

715.00 – Incident Command System (ICS)

Definitions:

- National Incident Management System (NIMS) is a systematic and comprehensive approach to incident management, which enables first responders from various disciplines to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of a variety of incidents (e.g. planned, natural disasters, acts of domestic terrorism). Components of NIMS include:
 - *Preparedness* – continuous and integrated combination of assessment; planning, procedures and protocols, training and exercises, personnel qualifications, licensure and certification, equipment certification, and evaluation and revision.
 - *Communications and Information Management* – standardized framework for communication and emphasizes the need for a common operating picture based on the concepts of interoperability, reliability, scalability, and portability, as well as the resiliency and redundancy of communications and information.
 - *Resource Management* – standardized process of identifying, acquiring, mobilizing, tracking, reporting, and recovering of personnel, equipment, or supplies needed to support critical incident objectives.
 - *Command Management* – Best practice designed to enable effective and efficient incident coordination by providing a flexible, standardized incident management structure based on three (3) key organizational constructs: The Incident Command System (ICS), Multiagency Coordination Systems, and Public Information.

Policy:

1. The Multnomah County Sheriff's Office has adopted the National Incident Management System (NIMS) to ensure effective and efficient emergency response management, thus in turn adopts the principles of the Incident Command System (ICS).
2. The Sheriff's Office will utilize the Incident Command System (ICS) for both planned and unplanned events. ICS can be scaled for event size; routine corrections or law enforcement response to emergencies, up to natural disasters, civil disorder, or any large-scale incident. Using ICS for all incidents or planned events helps improve and maintain skills needed for the large-scale incidents.
3. The Sheriff's Office will ensure its members are trained utilizing ICS coursework appropriate to their rank and grade.

Procedure:

1. Incident Command System (ICS): Management Functions
 - 1.1. Command: Sets the incident objectives, strategies, and priorities and bears overall responsibility.
 - 1.2. Operations: Carries out tasks to reach the incident objectives, establishes tactics and directs all operational resources.
 - 1.3. Planning: Supports the incident action planning process by preparing incident action plans, tracking resources, collecting/analyzing information, and maintaining documentation.
 - 1.4. Logistics: Arranges for resources and needed services to support achievement of the incident objectives.
 - 1.5. Finance/Administration: Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analysis.
2. Incident Command System (ICS): Command Staff
 - 2.1. Incident Commander: Possesses overall responsibility for managing the incident by establishing objectives, planning strategies, and implementing tactics. The Incident Commander is the only position

that is always staffed in ICS applications. On small incidents and events, the one person-Incident Commander – may accomplish all five (5) management functions. Incident Commander responsibilities include:

- 2.1.1. Require clear authority and knowledge of agency policy,
 - 2.1.2. Ensure incident safety,
 - 2.1.3. Establish the Incident Command Post,
 - 2.1.3.1. Set priorities through incident objectives and implementation strategies
 - 2.1.3.2. Create the Incident Command System organization specific to the incident in need of management,
 - 2.1.3.3. Approve the Incident Action Plan,
 - 2.1.3.4. Coordinate Command and General Staff activities,
 - 2.1.3.5. Approve resource requests and use of volunteers and auxiliary personnel,
 - 2.1.3.6. Order demobilization as needed,
 - 2.1.3.7. Ensure after-action reports are completed.
 - 2.1.4. Authorize information release to the press/media.
- 2.2. Safety Officer: Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
- 2.3. Public Information Officer (PIO): Responsible for interfacing with the public and media and/or with other agencies according to incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption.
- 2.4. The Liaison Officer: Serves as the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. Representatives from assisting or cooperating agencies and organization coordinate through this position.
3. Incident Command System (ICS): General Staff
- 3.1. Operations Section Chief: Develops and implements strategy and tactics to carry out the incident objectives. The Operations Section Chief organizes, assigns and supervises the tactical response resources. To maintain span of control, the Operations Section Chief may establish branches, groups and/or divisions.
 - 3.2. Planning Section Chief: Oversees the key activities of collecting, evaluating, and displaying incident intelligence and information. The Planning Section Chief also prepares documents for Incident Action Plans, tracks resources assigned to the incident, and maintains incident documentation. It is up to the Planning Section Chief to activate any needed additional staffing.
 - 3.2.1. Planning Section Support Units:
 - 3.2.1.1. Resource Unit- Establishes check-in function at incident location and works to achieve total accountability and tracking of all incident resources (personnel and equipment). Track resource status as Assigned, Available or Out of Service.
 - 3.2.1.2. Situation Unit- Prepares and maintains the situation displays such as maps, forms, weather reports, victim or damage assessments and other reports from technical specialists.
 - 3.2.1.3. Documentation Unit- Collects and organizes incident information, forms, Incident Action Plans, information releases and reports. Establish a duplication service, files copies of all official forms and reports, provide incident information to appropriate requesters, and provide status reports to appropriate requesters.

