

# Putnam County Sheriff's Office Palatka FL

## General Order:

**EFFECTIVE: 01/01/2003**

**SUBJECT: Local Incident Dispatch Teams**

**INDEXED AS:**

- Incident Dispatch Teams
- IDT

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**POLICY:** It is the policy of the Putnam County Sheriff's Office to establish a local Incident Dispatch Team (IDT) that will be deployed with the Sheriff's Office Mobile Command Unit, or at any other time, at the discretion of the Sheriff.

### **I. SELECTION CRITERIA**

- a. All prospective Incident Dispatchers (ID) must currently be a member of the Communications Division and must have at least one year of experience with no break in service at the time of consideration.
- b. No prospective ID may be on probation for any reason.
- c. No prospective ID may have had any disciplinary actions in the past six months.
- d. Prospective ID's must be knowledgeable in radio communications and have an in-depth understanding of the most commonly used radio channels in our area.
- e. All prospective ID's must have successfully completed at least ICS/ IMS 100 and 200 level courses.
- f. All prospective ID's must be familiar with and know how to correctly complete the most frequently used ICS/IMS forms.

### **II. ACTIVATION CRITERIA**

- a. The IDT will be activated with the deployment of the Sheriff's Office Mobile Command Unit or at the request of the Incident Commander, but only upon approval of the Sheriff.
- b. The IDT may be activated, with the Sheriff's authorization, at the request of any agency in the State of Florida.
- c. If the IDT is activated, the Unit Commander will be contacted first. The unit commander will contact the appropriate team leader(s,) who will make the determination as to which individual ID's will be requested to respond.
- d. If the Unit Commander cannot be reached in a reasonable amount of time, or is unavailable, one of the Team Leaders will be contacted and he will assume the commander's role.

### **III. INCIDENTS FOR ACTIVATION**

- a. Civil Organizations/Rallies/Assemblies
- b. Hostage/Barricaded Subjects
- c. Large Fires (Brush or Structure)
- d. Mass Casualty Incidents
- e. Any other incidents/event deemed necessary by the Sheriff or his designee

**IV. UNIT MAKE UP**

- a. The IDT will be comprised of a Unit Commander, two Team Leaders, and an appropriate number of ID's.
- b. The ID's will have exceptional knowledge of standard policies and procedures used in the routine operations of the Communications Center.
- c. The IDT will be divided into two teams, with a Team Leader supervising each team: law enforcement dispatch and fire/rescue dispatch.

**V. RESPONSE TIME, DURATION OF DEPLOYMENT, AND LOCATIONS OF DEPLOYMENT**

- a. All IDT members will be required to respond within one hour to all incidents.
- b. All IDT members must be willing to respond out of the county for any mutual aid requests.
- c. All IDT members must understand that requests for deployment may be for more than a 24-48 hour time period.
- d. All IDT members must be willing to operate in primitive conditions with little or no amenities readily available.

**VI. GENERAL OPERATIONS**

- a. It is the responsibility of each ID to be knowledgeable in the operation of the Mobile Command Unit.
- b. It is the responsibility of each ID to be knowledgeable in the operation of the Region 03 MAC Cache Unit.
- c. The Team Leader responding on the incident is responsible for making sure that the ID's are transmitting on the designated frequencies for the incident.
- d. The Team Leader responding on the incident is responsible for making sure the appropriate ICS/IMS forms are being completed.
- e. Throughout and at the conclusion of the incident, it is the responsibility of the Team Leader to deliver all ICS/ IMS forms to the Incident Commander.

Sgt. Alisha Kuleski  
Putnam County Sheriff's Office  
Palatka FL  
IDT Coordinator  
386 329 0800