

Louisville Metro Police Department

Standard Operating Procedures	SOP Number: 4.27
	Effective Date: 02/24/08
	Prv. Rev. Date: 09/10/20
	Revised Date: 09/07/23
Chapter: Uniforms and Equipment	Accreditation Standards: KACP: 26.3
Subject: Mobile Data Terminals	

4.27 MOBILE DATA TERMINALS

4.27.1 PURPOSE

The purpose of this policy is to establish guidelines for the proper access, use, and application of the Mobile Data Terminal (MDT) system in order to safeguard appropriate access to confidential records from local, state, and national law enforcement databases, and to provide effective electronic communications between departmental members and MetroSafe.

4.27.2 DEFINITIONS

MDT Central: Authorized facility for issuing, receiving, and servicing MDTs and related equipment. MDT Central is located at 3515 Newburg Road, Building B.

MDT Coordinator: Responsible for overseeing the MDT program. Duties include the setup of equipment, acquisition and maintenance of software packages, development of security rules and procedures, coordination of training of members, assistance with training in the use of software, and overall coordination of the MDT program. The MDT Coordinator is an employee of Metro Technology Services (MTS).

Metro Technology Services (MTS) Service Desk: Provides support for members regarding Mobile Data Terminals (MDTs) and related software.

Mobile Data Terminals (MDTs): Portable computers by which members can access law enforcement databases, or transmit messages, and is restricted to official activities, business-related tasks, and communications that are directly related to the business, administration, or practices of the department.

4.27.3 PROCEDURES

Departmental members who are utilizing MDTs will adhere to the following procedures:

- Use the MDTs for proper business purposes and in a manner that does not compromise information deemed confidential, protected, restricted, or sensitive.
- MDTs, installed in LMPD vehicles, are assigned to the vehicles and will remain with the vehicle when the vehicle is reassigned from one (1) officer to another.
- Remove the MDTs from the vehicle prior to shopping the vehicle. This includes repairs at the Newburg Road garage location, as well as any other vendor location (e.g. vehicle dealer).
- Lock the MDTs in vehicles equipped with permanently-mounted docking stations. If the vehicle does not have a permanently-mounted docking station, the MDT will be locked in the trunk or any other locked compartment of the vehicle, or secured in the home of the member, when not in use. For the definition of a departmental vehicle, refer to SOP 4.14.
- Turn in the MDTs to MDT Central if the member is on a leave of absence from the department.

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4.27.3 PROCEDURES (CONTINUED)

MDTs will **not** be:

- Used while the vehicle is in motion, except under circumstances outlined in SOP 4.14.
- Loaded with unapproved software or connected to any unapproved devices. All changes to the MDT software will be coordinated and performed by the MDT Coordinator or MDT Central.
- Altered, in any way, by the member. Members will not attempt to change the settings or configuration of the MDT at any time.

Any member who is utilizing an MDT must be NCIC-certified. When accessing the NCIC, the MDT must be inside of the vehicle (KACP 26.3). When the NCIC is accessed on an MDT in a departmental vehicle, the MDT screen will be positioned so that it is out of the view of any passengers. NCIC information will not be left visible on the screen when the MDT is not in use.

The NCIC will only be accessed:

- On secured MDTs that are docked in a departmental vehicle; or
- On departmental computers in an approved, secured area.

Any departmental laptop that is used to access the NCIC must have dual authentication (mobile messenger) installed for operation.

Due to the sensitive nature of the information, members are prohibited from copying, pasting, or otherwise entering NCIC information from a NCIC Terminal, MDT, or any other device into any other document, computer program, or other electronic system. However, the information may be summarized and included in case documentation. Members are also prohibited from taking photographs/screen shots of NCIC information.

4.27.4 MDT SERVICE & REPAIR

When service is required, members will contact the MTS Service Desk at (502) 574-4444 to schedule a time to inspect the equipment and resolve the problem. If the problem cannot be corrected at the time of the call, a ticket will be opened for the problem to be resolved during normal operating hours.

Any damage to the MDT will be reported, through the appropriate chain of command, on a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form (LMPD #03-04-0180). A member will not attempt to repair the MDT on their own. MDT Central will authorize repairs to the MDT at an approved repair facility.

If the MDT is lost or stolen, in addition to completing a Report of Lost/Stolen/Defective/Damaged Uniform Articles and Equipment form, the member will notify the MTS Service Desk by email, as soon as is practical, to prevent the potential compromise of information.

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4.27.4 MDT SERVICE & REPAIR (CONTINUED)

If the virus software detects a virus on the computer, the member will immediately shut down the MDT and contact the MTS Service Desk for assistance. The MTS Service Desk will advise the member of the location to bring the MDT for service.

Any repairs needed to the MDT mount will only be performed at the MetroSafe Communication Services, the "Transmitter," located at 3519 Newburg Road.

Requests for new issues of MDTs, or transfers of MDTs, will be made on the MDT/Portable Radio Request form (LMPD #10-0004) and sent, through the appropriate chain of command, to the Technical Services Lieutenant.