

**POLICY
1201**

**EFFECTIVE
DATE
01-15-02**

**Eugene
Police Department**



Mobile Data Computers

This policy is applicable to a laptop computer, CDPD modem, and related equipment being used in a department vehicle, referred to in this policy as a Mobile Data Computer (MDC).

PART I - Responsibilities and Procedures for Members

- A. Use of MDCs
- B. Passwords
- C. Messaging
- D. Hardware
- E. Operational procedures (field)
- F. Operational procedures (dispatch)

PART I - Responsibilities and Procedures for All Personnel

- A. Use of MDCs
 - 1. Exercise extreme care if using the MDC while the vehicle is in motion.
 - 2. Use MDCs for duty-related matters only.
 - 3. Follow all City policies related to computer use, except those which by their very nature cannot apply to MDC use.
 - 4. Do not load any personal software on the MDC unless authorized by the MDC System Administrator. If you become aware of any unauthorized software on an MDC, notify the MDC System Administrator.
 - 5. Do not attempt access to any area of the computer or network to which you are not authorized, including (but not limited to) networked software programs or another employee's data or mailbox. Do not alter any computer file except one created by you, or one assigned to be under your direct control.
 - 6. Notify the MDC System Administrator if an MDC or its peripheral equipment is stolen or damaged, if repairs are needed, or if you believe unauthorized access was gained or attempted.
 - 7. Do not provide any computer access information (e.g., modem number, IP

address) to any person unless directed to do so by your division manager or MDC System Administrator, except as needed for city or county computer experts (e.g., ISD, RIS) to diagnose or repair MDC-related problems. You should not give out your password to anyone, as it would not be needed by anyone else for any legitimate purpose.

B. Passwords

1. You may not operate an MDC while logged on as a different user or password.
2. Log off the system at the end of your watch, or at any other time when you are finished using the MDC.
3. If you find an MDC still logged on to another person, but not in use by that person, log the computer off the system. If you intend to use the MDC, log back on using your own password.

C. Messaging

1. Remember that any messages that you send or receive are the City's property. They should be considered to be public information, and are subject to Public Records Law inquiries.
2. Use messaging for department business only. (This could include such things as arranging to meet another employee for an on-duty break or lunch, but would not include messages about off-duty activities.)
3. Messages must comply with the City's e-mail policy, as outlined in the APPM, and other department policies.
4. Message content should be professional. Inappropriate or offensive messages (e.g., containing racial or sexual slurs or threats) are prohibited. If it would not be permissible to say over the radio, it is probably not permissible to put in a message.
5. Send a message to a dispatcher only when there is a compelling operational need to do so, and the needed information cannot reasonably be conveyed in some other way. Include your radio designator in any message to dispatch so it is clear who sent the message.
6. Regular audits of messages sent will be conducted. Any abuse or misuse of any of the City's electronic mail communication systems will be grounds for disciplinary action.

D. Hardware

1. Use every reasonable precaution to keep the computer secure (e.g., locking your vehicle).
2. Do not alter or disassemble any component of the MDC without authorization from the MDC System Administrator.
3. Take care to avoid spilling foreign substances on the computer or damaging it in any other manner.
4. Avoid touching terminals on battery packs and/or pins in serial ports.

E. Operational procedures (field)

1. Do not use MDCs to check out with vehicles on traffic stops, unless you cannot check out by radio and it would be safer to use the MDC to do so. If you do check out via MDC, ensure that you have included the vehicle plate number and your location, and also check out by radio as soon as you can reasonably do so.
2. You may run records and other computer checks via MDC if it is safe for you to do so. If you get a "hit", confirm it with Station 2 before taking the subject of the "hit" into custody.
3. If you use an MDC in lieu of a voice status check, you must enter your location.
4. When clearing from a call, the primary officer is responsible to enter the correct call disposition, unless this responsibility has been clearly delegated to another officer.
5. If you add details to a call:
 - a. place only factual information in the details; and
 - b. any information which is confidential and which should not appear on the public log *must* be placed in brackets (e.g., medical information, juvenile names, social security numbers, other sensitive information.)
6. MDCs can be used to obtain a new case number.
 - a. Some calls (such as a warrant arrest) may use an old case number rather than requiring a new one. Do not issue a case number for a warrant arrest unless you *know* that the incident will require a *new* case number

- b. If you obtain a case number for an arrest, the arrested person's name and charge(s) must be listed in the QA2 area, with confidential brackets for juvenile information.
 7. You may use the MDC to request a break using the appropriate status command in lieu of using the radio. Do not use the messaging system to send a text message to dispatch requesting a break.
 8. Do not correct information broadcast by dispatch with information you see on your MDC unless you *know* that the information given is erroneous *and* it has a significant impact on the incident being handled. The dispatcher is often aware of information that is being received at the dispatch center which has not yet been entered into the computer system.
 9. Unless you are a supervisor, do not dispatch yourself to a call without first checking with the dispatcher, since s/he may be aware of information that you are not in terms of which calls need to be handled and who is available to do so. (An exception would be a situation in which you could clear a pending call, such as a noise complaint which had been holding, without checking out of service to do so.)
 10. Ensure that you appropriately use "status commands" and "dispatch commands", and do not intermix the two. "Dispatch commands" are to be used only if you have been dispatched to a call, and only for your actions in related to that call.
- F. Operational procedures (dispatch)
1. All calls will be voice-dispatched. For calls which are not in progress, minimal information will be dispatched, as call information is available to responding personnel via the MDC.
 2. If a call is confidential, dispatch can advise the officer(s) assigned to look at the MDC for the call in lieu of voice-dispatching the call.
 3. Acknowledge by voice if an officer checks out at a location (other than a break), including the unit identifier, status, and location.

THAD BUCHANAN
Chief of Police