POLICY 38. USE OF MOBILE DATA COMPUTERS

A. Use of the Mobile Data Computer

1. Use of the Mobile Data Computers shall be for official purposes only. All CAD and Mobile Data messages/communications shall be professional in nature, in compliance with Federal Communications Commission rules, and should never be an embarrassment to the Department or its employees.

2. Personal communications, use of profanity, sexual, racial, degrading language or other unprofessional use is prohibited.

3. Employees shall have no expectation of privacy when using CAD or Mobile Data Computers. All messages and/or documents are property of the Department and subject to review by management.

4. Mobile Data Computer users shall not change any of the operating systems settings or electronic connections. Users shall not tamper with or defeat any of the system components, including the GPS/Automatic Vehicle Locator device. Users shall not install personal or unauthorized software on the Mobile Data Computer.

B. When to use the Mobile Data Computer

1. Deputies using Mobile Data Computers shall log into the system at the beginning of shift and shall log off at the end of shift. All applicable fields of the LOG ON and LOG OFF form shall be completed. Employees shall use their own I.D. and password on all computerized systems within the Department, which provide a sign-on and password verification system. Reference: SDSO Policy and Procedure Manual Sections 6.24 and 7.6.

2. The Mobile Data Computer shall be left on and the application shall remain active during the shift. If the deputy expects to be away from the vehicle for an extended period, the Mobile Data Computer may be turned off to conserve battery power after making the appropriate status entry.

C. Use of Mobile Data Computer while driving

1. When driving a vehicle, deputies may operate their Mobile Data Computers to access only law enforcement databases and/or change the unit's status if immediately necessary and if the procedure(s) can be performed safely. Deputies are otherwise prohibited from using their Mobile Data Computers (e.g., sending messages to other CAD or Mobile Data Computers) while driving a vehicle. If there is a two-person unit, the passenger will operate the Mobile Data Computer.

D. Mobile Data Computer security

1. The Mobile Data Computer display is easily viewable from outside the vehicle. Unless exigent circumstances exist, the Mobile Data display shall be dimmed or turned off when the deputy leaves the immediate vicinity of the patrol vehicle to prevent unauthorized viewing of confidential information.

2. When the deputy leaves the immediate vicinity of the patrol vehicle wherein security of the Mobile Data Computer cannot be maintained, the application must be placed in the LOCK mode or the Mobile Data Computer may be turned off to conserve battery power after making the appropriate status entry.

References: Department Policy and Procedure Manual Sections 5.2, 6.24, 7.6, 7.13