



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 81.4

TITLE: MOBILE DIGITAL COMPUTER AND AUTOMATIC VEHICLE LOCATOR USE

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PURPOSE

This Chapter provides restrictions on use of the Mobile Digital Computer (MDC) to accesses confidential records from state and national databases. Members using the MDC shall comply with all appropriate federal and state rules and regulations.

DEFINITIONS

Automatic Vehicle Locator (AVL)—A device that automatically tracks the geographic position of a vehicle and transmits that information to a receiver. MDCs may be equipped with AVL capability.

Mobile Cop—The program used to allow the MDC to communicate with other computers via the MDC Network and to access and receive data stored in those systems. LEMS, MOTION, CAD, and JPSO-ARMMS can be accessed via the MDC Network.

LEMS (Law Enforcement Message Switch)—This acronym stands for the Louisiana Law Enforcement Message Switch. LEMS will allow members to check, directly from the State, vehicle registrations, driver's license numbers, and state criminal history records.

MOTION (Metropolitan Orleans Terminal Information Online Network)—This is the City's database for warrants and attachments, booking and arrest information, and stolen property checks.

JPSO ARMMS (Automated Records Management System)—This system, maintained by the Jefferson Parrish Sheriff Office, is a database for warrants and attachments, booking and arrest information, and stolen property checks

LA Crash (Louisiana Crash)—The accident software system used by the New Orleans Police department to electronically capture motor vehicle accident reporting information.

MOBILE DIGITAL COMPUTER (MDC) USE

1. The MDC shall be used for official police communications only.

2. Composing, sending or forwarding derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or other inappropriate messages is prohibited and may result in discipline. MDC use is also subject to **Chapter 41.3.11 – Department Technology Use** and **Chapter 82.2.6 – Department Electronic Mail**.
3. Messages on MDC may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline.
4. All calls dispatched to patrol units should be communicated by voice and MDC.

USE WHILE DRIVING

5. Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped.

NOTE: Extreme caution should be exercised when the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

6. Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

NON-FUNCTIONING MDC CONSIDERATIONS

7. Whenever reasonably possible, members will not use units with malfunctioning MDCs. Whenever members must drive a unit in which the MDC is not working, they shall obtain prior permission from his/her immediate supervisor and notify Communications Services.

BOMB CALLS

8. When investigating reports of possible bombs, members should not operate an MDC (or police radio) within 300 feet of a suspected device. Operating the MDC may cause devices to detonate (See: **Chapter 46.3 – Response to Bomb Calls**).

AUTOMATIC VEHICLE LOCATOR (AVL) USE

9. MDCs equipped with the AVL support function will be installed in all marked or unmarked vehicles that are assigned to routine calls for service, task forces, tactical units, prisoner transport wagons and SOD canine units.
10. Supervisors shall report equipment problems and seek to have equipment repaired as needed.

MDC ACCESS CAPABILITIES

11. Through M.O.T.I.O.N. members can run name checks (still have to verify with NCIC on a M.O.T.I.O.N. hit), address checks, run vehicle and gun checks through LEMS, and run bicycle checks.
12. Through LEMS, members can check vehicle registration, driver's license by name or operator's license number and gun serial numbers for registration.
13. Members can also access the Computer Aided Dispatch (CAD) system, JPSO ARMMS,

the LA Crash system, and NOPD web applications.

COMPUTER AIDED DISPATCH

14. MDCs may be used to communicate with Communication Services directly through the MDC Network. The member can access any information regarding a call dispatched, including location, time call received, name of complainant, and the item number assigned. The member also has access to complaint history at the location, as well as other database information which will assist in the handling of that call for service.
15. Members shall log onto the computer aided dispatch system at the beginning of their tour of duty and shall logoff at the end of the tour. Members shall be assigned to process calls for service with the MDC and will be responsible for the monitoring and acknowledgment of communications from dispatchers and supervisors.

