

City of Johns Creek Police Department

<i>Subject:</i> Field Mobile Data Computers Issuance Terms and Conditions		<i>Number:</i> 01-19
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 04/08 <i>Revised:</i> 09/09 09/11	<i>Review Date:</i> Annually	<i># of Pages:</i> 4

PURPOSE:

In order to insure proper usage of the Mobile Data Computers being issued to officers, employees, and members of the department, this policy will delineate the guidelines for proper operation, maintenance and punitive concerns with regard to damage and proper use of hardware, software and network operations.

POLICY:

It is the policy of the Johns Creek Police Department that the use of a departmentally issued mobile data computer be used in compliance with all applicable Federal regulations, State of Georgia statutes, City of Johns Creek ordinances, and the City of Johns Creek technology policy. The mobile data computer is an essential component to the police reporting process as it accelerates the proficiency, timeliness and accuracy of departmentally generated reports. The intent of this policy is not to place undue restraint on officers, employees, and members of the department, but to provide guidance on proper use, storage, maintenance, and punitive concerns. The Mobile Data Computer system is intended to enhance the officer’s ability while in the field to obtain necessary computerized information in a timely manner, reduce radio traffic, provide computer aided dispatch information, and to increase officer safety. **The Mobile Data System is not designed, nor is it intended, to replace voice communications transmissions.**

Scope: This policy shall apply to all officers, employees, and members of the department.

DEFINITIONS:

- A. Mobile Data Computer** – Any laptop computer, tablet, mobile device, smart phone or any other electronic device issued for the purpose of field reporting, data collection, GCIC/NCIC, CAD reporting or any other field use.
- B. Field Use** – Any use of a laptop connected to the Johns Creek Police Department’s computers via wireless media.

- C. **Paperless Reporting** – Any use of a laptop to generate an incident, an accident, CAD entry or a field interview report for the purpose of forwarding such information to the Johns Creek Police Department’s computers via any method.
- D. **User** – Any person utilizing the Johns Creek Police Department’s computer system or network for the purpose of information.

PROCEDURES:

Acceptable Use (01-19-01)

- A. The purpose of the Mobile Data Computer is to enhance the field officer’s ability to accurately and efficiently prepare a report, as well as document information via Computer Aided Dispatch (CAD). The use of this device must be in support of law enforcement and associated information exchange in the form of case reporting, collection of information or information exchange.
- B. Internet access may be restricted and any attempt to circumvent this restriction shall result in disciplinary action.
- C. All communications and information accessible by this device should be considered confidential. There is however no expectation on behalf of the officer, employee, or department member to any right to privacy whatsoever to any or all of the information contained within the mobile data computer.
- D. Any officer, employee, or member of the department who installs a Mobile Data Computer in his/her vehicle, shall do so with every regard for the safety of the unit. While in the car, the unit must be securely mounted on the mounting bracket.
- E. No software of any kind may be loaded into the computer except as directed by Technology Services.
- F. No software may be removed or copied from the computer except as directed by a Supervisor or Technology Services.
- G. No information will be obtained for the personal gain of the user. Any such attempt will shall result in disciplinary action and potential criminal prosecution.
- H. All personnel operating an MDC will be issued a password. Personnel are responsible for maintaining security of their passwords. Sharing of passwords is prohibited.

General Operating Procedures (01-19-02)

- A. When operating a vehicle, the safe operation of the vehicle is the officer’s primary responsibility. Use of the Mobile Data Computer is always of secondary importance.
- B. The safe operation of the police vehicle takes priority over the operation of the MDC. Operation of the MDC will not be considered a mitigating justification in the event of a traffic accident. While undertaking the MDC operations, personnel will maintain a conscious awareness of their surroundings, remain alert to potential hazards, and employ safe tactics. Officers will stop at a secure parking location when extended MDC usage is anticipated.

- C. When the vehicle is moving, officers shall limit use of the Mobile Data Computer to the following:
 - 1. Single keystroke operations
 - 2. Vehicle registration/stolen checks – only when traffic conditions are favorable.
- D. The user of the Mobile Data Computer can send text messages to single police units, multiple police units and system wide. These text messages shall be limited to duty related issues. Under no circumstances shall an officer/employee using the Mobile Data Computer broadcast jokes, sexual comments, racial comments, provocative or suggestive comments, or any language that creates an intimidating, hostile or offensive work environment of any kind.
- E. All messages sent via the Mobile Data Computer are recorded and subject to open records discovery. Mobile Data Computer text messages will be reviewed randomly by Lieutenants and/or Supervisors to assure proper content. This shall be documented at a minimum quarterly and reported to the Division Majors as to the findings in the Guardian Tracking System under the specific employee's name. Specific and focused reviews will be conducted when warranted.
- F. Officers are permitted to enter CAD notes when warranted, these notes should be narrowly and specifically related to the disposition or actions taken on the call. Officers should be mindful that CAD reports are routinely given to citizens and released under open records discovery.
- G. The content of all transmissions over the MDC system shall comply with the same requirements as with voice radio transmissions, which are governed by the FCC and Johns Creek Police Department policies and procedures. Additionally, MDC transmissions shall comply with the City of Johns Creek Technology Policy.

Traffic/Officer Initiated Stops (01-19-03)

- A. Officers will notify the communications center of all traffic stops using voice communications transmission. Officers are prohibited from using the Self Initiate CAD function to place themselves on traffic stops or suspicious person calls.
- B. However, officers are permitted to use the Self Initiate CAD function for the following call types:
 - 1. Zone Patrols
 - 2. Business/Residential/Vacation Checks
 - 3. Extra Jobs/Off Duty Employment
 - 4. P.A.C.T/C.O.P.S meeting/event
 - 5. Details at Police HQ or Administrative Meetings

Warrant and Stolen Property Confirmation (01-19-04)

- A. When an officer receives a warrant or stolen property “hit”, the officer will notify the communications center for confirmation. Communications center personnel will follow the established procedures to confirm hit.
- B. Requests for HIT confirmation will occur using voice communications.
- C. All wanted or stolen confirmations will be broadcast to all JCPD MDCs.

BOLO Entry (01-19-05)

- A. Only BOLOs approved by a supervisor will be entered onto the CAD/RMS system. Supervisors should keep in mind that all BOLOs entered will be broadcasted to all Sandy Springs and Johns Creek PD MDCs.