

| | | | |
|--|---|---|--------------------|
|  ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 40.36 - | | DISTRIBUTION SWORN PERSONNEL | PAGE 1 OF 5 |
| ORDER TITLE MOBILE COMMAND UNIT | SERIES NO. 40 | SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS | |
| TOPICS / REFERENCE Mobile Command Operations, MCU Personnel Duties, and Deployment | | | APPENDICES |
| EFFECTIVE / ORIGINAL ISSUE DATE February 15, 2001 | REISSUE/ EFFECTIVE DATE July 08, 2010 | EXPIRATION DATE This order remains in effect until revised or rescinded | |
| CALEA (5th Edition Standards) 33.6.1 • 41.1.3 • 46.1.1 • 46.1.2 • 46.1.3 • 46.1.4 • 46.1.5 • 46.1.6 • 46.1.7 • 46.1.8 • 46.1.9 • 46.3.2 • 46.2.7 | | | |

POLICY

It is the policy of the Rockford Police Department to provide a Mobile Command and Communications Unit (MCU) to assist officers when there is a major crime, disaster, special event or other incident where the MCU will enhance officer effectiveness.

PURPOSE

The purpose of this General Order is to set forth policy and procedures to ensure the Mobile Command and Communications Vehicles is operated in a safe and efficient manner. Mobile Command Vehicle operations, qualifications of personnel, assignment to the Unit, duties of the supervisor(s) and drivers, and the procedure to authorize its deployment are covered in this policy.

This General Order is comprised of the following numbered sections.

- I. DEFINITIONS**
- II. MOBILE COMMAND OPERATIONS**
- III. MCU PERSONNEL AND DUTIES**
- IV. MCU DEPLOYMENT**
- V. EFFECTIVE DATE**
- VI. REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. MCU:** Mobile Command Unit.
- B. MCU2:** Mobile Command Unit Number Two.

- C. **Crew:** Qualified Mobile Command Unit drivers approved by the department and holding current Illinois driver's licenses of the appropriate class.
- D. **Assistant Crew:** A non-qualified officer acting as assistant to the qualified driver.

II. MOBILE COMMAND UNIT OPERATIONS

- A. **Operational Responsibility:** MCU operations shall be under the command of the Deputy Chief of Support Services Bureau and under the direct supervision of a MCU supervisor.
- B. **Crew:** Whenever practical, the minimum crew shall consist of two sworn officers, one of which must be a fully qualified driver. Only a fully qualified driver approved by the department and holding a current Illinois driver's license of the appropriate class may drive the MCU, except during a driver-training program when a driver in training may drive the MCU under the direct supervision of a qualified driver.
- C. **Vehicle Security:** While deployed, the MCU shall not be left unattended, unless authorized by the Deputy Chief of Support Services or his designee. It shall be either manned by assigned crew or under the direct supervision and control of sworn department personnel.
- D. **Speed:** The MCU shall be driven at or below the posted speed limit with due regard being given to existing road and traffic conditions.
- E. **Use Prohibitions:** The MCU shall not be used for routine travel, traffic stops, traffic control, or pursuits. Under no circumstances will this vehicle be operated with the emergency equipment (red lights and siren) unless exigent circumstances exist.
- F. **Crew Use by Driver:** During vehicle movement, the assigned driver shall utilize, as necessary and prudent, other crew or assistant crew members for clearance guidance and obstruction avoidance.

III. MCU PERSONNEL AND DUTIES

- A. **Appointments:** The Chief of Police or his designee shall appoint from a list of volunteers, the supervisors and personnel needed to operate and maintain the department's MCU. It is preferable that personnel assigned to the MCU are not involved with other specialized duties (SWAT, Crisis Negotiations, and Bomb Teams).
- B. **Qualifications:** In order to drive the MCU, the following qualifications must be met by all assigned personnel.
 1. Hold a valid Illinois driver's license for the class of vehicle to be driven.

