

INCIDENT COMMAND TEAM

3010.1 PURPOSE

This procedure establishes the Santa Ana Police Department's Incident Command Team and provide procedural guidelines for its use.

3010.2 BACKGROUND

The Santa Ana Police Department is dedicated to protecting lives and property during natural disasters, acts of terrorism, or any large-scale incidents that may have a significant impact on police services. Due to the potential impact of catastrophic events, the Santa Ana Police Department has further committed its resources on a regional, state and national level in accordance with existing mutual aid agreements, compacts and applicable state and federal laws.

Because of its commitment, the department has formed an Incident Command Team (ICT) that will serve as the primary support group to the Incident Commander and the Senior Management Team in the event of a large scale incident that would necessitate the activation of the Mobile Command Vehicle (MCV), the Departmental Operations Center (DOC), or the City's Emergency Operations Center (EOC).

3010.3 ORGANIZATIONAL STRUCTURE

The ICT shall be assigned to the Homeland Security Division under the Administration Bureau.

The Homeland Security Division Commander will hold the administrative responsibilities for the ICT. The daily operations of the ICT such as deployment, scheduling, training and the maintenance of records will be the responsibility of the Incident Command Team Supervisor (Sergeant).

Assignment to the ICT is voluntary and each member's primary assignment shall take precedence over any non-emergency deployment or training. An emergency deployment as determined by the Chief of Police or a designee is an exception.

3010.4 SELECTION OF PERSONNEL

The ICT shall not exceed 10 members unless otherwise authorized by the Administration Bureau Commander. The ICT will consist of a sergeant, corporal and eight other members. Sworn officers from all bureaus are eligible for assignment to the Incident Command Team with approval from their chain of command. Non-sworn personnel may also be considered depending on their qualifications and experience. Reserve officers may also be eligible for assignment to the team. Suitability for the team will be based on, but not limited to, a complete review of the applicant's personnel record, work performance, experience, knowledge of emerging technology and recommendations from supervisors and managers.

3010.5 EQUIPMENT/TRAINING

All ICT members will be issued a uniform consisting of khaki-colored cargo style pants and navy blue golf style shirts with the SAPD Homeland Security Division logo and Incident Command Team

Santa Ana Police Department

Santa Ana PD Procedures Manual

INCIDENT COMMAND TEAM

silk-screened on the back. This will clearly identify ICT members as authorized personnel during routine maintenance, training, and deployments involving the MCV, the departmental operations center and the city's emergency operations center.

All ICT members will be required to attend designated courses in critical incident management that will provide them with the necessary knowledge to manage incidents in accordance with NIMS (National Incident Management System) and SEMS (Standardized Emergency Management System). The ICT will also participate in regularly scheduled training at the direction of the Homeland Security Division Commander.

3010.6 DEPLOYMENT PROCEDURES

The Incident Command Team is trained to support the Incident Commander and the senior management team during a major incident that may have local, state or national implications. The following deployment procedures shall be followed:

- A. **Planned Non-Emergency Events:** The Homeland Security Division Commander must approve any deployment of the ICT to non-emergency events that have the potential to lead to a major incident that may have local, regional or national implications.
- B. **Local Emergency Events (Hostage/Barricaded Incidents):** The ICT may be deployed to a SWAT callout or other incident that is expected to last an extended period of time and requires the activation of the MCV or the DOC. The Watch Commander or the SWAT Commander may authorize deployment of the ICT for such incidents. The Homeland Security Division Commander shall be notified as soon as possible of the deployment.
- C. **Regional Emergency Response:** The Santa Ana Police Department has made the commitment to provide emergency regional mobile command post capabilities to other jurisdictions. The Homeland Security Division Commander shall authorize a request for the MCV or other incident management resources. In the absence of the Homeland Security Division Commander, the Watch Commander may grant the regional request and deploy the ICT to the requesting jurisdiction to operate the MCV. In the event of a regional deployment the on-call Deputy Chief and the Administration Bureau Deputy Chief shall be immediately notified of the deployment.
- D. **Emergency Events (Natural Disaster/Acts of Terrorism):** Emergency events that lead to major incidents are often times spontaneous, dynamic and occur without warning. Therefore, the Watch Commander or the highest-ranking on-duty member of the department may authorize the deployment of the ICT. Notification of the incident and the deployment shall be made as soon as possible to the Homeland Security Division Commander, on-call Deputy Chief, and the Administration Bureau Deputy Chief.

3010.7 SUMMARY

The Incident Command Team is a specialized support unit within the police department that will respond to assist the Incident Commander and the Senior Management Team with the functional and technical management of a major incident that requires the activation of the MCV, the DOC or the city's EOC.