



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-30

Effective: 09/30/19 Review: 09/30/20 Replaces: 01/13/16

2-30 EMERGENCY COMMAND POST

Related SOP(s): None

2-30-1 Purpose

It is the purpose of the Department to utilize an Emergency Command Post (ECP) for large scale emergencies and unusual occurrences.

2-30-2 Policy

It is the policy of this Department to maintain an ECP that can be deployed at the scene of a large-scale emergency or during an unusual occurrence.

2-30-3 Definitions

A. Emergency Command Post

A Department-owned vehicle deployed during large-scale emergencies and unusual occurrences that serves as a communication hub between Department executive, command staff, and officers in the field.

2-30-4 Rules

A. Maintaining the Emergency Command Post

1. The Operations Review Section will be responsible for maintaining the ECP.
2. The Operations Review Section will maintain a current on-call roster with the Communications Section for the delivery of the ECP when requested.

B. Activating the Emergency Command Post

1. Any supervisor can activate the ECP for an emergency or unusual occurrence where a remote command or communication center is needed.
 - a. The requesting supervisor will contact the Communications Division for activation of the ECP.
 - b. When requested to do so, the Emergency Communications Center will contact the on-call ECP officer as designated per the on-call roster to deliver the ECP and to provide the ECP to the delivery location.
 - c. Due to the complex equipment and systems in the ECP, it will be delivered to the requested location and set up by the on-call ECP Officer before being



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turned over to the requesting supervisor, who will then assume responsibility for the ECP. The on-call ECP Officer will remain with the ECP on scene to facilitate any potential issues with the operation of the ECP and to assist the requesting supervisor as required.

- d. When the ECP is no longer needed, the on-call ECP Officer will promptly return the ECP to its designated substation.
- e. Any person utilizing the ECP will maintain it and ensure the interior is clean and orderly when upon return to the substation.
- f. Defects, damages, or missing items will be reported by the delivering/retrieving officer to the Operations Review Section officer.

C. Maintenance of the Emergency Command Post

1. The requesting supervisor and the on-call ECP Officer will report any issues concerning the ECP to the Operations Review Section Officer. The Operations Review Section officer will inspect the ECP to ensure that it is in proper condition. If issues are found, they will be noted and reported to the Operations Review Section Lieutenant who will ensure appropriate maintenance/repairs are made.