



City of Hogansville
City Council
Work Session Meeting Agenda
Monday, August 5, 2024 – 5:30 pm

Meeting will be held at Hogansville City Hall

Mayor: Jake Ayers	2025	City Manager: Lisa E. Kelly
Council Post 1: Michael Taylor, Jr *	2025	Assistant City Manager: Niles Ford
Council Post 2: Matthew Morgan	2025	City Attorney: Alex Dixon
Council Post 3: Mandy Neese	2027	Chief of Police: Jeffrey Sheppard
Council Post 4: Mark Ayers	2027	City Clerk: LeAnn Lehigh
Council Post 5: Kandis Strickland	2027	* Mayor Pro-Tem

WORK SESSION – 5:30 pm

ORDER OF BUSINESS

1. HPD Mobile Data Terminals (MDT) Policy
2. Natural Gas Department Study
3. Royal Theater – Update and Change Orders
4. Early Voting
5. USDA – Community Facilities Loan/Grant Program

TOPIC: Mobile Data Terminals (MDT)

Policy Number: C103 Policy Effective Date: 08/01/2024

Type of Communication: General Order Special Order

Dissemination: Department Division

Approved by: Jeffrey Sheppard, Chief of Police Initials: JS

Action: New Amends Rescinds Review

Pages: 5

C103.01 PURPOSE

To establish guidelines and regulations governing the safe use of mobile data terminals in police department vehicles and vehicles utilized by department personnel in the performance of their assigned duties.

C103.02 POLICY

This policy provides personnel direction on the proper use of the agencies MDTs's.

C103.03 DEFINITIONS

Mobile Data Terminal (MDT) - A vehicle-based computer that provides for dispatching, car-to-car communications, and criminal justice database inquiries. Member – Any Departmental member (sworn or civilian) who has access to the mobile data terminals.

Member – Any Departmental member (sworn or civilian) who has access to the mobile data terminals.

C104.04 Procedures

A. Assignment, Security, and Storage of Equipment

1. Assignment of Equipment

- a. MDTs will be issued in accordance with department policy.
- b. MDTs will be installed in a manner that does not interfere with any occupant restraint devices (air bags and seatbelts). Only authorized personnel shall install or move assigned equipment.

NOTE: Members shall not modify the MDT, the MDT hardware or printers under any circumstance. This includes, but is not limited to, removing parts, adding personally purchased hardware or modifications to any part of the system in general. Members are not to affix any decals or stickers to any component which make up the MDT or printer.

Violations of this directive may result in disciplinary action and may include the requirement to reimburse the Department for any and all damages resulting from such modification(s).

- c. Members are responsible for the care and security of each piece of equipment assigned to them or to their assigned vehicle.**
- d. Members are accountable for issued MDT equipment and will obtain written receipt for any item returned or exchanged.**

2. End-of-Shift Removal and Storage of Equipment

- a. If the member's vehicle will be secured in a locked garage, all MDT equipment may remain in the vehicle.**
- b. If a member's vehicle will not be secured in a locked garage, the MDT will be removed from the vehicle and stored in their residence or locked office.**

NOTE: Due to the sensitivity of the equipment to extremes in temperature, MDT equipment shall not be stored in the trunk of an automobile.

3. When the member is on-duty, the MDT will be securely mounted in the available docking device in the vehicle.

4. A member shall not take the MDT on vacation or out of the state, unless they are on official business or are directed to do so by a supervisor.

5. Unattended Vehicles

- a. Vehicles will be locked when left unattended.**
- b. Members will use every precaution to safeguard equipment when the equipment is not in their immediate possession.**
 - 1) Members will, if necessary, remove the MDT from the vehicle.**
 - 2) Any MDT that is left in an unattended vehicle must be locked in the docking device and the docking key removed.**

c. The MDT will not be stored in any location that exposes the MDT to extreme heat or cold.

d. Members will log off of the MDT when it is unattended.

6. Stolen Vehicles and/or MDT

a. The member's supervisor will be notified immediately if it is believed that an MDT (or a vehicle with an MDT in it) is stolen.

b. Members assigned MDT equipment will be held responsible for any stolen or missing item if the vehicle is left unlocked when unattended.

b. Stolen equipment requires the completion of an incident report.

