



Peoria Police Department

Policy Manual

Mobile Data Computer Use

448.1 PURPOSE AND SCOPE

The Mobile Data Computer (MDC) accesses confidential records from the State and national databases. Employees using the MDC shall comply with all appropriate federal and state rules and regulations.

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 Section, 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.

448.2 MDC USE

The MDC shall be used for official police communications only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Department are strictly forbidden. MDC use is also subject to the Department Technology Use Policy.

Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

Priority 1 and 2 calls for service will be both voice dispatched and sent to the officers in the field via their assigned vehicle's MDC's. All other priorities may be dispatched using the MDC unit only, unless otherwise authorized by the Watch Commander.

MDC messages received in Communications from patrol/field personnel are visible to all Communications specialists and Communication supervisors and will be monitored on a daily basis.

The Professional Standards Unit will conduct quarterly sampling of all MDC messages to ensure compliance with this policy.

MDC users are advised that any MDC communication is public record and can be obtained internally or externally by a public records request.

448.2.1 USE WHILE DRIVING

Use of the MDC 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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448.2.2 DOCUMENTATION OF ACTIVITY

MDC's and voice transmissions are used to record the officer's daily activity. To ensure the most accurate recording of these activities, the following are required:

- All contacts or activity shall be documented at the time of the contact.
- Whenever the activity or contact is initiated by voice, it shall be entered into the Computer Aided Dispatch (CAD) system by a dispatcher.
- Whenever the activity or contact is not initiated by voice, the officer shall record it on the MDC.

448.2.3 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted verbally over the police radio or through the MDC system.

Officers responding to in-progress calls shall advise changes in status verbally over the radio to assist other officers responding to the same incident.

Other changes in status may be entered by depressing the appropriate keys on the MDC.

448.2.4 EMERGENCY ACTIVATION ON MDC

If the emergency button is depressed on the MDC, the dispatcher will call the officer and ask whether the officer needs assistance. If the officer answers that no additional assistance is required all officers will resume normal activity. If there is no response or the officer answers in some other way, the dispatcher shall proceed as follows:

- If the unit is not on a call, send available officers to assist in locating the unit transmitting the emergency. Whenever a location is known, immediately dispatch the nearest available unit as an emergency call response.
- Notify the field sergeant and Patrol Lieutenant of the incident without delay.

Officers not responding to the emergency call shall refrain from transmitting on the radio until there is a Code 4, unless they are also handling an emergency.

448.3 MDC CONSIDERATIONS

The Peoria Police Department shall abide by the ACJIS rules, regulations, and ACIC/NCIC guidelines. The Department is subject to audits by the Arizona Department of Public Safety (AZDPS), and/or the FBI for compliance.

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.

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.

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 AZDPS will be allowed access (physical or visual) to the system video screen or unit.

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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.

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.

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.

448.3.1 NON-FUNCTIONING MDC

Whenever reasonably possible, officers will not use units with malfunctioning MDCs. Whenever officers must drive a unit in which the MDC is not working, they shall notify Communications Section. It shall be responsibility of Communications Section to record all information that will then be transmitted verbally over the police radio.

It is the officer's responsibility to notify the Police Equipment Coordinator (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. Officers shall not contact the IT Department after normal city business hours for MDC issues. Supervisors are authorized to contact the IT Department after normal business hours if MDC issues are a network wide problem.