ELECTRONIC TEXT MESSAGES

16. The MDC allows electronic text messages to be sent from field units to other field units. The use of MDC text messages is restricted to messages related to department work and line of duty performance. Members are prohibited from sending text messages for personal business, non-scope of work related issues, or fictitious or malicious purposes. The department reserves the right to monitor, record, and take disciplinary action for improper use of the text messages.

INSTALLATION

17. All hardware/software installation involving MDC or AVL will be performed by personnel assigned to the Information Systems Section. No other personnel will be allowed to install, remove, or otherwise tamper with the installation of the MDC or AVL equipment or software except as directed by the Commander of the Information Systems Section.

INVENTORY/ASSIGNMENT

18. All MDCs will be engraved with the serial number affixed to a location on the frame of the underside of the MDC under a removable tab. The MDC and associated AVL equipment assigned to each vehicle shall remain in that vehicle.
19. Any changes of inventory or assignment, including reinstallation or movement of an MDC to another vehicle shall only be made by the MDC Administrator in the NOPD Information Systems Section.

CARE OF EQUIPMENT

20. The MDC equipment installed in department vehicles is sensitive, and due caution must be exercised in its care and handling. Although the MDC is rugged, this does not mean it can be abused. The placing of drinks, clipboards, or other objects upon its components can cause damage to the unit and is strictly prohibited.
21. Supervisors shall ensure that members under their command use and care for MDC and AVL equipment as required by this Chapter and their training.
22. Members shall not unplug any devices such as Aircards, GPS/AVL antennas, and power cords that are installed to the MDC or MDC mount.
23. Members shall not change, modify or disassemble any parts of the MDC or MDC mount.

TRAINING AND ACKNOWLEDGEMENT FORM

24. Members shall not use departmental MDCs until they attend MDC training on the proper and authorized use of departmental MDCs.
25. Members must sign the acknowledgement form indicating that they have been trained on the proper and authorized use of departmental MDCs and that they understand the departmental guidelines for the proper and authorized use of departmental MDCs.

SECURITY OF RECORDS AND USER PASSWORDS

26. The MDC have a direct link to the NOPD MOTION system and the State LEMS system. These systems are password protected and allow members access to sensitive and restricted information. The protection of passwords is critical to prevent the unauthorized use of the MOTION and LEMS systems.
27. The MOTION and LEMS systems are to be used for law enforcement purposes only and shall not be used in violation of the Federal Privacy Act regarding the dissemination of criminal records to unauthorized personnel.
28. Personnel operating the MDC's are accountable for the protection of their respective password while accessing the system. Only authorized criminal justice personnel, while in the performance of their duties, are allowed access to the content(s) of any file retrievable through the computer system (see also: **Chapter 81.8 – M.O.T.I.O.N. Computer Inquiries**).
29. MDC users must remember that whenever a file is accessed the information system creates an audit trail of the transaction. This audit trail is filed and can be used to determine which files were accessed, the time they were accessed, and the individual who accessed them.
30. MDC users shall only use the unique password that is currently assigned to them by the New Orleans Police Department to access the MDC.
31. Each member will be required to log on with their username (last name + badge#) and assigned password at the beginning of the shift. This log on process will give the member the ability to access the MobileCop software which is the interface between the MDC in the vehicle and the MOTION and LEMS systems. If the member does not logon, the member will not be able to use the MDC to access the files in these systems.

INSPECTION UPON ENTERING VEHICLE

32. Before using a departmental vehicle at the start of his/her tour of duty and at the end of each shift, a member shall check the MDC and AVL operability to ensure that it is functioning properly and has not been damaged.
33. Any malfunctioning equipment or damages observed must be reported immediately to a supervisor.
34. Any damage to equipment shall be documented via an NOPD incident report.
35. Supervisors shall report MDC and AVL equipment problems and seek to have equipment repaired as needed. The supervisor shall have the member take the vehicle to the MDC Unit during normal business hours to be checked. If in the opinion of MDC

Unit personnel the equipment is functioning properly, the vehicle will be immediately placed back in service. If the equipment is deemed to be inoperable by the MDC Unit personnel, MDC Unit personnel will remove the equipment from the vehicle.

