Mobile Data Terminal Use

705.1   PURPOSE AND SCOPE
The purpose of this policy is to establish the guidelines for use of the Mobile Digital Terminal (MDT) in the apparatus to access incident information, resource information and log unit status. Members using the MDT shall comply with appropriate federal and state rules and regulations.

705.2   POLICY
The MDT shall be used for official District business only. Messages that are of a sexual, racist or offensive nature or are otherwise critical of any member of the District are strictly forbidden. Messages may be reviewed by supervisors at any time without prior notification. Members generating or transmitting messages not in compliance with this policy are subject to discipline. All calls dispatched to fire companies should be communicated by voice and MDT unless otherwise authorized by the Duty Officer.

705.2.1   USE WHILE DRIVING
Use of the MDT by the apparatus operator should be limited to times when the apparatus is stopped. Sending or reading MDT messages while an apparatus is in motion is a potentially dangerous practice. Reading messages while in motion should be done by the member in the passenger seat or other crew members with access to the MDT.

705.2.2   DOCUMENTATION OF ACTIVITY
MDTs and voice transmissions are used to record the member's daily activity. To ensure the most accurate recording of these activities, the following are required:

(a)   All contacts or activity shall be documented at the time of the contact.

(b)   Whenever the activity or contact is initiated by voice, it shall be entered into the computer-aided dispatch system by a dispatcher.

(c)   Whenever the activity or contact is not initiated by voice, a member of the fire company who is not operating the apparatus shall record it on the MDT.

705.2.3   STATUS CHANGES
All changes in status (e.g., arrival at scene, available on the radio, in quarters) will be transmitted either verbally over the fire radio or through the MDT system. Members responding to multi-company emergency incidents shall advise changes in status (e.g., at scene, delayed by train, out of service mechanical) verbally over the radio to assist other companies responding to the same incident. Other changes in status may be entered by depressing the appropriate keys on the MDT. Under normal operating conditions, a status change shall not be sent to a dispatcher via a message format.

705.2.4 EMERGENCY ACTIVATION OF THE MDT

If the emergency signal is activated on the MDT, the dispatcher will call the company on the radio to confirm the safety of the members. If there is no emergency, the company should answer that the members are safe. If there is no response from the company or the company answers in a way other than indicating their safety, the dispatcher shall proceed as follows:

(a) If the unit is not on an incident, notify local law enforcement to assist in locating the unit that is transmitting the emergency using the last known location and time, known destination and departure points or the automatic vehicle location information.

(b) Notify the Duty Officer of the incident without delay. Companies not involved in the emergency shall refrain from transmitting on the radio until the safety of each member is confirmed, unless they are also handling an emergency.

705.3 MDT CONSIDERATIONS

705.3.1 NON-FUNCTIONING MDT

If members are operating an apparatus in which the MDT is not working, members shall notify Emergency Command Center. It shall be responsibility of Emergency Command Center to record all information that will then be transmitted verbally over the fire radio.

705.3.2 BOMB CALLS

When assisting on a report of a possible bomb, members will turn off the MDT. Operating a MDT may cause some devices to detonate.