

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number TRA-024
	Subject Incident Command System (ICS) Training Requirements	
	Special Instructions New SOP	Effective Date April 23, 2018

I. **PURPOSE**

Establish training requirements for sworn and civilian personnel for the Incident Command System (ICS).

II. **POLICY**

Specifies NIMS/ICS training for new, existing, and newly promoted civilian and sworn employees (including CPS) for initial and ongoing training on the Incident Command System.

III. **DEFINITIONS**

A. **E/L (Classroom Courses)** – are resident and offsite course trainings for Federal, state, local, tribal, territorial (SLTT), volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training.

B. **Incident Command System (ICS)** – Standardized on-scene, all hazard incident management concept with an integrated organizational structure that matches the complexity of the incident(s) without hindrance from jurisdictional boundaries. It is managed under the Federal Emergency Management Agency (FEMA), Department of Homeland Security (DHS).

C. **IS (Independent Study)** - are distance learning programs that offer training, free of charge, to the Nation's emergency management network of Federal, state, local, tribal, and territorial governments; non-governmental organizations; and the general public.

D. **National Incident Management System (NIMS)** - is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property, and harm to the environment.

IV. **PROCEDURE**

Indicated Employees' Responsibilities:

A. Newly hired regional dispatchers and Motor Carrier Inspectors (MCIs) shall complete the following online courses in the order listed, within six (6) weeks of employment.

1. IS 700 – National Incident Management System (NIMS), An Introduction
2. IS 100 LE (Law Enforcement Specific) – Introduction to Incident Command System

B. ISP Academy Trooper Trainees will complete the following ICS online courses in the order listed prior to graduation.

1. IS 700 – National Incident Management System (NIMS), An Introduction

2. IS 100 LE – Introduction to Incident Command System

C. Probationary Troopers will complete the following online courses in the order listed prior to the end of their probationary year:

1. IS 200 – Single Resource and Initial Action Incidents

2. IS 800 – National Response Framework, An Introduction

D. Newly promoted First Sergeants and Lieutenants* shall complete or be registered for the following training within 12 months of promotion/transfer.

1. IS 300 – Intermediate Incident Command System for Expanding Incidents (3 day class)

2. IS 400 – Advanced ICS for Command and General Staff, Complex Incidents (2 day class)

3. All Hazard Incident Management Team (AHIMT)

*This guide does not preclude a sworn employee of a lower rank from attending these trainings, if endorsed by their Chain of Command.

E. Newly promoted Captains shall be required to complete or be registered for an E/L 900 level course within 12 months of promotion. The class registered for will be recommended by the Assistant Chief of Staff Operations based on current staff training levels in the All Hazards Incident Management Team modules.

F. Newly promoted Public Information Officers shall be required to complete or be registered for all of the following ICS courses within 12 months of promotion.

1. IS 300 – Intermediate Incident Command System for Expanding Incidents (3 day class)

2. IS 400 – Advanced ICS for Command and General Staff, Complex Incidents (2 day class)

3. Within 12 months of completing IS 300 and IS 400 the promoted PIO must complete E/L 952 – All Hazards Position Specific Public Information Officer

G. Confirmation forms/certificates showing successful completion of the courses shall be emailed to the employee's Commander to be saved in the employee's administrative file. The Commander of the Training Division will be provided a courtesy copy of the confirmation email.

H. All training hours entered into the Training Records Database within 10 days of successful completion of the training.

NOTE: The applicable website to register for any IS level training offered on the FEMA website is: <https://training.fema.gov/emi.aspx>

Commanders' Responsibilities:

A. Ensure all training as outlined above is completed.

B. Within 12 months of attending All Hazard Incident Management Team (AHIMT) or a 900+ level training course, personnel shall be provided the following through their Command and in conjunction with Special Operations Command:

1. Shadow ISP personnel trained at or above the same level for 1 event or incident.

2. No training orders will be issued for this on the job training. The training code is EO3203 and shall be entered into the training records database within the required time limits.

C. Ensure all training records are entered into the training records database, certificates are saved to the employee's administrative file, and a copy emailed to the Training Division.

Training Division's Responsibilities:

A. Cause individual training record information to be submitted annually to the Indiana Law Enforcement Academy and the Law Enforcement Training Board (LETB), and ensure that the training meets the certification requirements of FEMA.

B. Maintain electronic copies of all ICS training completion records.

C. This procedure is to be used in conjunction with all relevant department regulations, rules, policies and procedures.