




Clayton County Police Department

PROCEDURES

Subject MOBILE COMMAND CENTER		Procedure # E16	
Authorizing Signature 	Effective 07-15-2024	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 5

I. PURPOSE

To establish procedures for the deployment of, and safe operation and use of the Mobile Command Center (MCC) during training and/or field operations. To establish training guidelines for personnel authorized to use, set up and maintain the MCC and its associated equipment.

II. POLICY

The Mobile Command Center (MCC) and its associated equipment shall be utilized by the Clayton County Police Department (CCPD) to support law enforcement operations. The MCC is designed to provide secured mobile police command and communication services at the scenes of selected police activities. Due its unique function, the MCC may be deployed to community events as a public relations display, with an operator to answer the public's questions about the functions and deployment.

III. PROCEDURES

A. General Operation of the Mobile Command Center (MCC)

1. The operations of the MCC and its associated equipment shall be in accordance with all manufacturers' recommendations and training as provided by the CCPD.
2. The Support Services Division Commander, or authorized designee (hereinafter referred to as the Support Services Commander), shall keep all records (e.g., inventory, inspections, training, maintenance, etc.) pertaining to the MCC and its associated equipment. Hence, the MCC and its associated equipment are assigned to the Support Services Division.
3. The Support Services Division shall be responsible for training, operational control, inventory, and maintenance of the MCC and its associated equipment. However, drivers and operators of the MCC may be utilized from other Divisions within the CCPD.

B. Equipment

1. A list of equipment necessary for the operation and maintenance of the MCC shall be maintained by the Department. This equipment shall be inspected at least monthly to ensure that it is maintained in a state of operational readiness.
2. Only computer hardware and software approved by the Chief of Police, or authorized designee (hereinafter referred to as the Chief of Police), in consultation with the Logistics & Operations Unit Commander, or authorized designee, will be used in the MCC. Under no

circumstances shall computer hardware and software be used/installed that has not been approved by the Chief of Police.

3. Software approved for use will only be installed by or under the supervision of the Logistics & Operations Unit Commander, or authorized designee.

C. Maintenance, Care and Inspection

1. The Support Services Commander shall designate specific officers as qualified drivers and operators of the MCC and its associated equipment. These drivers and operators shall:
 - a. Inspect the MCC visually for damage before and after each deployment;
 - b. Check the fluid levels of all motorized components and replenish them when necessary;
 - c. Fill the fuel tank up with fuel following each use;
 - d. Perform routine cleaning of the MCC as scheduled and/or needed;
 - e. Setup the MCC and its equipment to ensure deployment readiness; and
 - f. Ensure the maintenance and upkeep of the MCC and its associated equipment.
2. Maintenance of the MCC and its associated equipment shall be in accordance with all manufacturer's recommendations except when intervals are adjusted by the Support Services Commander based on scheduled vehicle use, repair history, and minimum down time.
3. Maintenance records shall be maintained for the MCC and its associated equipment.
 - a. Vehicle maintenance, repair or replacement of parts will only be performed by authorized personnel; and
 - b. Maintenance, repair or replacement of radio communications equipment, computer, and other associated equipment will only be performed by authorized personnel.
4. No alterations will be made to the MCC without authorization from the Chief of Police.
5. Any damage or equipment failure discovered during an inspection/deployment will be reported to an on-duty supervisor, documented and forwarded to the Support Services Commander.
6. The Support Services Commander will ensure the MCC and its associated equipment are inspected monthly as outlined in CCPD SOP: *B12: Inspections*.

D. Training

1. The Support Services Commander shall maintain a list of all personnel that are properly trained and certified in the use of the MCC and its associated equipment, and a list of the drivers and operators who are authorized to use the MCC and its associated equipment.
2. All personnel prior to being authorized to operate the MCC shall receive training as deemed appropriate by the Chief of Police.
3. Training shall be completed and documented for all personnel authorized to use and/or operate the MCC and its associated equipment.

