

# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



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**TOPIC:** INCIDENT COMMAND SYSTEM  
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**SUPERCEDES:** 01/31/2024

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CALEA references: See below

## I. PURPOSE

The purpose of this Standard Operating Procedure is to create a formalized system to coordinate appropriate responses to unusual or significant incidents.

## II. DEFINITIONS

Incident Command System (ICS) - A standardized on-scene emergency management system that provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It can be used for all kinds of emergencies and applies to small as well as large and complex incidents.

National Incident Management System (NIMS) - A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for state, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Incident - An occurrence natural or human-caused that requires an emergency response to protect life, property, or both.

Event - A scheduled occurrence that may require the use of the ICS to be completed.

*Incident Action Plan (IAP)* - An oral or written plan that contains general objectives reflecting the overall strategy for managing an incident. The plan may include the identification of operational resources and assignments, as well as plans and contingencies for the demobilization of resources after the operation. The IAP may also include attachments providing direction and important information for the management of the incident during one or more operational periods.

*Unified Command* - This is an application of ICS used when there is more than one agency with incident jurisdiction, or when incidents cross political jurisdictions.

*Incident Commander (IC)* - The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations while providing oversight for all operations at the incident site.

*Staging Area* - Staging areas are established to assemble resources while awaiting a tactical assignment.

### III.PROCEDURE

#### A. BACKGROUND

Many incidents, disasters, and emergencies require coordinated responses from a variety of agencies and emergency service providers. These events are often dangerous, dynamic, and complex.

#### B. USES FOR FORMAL INCIDENT COMMAND [46.1.2](#)

The Incident Command System (ICS) establishes standardized incident management processes, protocols, and procedures that all responders will use to coordinate and conduct response actions. ICS creates clear lines of authority and communication and may be implemented in any situation; however, it will be implemented in the following situations:

- Four or more police units are involved in an event
- Major event planning
- Multi-Agency response
- Pandemic
- Public demonstrations, civil disorder, and mass arrest
- Emergency Operations Plans
- Tactical operations
- City emergency management plans
- Natural or man-made disasters
- Acts of terrorism
- As directed by any field personnel.

#### C. NOTIFICATIONS AND ESTABLISHING INCIDENT COMMAND [41.2.4](#), [46.1.3](#) - [46.1.7](#)

Officers responding to emergencies must quickly assess the need for additional assistance to establish and ensure safe and efficient scene management. Initial responding officers may be more than sufficient to handle the situation; however, some situations may require additional

support. In those instances, the request/notification for additional resources will be appropriate to the situation.

When any transfer of command is completed, the new Incident Commander will announce via the police radio their radio number and advise they are assuming command; thereafter, their radio number is "*Command*."

Some emergencies may not require additional resources, but per department policy and/or procedure, may require certain notifications to be made, (i.e. supervisory personnel, Investigations personnel, District Attorney, Medical Examiner, etc.). Generally speaking, unless specified by another written directive, all requests for additional assistance or notifications will be made through Police Dispatch. Additional resources may include but are not limited to:

- Sergeant, Captain/Watch Commander, Major, Deputy Chief, or the Chief of Police
- Investigations Personnel (Field Sergeant will contact CID Sergeant)
- Specialized units such as Bomb Unit, SWAT, Dive Rescue, Traffic Unit, Crime Scene Technician(s), PIO, Animal Control Officer(s), Department Chaplains
- Neighboring Law Enforcement, Kansas Highway Patrol, Federal Law Enforcement
- Fire Department/Haz Mat/EMS
- Public Utilities
- OP Public Works
- KDOT
- Tow truck(s)
- Media

When ICS is implemented, the on-scene Member assuming command will tell dispatch, via the police radio, that he/she is establishing command. The Incident Commander will give a Conditions, Actions, and Needs (CAN) Report. The need for a Unified Command should be considered in incidents involving other public safety entities. 3(E) The Member involved will be responsible for all aspects of ICS until additional resources are assigned or relieved by another Incident Commander. 3(A)

The Authority to assume command of any particular situation depends primarily on the area of expertise of the individual agency. For law enforcement events command takes place upon arrival of police units to an event needing resources beyond three officers or other first responders/agencies. There may be events such as fires, chemical spills, or other events where another agency may be in command, such as Fire or EMS. In these instances, the Police Department Incident Commander shall report to the individual designated as leading the Unified Command and will advise what police department resources are on the scene and available.

After Incident Command has been established and it is determined that another city department or an outside agency is in charge, the police department's representative shall relinquish command to the Incident Commander and shall function with the Unified Command framework.

