



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-35 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/29/2004 Reviewed/Revised: April 12, 2010

SUBJECT: **Mobile Command & Emergency Support Vehicle**

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I. PURPOSE.

To establish guidelines for deployment of the Department's mobile command vehicle, and provide guidelines regarding its use.

II. POLICY.

It shall be the policy of this Department to maintain a mobile command vehicle to be used in times of disaster, emergency situations, unusual or special events, or as deemed appropriate by authorized a sworn Department manager, supervisor, or on a case by case basis, other Department non-sworn supervisors or managers.

III. DEFINITIONS.

Mobile Command Vehicle. A motorized vehicle that can be used as a temporary emergency command center, which provides the ability to dispatch calls for service, as well as plan and coordinate special, emergency, or unusual events.

Emergency Support Vehicle. A marked pick-up truck style vehicle used to move emergency equipment and trailers

Department sworn manager or supervisor. A sworn Department manager is any Department member who holds a rank of Lieutenant or above. A sworn Department supervisor will normally be a sworn Sergeant; however, it could be any sworn corporal or officer who is, on a temporary basis, filling an assignment as supervisor, such as an incident commander or watch commander.

IV. PROCEDURES

A. OPERATIONAL OBJECTIVES.

1. The Mobile Command Vehicle is designed to operate as a:
  - a. Back-up Communications Center;
  - b. Secondary Communications Center; and/or
  - c. Mobile Command Post for the Department of Public Safety.

2. Should the primary communications center become inoperative, the mobile command vehicle has the ability to function as a radio base station/communication center for the Department with minimal interruption in radio communications.
3. The goal is to continue to provide a safe environment for the University community without a disruption in police services.
4. The mobile command vehicle may also be used:
  - a. to provide supplemental police communication services during special events or unforeseen emergencies;
  - b. as a mobile command post for the coordination of personnel and resources, and the management of significant events; and
  - c. for display purposes during special events, which includes crime prevention, recruitment drives, law enforcement expos, community outreach, and other events which would benefit the Department or the community.
5. The Emergency Support Vehicle is designed to provide:
  - a. delivery of equipment and supplies during an emergency;
  - b. tow capability for trailer-based equipment; and
  - c. daily operational support for maintenance of the Emergency Preparedness Program.

B. INSTRUCTIONS, CONDITIONS, AND LIMITATIONS OF USAGE:

1. The mobile command vehicle may be used:
  - a. In the event that the Department's primary communications center(s) become inoperative;
  - b. to supplement the existing primary communication center;
  - c. as a Command Post; or
  - d. as an Emergency Operations Center.
2. Examples of possible conditions for deployment of the mobile command vehicle includes, but is not limited to:
  - a. Planned special events such as commencement, large sporting events, dignitary visits, campus evacuation drills, power outages, and tactical operations.
  - b. Non-planned emergency events or incidents such as natural disasters, man-made disasters, major fires, power outages, major crimes, civil unrest, mutual aid requests, tactical operations, and campus evacuations.
3. The Emergency Support Vehicle may be used:
  - a. by personnel assigned to the Emergency Preparedness Program;
  - b. in support of emergency management response; and
  - c. only by those personnel authorized by command level staff.

C. Supervisor responsibilities/Equipment inventory:

1. The mobile command vehicle and emergency support vehicle upkeep, equipment allocation, coordination of maintenance and up-grades will be under the direction of the Deputy Chief, the Operations Lieutenant, or a designated Sergeant. The Sergeant assigned to the Emergency Preparedness function shall have the day-to-day responsibility for the condition and maintenance of both vehicles.
2. The designated Sergeant will conduct monthly inspections of the mobile command and emergency support vehicle to ensure all assigned equipment is accounted for and ready for immediate use. The Sergeant will ensure that the staff inspection form is completed monthly. [See attached form.]
3. An inventory of the mobile command and emergency support vehicle equipment will be depicted on the inspection sheets designed for each unit and included as Appendix 1 & 2 of this directive.

D. AUTHORIZATION FOR ACTIVATION/AFTER ACTION REPORTS .

1. The Chief of Police, a Command Officer, Watch Commander, or Incident Commander may authorize activation of the mobile command vehicle or the use of emergency support vehicle.
2. In all instances where the mobile command vehicle is activated, an after-action report will be completed and forwarded to the Chief of Police within three business days. After-action plans will include any identify any deficiencies with the vehicle, as well as recommendations for correction. Further, a copy of all after-action plans for the vehicles use will be forwarded to the Command Officer who oversees the training program.

