



General Order: 13.3 MOBILE COMPUTER TERMINAL (M.C.T.) USE POLICY

Effective: March 20, 1987
Last Revised: December 22, 2008

PURPOSE

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

DISPATCHING VIA M.C.T.

Dispatching Priority 1 and 2 Calls.

All Priority 1 and 2 calls will be dispatched via M.C.T. and by redundant back-up voice radio alert.

1. The dispatcher will advise all units on Green 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 other pertinent information related to officer safety so that all officers may be made aware of the circumstances, set perimeters, or be on the lookout for possible suspects.
2. When a call is dispatched via M.C.T., the dispatcher will advise the handling and follow-up officer(s), "COPY M.C.T.".
3. The assigned officer(s) will respond on Green Channel with their starting location and by depressing the "EN ROUTE" key on their M.C.T.s.
4. If for some reason it would be detrimental to make a voice transmission (i.e., police scanner is suspected), the Communications Shift Supervisor may approve dispatching the call via M.C.T. only.

Dispatching Lower Priority Calls

1. Calls with a priority of 3 or higher will be dispatched via M.C.T. only, with no voice radio transmission on Green Channel. If the assigned officer has not responded on green channel or by hitting the enroute button within 1 minute, the dispatcher must clarify that they have received the call. This may be done over green channel or by hitting the enroute button.
2. 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.
3. Another alternative would be for the dispatcher to advise units of cold or non-emergency alert information via directing a free-form message to all M.C.T.s.

ACTIVATION OF M.C.T. EMERGENCY KEY

When an officer activates the M.C.T. Emergency Notification Key, it is assumed that the officer needs immediate emergency assistance. The dispatcher is alerted to this via a tonal alert and a terminal display that a particular unit's emergency key has been activated.

1. To ensure that this has not been an accidental activation, the dispatcher will query the particular unit by asking, "UNIT, ARE YOU STATUS E?" on the Green Channel.
2. If it was accidental, the officer will respond, "Code 4 Accidental". ANY OTHER RESPONSE OR NON-RESPONSE WILL RESULT IN THE DISPATCHER ASSIGNING UNITS TO ASSIST CODE 3 TO THE LAST KNOWN LOCATION OF THE PARTICULAR UNIT.

MANDATORY M.C.T. FUNCTIONS BY OFFICERS

1. Sign on and enter car number, partner ID, packset number, equipment missing, and vehicle damage
2. Activate 10-8 button whenever going in service (except when clearing from an assigned call and a disposition is required)
3. Activate EN ROUTE button upon receiving an assigned call or follow-up
4. Activate 10-97 button upon arriving at an assigned call
5. Activate 10-7 station button when going out of service at the station and 10-7 TO button for the division office
6. Obtain times and D.R. number by entering ticket number whenever practical, avoiding unnecessary use of the radio

OPTIONAL M.C.T. FUNCTIONS BY OFFICERS

All optional M.C.T. functions are based on a common-sense approach by the officer, taking into account officer safety considerations and emergency or other extenuating circumstances which would make the use of the M.C.T. unsafe or impractical. When multiple units are at a scene, the M.C.T. should be utilized:

1. Vehicle registration and stolen/wanted vehicle checks
2. Drivers license checks
3. Stolen property inquiry
4. MCAPS inquiry
5. AWSS inquiry
6. CLETS record check (968)
7. CJI check

If for officer safety reasons or other considerations, an officer elects to utilize the radio as opposed to the M.C.T. for the above functions, the Purple Channel may be utilized if the Green Channel is busy and time is of the essence.

PROPER USE OF MOBILE COMPUTER TERMINALS

No employee is permitted to load or install any unauthorized programs or files on any Mobile Computer Terminal. Employees are also prohibited from altering any current software on any agency-owned mobile, desktop, or handheld computer.

The message sending capability of both the M.C.T. and C.A.D. systems will be used for police-related business only. The use of obscene or vulgar words or statements is prohibited.

Messages should be clear and concise with special attention given to reducing excess verbiage. Both the content of the message and purpose for sending the message must be job related.

Examples of police-related messages include:

1. Request to meet with another unit for exchange of information
2. Notifying other employees of illegal activity or potential hazards
3. Furnishing or responding to requests for job-related information from Communications, Station Commander, sergeant or other officer
4. Scheduling for activities such as Code 7, training, etc.

Examples of non police-related messages include:

1. 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
2. Challenging or complaining about assignments or field activity
3. Messages of a personal nature such as organizing off-duty activity, commenting on personal appearance, or employee attitude concerning a particular topic
4. Spreading rumors.