



California State University, Los Angeles
Department of Public Safety

NUMBER: V-5 APPROVED: _____
Joseph Curreri, Chief of Police

EFFECTIVE: December 1, 2012

SUPERSEDES: N/A Reviewed/Revised: _____

SUBJECT: **Mobile Data Computers (M.D.C.s)**

I. PURPOSE:

The purpose of this Department Order is to establish a mobile data computer use policy that will ensure proper and effective use of the system by all personnel.

II. POLICY:

It shall be the policy of the University Police Patrol Division to use the M.D.C.s for all non-emergency / non-priority calls whenever possible. For emergency / priority calls, the dispatcher will advise all units on the primary radio channel (or designated channel) of the nature and location of the call, the assigned units responding, suspect and suspect vehicle information, direction of travel, weapons, etc., or any pertinent information (including officer safety information) so that all officers may be made aware of the circumstances, set perimeters, or be on the lookout for possible suspects.

III. DEFINITIONS:

- A. Mobile Data Computer (M.D.C.): The ruggedized laptop computer and related modem card that communicates with the AT&T wireless network to facilitate secure communication between the police vehicle M.D.C. and the Records Management System (R.M.S.) server. The M.D.C. also contains mobile report writing software.
- B. A.R.M.S. Enterprise M.R.W. Software: The M.D.C. software that allows/facilitates communication of calls for service, call status, unit status, and messaging between units.

IV. PROCEDURES:

- A. Dispatching Non-Emergency / Non-Priority Calls.
 - 1. Upon receipt of any non-emergency / non-priority calls, they will be dispatched via M.D.C. only, with minimal information provided over the primary or designated radio channel (i.e. [unit call sign], Code-30, Salazar Hall).
 - 2. If the assigned officer has not responded on the primary or designated radio channel,

or by hitting the “En Route” button within 1 minute, the dispatcher must clarify that they received the call. This may be done over the primary/designated radio frequency or by hitting the en route button. Officers should advise the dispatcher that he/she will be away from the vehicle (i.e. foot patrol, citizen/ pedestrian contact, etc.). This will allow the dispatcher to dispatch the officer via radio.

3. An exception to this procedure would be an incident that just occurred when the information is deemed important enough to alert all units via voice radio.

B. Mandatory M.D.C. Functions by Officers.

1. Contact Dispatch via the police radio and have the dispatcher log you on shift. Sign on to the M.D.C. (A.R.M.S. Enterprise Mobile Report Writer or M.R.W.) and log the appropriate patrol car number, vehicle mileage, less lethal shotgun number, M4 rifle number and any missing or inoperative essential equipment.
2. Activate the “En Route” button upon receiving an assigned call or follow-up.
3. Activate the “Arrived” button upon arriving at the assigned call. Enter any appropriate information into the notes field for the call.
4. Activate the “Cleared” button, and select the appropriate disposition for the call.
5. When acting as an additional unit, back-up officer, or other assisting officer, use/activate the “Add” button to add yourself to the appropriate call. Once the assigned officer clears the call, the M.D.C. will automatically clear the secondary or back-up officer from the call as well.

C. Optional M.D.C. Functions by Officers.

1. All optional M.D.C. functions are based on a common-sense approach by the officer, taking into account officer safety considerations, emergency, and other extenuating circumstances which may make the use of the M.D.C. unsafe or impractical. Optional M.D.C. functions include:
 - a. Vehicle wants/registration checks;
 - b. Driver license checks;
 - c. Stolen property inquiry;
 - d. MCAPS inquiry;
 - e. AWSS inquiry;
 - f. JDIC/CLETS records check; and
 - g. CJI check
2. If for any reason the optional functions cannot be used, it is acceptable to utilize the radio, as opposed to the M.D.C.

D. Proper Use of M.D.C.s / Messaging.

1. No employee is permitted to load or install any unauthorized programs or files on any M.D.C. Employees are also prohibited from altering any current software on any

agency-owned mobile, desktop, or handheld computer (See also, Department Order II-6, Records Administration, IV, F, 1-6).

2. Messages are to be randomly audited by each supervisor at least once a month for appropriateness.
 - a. The message sending capability of both the M.D.C. and C.A.D. (Computer Aided Dispatch) systems will be used for police-related business only. The use of obscene or vulgar words or statements is prohibited.
 - b. Messages should be clear and concise. Both the content of the message and purpose for sending the message must be job related.
3. Examples of police-related messages include:
 - a. Request to meet with another unit for exchange of information.
 - b. Notifying other employees of illegal activity or potential hazards.
 - c. Furnishing or responding to requests for job-related information from Communications, Station Commander, sergeant or other officer.
 - d. Scheduling for activities such as Code-7, training, etc.
4. Examples of non-police related messages include:
 - a. Messages that describe or complain about the conduct of citizens, employees, working conditions or equipment, unless requested by a supervisor or is required by department policy.
 - b. Challenging or complaining about assignments or field activity.
 - c. Messages of a personal nature such as organizing off-duty activity, commenting on personal appearance, or employee attitude concerning a particular topic.
 - d. Spreading rumors.

E. Passwords.

1. Access passwords are to be changed once every 90 days as required by the A.R.M.S. Enterprise edition software.

V. APPENDICES: None.