



Peoria Police Department Policy and Procedure Manual

Policy 8.05

Mobile Data Computer (MDC)



I. POLICY (41.3.7)

It is the policy of this Department to provide, maintain, and operate Mobile Data Computers (MDC) for the purpose of reporting, transmitting or receiving radio calls/messages to and from the Communications Bureau, providing operational status, assignments, assignment disposition, inquiries, information, and a communications link between officers and the Department. The purpose of this policy is to establish guidelines and procedures for electronic call dispatching, data communication between field officers, and for minimizing radio traffic via the use of Mobile Data Computers.

II. PROCEDURE

A. General Use by Operators

1. Training: Prior to using the MDC unit, officers will be trained how to use the equipment by the Department I.T. Analyst or officers having previous experience in MDC operations.
2. Logging On: If their assigned patrol vehicle is so equipped, Patrol Services Bureau Officers will log onto the MDC system prior to leaving the police station to assume patrol duties.
 - a. It is the officer's responsibility to immediately advise Communications personnel if they do not have an MDC, if their MDC unit is not working (prior to assuming field duties), or if the MDC becomes inoperable during their shift.
 - b. It is the officer's responsibility to notify the Department I.T. Analyst (personal contact, voice, or electronic mail via the City's e-mail system) of any MDC malfunction. This notification shall occur no later than the end of the officer's work shift.
3. MDC Physical Security: The MDC unit is to be locked in the docking station at all times. The on-duty Patrol supervisor, or designated Police Services Officer, will ensure that MDC's have been removed from any vehicle sent out for repair, maintenance, etc.
 - a. Working MDC units removed from vehicles will be placed in the designated storage closet in Patrol Services until the vehicle is returned for service.
 - b. Non-working MDC units removed from vehicles by the on-duty patrol Supervisor shall be placed into the designated storage closet with a note describing the problem(s) encountered.
4. Officer Safety: Operators shall never compromise their safety to operate the MDC unit, i.e., allowing citizens/suspects/prisoners to stand near the vehicle while using the MDC, or using the MDC while a person is approaching.
5. Driving Safety: Operators shall not operate the MDC while the vehicle they are driving is in motion.
6. Damage/Loss: Officers shall not make attempts to alter or repair the MDC. Operators shall immediately report to their supervisor any loss or damage to the MDC assigned to them. If an MDC unit becomes inoperable while in use, the officer shall return to voice communication over their assigned radio to transact business.
7. Officer's Communications: The use of the status changes and messaging on the MDC will fulfill the requirements of the officer to communicate with dispatch as outlined in Policy 8.01.M - Communications (except when taking a break/lunch or when going out of the city on a detail).

B. Dispatching Calls For Service

“Our Community...Our Commitment”

1. Priority 1, 2 and 3 calls for service will be both voice dispatched and sent to the officers in the field via their assigned vehicle's MDCs. All other priorities may be dispatched using the MDC unit only.
2. Communications personnel will assign MDC equipped units to calls through the unit assignment procedure in the CAD system.
3. Officers receiving calls will make the appropriate keystrokes to advise Communications personnel when they are en route to a call and when they arrive at the scene.
4. Officers will use the appropriate keystrokes and disposition categories on the MDC when clearing a call.
5. In hazardous situations, officers will use voice transmissions.

C. Messages and Transmissions

1. Work-related Transmissions: The MDC is restricted to messages of a job-related nature only.
2. TOC Certification: Department employees who are certified by the State in the operation of an ACJIS Terminal can access the CJIS Network via the State Inquiry section for vehicle registration, driver license information, ACIC/NCIC Wanted Person and stolen item files; however, these queries are to be done only for official law enforcement purposes.
3. Official Use Only: Messages and transmissions are for official use only, and must be made with a professional demeanor. MDC messages are public records and must be made available upon request.
 - a. The MDC use shall be limited to only those messages that enable operators to conduct Department business.
 - b. All MDC messages are subject to periodic review.
4. ATL's: All attempt to locate (ATL) messages received and dispatched by Communications Bureau personnel will also be sent over the MDC system to on-duty officers equipped with MDC's.
5. Information for Communications: Officers with MDC's will send data needing computer entry (missing persons, ATLs, stolen vehicles, etc.) to Communications Bureau personnel over the MDC system, so accurate data will be entered into the appropriate system (NCIC, ACIC, etc.) as soon as possible. Communications Bureau personnel will print all computer entry messages sent to them by the officers over the MDC system. The Incident Number will be written on the printed copy by the Communications Bureau employee entering the data into the computer system who will then forward it to the Records Management Section for filing with the Incident Report.

D. ACIC/NCIC/ACJIS Privacy and Security

1. The Peoria Police Department shall abide by the ACJIS rules, regulations, and ACIC/NCIC guidelines. The Department is subject to audits by the Department of Public Safety (DPS), and/or the FBI for compliance.
2. Federal and State regulations are established to ensure privacy and security of information entered, inquired upon, and retrieved from the ACJIS system. The release of this information to any unauthorized person is a violation of the Federal Privacy and Security Rules.
3. Queries into ACJIS are limited to official law enforcement purposes only. Officers operating vehicles equipped with an MDC will run their own State inquiries, such as, registration, driver license, wanted person and stolen item (vehicles, articles, etc.) checks unless a potentially hazardous situation exists which prevents such an action.
4. The MDC shall be kept secure at all times. Access shall be restricted to authorized personnel only. Only those employees who have met the established requirement of the system security agreement with DPS will be allowed access (physical or visual) to the system video screen or unit.
5. Employees shall not make inquiries for information on a subject or property unless the person or property is in custody, under observation, or the information is needed to further an investigation.

6. The review or release of information from the ACJIS system is authorized only for an official Departmental purpose and will be used solely for that purpose. Under no circumstances will any information be disseminated to a secondary party or be released for personal reasons.
7. Officers are responsible for ensuring that the MDC screen is clear of confidential or sensitive information when a prisoner is in the vehicle to avoid the release of such information. MDC information shall be considered confidential and operators shall secure their vehicle and MDC to preclude unauthorized use or tampering. Operators shall also clear the State Inquiry screen of CJIS information when their unit is unattended.

E. Prohibited Operations

1. Smoking in MDC equipped vehicles is prohibited.
2. The MDC shall not be used while the vehicle is in motion.
3. MDC's shall only be used for the manufacturer's intended purposes. Because of the fragile nature of the equipment, the MDC and docking station shall not be used as a writing pad, a table, etc.
4. Loading of any software into the MDC unit without written permission from the Chief of Police is prohibited.
5. Altering the software configuration of an MDC in any way, including screen savers, button configuration, or any other software function without written authorization from the Chief of Police is prohibited.
6. Beverages will not be placed on the vehicle dashboard, on the equipment console, near the MDC or the MDC keyboard. Only beverages with secure lids will be allowed in vehicles equipped with MDC's.

Peoria Police Department
Policy 8.05 Mobile Data Computer (MDC)
Original Issue Date: 01/01/03
Last Revision Date: 01/18/07
Next Review Date: 11/30/07
Office of Primary Responsibility: SSD
Editor: M. Mugavero
Reviewed By: S. Lekan

APPROVED: 
Larry J. Ratcliff
Acting Chief of Police