



# GENERAL ORDER

DURHAM POLICE DEPARTMENT  
DURHAM, NC

NUMBER:

4066 R-3

## MOBILE POLICE SUBSTATION

Effective Date: 04/01/1999

Revision Dates: R-1 07/25/2003; R-2 01/04/2016; R-3 3/30/2021

### INTRODUCTION

The Mobile Police Substation (MPS) is a mobile, self-contained communications and command center for field commanders and supervisors during natural or civil disasters and special police operations. Overall objectives are to increase police visibility and provide a centralized location for officers to conduct police-related activities while remaining in the field, a focal point for police/citizen interaction, and serving as a command center during unusual occurrences.

### DEFINITIONS

*MPS Custodian* – An on-call officer, designated by the Chief of Police, assigned to monitor all aspects of the MPS.

*MPS Driver* – An officer specially trained in the operation and care of the MPS. MPS drivers will help deploy the MPS on a 24-hour/7-day week basis when the MPS custodian is unavailable. MPS drivers will be allowed to schedule adjust from their regular workday, and/or they will request to be placed into an on-call rotation to allow coverage of the MPS outside of their typical workday.

*MPS Hangar* – A designated space for storing the MPS vehicle, currently located in the parking deck of DPD Headquarters.

### USE OF THE MPS

The MPS is available for use on a call-out basis, twenty-four (24) hours a day. A designated MPS driver must accompany the MPS anytime it is deployed. Any field supervisor may request the MPS be deployed for an unusual occurrence. The police department's use of the vehicle for other purposes must be approved in advance by the MPS custodian. The MPS is also available for use by other City of Durham departments and outside governmental agencies when unique situations arise that require the coordination of efforts involving multiple jurisdictions. Requests for the use of the MPS by outside agencies require the Chief of Police's written approval.

The MPS custodian will establish an emergency on-call schedule for MPS drivers who wish to participate in the MPS driver program outside their regular work hours. The MPS custodian will ensure that the schedule is distributed to the appropriate personnel. Any field supervisor can make an emergency call-out of the MPS by contacting the Watch Commander. The Watch Commander will then contact the on-call MPS driver and dispatch them to the desired location. If the MPS is taken out of service for short periods, the MPS custodian

will notify the on-call MPS drivers. If the MPS is taken out of service for an extended period, notification of such will be made through the MPS custodian's chain of command.

Critical incidents or unusual occurrences will take precedence over all other assignments. The Incident Commander will designate a safe location for the MPS to be set up at any scene. If the dispatched location for the MPS is inaccessible or otherwise not suitable for positioning the MPS, the driver will request an alternate location from the Incident Commander.

## **CARE AND OPERATION**

The MPS custodian will schedule MPS drivers' maintenance responsibilities. MPS drivers who are scheduled to complete maintenance will be responsible for completing a weekly checklist of maintenance items. MPS drivers will also be responsible for adhering to the operational guidelines as they apply to check the vehicle's general status when deployed and for preparing the vehicle for storage after use in the assigned hangar space.

The MPS custodian will be responsible for conducting monthly inspections of the MPS and all equipment assigned to the vehicle.

All equipment maintained on the MPS shall be utilized per manufacturer specifications. Instructions and procedures on specific equipment operations will be available on the MPS, if applicable, by the MPS custodian.

Upon each deployment of the MPS, the *Mobile Substation Checklist* shall be utilized. The MPS custodian shall maintain completed checklists.


## **MPS DRIVERS**

Only trained officers appointed by the Chief of Police will operate the MPS. The MPS custodian will maintain relevant training records. Officers interested in operating the MPS may submit their intent in writing to the MPS custodian, who will forward a copy to the Chief of Police with any comments or notation attached. Officers with a minimum of twelve (12) months of continuous service as a regular sworn officer with the Durham Police Department, calculated from the date of release from the PTO Program, are eligible to participate in this MPS driver program. Selection of the MPS custodian will be in accordance with General Order 1020, Specialized Assignments. The MPS custodian and the MPS drivers must have a valid class A or B driver's license or obtain a class B driver's license upon assignment.

Personnel designated to operate the MPS will receive specific instructions for operating equipment in the vehicle.

## **PUBLIC ACCESS**

The general public may enter the MPS during hours of routine operation. During sensitive police duties, access to the public may be denied. Sensitive police duties may include interviewing witnesses or arrestees, processing arrestees, operations during critical incidents, or any other function deemed necessary.

  
Cerelyn J. Davis  
Chief of Police