LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 603	Section: INFORMATION SERVICES	Effective Date: SEPTEMBER 2022
Title: MOBILE COMPUTERS		
Accreditation Standards: OPR.01.06		
Review Date: JANUARY 2024	Total Pages: 2	Chief of Police:

I. PURPOSE

To regulate the use of electronic data transmissions by Leesburg Police Department employees by way of any device, subsequently referred to as a mobile data terminal, mobile computer terminal, remote access computer or a personal device assistant.

II. POLICY

The Department will install mobile computers in selected emergency vehicles as practicable, and selected other fleet vehicles, and connect mobile computers to the Department's Computer-Aided Dispatch (CAD) System in order to facilitate law enforcement response to incidents and provide members with access to Department, State and Federal databases.

It is the policy of the Leesburg Police Department to utilize electronic data transmission to reduce paper correspondence, and increase the efficiency of communications, messages, and reporting requirements. The mobile computers will provide enhanced communication abilities for both routine and emergency situations.

The equipment, services, and technology provided to utilize electronic data transmission remain at all times the property of the Leesburg Police Department. Electronic data transmissions using department hardware or software may be classified as public documents and should not be considered private transmissions.

Furthermore, electronic transmissions conducted by the way of the intranet in regards to e-mail or chat functions are archived and stored electronically on the Department's message switch server and are accessible by the Systems Administrator or designee. Electronic data transmissions and storage mechanisms are subject to entry, search, and inspection without notice.

Employees may not use electronic data transmission systems in ways that are disruptive, offensive to others, or harmful to morale.

In addition, all transmissions or queried information that takes place over the electronic data system shall be reserved for official law enforcement use only. Also, employees shall comply with all State, and Federal laws regarding the proper disposition of data received from the system, such as LERMS, CAD, Virginia Criminal Information Network (VCIN), National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS).

The mobile computer is governed by the "AEGIS Mobile Computer Users Manual," as well as the provisions of this General Order.

III. PROCEDURES

    A. General Responsibilities.
        1. The Administration and Support Division Commander or designee is responsible for ensuring that mobile computers are assigned throughout the Department according to operational needs and requirements. This will require coordination with the Operations Division Commander.

2. The Administration and Support Division Commander or designee is responsible for monitoring the monthly service fees associated with all electronic data systems.

3. It is the responsibility of the operator of a vehicle equipped with a mobile computer to ensure that the vehicle is locked when the operator is not with the vehicle, in order to prevent loss or damage. The mobile computer may have the screen "blacked out" or the unit powered down at the discretion of the operator.

4. If the vehicle is taken out of service for any extended period time for routine maintenance at the location of a private contractor or private service provider the mobile computer shall be removed and secured at the police department.

5. Any loss or damage of a mobile computer is to be reported by the employee immediately through the appropriate chain of command to the Administrative and Support Services Division Commander or designee.

6. Employees shall not make changes to the system configuration or attempt to add, delete, modify, or copy any software components within the mobile computer.

7. Employees shall not give their passwords or officer identification log-in information to anyone.

8. System access via mobile computers is controlled by individual passwords. The IT Specialist will control all access and configurations of new users/entries into the message switch server.

B. Mobile Computer Functions.
1. The mobile computers provide the following capabilities:
   a. Sending and receiving information;
   b. Make and receive routine inquiries from Departmental, State and Federal sources. In order to make any NCIC/VCIN inquiries on the mobile computers the user will be required to obtain at minimum, a "Level C" VCIN certification from a certified VCIN instructor that is approved by the Virginia State Police;
   c. Receive supplemental information.

2. The mobile computers are equipped with intranet capabilities that allow chat and e-mail communications from mobile to mobile and mobile to base.

3. The following are prohibited uses of the intranet function on the mobile computers:
   a. Involvement in any activity prohibited by law;
   b. Using profanity, vulgarities, obscenities or other language that may be offensive to others;
   c. Using language construed as harassment, slander, or defamation;
   d. Using language that is threatening to others;
   e. Sending or posting messages that could damage the organizations image or reputation.

4. All calls that are dispatched by a CAD user or Communications Technician will be transmitted by the following two methods:
   a. The call will be electronically transmitted from Dispatch to the mobile computer which will then be displayed on the New World Dispatch screen;
   b. In addition, the call will also be delivered by voice communications in clear speech over the Department's public safety radio system for all radio system users. This will allow all radio system users the ability to monitor officer activity.

5. Officer initiated calls can be sent from the mobile computer when the officer activates the options button/create call function and sends the call/activity to a Dispatch CAD terminal. Once the call has been submitted to CAD, the officer will then give their location and nature of the self-initiated activity to the dispatcher in voice communications in clear speech on the public safety radio system. This will allow all radio system users the ability to monitor officer activity.

6. The Officer Initiated Call List is published in the Mobile Computer Users Manual.

7. Users shall not operate the mobile computer while simultaneously driving the vehicle.

C. Inspection.
The Administration and Support Division Commander or designee will be responsible for the periodic inspection of all mobile computer devices to ensure compliance with Department policies, and State and Federal laws.