

# MENOMONEE FALLS POLICE DEPARTMENT

DEPARTMENT DIRECTIVE: 2303.01

DATE: November 23, 2020

SUBJECT: **Emergency** Management Incident Command Post (ICP)

## I. INTRODUCTION

Occasionally, situations are encountered which are of such a complex nature and/or magnitude that establishment of an Incident Command Post (ICP) is necessary or desirable. The establishment of an ICP is most often necessary in high-risk situations including (but not limited to) those instances in which the tactical team and/or **crisis** negotiators are utilized. Major crimes, fires, natural or man-made disasters **and special events** may also require the establishment of an ICP. All ICPs established will be in compliance with the National Incident Management System (NIMS).

## II. PURPOSE

The purpose of this directive is to establish procedure for the establishment of an ICP for situations over which this Department has overall or primary jurisdiction and will be making overall operational decisions. Certain modifications must be made for situations where there is mutual or joint action.

## III. OBJECTIVE OF COMMAND POST

The objective of the ICP is to establish a central point of control from which all major decisions involving resolution of the problem will be made.

## IV. PROCEDURE

### A. Primary Incident Command Post

1. The ICP will control all aspects of a problem, including (but not limited to) gathering and dissemination of intelligence, utilization of tactical teams **and crisis** negotiators, establishment and control of inner and outer perimeters, establishing safe ingress and egress routes, communications, and the mobilization of additional resources.
2. An ICP will be established early in any high-risk situation, including those instances in which the Tactical Team and/or hostage negotiators are utilized. The establishment of an ICP is not required when the Tactical Team is utilized to execute a warrant which may be considered high-risk. An ICP will be established at any major crime scene, fire, or natural disaster scene when deemed necessary by the Duty Supervisor (DS).

**SUBJECT: Emergency Management Incident Command Post (ICP)**

3. Generally, the DS will have the initial responsibility to establish the ICP and will also have initial control and command of the ICP until properly relieved by a higher authority.
4. The ICP can be established in any location which provides sufficient resources to adequately manage overall operational control. The ICP can be located inside the outer perimeter which will be a secure area in tactical situations or in a location which offers the greatest strategic advantage in crime scenes, fires, or natural disasters.
5. The magnitude of the incident will determine how complex the configuration of the ICP will be. Generally, the ICP operation can be effectively conducted from a properly-equipped vehicle. There may be situations when control is better facilitated by the use of a fixed facility such as a building, parking lot structure, etc.; however, those situations are rare and generally will involve an extended operation.
6. It is recognized that the number of persons occupying the ICP will depend largely on the magnitude of the problem; however, only the minimum number of persons necessary to receive, analyze, and provide appropriate dissemination of intelligence information and make subsequent command level decisions should be physically present in the ICP.

In most instances the ICP can function effectively in a tactical situation with:

1. Incident Commander (IC);
2. Tactical Team liaison;
3. crisis negotiator liaison;
4. recorder;
5. other persons so designated and warranted by the situation.

The IC is responsible for determining the number persons to be present in order to function efficiently. Additional personnel will be drawn from a standby pool that will be organized at Department headquarters (if problem permits) or other secure area in proximity of the problem. All officers and support personnel in standby status will be briefed of all intelligence regarding the problem on a continuing basis and will be expected to perform requested duties upon notification from the ICP. Only those individuals performing a necessary function of the ICP will occupy it.

**SUBJECT: Emergency Management Incident Command Post (ICP)**

7. Once the ICP has been established, all orders, directions and requests shall be initiated through the ICP. It is imperative the ICP be in receipt of all relevant intelligence information gathered on a timely basis in order that appropriate command decisions are made by the IC.
8. The presence of the Chief of Police at the ICP does not automatically constitute relief of the IC. In those instances where the Chief of Police elects to remain at headquarters, the IC shall provide periodic briefing to the Chief of Police or the ranking officer acting on his/her behalf.

**B. Auxiliary Command Posts**

1. In the event the IC requests the presence of either the Tactical Team or crisis negotiator on the scene, an auxiliary ICP may be established under the control of the Senior Tactical Team Leader or his/her alternate or, in their absence, a third alternate.
2. This auxiliary ICP will be established in order to enable the primary ICP to remain functional and to assist the IC in overall supervision of the current problem. In this regard, a communications network must be established between the IC and the auxiliary ICP.
3. The purpose of the auxiliary tactical ICP is to provide a location which serves as a gathering point for personnel and information needed by the tactical team in the event they are deployed by the IC. From this location the Tactical Team will develop and present the IC with a viable plan, including alternatives for resolution from a tactical point of view.
4. The IC may also establish other auxiliary ICPs for the purpose of hostage negotiation, controlling news media, backup or relief manpower/department, etc.

**C. Activation of Emergency Operations Center (EOC)**

In the aftermath of natural and man-made disasters or other unusual occurrences, the Village of Menomonee Falls may establish an Emergency Operations Center (EOC) to provide a centralized unit responsible for overall strategy and plan development in resolving the crisis. It is from this Center that direction and control of Village personnel and resources originates. Personnel making up the EOC will generally be Command level staff of Village departments and, when appropriate, other agencies assisting in the operation.

The protocol for EOC activation authority is found in the Village of Menomonee Falls Emergency Response Plan/Emergency Operations Center Subdivision.

**SUBJECT: Emergency Management Incident Command Post (ICP)**

**D. News Media Limitations**

1. The only point within the outer perimeter where a member of the press may respond is to an auxiliary ICP designated for press.
2. News media personnel shall be requested and required to produce bonafide credentials in order to remain at the auxiliary ICP.

**E. Deactivating the Command Post**

1. Once an incident has been concluded, the IC will make a verbal report to the Chief of Police and then proceed with deactivation. All units and personnel involved in the operation must be informed of the deactivation. It is the responsibility of the IC to account for every unit or individual officer involved via the appropriate team leader or other supervisor to ensure that each is informed of the deactivation.
2. The IC must ensure that all required reports concerning the incident are prepared.
3. Deactivation includes completion and submitting of ICP reports which are to include the chronological log and a narrative report of the entire incident to the Chief of Police.

APPROVED:

  
Anna M. Ruzinski  
Chief of Police

---

Retention: Permanent  
Distribution: All Policy & Reference Manuals  
Supersedes: 2303.01 (03/21/2017)  
Review Date: 10/2023  
WILEAG: