



# Tulsa Police Department

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**Policy #** 140

**Policy Name** Incident Command System

**Approved by** Dennis Larsen, Chief of Police

**Effective Date** 02/06/2025

**Approved Date** 02/06/2025

**Previous Date** 10/25/2022

## PURPOSE OF CHANGE:

To add the Special Response Team.

## POLICY:

The Tulsa Police Department utilizes the Incident Command System (ICS), which is part of the National Incident Management System (NIMS), in situations which require a substantial effort and significant resources.

The NIMS requires that the person in charge of the response to a major event be called the Incident Commander (IC). The type of incident will dictate the lead agency for a response. The first arriving responder, regardless of agency, is responsible for establishing the ICS. The position of IC may change as the response changes or as more ranking or qualified personnel arrive.

For example, the IC to a terrorist bombing may be the first fire captain on the scene. The IC might be relieved by a fire chief as more personnel arrive and the response grows. Command would change to the police department when the fire was extinguished, and the response turned into an investigation.

For most responses there will only be one IC. For large, complex multi-agency responses, there will be a Unified Command.

The IC is tasked with establishing an Incident Command Post (ICP). There will only be one official ICP at an event. The ICP is identified by a green flag or green flashing light.

When responding to incidents which require a substantial effort involving the police, the Tulsa Police Department will establish an ICP or similar facility. In the event that the Department requires resources from outside agencies, 63 OS 695.5 will govern the activation of those resources as mutual aid.

**SUMMARY:** Procedures for establishing the ICS.

**APPLIES TO:** All sworn police personnel

## DEFINITIONS:

AFTER ACTION REPORT (AAR) – a report summarizing the overall response to an incident. The report will contain information about the incident itself, the resources deployed to deal with it, the consequences of the incident, and the response. See Critical Incident Response Manual (CIRM).

CLEAR TEXT - The use of plain English in radio communications transmissions. Ten Codes and agency specific codes will not be used when utilizing clear text.

CREDENTIALLED - personnel or equipment that have met an objective evaluation demonstrating current certification, training and experience, and a level of competency or proficiency, ensuring they have met nationally accepted standards of performance. Most ICS positions have credentialing standards established by FEMA and/or the State of Oklahoma

Emergency Responder Credentialing System. NIMS requires a jurisdiction wide credentialing system for response resources (personnel and equipment) to aid in the quick identification, deployment and tracking of these resources.

FINANCE SECTION CHIEF – responsible for tracking all costs and financial considerations of the incident, as well as obtaining spending approvals. If available, a credentialed Finance/Administration Section Chief should be assigned by the IMT.

INCIDENT - An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies. Incidents can be organizational needs where a CP or IC can be utilized as determined by departmental needs and/or other occurrences requiring an emergency response.

INCIDENT ACTION PLAN (IAP) - An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management during the incident.

INCIDENT COMMANDER (IC) – the person in overall control of the incident site. The IC leads the ICS and is the local individual responsible for the management of all incident operations. For large or complex operations, the IC shall have successfully completed all certifications required by the NIMS, such as ICS-300 and ICS-400. If available, a credentialed IC should be assigned.

INCIDENT COMMAND POST (ICP) – a centralized base of operations established near the site of an incident where primary command functions are executed, usually located near the incident scene, but out of the risk area.

INCIDENT COMMAND SYSTEM (ICS) – a management tool designed to control field emergency response operations by establishing a functional area under the direction of an IC. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. The use of ICS for incident response is mandated by the NIMS.

INCIDENT MANAGEMENT TEAM (IMT) – a group of officers highly trained and skilled to manage the unique needs of a disaster, be it natural or manmade. The team will be responsible for helping to set up the ICS, manage the various functions, and perform the tasks on scene. Team members, having demonstrated a high level of competency and ability, are credentialed in the respective ICS functions.

INFORMATION OFFICER (IO) – responsible for communicating and coordinating with the media or other appropriate agencies requiring information direct from the incident scene. Generally, the Department's Public Information Officer (PIO) but may be designated by the OIC/IC. If available, a credentialed PIO should be assigned.

INTELLIGENCE OFFICER – responsible for collecting, coordinating, and evaluating sensitive and/or classified information pertaining to the incident, as well as implementing intelligence gathering efforts during the incident. The intelligence function can be established as part of the command staff, as a separate Section as part of the general staff, as a branch under the Operations Section, or as part of the Planning Section, at the discretion of the IC.

LIAISON OFFICER – the point of contact for assisting and coordinating agencies. This official should be a credentialed Liaison Officer with specialized training as assigned by the IMT.

LOGISTICS SECTION CHIEF – responsible for providing services, facilities, and materials for the incident, including the communications, medical, and food units (within the service branch) and the supply, facilities, and ground support (within the support branch). This official should be a credentialed Logistics Section Chief with specialized training as assigned by the IMT.

OFFICER IN CHARGE (OIC) – the person in command of the Tulsa Police Department resources when the IC is from

another response agency. Generally, a person of the rank of Captain.

