

# **WEST PALM BEACH POLICE DEPARTMENT**

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## **I-21 INCIDENT COMMAND SYSTEM POLICY**

**EFFECTIVE: 01/01/2005**

CALEA Standards: 46.1.11

CFA Standards: N/A

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**I. POLICY:** The purpose of this directive is to designate an Incident Command System (ICS) the department will use to manage critical incidents or disasters. The Incident Command System is the model tool for command, control, and coordination of a response to a critical incident. It provides a means to coordinate the efforts of individual agencies and departments as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. The Incident Command System uses common terminology that is descriptive and decisive, yet not difficult to understand, in order to control personnel, resources, and communications at the scene of a critical incident. Although originally a fire service control system, the Incident Command System has been adopted by a wide variety of local, state, and national emergency management and law enforcement organizations due to its many documented successes. It is the policy of the West Palm Beach Police Department to use the Incident Command System at disasters and critical incidents that require more than the routine police response afforded by daily zone coverage.

## **II. DEFINITIONS:**

A. Command - The Incident Commander and the command function manages the incident, which includes establishing the strategic objectives of the operation, and ordering and releasing resources. Other than the Incident Commander the command function consist of the following positions:

1. Safety Officer - The Safety Officer is responsible for monitoring all safety conditions at the incident, and develops measures for ensuring the safety of assigned personnel.

2. Public Information Officer - The Information Officer handles all media inquiries and coordinates the release of information to the media with the Incident Commander.

3. Liaison Officer - The Liaison Officer is the on-scene contact point for coordination and communication between the various agencies assigned to the incident.

4. Accountability Officer - The Accountability Officer is responsible for organizing and controlling the Emergency Incident Accountability System, which includes the Passport Accountability System and issuing Personnel Accountability Tags.

B. Operations - The Operations Officer directs and coordinates all tactical operations, assist the Incident Commander in developing response goals & objectives for the incident, and request resources through the Incident Commander.

C. Finance - The Finance Officer is responsible for the financial management and accountability of the incident. All records regarding expenditures associated with the incident is maintained by this section.

D. Planning - The Planning Officer is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.

E. Logistics - The Logistics Officer is responsible for providing facilities, services, and materials, including personnel to operate equipment for the incident. This section takes on great significance in long-term or extended operations.

F. Command Post - The command post is where all incident operations are directed. There is only one command post for the critical incident. The planning section and field communications are also located here. In a Unified Command Structure where several agencies and jurisdictions are involved, the representatives of those agencies will be located at the command post.

G. Incident Base - The incident base is where all primary support activities are performed; often referred as Abase. The base will house all equipment and personnel that support operations. The logistics section is located here. There is only one incident base and it should not be relocated.

H. Staging Area - The staging areas are established by the operations section for temporary location of resources that are available for immediate assignment. A staging area can be anywhere in which mobile equipment and personnel can be temporarily parked awaiting assignment. Staging areas should be highly mobile. In very large incidents, there may be a need to establish many staging areas. A staging manager should be assigned to every staging area.

I. Unified Command Structure - The Unified Command Structure allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies.

### **III. PROCEDURE:**

***SECTION DELETED AS IT SHOWS RESPONSE.***

### **IV. TRAINING:**

A. At least annually, designated department personnel will participate in documented Incident Command training exercises, which will be coordinated by the Staff Services Commander or designee.

### **V. ANALYSIS OF INCIDENTS AND TRAINING:**

A. At least every three years, the Assistant Chief of Field Operations or designee, will prepare a documented analysis of incidents and training effectiveness, which will be submitted, through the Chain of Command to the Chief of Police.

B. The Staff Services Commander will review and maintain completed analysis of incidents and adjust training as appropriate.

**VI REFERENCES:**

- SOP # I-2 Command Protocol
- SOP # IV-18 Unusual Occurrence/Emergency Immobilization Plan

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