**COMMUNICATIONS OPERATIONS
LAW ENFORCEMENT POLICY**

Policy No.	**4501**	Date Issued:	February 22, 2000
Section:	4500 – CLETS and Other Automated Systems	Date Revised:	May 14, 2018
Accreditation Standards:			

SUBJECT: USE OF THE MOBILE DATA COMPUTERS (MDC)

APPROVED: _____ *L-3*

Chairperson, Law Enforcement Users Subcommittee

APPROVED: _____

Dennis Kidd, General Manager

1.0   Purpose

1.1   To establish policy and procedural guidelines for use of the Mobile Data Computer (MDC) devices by field personnel.

1.2   Define dispatcher and field unit responsibilities.

2.0   Policy

2.1   The MDC provides direct access to the Computer-Aided Dispatch (CAD) and State and National criminal justice database systems.

2.2   Field personnel shall use the MDC for receiving and acknowledging routine dispatch assignments, updating unit status, and querying databases when practical to do so, with due regard to officer safety.

2.3   Any status change or acknowledgement that is broadcast by voice by a field unit shall be entered in the CAD system by the dispatcher and not the MDC user.

2.4   Field personnel signed onto an MDC shall be responsible for monitoring the terminal and maintaining correct unit status on the CAD system. Any

field unit in the AVAILABLE or EN ROUTE status is presumed to be in the unit and monitoring the MDC for assignments, updates, and messages.

2.5　　When away from the unit and not monitoring the MDC, field personnel shall change their status accordingly using the appropriate status (RW, AO, RC, etc.)

2.6　　Obvious officer safety or urgent information will continue to be broadcast via voice.

2.7　　MDCs should be used whenever practical to reduce radio traffic.

3.0　Procedure

3.1　　Log-on and Unit Information

    3.1.1　Field personnel with a MDC equipped vehicle are expected to log onto the MDC at the start of their shift.

    3.1.2　When logging onto the MDC, at minimum, field personnel are responsible for entering UserID, call sign, and password. Department policy may require additional information

    3.1.3　Personnel will status themselves appropriately after logging in (RC, AO, IS, etc.)

3.2　　Dispatching calls for service

    3.2.1　The priority of the incident determines whether or not a verbal dispatch will accompany the electronic dispatch.

    3.2.2　Red and Blue priority calls for service.

- Initial dispatch and all critical updates regarding the incident will be verbalized by the dispatcher.
- All voice transmissions require a verbal acknowledgement.
- After initial dispatch and acknowledgement, units may record all status changes via the MDC.
- Units may self-attach to any active incident if allowed by department policy.
- Units may not dispatch themselves to red or blue priority calls for service from the pending queue.

    3.2.3　Yellow priority calls for service

- Initial dispatch and all critical updates regarding the incident will be verbalized by the dispatcher while units are responding.
- All voice transmissions require a verbal acknowledgement.
- After initial dispatch and acknowledgment, units may record all status changes via the MDC.
- Any status change made on the MDC should not additionally be verbalized on the radio. If certain status changes require a verbal announcement, they should not be recorded by the MDC user.
- Units may assign themselves to these incidents from the pending queue if allowed by department policy. Self-dispatch to a call of this nature reduces the dispatcher's initial involvement of the call which means:
    - The dispatcher will not broadcast the incident in the standard dispatch format therefore other units, nor the sergeant, may be aware of the incident.
    - No cover unit will be assigned.
    - The dispatcher may not have read the incident prior to the assignment which means they have not had time to do any research or queries related to the incident.

3.2.4   Green priority calls for service

- Dispatched using the MDC only.
- Units may assign themselves to these incidents from the pending queue if allowed by department policy.

3.3   Premise Hazards

3.3.1   Premise hazard information is automatically part of the incident and viewable on the MDC. Types of information in premise hazards are officer safety information, gate codes, key location, Emotionally Distressed Person (EDP), etc. Responsible information for properties are not stored in CAD.

3.3.2   Dispatch will verbalize all officer safety and EDP premise information to responding units.

3.3.3   It will be the unit's responsibility to look at Location Premise information as it contains secure information that should not be broadcast on the radio. Only if specifically requested to broadcast will dispatcher relay location information over the radio.

3.3.4 Field personnel have the ability to add premise hazard information to any address on the MDC and are encouraged to make their own entries.

3.4 Call Stacking

3.4.1 Dispatch will make verbal notifications when a unit is stacked a call.

3.5 Unit Exchanges

3.5.1 When a unit takes a call from another unit (assigned or stacked), the unit offering to take the call will self-attach to the incident and verbalize that they are taking the call on the radio. Dispatch will make the new unit primary and clear the original unit.

3.6 Report Numbers

3.6.1 It is the unit's responsibility to assign a case number through the MDC with the exception of traffic stops.

3.7 Cancellations

3.7.1 When dispatch cancels a unit, the unit will be advised on the radio. The unit will clear themselves via the MDC. If they are unable to use their MDC, they will acknowledge and clear via the radio.

3.8 Clearing Incidents

3.8.1 It is the unit's responsibility to clear themselves via the MDC with a valid disposition code.

3.8.2 Generally, units should clear themselves from incidents on the MDC however there are some circumstances when the unit is away from the MDC and a verbal transmission is acceptable.

3.9 Premise History

3.9.1 Historical information is available for previous contacts for addresses, people, and vehicles. Field units are encouraged to do their own research on the MDC when looking for prior contacts with addresses, people, and vehicles.

3.9.2 Dispatch will assist field units with previous incident, vehicle and

person searches when the use of the MDC is inappropriate or unavailable and asked to do so.

3.10 CLETS Inquiries

3.10.1 Field personnel are encouraged to use their MDC for CLETS inquires when practical to do so.

3.10.2 Dispatch will perform routine query requests as part of an active incident and provide returns.

3.11 Logging Off

3.11.1 The field unit must be clear all incidents on the MDC to be able to log off.

3.11.2 It is the field unit's responsibility to properly log off the MDC.

3.11.3 If the previous user does not log off the MDC, the new user can log on over the previous user by selecting "yes" to the "log this user off" prompt.