E. REQUIREMENTS AND CONSIDERATIONS.

1. Required pre-requisite training and qualifications for use of the mobile command and emergency support vehicles:
  - a. Drivers of the mobile command and emergency support vehicles must successfully complete the State driver's training course for operators and must re-certify every four years.
  - b. System operators must also successfully complete an in-service training course, provided by the Department, with instruction in the operation of the mobile command vehicle's systems.
2. Authorized operators of the mobile command vehicle: The primary dispatch center as well as the Operations Lieutenant, will maintain a current listing of all staff members who are authorized to operate the mobile command vehicle.

V. APPENDIX.

1. Inspection Form Mobile Command.
2. Operational Readiness Inspection Form, Truck #EOC101.





# Line - Staff Inspections: MOBILE COMMAND VEHICLE



FILENAME: Mobile Command Inspection Checklist A.vsd

CSLA University Police

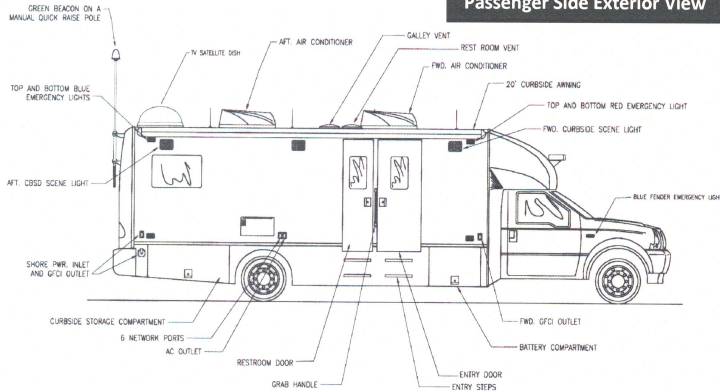
Date of Inspection:		Time Inspection Performed:		Person Performing Inspection:	
		Quantity	Meets Guidelines	Does Not Meet Guidelines	Comments
Passenger Side	A. Emergency Lights	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	B. GFCI Electrical Outlets	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	C. Battery Compartment	1	<input type="checkbox"/>	<input type="checkbox"/>	
	D. Automated Entry Stairs	1	<input type="checkbox"/>	<input type="checkbox"/>	
	E. Doors Entry & Cab; Outside Coffee area	1	<input type="checkbox"/>	<input type="checkbox"/>	
	F. Restroom (door, lock, facility)	1	<input type="checkbox"/>	<input type="checkbox"/>	
	G. Storage Compartment behind rear wheels	1	<input type="checkbox"/>	<input type="checkbox"/>	
	H. Crime Scene Flood Lights	3	<input type="checkbox"/>	<input type="checkbox"/>	
	I. Awning	1	<input type="checkbox"/>	<input type="checkbox"/>	
	J. House Lights	1	<input type="checkbox"/>	<input type="checkbox"/>	
Rear	K. Restroom	1	<input type="checkbox"/>	<input type="checkbox"/>	
	L. Shower	1	<input type="checkbox"/>	<input type="checkbox"/>	
	M. Coffee Maker compartment	1	<input type="checkbox"/>	<input type="checkbox"/>	
	N. Green Beacon and Light	1	<input type="checkbox"/>	<input type="checkbox"/>	
	O. Emergency Lights	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	P. House Lights	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	Q. Back-up Lights	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	R. Back-up Cameras	2	<input type="checkbox"/>	<input type="checkbox"/>	
	S. GFC Electrical Outlets	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	O. Generator #1	1	<input type="checkbox"/>	<input type="checkbox"/>	
Driver's Side	P. Generator #2	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Q. Rear Electrical Compartment	1	<input type="checkbox"/>	<input type="checkbox"/>	
	R. Crime Scene Flood Lights	2	<input type="checkbox"/>	<input type="checkbox"/>	
	S. Emergency Lights, including front bar	2	<input type="checkbox"/>	<input type="checkbox"/>	
	T. Satellite Dish	1	<input type="checkbox"/>	<input type="checkbox"/>	
	U. Air Conditioners	1	<input type="checkbox"/>	<input type="checkbox"/>	
	V. Galley Vent	1	<input type="checkbox"/>	<input type="checkbox"/>	
	W. Antennas	1	<input type="checkbox"/>	<input type="checkbox"/>	
