

OCEAN CITY POLICE DEPARTMENT
Ocean City, Maryland

SUBJECT: INCIDENT COMMAND SYSTEM		NO: 400 W-1
APPROVED/EFFECTIVE DATE 1/21/97	AMENDS	RESCINDS
DISTRIBUTION/DATE A 2/21/97	REFERENCES: OCEAN CITY EMERGENCY OPERATIONS PLAN	

- .10 The Incident Command System (I.C.S.) is a system of incident management that provides a modular/expandable structure, common terminology, and uniform procedures to assure effective and efficient incident control efforts. It shall be utilized at all major incidents, including but not limited to, disasters, emergencies, crimes or special events.

For policy purposes the term "major incident" is defined as any time four (4) or more police units are assigned to an activity for more than 15 minutes. For the purposes of this definition, a two-man car would be classified as one police unit.

- .20 Initially, the senior permanent officer at the scene will establish command and become the Incident Commander. He/she will retain command until command is transferred or the incident is terminated. When the Incident Commander is not a supervisor, he/she shall notify and confer with an on-duty supervisor who shall determine the continued status of command. Senior officers arriving at the scene may assume command of the incident, but are not required to do so. In cases where "COMMAND" is effectively handling a tactical situation and is completely aware of the location and function of operating resources and the general status of the situation, it may be desirable for that officer to continue in an active command role. However, the ranking officer on the scene cannot delegate the responsibility for the proper handling or the final outcome of the incident.

- .30 The arrival of a ranking officer at an incident does not, in itself, mean command has been transferred. Command is transferred only when the following conditions have been satisfied:

- A. The arriving ranking officer will confer with the officer being relieved to obtain the general incident status, effectiveness of current operations, personnel deployment, and needs for additional resources.
- B. The arriving ranking officer will notify Communications that he/she is assuming command of the incident.

- .40 As needed, the Incident Commander may assign other officers to supervise any of the four (4) functional sections of the system: Operations, Planning, Administration, or Logistics (see Annex A). The Incident Commander must handle any function or responsibility appropriate to a given incident which he/she has not delegated.
- .50 The radio designation for the Incident Commander is "COMMAND." Although other officers operating at the scene may have supervisory authority or be in command of a functional section, they shall not use the term "COMMAND" as part of their radio designation.
- .60 The duties and responsibilities and radio designations of key personnel operating under the I.C.S. shall minimally be as follows:
- A. **INCIDENT COMMANDER:** The senior officer OR designated officer in charge of an incident, responsible for the strategic decisions and the assignment of other primary supervisory or function positions necessary to control an incident. **RADIO DESIGNATION: COMMAND**
 - B. **LIAISON OFFICER:** The individual assigned to coordinate the interaction of all assisting cooperating agencies. **RADIO DESIGNATION: LIAISON**
 - C. **PUBLIC INFORMATION OFFICER:** The individual who organizes the incident information and meets with the media and other appropriate organizations and agencies to release information about an incident. **RADIO DESIGNATION: P.I.O.**
 - D. **OPERATIONS OFFICER:** The individual who is responsible for implementing the strategic decisions made by the Incident Commander, by coordinating tactical resources. **RADIO DESIGNATION: OPERATIONS.**
 - E. **PLANNING OFFICER:** The individual assigned to predict the probable course of an incident. The Planning Officer prepares primary and alternate strategies and collects, evaluates and disseminates facts about the incident and current strategies and tactics being applied for the on-going development of contingencies. **RADIO DESIGNATION: PLANNING.**
 - F. **ADMINISTRATION OFFICER:** The individual responsible for obtaining information regarding the other than normal costs of an incident, timekeeping, procurement and obtaining information on charge back of supplies. **RADIO DESIGNATION: ADMINISTRATION**
 - G. **LOGISTICS OFFICER:** The individual assigned to provide/ predict resource needs such as personnel, vehicles, equipment, food, fuel, shelter, etc. **RADIO DESIGNATION: LOGISTICS.**

- H. **STAGING OFFICER:** The individual assigned to supervise a staging area to maintain the operational resources of both equipment and personnel. **RADIO DESIGNATION: STAGING.**

- I. **TASK/SECTOR OFFICERS:** Individuals assigned to supervise a specific task or geographic area involved in an incident. **RADIO DESIGNATION: TO BE DETERMINED BY SPECIFIC FUNCTION.** Example: **FIREWORKS SECURITY OR INNER PERIMETER.**