448 MOBILE COMPUTER TERMINAL USE

448.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Computer Terminal (MCT) system to include the following:

- Ensure that only authorized users may access the MCT system and confidential records from the Missouri Department of Revenue, Missouri Uniform Law Enforcement System (MULES), National Crime Information Center (NCIC) and the Columbia Police Department Records databases.
- Establish authorized uses for the MCT system.
- Prohibit the unauthorized installation of software programs or other files.
- Prohibit the manipulation or alteration of current software on the MCT system.
- Establish supervisory responsibilities regarding the review of electronic transmissions.
- Ensure effective electronic communications between department employees and Boone County Joint Communications.

448.2 POLICY

Columbia Police Department employees using the MCT will do so to facilitate field reporting, determine enforcement related information, and exchange work related information with other Department employees, other public safety agencies, and employees of Boone County Joint Communications. Employees using an MCT shall comply with all appropriate federal and state rules and regulations and shall use the MCT in a professional manner, in accordance with this policy.

448.3 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system/computer (policy 342 Department Technology Use for additional guidance).

448.4 MCT RESTRICTED ACCESS AND USE

MCT use is subject to policy 342 Department Technology Use.

a. Employees shall not access the MCT system if they have not received prior authorization and the required training. Employees shall immediately report unauthorized access or use of the MCT by another employee to their supervisor.

b. Employees who are on duty and assigned a patrol vehicle or CSA vehicle shall power on the MCT and log into the OSMCT system at the beginning of their shift which enables the GPS locating capabilities.
c Use of the MCT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that an employee has questions about sending a particular message or accessing a particular database, the employee should seek prior approval from his/her supervisor.

d Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MCT system is prohibited. Messages may be reviewed by supervisors at any time without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.

e MCTs and patrol vehicles are equipped with GPS location capabilities. Unless needed for testing, repair or replacement purposes, or when responding to a bomb call, employees are prohibited from intentionally tampering with, altering, or in any way disabling the locating capabilities of the equipment.

448.4.1 MCT TWO FACTOR AUTHENTICATION

The Columbia Police Department uses two factor authentication as a measure to secure and protect the department’s computer system and access to sensitive criminal history records and information.

It is a violation of this policy to transmit a message or access a law enforcement database under another employee’s name or to use the password of another employee to log in to the MCT system unless directed to do so by a supervisor. Employees are required to log off the MCT or secure the MCT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

448.4.2 SOFTWARE MANAGEMENT

Only authorized City of Columbia IT personnel, or other authorized personnel, may add, delete, or modify software programs or other files on any department owned computer. The unauthorized introduction of software programs or other files and/or the manipulation or alteration of current software running on department owned computers is prohibited. Department supervisors may contact the IT Help Desk to request the addition of or discuss any changes needed to computer software programs on department owned computers.

448.5 USE WHILE DRIVING

Use of the MCT by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall a vehicle operator attempt to send or review lengthy messages while the vehicle is in motion.
448.6 DOCUMENTATION OF ACTIVITY

MCTs and voice transmissions are used to record the officer's daily activity. To ensure the most accurate recording of these activities, the following are required:

1. All contacts or activity shall be documented at the time of the contact.
2. Whenever the activity or contact is not initiated by voice, the officer shall record it on the MCT.

448.7 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted verbally over the police radio, telephone or through the MCT system when the vehicle is not in motion.

Officers responding to in-progress calls should announce changes in status verbally over the radio, when appropriate, to assist other officers responding to the same incident.

Other changes in status may be entered by depressing the appropriate keys on the MCT when the vehicle is not in motion.

448.8 MCT EQUIPMENT CONSIDERATIONS

448.8.1 MCT DOCKING PROCEDURE

The preferred method for docking and un-docking is with the dock power switch in the off position. Peripheral devices should be connected to the MCT before the MCT is turned on. Appropriate care should be taken while docking or un-docking the MCT from the docking station to prevent damage to the case and internal components.

448.8.2 NON-FUNCTIONING MCT

Whenever reasonably possible, officers will not use units with a malfunctioning MCT. Whenever officers must drive a unit in which the MCT is not working, they shall notify Boone County Joint Communications. When an MCT malfunction is discovered, the officer/employee shall ensure that the appropriate personnel is notified of the defective equipment so repair or replacement may be scheduled.

448.9 BOMB CALLS

When investigating reports of possible bombs, officers should shut off/power down the MCT when in the evacuation area of a suspected explosive device as radio frequency emitted by the MCT could cause some devices to detonate.