E. Use of the Mobile Command Center (MCC)

1. The MCC may be used under the following circumstances:
 - a. To enhance or re-establish communication and coordination during critical incidents and unusual occurrences, to include natural and man-made disasters, civil disturbances, mass arrests, acts of terrorism, etc.;
 - b. Law enforcement training, public relations display, mutual aid assistance, and special events that result in the need for police control of traffic, crowds, or crimes; and
 - c. Any other location, incident or event upon the direction of the Chief of Police.
Critical incidents and unusual occurrences will take precedence over all other assignments.

2. Due to the increased mass, decreased visibility, and unique handling characteristics of the MCC, specialized training is required for personnel to safely operate the vehicle. Therefore, only sworn personnel who have received and successfully completed the required mandatory training may drive the MCC to a scene and/or other pre-determined location.

Additionally, formal training is required to set-up and maintain operations when the MCC is deployed. Only trained employees are authorized to set up and operate the MCC equipment.

3. The MCC and its associated equipment must be used and maintained in a safe, effective, efficient and professional manner at all times.
4. The MCC and its associated equipment shall not be operated in any manner that violates the content of the training curriculum, applicable laws, directives, policies and procedures, or any rules and regulations covering the use of County owned vehicles.
5. The MCC will not be utilized for any type of routine patrol activities, pursuits or traffic stops.
6. The MCC will be stored at a secured site and available for use on a call-out basis, twenty-four (24) hours a day, once approval has been granted.

F. Request for Use of the Mobile Command Center (MCC)

1. Typically, internal use of the MCC will be requested through the chain-of-command.
 - a. During normal business hours, non-priority requests for upcoming events shall be forwarded to the Support Services Commander.
 - b. After hours and weekend call-outs for the MCC are listed on the *Upcoming Events Calendar*, which is disseminated via email (weekly) by the Support Services Division to all employees.
2. If an emergency arises, any supervisor may request the MCC be brought to a scene, notification and authorization through the appropriate Division's chain-of-command is required. However, absent exigent circumstances, a Division Commander (Major) or higher ranking officer must authorize the deployment. Once approval is received, the requesting supervisor, or authorized designee, shall notify the E911/Communications Center and provide the location where the MCC is to respond.
3. External Request
 - a. Emergency requests from other agencies will be made via the Clayton County E911/Communications Center and shall be approved by the Chief of Police. At a minimum, the requestor shall provide the following information:
 - 1) The nature of the emergency;
 - 2) The location where the MCC is to be delivered to;
 - 3) Agency name, and the point of contact and/or name of the on-scene supervisor; and
 - 4) The approximate amount of time the MCC will be needed.
 - b. The Chief of Police will notify the Support Services Commander, or the appropriate Division Commander, of the approval and the point of contact or name of the on-scene supervisor for the requesting agency. See also CCPD SOP: *A2: Agency Jurisdiction & Mutual Aid*.
4. Once authorized, an approved driver and operator shall be notified for deployment to the designated location.

G. Activation

1. Upon activation of the MCC, the E911/Communications Center shall make all required notifications.

2. When authorized use of the MCC is granted, no less than two (2) officers, one (1) driver and one (1) operator, shall deliver the MCC and at least one (1) operator from the CCPD shall remain with the MCC at all times.

H. Communications

1. When the MCC has been activated, a radio frequency will be assigned for use by the E911/ Communications Center.
2. The driver and operator may use the radio to communicate with on-scene officers.
3. Depending on the circumstances and scope of an incident, the driver and/or operator may be required to communicate with multiple agencies via radio throughout the course of an incident. When communicating with other agencies via radio, the driver and operator will adhere to all procedures outlined as outlined in CCPD SOP: *A9: Radio Communications*.
4. Due to differences between agencies' radio signals and codes, the driver and operator shall utilize plain talk, except for radio identification, when communicating with other agencies.

I. Deployment Activities

1. The responding driver and operator will wear only those uniforms, accessories and equipment as authorized in CCPD SOP D2: *Dress Code & Grooming Standards* and in the manner described in said procedure.
2. Drivers and operators are responsible for the care, control, maintenance and operational readiness of all County equipment permanently and/or temporarily assigned to them. Drivers and operators shall inspect all assigned County equipment prior to each use to ensure operational readiness as outlined in CCPD SOP: *B14: Agency Property Control*.
3. Drivers authorized to operate the MCC will be properly licensed, trained, equipped and proficient in the safe use and care of the MCC.
4. Before and after each deployment, the driver will thoroughly inspect the exterior of the MCC for operational readiness, cleanliness and damages. Newly discovered damage requires immediate notification to an on-duty supervisor, and documentation. See also CCPD SOP: *B8: Vehicle Assignment, Usage and Maintenance*.
5. The driver should take into consideration the height restrictions and combined weight of the MCC when selecting routes and destinations to the designated location.
6. The driver will notify an on-duty supervisor immediately of any vehicle accident involving the MCC, regardless of the amount of damage or lack thereof.

