

A. **PURPOSE.** To outline guidelines for the deployment and maintenance of the Mobile Command Post (MCP).

B. **VEHICLE ASSIGNMENTS.** The Mobile Command Post is designed to provide secured mobile police command and communication services at the scenes of selected police activities. The Mobile Command Post may be assigned to:

1. The scene of critical incidents.
2. Major special events.
3. Selected neighborhoods for the purpose of presenting and coordinating programs or events.
4. Any other location or event upon the direction of the Office of the Chief of Police.

C. **DEPLOYMENT POLICY**

1. Deployment of the vehicle will be at the direction of a service area, unit, or Watch Commander.
2. Once authorized, an approved driver/operator shall be notified for deployment to the specified location.

D. **SPECIFIC RESPONSIBILITIES**

1. The driver/operator shall:
  - a. Successfully complete the MCP driver/operator training course, which includes vehicle familiarization, evaluations of driving and the ability to deploy, setup, and recover the command post.
  - b. Log the assignment date, location, and driver/operator on the log at the Watch Commander's Office
  - c. Be responsible for the security and general operation of the Mobile Command Post at any specified site.
  - d. Not permit any person to enter the Mobile Command Post without being authorized by either the command staff or other authorized person.

- e. Assist command and communications staff with any aspect of the vehicle operation during deployment.
  - f. Not operate the Mobile Command Post in a manner that violates the content of the Mandatory Training Program, departmental procedures or orders, city ordinances, or state statutes.
  - g. Prior to storage, ensure the vehicle is prepared for additional deployments.
  - h. Notify the fleet supervisor of the following:
    - (1) When the Mobile Command Post has been returned from a deployment.
    - (2) The need for repair of any vehicle component
3. The fleet supervisor shall:
- a. Be responsible for the care, service, and maintenance of the Mobile Command Post, including all accessories and components.
  - b. Update operational checklists and instructions as necessary and convey information of significant vehicle changes to approved drivers and operators.
  - c. Be responsible for all training of drivers and operators.
  - d. Maintain a list of all drivers and operators in the Watch Commander's Office.
  - e. Notify the Technical Support Unit so they can inventory the Mobile Command Post after every deployment to ensure all equipment is functioning and stored properly.

## E. MOBILE COMMAND POST MAINTENANCE

1. Manufacturer's recommended maintenance intervals shall be followed except when intervals are adjusted by the fleet supervisor based on scheduled vehicle use, repair history, and minimum down time.
2. Drivers/operators will do routine cleaning of the Mobile Command Post as scheduled by the fleet supervisor to include a complete setup to ensure deployment readiness.