	X. Emergency Lights	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	Y. House Lights	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
Roof	Z. Engine Compartment	N/A	<input type="checkbox"/>	<input type="checkbox"/>	
	A. Cabinets	ALL	<input type="checkbox"/>	<input type="checkbox"/>	
	B. Refrigerator	1	<input type="checkbox"/>	<input type="checkbox"/>	
	C. Microwave	1	<input type="checkbox"/>	<input type="checkbox"/>	
	D. Coffee Maker	1	<input type="checkbox"/>	<input type="checkbox"/>	
	E. Fire Extinguisher	2	<input type="checkbox"/>	<input type="checkbox"/>	
	F. Smoke Alarms	2	<input type="checkbox"/>	<input type="checkbox"/>	
	G. Sliding Pocket Door	1	<input type="checkbox"/>	<input type="checkbox"/>	
	H. Driver's & Passenger's area	1	<input type="checkbox"/>	<input type="checkbox"/>	
	I. Conference Table	1	<input type="checkbox"/>	<input type="checkbox"/>	
Front	J. House Lights	ALL	<input type="checkbox"/>	<input type="checkbox"/>	
	K. Telephones	6	<input type="checkbox"/>	<input type="checkbox"/>	
	L. Station Chairs	5	<input type="checkbox"/>	<input type="checkbox"/>	
	M. Heater (rear)	1	<input type="checkbox"/>	<input type="checkbox"/>	
	N. Air Conditioners (rear)	2	<input type="checkbox"/>	<input type="checkbox"/>	
	O. Vent/Fan	1	<input type="checkbox"/>	<input type="checkbox"/>	
	P. Cab Controls	ALL	<input type="checkbox"/>	<input type="checkbox"/>	
	Q. Cab Back-Up Camera Monitor	1	<input type="checkbox"/>	<input type="checkbox"/>	
	R. Switch Panels (w/ L.E.D.)	2	<input type="checkbox"/>	<input type="checkbox"/>	
	S. Computerized Leveling Panel	1	<input type="checkbox"/>	<input type="checkbox"/>	
INTERIOR INSPECTION	T. Water Level Panel	1	<input type="checkbox"/>	<input type="checkbox"/>	
	A. Motorola 800 MHz Radio [CRU]	1	<input type="checkbox"/>	<input type="checkbox"/>	
	B. Uniden Scanner Radio BCD996T	1	<input type="checkbox"/>	<input type="checkbox"/>	
	C. Motorola XTL 2500	1	<input type="checkbox"/>	<input type="checkbox"/>	
	D. Motorola Radio XPR 4550	1	<input type="checkbox"/>	<input type="checkbox"/>	
	E. Yaesu Radio [HAM]	1	<input type="checkbox"/>	<input type="checkbox"/>	
	F. Uniden Radio CB, 996T	1	<input type="checkbox"/>	<input type="checkbox"/>	
	G. Cobra 148GTL	1	<input type="checkbox"/>	<input type="checkbox"/>	
	H. Motorola XPR 4450 (Cab)	1	<input type="checkbox"/>	<input type="checkbox"/>	
	I. Communications Multi-Switcher	2	<input type="checkbox"/>	<input type="checkbox"/>	
PRIMARY SYSTEMS	J. Communications Expansion Unit	1	<input type="checkbox"/>	<input type="checkbox"/>	
	A. Flashlight kits, SL20X "Streetlight"	1	<input type="checkbox"/>	<input type="checkbox"/>	
	B. Flashlight Kits, Mini "Stinger-XT"	4	<input type="checkbox"/>	<input type="checkbox"/>	
	C. Clear water bottle, 2 gallon, empty	1	<input type="checkbox"/>	<input type="checkbox"/>	
	D. Latex gloves [large]	1 BOX	<input type="checkbox"/>	<input type="checkbox"/>	
	E. "Police Line" tape yellow, roll	1	<input type="checkbox"/>	<input type="checkbox"/>	
	F. Field booking report forms, black box	1	<input type="checkbox"/>	<input type="checkbox"/>	
	G. Field booking kit, arrest/evidence forms, black box	1	<input type="checkbox"/>	<input type="checkbox"/>	
	H. Coffee supplies	1	<input type="checkbox"/>	<input type="checkbox"/>	
	I. Miscellaneous office supplies	1	<input type="checkbox"/>	<input type="checkbox"/>	
SUPPLIES & SUPPORT EQUIPMENT	See back for schematics of vehicle & note discrepancies, if any.				