- a. When a supervisor or officer is assigned to the MCU and is not a current holder of an appropriate class driver's license, the department shall arrange for appropriate vehicle training.
 - b. Following training, the assigned supervisor or officer shall take the State or other authorized exam for an appropriate class driver's license. He or she must successfully complete the exam to remain on the team.
2. Demonstrate to the satisfaction of the Department, knowledge of the MCU and its systems, operation of attached equipment and the ability to instruct others in its use, knowledge of required maintenance checks and skill in maneuvering the vehicle safely under expected operation conditions.

C. Supervisor Duties and Responsibilities: The appointed MCU supervisor(s) shall have the following duties and responsibilities:

1. Supervisors will plan and conduct regular training sessions of assigned personnel in the operation of the MCU's operational systems and equipment and the vehicle's maintenance requirements. Testing of officer's knowledge and skills in these areas will be documented.
2. Develop and periodically review existing vehicle and equipment operating manual's and checklists.
3. Oversee vehicle and equipment maintenance. Develop and supervise the on-going vehicle maintenance plan.
4. Review monthly the MCU logbook to note maintenance and repair needs. Monitor that such work is completed properly.
5. Maintain an updated driver list with current duty assignments and call back telephone or pager numbers.
6. Supervise the operation and housekeeping of the MCU garage.
7. Supervise stocking and replenishment of supplies.

D. Driver Duties and Responsibilities

1. Officers assigned to the MCU shall comply at all times with the provisions of this order.
2. Prior to leaving the MCU garage or leaving a deployment location with the MCU, the assigned driver shall conduct a walk around inspection of the MCU using an approved checklist to insure that the MCU can be safely moved.
3. The driver shall remain with the MCU at all times to provide security and instruction in the equipment operation to other assigned personnel. The driver may leave the MCU for short periods of time for the purpose of reporting to

an on-scene commander or for personal relief provided security for the vehicle is in place.

4. The assigned driver shall complete the MCU logbook after each use.
5. Upon returning the MCU to the garage, the driver will refuel and conduct a vehicle maintenance checklist to insure that the MCU is ready for the next deployment. The driver will also insure that the MCU is cleaned and that consumable supplies have been replaced according to a standard load list.
6. Officers assigned to the MCU shall keep the MCU supervisor advised as to vacations and TC as well as changes in duty assignments which will affect their availability for deployment as well as any illnesses or injury which may affect their ability to perform this duty.

IV. MCU DEPLOYMENT

A. Emergency Deployment:

1. Any on-scene supervisor may request the deployment of the MCU. However, only the Chief of Police and Deputy Chiefs may authorize the deployment of the MCU. The MCU shall be automatically deployed anytime the SWAT team is activated.
2. After authorization, the shift commander will notify an MCU Sergeant, who will assist with the assignment of crew members. Crew members currently on-duty will be assigned first; but if none are available, off-duty crew members will be called back. In the event that only one crewmember is available for duty within the time frame for deployment, the shift commander may assign a non-qualified officer as an assistant crew member to allow deployment of the vehicle.
3. Supervisors or Commanders, prior to requesting deployment of the MCU, shall provide the Shift Commander with the following information:
 - a. Initial contact point, if not the deployment location.
 - b. Routing to the contact point or deployment location.
 - c. Nature of the deployment.
 - d. Who the MCU driver should report to.
4. If the primary MCU is unavailable or currently in use and the need arises for another MCU, the secondary MCU (MCU2) shall be utilized.

B. Planned Deployments:

1. Requests for planned deployments of the MCU shall be made in writing to

the Deputy Chief of Support Services for approval. Any officer may request MCU deployment. These requests shall be made far enough in advance so that adequate planning may take place. Requests shall include the following information.

- a. Reason for the request.
 - b. Location for deployment.
 - c. Date and time when the MCU is expected on-scene.
 - d. Staffing requirements.
2. For special events in which pre-event planning by the department includes deployment of the MCU, plans will take into account deployment location, area security, crew requirements and requirements for manning based on the needs of the operation as part of the event plan submitted for approval. The MCU supervisor shall be included to assist in planning for such MCU deployment.

V. EFFECTIVE DATE

This policy became effective February 15, 2001.

VII. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **May** by a Mobile Command Unit Supervisor and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This Order is a revision of and supercedes General Order **B-05 - Operation of the Mobile Command and Communications Vehicle**, issued February 15, 2001.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police