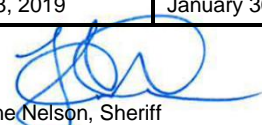




DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Incident Command System	Effective Date: June 28, 2016	Policy Number: 5.20	
Accreditation Reference: 2.1.4, 2.3.2	Review Date: June 28, 2019	Supercedes: January 30, 2013	Pages: 4
Attachments:	 L. Shane Nelson, Sheriff		

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the planning, response to, and control of unusual occurrences and disaster situations.

II. POLICY

It shall be the policy of this agency to utilize the Incident Command System as a means of coordinating and controlling complex situations.

When an event occurs or is forecasted and by its nature or scope has the potential to escalate beyond local resource ability to control, the commander has the option of initiating the Incident Command System.

III. INCIDENT COMMAND

The Incident Command System may be initiated for any emergency, regardless of size, involving law enforcement response. One person must be in command; assessing the situation and available resources, determining an appropriate incident action plan, monitoring the plan's effectiveness, and continually modifying the plan to meet the realities of the situation.

A. Responsibility

The Sheriff or his designee is responsible for planning responses to unusual occurrences and disaster situations.

1. Situations involving incidents of local scope may be delegated by the Division Commander or to a team level supervisor, who will base an incident plan on the Sheriff's Office Incident Action Plan (IAP).
2. Situations of a disastrous nature, whether civil, man made, or natural, will involve implementation of an Emergency Operations Plan (EOP).
3. The Sheriff or his designee shall ensure that annual training is provided for all Sheriff's personnel involved in the EOP and that the IAP and EOP are reviewed and updated annually for any necessary changes.
4. Plan revisions may be necessary after actual incidents or exercising of the plan. All updates and revisions to the plan will be tracked and recorded as outlined in the EOP.
5. Sheriff's Office supervisors, upon notification of an update or revision, will make sure that the copies under their direct control and available to all agency employees are updated and current.
6. The Deschutes County EOP, including appendices and annexes, will be reviewed and re-approved every five years by the County governing body.

B. Elements of an Effective Emergency Incident Command System

1. To be effective, an incident command system must be suitable for use regardless of the type of jurisdiction or agency involvement. These may include single jurisdiction/single agency, single jurisdiction/multi-agency and multi-jurisdiction/multi-agency involvement.
2. The organizational structure must be adaptable to any incident, applicable and acceptable to users throughout a community or region, readily adaptable to new technology, and capable of logical expansion from the initial response to the complexities of a major emergency.
3. All deputies shall be trained in the National Incident Management System (NIMS) to include NIMS ICS I-100 and I-200. Sergeants and above shall also complete I-300, I-400, and I-700. In addition to the aforementioned ICS courses, Captains shall complete I-800.
4. The Incident Command System has five major functional areas which are addressed in the Sheriff's Office Incident Action Plan (IAP) for unusual occurrences, and the Sheriff's Office EOP for disaster situations:
 - Command
 - Operations
 - Planning
 - Logistics
 - Finance/Administration

IV. INCIDENT COMMAND: INCIDENT ACTION PLAN (IAP)

The Sheriff's Office Incident Action Plan (IAP) shall set forth the requirements for response to unusual events at a local level. This plan shall be used as a checklist and operational base for individual incidents.

Unusual occurrences handled at a local level may be either planned events which occur at a given or scheduled time and place, or unplanned events which occur spontaneously and are unpredictable.

A. Planned Events

Included in this category are annual events and activities that are scheduled with enough lead time to adequately assess and plan which may include such events as:

1. Fourth of July fireworks
2. Labor disputes or strikes
3. Visiting dignitaries

B. Unplanned Events

Unplanned events include incidents that escalate disproportionately, natural phenomenon, or unplanned events requiring immediate multi-agency local resource response, including but not limited to:

1. Spontaneous civil disturbances
2. Escape or disturbance at the correctional facility
3. Aircraft emergencies
4. Hostage/barricaded suspect
5. Bomb threats
6. Hazmat events
7. Fire incident response
8. Natural phenomenon such as wildfires, storms, floods, or minor earthquakes

C. Responsibility

Planned events are generally handled by the patrol component as a directed patrol strategy. The Patrol Commander may elect to delegate the supervision and coordination to a team level supervisor.

D. Plan Development

The employee assigned as supervisor and coordinator for the event shall develop a written plan based on the agency overall plan for the event which shall be routed to the Division Commander. The agency IAP shall include, at a minimum, provisions for addressing the following on an individual event level:

1. *Command:* Establishment of a unified command structure capable of coordinating and controlling agency components. The command function must be capable of expanding to coordinate outside agencies and resources, if applicable, and the deployment of special operations personnel, if needed.
2. *Operations:* The operations function is responsible for the development and implementation of a personnel schedule based on information received from the planning function, including:
 - a. identifying resources by name;
 - b. agency;
 - c. task;
 - d. location; and
 - e. scheduling appropriate resources by date and hours of duty.
3. *Planning:* The planning function must create an incident overview, which provides a synopsis of the incident with estimates of expected law enforcement and resource concerns to include:
 - a. expected criminal or gang problems
 - b. traffic and crowd control problems
 - c. projected personnel needs
 - d. contingency plans for dealing with special circumstances created by the incident
4. *Logistics:* The logistical function establishes projected logistical needs for the incident, facilitates the deployment of special operations or resources if needed, and deals with contingencies for ingress and egress to the incident.
5. *Finance/Administration:* Provides for the financial and administrative needs specific to the incident.

V. INCIDENT COMMAND: EMERGENCY OPERATIONS PLAN

The Sheriff's Office Emergency Operations Plan (EOP) shall set forth the requirements for response to major incidents and disaster situations which exceed the capabilities of local resources.

The Sheriff's Office EOP shall include a mobilization plan for responding to disasters, whether natural or man-made, and include contingencies for escalation or de-escalation of the situation, inter-departmental and multi-agency response, civil disturbances and mass arrests, and post-incident duties.

A. Responsibility

The most senior deputy initially available shall initiate the EOP and maintain command and control until relieved by a more senior deputy. Upon arrival, the Sheriff or his designee shall assume responsibility for command and control of the incident.

B. Plan Development

The following are roles identified during plan development. The Sheriff's Office EOP shall include, at a minimum, provisions for addressing:

1. *Command*: The command function should assure that the key personnel designations for functions are staffed and coordinated. Chain of command at a multi-agency level shall be initiated as soon as possible with designated command posts established. The command function shall also perform the necessary functions in liaison and public information/media briefings.
2. *Operations*: Responsible for designating alert stages and establishing communications with the other functions. Additionally, operation of primary and alternate assembly areas, law enforcement activities, scene control, and physical security are operations functions.
3. *Planning*: Responsible for creating an incident overview which provides a synopsis of the incident with estimates of expected law enforcement and resource concerns. The planning function utilizes rehearsals prior to an event, and after action reports in a post incident mode to prepare the other functions, and establish de-escalation criteria.
4. *Logistics*: Responsible for the distribution of equipment throughout the scope of the incident at a multi-agency level. Additionally, the logistics function is responsible for transportation requirements, food, water, sanitation, and medical supplies.
5. *Finance/Administration*: Responsible for cost tracking, procurement, timekeeping and other financial or administrative responsibilities.