

	SECTION:	SERVICES	SER-302
	CHAPTER:	EQUIPMENT AND PROCEDURES	
	DIRECTIVE:	MOBILE DATA COMPUTERS	

302.01 SUMMARY

Our Department policy is to provide personnel with timely and accurate information whenever possible. With the Mobile Data Computer, (MDC) an employee has immediate access to vital information which can enhance the ability to perform assigned duties and improve employee safety.

302.02 DEFINITIONS

MDC – Mobile Data Computer

OFFICER – For purposes of this directive, the term “Officer” also includes Police Service Technicians, and any civilian employee authorized to use a MDC

NCIC/CCIC – National Crime Information System/Colorado Crime Information System

302.03 GENERAL RULES OF OPERATION

PRIOR TRAINING REQUIRED – All Officers(s) must receive training prior to using a mobile data computer.

SECURITY – It is the Officer’s responsibility to ensure the security of the MDC against unauthorized use or viewing of information. CCIC rules require constant security for terminals at all locations. Officers must use due care and safeguard an MDC whenever they are using one.

- If you must leave the vehicle, turn down the screen brightness so that the screen is not visible from outside of vehicle. Upon returning to the vehicle, an Officer will check the MDC for any assigned/dispatched calls or messages.
- Officers will not give their password to any other person or leave their password in any discernible written form in or near their MDC.

MDC SETTINGS – No Officer or employee shall load personal programs onto the MDC without prior authorization from the Services Division Deputy Chief.

OFFICER SAFETY – Unless it could be compromised, any communications dealing with Officer safety will be broadcast over the radio whenever appropriate.

GENERAL RULES OF OPERATION (con't)

DISPATCHED CALLS – Officers are expected to acknowledge digitally dispatched calls as soon as practical and/or possible unless the Officer is busy handling a call or other related activity. Calls received digitally shall be considered non-emergency and do not require use of the MDC while the vehicle is in motion.

USING MDC WHILE DRIVING – Officers should refrain from operating an MDC while driving a vehicle.

“JUMP” STARTING – An MDC must be turned off prior to any battery change or “jump starting” of an MDC equipped vehicle.

INQUIRES – Officers should use the MDC to make all CCIC/NCIC inquiries unless Officer Safety is a factor and/or exigent circumstances exist.

RESPONSES – Responses from inquiries to the NCIC/CCIC systems are protected information as provided by law and information received through the MDC may only be used for official criminal justice purposes. Officers are not permitted to use these systems for their own personal use.

302.04 NCIC/CCIC REQUIREMENTS

- Employees shall ensure that unauthorized persons do not view responses from the MDC or knowingly disseminate information to unauthorized persons.
- All “HITS” will be confirmed through the Communications Center.

CRIMINAL HISTORY CHECKS – Because of NCIC/CCIC regulations, criminal histories may not be run from an MDC. Criminal histories must be run by Records Section personnel or through the Communication Center.

REQUIRED RECERTIFICATION – It will be the responsibility of each Officer to maintain their CCIC certification. Recertification will occur every two years.

302.05 SHIFT NOTIFICATIONS

SUPERVISOR TO PROVIDE ROSTER – Prior to the beginning of shift, the Shift Supervisor will provide the Comm Center with the shift roster of available Officers. This can be done by using a CAD terminal, over the phone, or by radio. The telecommunicator or Shift Supervisor will put the shift “on duty” and place/show each unit in roll call briefing. When an Officer is clear from briefing, he/she may use the MDC to clear his/her unit, which will display on the CAD screen as “available” for calls. The Officer may advise the telecommunicator that he/she will be remaining at headquarters.

**SHIFT NOTIFICATIONS
(con't)**

- Officers shall sign on to the MDC at the beginning of their tour of duty and are required to log off the MDC at the conclusion of their tour of duty.

302.06 PRIORITIZING CALLS

VOICE AND/OR MDC COMMUNICATION – The procedures for prioritizing and handling calls for service do not change with the use of the MDC system. When a unit is dispatched to an incident generated from the CAD, it is automatically routed to the MDC so the Officer may view the incident.

