St. Joseph, Missouri Police Department

DIRECTIVE TYPE: GENERAL ORDER	INDEX NUMBER: GO0706
SUBJECT: Mobile Data Terminals (MDT's)	

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I. PURPOSE

The purpose of this General Order is to establish procedures for the use of the Mobile Data Terminals (MDT's).

II. POLICY

It shall be the policy of the St. Joseph Police Department that all personnel who use the Mobile Data Terminals shall be at a minimum instructed in basic inquiry and CAD (Computer Aided Dispatch) through training by qualified personnel. In addition, MDT operators must receive certification through the Missouri State Highway Patrol certifying the operator to use MULES (Missouri Uniform Law Enforcement System). The certificate shall be maintained and placed on file with the department's Training Officer. When an officer is no longer with this agency, the certificate is placed in an inactive file and MSHP is notified. Only certified operators shall have access to all information available through NCIC and MULES. Violation of this policy may lead to revocation of system privileges and/or disciplinary action.

III. PROCEDURES

A. The MDT is a mounted computer used to aid the officer in the performance of his/her duties. The MDT will provide the officer tools in the area of dispatch, report writing, NCIC, and MULES queries, mapping, and car-to-car communications. The procedures are as follows:

1. All users of the MDT will have a user name, password and a MULES ID. At no time will an officer allow his or her password or ID to be used by anyone else.

2. The procedure for using the dispatch section of the MDT program is to use voice (radio) with the computer (MDT) as a tool to verify dispatch communications. The voice acknowledgement to dispatch will always be used on all traffic stops and other self initiated activities. The dispatch

section of the program will also provide the officer with all data that pertains to the call including updates from dispatch and/or other officers.

3. Reports may be generated from the MDT using the Field Reporting program and will be transmitted wirelessly via an approved hotspot when it is completed. Supervisors should review reports as soon as possible to expedite the process of merging the report into the Records Management System. Officers must check the Field Reporting Grid for Rejected Reports and complete those reports as soon as possible.

4. The MDT provides the officer the ability to query through NCIC and MULES. All business will be conducted as instructed by the MSHP Trainer. Violation of this procedure is a serious offense within the department and the Missouri State Highway Patrol.

5. The mapping function allows the officer to query any address in the city and surrounding areas to receive a map on the screen with the relative location of the address to the officer.

6. Car-to-car data communications are available to the officer to aid in communicating with other officers and dispatch. Profanity, inappropriate remarks or references, or unprofessional comments or language shall not be transmitted via the MDT. All information in these functions is public record and can be subpoenaed in court.

7. Hardware or software re-configurations are the responsibility of the Public Safety Network Administrator or designee. No other person(s) shall attempt to modify a MDT, its accessories or install any software/hardware into the MDT without written permission from the Public Safety Network Administrator. At least once every two years the Public Safety Network Administrator or designee shall perform an unannounced inspection of the MDT's for evidence of manipulation or alteration of department installed software running on the MDT.

8. The MDT is equipped with a GIS Interface, which allows dispatch to assign units that are in close proximity of a call for service. The GIS will assist in verifying patrol service in range and will enhance officer safety. At no time will unauthorized personnel alter the GIS Interface.

B. Use of the MDT
The following guidelines apply to all sworn personnel:

1. Officers shall not operate/read the MDT while the vehicle is in motion, unless it does not distract from his/her attention to the road. A second officer in the vehicle may safely operate the MDT while the vehicle is in motion.

2. Officers will sign on at the beginning of their tour of duty and sign off at the end of their tour of duty.

3. Employees will not disseminate any information provided by the MDT except to other police personnel, or as is otherwise necessary to perform law enforcement duties as provided by law (for example, allowing non-departmental personnel and/or civilians to view the MDT screen).

4. MDT's will be used for law enforcement business only.

5. Items are not to be placed on the MDT's.

6. Do not remove the computer from the mount without permission from the Public Safety Network Administrator or designee.

7. Do not tamper with the mounting of the MDT. The mount is adjustable and may be adjusted within the physical constraints of the mount.

8. Do not expose the MDT to food, drink, or any other contaminants that may cause harm to the unit. Liquid beverages are permitted in the patrol unit but must be in a closed container (cup with lid) and positioned away from the MDT. If liquids are spilled onto the laptop, the officer is to immediately notify a supervisor. The supervisor will decide if the Public Safety Network Administrator should be contacted.

9. Maintenance requests are submitted on the Vehicle Maintenance/Repair Order and a copy forwarded through the chain of command to the Public Safety Network Administrator.

C. Care and Maintenance of the MDT

1. Do not have a battery charger connected without disconnecting the terminal, as it will burn out the units. When jumpstarting other vehicles, unplug the MDT.

2. The screen and computer may be cleaned with a damp, soft cloth. The screen may also be cleaned with screen cleaner and a soft cloth. These may be obtained from the Communications Center but must be returned after use.

D. NCIC HITS

When an NCIC query returns a "hit", officers receive information on the appropriate missing person, stolen property, or warrant(s). The procedures for follow up are:

1. When an officer receives a positive response from NCIC and an individual is being detained or a piece of property about to be seized, and immediate confirmation with the agency that originated the record in the system is necessary to ensure the validity of the hit before an arrest or seizure is made. The officer shall not take action on a "hit" until positive confirmation is made by the Communications Center. To "confirm a hit" means to verify with the entering agency that the missing person report, theft, or warrant is still outstanding and that the person or property inquired upon is identical to the person or property listed in the wanted person, missing person, or stolen property record.

2. To initiate a hit confirmation, the officer must notify dispatch and request a confirmation of the exact data entered. Any information received by the Communications Dispatcher will be relayed to the officer on scene. The officer is then responsible for using that information in establishing sufficient legal grounds for probable cause to arrest and/or seize property.

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Chris Connally, Chief of Police   Date