



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 401.12

Subject: Operational Functions

Topic: Incident Command System

Accreditation:

Revised:

Reaffirmed:

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I. PURPOSE

The purpose of this General Order is to establish guidelines during the implementation of the Incident Command System.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to utilize the Incident Command System, in all or in part, during all designated incidents. These incidents may include, but are not limited to, accidents, crime scenes, natural or manmade disasters, and terrorist events.

III. PROCEDURE

The Loudoun County Sheriff's Office has adopted the methodology of the National Incident Management System (NIMS). This Incident Command System (ICS) policy complies with NIMS.

The organization of the ICS has been developed around five major functions that are required on any incident, whether large or small. For some incidents and in some applications only a few of the functional elements may be required.

ICS establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times. The following are the major responsibilities and duties of all ICS positions.

A. Incident Commander and Command Staff

The responsibility of the Incident Commander is the overall management of the incident. On most incidents a single Incident Commander carries out the command activity. The Incident Commander may have a deputy assistant, who may be from the same agency or an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same level of incident command training as the person for whom they work.

B. Command Staff Positions

1. Public Information Officer

The Public Information Officer (PIO) is responsible for developing and releasing information to the news media and to other appropriate agencies and organizations about the incident. Only one PIO will be assigned for each incident, including incidents operating under a multi-agency command (unified command) and multi-jurisdiction incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

2. Liaison Officer

Incidents that are multi-jurisdictional or have several agencies involved may require the establishment of a Liaison Officer. The Liaison Officer is the contact person for those personnel assigned to the incident by assisting or cooperating agencies. These personnel are other than those on direct tactical assignments or those involved in a unified command.

3. Agency Representatives

In many multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist with the coordination efforts. An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated the authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

4. Safety Officer

The function of the Safety Officer is to develop and make recommendations to ensure the safety of personnel and to assess and/or anticipate hazardous and unsafe situations. Only one Safety Officer will be assigned to each incident. The Safety Officer may have assistants as necessary and the assistants may also represent assisting agencies or jurisdictions.

C. General Staff Positions

1. Operations Section

The function of the Operations Section is to manage the tactical operation of the incident. The Operations Section is led by the Operations Commander. Subordinate personnel under the command are:

- a. Branch director (branches may be functional or geographic)
- b. Division/group supervisor
- c. Task force, strike team, platoon or squad leader
- d. Single resource manager
- e. Staging area manager

The duties of these supervisors/leaders are outlined in the Incident Command System Operations Manual.

2. Planning Section

The Planning Section collects, evaluates, processes and disseminates information for use at the incident. When activated, the section is managed by the Planning Commander who is a member of the general staff. The Planning Commander supervises the following personnel and/or functions:

- a. Unit leader
- b. Resources unit
- c. Situation unit
- d. Documentation unit
- e. Demobilization unit
- f. Technical specialists

The duties of these leaders/units are outlined in the Incident Command System Operations Manual.

3. Logistics Section

The Logistics Section provides the needs for all incident support, with the exception of aviation support. The Logistics Section is managed by the Logistics Commander and will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Commander. The following units are under the command of the Logistics Section:

- a. Supply unit, which includes an Ordering Manager and a Receiving and Distribution Manager
 - b. Facilities unit, which includes a Security Manager, Base Manager and Camp Manager
 - c. Ground support unit, which includes an Equipment Manager
 - d. Communications unit
 - e. Food unit
 - f. Medical unit
4. Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents require the services of this section. Only when the agencies involved have a specific need for Finance/Administration Section services will the section be activated. The listed units operate within this section:

- a. Time unit, which includes a Personnel Time Recorder and Commissary Manager
- b. Procurement unit
- c. Compensation/claims unit
- d. Cost unit

The duties of these units/functions are outlined in the Incident Command System Operations Manual.

IV. EQUIPMENT

Incident Command vests may be worn during any incident when identifying key personnel is essential. Vests can be located in the command unit vehicle.

V. TRAINING

By incorporating the National Incident Management System into agency policy, certain training is required for all sworn personnel. The list of mandatory and suggested courses may be found within the Training Section. The Training Section will maintain a record of those employees

who attended mandatory training and provide an updated list to Command Staff on a yearly basis of those employees needing ICS training.