3.2.1.4. Demobilization Unit- Evaluates logistics and transportation capabilities required to support demobilization. Prepares and obtains approval of Demobilization Plan including required decontamination, monitors and assists in coordinating the demobilization plan.

3.3. Logistics Section Chief: Assures there are adequate resources for meeting the incident objectives. The Logistics Section Chief maintains span of control by adding Branch Directors and Unit Leaders. Additionally, the Logistics Section Chief oversees the chief activities of ordering, obtaining, maintaining, and accounting for essential personnel, equipment and supplies. This position also provides communication planning and resources, supplies food services for responders, sets up and maintains incident facilities and provides medical services and support transportation to incident personnel.

3.3.1. Logistic Section Support Units:

3.3.1.1. Supply Unit – Obtains additional personnel, supplies and equipment to support the mission.

3.3.1.2. Food Unit - Obtains necessary equipment and supplies to operate food service to the mission.

3.3.1.3. Ground Support Unit - Provides all ground transportation during an incident. In conjunction with providing transportation, the Ground Support Unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident traffic plans.

3.3.1.4. Communications Unit – Establishes appropriate communications for the incident. Prepares and implements radio communications plan.

3.3.1.5. Facilities Unit – Obtains and activates incident facilities. Prepares layouts of incident facilities and obtains personnel to operate facilities. Provides facility maintenance services such as sanitation, lighting, and cleanup.

3.3.1.6. Medical Unit - Responsible for the effective and efficient provision of medical services to incident personnel.

3.4. Finance/Administration Section Chief: This role is filled for any incident that requires incident-specific financial management. The Finance/Administration Section Chief is responsible for contract negotiation and monitoring, time keeping, cost analysis, compensation for injury or damage to property, and documentation for reimbursement (e.g. under mutual aid agreements and assistance agreements).

3.4.1. Finance Section Support Units:

3.4.1.1. Compensation/Claims Unit-Responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

3.4.1.2. Cost Unit- Responsible for tracking costs, analyzing cost data, making estimates, and recommending cost savings measures.

3.4.1.3. Procurement Unit – Responsible for financial matters concerning vendor contracts.

3.4.1.4. Time Unit – Responsible for recording time for incident personnel and hired equipment.

4. Incident Command System (ICS): Position Titles

4.1. Incident Command System supervisory titles are important because they allow many different agencies to work together under a common organizational structure. Using consistent titles ensures that personnel from different organizations have the same credentials and qualifications.

4.1.1. Section: The organizational level with responsibility for a major functional area of incident management (e.g. Operations, Planning, Logistics, Finance/Administration). The person in charge of each section is designated as a Chief.

4.1.2. Division: The organizational level having responsibility for operations within a defined geographic area. The person in charge of each Division is designated as a Supervisor.

- 4.1.3. Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. The person in charge of each Group is designated as a Supervisor.
- 4.1.4. Branch: An organizational level used when the number of Divisions or Groups exceeds the span of control, a Branch is charged with either geographical or functional responsibilities. The person in charge of each Branch is designated as a Director.
- 4.1.5. Strike Team: A set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.
- 4.1.6. Task Force: A combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.
- 4.1.7. Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss

5. Incident Command System (ICS): Intergovernmental Coordination Options

- 5.1. Emergency Operations Center (EOC)/Emergency Coordination Center (ECC): Supports the on-scene incident response by relieving the Incident Commander of the burden of external coordination and securing additional resources. An EOC is a physical location, staffed with personnel trained for and authorized to represent their agency/discipline, equipped with mechanisms for communicating with the incident site and obtaining resources and potential resources, managed through protocols, applicable at different levels of government.
- 5.2. Incident Management Team (IMT): An IMT is an incident command organization made up of the Command and General Staff members and appropriate functional units in an ICS organization and can be deployed or activated as needed. National, State, and some local IMTs have formal certification and qualification, notification, deployment, and operational procedures in place. In other cases, IMTs are formed at an incident or for specific events.
- 5.3. Joint Information Center (JIC): May be established to coordinate all incident related public information activities. The JIC serves as the central point of contact for all news media. When possible, public information officials from all participating agencies should co-locate at the JIC. Upon establishment of the JIC, the Police Public Information Officer (PIO) will respond or liaison with the JIC.
- 5.4. Unified Command: Unified command (UC) is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. In a Unified

Command structure, the individuals designated by their jurisdictional authorities jointly determine objectives, plans, and priorities and work together to execute them.

History:

- Originating Policy and Procedure Effective: 8/30/18
- Next Review: 8/30/20
- Review By: Law Enforcement Division