


Rockville City Police Department

GENERAL ORDER



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| Subject MOBILE INCIDENT COMMAND UNIT | | Procedure G.O. 5-29 |
| Authorizing Signature  | Effective: 02-26-2010 Revised: 06-22-2026 | Total Pages 8 |

I. PURPOSE

The purpose of this General Order is to establish general guidelines for the operation and deployment of the Department's Mobile Incident Command Unit (MICU). The MICU is a mobile command center that can be deployed as needed for any unusual incidents or special events where it may benefit personnel for the purpose of management and communications. The MICU can also be used if the City's main Public Safety Communications Dispatch Center becomes inoperable.

II. POLICY

The MICU will be deployed to enhance the operational abilities of the Rockville City Police Department and in instances of mutual aid to other agencies as needed. The MICU will serve as a communications center and command post in critical incidents or at other special events. The MICU will be used for preplanned, or serious incidents that may require significant coordination of resources over an extended period. The vehicle will be utilized to establish public safety presence, and to meet the physical needs of officers and employees of the Rockville City Police Department.

III. DEFINITIONS

A. Incident Commander

The highest-ranking designated City police officer in charge of an event.

B. Mobile Incident Command Unit (MICU)

A self-contained mobile communication center, command post and/or administrative center used to supplement the services of the Rockville City Police Department.

C. MICU Coordinator

A police department employee appointed by the Chief of Police to monitor the day-to-day operations of the MICU and coordinate necessary training in the operations of the vehicle.

D. Operator

A police department employee authorized to tow, set up, and operate the MICU. The operator is responsible for the condition and maintenance of the MICU during an activation. A list of authorized operators will be available in the Public Safety Communication Dispatch Center.

E. Dispatcher

A police department employee, either a Dispatcher or Police Officer, assigned to handling communications and other administrative tasks in the MICU.

F. Public Safety Communications Center (PSCC)

Rockville City's main communications center, located inside the Police Station.

IV. CAPABILITIES AND LIMITATIONS OF THE MICU

A. Capabilities

1. Radio communications.
 - a. Police.
 - b. Fire Rescue.
 - c. Public Works.
2. Printer, copier, and scanner.
3. Air conditioning and heat.
4. Electric power (supplied by on-board generator).
5. Lighting (Trailer mounted and portable flood lights).
6. Television and AM/FM radio.
7. Cameras, exterior and pole camera with thermal capabilities.
8. WIFI, MDT's
9. Reference materials.
 - a) All Hazards Response Plans Manual.
 - b) RCPD General Orders.
 - c) Supervisor's Tactical Response Manual.
 - d) Montgomery County Public School's Emergency/Crisis Plans.
 - e) Montgomery County Tactical Response Plans.
 - f) Other emergency management manuals.

- g) Hazardous materials books.
- h) City directories.
- i) County directories.
- j) Maps.

B. Limitations

1. Overhead obstructions.

Overhanging trees and wires present a danger to the vehicle and roof mounted equipment (clearance 10.5 ft).

2. Response times.

Sufficient lead time is needed to affect a response. Safe response speed (due to size and weight) is a limiting factor. Early notification will ensure a timely response.

3. Space.

Space is limited and during the operation of the MICU only the operator, the Incident Commander and other supervisory personnel are authorized entry into the MICU. At the discretion of the Incident Commander, others may be allowed entry into the MICU, with the understanding that no disruption of operation occurs.

C. Requirements

- 1. If the MICU is deployed, it must be located in an area near the scene (not at the scene) and its security and the safety of the personnel staffing it must be assured.
- 2. In the event of a hazardous materials incident, the MICU will need to be located a safe distance from the scene, and its placement must be contingent upon wind direction (uphill and upwind).
- 3. If the incident is one for which Fire/Rescue or other law enforcement agencies have established a Field Command Post, then the MICU should be located in close proximity to Fire/Rescue's or other law enforcement agency's Field Command Post to ensure coordination and information sharing.

V. CRITERIA FOR USE

- A. The MICU is designed to serve as a mobile command center during unusual occurrences. It can also serve as an office designed to supplement police operations in high service-demand locations and during critical incidents. Overall objectives are to enhance communications, increase police

visibility, provide a centralized location for officers to conduct police related activities while remaining in the field, and to provide a focal point for police/citizen interaction. It provides a secure, controlled environment from which complex investigations, long-term details, or emergency situations can be coordinated.

B. Examples of events include, but are not limited to:

1. Hostage/barricade situations.
2. Major transportation accidents.
3. Extended crime scene searches or searches requiring floodlights.
4. Lost child/missing person searches.
5. Search warrant service on large premises.
6. Civil disturbances and demonstrations.
7. Hazardous material incidents.
8. Pre-planned special events that may attract large crowds.
9. Invited functions (community events, recruiting fairs, etc.).
10. Any event authorized by the Chief of Police.