Staff/Line Inspections: MOBILE COMMAND VEHICLE - Page 2

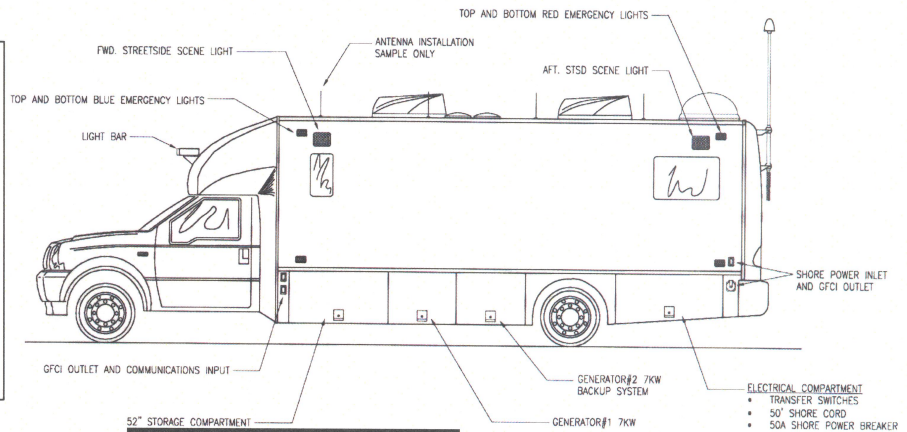
FILENAME: Mobile Command Inspection Checklist A.vsd

Passenger Side Exterior View



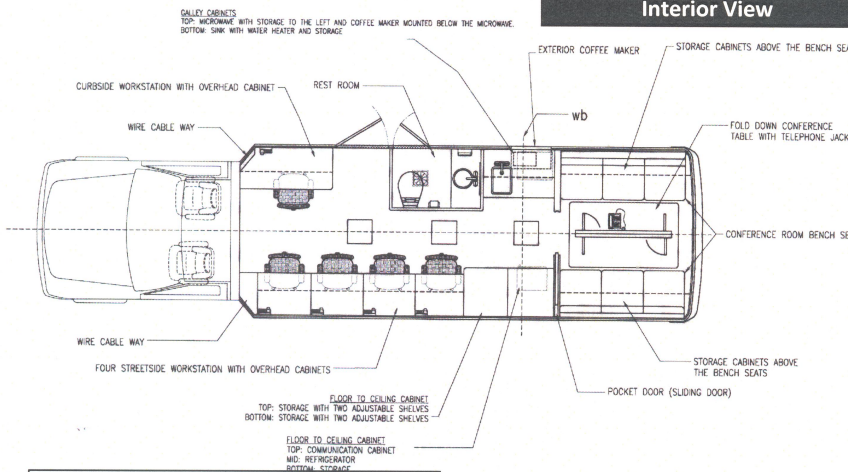
Passenger side notations:

Driver's Exterior Side View



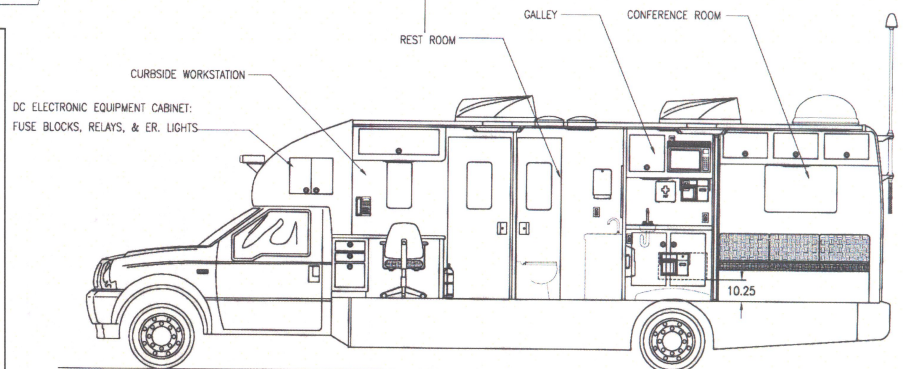
Driver's side notations:

Interior View



Interior view notations:

Driver's Side Interior View



Driver's side interior view notations:

Signature of Person Completing Inspection:

Copies distributed to: Chief of Police, Lieutenant, Administration Manager, and Accreditation Files.



