations Section Personnel will typically have the following responsibilities:

1. Establishing and securing inner and outer perimeters around the incident.

2. Conducting evacuations.

3. Maintaining the Command Post and scene security.

4. Arresting, transporting, and processing detainees.

5. Providing traffic control and direction.

6. Providing crowd control.

810.6.8 – Planning (46.1.5)

The Planning Function is responsible for the collection, evaluation, dissemination, and use of incident information and maintaining the status of assigned resources. These are accomplished through the following activities:

A. Preparing a documented Incident Action Plan.

B. Gathering and disseminating information and intelligence.

C. Participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG).

D. Planning for post incident demobilization.

810.6.9 – Logistics (46.1.6)

The Logistics Function is responsible for providing facilities, services and material in support of the incident. These are accomplished through the following activities:

A. Appointing a staging supervisor to account for equipment and brief incoming personnel regarding the incident.

B. Providing food, shelter, fuel, communications, and supplies to the incident.

C. Reviewing proposed tactics for upcoming operational periods for the ability to provide resources and logistical support.

D. Coordinating any medical support.

E. Coordinating transportation for the incident.

F. Coordinating specialized teams and equipment needs.

810.6.10 - Finance/Administration (46.1.7)

The Finance/Administration Function is responsible for all financial, administrative and cost analysis aspects of the incident. These are accomplished through the following activities:

A. Reviewing operational plans and providing alternatives where financially appropriate.

B. Ensuring that all personnel time records are accurately completed.

C. Recording expenses.

D. Documenting injuries and liability issues.

E. Procuring additional resources.

F. Preparing appropriate reimbursement documents, if applicable.

810.6.11 – Training (46.1.9)

All Garner Police Department sworn personnel will receive annual training in the use of the Incident Command System.