

Cobb County Police Department

Policy 5.25

MOBILE DATA TERMINAL (MDT) PROCEDURES

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 5.25 (November 1, 2017)	Page 1 of 3
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The Mobile Data Terminal (MDT) Procedures Policy governs how the MDTs should function in conjunction with the CAD/MDT interface. A list of commands is available from the 911 Communications Center.

I. AUTHORIZED USERS OF EACH SYSTEM

Any individual who is issued a login for a county desktop computer is also authorized to utilize an MDT. Employees will only utilize software programs that are required to perform their assigned duties.

II. AUTHORIZED USES OF THE SYSTEM

A. Calls for Service

1. Field units will acknowledge calls for service over the radio and check the MDT for all available information regarding the call. The field units need to ensure that the call being viewed on the MDT is the call they were verbally dispatched to.
2. The MDTs receive updated call information automatically. Dispatch will review updated information and provide any new critical data over the radio. The field units will check updated dispatch information when safe to do so.
3. Any unit arriving at a call may show himself on scene using the MDT command, but will verbally advise radio of on scene status.
4. All safety checks and responses (Code 4 and Code 4 responses) must be given verbally over the radio.
5. Field units can use the MDTs to request case numbers.
6. Field units may attach comments to the call prior to going in service.
7. Field units may close their own calls with the correct disposition, but will verbally advise radio of in service status.

B. GCIC Inquiries / CAD Data

Field units will use the MDTs for tag, driver's license and warrant/wanted queries unless officer safety is an issue. At the field unit's discretion, he may request GCIC information to be run by the dispatcher and relayed verbally.

1. All "hits" received on the MDT will be confirmed through the 911 Communications Center over the radio.
2. If an officer receives a hit for an ICE immigration warrant, the officer will check the return for a NIC number.
 - a. If there is no NIC number, then the officer cannot arrest based solely on that warrant.
 - b. If a NIC number is present, the officer should request that Radio contact the CCSO's Immigration Deputy. The deputy will confirm whether or not the warrant is valid, and whether the subject can be arrested and transported to ADC based solely on that ICE warrant.

C. Administrative Messages and Queries

1. Field units have the ability to send messages back and forth to dispatchers or other field units. All messages must be considered public record and must be business related and appropriate in nature (as stated in the Electronic Communications Policy of the Employee Handbook).
2. Field units have the ability to look at:
 - Active and pending calls
 - Available units and unit status
 - Incident histories, address histories, and unit histories.
 - Individuals logged onto the CAD/MDT system.

III. SOFTWARE AND FILE INSTALLATION/MODIFICATION

The installation of software programs and other files, as well as the manipulation or alteration of current software, is governed by the County's Information Technology Security Standards Policy.

IV. AUTHORIZED USES OF THE SYSTEM

1. Supervisors are responsible for reviewing all reports submitted through the MDT.
2. Supervisors have the authority to review all transmissions made FROM and received by subordinates' MDTs.

V. RELEASE OF INFORMATION

MDT data is subject to the “Georgia Open Records Act.” Requests for information displayed on the MDTs will be directed to the 911 Records Custodian. Field units are not to release any information provided by the MDT.