

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>GENERAL ORDERS</b>
<b>SUBJECT: Mobile Command Center</b>	<b>NUMBER: GO 2-9C</b>
<b>EFFECTIVE DATE: July 19, 2018</b>	<b>REVIEW DATE:</b>
<b>AMENDS/SUPERSEDES: New</b>	<b>APPROVED:</b>  Sheriff
<b>VLEPSC: OPR.01.08</b>	

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10

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.