

**Procedure**  
**2.1**

**EFFECTIVE  
DATE  
9-1-00**

**Eugene  
Police Department**



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## **Incident Command System**

### **2.1.1 PURPOSE AND SCOPE**

This policy is designed to acquaint department personnel with the Incident Command System (ICS), which will be used in unusual occurrences or natural disasters, particularly where multiple agencies are involved. In such an incident, one person must be in overall command, assessing the situation and available resources, determining an appropriate incident action plan, monitoring the plan's effectiveness, and modifying the plan as necessary to meet the realities of the situation. The only exception would be unified command, in which two or more individuals from different agencies share overall command responsibility for the incident. This policy is designed to be used in conjunction with the City's *Emergency Management Plan*.

#### **PART I - Responsibilities and Procedures for All Personnel**

- A. Generally
- B. Areas of responsibility

### **2.1.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL**

#### **a. Generally**

1. The primary objective of the Incident Command System (ICS) is the safe application and management of resources to effectively and efficiently manage any incident. ICS has the following characteristics:
  - common terminology
  - modular organization
  - integrated communications
  - unity of command
  - a unified command structure
  - consolidated incident action plans
  - manageable span of control
  - pre-designated incident facilities
  - comprehensive resource management
2. In a minor incident, the three incident priorities, in order of importance, are:

- life safety of responders and the public
  - incident stabilization
  - conservation of property and environment
3. ICS may be initiated by a supervisor at any emergency, large or small, involving law enforcement response as a structure by which to manage the incident.
  4. Which sections are staffed, and how many personnel are assigned to each, will be decided by the Incident Commander (IC) depending on the needs of the situation. Functional responsibilities for any positions not staffed or specifically assigned remain with the IC.
  5. Who assumes the role of Incident Commander will depend on the magnitude and type of incident. The Emergency Management Plan specifies which department is responsible for particular types of emergencies which involve response by resources from multiple departments.
  6. The person in charge of a section is generally referred to as a Section Chief (e.g., Logistics Section Chief.)

**B. Areas of responsibility**

1. *Incident Commander.* The Incident Commander is the person charged with overall responsibility for the command structure. The command function must coordinate and control all resources dedicated to the situation, and expand to coordinate with other agencies and resources as the situation requires. The Incident Commander is responsible to:
  - establish command
  - ensure responder safety
  - assess incident priorities
  - determine strategic goals
  - determine tactical objectives
  - develop an incident action plan
  - develop an appropriate organizational structure for the incident
  - manage incident resources
  - coordinate overall emergency activities
  - coordinate activities of outside agencies
  - authorize release of information to the media
2. *Operations Section:* The Operations Section is responsible for the use of personnel and other resources. Its responsibilities include:
  - directing and coordinating all tactical operations
  - assisting the IC in developing strategic goals and tactical objectives for the incident
  - developing operational plans
  - developing and implementing a personnel schedule based on information received from the Planning Section
  - identifying resources by name, agency, task, and location

- requesting/releasing resources through the IC
  - scheduling appropriate resources by date and hours of duty
3. *Planning Section:* The Planning Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Its specific responsibilities include:
- creating an incident overview
  - monitoring the status of the situation and available resources
  - documenting actions taken, and preserving that documentation
  - anticipating future needs as the incident/situation progresses
  - preparing a plan to demobilize resources obtained from outside agencies
4. *Logistics Section:* The Logistics Section is responsible for providing all support needs to the incident (except air operations), including facilities, services, and materials. Specific responsibilities include:
- determining projected logistical needs for the incident and ways to meet them (e.g., radio communications, transportation, food, water, sanitation, medical supplies)
  - facilitating the deployment of special operations or resources if needed
  - dealing with contingencies of ingress to and egress from the incident
5. *Finance Section:* The Finance Section is responsible for all costs and financial considerations of the incident. Responsibilities include cost-tracking, time-tracking, procurement of contracted services, coordinating future payments, future budgeting, payment of personnel costs, and cost recovery.