

**University of Maryland  
Department of Public Safety  
College Park, Maryland 20742-6011**

**SPECIAL ORDER:**     **03-0044**

**SUBJECT:**             Mobile Command Post Use Policy (revised)

**EFFECTIVE DATE:**   **May 2, 2006**

**ORDERED BY:**        Kenneth W. Krouse  
                          Chief of Police

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**I. Mobile Command Post Use**

- A. The Mobile Command Post is available for use in emergency situations and for special events. The unit is kept under the custody of Police Services Bureau.
- B. Requests for use must be made via the chain of command to the Bureau Commander of the Police Services Bureau. In emergency situations, approval of use may be made by the Operations Duty Officer, if a Bureau Commander is not available. Emergencies may include but are not limited to field searches, demonstrations/riots, barricade situations, or other serious events that may be best controlled by the presence of an on-site commander.
- C. Examples of Special events may include community events, sporting events, or other instances that require a large contingency of officers to work. Emergencies requiring the use of the command post will be determined on a case-by-case basis. The Chief or Police Services Bureau Commander may approve requests from outside agencies for the use of the command post.

**II. Operation of Mobile Command Post Vehicle**

- A. The Operation of the Mobile Command Post does not require a special license, however, drivers should be familiar with towing operations. The mobile command post is a trailer, not a motorized vehicle.
- B. A valid class C driver's license is required. Any person possessing a valid class C license may be permitted to tow the command post, with prior authorization of a Bureau Commander or the Chief.
- C. Employees that will tow/operate the command post are required to have completed a University of Maryland, Department of Public Safety training class on towing/operating the trailer.

**III. Communications Equipment**

- A. The Mobile Command post is equipped with communications equipment. The equipment is permanently integrated into the command post unit.
- B. The responsibility for coordination of maintenance and upkeep of the mobile command post lies with the Technology Services Bureau commander.

**IV. Distribution & Access of Special Order**

- A. This Special Order is being electronically distributed to all agency personnel with document receipts being similarly documented.
- B. Printed copies of this Special Order are retained in:
  - a. Accreditation files;
  - b. Master Special Order files; and
  - c. The Duty Office Manual.
- C. An electronic copy of this Notice is accessible in the UMPD Shared/Manual or through the Manual application in the UMDPS Portal System.