

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 299-P

REFERENCE STANDARDS: 41.3.7

SUBJECT: Mobile Data Computers (MDC's)

POLICY: It shall be the policy of the Hanover Park Police Department to adhere strictly to all the provisions, guidelines, and rules set forth by the Federal Communications Commission (FCC), DuPage County Safety Communications (DU-COMM), Illinois Law Enforcement Agencies Data Systems (LEADS), as well as all additional local, state, or federal ordinances, statutes, or law which would have like application concerning the use of Mobile Data Computers (MDC's) maintained by the Hanover Park Police Department.

PURPOSE: To establish procedures to be used by identified Department personnel for Department compliance with the procedural and administrative requirements in the use of Mobile Data Computers (MDC's).

I. PROCEDURES (41.3.7)

- A. All Mobile Data Computers (MDC's) used by the Hanover Park Police Department are subject to the rules and regulations of multiple entities to include, but not limited to, the Federal Communications Commission (FCC), DuPage Public Safety Communications (DU-COMM), the Illinois Law Enforcement Agencies Data System (LEADS), and various other Federal, State, Local laws, and Departmental rules, regulations and guidelines.
- B. MDC's are computers, which operate through the use of radio frequencies and are thus radio transmitters and receivers under the control of the FCC. All MDC's operated by the Hanover Park Police Department are done so through DuPage Public Safety Communications (DU-COMM). All department MDC's are capable of accessing various forms of protected information to include that which is governed by LEADS policy and State and Federal laws such as criminal history information, wanted information, and various other protected personal information.

II. APPROVED USES OF MDC SYSTEM

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

Rescinds:

Auth:

- A. Routine drivers license, vehicle registration, criminal histories, JUST and wanted/stolen inquires.
- B. Routine work related messages and status changes.
- C. Anything of a "sensitive" nature, i.e.: specially indicated information about an address or person, communicating while on a "stake out", or anything of such a nature that it should not be broadcast over the radio.

III. PROHIBITED ACTS - In addition to the potential violations of State and Federal law, it shall also be violation of Department policy to:

- A. Disclose any information accessed via MDC to any person other than a sworn law enforcement officer and only then when said officer is acting in his official capacity for an authorized law enforcement function.
- B. Utilize the MDC for anything other than an official law enforcement necessity. MDC's will not be used for idle chitchat.
- C. Utilize the MDC in such a manner as to otherwise violate any other applicable rule or regulation.
- D. Signing on to a MDC using another members code or using an MDC while said MDC is signed on by a member other than the member accessing the MDC.
- E. Alter, delete or add software or programs on the MDC

IV. PROHIBITED MESSAGES

- A. Officers shall utilize verbal radio transmission policies, procedures and standards in their use of MDC messaging. Utilization of MDC messaging capabilities for personal information exchange and critical information transmission that merit appropriate documentation on verbal transmission frequencies are strictly prohibited.
- B. Messages from MDC's to DU-COMM advising status changes, clearance codes or activity will not be accepted or acted upon solely by themselves. Officers are still expected to change status, clear calls and advise their activity via DU-COMM radio.

V. ACCOUNTABILITY

- A. The Support Services Lieutenant will conduct monthly inspections of transmissions stored in computer databases to insure compliance with the caveats of this order. The

Lieutenant will report to the Deputy Chief of the respective Division when violations or inappropriate conduct is discovered for further action.

- B. Due to the nature of MDC transmissions, all messages are logged to a disc file at DU-COMM. Messages are stored for a period to time before erasing. Printouts of all messages sent from a particular terminal or by a particular officer or telecommunicator are available to Department and DU-COMM Staff personnel upon request. DU-COMM telecommunicators and Department personnel are therefore cautioned to be prudent and judicious in using the MDC system. Failure to comply with the provisions of this directive may result in disciplinary action.