

ILLINOIS STATE POLICE DIRECTIVE EQP-014, MOBILE COMMAND VEHICLE

I. POLICY

The Illinois State Police (ISP) will provide a Mobile Command Vehicle (MCV) to areas that have a major crime, disaster, special event, or other incident where there is a need.

II. DEFINITIONS

Mobile Command Vehicle (MCV) - a specialty vehicle with workspaces and equipment to establish an on-scene command post.

III. RESPONSIBILITIES

III.A. Division of Patrol (DOP), will:

- III.A.1. Maintain the MCV in a ready condition for both emergency and non-emergency use.
- III.A.2. Maintain Mobile Command Vehicle Standard Operating Procedures.

III.B. Commercial Motor Vehicle Enforcement Bureau (CVEB) will:

- III.B.1. Appoint an officer as an MCV Coordinator to operate and coordinate operations for the MCV, including maintaining a statewide listing of additional qualified operators.
- III.B.2. Procure goods and services, maintain fiscal records, and coordinate maintenance of the MCV.
- III.B.3. Notify the DOP Deputy Director's Office of changes in the operational status for the MCV.

III.C. The MCV Coordinator or designee will:

- III.C.1. Retain authority over the MCV and related equipment in all matters relating to operation, maintenance, and inventory.
- III.C.2. Review the Mobile Command Vehicle Check List, form ISP 5-788, after each deployment to ensure cleanliness and operational readiness of the MCV.
- III.C.3. Document a quarterly inspection of the MCV to ensure operational readiness on the MCV Quarterly Inspection and Maintenance Checklist, form ISP 5-835. If equipped in or on the vehicle, essential equipment requiring priority maintenance includes the Automatic External Defibrillator (AED), auxiliary generator, body-worn camera (BWC) docking station, mobile or portable radio equipment, and surveillance camera systems.
- III.C.4. Schedule routine maintenance in accordance with the Mobile Command Vehicle Preventative Maintenance (PM) Checklist, form ISP 5-875.
- III.C.5. Establish a list of ISP employees who have volunteered to function as an MCV Operator and hold a proper driver's license classification.
- III.C.6. Provide initial and recurrent training to MCV Operators, which will include a classroom presentation and proficiency demonstration.
- III.C.7. Remove any ISP employee from the MCV Operator list if the employee no longer holds the proper driver's license classification, is unable to or has demonstrated an inability to continue safe and proper operation of an MCV, or no longer volunteers to be an MCV Operator.

- III.C.8. Assign MCV Operators to deploy the MCV when requested.
- III.C.9. Maintain an MCV Resource Log to document deployment of the MCV.

III.D. The MCV Operator will:

- III.D.1. Operate the MCV following all applicable traffic laws.
- III.D.2. Ensure the MCV is returned in a high degree of cleanliness and is inspection ready.
- III.D.3. Possess the proper driver's license classification to drive the MCV and have received training in the operation and maintenance of the unit prior to use.
- III.D.4. Operate and remain with the MCV to provide security for the equipment and to ensure the maximum capabilities of the unit are realized and remain operational at all times. If the operator must leave the MCV for any reason, another ISP officer must provide security during the operator's absence.
- III.D.5. Refer to ISP Directive EQP-001, "Department Vehicle Assignment and Maintenance," to ensure department compliance regarding ISP-owned vehicles and for adherence to Central Management Services (CMS) guidelines.
- III.D.6. Complete the Mobile Command Vehicle Check List, form ISP 5-788, each time the vehicle is deployed.

IV. PROCEDURES

IV.A. Non-emergency requests for activation

- IV.A.1. Make non-emergency MCV requests at least 30 days in advance when possible. Non-emergency requests include, but are not limited to, planned community outreach programs, public demonstrations or gatherings, public safety exhibitions, recruitment drives, special events, or training exercises.
- IV.A.2. Make requests for vehicle use by contacting the MCV Coordinator and include the:
 - IV.A.2.a. Reason for the non-emergency use
 - IV.A.2.b. Dates and times of when the MCV is needed
 - IV.A.2.c. Location of and directions to where the MCV is needed
 - IV.A.2.d. If the MCV Operator is required to remain with the MCV
 - IV.A.2.e. If shore power is available or if generator refueling is needed
 - IV.A.2.f. Contact name, telephone number, and e-mail address

In all cases, MCV operational requests will take precedence over non-operational events.

IV.B. Emergency Requests

- IV.B.1. The appropriate Region Commander will make emergency requests to the CVEB Commander or MCV Coordinator through the ISP Command Center by calling 217-786-6677. Emergency requests include, but are not limited to, response to an active critical incident, major crime scene, natural disaster, or stand-in communications center.
- IV.B.2. During normal business hours, direct requests to the CVEB Commander or MCV Coordinator.
- IV.B.3. Outside normal business hours, make requests to the CVEB Commander or MCV Coordinator through the ISP Command Center for deployment of the unit.

IV.B.3.a. Requests should include:

- IV.B.3.a.1) Reason for the emergency mobilization
- IV.B.3.a.2) Location of and directions to where the MCV is needed

- IV.B.3.a.3) On-Scene Commander name and telephone number
- IV.B.3.a.4) Capabilities needed to ensure the proper technical and operational support
- IV.B.3.a.5) Any other pertinent information

- IV.B.4. In the event of multiple requests for the same time, the DOP Assistant Deputy Director, Patrol Operations Command, and CVEB Commander will make the final determination regarding where the MCV will be deployed.

Indicates new or revised items.

-End of Directive-