



**CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**



Mobile Data Computers - Use of

Eff. Date 11/30/2017

Purpose

Madison Police Department (MPD) mobile data computers will be operated and utilized in accordance with this policy. Officers are expected to use mobile computers, systems, and applications properly, and in compliance with City APM 3-9. All dispatching of, acknowledgment of, and disposing of calls for service will continue to be done verbally over the air as well as on the mobile computer. Silent dispatching of calls by mobile computer is not authorized except with permission from the Officer-in-Charge.

All commissioned personnel expected to use mobile computers, systems and applications in the course of their duties will be provided training of proper usage.

Procedure

MANDATORY FUNCTIONS

In addition to radio confirmation, patrol personnel must use the mobile data computer for the following, if possible:

Mobile

- En-route to Call: Indicates an officer was dispatched and is en-route.
- Arrived at Scene: Indicates the officer has arrived.
- In Service: Indicates the officer has cleared from a call. The primary officer will enter the disposition code, designating whether a report will be completed on the incident.
- Off-Shift: Indicates the officer has cleared their mobile unit in CAD. Officers must still provide radio communications regarding 10-42 status.

TraCS

- Completion of TraCS ELCI and NTC citations, warnings, and crash forms.

Arbitrator

- Review, tagging, and uploading of in car video.

OPTIONAL USE OF MOBILE COMPUTERS

Mobile

- The use of other mobile computer functions (10-6 and 10-7 out of service statuses, secondary locations, etc.).
- Call notes can be added real time during calls for service.
- Data Checks – TIME/NCIC and local (LERMS) of persons and vehicles.
- Information: Person ALERTS, prior CAD Calls, LERMS Incidents, LERMS Cases (including reports), LERMS Property, and Preplan information can also be accessed.
- Officers may use Mobile CHAT messaging for communications that would not require radio air time.

Field Reporting

- Completion of reports through the Mobile Field Reporting application.

Applications

Various other systems and information may be accessed through the connectivity to the City Network from the MDC – Examples:

- SharePoint: Briefing, SIU, etc.
- Websites: EmployeeNet, MPD Intranet, CCAP, WILENET/e-TIME, Google Maps, etc.
- TeleStaff
- Outlook
- New World Records Management System- LERMS
- Documents: City Maps, Hazmat Guide, etc.

RULES FOR MOBILE COMPUTER USE

1. Inappropriate or unprofessional messages will not be sent via mobile computer.
2. Inappropriate or unprofessional intranet usage will not be accessed via mobile computer.
3. While operating a motor vehicle, officers shall use due caution in the utilization of mobile computers and limit their use to circumstance which require mobile computer usage in order to meet core business functions and communications. Officers shall refrain from protracted typing or viewing of the mobile computer while operating, insomuch as it presents a potentially hazardous distraction while driving.
4. Limited personal use is tolerated, and limited to individualized communication that is not in violation of City APM 3-9.

Original SOP: 02/25/2015
(Revised: 02/10/2016, 12/22/2016, 11/30/2017)
(Reviewed Only: 01/31/2020, 01/31/2023)