

# WATERTOWN POLICE DEPARTMENT GENERAL ORDER



JOANNA W. VITEK  
CHIEF OF POLICE

Effective Date: May 1, 2010	Rescinds: Amends: B-214 (February 2007)	Number: B-214
Subject: Mobile Data Computer Issuance Terms & Conditions		Re-evaluationDate: May 2013
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

## 1. PURPOSE

In order to insure proper usage of the Mobile Data Computers being issued to Watertown Police Department officers ,their vehicles, as well as any agency/department and their personnel affiliated with or having entered into an agreement with the Watertown Police Department permitting usage of Mobile Data Computers, this order will define guidelines for proper operation, maintenance and possible punitive consequences regarding damage and use of hardware, software and network operations.

## 2. POLICY

It is the policy of the Watertown Police Department that all users of a Mobile Data Computer, whether issued for individual use or used in a pool car, must sign a Mobile Data Computer Terms and Conditions agreement prior to utilizing such equipment.

## 3. DEFINITIONS:

- a. **MOBILE DATA COMPUTER** – Any laptop computer issued by the Watertown Police Department for the purpose of field reporting, data collection or any other field use.
- b. **FIELD USE** – Any use of a laptop computer connected to the Watertown Police Department computer via wireless media.
- c. **USER** – Any person utilizing the Watertown Police Department Computer system or network for the purpose of information interchange, storage or reporting.

## 4. PROCEDURES

- a. **Acceptable Use**
  - i. The purpose of the Mobile Data Computer is to enhance the patrol officers' ability to obtain necessary information in a timely manner, reduce radio traffic, provide dispatch information and increase officer safety.
  - ii. All users of the Mobile Data Computer must attend a training session, conducted by the IT team prior to operating the unit.
  - iii. The use of the Mobile Data Computer must be in support of law enforcement and associated information exchange in the form of dispatch, case report, internet access, and E-mail. Internet access will be restricted and any attempt to circumvent this restriction will result in termination of the user account.
  - iv. All communications and information accessible by or sent through the Mobile Data Computer should be considered confidential.
  - v. All users must read and sign the Mobile Data Computer Agreement and Acceptable Use Statement prior to being issued a unit.
  - vi. Due to the sensitive nature of the data that will be available to the user the following guidelines must be established:
    1. No software of any kind may be loaded into the Mobile Data Computer.
    2. While in the car, the Mobile Data Computer must be securely mounted in the docking station.
- b. The Mobile Data Computer cannot be used for any personal purpose, whether or not for gain of the user. Any such use or attempted use will result in account removal and potential criminal prosecution.

- c. Equipment
  - i. It is the user's responsibility to handle the Mobile Data Computer in a reasonable and customary way given its status as a sensitive electronic device.
  - ii. It is the user's responsibility to store the Mobile Data Computer in accordance with manufacturer's recommendations, when not being used.
  - iii. Any damage or problems should be reported to the Information Technology Team as soon as possible for possible evaluation and repair. Failure to properly maintain and operate the Mobile Data Computer, or damage due to carelessness, accident, neglect or abuse will be reported to the Assistant Chief through the shift supervisor.
    - 1. Any damaged or inoperative computer submitted for repair will be assessed for damage caused by neglect, misuse or abuse to the Mobile Data Computer.
    - 2. Only the Chief or designee may authorize the issuance of a replacement Mobile Data Computer to the user.
  - iv. No component of the Mobile Data Computer may be used for any purpose other than its original intent and configuration. No settings within the Mobile Data Computer may be altered in any way.
  - v. If a user leaves the Mobile Data Computer unattended while there is an unsecured civilian non-user in the car, the Mobile Data Computer's keyboard must be locked and the screen closed.
  - vi. Mobile Data Computers that remain in any unoccupied/unused car must be turned off, locked in docking station, and the screen closed to prevent sun damage to the screen.
  - vii. Failure to comply with these terms may result in user account termination and recall of the Mobile Data Computer.
- d. Theft
  - i. Any attempt to liberate a component of the Mobile Data Computer from another user for the purpose of augmenting or replacing lost items is prohibited and will result in immediate account termination and Mobile Data Computer recall.
- e. Security
  - i. Security within the confines of the Mobile Data Computer is the highest priority in the Watertown Police Department. Any actions which may compromise this security by a user will cause account termination and equipment recall. Examples of security breaches include but are not limited to the following:
    - 1. Sharing your account with another person
    - 2. Using another users account
    - 3. Leaving your Mobile Data Computer unattended and unsecured while operational under your account
    - 4. Releasing another user's account information
    - 5. All data accessed by your account is logged by the Watertown Police Department. Protect yourself by not allowing your Mobile Data Computer to be active when you are not around and keep your account and password secret.
- f. Indemnity
  - i. The user specifically agrees to indemnify and hold harmless the Watertown Police Department for any criminal or civil litigation, which may arise from the misuse of the data obtained by the user. Any information accessed by the user, whether legal or illegal, is at the sole discretion of the user.
- g. Exception of Terms and Conditions
  - i. All terms and conditions as stated in this document are applicable to the Watertown Police Department and all subscribers. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the State Of South Dakota.

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