



SACRAMENTO POLICE DEPARTMENT

OFFICE OF OPERATIONS



532.10 INCIDENT COMMANDERS PROCEDURAL GUIDE 11-30-93

PURPOSE

To provide a guide for Incident Commanders.

POLICY

That when the department experiences a spontaneous or unexpected critical incident involving a large number of persons, it shall be handled in an orderly and organized manner.

PROCEDURE

A. PREPARATION

1. Sector Sergeants shall:
 - a. be called to the scene of any large gathering by the first unit on the scene.
 - b. evaluate the situation and make appropriate personnel assignments.
 - c. notify the Watch Commander as soon as possible of the situation and make recommendations.
2. If it is necessary to establish a Command Post, the policies outlined in Office of Operations (OOO) Order 532.07 shall be followed.

B. INCIDENT COMMANDER (IC)

The IC shall:

1. designate a Logistics Officer to report to a location to carry out instructions and supply whatever is needed at the scene.
2. have command responsibility of the incident unless relieved by a higher authority. The IC shall have the authority to utilize any and all of the department's resources.
3. consider the following items during a critical incident:
 - a. Traffic control
 - (1) Use motor officers
 - (2) Reserves
 - (3) CSOs.
 - b. Crowd control for:
 - (1) Curious onlookers
 - (2) Friends/family of suspect and/or victims (hostage taker or barricaded subject)
 - (3) Press.
 - c. Use of CHP or SSD helicopter. (Request through Communications.)
 - d. Protection of the Incident Command Post.
 - e. Designating a radio channel for exclusive use for the incident.
 - f. Staging Area
 - (1) It may be advantageous to designate a staging area for additional personnel to assemble. This staging area shall be clearly designated and close to the incident.
 - (2) A staging area Commander shall be designated and sent to assemble the arriving personnel.
 - (3) Protecting vehicles left at staging area.
 - g. Mutual Aid (Request use of CHP and SSD to handle priority calls).

C. LOGISTICS OFFICER

The Logistics Officer shall:

1. go to an appropriate location to coordinate the requests for personnel, equipment, and supplies.
2. be prepared to provide required personnel, equipment, and/or supplies.
 - a. Personnel
If off-duty personnel are needed:
 - (1) use the department call-up roster.

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- (a) First call in people from the working shift who are on day off.
 - (b) Depending upon the time of the event and its anticipated end, call in the next shift personnel early.
 - (2) consider what is a reasonable time for a person to work (12-14 hours).
 - b. **Equipment**
 - (1) The Logistics Officer shall supply whatever is needed in the way of vehicles.
 - (a) Coordinate efforts with the department's Fleet Management Coordinator. If off duty, attempt to reach at home, or coordinate with available maintenance supervisor until coordinator arrives.
 - (b) Arrange for Command Post (CP) van delivery (CP operators listed in CAD).
 - (c) Armored car (Only qualified personnel may operate).
 - (d) Contact Jail Commander for County Jail Bus.
 - (e) Three (3) patrol wagons available.
 - (f) Warrant van (kept in vehicle yard).
 - (g) Vans available from Fleet Management.
 - (2) Chemical Gas. Extra gas is kept in the OOO supply trailer and in the stairwell at 625 H Street.
 - c. **Supplies**
Procurement of food and drinks.
 - (1) Open purchase order at Lucky Market.
 - (2) Use cash, reimbursable from Petty Cash.
- D. **POLICE INFORMATION OFFICER (PIO)**
 - 1. The IC shall respond to inquiries from the media. If the need arises for the PIO from 0800 to 1700 hours, advise Communications to notify the PIO.
 - 2. Between 1700 to 0800 hours, or on holidays, if the need arises for a PIO, the IC shall determine if the PIO or a person from the Media Bank should respond.
- E. **SITUATIONS (REFERENCE MATERIAL)**
 - 1. Riots. (See Reference Manual (RM) 532.11, Crowd and Riot Control)
 - 2. Demonstrations. (Use arrest cards and three (3) to five (5) officer teams)
 - 3. Hostage Situations. (Follow RM 532.08, Management of Hostage Situations)
 - 4. Strikes. (Follow SPD Labor/Management Guide)
 - 5. Disasters. (Follow SPD Manual of Civil Emergencies)
- F. **ARRESTS AND BOOKING**
 - 1. Arrests.
 - a. Arrests shall be carried out as per Crowd and Riot Control procedures.
 - b. Arrest card procedure shall be used whenever possible.
 - c. Arrangements can be made to process all arrested persons through Office of Investigations (OOI). Call Captain of Detectives, or Office Chief, OOI.
 - (1) Those meeting criteria shall be cited out.
 - (2) Those to be booked shall be escorted to County Jail.
 - 2. Booking.
 - a. Notify County Jail in advance.
 - b. Court hearings can be arranged through the Contact Manager, Criminal Law Section, Sacramento Municipal Court District.
- G. **CONCLUSION**
After any major arrest operation (where large numbers of persons are arrested), the IC shall:
 - 1. review all arrest and crime reports prior to submission to the District Attorney.
 - 2. comply with the regulations specified in G.O. 532.13.