OPERATIONS SECTION CHIEF – responsible for all tactical operations at the incident. This official should be a credentialed Operations Section Chief with specialized training as assigned by the IMT.

PLANNING SECTION CHIEF – responsible for analysis and documentation of the situation as it progresses. This official should be a credentialed Planning Section Chief with specialized training as assigned by the IMT.

SAFETY OFFICER – responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. This official should be a credentialed Safety Officer with specialized training as assigned by the IMT.

STAGING AREA – location where incident personnel and equipment are assigned on an immediately available status. Equipment and personnel will be held at the staging area until called for at the emergency site by the ICP.

SUBSTANTIAL EFFORT – an endeavor that requires additional manpower to be assigned to supplement district officers and that will significantly affect the normal operation of the Police Department.

UNIFIED COMMAND – a variation of ICS in which more than one person serves in the capacity of the IC, because of jurisdictional concerns, complexity of the incident, or size of the response. The persons serving as IC will jointly make decisions on the response.

## **PROCEDURES:**

1. The first officer to arrive on scene will become the IC. This officer will maintain command until command is transferred to a supervisor or an employee of lesser rank based upon experience, knowledge, or certification. The IC/OIC can only be relieved by an officer who affirmatively and unmistakably assumes control of the incident. For large/complex incidents, the IC/OIC shall have completed all requirements of NIMS, up to the completion of ICS-300 and ICS-400, such as a Captain or above.
2. If an agency other than the Tulsa Police Department is assuming the lead of an operation, the Tulsa Police Department's IC/OIC will check in and remain at the designated ICP of that agency. The IC/OIC will receive departmental responsibilities and make appropriate assignments to police personnel. The IC/OIC should consider the activation of the IMT in order to facilitate Command Post operations. The IMT commander or Platoon Leader will make the determination for how many team members to activate depending on the nature and specifics of the incident.
3. If it is determined there is a need for specific expertise; the IC/OIC may relinquish command to a person with the appropriate expertise.
4. Set up a tactical radio channel for the ICP.
5. The IC/OIC will designate a Safety Officer to identify scene safety issues and implement safety protocols for the scene.
6. The location of the ICP or similar facility will be determined using the following criteria, if possible:
  - a. Strategically located.
  - b. Accessible to responding personnel.
  - c. Defensible against attack and out of the danger area.
  - d. Sufficient space for responding personnel, equipment, and parking.
  - e. Accessible to restroom facilities.
  - f. Accessible to telephone and utilities (water, electric).
  - g. A helicopter landing area nearby.

- h. Accessible to structures or other protection from weather.
  - i. Accessible to storage facilities.
7. If a suitable structure for the ICP or similar facility does not exist or is impractical, the IC/OIC will request the mobile command vehicle. The IMT Leaders should be notified whenever the mobile command vehicle is requested in order to determine the scale of response of IMT members.
8. The IC/OIC will notify the Chief's Section of the situation, the ICP location, and the identity of the IC/OIC through the Public Information Officer (PIO). After normal working hours, contact the Chief's Section in accordance with Policy 308, *Staff Representation After Hours*.
9. The IC/OIC will determine the following and convey to PSC:
- a. The nature of the incident.
  - b. Control perimeters, if necessary.
  - c. The location of the ICP.
  - d. Designate a Staging Area Manager (IMT personnel will handle, when activated), staging areas and access routes.
  - e. Determine a relocation area for evacuees.
  - f. The ICP staff, as needed: See CIRM.
10. The IC/OIC will determine manpower needs and request sufficient personnel. Consideration must be given to span of control issues when assigning resources.
- a. Call for other specialized units as needed:
    - 1) Special Operations Team (SOT).
    - 2) Bomb Squad.
    - 3) Dive Team.
    - 4) Air Support Unit.
    - 5) Detective Division (DET).
    - 6) K-9 Unit.
    - 7) Special Response Team (SRT)
  - b. Notify other agencies as needed:
    - 1) Tulsa Area Emergency Management Agency (TAEMA).
    - 2) EMSA.
    - 3) Oklahoma Highway Patrol.
    - 4) Salvation Army.
    - 5) Red Cross.
    - 6) FBI/ATF.
    - 7) Fire Department.
    - 8) Health Department.
    - 9) City Attorney's Office.
    - 10) Medical Examiner's Office.
    - 11) Corps of Engineers.
    - 12) Federal Law Enforcement.
    - 13) National Guard.
11. Responding units and outside agencies should be informed of the following:
- a. The location of the ICP and the identity of the IC/OIC.
  - b. The appropriate staging areas and response routes.

