



Sheridan Police Department
Policies and Procedures
15.1
Chapter 15 – Information Systems
Section 1 – Mobile Data Computers

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Signature:

The mobile data computer (MDC) system is intended to enhance officer's abilities to obtain necessary computerized information in a timely manner and reduce radio traffic.

15.1.1 Certification

- A. All police and full time community service officers who use mobile data computers shall be at a minimum “query certified” through training by qualified personnel. Animal control officers, who do not have access to Wyoming Criminal Justice Information Network (WYCJIN), National Crime Information Center (NCIC), and the International Justice and Public Safety Information Sharing Network (NLETS) information, do not require certification.
- B. MDC operators must receive a certificate from the Wyoming Division of Criminal Investigation (Control Computer) certifying the operator. When an operator is no longer with this agency, the department’s Computer agency coordinator (TAC) will notify the division.
- C. Only certified operators shall have access to information available through NCIC, NLETS and WYCJIN. Violation of this policy may lead to revocation of system privileges and/or disciplinary action up to and including termination of employment.

15.1.2 Operation of Mobile Data Computer

- A. All transmission of data and/or queries via the MDC system is limited to official Sheridan Police Department business pertinent to a legitimate and lawful law enforcement function.
- B. Patrol and Community Service Officers shall obtain an MDC at the beginning of shift and return the MDC at the end of every shift. Officers shall immediately sign on to Spillman on their MDC and will utilize the “Rlog” function and document under the tencode of “note” which MDC number they obtain at the beginning of their shift.
 - 1. Should an MDC be found to not be functional, or in need of some repair, the officer shall turn it in to the shift supervisor, who shall notify the Patrol Operations Bureau Commander and Administrative Coordinator.
 - 2. The same order applies to Automatic External Defibrillators (AED) utilized by the patrol and community service officers as noted above.
- C. Operators are not to operate the MDC while their vehicle is in motion, unless such operation does not distract from their attention to driving. If operation of the MDC compromises safe driving, operators shall stop their vehicle before using the MDC.
- D. If the network connection is lost while on duty, the operator shall sign back on to the network as soon as practical.
- E. Operators will sign off the MDC, close programs and shut down the MDC through prescribed procedures when going off duty.

- F. Operators shall use the MDC to acknowledge when they are en-route to a call, arrived at a call, and when they have completed a call for service.
- G. Operators shall advise the dispatch center when they are away from their MDC to allow for voice dispatching.
- H. Operators clearing from a call for service will utilize all pertinent clearance codes via the MDC.
- I. Operators shall conduct routine queries of driver's licenses, vehicle registrations, wants/warrants, names, vehicles, telephone numbers and call information via the MDC unless:
 - 1. They are away from the MDC;
 - 2. If maintaining safety requires them to request information via radio; or
 - 3. The MDC equipment is malfunctioning.
- J. When utilizing the MDC, operators shall enter relevant detail to the call record in locations appropriate for such narratives or additional comments.
- K. No person shall attempt to modify a MDC, its accessories or install any software/hardware into the MDC without permission from the City of Sheridan Information Technology (IT) Division or a Spillman system administrator.
- L. The MDC is equipped with a global positioning satellite (GPS) interface. At no time will personnel tamper with, alter, unplug or block the GPS interface.
- M. Employees will not disseminate any information provided by the MDC except to other police personnel, or as is otherwise necessary to perform law enforcement duties as provided by law.
- N. Operators shall be aware of their surroundings and prevent non authorized personnel from viewing the MDC screen when restricted information is displayed. This may require repositioning or temporarily shutting down the MDC.
- O. Operators shall use the MDC in compliance with training and this policy.
- P. Supervisory officers will ensure compliance with MDC policy and training.

15.1.3 Maintenance and Repair

- A. Operators are to safeguard MDCs from damage, loss or unauthorized access. Should damage, loss, or unauthorized access occur, operators are to immediately notify a supervisor.
- B. Devices such as pens, pencils, metal objects, etc. shall not be used on the touch screen of the MDC. Only approved touch screen styluses or fingers can be used on the touch screen.
- C. When leaving a MDC unattended in a vehicle, operators shall secure their vehicle.

15.1.4 Messaging

- A. MDC instant messaging (IM) and email messages are subject to review at any time. Operators have no expectation of privacy with respect to data transmissions communicated through these means. The nature of all IM communications is strictly limited to those serving a legitimate business purpose. Profanity, inappropriate remarks or references, unprofessional comments or language shall not be transmitted via the MDC.
- B. Instant messaging shall not be used to dispatch personnel to calls.

15.1.5 Dispatching/Attaching Operators

- A. All calls involving crimes in progress, emergencies, or critical safety related information will be dispatched and updated via voice over the radio network. Information relating to such calls shall be subsequently entered at such a time when doing so becomes practical. Non-emergency calls for service and not-in-progress crime reports shall primarily be dispatched via the use of

the MDCs. In either instance, call information shall be updated in a timely manner by operators and dispatchers.

- B. Operators may attach themselves to an existing call via the MDC.
- C. Operators shall change their status using the appropriate status code in the radio log of the MDC unless exigent circumstances exist, which makes doing so unsafe or impracticable.
- D. All calls will be cleared by the assigned operator using the MDC unless exigent circumstances exist, which makes doing so unsafe or impracticable. Dispatch will then clear the call with information provided by the assigned operator.
- E. Operators will add all drivers' license and registration information to the call comments section.

15.1.6 BOLO / ATL / Alert Function

- A. When necessary, operators will advise dispatch to enter alerts, attempts to locate (ATL), and be on the lookouts (BOLO).
- B. Personnel requesting the alert, ATL, or BOLO will either set a reasonable auto purge date or advise dispatch when the entry is to be removed.

15.1.7 NCIC Hits

- A. When an operator queries wants or warrant files and receives a positive response from NCIC or Wyoming Warrants, confirmation must be obtained prior to acting upon the response.
- B. To initiate a hit confirmation, the operator must notify dispatch and request a confirmation. Dispatch will contact the agency that originated the record to ensure the validity of the hit and relay the information. The officer is then responsible for using that information in establishing sufficient legal grounds for probable cause to arrest and/or seize property.