



POLICY & PROCEDURE:	4.01
UNIT:	Office of Emergency Services
CHAPTER:	Specialized Equipment
SUBJECT:	Mobile Command Center
ISSUED DATE:	January 1, 2021
REVISION DATE:	September 11, 2023
NOTES:	
RELATED ORDERS:	General Order 6.16
ATTACHMENTS:	

PURPOSE: The purpose of the Mobile Command Center (MCC) is to provide workspace and communication stations for field command operations.

POLICY: The vehicle will be used as a mobile command post for emergency situations which require extended communications and control functions.

PROCEDURE:

- A. The MCC may be used as a command post during disaster or emergency response situations. The vehicle may also be used as a command post for Sheriff's Office special operations.
1. The MCC is a regional asset and as such may be utilized for deployment to other jurisdictions in cases of mutual assistance requests.
 2. Due its unique function, the MCC may be deployed to community events as a static demonstration, with an operator to answer the public's questions about the functions and deployment.
 3. The Specialized Services Captain will be responsible for authorizing the use of the MCC.
- B. REQUESTING THE MOBILE COMMAND CENTER:
1. During normal business hours, all requests to use the MCC will be directed to the Specialized Services Captain or designee.
 2. If the need for the MCC occurs after hours, the watch commander, or designee, will contact Dispatch and provide the following information:
 - a. A description of the situation
 - b. Location and description of the physical area to where the MCC will respond
 - c. Estimated length of time the MCC will be needed
 - d. A contact telephone number

3. Dispatch will contact the OES on-call volunteer coordinator, who will then seek the approval of the Specialized Services Captain or designee to authorize the response of the MCC.
- C. The MCC may only be operated by personnel with the following qualifications:
1. The driver must possess a valid class "B" driver license.
 2. The driver must have completed familiarization training of the MCC.
 3. A list of drivers and operators will be maintained by OES.
 4. The Sergeant of Transportation will ensure that deputies assigned to operate the MCC and equipment keep their skills current with on-going in-service training.
 5. The operator must have completed the familiarization training and be proficient in operating and troubleshooting the generator, satellite system, telephones, computers, external lighting, television monitors, camera, computers, and radios.
- D. All equipment and supplies stored in the MCC may be utilized for deployment to any emergency. A list of supplies will be maintained in the MCC and available for inventory prior to deployment and upon return so that supplies can be replenished.
- E. Deputies will perform basic maintenance, pre-inspection, and safety checks of the vehicle as taught during training. Maintenance and repairs that are beyond the deputies' training or ability will be conducted by authorized personnel.
- F. Any damage to the MCC or equipment will be reported to the Specialized Services Captain.
- G. At least monthly, the MCC shall be tested, and the following systems will be verified as operational:
1. All radios
 2. All computers
 3. Televisions/monitors
 4. Internet connections
 5. Satellite television