

# WINONA POLICE DEPARTMENT

NUMBER: 102-10 PAGES: 3

EFFECTIVE DATE: November 1, 2005

---

## SUBJECT: Mobile Data Terminal Use

---

### 1.0 PURPOSE

It is the purpose of this policy to provide officers with guidelines for the use of Mobile Data Terminals (MDT's).

### 2.0 POLICY

MDT's are meant to give the officers in the field access to information quickly, which enhances their ability to do their job, as well as increase officer safety. Since the proper and safe use of MDTs is a necessary standard, a clear policy is important to insure the integrity of the system and the safety of officers. This policy is not meant to restrict the use of MDTs; it is meant to insure the proper operation and reliability for proper documentation of changes made to and problems with the system.

This policy applies to **Mobile Data Terminals** and **laptop computers**, both fixed and portable, that are used in the field for information access, communication, and event documentation. This policy shall not be deviated from without permission from the Chief of Police or his designate.

### 3.0 VEHICLE OPERATION

3.1 When operating a vehicle, the safe operation of the vehicle is the operator's primary responsibility. Use of the MDT is always of secondary importance and the vehicle operator should consider the need to safely stop the vehicle before using the MDT if the use is going to impede safe operation of the vehicle.

### 4.0 MDT USE GUIDELINES

- 4.1 Users will use the MDT as instructed. Use of an MDT prior to training from the WPD is prohibited.
- 4.2 Dispatch will continue to enter Officer status, call assignments and call dispositions in CJIS.
- 4.3 Silent Dispatch may be used on a discretionary basis depending upon the nature or the location of the call. If Silent Dispatch is used, a follow up radio transmission advising Officers to check their MDT call screen will be aired by the Dispatcher.
- 4.4 Users will use the MDT and attached devices for work or work-related matters only
- 4.5 Users must be CJIS/NCIC certified prior to the use of any function of the MDTs that will access files from those agencies. Users must be familiar with and follow all guidelines and rules of CJIS/NCIC when accessing those files.

# WINONA POLICE DEPARTMENT

NUMBER: 102-10 PAGES: 3

EFFECTIVE DATE: November 1, 2005

---

## SUBJECT: Mobile Data Terminal Use

---

- 4.6 Users will not leave CJIS/NCIC messages/replies on the screen when away from the vehicle. Users should make every effort to avoid public viewing of any output from these sources.
- 4.7 All communications between or among field or fixed devices are permitted for official business only. All communications via the MDT will be professional and conducted in a business like manner. The transmittal of any sexist, racist, vulgar, derogatory, personal, false, offensive, harassing or discriminatory messages is specifically prohibited. MDT communications will be monitored and recorded, and all transmissions are a matter of public record.

### 5.0 MDT EQUIPMENT GUIDELINES

- 5.1 In any vehicle where an MDT computer is installed, there will be no smoking or other use of tobacco products. Extreme care should be exercised when consuming beverages near the equipment. Spill resistant or leak proof containers are recommended.
- 5.2 All computer users will access the computer and/or MDT network using their assigned USERNAME and PASSWORD.
- 5.3 Users will only access programs or computer functions that they are authorized to use.
- 5.4 Users will not access or attempt to access any unauthorized entity outside of the Police Department computer network, or MDT network, by any means, by the use of an MDT computer.
- 5.5 Users will not make any changes to computer hardware, including adding, moving or reconfiguring the physical set up of monitors, screens, displays, mounts, CPUs, modems, or other devices attached to or part of the MDT computer. Users will not add any unapproved hardware, devices, or peripherals.
- 5.6 Users will not make any changes to computer software; or to software of computer settings or properties, except factory installed features such as screen intensity or change of passwords.
- 5.7 Users will not load any software or other material onto an MDT computer, including any documents, programs, screen savers, desktop backgrounds, etc. Users will not uninstall any software from an MDT computer.
- 5.8 Users who wish to make an addition or deletion regarding documents, programs or software on the MDTs may outline a detailed statement for the desired action which will be reviewed by the department's administration.
- 5.9 Disks, CDs, tapes, or any other computer, audio or video media is prohibited from being placed into an MDT computer, unless done so by the direction of the Chief of Police or his designee.
- 5.10 Should there be any problem with an MDT computer, or a computer related device, a proper repair order should be filled out.

**WINONA POLICE DEPARTMENT**

**NUMBER: 102-10 PAGES: 3**

**EFFECTIVE DATE: November 1, 2005**

---

**SUBJECT: Mobile Data Terminal Use**

---

**6.0 PRIVACY**

- 6.1 The Department will monitor and audit, by any available method, the activities of Department members while connected to the Internet, email server, or MDT network. The Chief of Police or his designee reserves the right to inspect any and all files stored in private areas of the Department network or individual departmental computers in order to insure compliance with this policy.