

SPECIAL OPERATIONS BUREAU

April 5, 2010

NOTICE

16.2

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Special Operations Bureau

SUBJECT: INCIDENT COMMAND SYSTEM - BASIC AND SUPERVISORY COURSE COMPLETION

An audit conducted in the Fourth Quarter of 2009 determined that the Department has not maintained compliance with completion of Incident Command System (ICS) 100 and ICS 700 online courses by probationary police officers and completion of the ICS 200 and ICS 800 online courses by newly promoted sworn supervisors at the Sergeant I or Detective II level. In order for the City of Los Angeles to maintain compliance with the conditions of several Department of Homeland Security grants, and as a condition of acceptance, all Department personnel are required to complete these courses.

It is requested that commanding officers direct their Divisional Training Coordinators to conduct a review of the Learning Management System (LMS) to identify those employees within their command who have not completed the required courses and arrange for those personnel to complete the courses online. Once the identified employee(s) have completed the required course(s) and provided the appropriate certificate(s) of completion, Divisional Training Coordinators shall then update the employee's training record in the LMS using the appropriate curriculum code(s).

Due to the volume of personnel who have not completed the required courses and taking into consideration the operational needs of each command, all identified personnel shall complete the required courses and the LMS shall be updated no later than **August 31, 2010**. A follow-up audit will be conducted after this date to determine the level of compliance related to course completion.


In order to maintain compliance, it is further requested that commanding officers direct their Divisional Training Coordinators to review the LMS training history of personnel transferring into their commands at the beginning of each deployment period to ensure that all non-sworn supervisory personnel have completed the ICS 100 and ICS 700 online courses and that all sworn supervisory personnel have completed the ICS 100, ICS 200, ICS 700 and ICS 800 online courses, as required. Those who have not completed the course(s) shall be directed to complete the course(s) online, and provide the Divisional Training Coordinator with the certificate(s) of completion. The Divisional Training Coordinator shall then update the LMS accordingly.

Emergency Operations Division (EOD) personnel will be contacting Divisional Training Coordinators to assist them with identification of the appropriate student pools and to answer any questions that they may have related to this request.

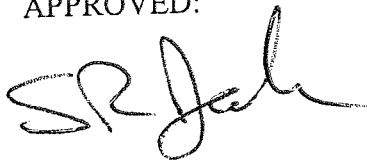
For convenience, the internet links are listed below that will access the current webpage for the Federal Emergency Management Agency's training website. It is estimated that it will take approximately three hours to complete each course, depending upon the skill level of the student.

- ICS 100.LEa **CURRICULUM CODE: BWL**
Introduction to the Incident Command System for Law Enforcement
<http://emilms.fema.gov/IS100LEA/index.htm>
- ICS 200a **CURRICULUM CODE: BWM**
Incident Command System for Single Resources and Initial Action Incidents
<http://training.fema.gov/EMILMS/IS200A/index.htm>
- ICS 700a **CURRICULUM CODE: BWN**
National Incident Management System, An Introduction
<http://emilms.fema.gov/IS700a/index.htm>
- ICS 800b **CURRICULUM CODE: BWO**
National Response Framework, An Introduction
<http://emilms.fema.gov/IS800B/index.htm>

If you have any questions regarding this Notice, please contact Lieutenant Maria Acosta, Officer in Charge, Training and Inspection Section, EOD, at (213) 484-6720.


RICHARD A. ROUPOLI, Deputy Chief
Commanding Officer
Special Operations Bureau

APPROVED:



STEPHEN R. JACOBS, Commander
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "B".