
 Cambridge Police Department	POLICY & PROCEDURES		No. 414
	Subject/Title: Incident Command Vehicle		
	Issuing Authority: 	Review Date: Apr. 5, 2013	Issue Date: August 5, 2013
	Robert C. Haas Police Commissioner	Effective Date: August 19, 2013	Rescinds:
References/ Attachments:	Accreditation Standards: 41.1.3		

I. PURPOSE:¹

The purpose of this policy and set of procedures is to provide guidance to the proper usage, maintenance and operation of the Department Incident Command Vehicle.

II. GENERAL CONSIDERATIONS & GUIDELINES:

In the performance of official duties sworn members of this department occasionally respond to incidents that may be prolonged in length or of such a scale which would necessitate the use of equipment and vehicles not routinely deployed for routine patrol. In order to assist personnel deployed to such an incident an Incident Command Vehicle has been acquired and equipped, with tools necessary to perform such tasks as when officers are faced with a situation that requires extended time out in the field or multiple disciplines responding to the same incident.

III. DEPLOYMENT:

A. Authorization for Use: The Command Vehicle will be deployed to an incident only at the direction of an Operations Division Lieutenant or Commanding Officer. In the event no lieutenant is working the Shift Commander has authority to order this deployment and should notify the Duty Chief of this order as soon as practicable.²

¹ CALEA Std. **41.1.3** – A written directive governs the operation of agency-owned or controlled special-purpose vehicles, and includes the following provisions for each kind of vehicle:

- a. Authorization, conditions, and limitations of usage;
- b. Qualifications and training for personnel assigned to operate the vehicle;
- c. Designation of the person or position responsible for the conditions and maintenance of the vehicle; and
- d. A listing of equipment, if any, to be kept in or on the vehicle.

² CALEA Std. **41.1.3 (a)**

- B. Qualifications to Operate & Responsibility to Maintain:** As there are no special licensing requirements to operate the Incident Command Vehicle all sworn members of the Cambridge Police Department who are currently licensed are allowed to operate the vehicle. Additionally, Vehicle Maintenance personnel are also authorized to operate the vehicle for maintenance purposes.³
- C. Limitations on Usage:** The Command Vehicle presently is designed to be used exclusively in the City of Cambridge, the following are situations where the use of the Command Vehicle would be authorized:⁴
1. Severe crashes of motor vehicles.
 2. Serious or violent crime scenes.
 3. Situations that require a prolonged investigation and possible evidence collection.
 4. Power outages, natural or manmade disasters were a command vehicle would be useful.
 5. Any critical incident occurring where tactical, SRT, EOD CNT or Hazmat teams are deployed.
 6. Public Events were Cambridge Police presence is required over a prolonged period of time. Example: July 4th celebration, Caribbean festival, May fair, Harvard and MIT commencement.
 7. Any incident that involves a critical injury to a member of the Cambridge Police Department.
 8. Any incident that involves the use of deadly force by a member of the Cambridge Police Department.
 9. Any other incident or situation that a ranking officer feels would be appropriate for the Command vehicle to be present.

IV. DEPLOYMENT OUTSIDE CITY OF CAMBRIDGE:

- A. Authorization for Outside the City:** Use of the Command Vehicle outside the City of Cambridge will only be authorized after obtaining permission from a member of the Command Staff or the Duty Chief when no other Command Officer is available. Some examples of incidents that may require the Command vehicle to operate outside of the City are:⁵

³ CALEA Std. **41.1.3 (b) & (c)**

⁴ CALEA Std. **41.1.3 (a)**

⁵ CALEA Std. **41.1.3 (a)**

1. A request for mutual aid from a neighboring City or Town that requires Cambridge Police presence.
2. Any situation authorized by the Commissioner of Police or a member of the Command Staff.

B. Protection of the Vehicle: Personnel who have authorized to operate to the Command Vehicle outside the city limits will be responsible for maintaining proper security and safeguard measures to protect the vehicle and its assets.

V. USAGE:⁶

A. Safeguard Measures: The Incident Command Vehicle will not be placed in a situation that would obviously expose the vehicle to damage or compromise.

B. Loaning the Vehicle Out to Other Agencies: The Command Vehicle will not be loaned to any other agency or City Department inside or outside of the City of Cambridge without authorization from a member of the Command Staff.

C. Fueling of the Vehicle: The Command Vehicle will be fueled with diesel fuel after every deployment prior to the vehicle coming out of service. Diesel fuel is available at the Department of Public Works.

D. Keys for the Vehicle: A set of keys for the Command vehicle will be kept in the locked box in the Shift Commanders office. When the vehicle is needed the person operating the vehicle will notify the shift commander prior to removing the keys from the lock box. A notation of deployment will be entered onto the QED daily journal.

E. Equipment to Accompany the Vehicle: Upon activation of the Command Vehicle the person operating the vehicle will transport the pelican box that contains the laptops for the command vehicle. This equipment is stored in the lock storage room at the front desk.⁷

F. Storage of the Vehicle: The Command Vehicle will be parked at Professional Ambulance Service, this is because the command vehicle is a diesel engine and needs to be plugged in at all times to keep the heating element working while the vehicle is not in use.

G. Operational Instructions for Starting the Vehicle: Prior to starting the vehicle the operator must remember to turn on the battery switch located on the left hand side of the driver's seat, also removing/unplugging the extension cord located outside of the vehicle on the box portion driver's side before driving off.

⁶ CALEA Std. 41.1.3 (a)

⁷ CALEA Std. 41.1.3 (d)

- H. Shutting Down the Vehicle:** When the Command Vehicle is returned after a deployment the operator must turn the engine off, turn off the main battery switch (Driver's side seat) and plug the heating element in to the extension cord, the connection is on the outside of the vehicle on the box portion driver's side.
- I. Maintenance of the Generator:** The portable generator (and/or approved gas container) will be fueled after every incident prior to the vehicle coming out of service.⁸
- J. Limitations on the Generator:** The generator can be used to power all 12 volt equipment in the rear of the vehicle while the vehicle is off, the generator WILL NOT function until you slide the tray out of the compartment bay.
- K. Operation of the Portable Heater:** If at any time you require the use of heat there is a portable heater in the vehicle that can be plugged into a 110v outlet this will run off of the generator, if you need to use the air conditioning you must have the vehicle ON, the generator CANNOT operate the heat or air conditioning.
- L. Use of Equipment Checklist:** A vehicle checklist will be left with the vehicle. This list is to be completely filled out and signed by the ranking officer in charge of the incident when the vehicle is being released from the scene and returned to Professional Ambulance. This checklist will be forwarded to the Operations Superintendent (see attached form).

⁸ CALEA Std. 41.1.3 (c) & (d)