

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 32-N		TITLE: Computerized Mobile Data
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REFERENCE:		RESCINDS:

I. PURPOSE

The purpose of this directive is to establish guidelines for safe and efficient use of the Monroe County Sheriff's Office Mobile Data computers.

II. DISCUSSION

This directive shall apply to all personnel. The Monroe County Sheriff's Office has and will continue to use mobile computers in some or all of its vehicles to increase the productivity and effectiveness of its officers. As with the Monroe County Sheriff's Office computers in use at the substations and offices, precautions must be taken to safeguard the security and confidentiality of the information that may be stored on both the mobile computers and the sheriff's office central systems.

III. POLICY AND PROCEDURE

A. Computerized Mobile Data

1. Mobile computer users will observe the following guidelines:

- a. Mobile computer users will use passwords and other security measures when logging onto the sheriff's office systems.
- b. Mobile computer users will be responsible for the physical security of the mobile computer and wireless connection equipment in their vehicles.
- c. Members shall be responsible for the proper usage of the MCT laptops and the accountability of all associated accessories that are assigned to them.
- d. Normal NCIC/FCIC inquiries shall be conducted by the member using their MCT laptop, unless officer safety is an issue.
- e. All NCIC/FCIC inquiries that indicate a positive hit, such as wanted person, stolen article, domestic violence, or missing person, should be confirmed to assure that the proper interpretation of the hit is valid and confirmed through NCIC/FCIC procedures. A member should not take action solely on the information obtained through MCT laptop until it is confirmed by the NCIC/FCIC operator on duty.
- f. Members shall not operate the MCT while driving. This shall be accomplished by keeping the cover down while the vehicle is in drive.
- g. MCT provides mobile forms to include, but not limited to: citations and field contacts. These shall be conducted by the member using their MCT laptop, unless officer safety is an issue.
- h. Information contained and accessed through an MCT shall only be done in the official capacity and authority of the members specific job duties.