

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 13 COMMUNICATIONS

SUBJECT: 1302 DESKTOP / MOBILE DATA TERMINAL

EFFECTIVE: 11/20/17

1. PURPOSE. To provide desktop and field officers with independent access to police data.
2. POLICY. To be effective, law enforcement needs rapid access to various types of information. The Desktop / Mobile Data Terminal allows individual officers to access data more rapidly and therefore deliver a higher quality service to the community.
3. PROCEDURE. All police officers will use the Desktop or Mobile Data Terminals **when practical** to use the Computer Assisted Dispatching (C.A.D.) and Mobile Computer Assisted Dispatching (Mobile C.A.D) systems.
 - A. Police officers assigned to units equipped with Desktop / Mobile Data Terminals will use the terminals to run routine license plate and driver's license inquiries in order to reduce radio usage and ease communication center workload.
 - B. Officers will become familiar with the keyboard of the Desktop / Mobile Data Terminals to facilitate entering data requests.
 - C. Officers will not be authorized to utilize the Desktop / Mobile Data Terminals unless they have been properly trained.
 - D. The Desktop / Mobile Data Terminals will be used for law enforcement purposes only.
 - E. Officers who use the Desktop / Mobile Data Terminals to make any criminal history inquiries will ensure that the information received will only be viewed by members of the Police Department. Under no circumstances is that information to be given to anyone outside of this agency.
 - F. The officer must ensure that the information displayed on the Desktop / Mobile Data Terminals is not viewable by the public.
 - G. The Desktop / Mobile Data Terminals will not be left unattended. The officer will not leave the terminal with information displayed on the screen.
 - H. Officers will report malfunctions in writing to the systems administrator.
 - I. When an officer makes a traffic stop based on Mobile Data Terminal information communications will be advised of the nature of the traffic stop.
 - J. The MDT is not intended to be a replacement for Dispatchers. Officers are required to continue to call out locations for traffic stops, field contacts, arrival and departure from calls etc.
 - K. Officers will use the MDT and utilize the Mobile Computer Assisted Dispatching (Mobile C.A.D) to notify the dispatcher of their arrival and departure from calls and enter notes into Mobile C.A.D., etc. **when practical**.
 - L. Officers **will not** use the Mobile Data Terminal **in any manner** that would tend to **discredit** the Police Department. **Only** police related business will be transmitted through the Mobile Data Terminal.

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1. When a member is on any approved extended leave extending beyond 30 days or any unpaid leave, suspension or separation from the Department, the member's access to NCIC, LLETS or similar information gathering programs will be deactivated. This access will be restored upon return to duty.
- M. Random reports detailing message traffic on the Desktop / Mobile Data Terminals will be run by the systems administrator.
- N. Desktop / Mobile Data Terminals will not have screen savers, desktops, pictures, or other information that would be offensive, derogatory, or insulting to the public, members of the Department, or employees of the City of Pineville.

By order of

Darrell Basco
Chief of Police