



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

GENERAL ORDER: 5-15 MOBILE DATA TERMINALS (MDT)

DATE: 12/3/2012 Pages: 1 ◇ New ◇ Amended ◆ Revised—5-15

CALEA: 11.4.4, 41.3.7-a-b, 82.1.7

I. POLICY

No employee will load software or allow software to be loaded onto any agency owned mobile data terminal (MDT). If special software is required for use on mobile data terminals, a written request will be made via the chain of command to the Chief of Police. No employee shall manipulate or alter any current software running on an agency owned MDT. (CALEA 11.4.4, 41.3.7-a-b)

II. PROCEDURES

A. Approved uses of the MDT System

1. Routine driver's licenses, vehicle registrations, and wanted/stolen inquiries.
2. Routine work related messages.
3. CODY Records Management System for reports, house checks, etc.

B. Prohibited Acts: in addition to any potential violations of State and Federal law, it shall also be a violation of Department policy to: (CALEA 82.1.7)

1. Disclose any information accessed via the MDT to any person other than a sworn law enforcement officer and only then when said officer is acting in his official capacity for an authorized law enforcement function.
2. Utilize the MDT for anything other than an official law enforcement necessity. MDTs will not be used for idle chit-chat or internet surfing.
3. Utilize the MDT in such a manner as to otherwise violate any other applicable rule or regulation.
4. Signing on to the MDT using another employee's name or password or using an MDT while it is signed on by another employee other than the employee accessing the MDT.

C. Prohibited Messages

1. Officers shall utilize verbal radio transmission policies, procedures and standards in their use of

MDT messaging. Utilization of MDT messaging capabilities for personal information exchange is strictly prohibited.

2. Messages from MDTs to Communications advising status changes, clearance codes or activity will not be accepted or acted upon solely by themselves. Officers are still expected to change status and clear calls via the police radio.

D. Accountability

1. The Sergeant and Lead Communications Clerk will conduct periodic inspections of transmissions stored in computer data bases to ensure compliance with the rules and/or prohibitions of this general order.
2. Village personnel are cautioned to be prudent and judicious in using the MDT system as information entered into the CAD and RMS systems is retrievable. Failure to comply with the provisions of this general order may result in disciplinary action.

E. In-Car Reporting System

1. The Sergeant will train all officers in the use of the In-Car Reporting System (CODY Mobile 7).
2. Reports and updates to the officer logs will be done on the MDT whenever practical. Desktop computers in the station may be utilized when it would be more efficient to do so.
3. Officers will notify the Sergeant utilizing the Vehicle Maintenance form or via memorandum when their assigned laptop computer (MDT) is malfunctioning or software problems persist.

III. COMMUNICATIONS CENTER

Policy covering communications personnel and the MDT's will be made part of the Communications Manual. Dispatchers will not rely on "Silent Dispatch" to send officers on Calls for Service (CFS). Communications personnel will dispatch officers by radio and MDT.