



# SACRAMENTO POLICE DEPARTMENT COMMUNICATIONS DIRECTIVE



## 410.33 INCIDENT ACTION PLANS 05-15-2025

### PURPOSE

The purpose of this Communications Directive is to establish guidelines for Communications Division personnel processing an Incident Action Plan (IAP).

### POLICY

Dispatchers will process IAPs in accordance with GO 532.07 (Planned Police Operations).

### PROCEDURE

#### A. GENERAL

1. The communications center may receive an IAP via email, facsimile, interoffice mail, or hand-delivery.
2. Upon receiving notification of an IAP, the communications supervisor shall:
  - a. Acknowledge receipt (e.g., verbally, electronically, telephone, etc.).
  - b. Verify that the IAP contains all essential information, and the call entry mask is filled out completely.
    - (1) Essential information includes:
      - (a) Location of incident.
      - (b) Appropriate type code.
      - (c) Correct dispatch queue (R for regular dispatch).
      - (d) Type of event (e.g., buy/bust, knock and talk, etc.).
      - (e) Radio channel units are utilizing.
      - (f) Suspect information (if available, including XREF).
      - (g) Associated vehicle information.
      - (h) Name, identifier, and call-back number of primary officer.
      - (i) Associated call number, if available.
      - (j) Unit roster, if available.
  - c. If the operation is outside of the city:
    - (1) Direct the call to the closest city district.
    - (2) Notify the appropriate agency.
  - d. Ensure a copy of the IAP is provided to:
    - (1) Appropriate radio channel dispatcher.
    - (2) Communications supervisor's desk.
  - e. The radio dispatcher shall ensure all units assigned to the IAP have been logged on and assigned to the appropriate incident.
3. If requested by the radio dispatcher, the communication supervisor can assist with logging on units.