Procedure **4.4**	**Eugene Police Department**	
EFFECTIVE DATE 3-26-99		

Command Post

4.4.1 PURPOSE AND SCOPE

This policy is intended be used in conjunction with *Procedure 4.6 – Large Scale Incidents* and other relevant department policies.

PART I - Responsibilities and Procedures for All Personnel
A.   Definition
B.   When to establish a command post
C.   Site selection
D.   Command post operation

4.4.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A.   <u>Definition</u>

A command post is any facility used to coordinate personnel assignments and resource utilization. It can be as simple as the hood of a patrol car or as sophisticated as a room specifically designed for such a function. It could also be a vehicle designed to function as a mobile command post.

B.   <u>When to establish a command post</u>

You should establish a command post under the following conditions:

1.   Civil disorder requiring a field force or similar type response (see also *Procedure 4.6 – Large Scale Incidents.)*

2.   Natural disaster.

3.   Incidents requiring sustained and significant use of police resources. For example:

     a.   Bomb threats where the threat level is significant

        b.   Labor strikes having a potential for violence

        c.   Hostage/barricaded subject situations

    4.   Incidents requiring the presence and coordination of multiple agencies.

C.   <u>Site selection</u>

Select a site close to the incident, but whose location allows safe, free access for authorized persons. Consider these factors:

1. A location out of danger, and which will not interfere with handling of the incident itself;

2. Privacy and security;

3. Communications needs;

4. Personal needs of involved personnel (e.g., rest rooms);

5. Sufficient room for a staging area nearby. This area should be large enough to assemble newly arrived personnel, provide a break area, and park vehicles. A contained area, out of public view, would be ideal.

D.   <u>Command post operation</u>

1. Notify Communications of the command post's location.

2. Provide any security necessary for the command post.

3. Allow only necessary personnel in the command post.

4. Consider the use of non-sworn personnel to perform necessary support tasks (e.g., answer phones, maintain written records.)