	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: O2116
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			Distribution: All
Title: MOBILE DATA COMPUTERS		Section: Organization	
Issued: 06/14/2011	Effective: 06/22/2011	Revised: 10/17/2024	
Rescinds: All Previous		Amends: 10/22/2021	
CALEA References: LE 41.3.7; COM 6.8.3, 6.8.5			
KLEAP References: 8.3.5			
Review: Annual		Authority: Chief Buck Buchanan	

## I. Purpose


The purpose of this General Order is to provide guidance on the use, security and restrictions of the Mobile Data Computers and is to supplement, not replace, the City of Andover Computer/Internet Usage Policy.

## II. Policy

Mobile Data Computers (MDC) are designed to allow officers access to various federal, state and local databases from their patrol cars. Computerized databases include, but are not limited to the Kansas Criminal Justice Information System (KCJIS), the National Crime Information Center (NCIC), the Andover Police Department Computer Aided Dispatch (CAD), and the Andover Police Department Records Management System (RMS). Mobile computers provide a secure method of communication between field units and dispatch, which will reduce radio communications and enhance officer safety.

## III. Definitions

- A. Mobile Data Computer (MDC):** Any device made available for mobile use that can access computer files, the internet, removable storage devices or email regardless of location.
- B. Official Use:** The access or distribution of information via the internet or computer network by employees which is in direct support of official city business.
- C. Official Police Department Business:** The pursuit of a goal, obligation, function or duty imposed upon or performed by a city officer or employee required by their employment with the city.
- D. Computer Aided Dispatch (CAD):** An application software with numerous features and functions for processing dispatch business and automating many of the tasks typically performed by a dispatcher.


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#### IV. Regulations

- A. Each officer will have a password and PIN number, and will be issued a SecurID token. They are responsible for the security of this information. Officers shall not allow anyone to use their password, PIN number or SecurID token [C] (LE 41.3.7a).
- B. MDC's will not be used in a manner that causes the driver to become inattentive or causes distraction while operating a motor vehicle [B].
- C. MDC's will be locked (⏻ + L) when unattended and out of sight [B].
- D. Vehicles with MDC's will be locked when not under the direct control of the responsible person [B].
- E. KCJIS regulations require that data be restricted from unauthorized persons, therefore, employees shall secure the MDC screen display so that unauthorized persons cannot view it [B] (KLEAP 8.3.5d).
- F. All queries through federal, state and local databases shall be based on official police department business [C].
- G. Department members are prohibited from adding, removing, or making any modifications to the mobile computer's hardware or software without authorization from the City of Andover Information Technology Director or designee [B] (LE 41.3.7c & d; COM 6.8.3).
- H. Members shall not perform any activity that allows outside access to the secured network (i.e. file sharing, web servers, etc.) [C] (COM 6.8.3).
- I. Members are prohibited from manipulating or altering current software running on desktop computers, handheld computers or MDC's [B] (LE 41.3.7c & d, COM 6.8.3).
- J. The following guidelines shall be adhered to when using the MDC instant messaging function (LE 41.3.7b; KLEAP 8.3.5b):
  1. Messaging will only be used for police related matters [A].
  2. Remarks detrimental to the image or reputation of the police department, City of Andover or any of its divisions, departments or personnel are strictly prohibited [C].
  3. Derogatory remarks regarding race, sex, ethnic or religious groups are prohibited [C].
  4. Remarks containing degrading or unprofessional comments are prohibited [B].

#### V. Procedures

- A. **Use of Mobile Data Computer** (KLEAP 8.3.5b)
  1. Officers will receive training on the use of the mobile computer before being allowed to use the system (LE 41.3.7a).
  2. MDC use is limited to official police department business and is subject to monitoring and review by supervisory personnel at any time. There is no

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expectation of privacy and electronic records of MDC use may be considered public record (LE 41.3.7b & e; KLEAP 8.3.5a).

3. The Communications Director will conduct a quarterly review of the MDC instant messaging function and shall submit a report regarding the findings of the review to the Chief of Police to include (LE 41.3.7e; COM 6.8.5):
  - a. Remarks made that could be considered detrimental to the image or reputation of the Police Department, City of Andover or any of its divisions, departments or personnel;
  - b. Comments relating to race, sex, ethnic or religious groups; or
  - c. Unprofessional or degrading comments.
4. Department members shall immediately notify the on-duty supervisor of any equipment damage or failure (KLEAP 8.3.5c).
5. If an MDC is misplaced, lost, or stolen Department members shall:
  - a. Immediately notify the on-duty supervisor and notify the Communications Director via email;
  - b. Contact the City of Andover I.T. Helpdesk via email with a description of the event, type of device (brand and model if known), and name of the vehicle unit number/user, and;
  - c. I.T. will then lock the mobile device and attempt to locate it as soon as possible. If necessary, the device will be wiped so CJI remains secure.

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## **B. Computer Aided Dispatch (CAD)**

1. The MDC should be used in conjunction with radio communications and is not intended to be a replacement for voice dispatching.
2. Communications personnel will continue to dispatch calls for service over the radio. Initial dispatches may be brief with additional information sent via the MDC.
3. If a call is extremely sensitive due to security, hazards or other circumstances, communications personnel may choose to dispatch only using the MDC, however, they will announce on the radio that a call is being dispatched through the MDC only.