

Mobile Digital Computer Use

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer MDC system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and METCAD.

420.2 POLICY

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

420.3 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

420.3.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

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420.3.2 DISPATCH FUNCTIONS AND STATUS CHANGES

The MDC system will not replace the dispatch function and routine calls will not be dispatched via the MDC. Some sensitive information may be sent via the MDC if it would enhance officer/citizen safety. All dispatched information sent via MDC shall be acknowledged on the radio.

Shift Supervisors shall be notified when calls are made via the MDC.

All traffic stops and unit status checks shall continue to be handled by radio.

All hits received via an MDC shall be verified by METCAD.



420.4 OPERATION

Routine LEADS inquiries and routine car to car traffic shall be made by MDC whenever possible. Officers should routinely check their e-mail each shift.

Those using MDC's shall keep them clean and avoid spilling liquid or food into them.

Officers are required to completely turn off MDC's at the end of their shift so as not to drain the squad car batteries. Officers should allow the "master power" switch to the docking stations to remain "on" so that MDC's can fully charge while squad cars are not in use.

Officers can use the MDC to change duty status, but the officer is still required to clear all calls over the radio.

420.5 TRAINING

Employees shall not use MDC's until properly trained and having been signed onto the system by the IWIN Manager. Field Training Officers shall instruct recruits on the use of the MDC.