


# MONROE COUNTY SHERIFF'S OFFICE

## General Order

<b>CHAPTER:</b> 025		<b>TITLE:</b> Global Positioning Systems
<b>EFFECTIVE DATE:</b> March 24, 2015	<b>NO. PAGES:</b> 2	<b>REVIEWED/REVISED:</b> August 19, 2019
<b>REFERENCE:</b>		<b>RESCINDS:</b>
 <b>Sheriff of Monroe County</b>		

- I. **PURPOSE:** The purpose of this policy is to provide procedural guidelines for all Monroe County Sheriff's Office (MCSO) personnel assigned a Global Positioning System (GPS) enabled portable radio and/or assigned a vehicle equipped with a Mobil Computer Terminal (MCT):
- II. **POLICY:** It is the policy of MCSO to use satellite GPS signals to determine the location of vehicles and radios. This information is used for, but not limited to,:
- A. Display on dispatch monitors and/or mobile computer terminals
  - B. Enhance computer-aided dispatching
  - C. Assist in personnel response and routing recommendations
  - D. Officer safety
- III. **DEFINITIONS:**
- A. Automated Vehicle Locator (AVL) System: A means for automatically determining and transmitting the geographic location of a vehicle.
  - B. Mobile Computer Terminal (MCT): A vehicle-mounted or portable computerized device or laptop. In part used to communicate with a dispatch center, MCTs also are used to display mapping, vehicle location and other information relevant to the tasks performed by the vehicle.
  - C. Automated Radio Locator (ARL) System: A means for automatically determining and transmitting the geographic location of a portable radio.
    - 1. Class "A" model: This is an APX or newer model Motorola radio. It has the GPS module built into the radio.
    - 2. Class "B" model: This is an XTS or older model Motorola radio. The GPS module is built into a lapel mic and is required to be attached to the radio.
- A. **AVL SYSTEMS: RESPONSIBILITIES WHEN OPERATING AN ASSIGNED VEHICLE ON OR OFF DUTY:** When operating an assigned vehicle on or off-duty, to include traveling to and from work or special details, the following shall apply:
- 1. If issued, MCTs along with the AVL shall be turned on and enabled.

2. When a member's assignment would be affected adversely by having location information published, the member's captain may authorize the disabling of the AVL system for as long as necessary to complete the assignment.
3. At the beginning of each shift, members will determine that the AVL system is working properly. In the event their AVL system is not working properly, they shall immediately notify their supervisor.
4. At least once during a shift, supervisors will determine that the AVL systems of each member of that shift are working properly. In the event an AVL system of any member of a shift is not working properly the issue or malfunction shall be corrected. If the issue or malfunction cannot be corrected during the shift, the supervisor shall notify their lieutenant via email of the issue or malfunction and actions being taken to correct the problem.

**B. ARL SYSTEM: RESPONSIBILITIES WHEN UTILIZING AN MCSSO PORTABLE RADIO:**

1. In accordance with existing policy, the police radio shall be monitored at all times while utilizing the department vehicle to ensure availability for emergency assistance when needed.
2. All portable radios shall be equipped with and operate with an ARL activated.
3. Members issued a class "A" radio have no specific action required.
4. Members issued a class "B" radio are required to have the approved lapel mic with ARL capabilities attached to their radio at all times when in operation.
5. The Sheriff or his designee may exclude any member, unit, group or division from this requirement.
6. At least once during a shift, supervisors will determine that the ARL systems of each member of that shift are working properly. In the event an ARL system of any member of a shift is not working properly the issue or malfunction shall be corrected. If the issue or malfunction cannot be corrected during the shift, the supervisor shall notify their lieutenant via email of the issue or malfunction and actions being taken to correct the problem.
7. No modifications may be made to or or accessories used with the portable radio without the prior approval from the Director of Emergency Communications.