

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: MOBILE COMPUTERS	NUMBER: GO 2-54
EFFECTIVE DATE: May 30, 2019	REVIEW DATE: April 23, 2019
AMENDS/SUPERSEDES: GO 2-54, July 14, 2006	APPROVED:  Sheriff
VLEPSC: ADM.24.02, OPR. 01.06	

1 **INDEX WORDS**

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3 Mobile Data Terminals (MDT)

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5 **POLICY**

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7 The York-Poquoson Sheriff's Office has mobile computers installed in all Sheriff's patrol
8 Deputy's vehicles, and selected other Sheriff's Office vehicles. The mobile computers are
9 connected to the 911 Emergency Communications Center's Computer-Aided Dispatch (CAD)
10 System, in order to facilitate law enforcement response to incidents and provide members with
11 access to State and Federal databases. The mobile computers are also connected to the Sheriff's
12 Office Records Management System for the purposes of report writing. It is the policy of the
13 York-Poquoson Sheriff's Office to utilize electronic data transmission to reduce paper
14 correspondence, and increase the efficiency of communications, messages and reporting
15 requirements. The mobile computers provide enhanced communication abilities for both routine
16 and emergency situations. The equipment, services, and technology provided to utilize electronic
17 data transmission remain at all times the property of the York-Poquoson Sheriff's Office.
18 Electronic data transmissions using department hardware or software may be classified as public
19 documents and should not be considered private transmissions. Furthermore, electronic
20 transmissions conducted by the way of the intranet in regards to e-mail or chat functions are
21 archived and stored electronically on the 911 Emergency Communication Center's message
22 switch server and are accessible by the Systems Administrator and any Sheriff's Office
23 Supervisor. Electronic data transmissions and storage mechanisms are subject to entry, search
24 and inspection without notice.

25 Employees may not use electronic data transmission systems in ways that are disruptive,
26 offensive to others, or harmful to morale. In addition, all transmissions or queried information
27 that takes place over the electronic data system shall be reserved for Official Law Enforcement
28 Use Only. Employees shall comply with all State, and Federal laws regarding the proper
29 disposition of data received from the system, such as CAD, Virginia Criminal Information
30 Network (VCIN), National Crime Information Center (NCIC).

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32 **PURPOSE**

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34 To regulate the use of electronic data transmissions by the York-Poquoson Sheriff's Office
35 employees by way of any device, subsequently referred to as a mobile data terminal, mobile data
36 Computer, remote access computer or a personal device assistant.

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38 **PROCEDURES**

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- 40 • Mobile Data Terminals General Responsibilities
 - 41 ○ The Administrative Services Division in coordination with the Patrol Division
 - 42 Commander is responsible for ensuring that mobile computers are to deputies
 - 43 according to operational needs and requirements.
 - 44 ○ It is the responsibility of the operator of a vehicle equipped with a mobile computer to
 - 45 ensure that the vehicle is locked when the operator is not with the vehicle, in order to
 - 46 prevent loss or damage.
 - 47 ○ The mobile computer shall be closed or have the screen saver activated or the unit
 - 48 powered down when the vehicle is not occupied and criminal justice information is
 - 49 visible on the computer.
 - 50 ○ If the vehicle is taken out of service for any extended period time for routine
 - 51 maintenance at the location of a private contractor or private service provider the
 - 52 mobile computer shall be removed.
 - 53 ○ Any loss or damage of a mobile computer is to be reported by the employee
 - 54 immediately through the appropriate chain of command to the Patrol Division
 - 55 Commander.
 - 56 ○ Deputies shall follow guidelines set forth by York County policy regarding computer
 - 57 use.
 - 58 ○ Users shall be cognizant of the dangers involved with operating the mobile computer
 - 59 while simultaneously driving the vehicle.
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 - 61 • Mobile Computer Functions.
 - 62 ○ The mobile computers provide the following capabilities:
 - 63 ▪ Sending and receiving information.
 - 64 ▪ Receiving CAD information regarding calls for service.
 - 65 ▪ Viewing deputies on duty and their current status.
 - 66 ▪ Make and receive routine inquires from departmental, state, and federal sources.
 - 67 ▪ Making inquiries and accessing other approved law enforcement data bases via
 - 68 the internet.
 - 69 ▪ Writing incident reports and making other entries through the Sheriff's Office
 - 70 Mobile Field Reporting Module.
 - 71 ▪ The mobile computers are equipped with intranet capabilities that allow chat and
 - 72 e-mail communications from MDT to MDT and MDT to the 911 Emergency
 - 73 Communications base.
 - 74 ▪ The mobile computers are equipped with internet capabilities.
 - 75 ▪ The mobile computers may be equipped with the following:
 - 76 ❖ Software to record and/or upload body worn and vehicle equipped cameras.
 - 77 ❖ License plate reader software.
 - 78 ❖ Software or hardware for the viewing and recording of vehicle equipped FLIR
 - 79 systems.
 - 80 ❖ Software and hardware for the eTicket application.
 - 81 ❖ Other law enforcement related software or hardware as authorized by the
 - 82 Sheriff or his designee.

