

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Mobile Command Center	NUMBER: GO 2-9C
EFFECTIVE DATE: January 1, 2023	LAST MODIFIED DATE: July 19, 2018
AMENDS/SUPERSEDES: New	APPROVED: <u>R.G. M. M. M. M. M.</u> Sheriff
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- 2
- 3 General Operations
- 4 Equipment
- 5 Care, Maintenance and Inspection
- 6 Training
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- 8 Deployment and Use
- 9 Outside Agency requests for Use

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11 **POLICY**

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13 It is the goal of the York-Poquoson Sheriff's Office to utilize equipment to create a safer and
 14 more efficient working environment for members of the agency. The utilization of the Mobile
 15 Command Center as a command and control platform during incidents is advantageous in
 16 obtaining this goal.

17

18 **PURPOSE**

19

20 To establish the procedures for the deployment of, and safe operation and use of the Mobile
 21 Command Center. To establish training guidelines for personnel authorized to use, set up and
 22 maintain the Mobile Command Center and to establish a list of equipment necessary for the
 23 operation and maintenance of the Mobile Command Center.

24

25 **PROCEEDURES**

- 26
- 27 • General Operation
 - 28 ○ The operations of the Mobile Command Center and its associated equipment shall be
 - 29 in accordance with all manufacturers' recommendations and training as provided by
 - 30 the agency.
 - 31 ○ The Administrative Services Division Commander shall keep all records pertaining to
 - 32 the Mobile Command Center equipment inventory, inspection and training.
 - 33 ○ The Administrative Services Division shall be responsible for training, operational
 - 34 control, maintenance of onboard computers and associated electronic equipment and
 - 35 the re-stocking of consumables within the Mobile Command Center. However;
 - 36 operators of the Mobile Command Center may be utilized from other Divisions
 - 37 within the Sheriff's Office.
 - 38
 - 39 • Equipment

- 40 ○ A list of equipment necessary for the operation and maintenance of the Mobile
 41 Command Center shall be maintained by the Sheriff's office.
 42 ○ This equipment shall be inspected at least monthly to ensure that it is maintained in a
 43 state of operational readiness.
 44 ○ Only computer hardware and software approved by the Sheriff or Chief Deputy, in
 45 consultation with Sheriff's Office computer support personnel, will be used in the
 46 Mobile Command Center.
 47 ○ Under no circumstance shall computer hardware or software be used or installed that
 48 has not been approved by the Sheriff or his designee.
 49 ○ Software approved for use will only be installed by or under the supervision of
 50 Sheriff's Office computer support personnel.
 51
- 52 ● Care, Maintenance and Inspection
 - 53 ○ Maintenance shall be in accordance with all manufactures' recommendations.
 - 54 ○ The Mobile Command Center shall be inspected visually for damage before and after
 55 each deployment.
 - 56 ■ Any damage will be documented.
 - 57
 - 58 ○ A maintenance record shall be maintained for equipment associated with the Mobile
 59 Command Center.
 - 60 ○ Vehicle chassis and powertrain maintenance records will be maintained by the York
 61 County Vehicle Maintenance Department.
 - 62 ○ Maintenance, repair or replacement of radio communications equipment will be
 63 performed only by authorized personnel.
 - 64 ○ Maintenance, repair or replacement of computer and associated computer network
 65 equipment will only be performed by authorized personnel.
 - 66 ○ No alterations will be made to the Mobile Command Center without authorization
 67 from the Sheriff or his designee.
 - 68 ○ Fluid levels of all motorized components, Engine and Generator(s) will be checked
 69 prior to operation and topped off as appropriate.
 - 70 ○ The fuel tank shall be topped off following each use.
 - 71 ○ Any equipment failures during a deployment shall be reported to the Administrative
 72 Services Division Commander.
 - 73
 - 74 ● Training
 - 75 ○ The Administrative Services Division Commander shall maintain a list of Sheriff's
 76 Office personnel trained in the use and operation of the Mobile Command Center.
 - 77 ○ All personnel prior to being authorized to operate the Mobile Command Center shall
 78 receive training as deemed appropriate by the Sheriff or his designee.
 - 79 ○ This training shall include at a minimum the following:
 - 80 ■ General operations.
 - 81 ■ Operational restrictions such as height clearances, etc.
 - 82 ■ Parking location considerations.
 - 83 ■ Generator operation.
 - 84 ■ Shore power operations.

