

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

POLICY & PROCEDURE: 51	SUBJECT: Use of Mobile Data Computers	
EFFECTIVE DATE: 01/01/2008	EXPIRATION DATE: Indefinite	
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.		
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety	
REVISIONS: 12-01-10, 01-01-13		

POLICY:

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

PURPOSE:

To establish procedures for the use of in-car computers.

APPLICATION:

This policy is for internal use only and is not intended to enlarge or negate the employee's civil and criminal liability in any way. Non-compliance with this policy and procedures constitutes a violation of Department Rules and Regulations, except in such cases where compliance would cause a violation of state or federal laws.

I. GENERAL

- A. Prior to operating in-car computers, department personnel must complete the departmental training program in their proper use.
- B. Prior to operating in-car computers, department personnel must successfully complete the state required LEIN Access Test.
- C. All police officers will use Mobile Data Terminals to the fullest extent possible when providing service or enforcing laws and ordinances.
- D. The Mobile Data Terminals will be used for law enforcement purposes only.

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- E. Police officers assigned to units equipped with Mobile Data Terminals will use the terminals to run routine license plate and driver's license inquiries in order to reduce radio usage and ease dispatch work load.
- F. Officers will become familiar with the keyboard of the Mobile Data Terminals to facilitate entering data requests. Officers who feel they require training on the keyboard or the terminal applications should inform their supervisor.
- G. Officers who use the Mobile Data Terminals to make any criminal history inquiries will ensure that the information received will only be viewed by members of the police department. Under no circumstances is that information to be given to anyone outside this agency.
- H. Any and all data typed or received by an officer is considered to be secure and privileged police information. All rules that apply to LEIN use, and regulated by CJIS OR NCIC, shall be strictly conformed to.

II. OPERATIONAL PROCEDURE

A. Logging On

- 1. Every computer equipped vehicle shall be logged on at the start of the officer's shift so that the patrol unit can communicate with the CLEMIS CAD System, other patrol units, and the LEIN system.
- 2. Every officer shall log on with their system password.
- 3. Every officer shall log on with the Unit ID which will consist of an alphanumeric designation of the units' designated township (Area) code, the unit's radio call number, and other necessary identifiers (badge numbers) established by the department.
- 4. Under no circumstances is an officer to use an in-car computer logged on under another officer's name unless working in concert with that officer.
- 5. Under no circumstances is an officer to use false, fictitious, or another officer's or person's name to log onto the in-car computer without their supervisor's permission.

B. Logging Off

- 1. Each officer shall log off their in-car computer when they finish their tour of duty in the vehicle. After logging off, the unit shall be powered off so as not to discharge the battery.

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III. ADMINISTRATIVE MESSAGES

A. Administrative Messages

1. All administrative messages shall be of a professional character, and they shall be of a work related nature. Messages shall not contain any words that could be construed as being generally profane or obscene. No messages shall contain racial, ethnic, or sexual slurs or innuendo. Although administrative messages are not as formal as LEIN administrative messages, and generally are not logged, they should be of a criminal justice nature and conform to the standards of conduct of the Department.

B. In-Car Computer LEIN Administrative Messages

1. All in-car computer LEIN administrative messages shall be of a professional character and be governed by the LEIN administrative rules (Ref: LEIN Administrative Procedures ACT). These messages shall only be for a criminal justice purpose. These messages are generally sent from a car to another ORI #. Messages shall not contain any words that could be construed as being generally profane or obscene. No messages shall contain racial, ethnic, or sexual slurs or innuendo. In-car computer LEIN administrative messages are formal LEIN administrative messages and are logged by LEIN They shall be of a criminal justice nature and should conform to the standards of conduct of the Department.

IV. LEIN/NCIC QUERIES

A. Forms

1. All information which an officer receives from the LEIN/NCIC system and its interfaced computer systems (NCIC, N.L.E.T.S., S.O.S., INTERPOL, C.M.I.S., ETC., and all future interfaced computers.) is restricted information and shall not be given to the public or other non-authorized persons, agencies, or organizations. This information is for law enforcement purposes only. All printouts of LEIN derived information shall be disposed of in accordance with LEIN procedure and departmental procedure. Generally this means the printouts will be shredded after use. Any secondary LEIN dissemination shall be noted in a report.
2. Officers should try to make queries via the in-car computer instead of through voice communication at all times unless not practical. Some exceptions follow:
 - a. An emergency situation exists which might endanger the public or officers;

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- b. The officer is out of the vehicle, or the in-car computer is not readily available;
- c. The in-car computer is not functioning;
- d. Query not available on the in-car computer; and/or
- e. There is a safety concern in which running the information through dispatch eliminates or minimizes.

B. Warrant & Secretary of State Confirmation

- 1. Warrant confirmations via in-car computers shall be made in accordance with LEIN procedures and departmental policy.
- 2. Secretary of State returns, indicating an invalid driving status, shall be confirmed via voice communication with dispatch.

V. CARE AND DAMAGE TO IN-CAR COMPUTERS

- A. Every officer shall be responsible for checking the in-car computer in his/her assigned unit for damage at the start and end of the officer's tour of duty and report damage in accordance with department policy on damaged equipment.
- B. At no time shall food, refreshments, smoking materials, or other tobacco products be set on or near the in-car computer where they might damage it.

VI. DISPATCHING RUNS

- A. The dispatching of police runs via the in-car computer is limited to runs of a confidential nature.
- B. Emergency runs, not of a confidential nature, will be broadcast via the police radio.
- C. When dispatching runs of a confidential nature, the information shall be broadcast to all units via the in-car computer.
- D. A unit(s) being dispatched via the in-car computer will acknowledge the run by radio using the department radio procedure.

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VII. REVISION RESPONSIBILITY

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.



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