## Operational Readiness Inspection



### Emergency Operations Truck # EOC101

Inspection performed by: \_\_\_\_\_ Date: \_\_\_\_\_

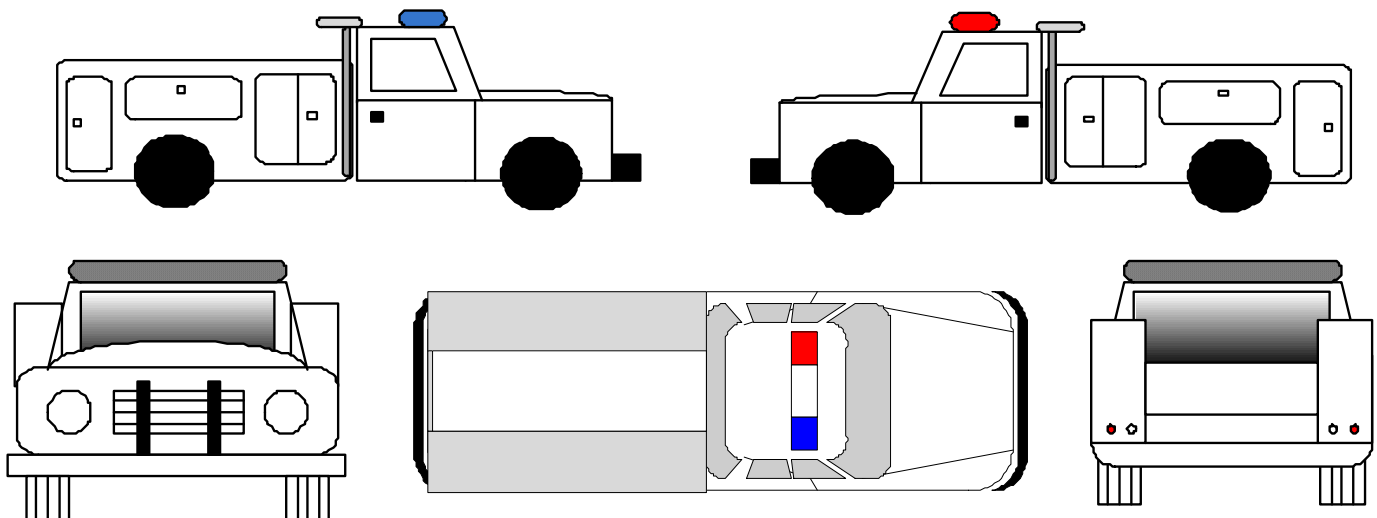
Interior condition:    Pass      Fail      Comments \_\_\_\_\_

Exterior condition:   Pass      Fail      Comments \_\_\_\_\_

Tool binds/storage:   Pass      Fail      Comments \_\_\_\_\_

Odometer reading: \_\_\_\_\_

### SHADE IN DAMAGED AREA(S)



Pry Bar / Crowbar	Yes	No	Building Status Tags	Yes	No
Haligan Tool	Yes	No	Caution Tape	Yes	No
Digging Tool (Small Shovel)	Yes	No	Disposable Blanket	Yes	No
Protective Gloves	Yes	No	Fire Extinguisher W/Tag	Yes	No
Flashlight	Yes	No	Biospill Container Kit	Yes	No
Reel Lights / Scene Lights	Yes	No	First Aid Kit	Yes	No
Safety Goggles	Yes	No	Honda Generator	Yes	No
First Aid Kit	Yes	No	Emergency / Standard Lights Operational	Yes	No
Slim Jim Tool	Yes	No	MP5 W/2 Magazines	Yes	No
Emergency Cones	Yes	No	Gas Credit Card	Yes	No
Flares (30 Minutes)	Yes	No	Spare Tire	Yes	No

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_