

WOLFEBORO POLICE DEPARTMENT

SOP 3.5

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

IN-VEHICLE COMPUTERS

Policy The Wolfeboro Police Department shall establish a uniform procedure for the control, development, modification, and approval of all official departmental forms.

Purpose It is the policy of the Wolfeboro Police Department to use in-vehicle computers for official use only, properly handle and safeguard computer data, and maintain the equipment in good working order.

Responsibilities Supervisors shall implement this directive in their commands.

Staff Sergeant with the assistance of the Dispatcher Supervisor shall coordinate with Blook 5 for the timely updating of the software, hardware, and other data on the laptops as necessary.

Action

Dispatching and Communications

The Wolfeboro Police Department shall not use "silent dispatching." The officer shall receive a voice message from a dispatcher and shall respond by voice. The MDT shall provide additional (non-voice) information as needed.

If the officer gets a "hit" from NCIC via the MDT, verification as required by Central Dispatch.

Supervisors' Responsibilities at Start of Watch

If assigned sectors the supervisor on shift will advised Communications of the assignment of officers.

Each supervisor shall verify that all officers on duty have notified radio that they are in-service and that they are entered into the MDT, prior to starting their tour of duty.

Officers' Responsibilities at Start of Watch

All MDT's shall be locked inside the cruiser.

The officer shall inspect the MDT and mount at the beginning of the watch. The officer shall document this inspection on the vehicle inspection sheet.

If the MDT or equipment are damaged, missing, or inoperable, the officer shall notify a supervisor immediately and complete a narrative on the vehicle inspection sheet.

After officers are cleared from checking their daily emails, they shall immediately begin their tour of duty by advising communications via radio that they are in-service if they have not done so.

All employees shall operate in-vehicle computers and all components and other accessories, in the appropriate manner.

Writing Reports

1. Officers shall use the MDT, whenever they are available in a vehicle, to write incident and accident reports.
2. If the officer is unable to complete a report immediately, he or she can save it and complete it later. Generally, officers should complete reports before once cleared from the incident. All initial face sheet must be completed and as soon as possible. Unless otherwise approved by the officer's immediate supervisor.
3. When the officer has completed the report, he or she shall transmit the master report to the supervisor's mailbox for review.
4. If complications arise when transmitting reports, the officer may return to the department to download reports to a computer.
5. At the end of each shift, all officers shall manually purge all reports from the MDT's.

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6. Officers must sign off from the MDT at the end of the shift.
7. To clean the laptop screen and keyboard, use only the laptop cleaner. Keep all liquids away from the laptop. If spills occur, immediately power down the MDT and clean all surfaces. Report any damage to a supervisor.
8. Do not use sharp or hard objects on the MDT's touch screen, including ink pens. Only use fingertips or a computer touch screen stylus.
9. MDT's shall be removed and secured at Police Department when vehicles are taken for maintenance repair.