



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



510.09 MOBILE DATA COMPUTERS (MDC) 7-30-19

PURPOSE

The purpose of this order is to establish procedures for the use of removable Mobile Data Computers (MDCs).

POLICY

It shall be the policy of the Sacramento Police Department to utilize MDCs as the primary method of receiving calls for service and for completing routine administrative functions from field users.

PROCEDURE

A. GENERAL

1. Department personnel shall be trained to operate the MDC equipment.
2. Department personnel operating vehicles equipped with an MDC shall:
 - a. Utilize the MDC to fulfill their day-to-day duties unless exempted by the watch commander.
 - b. When practical, sign on to the MDC and/or go "in service" prior to leaving the police facility.
 - c. If no MDC is available, advise communications of their unit identifier, unit type, badge number, ABRA, portable radio number and any other miscellaneous data.
3. When practical, officers should notify Communications when they will be away from their MDCs for an extended period and cannot monitor their MDCs.
4. Sworn personnel shall monitor their portable radios at all times unless prior approval from a supervisor directing otherwise is obtained. Officers requesting to go out of service shall obtain approval from their immediate supervisor and notify Communications.
5. MDCs shall be the primary means of communication among dispatchers, field officers, and supervisors. Field units should make every effort to handle all administrative functions by MDCs. Administrative functions may include but are not limited to:
 - a. Going "in service."
 - b. Acknowledging calls.
 - c. Checking unit status and/or history.
 - d. Requesting a meeting.
 - e. "On view" incidents as appropriate.
 - f. Unit status changes.
 - g. Out of vehicle status.

B. USE OF THE MDC

1. At the start of their shift, department personnel shall ensure that the vehicle is equipped with a removable MDC and ensure that it is operating properly.
2. At the end of their shift, department personnel shall ensure that the removable MDC is docked back into the vehicle.
3. Department personnel may undock the removable MDC while they are in the field.
4. Removable MDCs should not be undocked while at a police facility.
5. Department personnel shall exercise caution when using an MDC while the vehicle is in motion. Transactions by the driver shall not be attempted while in heavy traffic or in high speed conditions.
6. If the MDC is damaged or inoperable, department personnel shall:
 - a. Place the vehicle on the "dead line."



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- b. Complete an SPD 879 MDC repair request.
7. If the MDC is lost/stolen, department personnel shall:
 - a. Place the vehicle on the “dead line.”
 - b. Complete an SPD 879 MDC repair request and mark the box labeled “lost/stolen”.
 - c. Immediately contact their supervisor and submit a Red Border form as outlined in GO 240.03 (Civil Liability (Red Border/Blue Border Forms)).
8. Take another vehicle equipped with an MDC from the “ready line.”
- C. SECURITY
 1. MDC transmissions shall be limited to official business.
 2. MDC information shall be considered confidential and not be released to the public.
 3. Officers shall secure the vehicle and the MDC to preclude unauthorized use or tampering.
 4. Unofficial MDC transmissions may result in disciplinary actions.
 5. Officers shall not request Department of Justice rap sheets be routed to their MDCs.
- D. DISPATCHING AND BROADCASTING
 1. Unless otherwise approved by the watch commander, all priority 1 (Emergency), 2 and 3 calls shall be dispatched by both MDC and voice. Priority 4 and lower calls may be dispatched only by MDC unless extenuating circumstances exist.
 2. All information pertaining to officer safety shall be voice broadcast.
 3. Officers with MDCs arriving at a multi-unit incident should mark arrival both by voice and MDC.
- E. UNIT STATUS CHANGES
 1. Officers with an MDC should use it to clear calls, update unit status, and make all automated inquires including local warrant checks.
 2. To ensure officer safety, all field units should use the MDC to notate address changes and transports to jail or other locations. Officers without access to an MDC shall verbalize their request for a dispatcher to update their location.
- F. ON REPORTS
 1. Officers shall use the RP status command of the MDC to show that they are “on reports.” Officers shall include the SPD case number for the report that they are working on (example: 2018-123456) and the location where they are writing the report.
 2. Officers without an MDC who are “on reports” and/or those officers equipped with an MDC, but who are away from their vehicles, may verbalize the request for a dispatcher to update their status to “on reports.”