




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<i>Chapter: 5</i> Procedures	<i>Effective Date:</i> May 18, 2018	<i>Amends/Supersedes:</i> March 1, 2005	<b>By Authority of the Chief of Police</b>   Charles A. Penn
<i>Accreditation Standard(s):</i> OPR.01.06			

### 560.02 Mobile Data Terminal

#### I. Policy

The use of Mobile Data Terminal (MDT) is governed by operational procedures established by the police department. Training is mandatory before an employee is authorized to utilize an MDT.

#### II. Definition

Mobile Data Terminal (MDT) - A generic term for a laptop computer designed to transmit and receive information by using an assigned radio frequency between a base station and a vehicle equipped to receive and transmit the information.

#### III. Procedure

- A. Officers assigned an MDT should sign on the system at the beginning of their tour of duty and sign off the system at the end of their tour of duty.
- B. The vehicle driver will not use the keyboard while the vehicle is in motion; however, a passenger may.
- C. Officers are responsible for the security of their MDTs. In vehicles equipped with a docking station that has a lock the officer should secure the MDT to prevent theft. The MDT will be removed from the vehicle at the end of an officer's tour of duty as well as when the vehicle is left unattended for an extended period of time, to include routine maintenance conducted by the DES Equipment Bureau or when left at another repair facility. Additionally, MDTs will be removed from a docking station of assigned take home vehicles and may be placed in the trunk when the vehicle is not being used.
- D. All MDT transmissions are subject to monitoring and will be kept on a professional level. Use of any obscene, racist, indecent, or profane language is prohibited. A violation of this subsection can result in disciplinary action.
- E. Cleanliness - The MDT shall be kept clean and dry. Extra caution must be used when eating or drinking near a MDT. Spills should be cleaned as soon as possible.
- F. Repairs – Officers who experience a performance problem with an MDT shall submit a Help Desk ticket and return the device to Public Safety Information Technology (PSIT) Office for repairs
- G. Special Conditions - Positive responses to inquiries on stolen property or vehicles, wanted persons, and suspended or revoked permits, must be verified through the ECC and a printout obtained by the officer for further use.