

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *MOBILE DATA TERMINALS* **Procedure #5.310**

**Date Issued:**

**Revised: December 16, 2008**

### **PURPOSE:**

To provide field officers with independent access to police data.

To reduce radio usage for routine information.

To more accurately collect and manage data about police services and productivity.

### **POLICY:**

To be effective, law enforcement needs rapid access to various types of information. The Mobile Data Terminal allows individual officers to access data more rapidly and therefore deliver a higher quality service to the community. The Police Department uses Mobile Data Terminals to provide better and more thorough service. Use of Mobile Data Terminals is strongly encouraged.

### **PROCEDURE:**

1. All police officers will use Mobile Data Terminals to the fullest extent possible when providing service or enforcing laws and ordinances.

2. Police officers assigned to units equipped with Mobile Data Terminals will use the terminals to run routine license plate and drivers license inquiries in order to reduce radio usage and ease communication center work load.

3. Officers will become familiar with the keyboard of the Mobile Data Terminals to facilitate entering data requests. Officers will read and become familiar with the manufacturers' users guide for the Mobile Data Terminals. Officers who feel they require training on the keyboard or the

terminal applications should inform their supervisor.

4. All officers will receive training as required by the State Police.

5. The Mobile Data Terminals will be used for law enforcement purposes only.

6. Officers who use the Mobile Data Terminals to make any MVA inquiries will ensure that the information received will only be viewed by members of the Police Department. Under no circumstances is that information to be given to anyone outside this agency.

7. Officers will report malfunctions of the Mobile Data Terminals to their supervisor who will forward a request for repair to the Support Services Lieutenant.

8. When an officer makes a traffic stop based on Mobile Data Terminal information communications will be advised of the nature of the traffic stop.

9. Officers **will not** use the Mobile Data Terminal **in any manner** that would tend to **discredit** the Police Department. **Only** police related business will be transmitted through the Mobile Data Terminal.