



Effective: 05/01/13  
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 4-13  
MOBILE DATA COMPUTERS/CAMERAS**

**SUBJECT:** Mobile Data Computers (MDC)

**PURPOSE:** To define the requirements for authorized use of Mobile Data Computers.

**POLICY:** The Mobile Data Computer (MDC) accesses confidential records from the State of California, Department of Justice and Department of Motor Vehicles databases. It is the policy of this Department to comply with all appropriate federal and state rules and regulations when using the MDC.

**PROCEDURE:**

- I. Mobile Data Computer Use
  - A. The MDC shall be used for official police communications only.
  - B. Messages that are of a sexual, racist, or offensive nature, or otherwise critical of any member of the Department are strictly forbidden. [CALEA 41.3.7a,b]
  - C. Employees using the MDC shall comply with all appropriate federal and state rules and regulations.
  - D. MDC use is also subject to the CSU Responsible Use Policy (ICSUAM Policy 8105.0) and Chancellor's CSU Policy.
  - E. Messages may be reviewed by supervisors at anytime without prior notification. Employees generating or transmitting messages not in compliance with this policy are subject to discipline.
  - F. All calls dispatched to patrol units should be communicated by voice and MDC unless otherwise authorized by the Watch Commander.
- II. MDC Use While Driving
  - A. Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped.
  - B. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

- C. Short transmissions, such as a license number check are permitted if it reasonably appears that it can be done safely.
- D. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

### III. Documentation of Activity

- A. MDCs and voice transmissions are used to record the officer's daily activity.
- B. To ensure the most accurate recording of these activities, the following are required:
  - 1. All contacts or activity shall be documented at the time of the contact;
  - 2. Whenever the activity or contact is initiated by voice, it shall be entered into the Computer Aided Dispatch (CAD) system by a communications dispatcher.
  - 3. Whenever the activity or contact is not initiated by voice, the officer shall record it on the MDC.
  - 4. All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted verbally over the police radio.
  - 5. Officers responding to in-progress calls shall advise changes in status verbally over the radio to assist other officers responding to the same incident.

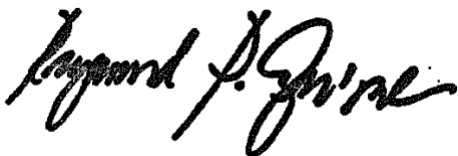
### IV. Special Circumstances

- A. When investigating reports of possible bombs, officers will turn off their MDC's, as operating the MDC may cause some devices to detonate.
- B. Whenever possible, officers will not use units with malfunctioning MDC's.
- C. Whenever officers must drive a unit in which the MDC is not working, they shall notify Communications.
- D. It shall be the responsibility of Communications to record all information that is be transmitted verbally over the police radio.

REVIEWED BY:

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APPROVED:



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