- **PRIORITY 1** – (Crimes against people or property that occurred in less than 10 minutes should be dispatched immediately) These calls for service will be dispatched via voice over the radio.
- **PRIORITY 2** – (Calls which could escalate or deescalate and should be dispatched in less than 10 minutes) The telecommunicator will use their discretion whether priority two calls will be dispatched via voice over the radio or using the MDC. For example, if the dispatchers feel that two Officers need to be sent for safety reasons, this call would be dispatched via voice over the radio. If only one Officer is needed, such as a welfare check on an elderly person, the call would be dispatched via the MDC. If the call is not acknowledged by the Officer within three minutes of being dispatched using the MDC, the telecommunicator will use the radio to advise the officer of the call.
- **PRIORITY 3** – (Cold reports) These calls for service will be dispatched via the MDC. If the incident is not acknowledged by the Officer within three minutes of being dispatched using the MDC, the telecommunicator will use the radio to advise the officer of the call.
- **PRIORITY 4** – (Phone reports / PST calls) These calls for service are “cold” in nature and do not involve any immediate threat to life or property and there is no suspect on scene. Priority 4 calls will be dispatched either over the MDC or by phone. If the officer/PST does not acknowledge the incident within three minutes, the telecommunicator will use the radio to advise the officer/PST of the call.

302.07 STATUS CHANGES

ADMINISTRATIVE STATUS – Officer(s) shall place themselves on an administrative status using the MDC unless extenuating circumstances are present such as CAD is down or the officer has no connectivity at his/her location.

STATUS CHANGES (con't)

This includes:

- BU - Busy
- RW - On reports
- TH - En route to headquarters
- HQ - At headquarters
- CT - At court
- IN - Conducting an interview
- TN - Training
- MT - Maintenance (gas, car wash, personal equipment, etc...)
- SB -- At substation
- AO -- At other (out of car, at fire station, etc...)
- FU -- On follow up

INCIDENT STATUS-- Officers shall use their MDC to put themselves on routine, non-priority calls unless extenuating circumstances are present such as CAD is down or the Officer has no connectivity at his/her location.

This includes:

- AR – Arrived on scene
 - EO – Enroute to a second location
 - TH – To hospital (Community, St. Mary's, or Colo. West)
 - EJ -- Enroute to the jail
 - AJ -- At the Jail
 - CK -- Business or park check
 - FT -- Foot patrol
 - AT -- At secondary location
 - AV -- Clear from the call
- Or with the appropriate disposition.

302.08 DISPOSITIONS

APPROVED DISPOSTIONS -- The following is the list of approved dispositions. Officers shall clear assigned calls with one of the following. This shall be done via the MDC unless extenuating circumstances exist such as CAD is down or the officer has no connectivity at his/her location. If dispositions have to be given over the air, all efforts will be made to clear the call with a minimum of radio traffic and those "plain English" clearances shall be used. On the left are the clearances to be used when using the MDC. When clearing a call by radio, use the plain English on the right. An example would be; W3310 clearance. W3310 go ahead. W3310 clear with a report. This indicates that W3310 has completed a report, either criminal or non-criminal, that did not generate an arrest at this time.

DISPOSITIONS (con't)

AIRED	Aired (Call information aired)
ARR	Arrest (Custodial or site and release)
CANC	Cancelled (Call cancelled PRIOR to dispatch)
CIV	Civil call (No report)
EMP	Employee error (alarm)
EQUIP	Equipment malfunction (Alarm)
FIR	FIR card completed
GOA	GOA or Gone on arrival
MSGL	Message left
REP	Report (Report written no arrest made)
TAG	Tagged (Veh. Red tagged)
TIC	Ticket (Traffic ticket written)
UNF	Unfounded (Case unfounded / No report)
WARN	Warning (Verbal warning given)
TRA	Call turned over to another agency

302.09 ELECTRONIC MESSAGING

NOT PROTECTED – Electronic messages are not a protected form of communication and are subject to a criminal, civil or internal investigation, or court order. All electronic messages should be professional and courteous. It is the responsibility of each Officer to ensure that the car-to car MDC messaging system is used in compliance with this directive and be used for business purposes only.

RETRIVAL – Any electronic message sent through the MDC system can/may be retrieved by authorized personnel, even though it may have been deleted from the assigned Officer's MDC.

- The Operations Division Deputy Chief or designee will ensure proper procedures are being followed. Random checks of MDC Messages will be made by the Services Deputy Chief or his designee.

Notify your immediate Supervisor and Information Services if a Departmental MDC or peripheral equipment is damaged or stolen, or if you believe that anyone has attempted or gained unauthorized access.

Employees are required to report to their supervisor the intentional misuse or abuse of an MDC by any employee. Misuse of an MDC or use of an MDC outside of this directive may result in disciplinary action.

