



Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-157 USE OF MOBILE DATA COMPUTERS (Daily)
Revised 03/29/2011

157 USE OF MOBILE DATA COMPUTERS

PURPOSE

The purpose of this policy is to establish guidelines for the use of Mobile Data Computers by employees and to establish procedures for electronic call dispatching, data communication between officers, and for minimizing radio traffic via the use of MDC.

POLICY

It is the policy of the Las Cruces Police Department to provide, maintain, and operate Mobile Data Computers (MDC) for the purpose of reporting, transmitting or receiving radio calls/messages to and from Mesilla Valley Regional Dispatch Authority (MVRDA), providing operational status, assignments, assignment disposition, inquiries, information, and a communications link between officers and the department. This policy will define guidelines for proper operation and use of the MDC and components.

APPLICABILITY

This General Order applies to all employees. This General Order supersedes all previous versions.

REFERENCES

- NMML
- City Manager Policies 9.1 thru 9.3
- Personnel Manual, Section 603A
- City of Las Cruces Information Technology Computer Policies

DEFINITIONS

Mobile Data Computer (MDC) - computer located in a police vehicle that permits the user to communicate directly with MVRDA and crime information databases and to communicate vehicle-to-vehicle without using a police radio.

Mesilla Valley Regional Dispatch Authority (MVRDA) – the emergency call center for Dona Ana County responsible for dispatching appropriate departments and resources to emergency calls for service.

MOBILE – software system installed on the police vehicle MDC.

BOLO – be on the lookout for.



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ATL – attempt to locate.

Priority 1 call for service – A priority 1 call for service is any life-threatening call which involves the possibility of death or serious injury, or any confrontation between two or more people that could threaten the life or safety of any person.

Priority 2 call for service – In progress or just occurred calls for service that do not pose an immediate threat to a person’s life, safety, or property but any delay in dispatch may compromise the immediate apprehension of a suspect.

157.01 GENERAL USE

Prior to using the MDC officers will be trained on how to use the computer and MOBILE software by officers or supervisors having experience with current MDC operations at the department.

157.02 LOGGING IN AND MAINTAINING STATUS

- A. If equipped, officers will log on to the MDC and MOBILE prior to assuming patrol duties at the start of the shift.
- B. Officers will remain logged on for the entire shift.
- C. Officers shall ensure that their current and correct status is provided at all times on MOBILE.
- D. The use of status changes and messaging on the MDC will fulfill the requirements of the officer to communicate with MVRDA as outlined in General Order 218 Radio Procedures.

157.03 RESPONSIBILITIES

- A. It is the officer’s responsibility to immediately notify MVRDA if their assigned patrol vehicle does not have an MDC or that the MDC in their vehicle is inoperable. The officer will notify the dispatcher on their primary dispatch channel that they must be dispatched over the radio if the MDC is inoperable.
- B. The officer is responsible for immediately notifying their supervisor if their MDC is inoperable or damaged or if they experience problems with the routine functioning of the MDC.



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- C. MDC and MOBILE information shall be considered confidential and officers are responsible for securing their vehicles and MDC to prevent unauthorized use or tampering.
- D. Officers are responsible for keeping their user account and passwords confidential and shall not share this information with another person.
- E. Any information obtained from use of the MDC or any of its software will not be distributed, shared, or otherwise provided to non-law enforcement personnel without permission from a commissioned supervisor.
- F. It is the officer's responsibility to confirm through MVRDA any warrant hit or want they discover through use of the MDC in order to assure the want is valid and that the issuing agency will extradite.

157.04 DISPATCHING CALLS FOR SERVICE

- A. Priority 1 and 2 calls for service will be both voice dispatched and sent to the officers in the field via MDC. All other calls for service may be dispatched using the MDC only.
- B. Officers receiving calls will make the appropriate keystrokes and status change to advise MVRDA when they are en route to a call and when they arrive at the scene.
- C. Officers will use the appropriate keystrokes and disposition categories on the MDC when clearing a call.
- D. In hazardous situations officers will use voice transmissions to communicate with MVRDA and other officers.
- E. Officers shall use voice transmissions when making traffic stops.
- F. Officers shall use the appropriate keystrokes to update their status with MVRDA whenever they check out at a non-dispatched location, i.e. court, lunch, etc.
- G. All criminal information received and radio dispatched by MVRDA will also be sent out over the MDC to on-duty officers in the field. (BOLO, ATL).



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157.05 MESSAGES AND CHAT

- A. The MDC is restricted to messages of a job-related nature and limited personal messaging.
- B. Limited personal messages between employees may occur as long as the communications are professional in tone and content.
- C. All messages will adhere to City of Las Cruces Computer Policies, City Manager Policies, Personnel Manual Section 603A, and Las Cruces Policy Department General Order 103 Code of Conduct.
- D. Any messaging outside the guidance of this policy shall be brought to the attention of a supervisor and may result in discipline up to and including termination.
- E. MDC users are advised that any MDC message or chat communication is public record and can be obtained internally or externally by a public records request.

157.06 PROHIBITED OPERATIONS

- A. Officers shall not operate the MDC while the vehicle they are driving is in motion, unless receiving and answering a call for service from MVRDA.
- B. Officers shall never compromise their safety to operate the MDC, i.e., allowing citizens / suspects / prisoners to stand near the patrol vehicle while using the MDC or using the MDC while a person is approaching.
- C. Officers shall not make attempts to alter or repair the MDC or any of its component parts.
- D. Altering the software configuration of an MDC in any way, including button configuration, or any other software function without authorization from the Chief of Police is prohibited.
- E. Beverages and food will not be placed near the MDC or the MDC keyboard.
- F. Officers are prohibited from removing any components of the MDC including GPS, antennas, air cards, etc.