



DEPARTMENT NOTICE

24-161

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Command Van Requests

(Re-issue DN 21-128)

The Homeland Security Unit (HSU) maintains a fleet of command vans (CV) for use at both planned and unplanned events. Incident commanders (IC) are encouraged to request the use of a command van whenever it will help manage an event. This could include critical incidents, large demonstrations, or prolonged incidents where an on-scene command post would help the outcome of the incident. It is the decision of the on-scene IC to determine if a CV is necessary.

Because of the specialized nature of the CV and their equipment, only members authorized by the Commanding Officer of HSU are allowed to drive and operate the command vans. HSU will assign a two-person driver/operator team to go out with every deployment.

The final decision regarding the use of a CV and any overtime involved rests with the Deputy Chief of Special Operations or the Commanding Officer of HSU during business hours and the Weekend Captains or the Night Captains during all other times.

Planned Events:

To request a CV for a planned event, the IC or their designee shall complete the attached SFPD 545 (Rev. 08/21) request form, also available in the SFPD Forms Folder and PowerDMS, and email it to [REDACTED]. HSU will coordinate delivery, set-up, and operation of the van with the requesting unit. HSU will determine which CV will be assigned to the request regardless of which one is asked for based on driver availability and the location of the command post.

The HSU assigned driver/operator team will coordinate with the IC or their designee on the CV placement for optimal visitation of the event and with consideration of an egress route in case of a critical incident activation.

Unplanned Events:

To request a command van for an unplanned event, incident commanders shall call the Department Operations Center (DOC) at [REDACTED]. DOC will contact HSU to arrange delivery, set-up, and operation of the van.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.