

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: OCTOBER 25, 2019

NUMBER: 1.52 - ADMINISTRATION

SUBJECT: ASSIGNMENT OF RUGGEDIZED LAPTOPS AND TABLETS

RELATED POLICY: 1.45

ORIGINATING DIVISION: INFORMATION SERVICES

NEW PROCEDURE:

PROCEDURAL CHANGE: MINOR CHANGES

SUPERSEDES: DP 1.52 – 01/02/2018

I. PURPOSE

This Department procedure establishes guidelines for issuing ruggedized laptops and tablets to individual assignments.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The Information Services/Data Systems Unit is responsible for the assignment and maintenance of ruggedized laptops and tablets throughout the Department. These laptops and tablets are used to facilitate the exchange of information via the Mobile for Public Safety (MPS) application, write reports in the NetRMS program, run subject inquiries, check Department email and perform other computer-related activities.

The San Diego Police Department has adopted a “one device per vehicle or assignment” strategy, in which one laptop or tablet is issued per vehicle or assignment rather than per employee. This strategy provides for a more efficient use of computer technology to support the day-to-day operations of the Department.

The use of ruggedized laptops and tablets is reserved for official Department business only (Refer to Department Policy 1.45, Use of City/Department Computer Systems).

Ruggedized laptops are also known as “Tough Books,” “AFR laptops,” “MCT laptops,” or “MPS laptops” and are used for day-to-day field operations of the Department.

IV. **GENERAL PROCEDURES**

- A. Assignment of ruggedized laptops and tablets
 - 1. Ruggedized laptops and tablets may be issued to a specific vehicle or position/assignment.
 - 2. The majority of ruggedized laptops and tablets are assigned to marked patrol vehicles under the “one device per vehicle” program.
 - 3. Certain positions may not be assigned a marked vehicle, but have a legitimate business need for a ruggedized laptop or tablet:
 - a. Captains
 - b. Lieutenants
 - 4. Pool ruggedized laptops or tablets may be assigned to the following units:
 - a. 290 Unit
 - b. Air Support
 - c. Area Commands
 - d. Central Bike Team
 - e. Critical Incident Management Unit (CIMU)
 - f. Criminal Intelligence Unit (CIU)
 - g. Communications
 - h. ENT
 - i. Field Training Administration
 - j. Fleet Safety
 - k. MAST

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- l. Narcotics
- m. Parking Enforcement
- n. Regional Fraud Task Force
- o. Robbery
- p. SWAT (van)
- q. Traffic RSVP
- r. Vehicle Abatement
- s. Vice
- t. Watch Commander's Office (L5 Car)

B. Responsibilities

- 1. Members in a position assigned ruggedized laptops or tablets shall be responsible for the ruggedized laptop or tablet for the duration of the assignment.
- 2. Laptops or tablets that are assigned to a vehicle must stay with the assigned vehicle. Laptops or tablets shall not be moved from one vehicle to another without authorization from Information Services/Data Systems.
- 3. Members in a position with an assigned ruggedized laptop or tablet shall leave the laptop or tablet at that assignment upon transfer to a new assignment. This applies to any change, including shift changes and transfers.
- 4. When a member is newly assigned to a position with a ruggedized laptop or tablet and the laptop or tablet cannot be located, it is the responsibility of the member to inform his/her supervisor and for the supervisor to locate and recover the laptop or tablet.
- 5. For pool ruggedized laptops and tablets assigned to a unit, the lieutenant/manager of the unit shall be responsible for the ruggedized laptops and tablets. The lieutenant/manager may sign out the ruggedized laptops and tablets within the unit as needed. This lieutenant/manager is also responsible for performing monthly inspections to validate the quantity, assignment, and condition of any pool laptops or tablet assigned to the unit. This inspection is to be submitted in the Department's PD Enterprise Inspections Application by the lieutenant/manager.
- 6. Members who use ruggedized laptops or tablets shall:

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- a. Follow all City and Department regulations and procedures for computer use and data transmissions (refer to Department Policy 1.45, Use of City/Department Computer Systems);
- b. Be responsible for overall maintenance and care;
- c. Report loss or theft to their command immediately, and the command will notify Information Services.
- d. Notify the Help Desk or return damaged/malfunctioning ruggedized laptops and tablets to Information Services/Data Systems as soon as discovered; and
- e. Connect to the Department's network via wired connection on a weekly basis to ensure all security and software updates are installed.