12. Once the staging area has been established, all responding units will report to the Staging Area Manager for check-in, briefing, equipment check, and assignments.
13. Command Post personnel will track personnel and equipment needs and usage, to include the loss/damage of equipment and injury of personnel. The IC/OIC or support staff will determine and request equipment and supply needs (e.g., boats, light trailer, etc.) as well as:
  - a. Develop strategy and tactics, obtain maps if necessary, and outline the involved areas.
  - b. Approve press releases for the PIO.
  - c. Monitor progress of the plan and make any necessary adjustments.
  - d. Expand ICP staff as necessary.
14. The IC will ensure the development of the IAP using ICS forms as appropriate.
15. The Critical Incident Review Board will meet on an ad-hoc basis following the occurrence of a critical incident. The board shall consist of the Division Commander, or designee, of the involved division, IMT Team Commander, or team leader, and the OIC/IC of the incident. The board will be responsible for the following:
  - a. Thorough review of the AAR and interviews, as needed.
  - b. Review details of the incident to determine the following, but not limited to:
    - 1) Actions taken.
    - 2) Personnel and resources utilized.
    - 3) The impact to the Department and/or jurisdiction.
  - c. Identify any issues pertaining to training, supervision/management, resources, and tactics that occurred during the incident.
  - d. Make recommendations regarding identified issues to the Chief of Police in the form of a Corrective Action Plan.
16. The board shall meet within 30 days of the conclusion of the prompting incident and shall have 30 days to issue a report to the Chief of Police on their findings. The Chief will then have 30 days to respond to the recommendations.
17. The Tulsa Police Department will credential their personnel in accordance with FEMA standards, as well as the State of Oklahoma Emergency Responder Credentialing System.
  - a. The IMT will maintain a database for TPD personnel training and capabilities to enable quick identification of needed resources for a given response.
  - b. Specialty teams and other identified personnel that are likely to deploy to other jurisdictions will be issued a card detailing their capabilities. For identification purposes, this card must be carried on them at all times when deployed.
    - 1) Cards will be prepared by City of Tulsa Security in City Hall (same as City of Tulsa ID cards) and only released to the specific officer, their specialty team supervisor or chain of command. Lost or stolen cards will be re-issued following the same criteria as the City of Tulsa ID cards.
    - 2) Issued cards must be surrendered and cancelled upon the following:
      - a) Separation from the department
      - b) Separation for the specialty unit
      - c) Lapse of specific certifications, licenses or capabilities
      - d) Request by their chain of command

18. Tulsa police personnel must be trained at the commensurate ICS level to their department position.
- a. All TPD Sworn:
    - 1) IS100 - Introduction to ICS
    - 2) IS200 – Basic ICS for Initial Response
    - 3) IS700 – Intro to National Incident Management System (NIMS)
  - b. Captains and above, certain Special Team personnel (varies by function of respective teams - can go into more detail in the policy)
    - 1) IS800 - National Response Framework (NRF), an Introduction
    - 2) ICS300 - Intermediate ICS
    - 3) ICS400 - Advanced ICS
  - c. IMT Members (all team members)
    - 1) IS703 - NIMS Resource Management
    - 2) IS706 - NIMS Intrastate Mutual Aid - An Intro
    - 3) IS2200 - Basic EOC Functions
    - 4) O305 - All Hazards (AH) IMT
  - d. IMT Members (depending on position within team)
    - 1) L0950 - AH IC
    - 2) L0952 - AH PIO
    - 3) L0954 - AH Safety Ofc
    - 4) L0956 - AH Liaison Ofc
    - 5) L0958 - AH Operations Section Chief
    - 6) L0960 - AH Division/Group Supervisor
    - 7) L0962 - AH Planning Section Chief
    - 8) L0964 - AH Situation Unit Leader
    - 9) L0965 - AH Resources and Demob Unit Leader
    - 10) L0967 - AH Logistics Section Chief
    - 11) L0969 - AH Comms Unit Leader
    - 12) L0970 - AH Supply Unit Leader
    - 13) L0971 - AH Facilities Unit Leader
    - 14) L0973 - AH Finance/Admin Section Chief
    - 15) L0984 - AH Task Force / Strike Team Leader
    - 16) L0987 - AH Air Support Group Supervisor

## **REGULATIONS:**

- 1. The IC/OIC shall ensure that the ICP site is cleaned up after the incident.
- 2. The IC/OIC shall ensure completion of an AAR in accordance with the CIRM and forward it to the Chief of Police through the chain of command along with a copy to the IMT Commander. Command Post personnel will ensure the completion of the appropriate ICS forms to document the response. These forms become the basis for any FEMA reimbursement.
- 3. An AAR will be completed whenever a Unit Response level or greater is utilized.
- 4. All members of the Critical Incident Review Board shall have completed all certification requirements of the NIMS, such as successful completion of ICS-300 and ICS-400.

## **REFERENCES:**

Oklahoma State Statute 63 OS 695.5  
State of Oklahoma Emergency Responder Credentialing System  
National Incident Management System – Guideline for the Credentialing of Personnel

111A, Hazardous Materials  
127, Tulsa Police Reserve Emergency Call Out  
132, Aircraft Crashes  
132 Attachment, Aircraft Crashes – Attachment  
134, Bomb Threats/Detonations  
308A, Staff Representation After Hours  
Critical Incident Response Manual