36. If the MDC Unit is not available, the supervisor shall leave written notice with the oncoming supervisor that the vehicle shall be brought to the MDC Unit at the next opportunity during MDC Unit working hours. A copy of this written notice shall be forwarded to the supervisor's respective District/Division Commander.
37. Supervisors shall refer for investigation any member found to fail to properly use or care for MDC or AVL equipment.

UNAUTHORIZED SOFTWARE

38. Members are prohibited from installing, loading, running, and executing any software not specifically authorized by the MDC Unit.
39. Software configuration problems shall be determined by the MDC Unit. If, in the opinion of MDC Unit personnel, the software or operating system has been tampered with, an internal inquiry shall begin to determine the cause of the software failure.
40. If the software failure is caused by the addition of unauthorized software or the tampering of the existing system software, the MDC Unit will investigate to determine the person(s) responsible for tampering with or loading the unauthorized software and report the findings to the commander of the Information Systems Section.
41. The Information Systems Section commander will contact the commander of the unit to which the vehicle is assigned to request that a Formal Disciplinary Investigation be initiated to determine how the software was installed. If the outcome of the investigation identifies the individual responsible for the unauthorized software installation, disciplinary action shall be taken against that individual.

UNAUTHORIZED HARDWARE

42. Members are prohibited from attaching any unauthorized peripheral devices to the MDCs. Unauthorized peripheral devices include, but are not limited to: Cell phones, DVD Players, Personal GPS Devices, CD-ROMs, Digital Video/Camera's, USB and serial storage devices, and printers.

COLLISIONS AND VEHICLE MAINTENANCE

43. Supervisors shall be responsible for inspecting the MDC in a vehicle involved in a motor vehicle crash for damages caused by the accident.
44. If the vehicle and MDC are operable, the MDC will remain in the vehicle until such time as the vehicle is ordered to the repair facility.
45. When the vehicle is ordered to the repair facility, the MDC will be removed by the MDC Unit and stored until the vehicle is repaired.
46. When the vehicle is inspected and picked up from the repair facility, the MDC Unit shall be notified by the unit of assignment to have the MDC reinstalled in the vehicle.
47. If a vehicle is scheduled to be brought to a repair facility or the City Equipment Maintenance Division for maintenance that is expected to last longer than forty-eight (48)

hours, the vehicle will be brought to the MDC Unit where the MDC will be removed by the MDC Unit and stored until the vehicle is repaired / returned to service.

OFFICER OUT OF VEHICLE

48. During a member's tour of duty, the member will secure the vehicle every time he/she exits the unit by locking all doors and windows.
49. The operator of any department vehicle with an MDC installed shall be held responsible for any stolen, missing, or damaged Departmental Equipment if the vehicle is left unsecured.
50. The MDCs in vehicles with MDC mounts must be locked and fully secured in the installed mount.
51. If the MDC cannot be secured in its mount when the vehicle is unattended the MDC shall be secured in the locked trunk of the assigned departmental vehicle.

MAINTENANCE

52. A regular maintenance schedule for testing MDC and AVL equipment will be maintained by the MDC Unit.
53. During scheduled maintenance, MDC Unit representatives will inspect and perform maintenance on the MDCs assigned to the unit and associated AVL devices and list any problems found. Necessary corrective measures shall be taken to repair or replace malfunctioning equipment.
54. Unit Commanders shall be notified in advance via email and/or telephone before the scheduled maintenance will take place. Unit Commanders are responsible for making vehicles with MDCs available for inspection and maintenance.

CONFIRMATION OF WANTS AND WARRANTS WITH N.C.I.C.

55. Officers receiving wanted or warrant hits while using an MDC shall contact N.C.I.C. by telephone or radio to confirm verification of the warrant on all wanted subjects or stolen vehicles (see: **Chapter 1.9 – Arrests**).