



# GENERAL ORDER

Police Department

**SERGIO G. DIAZ**  
Chief of Police

NO.: 2013- 001

DATE: APRIL 4, 2013  
TO: ALL PERSONNEL  
FROM: SERGIO G. DIAZ  
CHIEF OF POLICE *Sergio G. Diaz*  
RE: MOBILE DIGITAL COMPUTER USE POLICY

**POLICY AND PROCEDURES MANUAL - REVISIONS, DELETIONS AND ADDITIONS:**

## PURPOSE AND SCOPE

The Mobile Digital Computer (MDC) accesses confidential records from the State of California, Department of Justice and Department of Motor Vehicles databases through the California Law Enforcement Telecommunications System (CLETS). Employees using the MDC shall comply with all appropriate federal and state rules and regulations.

## MDC USE

The MDC shall be used for official police communications only. Messages that are of a sexual, racist, or offensive nature, or otherwise critical of any member of the Department are strictly forbidden. All employees shall adhere to the City's policy as outlined in Section 03.002.00 of the Administrative Manual covering Technical Resources Use and Monitoring Policy.

Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

All calls dispatched to patrol units should be communicated by voice and MDC whenever possible unless otherwise authorized by the Watch Commander.

### 1. USE WHILE DRIVING

Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that



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are likely to contain information that is required for immediate enforcement, investigative or safety needs. Though glancing at the MDC to review Computer Aided Dispatch (CAD) or CLETS information may be necessary while driving, any lengthy reading or review of CAD or CLETS information, which distracts the operator from safely driving the vehicle, shall be done only when the vehicle is stopped.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

In keeping with exemptions provided for in the California Vehicle Code sections 23123(d) and 23123.5(e), sections of this policy that prohibit use of an electronic wireless communications device, cellular telephone, mobile data computer, reading or manually communicating with any person using a text-based communications device, do not apply to firefighters and police officers while operating an authorized emergency vehicle.

## **2. DOCUMENTATION OF ACTIVITY**

MDC's and voice transmissions over the radio are used to record the officer's daily activity. To ensure the most accurate recording of these activities, the following are required:

- (a) All contacts or activity shall be entered into the MDC by the officers when safe and appropriate;
- (b) Whenever the activity or contact is initiated over the radio, it shall be entered into the CAD system by a dispatcher;
- (c) Whenever the activity or contact is not initiated over the radio, the officer shall document it on the MDC.

## **3. STATUS CHANGES**

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted either verbally over the police radio or through the MDC system.

Officers responding to in-progress calls shall advise changes in status verbally over the radio to assist other officers responding to the same incident, except where such transmissions would likely lead to radio congestion and have a negative impact with officer safety.

Other changes in status may be entered by depressing the appropriate keys on the MDC's.

## **4. EMERGENCY ACTIVATION OF MDC**

If the emergency button is depressed on the MDC, the dispatcher will call the unit and ask if the employee is Code- 4. If there is no

emergency, then he/she should answer "Code-4" and all units will resume their normal activity. If there is no response or the officer answers in some other way, the dispatcher shall proceed as follows:

- (a) If the unit is not on a call, send available units to assist in locating the unit transmitting the emergency. Whenever a location is known, immediately dispatch the nearest available unit Code-3.
- (b) Notify the field sergeant and Watch Commander of the incident without delay.

Units not responding to the emergency shall refrain from transmitting on the radio until there is a Code-4, unless they are themselves handling an emergency.

## **MDC CONSIDERATIONS**

### **1. NON-FUNCTIONING MDC**

Whenever possible, officers should not use units with malfunctioning MDC's. Whenever officers must drive a unit in which the MDC is not working, they shall notify the Communications Center. It shall be the responsibility of the Communications Center to record all information that will then be transmitted verbally over the police radio.

### **2. BOMB CALLS**

When investigating reports of possible bombs, officers will turn off their MDC's. Operating the MDC may cause some devices to detonate.

SD/bl

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