Callaway Police Department
Mobile Digital Computer Use

PURPOSE AND SCOPE: the Mobile Digital Computer (MDC) accesses confidential records from the State of Minnesota, Bureau of Criminal apprehension (BCA) databases. Employees using the MDC shall comply with all appropriate federal and state rules and regulations.

MDC USE: The MDC shall be used for official Callaway Police Department communications only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the Department are strictly forbidden. MDC use is also subject to the Computer Use Policy.

Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

All calls dispatched to patrol units should be communicated by voice and MDC unless otherwise authorized by the Chief of Police.

USE WHILE DRIVING: Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as license plate check, are permitted if it is reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

DOCUMENTATION OF ACTIVITY: MDS's and voice transmissions are used to record the officer's daily activity. To ensure the most accurate recording of these activities, the following are required:
   a) All contacts or activity shall be documented at the time of the contact.
   b) Whenever the activity or contact is initiated by voice, it shall be entered into the Computer Aided Dispatch (CAD) system by a dispatcher.
   c) Whenever the activity or contact is not initiated by voice, the officer shall record it on the MDC.

STATUS CHANGES: All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted verbally over the department's radio or through the MDC system.

Officers responding to in-progress calls shall advise changes in status verbally over the radio to assist other deputies responding to the same incident.

Other changes in status may be entered by depressing the appropriate keys on the MDC.

EMERGENCY ACTIVATION ON MDC: If the emergency button is depressed on the MDC, the dispatcher will call the officer and ask if the officer is Code 4. If there is no emergency, then the officer should answer "Code 4" and all officers resume normal activity. If there is no response or the officer answers in some other way, the dispatcher shall proceed as follows:

a) If the unit is not on a call, send available officers to assist in locating the unit transmitting the emergency. Whenever a location is know, immediately dispatch the nearest available unit as an emergency call response.

b) Notify the Police Chief of the incident without delay.
Officer not responding to the emergency call shall refrain from transmitting on the radio until there is a Code 4, unless they are also handling an emergency.

MDC CONSIDERATIONS:

NON-FUNCTIONING MDC: Whenever reasonably possible officer will not use units with malfunctioning MDCs. Whenever officers must drive a unit in which the MDC is not working, they shall notify Dispatch. It shall be the responsibility of the Police Chief/Dispatch to record all information that will then be transmitted verbally of the police radio.

BOMB CALLS: When investigating reports of possible bombs, officers should consider turning off their MDCs. Operating the MDC may cause some devices to detonate.