

BATON ROUGE POLICE DEPARTMENT

General Order
No.249

Effective Date
02-15-2001

Revised Date
NA-NA-NA

Subject: Mobile Data Terminal Operations

Reviewed 9/1/16

PURPOSE

To establish procedural guidelines for the Operation of Mobile Data Computer Terminals (MDT's).

POLICY

The Baton Rouge Police Department authorizes the use of MDT's in a lawful, safe, effective, and efficient manner only, for the purpose of enhancing a police officer's informational effectiveness.

I. Use, Care, and Maintenance of Equipment

- A. Employees will not alter or disassemble any equipment, device, or connection to a MDT terminal, trunk modem, MUX unit, or TRIMBLE transmitter without the consent of the Chief of Police or his designated System Administrator.
- B. Employees assigned a vehicle containing a MDT will be responsible for the physical security and general upkeep of that MDT. Any requests for repair, maintenance, technical support, or training should be forwarded through the appropriate channels to the System Administrator. The System Administrator will attempt to resolve and correct any problems that could affect officer safety or reduce department efficiency in a timely manner.
- C. All employees will use every reasonable precaution available to keep the MDT's secure (i.e. locking the vehicle when unattended).
- D. No food or drink will be placed on or near the MDT where there might be spillage or leakage.
- E. No unauthorized software will be installed (either permanently or temporarily) on the MDT. No unauthorized media (CDROMS or floppy disks, etc.) will be permitted on the MDT's at any time.
- F. No modification to the original Operating System Image/Format will be permitted unless authorized by the Chief of Police or System Administrator.
- G. The MDT should be physically turned off (programs exited, unit signed off, and powered down) if the vehicle must be jump started in order to protect the MDT's internal addressing/formatting.
- H. All vehicle radios and MDT's should be turned off when the vehicle is placed out of service.

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II. General Operation of Equipment

- A. Instructions for the use of the MDT's are published in the Department's MDT Operation Guide. Copies of this guide will be issued by the System Administrator to each fleet vehicle containing a MDT.
- B. When the vehicle is operated as a single officer unit, the safe operation of the vehicle takes precedence over the operation of the MDT. Operation of the MDT does not serve as a mitigating justification in the event of a fleet accident. While undertaking MDT operations, personnel will maintain a conscious awareness of their surroundings, remain alert to potential hazards, and practice safe tactics.
- C. All personnel operating a MDT will be issued a password by the Chief of Police or his designated System Administrator. Personnel are charged with the responsibility of maintaining the security of their password. An individual's assigned password may not be used by another user. An exception to this rule would be in the event that a two officer unit is signed on under the primary officer's password.
- D. The System Administrator will maintain a secured log of passwords. Passwords are assigned, changed, or deleted only with the approval of the System Administrator.
- E. All personnel using MDT's are responsible for signing on at the beginning of their tour of duty and signing off at the conclusion of their tour of duty.

III. Messaging Guidelines

- A. All rules and laws that govern radio transmissions are applicable during MDT operations. Departmental directives, policies, and procedures that contain applicable LLETS/NCIC guidelines apply to the operation of the MDT. Information obtained by operation of the MDT is maintained as confidential information in accordance with applicable laws.
- B. Queries made through the MDT will be limited to those pursuant to a lawful police function and are to be used for criminal justice purposes only.

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- C. A record of all MDT transmissions will be stored and archived in accordance with operational procedures designated by the Chief of Police and System Administrator. Periodic administrative audits are routinely conducted to ensure compliance with this directive.
 - 1. All MDT transmission should be considered as existing in the public domain and should be of a professional nature and acceptable as radio traffic if it were on normal radio frequency channels.
 - 2. Employees will not create messages on any MDT or departmental computer that could be considered obscene, derogatory, racially insensitive, demeaning, or sexual in nature.
 - 3. Employees have no expectation of privacy of information contained in any MDT or LAN terminal in the Police Department Domain, or any computer on Departmental Facilities or vehicles, whether such computers are owned by the employee or the city of Baton Rouge. Any computer system security feature such as passwords or message delete functions do not affect the right of supervisors, the System Administrator, or the Chief of Police or his designee to access information at any time for business purposes. When requested by a supervisor in their chain of command, an employee is required to disclose any passwords or codes necessary to access their computer.

- D. To prevent unauthorized persons who might be monitoring police radio transmissions from having access to the MDT system, no instructions on how to operate the MDT will be made by voice radio.