


POLICY 112.1	MOBILE DATA TERMINAL POLICY AND PROCEDURES	
	REVISED: 1/93	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 02/00

A. GENERAL

1. The purpose is to establish guidelines and procedures for the maximum and safe utilization of the Mobile Digital Terminals (MDT).
2. The MDT is a valuable tool, and it puts a wealth of information at an officer's fingertips in seconds. With an MDT an officer has the ability to communicate with another MDT equipped officer, as well as others who are at a CAD terminal, by utilizing either the message screen or the mail screen. These functions are designed to, and will cut voice radio communications on main and tactical channels, thereby, reserving the other channels for necessary radio traffic. Additionally, an officer can scan all calls for service currently working or holding, and an officer can scan the current status of any officer and that officer's location if he is checked out at a particular location.
3. Finally, an officer has the ability to research his own activity for that shift, as well as other officer's activity for that day. This can assist officers on recall situations by allowing the responding officer to review the previous incidents at that location that day.
4. With these abilities, there are tactical advantages and disadvantages that must be considered to maximize officer safety. Consequently, only through the responsible and professional utilization of the MDT can one expect to benefit from its capabilities; therefore, the following guidelines will be adhered to.

B. SUPERVISOR RESPONSIBILITY

Sergeants will be responsible for the monitoring of all calls, whether working or holding. Further, each sergeant will review all calls holding by MDT whenever feasible, to ensure the safest and most efficient deployment of personnel as possible. Sergeants have the ultimate responsibility to dictate who and how any particular call for service will be handled.

C. USE/PRIORITIZATION

1. When an officer is initially going in service for their shift, the officer will not only log on by the MDT, but will advise Dispatch by voice transmission that he is in service. This is to ensure that Dispatch is aware of the officer's status.

2. The MDT will be utilized to dispatch officers equipped with a terminal to all calls for service. Additionally, all calls for service with a priority rating of five (5) or less will additionally be dispatched by voice radio transmission. It should be noted that zero (0) is the highest priority and usually requires a Code 3 response while nine (9) is the lowest priority level. The further prioritization of calls is being amended to ensure officer safety.
3. When one is dispatched to a call, one will enter on their terminal that they are enroute, (PF12). Additionally, when the call is of a Priority 5 or less, the officer will also advise the dispatcher by voice transmission that they are enroute.
4. Likewise, when an officer arrives at a call, he will enter this information by his MDT (PF13). If the call is a Priority 5 or less, he will also advise the dispatcher of this by voice transmission.
5. If the call for service is greater than a Priority 5, no voice radio transmissions will be necessary unless the officer believes there is a need for a backup officer; then, such a request will be made by voice radio transmission.
6. When an officer is clearing a call no voice radio transmission is necessary. The officer will enter the disposition and any brief pertinent remark on the PF14 function, if the officer is the primary unit. If the officer clearing a call is not the primary unit he will simply go in service by the MDI-PF16 function.
7. As MDT operators are aware, digital communications are possible to anyone on-line with the Computer Aided dispatch (CAD) System; as a result, strict guidelines must be followed to ensure professionalism and safe usage of the system. Remember, all messages and mail items one transmits are retrievable.
8. No messages/mail should be sent to the dispatcher unless it is absolutely necessary.
9. All routine information request that can be handled by Communication's desk operators, or call takers, will be mailed to a desk operator. This mail should be addressed to CT13 or CT14. Any "FYI" type information that needs to be routed to another city agency or perhaps DOT, should also be mailed to the desk. If an officer needs an immediate response to an inquiry the officer should confirm, by a quick message, if the call taker is at their terminal. In extremely urgent and important information request situations, the officer can mail their request to the desk supervisor, who can in turn forward the request to the desk assuring immediate attention is given to the request.
10. At no time will an officer request a meal break (10-40) by a message to the dispatcher over the MDT. First, this is an unnecessary message being sent to the dispatcher. Second, only the dispatcher and the officer are aware of the request. This inhibits other officers in planning a meal break.

D. TRAFFIC STOPS

1. In the interest of officer safety, the following procedures will be utilized whenever possible. First, all traffic stops will be relayed to dispatch by voice transmission only. The MDT traffic stop screen (PF2) is to be used only as a format to ensure that one is voice transmitting the information to the dispatcher in the proper order. Second, one should attempt to pick the stop sight. By doing this, one should be able to run a registration check on the tag and review the information prior to the actual stop.
2. In this way an officer should know ahead of time if the vehicle is stolen or involved in a serious crime. Care must be taken when entering this information. One should be slowing or perhaps stopping, due to other traffic or some traffic signaling device so that the information can be safely entered.

E. SAFETY PROCEDURES

1. At no time should a solo officer attempt to type in information and drive while proceeding in the normal flow of traffic. This can be done only when traffic is moving slowly or when one is stopped at a light or intersection. Also, care must be taken when attempting to read the information from the screen while driving in a normal flow of traffic. Should lengthy messages/mail need to be sent, or a lengthy message/mail or call information need to be reviewed, one should pull off the road.
2. Additionally, at no time is a solo officer to run a warrant check over the MDT on a suspect that the officer is in direct contact with, unless a backup officer is immediately present and in contact with the suspect. Also, further tactics are encouraged. The suspect should be positioned to the right front area of the marked vehicle with the backup officer. This enables the MDT operator to see both the suspect and his backup enables the MDT operator to see both the suspect and his backup officer while providing the MDT operator the cover of the engine block. And, one must be mindful that the MDT does not check the suspect in the Broward County microfiche; consequently, a newly issued active warrant could be missed by the MDT operator.
3. All warrant "HITS" must be confirmed by teletype. Also, all "HITS" whether for a stolen tag or vehicle must be immediately relayed to teletype along with the stolen items recovery information.
4. When an MDT equipped officer is transporting a prisoner of the opposite sex, the officer, if primary, will update his location by listing his intended destination. Then, the officer will type in 15/19 and enter the starting mileage. Upon his arrival the officer will again update his location and add the ending mileage. This will provide a permanent record of both the times and the mileage should any accusations be made against the officer. These functions are accomplished through the MDI-PF22 keys.
5. The EMERGENCY PF1 (red in color) button is for Code 3 backup requests only. When any officer enlists this function two things must be considered. First, that particular terminal must be logged on, and secondly the current location of the

officer must be known to the CAD. If this is not the case, the officers location will remain a mystery.

6. When one is going to be away from their vehicle, not out at a dispatched call, the officer must utilize the MDI-PF15 function which will temporarily put the officer out of service at the location the officer enters. This is to be used when an officer is taking a meal break (to advise his location only not request clearance), or when the officer is simply performing any activity where he will be away from the car for a temporary period of time. By following this procedure, not only is officer safety maximized, but it also prevents the dispatcher from assigning a call to the officer without the officer's knowledge.
7. As stated before, the MDT is a valuable asset to any officer so equipped. But, only through an officer's professional and responsible usage will the MDT prove to be such as asset.