

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: DECEMBER 10, 2020 1030 HOURS
NUMBER: OR 20-44
SUBJECT: RUGGEDIZED TABLETS AND LAPTOPS
COST CENTER: 1914131612
SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 1.52

The San Diego Police Department will be changing its ruggedized tablet assignment process and inventory tracking. Currently tablets are assigned to a specific vehicle. To implement the new process, Information Services will conduct a physical inventory at each area command. Once the inventory is finalized, a predetermined number of tablets will be assigned to each area command and shall be the responsibility of that area command. All tablets will be available as “pool” equipment for staff assigned to the command to use. While not in use, the tablets shall be docked in storage carts that will be installed at each station. The carts will recharge equipment batteries and will allow the tablets to receive necessary software updates.

Each area command shall begin this new process once the command has received confirmation from Information Services that the cart is operational. Officers shall be responsible for docking the tablets at the end of each shift by removing the tablet from the vehicle and carefully connecting the tablet to the blue LAN cord and power supply located inside the cart. Careful handling of the tablets is essential because all tablets must be returned to Panasonic in working order at the end of the lease period. Since the tablets are no longer assigned to a specific vehicle, officers may use any available tablet from the cart.

The lieutenants of the respective command shall be responsible for the tablets assigned to that command, including performing a monthly inventory inspection of all tablets. It is the responsibility of the lieutenants to identify and report to their commanding officer the System ID of any tablets that are missing. The commanding officer shall notify Information Services.

Department Procedure 1.52—Assignment of Ruggedized Laptops and Tablets will be amended to reflect this Department Order.

Please read at squad conferences and give a copy to all personnel.