

Memorandum

TO: ALL LIEUTENANTS

FROM: Anthony Mata
Chief of Police

SUBJECT: COMMAND-LEVEL ICS TRAINING **DATE:** October 22, 2022

APPROVED

Memo #2022-055

BACKGROUND

On March 25, 2022, the Department issued [Memorandum #2022-009 Critical Incident and ICS Training](#) [REDACTED]. In that memorandum, all sworn Department personnel of the rank of sergeant and lieutenant were required to complete the POST trainings *Initial Response to Critical Incidents* and *Critical Incident Management*.

This directive came as a result of the OIR Group's [Independent After Action Regarding the Events of May 29 – June 7, 2020 report](#) [REDACTED], Recommendation #2 in that report stated, "SJPD should ensure its lieutenants are well-versed in the fundamentals of the Incident Command System and would be capable of serving as the Incident Commander for a given operation, if necessary." [In response to this recommendation the Department proposed a two-step approach](#) [REDACTED]. In the first step, all sworn Department personnel of the rank of sergeant and lieutenant completed the above-listed classes. These two two-hour courses provided an introductory understanding of critical incidents and the ICS system.

The purpose of this memorandum is to begin step two, in which **all lieutenants** will attend in-depth basic, intermediate, and advanced ICS training.

ANALYSIS

The following FEMA Independent Study courses are to be completed in the order listed:

1. IS-100.c, Introduction to the Incident Command System, ICS 100
2. IS-700.b, An Introduction to the National Incident Management System
3. IS-800.d, National Response Framework, An Introduction
4. IS-200.c, Basic Incident Command System for Initial Response, ICS-200

To begin, create a FEMA Student Identification (SID). [REDACTED]
[REDACTED]

[REDACTED]

To access the courses:

- [REDACTED]

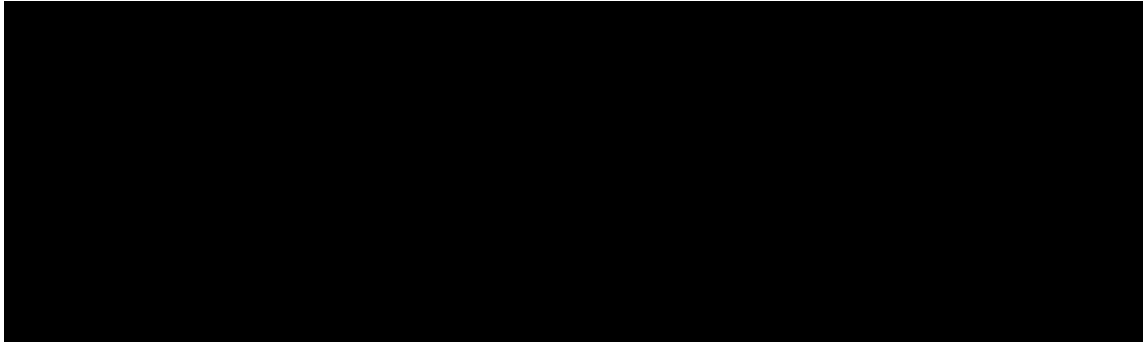
- [REDACTED]

[REDACTED]

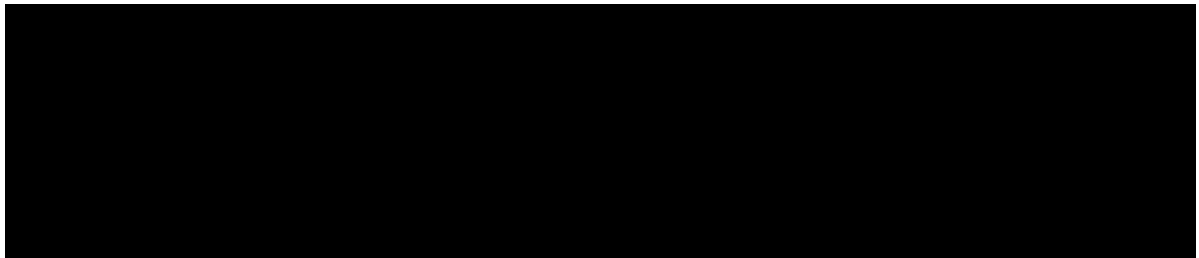
- [REDACTED]

[REDACTED]

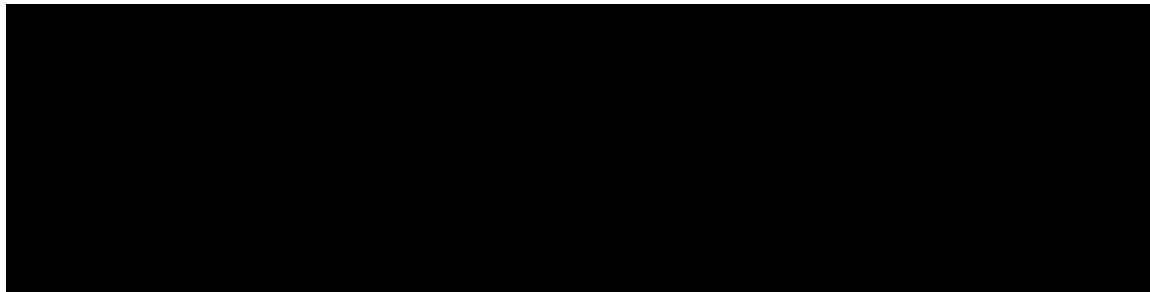
4. Select the course.



- [REDACTED]

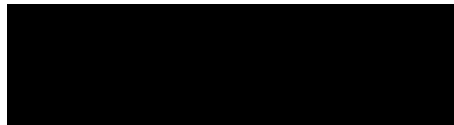


- [REDACTED] ■
[REDACTED]



- [REDACTED]
[REDACTED]

- [REDACTED]



9. Upon completion of the course, you will be prompted to take the final exam.

10. Complete the exam and submit it. [REDACTED]
[REDACTED]

11. Complete all four courses in the order listed.

[REDACTED]
[REDACTED] The certificates will be added to your training file.

For lieutenants assigned to patrol, overtime is authorized to complete the courses, as listed in the table below. No additional overtime is authorized. If patrol lieutenants would like to complete the training on release time, they may do so with authorization from their chain of command.

Course	Authorized Overtime
IS-100.c	Up to 2 hours
IS-700.b	Up to 3.5 hours
IS-800.d	Up to 3 hours
IS-200.c	Up to 4 hours
Total:	Up to 12.5 hours

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

For lieutenants outside patrol, overtime is not authorized; the courses must be completed on release time.

ORDER

All sworn Department personnel at the rank of lieutenant shall complete the above-listed courses **by March 1, 2023 at 1700 hours**. These trainings may be completed on overtime or release time, as described above.

Department members above or below the rank of lieutenant are able to take the above-listed training if they would like to, but it is not required. No overtime is authorized for any Department members above or below the rank of lieutenant to take these courses. Work with your chain of command for release time.



Anthony Mata
Chief of Police

AM:SD:JW