



City of Racine Police Department
Policy and Procedure

Number: 715

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|---|--------------------------------|------------------------------|
| Subject: On-Site Command Post | | |
| Date Issued: 06-06-80 | Date Revised: 8-3-18 | Revision Number: 4 |

POLICY

To coordinate and control police activity at the scene of an emergency operation.

PROCEDURE

When an emergency operation occurs, the following steps shall be taken:

MEMBER

Respond to the scene as directed.

SUPERVISOR

1. Respond immediately to the scene.
2. Establish an on-site command post.
 - a. In an area of safety.
 - b. In visual contact of the disaster area, only if it can be safely accomplished.
 - c. In a readily accessible location.
 - d. Designate its location by use of a green light.
3. Advise Dispatch of the Command Post location and advise who the Incident Commander is.
4. Request and oversee the assignment of manpower and equipment needed.
5. Request notification of the Shift Commander.
6. Advise Dispatch of the need (if necessary) to use alternate channels for emergency operations-related radio traffic.
7. Utilize the Incident Command System as appropriate (The Command Board and RPD ICS Manual in Supervisor vehicles may be of assistance).
8. Consider the use of CodeRed and IPAWS to support operations. Assign or delegate the use of the system as needed, to include requesting support from shift commander.

SHIFT COMMANDER

1. Confer with the on-scene supervisor to determine the extent of the emergency operation and the Departments' involvement.
2. Notify the appropriate commanders as necessary per Department procedures (Policy #212).

NOTE

If an On-Site Command Post has already been established by another emergency service, the supervisor shall cooperate in the direction and control of police services from that Command Post, if practical.

RELATED MANUAL

RPD - Incident Command System (ICS) Manual

RELATED PROCEDURES

[Table of contents](#)

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)

[218 – Mobilization of Off-Duty Personnel](#)

[609 – Tactical Situations](#)

[375 – Incident Command System](#)

[716 – Command Responsibility at Police Situations](#)