12.171   USE OF THE MOBILE COMMAND CENTER

Reference:

Procedure 12.030 – Vehicles: Assignment, Use, and Maintenance
Procedure 12.035 – Reporting Police Vehicular Accidents and Damage
Manual of Rules and Regulations – 2.03, 7.01, 7.03

Information:

The Mobile Command Center (MCC) is stored at the Regional Operations Center located at 2000 Radcliff Drive.

Roof clearance for the MCC is 11'11", therefore the MCC cannot be operated under some overpasses, i.e.; railroad overpass at 6300 Madison Road and the Rookwood overpass at 1699 Eastern Ave. Use caution as there may be other overpasses too low to pass under.

Tactical Planning Unit maintains a current list of qualified operators.

There is no smoking in the MCC.

Purpose:

Provide guidelines for the proper use, care, and maintenance of the MCC.

Procedure:

A.   Non-emergency use of the MCC

1.   Districts/sections/units wishing to use the MCC for special events or incidents must submit the request on a Form 17 through channels. After approval by the Police Chief or the affected bureau commander, the requesting district/section/unit should contact the Tactical Planning Unit during normal business hours to reserve the MCC.

B.   Emergency Use of the MCC

1.   In an emergency, the Night Chief or a captain or above can request the MCC through PCS.

a.   A PCS supervisor will contact an operator to pick up the MCC and respond to the scene.

C.   Operation of the MCC

1.   Only Police Department or Fleet Services personnel who have the following qualifications may operate the MCC:

a.   A valid driver's license.

b.   Successful completion of training provided by Training Section.

2. Operator responsibilities

    a. Complete a Form 427, Cincinnati Police Vehicle Inspection Report, each time the MCC is placed in use. Report any damage to the officer in charge (OIC) of the event or incident.

        1) Check that all additional equipment assigned is accounted for and operational.

        2) All communications equipment such as radios and cell phones will be secured in the communications cabinet.

            a) If any cell phone is removed, the user must provide the MCC operator a completed Mobile Command Center Telephone Log when returned.

    b. Complete the sign-out log each time MCC is put in use. The sign-out log is located in the MCC.

    c. Position the MCC in a safe and secure area.

    d. Notify PCS of the location of the MCC when powered up.

    e. Ensure the MCC is set up properly and safely, including electrical connections.

    f. Assist other personnel in the proper use of any equipment in the MCC.

    g. When unattended, set the alarm on the MCC.

        1) Instruct the event or incident OIC how to set the alarm in the absence of the operator.

    h. Return the MCC to the Regional Operations Center in a clean condition free of any debris or trash.

    i. On the next business day after returning the MCC to quarters, notify Tactical Planning Unit of any supplies needed for the MCC.

3. Event or incident OIC responsibilities

    a. Ensure the MCC is used for its intended purpose.

    b. In the absence of the assigned operator ensure the alarm is set.

        1) Initiate a directed patrol (DIRPAT).

        2) Advise PCS of location and times the MCC will be unattended.

    c. Permit only authorized personnel inside the MCC.

        1) Record all cellular phone calls and FAX transmissions on the Mobile Command Center Telephone Log.

      a)   Personnel will use the cellular phone and FAX machine only to conduct City business. Personal calls are prohibited.

      b)   When the event or incident is completed send the Mobile Command Center Telephone Record to Tactical Planning Unit.

  d.   Email Tactical Planning Unit with any defects or damage with the MCC on the next business day.

    1)   Ensure all necessary forms and reports are completed according to Procedure 12.035, Reporting Police Vehicular Accidents and Damage.

4.   In the event of mechanical failure contact the Municipal Garage.