

# Germantown Police Department

## Policies and Procedures

---

---

**Number:** 11-13  
**Effective Date:** November 5, 2008  
**Subject:** Mobile Computing and Field Reporting  
**Previous Revisions:** January 1, 2003

---

---

### I. PURPOSE

The purpose of this policy is to establish procedures and guidelines for the use and operation of mobile computers and field reporting software.

### II. POLICY

It is the policy of the Germantown Police Department to provide its members with all available resources to efficiently carry out the mission and goals of the organization. This includes the providing of instruction, training and certification related to the use of mobile computers and programs. Only members of the department who have received the applicable training and certification on the use and operation of the mobile computer programs will operate the equipment. Members will adhere to applicable rules and regulations established by the Tennessee Bureau of Investigation (TBI) when using secure computer applications.

### III. PROCEDURE

- A. Officers will log on to their assigned mobile computer at the beginning of their tour of duty and remain logged on for the duration of their shift. Each officer will use only his/her assigned user identification and password.
- B. Safe Vehicle Operation: When operating a vehicle, the safe operation of the vehicle is always the member's primary responsibility. Use of the mobile computer is always of secondary importance and the member should consider the need to safely stop the vehicle before using the computer, if the use is going to divert the member's attention from safe operation of the vehicle.
- C. Use for Official Business Only: Communications between or among mobile or desktop computers are permitted for official use only. ***Mobile computer users have no expectation of privacy and transmissions or messages may be considered a matter of public record.*** All communications via the mobile computer will be professional and conducted in a businesslike manner.

- D. Prohibited Comments: The transmittal of sexist, racial, vulgar, derogatory or discriminatory messages is specifically prohibited.

#### IV. GENERAL USE

- A. Unit Status Changes

Other than traffic stops, unit status changes may be accomplished via the mobile computer (i.e., self-initiated activities, changing locations for a follow-up, report writing, clearing a call, etc.). All members must update their status in the CAD system as soon as possible and/or practical.

- B. T.I.E.S./N.C.I.C.

T.I.E.S. and N.C.I.C. commands are used to interact with the Tennessee Information Enforcement System computer. Through T.I.E.S., access to computer systems of other states, as well as the N.C.I.C. computer is possible. These databases are utilized to obtain driver's license, vehicle registration, stolen vehicle and wanted/missing persons information. Information received via these databases will be disseminated only to other authorized law enforcement personnel. Special care will be taken to prevent unauthorized viewing of information on the computer screen by civilians and/or offenders.

- C. Confirming Hits/Warrants

Any wanted person or vehicle information received via the mobile computer must be confirmed through police communications.

- D. Modification to Equipment Prohibited

Computer users will not make any modification to the mobile computer, the vehicle computer mounting setup or to the computer software, except for user defined options such as screen intensity. ***Special care will be taken to prevent spillage of foreign objects onto the computer equipment. Beverages will be secured in travel cups or other containers with secured lids.***

- E. Supervisor Responsibility

Supervisors will monitor mobile computer usage to review unit statuses, call response times, workloads and will ensure that mobile computer use conforms to department regulations.

F. Officer Safety

No portion of this policy is intended to prohibit or limit officers from making safety conscious decisions. If there is a compromise of officer safety in a particular situation related to the use of the computer, the member will use radio communications.

G. Reporting Computer Problems

Computer and/or software problems, including damage, will be reported to a supervisor upon discovery. The reporting member will complete the necessary paperwork related to repair requests, damage, etc.

H. Field Reporting

The Field Reporting Module of the Mobile Computing System will be utilized by officers to create case (offense) reports and arrest reports. After completing a report, the reporting officer's supervisor will check the report and approve it for uploading to the server. After approval, the report will be transmitted wirelessly to the message switch for merging into the AS-400 computer for the records division. After arrest reports are approved, the supervisor will open the report viewer software and print a copy of the arrest report for the Court Clerk's Office.

I. Electronic Citations

Officers will utilize the Advanced Public Safety (APS) citation software to issue traffic citations utilizing the mobile computing system. The issuing officer, the issuing officer IBM number, and the traffic court date will be entered when logging into the computer at the beginning of the shift. Officers will enter the violator's tag into the State/Local Vehicle Inquiry menu (This menu is obtained by pressing F4 on the Mobile Computer). After stopping the violator, the violator's driver's license number will be entered into the State/Local Person Inquiry Menu (This menu is obtained by pressing F5 on the Mobile Computer). Pressing the "Control" key and the "P" key at the same time will activate the citation software. The violator's license plate and the violator's license information should auto populate the required fields in the citation. If any information has changed or the fields do not auto populate, the officer must manually enter the information. After completing the required information fields for the citation, the officer will print two (2) copies of the citation. The first (longer) copy will be given to the violator and the second copy will be signed by the violator and returned to the officer for submittal to the Court Clerk's office. After issuing a citation, officers will delete all information from the RNCIC screen (F6) to ensure future citations will auto populate with the correct information.

J. AVL (Automatic Vehicle Location)

The mobile computing system is integrated with Automatic Vehicle Locating (AVL) software utilizes a Global Positioning System (GPS) interface. The AVL system allows dispatchers and supervisors to view real time tracking of the patrol units on the Computer Aided Dispatch (CAD) mapping system. The AVL system will allow dispatchers to assign units to calls that are closer in proximity to calls for service and will enhance officer safety. The intent of the AVL system is not for discipline or monitoring an officer's location or activities unless it involves a criminal or administrative investigation. No component of the AVL system will be tampered with, unplugged, blocked or defeated for any reason unless authorized by a supervisor or a member of the I.T. department.

V. **REVIEW PROCESS**

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.