



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



532.08 INCIDENT COMMAND POST 12-22-21

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) to direct incident planning and tactical operations and provide a designated control point to prevent disorganization and the duplication of efforts.

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 their designee.
2. The watch commander, or their designee, shall assume the role as IC as soon as possible and shall remain in charge until the completion of the operation or until relieved.
 - a. If an officer who is higher ranking than the watch commander responds to the ICP, they may assist as necessary.
 - b. Should the higher ranking officer choose to direct the operation, they shall formally assume command.
 - (1) The lower ranking watch commander shall then function as an assistant to the IC.
 - (2) Higher ranking 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 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 their 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.
 - (1) The IC shall designate a media staging area if necessary. The media staging area should be close to the event and within the area restricted from the general public if safe and practical. The media staging area should be clearly marked as to alert members of the public that it is restricted from access. A citizen identifying themselves as a member of the media should be granted access to the media staging area.
 - (2) Members of the media and public shall be restricted from the ICP as sensitive, confidential or otherwise restricted information (CORI, CLETS, tactical data bearing on public and officer safety, etc.) is commonly shared in the ICP.



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- (a) The IC shall be notified and consulted for direction as soon as practical if any member of the public, including the media, is detained.
 - (3) The following shall apply for the area surrounding any ICP where individuals are engaged in activity that is protected pursuant to the First Amendment:
 - (a) A representative of any news service, online news service, newspaper, or radio or television station or network may enter the closed area surrounding the command post.
 - (b) A peace officer or other law enforcement officer shall not intentionally assault, interfere with, or obstruct the representative of any news service, online news service, newspaper, or radio or television station or network who is gathering, receiving, or processing information for communication to the public.
 - (c) A representative of any news service, online news service, newspaper, or radio or television station or network that is in a closed area described in this section shall not be cited for the failure to disperse, a violation of a curfew, or a violation of paragraph (1) of subdivision (a) of Penal Code Section 148, for gathering, receiving, or processing information.
 - (d) If the representative is detained by a peace officer or other law enforcement officer, that representative shall be permitted to contact a supervisory officer immediately for the purpose of challenging the detention, unless circumstances make it impossible to do so.
 - (e) Nothing prevents a peace officer from enforcing other applicable laws if the person is engaged in activity that is unlawful.
 2. Communications Division 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."
 - e. Ensure that the radio call identifier for the person in charge of the operation shall remain his/her normal radio identifier.
 3. The Mobile Command Post (MIC) should be brought to the ICP 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 ICP
- The IC shall assign personnel to complete the following minimum tasks:



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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.