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dangerous practice. When the vehicle is in motion, officers may use a one stroke keys (i.e. en route, 10-97, display incident, etc.) generally located on the MDC screen. Also, simple transmissions, such as entry of a license for a 10-28/29 may be permitted. Reading messages while in motion should only be attempted when the message requires the officer's immediate attention. In no case shall an officer attempt to send or review lengthy messages while the patrol vehicle is in motion. Officers shall be responsible for the safe operation of the patrol vehicle during any MDC communication.

The MDC should never be used when it presents an immediate danger to that person. (i.e. running wanted person checks of driver's license status when no back-up officer is present)

VI. LOG ON AND UNIT INFORMATION:

When logging onto the MDC at the beginning of the officer's shift, field personnel are responsible for entering employee numbers, vehicle numbers, HT numbers and all supplement equipment information that is relative to the assignment (i.e. shotgun number).

VII. HIGH PRIORITY INCIDENTS:

Incidents of a high priority (i.e. priority 1, in progress priority 2, or priority 2 incidents occurring within 10 minutes containing suspect information) will be dispatched in the (pm)-psb.9 (nf) (ining ( r)2.9 (m) o(r)3 (s /Artifact <<>>BDC T3 (i)-Artifac-(r

- (a) Dispatch will utilize an abbreviated voice broadcast and send the call to the responding unit(s)' MDC.
- (b) The abbreviated broadcast will include the unit(s) assigned, type of call, location, and any special concerns. This broadcast is for the benefit of other field units and supervisors.
- (c) The responding unit(s) are responsible for all status changes and updates via the MDC (i.e. enroute or on scene and closure of the call) unless it would jeopardize the unit's safety.
- (d) Low priority calls will not require voice broadcasts by field personnel with MDCs unless more than one unit is assigned to the same call, then each unit shall advise on scene or other pertinent information via radio.
- (e) If the field unit assigned a call via MDC does not acknowledge the call by voice or by pressing the enroute button within a one minute period of time, dispatch shall contact the unit via radio and inform the officer to copy their MDC for information on the call.

#### IX. STOLEN VEHICLE/WANTED PERSONS:

If a field unit runs a vehicle license plate via the MDC and it returns as a reported stolen vehicle, dispatch will automatically be notified of the hit. The dispatcher will then verbally contact the field unit and confirm its status and location.

Hits on wanted persons are not automatically sent to d

(c) Units will request and change their status to Code 7 via voice broadcast. The unit may use the MDC to change his/her status to 10-8 after completion of Code 7.

(d) Units will not place themselves unavailable without Supervisor approval.

**XII. CANCELLATIONS:**

(a) Any cancellation of unit response to a call by dispatch shall be broadcast and acknowledged verbally.

(b) Field units will be responsible for a verbal broadcast of Code 4 and/or the cancellation of other units responding when no further assistance is needed.

(c) When pre-empting a unit from a currently assigned call, the dispatcher shall verbally broadcast the cancellation of the first call prior to assigning the new call.

**XIII. ADDRESS AND PERSONAL HISTORY:**

Officer safety information pertinent to the call the officer(s) is enroute to shall be provided via voice broadcast and acknowledged verbally by the officer.

**XIV. BOMB CALLS:**

When investigating reports of possible bombs, officers will turn off their MDCs. This will be done to enhance officer safety at the scene. Operating the MDC may cause some devices to detonate, thus, all radio equipment should be turned off. It is the field unit's responsibility to advise dispatch that it will be operating off the air. If the field unit advising off the air is logged onto an MDC, dispatch shall automatically note the unit has shut off the MDC.

**XV. CLEARING INCIDENTS:**

(a) Units will have to contact dispatch to either verify or change the incident's location of occurrence.

(b) The assigned or handling unit will assign the file and clear the incident with a valid disposition code and correct heading.

**XVI. LOG OFF:**

(a) The field unit shall advise 10-7 via radio broadcast at his/her end of watch.

(b) It is the field unit's responsibility to properly log off the MDC at the end of watch by using the Log Off command.

- (c) The MDC should not be logged off or turned off during the shift, except as authorized. (e.g. Bomb Calls)
- (d) The MDC may be disabled for security reasons as needed by using the suspend function. To reactivate the MDC, again use the suspend function.

## XVII. AUDITS

- (a) The MDC Systems Coordinator will make periodic audits of the MDC Logs.
  - (1) The audit will include an examination of system transmissions to verify that policy regarding MDC use is being followed. These audits are not intended to be exhaustive, but rather will include a large enough sampling to predict overall compliance.
  - (2) Any transmission(s) found to be out of compliance with this policy shall be fully investigated.
  - (3) At a minimum these audits are to be conducted four times per year.

APPROVED