

Directive	Mobile Data Computers	400-3	1 of 3
Effective Date	January 1, 2010		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To provide the guidelines for the use of mobile data computers by employees of the Wilkesboro Police Department.

II. POLICY

The Wilkesboro Police Department may provide Mobile Data Computers to enhance communications and officer efficiency. Officers with Mobile Data Terminals in their vehicles shall comply with the requirements of the State Bureau of Investigation; Division of Criminal Information (DCI) in the access and use of information obtained from DCI and NCIC.

III. USE OF EQUIPMENT AND SOFTWARE

- A. All traffic transmitted using the Mobile Data Computer (MDC) must be business-related and comply with the same quality standards as voice traffic. Any message containing slang or language that could be construed as a slur or sexual harassment against any person or group will not be tolerated.
- B. The only personnel authorized to operate a Mobile Data Computer are those specifically trained in its proper operation and certified by the Division of Criminal Information (DCI). No personnel that are not DCI certified will attempt to sign onto DCI on a Mobile Data Computer.
- C. In the interest of officer and citizen safety, officers will not attempt to read the Mobile Data Computer screen or interact with the touch screen or keyboard while the vehicle is in motion.
- D. No one will attempt to install, delete, or modify any software or hardware associated with the Mobile Data Computer or the vehicle console without authorization from the System Administrator.
- E. Any information sent or received from DCI or DMV on a Mobile Data Computer is confidential and will only be disseminated as directed by DCI regulations.
- F. All Mobile Data Computers will be the administrative responsibility of the System Administrator designated by the Chief of Police.

Directive	Mobile Data Computers	400-3	2 of 3
Effective Date	January 1, 2010		

- G. Supervisors will inspect each Mobile Data Computer and console during vehicle inspections for signs of damage or disrepair.
- H. Designated staff may enter, review, and monitor information stored on Mobile Data Computers at any time without advance notice.
- I. Officers will exercise reasonable care in the use of Mobile Data Computers to minimize excessive wear or damage.
- J. At the conclusion of each shift the officer will properly shut down the Mobile Data Computer.
- K. Officers will keep the Mobile Data Computer screen and keyboard clean. Food and liquids must be kept away from the Mobile Data Computer at all times. In the event of an accidental spillage, the officer will:
 - 1. Log off of all active sessions and shut down the Mobile Data Computer as quickly as possible
 - 2. Clean the affected area
 - 3. Make arrangements, through his/her supervisor, for the Mobile Data Computer to be inspected
- L. A patrol vehicle will not be jump-started, or used to jump-start another vehicle, with the Mobile Data Computer installed unless the line fuse from the battery is first removed to prevent the modem from losing configuration.
- M. When away from the vehicle, officers must ensure that the vehicle is locked to prevent unauthorized use of the Mobile Data Computer.

IV. PROCEDURES

- A. Officers will perform the log on procedure established for the ALEN Network and then log on to the Division of Criminal Information (DCI). Officers will log off the ALEN network at the end of shift. These procedures are available in the DCI training Document, Module 1.
- B. Car-to-car messaging is encouraged to reduce radio traffic but both the ALEN and DCI mobile networks are for official use only and messages should be related to law enforcement duties. Car to car messages are generally considered public information.
- C. Access to the Division of Criminal Information is provided for official use

Directive	Mobile Data Computers	400-3	3 of 3
Effective Date	January 1, 2010		

only. Officers will use the Mobile Data Computer as the primary source for DCI inquiries. Radio inquiries are reserved for urgent requests while the vehicle is in motion to ensure officer safety. DCI inquiries of a personal nature are prohibited.

D. Officers who experience technical difficulty with the Mobile Data Computer will immediately contact the shift supervisor.

V. REFERENCES

CALEA 41.3.7