



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **MOBILE DATA COMPUTERS**

NUMBER: 12.1

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

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POLICY

It is the Department's policy to provide its employees with access to information sources that will increase employee safety, efficiency as well as give timely access to information. The use of the Department's Mobile Computers will be in conformance with State Department of Justice, TIME Center and our rules and regulations.

PURPOSE

The purpose of this policy is to establish procedures for the use and maintenance of Mobile Data Computers.

DEFINITIONS

- MDC*: Mobile Data Computer
- CAD*: Computer Aided Dispatch
- TIME*: Transaction Information for Management Enforcement
- CIB*: Crime Information Bureau
- CHRI*: Criminal History Record Information

PROCEDURE

1. Training
 - a. Before operating an MDC, users shall receive training by state authorized instructors for CIB/TIME.
2. MDC Security
 - a. All messages transmitted and received on the MDC's are intended for law enforcement purposes. Federal and State laws, along with departmental policies prohibit the release of certain information to the general public.
 - b. While the information transmitted and received on MDC's is often confidential, messages and other communications may be available to the public by discovery motions or open records laws.
 - c. If you run an individual's criminal history, you will need to indicate the purpose of the check. This will be done in the attention line and can be accomplished by indicating the related case number or with a short narrative. Due to accountability issues, printed criminal history's will not be given out to other agencies or individuals.

Note: If you run a criminal history you are responsible for explaining the reason for it if a CIB representative should inquire.

3. Use of MDC's

- a. Patrol personnel shall log onto the MDC at the start of their shift and log off at the end of their shift. The log-in/log-off procedure does not relieve the employee from their responsibility for calling in/out of service via the radio.
- b. At the end of each shift the employee will shut down the MDC if the car is not going to be used by another officer. This will avoid draining the vehicles battery.
- c. Vehicle operators shall use extreme caution if operating the MDC while the vehicle is in motion. Operating an MDC while the vehicle is in motion will not relieve the employee of their responsibility to operate in a safe manner.
- d. Officers shall conduct all routine inquiries via the MDC unless they are away from their vehicle or there are any officer safety concerns.
 - 1) Whenever an MDC user receives information of a want or warrant, they shall notify the Dispatch Center so that confirmation can occur through established procedures.
 - 2) MDC users should alert the Dispatch Center if they encounter a revoked, suspended, multiple offense OWI or any time that assistance is needed interpreting a response.
- e. **MDC's do not replace radio communications.** Officer safety requires that officers continue to radio in the initiation of traffic stops, field contacts, requests for back-up and any involvement or observation of a potentially dangerous situation.

4. Messaging

- a. The MDC system has the capability of emailing and messaging between units. When utilizing these features users shall be aware that:
 - (1) Use of profane, obscene, discriminatory, demeaning or degrading language is prohibited.
 - (2) There will be no disparaging comments about other employees or members of the public.

5. Certain information can be made public under open records law.

- a. If an Administrative TIME message is needed, it will be done through the Dispatch Center.
- b. There will be monitoring of the system to ensure that it is being used appropriately.

6. Care and Maintenance

- a. Users shall avoid having liquids or food in proximity to the MDC. The MDC's shall not be used as a desk, nor shall they be used in a manner that will cause or is likely to cause damage to them.
- b. Periodic cleaning, preventative maintenance shall be done by officers using the computer.
- c. Each user is responsible for thoroughly checking the MDC at the start/end of their shift. If any damage is found they are to notify the supervisor.

Chief of Police
Shane Collins