

ILLINOIS STATE POLICE DIRECTIVE EQP-014, MOBILE COMMAND VEHICLE

RESCINDS: EQP-014, 2014-051, revised 06-06-2014	REVISED: 10-24-2017 2017-068
RELATED DOCUMENTS: EQP-001	RELATED CALEA STANDARDS: 41.1.3, 46.1.6, 46.1.8

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) - both a fully marked and equipped law enforcement vehicle and a mobile command post.

III. RESPONSIBILITIES

III.A. Division of Operations (DOO), will:

III.A.1. Maintain the MCV in a ready condition at all times. When possible, store the MCV in a locked facility free of exposure to the elements.

III.A.2. Appoint an officer to operate and coordinate operations for the MCV (referred to as the MCV Coordinator) to include maintaining a statewide listing of additional qualified operators.

III.B. The MCV Coordinator or designee will:

III.B.1. Retain authority over the MCV and related equipment in all matters relating to operation, maintenance, and inventory.

III.B.2. In the absence of a MCV deployment, conduct a monthly 30-mile road test which will be documented on the MCV Checklist, form ISP 5-788 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

III.B.3. Document a quarterly inspection of the MCV and all related equipment to ensure operational readiness. The DOO will maintain the MCV Quarterly Inspection and Maintenance Checklist, form ISP 5-835 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

III.B.4. Keep the MCV clean and inspection-ready at all times.

III.B.5. Ensure the MCV is taken to the Division of Administration (DOA) Communications Services Bureau (CSB) Radio Lab quarterly for preventive maintenance inspections of communications equipment.

III.B.6. Schedule routine maintenance in accordance with the MCV Preventative Maintenance (PM) Checklist, form ISP 5-875 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

III.B.7. Coordinate with the DOA CSB to obtain the personnel required to operate, maintain, and track the emergency communications equipment in the MCV.

III.C. The DOO will create and maintain an MCV Resource calendar on Lotus Notes.

III.C.1. The finalization of the Lotus Notes calendar will occur during the third week of the month for the following month with a copy being sent to the CSB if communication resources are needed.

- III.C.2. Additions/deletions for routine requests will be completed on the Lotus Notes calendar. These addition/deletions will be completed prior to the third week of the month for the following month to ensure maximum use 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 some reason, another ISP officer must provide security during the operator's absence.
 - III.D.5. Refer to ISP Directive EQP-001, "Department Vehicle Assignment/Maintenance," to ensure department compliance regarding ISP-owned vehicles and for adherence to Central Management Services (CMS) guidelines.
 - III.D.6. Complete the MCV Checklist, form ISP 5-788 and MCV Quarterly Inspection and Maintenance Checklist form ISP 5-835 (these forms are available in the ISP Document Library at <http://maphome/documentlibrary/>), each time the vehicle is issued.

IV. PROCEDURES

- IV.A. Non-emergency requests for activation
 - IV.A.1. Non-emergency requests for the MCV should be made at least 30 days in advance, when possible.
 - IV.A.2. Requests for the use of the vehicle will be made by contacting the DOO and will include the:
 - IV.A.2.a. Type of event
 - IV.A.2.b. Location
 - IV.A.2.c. Dates of commencement and completion
 - IV.A.2.d. Times
 - IV.A.2.e. Capabilities needed in order to ensure the proper technical and operational assistance is scheduled
 - IV.A.2.f. Contact name, telephone number, and e-mail address
 - In all cases, operational requests for the use of the MCV will take precedence over non-operational events.
 - IV.A.3. Work units requesting the MCV will provide the following information to the MCV Coordinator via the appropriate Region Commander:
 - IV.A.3.a. Number of Communications Equipment Technicians and/or Telecommunicators needed for staffing, including number of shifts per day as well as staff per shift
 - IV.A.3.b. Types and quantities of communications circuits and equipment necessary to support the detail, i.e., high-band, STARCOM, portables, CAD, voice land line, other
 - IV.A.3.c. Any auxiliary power needed (landline, 220V, 50 amp, etc.)
- IV.B. Emergency Requests
 - IV.B.1. The appropriate Region Commander will make emergency requests to the MCV Coordinator through the ISP Command Center.

- IV.B.2. During normal business hours, requests will be directed to the MCV Coordinator.
- IV.B.3. Outside normal business hours, requests will be made to the MCV Coordinator through the ISP Command Center for deployment of the unit.
 - IV.B.3.a. Requests should include:
 - IV.B.3.a.1) The type of incident
 - IV.B.3.a.2) The exact location
 - IV.B.3.a.3) Directions to the site where the vehicle is needed
 - IV.B.3.a.4) The name and telephone number of the on-scene commander
 - IV.B.3.a.5) The capabilities needed to ensure the proper technical and operational support are scheduled
 - IV.B.3.a.6) Any other pertinent information
- IV.B.4. In the event of multiple requests at one time, the Lieutenant Colonel, Chief of Operations, DOO will make the final determination.

| Indicates new or revised items.

-End of Directive-