

Stowe Police Department

General Order: 1.22	Related General Orders:
Mobile Data Computers	1.19 Mobile Communication Devices 1.22 VT CJIS Mobile Data
This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.	
Applicable Vermont Statutes:	
Date Implemented: 04/14/2015	Date Revised:

I. **PURPOSE:**

1. To provide guidelines and procedures for the use of Mobile Data Computers (MDC).

II. **POLICY:**

1. It is the policy of the Stowe Police Department to ensure that Mobile Data Computers are used properly by members.

III. **DEFINITIONS:**

Mobile Data Computer (MDC): A lap-top, tablet or other version of a personal computer.

IV. **PROCEDURE:**

1. MDC’s are property of the Stowe Police Department and shall be used only for official police business.
2. MDC’s shall be used only by authorized Stowe Police Personnel who have been trained and certified to use them.
3. MDC’s interface with law enforcement information systems shall be used only by those individuals trained and authorized to access these systems.

4. The person to whom the MDC is assigned is responsible for insuring the security:
 - A. Against unauthorized use.
 - B. Unauthorized persons to tamper with, or operate, any MDC.
 - C. Safeguard their user ID and password.
5. Members are responsible for all system transmissions sent under their user ID.
6. Members are prohibited from using any other member's user ID and password.
7. All information obtained via the MDC computers will be treated as CONFIDENTIAL and used for authorized law enforcement or criminal justice purposes only.
8. Under no circumstances shall any member use an MDC to access a Department, State or Federal law enforcement information system for personal reasons. Any accessed information shall be used for only law enforcement purposes.
9. If it is believed unauthorized access was attempted or occurred or if it is believed that a security breach has occurred i.e. sensitive or confidential data has been compromised the person to which the MDC is assigned shall immediately contact and advise his/her supervisor.
10. All personnel shall also comply with all other Stowe Police Rules and Regulations regarding the loss of or damage to equipment.

GENERAL USE & CARE

1. MDC's will be placed in a docking station or mounting bracket in the vehicle if provided
2. No software or material will be loaded into the MDC without prior approval.
3. Members shall not willfully damage or permit any MDC to be damaged.
4. Department personnel will adhere to any law that pertains to the operation of a vehicle while using an MDC. The operator of the police vehicle shall not type messages or entries while the vehicle is in motion.
5. MDC's may be assigned to specific vehicles or to specific individuals.
6. MDC's will not be left in a vehicle when the officer is off-duty or the vehicle is not being used.

7. Personnel that are logged on to the MDC shall ensure that their current and correct status is provided at all times. Personnel shall log off the MDC at the end of their shift and whenever the MDC will be left unattended for an extended period of time.
8. Personnel shall secure the vehicle (i.e., lock the doors and trunk) to prevent theft or unauthorized use of and/or tampering with an MDC.
9. Maintenance and Repair
 - A. Members shall be responsible for ensuring that the MDCs are kept clean and dry.
 - B. Members shall use only cleaning products designed for cleaning electronic equipment.
 - C. Members shall not place food and beverages around the MDC equipment.
 - C. Members shall not place any object on the top of an MDC or MDC docking station.

V. DISCIPLINE:

Any violation of this policy may be grounds for disciplinary action consistent with any applicable collective bargaining agreement, statute, Department policy or Town policy.

Issued by: _____

Donald Hull
Chief of Police