C. Pre-planned Events

Use of the MICU for pre-planned events will be coordinated through the Office of the Chief of Police. In advance, an email will be sent to the Deputy Chief of Police and the Emergency Manager providing the details of the event as well as the date and time of use.

D. Spontaneous Events

The On-Duty Watch Commander or On-Call Commander at the time of an incident may authorize the deployment of the MICU at any time.

E. Long Term Incidents

If a situation occurs and the supervisor in charge foresees that the conclusion of the event could be hours away, he/she should consider using the MICU as a base of operations. This would allow for the Incident Commander and staff to coordinate their efforts in a climate and security-controlled area.

- F. The Public Safety Communications Center will be notified of the need for the MICU and be provided the following information by the requester.
 - 1. Location of the event.
 - 2. Nature of event.
 - 3. Best way to the scene and the location of the Command Post.
 - 4. Any special needs of the situation.

- G. The on-duty Public Safety Communications Dispatcher will be responsible for notifying a MICU operator of the request. City residents will be considered first, then county residents, then any available driver.

VI. OPERATIONAL RESPONSIBILITIES

- A. The operator of the MICU will:
 - 1. Begin a “MICU Inspection Form” (form #264) and follow deployment procedures.
 - 2. Determine the best route to the scene and respond safely.
 - 3. Operate the unit in accordance with established training.
 - 4. Advise Emergency Communication Center (ECC) that “Field Comm 55” (FC55) is on-scene.
 - 5. On scene, contact the Incident Commander.
 - 6. Set up the MICU for use and maintain it in that status during the course of the event, or until properly relieved.
 - 7. Assist the Incident Commander with resource procurement as needed.
 - 8. At the conclusion of the event, ensure:
 - a) The MICU is clean.
 - b) The “MICU Inspection Form” form (#264) is completed.

- B. The Incident Commander will determine the level of staffing to handle the incident. Positions to consider are:
 - 1. MICU Operator

Delivers and sets up the MICU, making sure all systems are operating correctly.

2. Dispatcher

Perform the functions of a dispatcher and handles other administrative tasks.

3. Site Security Officer

Ensure only authorized personnel are allowed in or around the MICU.

C. Larger events could utilize the positions listed below:

1. Logistics Officer

2. Planning Officer

3. Operations Officer

D. The Department's Emergency Manager will maintain all forms that are completed for the MICU.

VII. MAINTENANCE

A. Routine periodic maintenance will be scheduled for all equipment, as designated through the manufacturer's guidelines and will be performed by qualified personnel. Assignment of maintenance checks and repairs will be made at the discretion of the Emergency Manager.

B. The vehicle operator will complete a "MICU Inspection Form" (form #264) after each use. Missing and defective equipment will be reported immediately to the MICU Coordinator for appropriate action.

C. The MICU Coordinator will conduct monthly inspections of the MICU to ensure that it is stocked, and that all equipment is accounted for and in working condition. This inspection will be documented on the "MICU Inspection Form" (form #264).

D. Upon the completion of any event, the "MICU Inspection Form" (form #264) will be submitted to MICU Coordinator to be processed so that shortages of office supplies, cleaning equipment, etc., will not affect the operation of the MICU.

VIII. TRAINING

A. Field Operational use and familiarization

1. All members of the Command Staff, Supervisory Personnel and Police Communication Operators will be trained in the operational use of the MICU to include criteria listed under "Operational Training" in section VIII of this General Order.

B. Operators

1. Members designated as MICU operators must attend and successfully complete Department approved MICU operator training program.
 - a) The MICU Driver Skills training consists of:
 1. 130 ft. straight back-up of vehicle without crossing lines on either side.
 2. 90 degree turn and backing
 3. 90 degree backing.
 4. A two-hour supervised road test.
 - b) The Operational Training consists of:
 1. Turning on/off the generator.
 2. Performing a vehicle inspection.
 3. Use of the iPad or wired control pad
 4. Opening/closing the awnings.
 5. Leveling of the vehicle.
 6. Raising/lowering the camera mast
 7. Office equipment familiarization.
 8. Kitchen familiarization (refrigerator, coffee maker, etc.)
 9. Administrative paperwork.
 10. General knowledge of operational systems.
2. The MICU Coordinator will ensure that Operators train periodically with the vehicle to maintain their proficiency in the vehicle and equipment operations. This training will include but not be limited to:
 - a) Vehicle operation.
 - b) MICU equipment operation.
 - c) MICU inspections and inventory.

3. A list of Department MICU operators to include contact information will be maintained in Dispatch for the purpose of emergency call outs.