



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Use of Vehicle Laptops*

Number: *233-A*

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Revised Date: *09-25-02*

Rescinds: *233-Use of Mobile Data Terminals*

Dated: *2-11-02 &
9-25-02*

Approved By:

PURPOSE

To establish standard operating procedures for using the Department's Vehicle Laptops.

PROCEDURE

1. OPERATING THE VEHICLE LAPTOP

- A. Officers are not to operate the Vehicle Laptop while their patrol vehicle is in motion. Officers need to find a safe place to pull out of traffic to operate their Vehicle Laptop.
- B. Officers will immediately sign on the Vehicle Laptop within five minutes after their shift briefing has completed. This allows the dispatcher to know who is available for calls.
 - 1) If there is no Laptop in the vehicle the officer is driving or there is some malfunction in the Vehicle Laptop that prevents the officer from signing on, the officer will notify dispatch requesting they be signed on for the tour of duty.
 - 2) All officers will wait until properly relieved before signing off the Vehicle Laptop.
 - 3) The officer will sign off the Vehicle Laptop, close down the program and shut down the laptop by using the proper procedures. The center console, which controls the vehicle radio and modem, will also be shut down.

2. DISPATCHING VIA VEHICLE LAPTOP

- A. All calls involving active crimes in progress or where suspect information was obtained by the complainant will be dispatched via voice over the radio network.
- B. All officers responding to these type calls will radio their status to dispatch as far as enroute and on scene as well as any additional updates to the call while on scene.
- C. All traffic stops will be radioed to dispatch rather than over the Vehicle Laptops.
- D. Any suspicious person/vehicle stops will be radioed to dispatch rather than over the Vehicle Laptop.
- E. All calls will be disposed of by the officer assigned the call using his/her Vehicle Laptop unless exigent circumstances exist.
- F. Dispatchers will dispatch all calls using the "S" (Simulcast) dispatch code so that every officer will receive a copy of all calls being dispatched.
- G. All officers will use the Vehicle Laptop to sign off/on at administrative assignments such as school crossings, court, eating, car wash, etc.

3. MESSAGING

- A. Any Communication Message is subject to subpoena for any criminal and/or civil court.
- B. All Communication Messages will be of a professional nature and used only for official business.
- C. All officers should be aware that Communication Messages are maintained by the department's system administrator and are subject to be reviewed at any time.

4. RELEASE OF INFORMATION

- A. The release of information obtained via the Vehicle Laptop is governed by Administrative Regulation #106 "Release of Information to the Media" as well as NCIC rules & regulations.

- B. All NCIC hits received via the Vehicle Laptop are considered reliable and may warrant an officer to temporarily detain an individual or item until dispatch personnel have made a hit confirmation. The officer must receive a hit confirmation prior to making any arrest or seizing any item based on an NCIC hit.

5. MAINTENANCE / SECURITY

- A. Only authorized cleaning materials will be used when cleaning the laptop computers.
 - 1) A gentle non-alcohol surface cleaner is best but should not be sprayed directly onto the laptop.
 - 2) The spray should be put on a soft cloth material and then the cloth used to clean the laptop.
- B. All officers are required to clean the laptop after each shift and are responsible for reporting any misuse of any laptop to his/her supervisor.
- C. All officers will secure their vehicle when exiting to prevent theft or misuse of police equipment to include the laptop units.