The CAN Report should include:

- The nature of the incident
- Hazards present and maintaining the safety of all affected personnel 3(H)
- Need for warnings
- Casualties
- Need for evacuation 4(B)
- Geographic area involved
- Ability to contain or establish perimeters to direct and control traffic 4(A, E)
- Prospective Staging Areas 3(F)
- Preliminary command post location and security 3(B), 4(C)
- Entrance and exit routes for response personnel and equipment

Identifying needed resources such as:

- Communications 6(A)
- Transportation 6(B)
- Medical support 6(C)
- Supplies 6(D)
- Specialized team and equipment requirements 6(E)
- Detainee transportation, processing, and confinement 4(D)
- Refer to the City Emergency Operations Plan's Logistics Section Chief for additional duties and responsibilities

Building a structured plan by:

- Preparing a documented incident action plan 5(A)
- Gathering and disseminating information and intelligence 5(B)
- Participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG) 5(C)
- Planning post-incident demobilization 5(D)
- Refer to the City Emergency Operations Plan's Planning Section Chief for additional duties and responsibilities

The unit is also responsible for preparing and maintaining the following:

- Status reports and intelligence on the current situation
- Status of resources assigned to the incident
- Situation summaries (situation status reports, resource status reports) and projections for future events
- Incident and area maps
- Accurate and complete incident files
- Incident demobilization plan to include specific instructions if needed
- Technical specialists to deal with special areas of expertise

COOP/COG planning is an effort to ensure that the capability exists to continue essential agency functions throughout any potential emergency. The primary objectives of this plan are to ensure the continuous performance of the department's essential function during an emergency and protect essential facilities, equipment, vital records, and other assets, reduce or mitigate disruptions to operations, assess and minimize damage and losses, facilitate decision-making during an emergency, achieve a timely and orderly recovery from an emergency and resumption of full service to the community. If the COOP Plan is activated an Incident Action Plan (IAP) shall be completed and shared with the individuals assigned to the Facility COOP Team appointed by the Chief for the activation. All documentation of the

activation, IAP, and after-action review shall be maintained by the Police Emergency Management Coordinator.

The OPPD COOP Plan will be reviewed annually for updates, and used in tabletop or other readiness exercises.

Additional Actions such as:

- Activating required special units 3(C)
- Assigning and deploying personnel
- Requesting assistance from other agencies 3(D)
- Monitoring events
- Providing direction
- Refer to the City Emergency Operations Plan's Operations Section Chief for additional duties and responsibilities

Personnel accountability includes:

- The IC, or designee, will maintain strict personnel accountability and will be continually updated by the section chiefs to keep an ongoing, accurate assessment of the entire operation
- If the IC establishes command after units are already actively deployed, the IC should conduct or have conducted, a radio roll call to determine their positions. In ICS mode, communications will maintain and keep the IC apprised of the location of all deployed units
- During major incidents, the IC may appoint a safety officer who will have the responsibility and authority to stop an operation or part of it if safety requirements are not being met
- Depending on the size and duration of the incident, consideration should be given to relief provisions for operations personnel

The incident commander will also be responsible for providing public information and maintaining media relations, as well as conducting a post-incident investigation, if applicable. 3(G), 4(F)

#### D. REQUESTING FEDERAL ASSISTANCE

The Chief of Police, or his/her designee, will be responsible for requesting federal law enforcement assistance during an emergency. The Mayor will be responsible for requesting assistance from the National Guard during an emergency.

#### E. ALL-HAZARDS PLAN 46.1.2

The City's Emergency Manager maintains a written All-Hazards Plan (Emergency Operations Plan) for responding to unusual natural or man-made disasters and incidents. The Emergency Operations Plan requires it to be updated annually and validated by at least one exercise each year. The Police Emergency Management Coordinator will review and provide Emergency Operations Plan updates and activations of the COOP Plan.

#### F. PLANNING RESPONSIBILITY [46.1.1](#)

The Police Emergency Management Coordinator, or his/her designee, will be responsible for planning a response to All-Hazard incidents and activations of the COOP Plan.

#### G. REQUIRED REPORTS, CRITIQUES & TRAINING

Members will write detailed reports regarding their actions taken during the incident as directed by the Incident Commander. [3\(I\)](#)

A financial assessment must be completed at the end of the event. To accurately track finances, detailed notes should be taken throughout the event. The report should include tracking incident costs and coordinating/administering support.

- Recording personnel time [7\(A\)](#)
- Procuring additional resources [7\(B\)](#)
- Recording expenses [7\(C\)](#)
- Documenting injuries and liability issues [7\(D\)](#)
- Preparing appropriate reimbursement documents if applicable [7\(E\)](#)
- Refer to the City Emergency Operations Plan's Finance Section Chief for additional duties and responsibilities

A tactical debriefing should convene after a significant or critical event to produce a lesson learned to review, analyze, and correct deficiencies, and improve the response to future situations

All affected personnel will attend documented annual training on the agency's All-Hazards Plan including the Incident Command System (ICS) and documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All-Hazards Plan and the Incident Command System. [46.1.9\(A\)\(B\)](#)

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#### [CALEA references:](#)

[41.2.4](#)  
[46.1.1](#)  
[46.1.2](#)  
[46.1.3 \(A\)\(B\)\(C\)\(D\)\(E\)\(F\)\(G\)\(H\)\(I\)](#)  
[46.1.4 \(A\)\(B\)\(C\)\(D\)\(E\)\(F\)](#)  
[46.1.5 \(A\)\(B\)\(C\)\(D\)](#)  
[46.1.6 \(A\)\(B\)\(C\)\(D\)\(E\)](#)  
[46.1.7 \(A\)\(B\)\(C\)\(D\)\(E\)](#)  
[46.1.9 \(A\)\(B\)](#)