The driver or operator will notify an on-duty supervisor immediately of any damage occurring to the MCC or its associated equipment. Any damage will be documented. See also CCPD SOP: *B22: Department Vehicle Accidents & Investigations*.

7. The driver and/or operator will notify the on-scene supervisor, upon arrival of the MCC.
8. When deployed, the MCC will be staffed with a qualified operator who shall:
 - a. Deliver the MCC and set up its associated equipment at the designated location.
 - b. Log the assignment date, location, and driver/operator names on the deployment log.
 - c. Serve as access control, security and general operation of the MCC at the deployment site:
 - 1) Permit only authorized personnel inside the MCC;
 - 2) Assist personnel with the proper use of any equipment in the MCC; and
 - 3) Complete any report and/or paperwork for the continuity of an investigation.
 - d. Remain on scene until the MCC is no longer needed, relieved by another qualified operator of the CCPD, or recalled by the Chief of Police.

- e. Break down the MCC after the deployment.
 - f. Notify the appropriate supervisor and driver of any equipment failure, damage or need for repair of any vehicle component.
9. The driver will ensure the MCC is returned back to the secured site in a clean orderly condition, ready for use.

J. Organization & Command of the Mobile Command Unit (MCU)

- 1. Unless otherwise directed by the Chief of Police, the Support Services Commander shall be responsible for training and operational control of the MCU.
- 2. The MCU primarily consists of sworn officers assigned to various divisions within the CCPD. Other sworn personnel and/or units may be assigned to the MCU when approved by the Chief of Police. For further information on selection to specialized units refer to CCPD SOP: *B1: Organization, Direction and Management*.
- 3. The Support Services Commander, via the chain of command, will make a recommendation for a MCU Commander, and Assistant Commander, to be appointed by the Chief of Police.
- 4. The MCU Commander, or authorized designee (hereinafter referred to as the MCU Commander), responsibilities shall include but is not limited to the following:
 - a. Training curriculum and scheduling; budget, personnel and time constraints will be taken into consideration.
 - 1) The MCU will train as a unit/group a minimum of twice per year. Additional training will be done as needed and authorized.
 - 2) Training and attendance records will be completed and documented by the MCU Commander and submitted to the Training Unit to be maintained on file.
 - 3) Maintaining a list of the drivers and operators that are properly trained and certified, and maintaining a list of the approved drivers and operators.
 - b. Ensuring all vehicle maintenance is completed in accordance with all manufacturer's recommendations and/or in coordination with the Support Services Commander.
 - c. Conducting and documenting monthly inspections to ensure the MCC and its associated equipment are maintained and in a state of operational readiness.
 - d. Restocking of consumables and/or other approved items within the MCC and ensuring that any other required equipment is available as needed.
 - e. Updating operational checklists and instructions as necessary and conveying information of significant vehicle changes to approved drivers and operators.
 - f. Tracking all MCC deployments, maintaining the deployment log and deployment records.
 - g. Forwarding all inventory, inspection, training, maintenance and any other associated paperwork pertaining to the MCC and its equipment to the Support Services Commander.
 - h. Coordinating efforts with the point of contact and/or on-scene personnel.
 - i. Assigning and deploying additional MCU officers whenever they are needed.
 - j. Ensuring drivers and operators are utilizing the MCC and its associated equipment in a safe, effective, efficient and professional manner.

K. Documentation

Any MCC urgent requests and/or MCC exigency or emergency deployments shall be documented on a *Command Notification Incident Detail Sheet* by the on-scene supervisor, or designee, and sent to the Police Report Notification Group and any other concerned and/or affected personnel via county email as soon as possible, and no later than the end of shift.