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- Prohibited Uses
 - The following are prohibited uses of the intranet function on the mobile Computers:
 - Involvement in any activity prohibited by law;
 - Using profanity, vulgarities, obscenities or other language that may be offensive.
 - Using language construed as harassment, slander, or defamation;
 - Using language that is threatening to others;
 - Sending or posting messages that could damage the organizations image or reputation.
 - Using the mobile computer for the following:
 - ❖ Generate calls for service,
 - ❖ Marking on or off scene from a call for service,
 - The above shall be done via a radio call to the 911 Emergency Communications Center.
 - Deputies shall not make changes to the system configuration or attempt to add, delete, modify or copy any software or hardware components within the mobile computer.
 - ❖ Deputies wishing to add software or hardware to the mobile computer shall request the addition through their chain of command to the Sheriff's Office IT personnel.
 - Only those persons authorized by the Sheriff or his designee shall make any additions, modifications or updates to the mobile computers.
 - ✓ The only exception to this policy is Mobile Field Reporting updates (MUPDATES) authorized by Sheriff's Office IT personnel.
- Required Training and Certifications
 - Prior to being issued a MDT and login password deputies shall complete the following training:
 - Mobile Field Reporting,
 - A minimum of Level B VCIN certification.
 - ❖ Failure to obtain initial certification or maintain a minimum of Level B certification shall result in removal of NCIC/VCIN and DMV query access.
- Dispatched Calls for Service
 - All calls that are dispatched by the 911 Emergency Communications Center shall be transmitted by the following two methods:
 - The call will be electronically transmitted from the 911 Emergency Communications Center to the mobile computer which will then be displayed on the MDT CAD screen,
 - The call will also be delivered by voice communications over the Sheriff's Office radio system.
 - ❖ This will allow all radio system users the ability to monitor officer activity.

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- Inspections/Audits
 - The Duty Shift supervisor shall be responsible for the periodic inspection of all mobile computer devices.
 - Periodic audits may be conducted by the Virginia State Police, designated 911 Emergency Communications Center personnel and/or Sheriff's Office IT personnel to ensure compliance with applicable laws, regulations and policies.
 - ❖ Any personnel found to be violating any laws, regulations or policies regarding the use, access or dissemination of Criminal Justice or any other protected information through use of the MDT shall be subject to criminal prosecution and/or disciplinary action up to and including termination.
 - Mobile Data Computer Placement
 - Due to the placement of MDT's in Sheriff's Office vehicles, air bag on-off switches shall be installed in vehicles equipped with front passenger airbags that do not have automatic air bag seat sensors.
 - The air bag will be in the proper ON/OFF position in vehicles equipped with air bag seat sensors.
 - Whenever a passenger or subject is in the front seat of a vehicle, it is required that the air bag is in the ON position.
 - If the driver is the only person in the front passenger seat of the vehicle equipped with a MDT, the passenger side air bag shall be in the OFF position on vehicles equipped with a manual air bag On/Off switch.
 - Other electronic devices used to transmit or receive criminal justice information
 - Electronic devices such as:
 - Tablet computers
 - Laptop computers
 - Smart cellular telephones
 - Shall be governed by the same use and prohibition policies as specified for Mobile Data Terminals/Computers when used to access, transmit or receive criminal justice information.