



**Lakewood Police Department  
Policy and Procedure**

**Policy Number: PP – 4905  
ICS OPERATIONS FUNCTION**

**Effective Date:  
03/24/2025**

**A. Policy**

In establishing the Incident Command System organization at an event, the Incident Commander may handle the operations function themselves or delegate their authority for this function to the Operations Section Chief. Operations Section personnel plan and perform tactical activities to achieve the incident objectives established by the Incident Commander or Unified Command. Objectives typically focus on saving lives, reducing the immediate hazard, protecting property and the environment, establishing situational control, and restoring normal operations. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

**B. Procedure**

**1. Major responsibilities of the Operations Section Chief are to:**

**a. Execute the tactical plan:**

Supervise the accomplishment of the operations portion of the Incident Action Plan through close communication with the Incident Commander, close contact with subordinate positions, and thorough interaction with other ICS components.

**b. Manage safe tactical operations:**

Establish Tactics. Develop appropriate strategies for safely achieving specified incident objectives. Determine and assign appropriate resources for the tactics.

**c. Monitor the performance of the tactics to determine if the strategies and resources are safe, valid, and adequate:**

Establish perimeters. Depending on the incident, security or exclusionary control zones are protected by established perimeters. The number of zones created is dependent on the type of incident.

**d. A containment perimeter may be established for containing criminal or terrorist suspects or, in the case of hazardous materials or explosives, to maintain safe distances around the contaminant or hazard until the danger can be mitigated. A zone may be established outside the containment perimeter to exclude persons not directly involved in the incident response efforts.**

Law enforcement, Fire/Rescue/EMT, Hazmat, or other personnel necessary in the handling of the incident will generally operate inside this perimeter.

Another perimeter may be established outside of the above zones to exclude vehicular traffic from entering an operational or danger zone. Controlling and directing the flow of traffic around the scene with minimum disruption is an integral part of incident control.

e. Maintain Security:

In addition to containment perimeters, the Operations Section Chief should be responsible for delegating responsibility for event security. Facilities, be they fixed or temporary, should have sufficient security to prevent or mitigate unexpected danger, theft, or unauthorized access. Incident security will allow personnel assigned to the event to focus on assigned objectives rather than on personnel or equipment protection.

Security details should maintain control of the Command Post, all Staging Areas, Equipment Depots, and other established incident facilities as needed.

f. Conduct evacuations

Life safety at the scene of an incident is the top priority. Necessary evacuations may stem from widely varied circumstances including: injured persons; contaminated persons; persons in continuing danger area; persons interfering with operations; and at-risk populations.

Evacuation-related notifications should be coordinated through the and approved by the Incident Commander. Primary notification methods include LookoutAlert (telephone calls, text messages, and email), the Integrated Public Alert and Warning system (IPAWS) which allows for geo-targeted notifications to cell phones through the Wireless Emergency Alert (WEA) system, as well as radio and television broadcasts, and door-to-door notifications. The Public Information Officer may supplement these alerts with social media, media interviews, press releases, and other methods.

The evacuation plan should include established shelter locations, hospital notifications, decontamination precautions, recommended egress routes, and sources for updated information. Transportation for evacuees, such as ambulances, buses, or other means should be coordinated or arranged. Depending on the circumstances, methods of recording completed evacuations or contacts should be maintained.

g. Handle Detainee Issues:

Persons detained or arrested during an incident shall be processed, transported, and confined per normal arrest protocols. A large number of arrestees arising from event circumstances shall be handled as described in the police department manual section regarding Mass Arrests.

h. Manage resources

The Operations Chief will request additional resources when needed to support current tactical operations. If the resources are already staged, the Operations Chief will direct their deployment. As functional elements achieve their objectives, the Operations Chief will approve their release from their current assignment and re-stage or re-assign as needed.

i. Whether an event is the result of criminal action, natural phenomenon, accident, or other circumstances, the Operations Section Chief shall cause an investigation to be conducted documenting the incident. The Incident Commander will be kept apprised of developing information.

Responsibility for investigations extending past the incident duration, remain the responsibility of the Ops Chief until / unless delegated to a more appropriate entity and the transition has been appropriately communicated.

Reports detailing the investigation shall be filed in the police department Records Section.

C. Rule

1. Update Incident Action Plan

The Operations Section Chief, in close communication with the Incident Commander, will make or approve expedient changes to the operations portion of the IAP. In events lasting more than one operational period, the Operations Section Chief will assist in the development of the IAP for the next operational period by completing a written form prior to a planning meeting or as directed by the Incident Commander.