- 85 ▪ Electrical Panel switches and required positions for generator and shore power
- 86 startup, operations and shut down.
- 87 ▪ Leveling of vehicle.
- 88 ▪ Sequence of systems startup.
- 89 ▪ Mast and Cameras set up and operation.
- 90 ▪ Retractable canopy deployment.
- 91 ▪ Heating and A/C operation.
- 92 ▪ Turning on monitors and computers.
- 93 ▪ Internal computer network set up and operations.
- 94 ▪ Monitor switch panel operations.
- 95 ▪ Radio operations.
- 96 ▪ Direct TV satellite receiver deployment and DTV operation.
- 97 ▪ Broadcast TV antenna operation and broadcast TV operation.
- 98 ▪ Troubleshooting.
- 99
- 100 ○ Training shall be completed and documented for all individuals authorized to use or
- 101 operate the Mobile Command Center.
- 102
- 103 ● Staffing
- 104 ○ The Mobile Command Center has a driver and passenger position as well as a
- 105 command area and a 4 station work area at the back of the unit.
- 106 ○ When deployed, the Mobile Command Center will be staffed with a qualified
- 107 driver/operator who will be responsible for the following:
- 108 ▪ Selecting the most expedient route to use keeping in mind height restrictions.
- 109 ▪ Delivering and setting up the Mobile Command Center at the designated location.
- 110 ▪ Serving as access control and site security until relieved.
- 111 ▪ Breaking down the Mobile Command Center following the deployment and
- 112 returning the unit to parking.
- 113
- 114 ○ Depending on the nature of the incident, the Mobile Command Center may also be
- 115 staffed by the following:
- 116 ▪ Rhodium Software operator,
- 117 ▪ Dispatcher or radio operator(s),
- 118 ▪ Scribe,
- 119 ▪ Public Information Officer,
- 120 ▪ Computer/Electronic Equipment support personnel,
- 121 ▪ Other security personnel,
- 122 ▪ Other personnel as deemed necessary by the Incident Commander or Command,
- 123 Staff member on scene.
- 124
- 125 ● Deployment
- 126 ○ The Mobile Command Center is equipped with valuable tools and can provide
- 127 incident commanders a location to document and coordinate operations of a routine
- 128 and tactical nature.
- 129 ○ The Mobile Command Center may be utilized for the following:
- 130 ▪ Special Events,

- 131 ▪ Community Events,
- 132 ▪ Civil disturbances or demonstrations,
- 133 ▪ Extended incidents that require and on scene command such as, but not limited to,
- 134 search and rescue operations or missing persons,
- 135 ▪ Tactical/Hostage Barricade Situations,
- 136 ▪ Crime Scenes,
- 137 ▪ Post disaster scenes,
- 138 ▪ Any other situation deemed appropriate by the Sheriff, his designee or Division
- 139 Commanders.
- 140
- 141 ○ Any supervisor with the York-Poquoson Sheriff's Office may request use of the
- 142 Mobile Command Center.
- 143 ○ Supervisors requesting the Mobile Command Center shall do the following:
- 144 ▪ Notify the 911 Center they are requesting the Mobile Command Center and the
- 145 location where the Mobile Command Center is to respond to.
- 146
- 147 ○ The 911 Communications Center shall send out a page/text message to the person or
- 148 persons designated as qualified operators of the Mobile Command Center and the
- 149 Administrative Services Division Commander along with the Division Commander of
- 150 the respective supervisor making the request.
- 151 ○ The page/text shall include:
- 152 ▪ The nature of the incident.
- 153 ▪ The supervisor who is requesting the Mobile Command Center.
- 154 ▪ The location where the Mobile Command Center is requested.
- 155
- 156 ○ The Administrative Services Division or Uniform Patrol Commander shall determine
- 157 and notify which qualified operator will deliver and operate the Mobile Command
- 158 Center.
- 159 ○ The assigned driver/operator shall determine the most expedient route to the scene
- 160 taking into consideration height and width obstacles when selecting the route.
- 161
- 162 ● Outside Agency Request for the Mobile Command Center
- 163 ○ Agencies and county departments, other than, the York-Poquoson Sheriff's Office
- 164 may request the use of the Mobile Command Center.
- 165 ○ Outside agency requests will be handled as follows:
- 166 ▪ Request will be made and approved through the Sheriff or his designee.
- 167 ▪ The requestor will be asked to provide the following information:
- 168 ❖ The nature of the incident.
- 169 ❖ The location where the Mobile Command Center is to be delivered to.
- 170 ❖ The point of contact and/or name and rank of the Incident Commander.
- 171 ❖ Approximate amount of time the Mobile Command Center will be needed.
- 172
- 173 ○ Once approved, the Sheriff or his designee will notify either the Administrative
- 174 Services Division Commander or Patrol Division Commander of the approval and the
- 175 point of contact for the requesting agency.

- 176 ○ The Administrative Services Division Commander or the Patrol Division Commander
177 shall assign a qualified individual(s) to deliver, set up and operate the Mobile
178 Command Center.
- 179 ○ Under no circumstances may an outside agency connect computer hardware to or
180 install computer software on the Mobile Command Center computers or network
181 without the express permission of the Sheriff or Chief Deputy.
- 182 ○ If the Sheriff or Chief Deputy approves of an outside agency to install software or
183 hardware in the Mobile Command Center such installation shall be performed by
184 York-Poquoson Sheriff's Office computer support personnel.
- 185 ○ The designated operator(s) shall remain with and assist in the operation of the Mobile
186 Command Center until the Mobile Command Center is no longer needed, relieved by
187 another qualified York-Poquoson Sheriff's Office operator or recalled by the Sheriff
188 or his designee.
- 189 ○ Only the Sheriff or Chief Deputy may approve the Mobile Command Center be left
190 with an outside agency without the presence of a York-Poquoson Sheriff's Office
191 qualified operator.
- 192 ○ The designated operator shall document any damage done by the requesting agency
193 as well as any consumables that need to be replaced.
- 194 ▪ Documentation of damage or consumables that need to be replaced shall be
195 forwarded to the Administrative Division Commander.