

## Mobile Data Terminal Use

### 1501.1 PURPOSE AND SCOPE

The Mobile Data Terminal (MDT) system allows access to confidential records from local, state and national law enforcement databases, and the ability to communicate electronically between office members and Dispatch. The purpose of this policy is to establish guidelines for the proper access, use and application of the MDT system.

### 1501.2 POLICY

Montgomery County Sheriff's Office members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

### 1501.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

### 1501.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use Policy.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member or unauthorized person to their supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Office. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and will result in discipline, up to and including termination and/or criminal sanctions.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

#### 1501.4.1 USE WHILE DRIVING

Use of the MDT 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

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that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it 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.

#### **1501.5 DOCUMENTATION OF ACTIVITY**

Except as otherwise directed by the supervisor, all calls for service assigned by a telecommunicator should be communicated by voice over the sheriff's radio.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (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 documented by a telecommunicator.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

##### **1501.5.1 STATUS CHANGES**

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the sheriff's radio.

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

##### **1501.5.2 EMERGENCY ACTIVATION**

If there is an emergency activation, the telecommunicator will attempt to confirm the deputy's need for emergency assistance. If the deputy reports that no assistance is needed, the telecommunicator may advise all deputies to resume normal activity. If there is no response or the deputy answers in some other way, the telecommunicator shall proceed as follows:

- (a) If the deputy is not on a call for service, available resources will be sent to assist in locating the deputy. If the location is known, the telecommunicator will immediately assign an emergency response to the nearest available deputy, in accordance with the Deputy Response to Calls Policy.
- (b) Notify the shift supervisor of the incident without delay.

Deputies not responding to the emergency shall refrain from transmitting on the sheriff's radio until a no-further-assistance broadcast is made or if they are also handling a different emergency.

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#### **1501.6 EQUIPMENT CONSIDERATIONS**

##### **1501.6.1 NON-FUNCTIONING MDT**

Any member who has a MDT assigned to them, they should understand it is their sole responsibility to ensure the device, air card, charger and printer is fully functional. In the event these items are in need of repair, it is the responsibility to request it be repaired.

##### **1501.6.2 BOMB CALLS**

When investigating reports of possible bombs, Deputies should turn off their MDTs when in close proximity of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.