

**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<b>Effective Date</b> September 9, 2015		<b>Amended Date</b> August 11, 2017		<b>Directive</b> 8.06.1	
<b>Subject</b> National Incident Management System					
<b>Reference</b>			<b>Approved</b>  Chief of Police		
<b>Distribution</b> All Personnel City Manager City Attorney		<b>TPCA Best Practices Recognition Program Reference</b> 8.11		<b>Review Date</b> August 11, 2017	
				<b>Pages</b> 2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this directive is to outline the minimal requirements for the required training associated with the National Incident Management System (NIMS).

**SECTION 2 POLICY**

It is the policy of the department that personnel at all ranks will be trained in the National Incident Management System (NIMS) as required by the Federal government and as further described in this order.

**SECTION 3 DEFINITIONS**

- A. NIMS: National Incident Management System
- B. ICS: Incident Command System

**SECTION 4 PROCEDURE**

A. SWORN PERSONNEL

Rank / Title	ICS 100	ICS 200	ICS 300	ICS 400	ICS 700	ICS 800
All Emergency Responders	X				X	
First Line Supervisors	X	X			X	
Mid-Level Responders/Supervisors	X	X	X		X	X
Senior-Level Response Managers	X	X	X	X	X	X

1. Sworn Personnel shall complete the required training with respect to their rank and within the timelines established by the Chief of Police.
  - a. Newly hired sworn personnel shall:

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- i. complete the required training while assigned to the Field Training Officer program;  
or
  - ii. provide proof the officer has completed the training prior to completing the Field Training Officer program
- b. Promoted personnel shall complete the training within one (1) year of promotion date.

**B. DOCUMENTATION OF TRAINING**

**1. The Training Coordinator shall:**

- a. provide notice to personnel who are required to complete NIMS training;
- b. document the completion of all NIMS training; and
- c. forward to the City's Emergency Management Coordinator a copy of all certificates of completion and/or equivalent documentation specific to NIMS training

**C. SCOPE OF RESPONSIBILITY**

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.