

Oakland County Sheriff's Office
General Order # 3.6



SUBJECT: Mobile Data Computers		NUMBER: 3.6
EFFECTIVE DATE: 2/14/2023 REVIEW DATE: Annually	MACP Standard Impact: 3.5.6	
REPLACES AND RESCINDS: 06-S-004 MDC, 09-S-005 and 07-M-002	DISTRIBUTION: All Sworn Personnel	NUMBER OF PAGES: 3

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

The purpose of this order is to establish an operating procedure to serve as a basis for the use of the Mobile Data Computers (MDC) by members of the Oakland County Sheriff's Office.

II. POLICY

While the police radio will remain the primary form of communication for deputies, it shall be the policy of the Oakland County Sheriff's Office to operate and maintain a mobile data computer system.

III. PROCEDURES

A. General Functions

1. The radio is the primary form of communication for members of the Oakland County Sheriff's Office.
2. The radio shall be used at all times for the following:
 - a. to dispatch and acknowledge radio runs/receipt of complaints
 - b. emergency/critical messages
 - c. any planning between officers prior to arrival on scene
 - d. check in and out for breaks
 - e. any other information exchange that deputies or supervisors need to be aware of

B. Sign-On/Sign-Off Procedures

1. MDCs shall have LEIN, SOS, and CLEMIS access. As such, the security of the MDC is paramount.
2. Deputies will sign on using their assigned username and password.
 - a. Each person authorized to access the secure programs has their own unique username and password. This is in addition to unique sign-on usernames and passwords for the LEIN/SOS terminal, and the CLEMIS RMS system. **(MACP Standard 3.5.6c,e)**
 - b. Deputies are not to divulge their passwords to anyone.

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- c. All information obtained under an operator's username and password will be attributed to that operator personally.
 - d. All MDC transmissions are traceable by the username and password, including LEIN/SOS searches and MDC messages. **(MACP Standard 3.5.6e,f)**
3. Deputies shall signoff of any LEIN capable programs on their MDCs or lock the computer (Ctrl-Alt-Delete) whenever they anticipate that they will be away from their vehicle. Signing off or locking out will prevent an unauthorized user from using the system.
- a. The MDC system will automatically lock after 30 minutes when not used. **(MACP Standard 3.5.6e)**

C. LEIN Policy

1. Prior to operating the MDC in the field, users must receive LEIN training and obtain LEIN certification. LEIN certification shall be active at all times when operating the MDC.
2. When using the MDC, authorized personnel shall conform with all LEIN, CJIS, NCIC, FBI and SOS laws, rules and regulations of access, operation and disclosure. **(MACP Standard 3.5.6a)**
3. Access to databases such as LEIN, NCIC, SOS, etc., is allowed only with the permission of proper authority.
4. Sheriff's Office personnel shall limit their queries to legitimate law enforcement purposes only. (MCL 28.214)
5. Information accessed through these databases is considered confidential.
6. Sheriff's Office members shall not release any information obtained from these confidential sources to any unauthorized person.
7. Deputies who use the system in violation of LEIN policy or conditions set forth in this directive will be subject to disciplinary procedures, as well as potential criminal and civil liability.
8. Compliance with LEIN policy is imperative as the Sheriff's Office may lose authorization to access these systems if there is any misuse of the data obtained from these systems.

D. Dispatch Messaging

1. The MDC is not to be used for emergency, time sensitive or critical messages.
2. Dispatch Operators will give priority to radio traffic, calls for service, 911 phone calls and regular telephone traffic over that of MDC messaging.
3. Car-to-Car Messages
 - a. Car-to-car messages shall only be used to communicate matters related to law enforcement.
 - b. Any use of the MDC for superfluous or non-law enforcement matters is a violation

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of this General Order and will be subject to review for disciplinary actions.

- c. All messages must be completed in a professional manner.
- d. MDC messages shall be acknowledged when received.
- e. Personnel shall note that MDC messages are retained by CLEMIS for a period of 5 years and can be considered public information. **(MACP Standard 3.5.6f)**

E. Agency Computer Modifications or Downloads

1. Only authorized personnel shall download, modify or alter software on the MDC. The programs on the MDC are to be uniform from one user to the next for ease of use. Only programs authorized by the Oakland County Sheriff's Office will be accessed from the MDC. **(MACP Standard 3.5.6d)**

F. Training

1. Only deputies trained in the operation of the mobile computer terminals will be allowed to operate/use the MDCs. **(MACP Standard 3.5.6b)**
2. All users will receive LEIN training prior to operating the MDCs and are required to maintain LEIN certification.

G. Maintenance

1. Prior to signing on, deputies will inspect the MDCs for signs of obvious damage.
2. Any damage discovered, either upon issue or during the tour of duty, will be immediately reported to the on-duty shift supervisor.
3. Anytime a deputy experiences a system failure which prevents normal operation, the officer will immediately report the problem to the shift supervisor.



ISSUED BY: Sheriff Michael J. Bouchard