

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED - DEVELOPMENT
	DED - FINANCE & ADMINISTRATION
	DED - OPERATIONS
	DED - BUSINESS DEVELOPMENT
	DED - EXTERNAL RELATIONS
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	BUSINESS & TRADE DEVELOPMENT
	CHIEF FINANCIAL OFFICER
	CITY ATTORNEY
	COMMISSION OFFICE
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

July 1, 2013

To	From	
	ENGINEERING	
	ENVIRONMENTAL MANAGEMENT	
	FINANCIAL MANAGEMENT	
	GOODS MOVEMENT	
	GOVERNMENT AFFAIRS	
	GRAPHIC SERVICES	
	HUMAN RESOURCES	
	INFORMATION TECHNOLOGY	
	MANAGEMENT AUDIT	
	MEDIA RELATIONS	
	PLANNING & ECONOMIC DEV.	
	PORT PILOTS	
XX	PORT POLICE	xx
	PUBLIC RELATIONS	
	REAL ESTATE	
	RISK MANAGEMENT	
	WHARFINGERS	

TO: PORT POLICE COMMAND STAFF, LIEUTENANTS AND SERGEANTS

SUBJECT: COMMAND OFFICER AT CRITICAL INCIDENTS

Recent incidents have resulted in multiple Command Officers arriving on-scene, without assuming command and providing gratuitous advice to Incident Commanders and/or countermanding supervisors. Although well-intentioned, these situations have resulted in confusion and frustration in bringing about a successful conclusion to the incident.

The essence of incident command is to control the situation and bring order to chaos. Incident Command depends on "Unity of Command" e.g., the concept by which each person within an organization reports to one and only one designated person. The purpose of Unity of Command is to ensure unity of effort under one responsible commander.

Exercising Unity of Command, Command Officers (Los Angeles Port Police Staff Officers, Captains, Lieutenants and Sergeants) are expected to respond to unusual occurrences and provide clear and concise direction to subordinates.

Command Officer Expectations

- Responsible Los Angeles Port Police Command Officers, e.g., Staff Officers, Command Duty Officers, Division Commanding Officers, Lieutenants, etc., are expected to respond to serious incidents impacting the Port of Los Angeles (POLA) and assume command when appropriate.
- Incidents that may require a Command Officer to assume command involve: ongoing, serious incidents impacting the POLA, injuries to police officers, security personnel and POLA employees, natural and manmade emergencies and other criminal activity.
- Command Officers or "Senior Officers" arriving at a critical incident who choose to provide advice to the Incident Commander should assume command.
- The mere presence of a "Senior Officer" at the scene of an unusual occurrence does not indicate his/her assumption of command. The "Senior Officer" shall remain an observer unless he/she assumes command.
- The "Senior Officer" shall ensure the incident is managed by the most qualified person.
- Command Officers arriving on scene involving an on-going incident shall immediately make their presence known to the Incident Commander.
- Once known, the arriving Command Officer shall make an assessment (size-up) of the situation to determine scope, seriousness, resources required, multi-agency involvement, notifications and impact on commerce and public safety.

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- The arriving Command Officer once informed, shall announce whether he/she is assuming command, e.g., "I am not assuming command" or "I am assuming command."
- If a Command Officer assumes incident command he/she shall notify dispatch that he/she is assuming command. The out-going Incident Commander shall be relieved of his/her duties and/or reassigned, e.g., the Operations Section Chief.
- The Incident Commander should not become directly involved in accomplishing subordinate tasks.



RONALD J. BOYD
Chief of Police

RJB:MHR:ccr