


Subject: <b>Kinston Police Department</b>	Document #:		Effective Date:	Page:
<b>Mobile Data Terminals</b>	<b>200 – 21</b>		<b>07-01-2019</b>	<b>1 of 2</b>
Approval: <b>Chief of Police</b>	Manual: <b>Policy and Procedure</b>			

## I. PURPOSE

The purpose of this policy is to establish guidelines for the use of Mobile Data Terminals.

## II. DEFINITIONS

- A. Mobile Data Terminal (MDT): A computerized device used by the Kinston Police Department and its Officers in their emergency vehicles, to communicate with each other and complete reports.

## III. POLICY

- A. The North Carolina State Bureau of Investigation (SBI) Division of Criminal Investigative Records maintains a computerized criminal history of individuals who have been arrested and/or for which the SBI has a valid criminal fingerprint card. The Department has access to local, state, and federal criminal justice information systems by means of Division of Criminal Information (DCI).
- B. Personnel accessing DCI records must complete DCI certification requirements, obtain a DCI Operator Identifier and Password, and must be under the management and control of an agency assigned an Access Identifier (ORI). DCI certification is valid for two years. Re-certification is necessary for continued DCI access and/or terminal operators.
- C. Department personnel have access to DCI through the use of lap top computers with mobile data terminal (MDT) capabilities. The MDT's are assigned to certain vehicles. Access through MDT's is restricted to DCI authorized by law enforcement/criminal justice agencies and personnel. MDT's access DCI through the use of the Criminal Justice Information Network (CJIN) software and towers which is maintained by the North Carolina State Highway Patrol. The MDT's provide for the following: Direct access to DCI through CJIN; Immediate availability of information from DCI to include the status of driver's licenses, vehicle, registrations, wanted/stolen information; Dispatches from CAD; Two way communication with Dispatch; MDT to MDT communication; Reduction of radio traffic
- D. MDT access to DCI is a specialized certification available through DCI and is only valid for terminal operators certified in the statewide Mobile Certification Program. The specialized MDT course is not valid for operating other types of DCI terminals. Personnel obtaining certification must be under the management control of an agency that has been assigned an ORI. Applicant fingerprints must be submitted on each person prior to certification, and upon return from the SBI, the fingerprints must be retained by the agency. Operator certification is valid for two years and recertification must occur before the user may continue to operate the terminal. Individuals who are due to be recertified have an option to "challenge the test". The NCIC/DCI Manual contains basic information on DCI certification and on access and entry of information contained in DCI files.

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- E. All access to information is limited to that allowed by DCI and CJIN regulations. The agency must have been assigned an ORI. All information obtained must be used for the official business of the Kinston Police Department. Members shall not enter or cause to be entered false information or data into the system.
- F. The MDT shall be checked each shift for serviceability by each officer possessing such device.
- G. MDT users must first sign onto a statewide mobile switch. All DCI/MDT users must be authorized and must possess a valid password and user identification. Access to DCI is gained through the use of an individual password which is selected by the operator and recognized by DCI security programs. System access, password security, administrative security inspections, information access and usage of the MDT is monitored by DCI to ensure adherence to federal communications regulations.
- H. Personnel shall not use or permit the use of their passwords or user identification by other persons. Members shall keep their passwords confidential and in the event a user's password becomes known to another person, the member shall immediately request a new password.
- I. The State of North Carolina will not allow non-KPD employees to utilize DCI; therefore, only KPD employees will be allowed access to DCI via KPD computers.
- J. The Kinston Police Department will annually purge any form of instant messages via the MDT system.