7. Passwords

a. Members will not give their passwords to any other persons to use nor will they leave the password in any discernible written form on or near the MDT.

b. In an emergency, it may become necessary for a user to share a user-ID and password with another person. In such cases, the user sharing the password has full responsibility for the use of the MDT by the person with whom the user-ID and password have been shared and at the earliest possible time, will change or cause their password to be changed.

B. Restrictions Regarding Access to Criminal Justice Systems

Systems include, but are not limited to: GCIC, NCIC and other confidential law enforcement data information systems.

1. Members will:

a. Restrict dissemination of information received through Confidential Data Systems to authorized criminal justice persons only.

b. Maintain a criminal history log.

c. Perform transactions for criminal justice purposes only.

2. Members will not:

a. Access criminal history files except as provided for by law and rule.

- b. Access database records for any reason other than legitimate law enforcement purposes.
- c. Permit use of the MDT by any individual who is not certified for confidential law enforcement data information systems access.

C. Authorized/Unauthorized Use

1. Use of the MDT is restricted to official department business. Computer files, including e-mail messaging and GCIC inquiries are subject to review.
2. Use of the MDT by anyone other than authorized members requires written authorization from the department command staff
3. Members are responsible for ensuring the security of the MDT against unauthorized use.
4. If it is believed that unauthorized access has occurred, the member will immediately notify a supervisor.
5. Inappropriate or unauthorized use of the MDT may subject the member to disciplinary action.

D. Software Restrictions

1. If a member wants additional software loaded onto the MDT, they must submit a written request through the chain of command. Only software that is business related will be approved. Screen savers, wallpapers, games and other non business-related software are not to be loaded onto MDT (this does not include software contained on the MDT at the time of purchase).
2. Any unauthorized and/or altered software found on agency MDTs during maintenance work, upgrades or inspections will be removed and the member may be subject to disciplinary action. The manipulation or alteration of current software running on-agency owned mobile, desktop or handheld computers is prohibited.
3. Members will not disable or shut off any anti-virus or anti-spyware programs.

E. MDT Operations

1. The MDT will be turned on and the user logged into their MDT at all times when a member is operating the vehicle.

2. Members **will take care** when operating an MDT while driving. Simple inquiries and viewing the nature of an in-coming message may be performed while driving, **but extreme caution shall be used**. Message response and complex or multiple inquiries are not to be conducted while driving.
4. Foods and beverages are not to be placed on the MDT unit. Care is to be taken to ensure no food, beverage, or other substances are dropped or spilled on any part of the MDT unit.
5. Only members with **current GCIC certification** are permitted to initiate inquiries into criminal justice databases.
6. Members will not use any other member's login name and/or password to log onto an MDT unit.
7. At all times when MDT usage is required by this policy, the Automatic Vehicle Locator (AVL) function of the MDT shall be used if the MDT is equipped with a Global Positioning Satellite (GPS) unit.
 - a. No member shall change any settings or configurations of the MDT software, or make any physical changes to the MDT to cause the GPS to fail to properly report location information to the CAD system.
 - b. If the MDT fails to properly report location information to the CAD system, the member shall immediately notify their supervisor, or their designee, of the failure so that appropriate repairs can be made to restore the AVL function.

Chief of Police

Date

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Leeds, AL 35094 US
service@jabokenergy.com

ADDRESS

City of Hogansville
111 High Street
Hogansville, GA 30230

SHIP TO

City of Hogansville
111 High Street
Hogansville, GA 30230

Estimate 24061

DATE 07/16/2024

EXPIRATION DATE 07/30/2024

JOB NAME/NUMBER

Loss & Unaccounted For

DESCRIPTION	AMOUNT
Senior Technician - Daily rate Date(s) of Svc: TBD Tech.: Jarrod Wellborn Work Performance: Loss & Unaccounted for Study	10,850.00
Hotel billed at cost upon completion	2,450.00T
Meals billed at cost upon completion	1,050.00T
Mileage billed at \$0.755 per mile determined upon completion	226.50T
Misc. Parts and Supplies required to complete work performed. TBD	0.00

Terms & Conditions

SUBTOTAL

14,576.50

Estimates and pricing will expire 15 days from date of receipt unless otherwise specified. Due to the ever changing cost of supplies we can not guarantee estimate pricing if project is not initiated with receipt of down payment within 30 days.

TAX

0.00

To commence the project and secure our services, we require an upfront payment of 50% of the total project cost. This upfront payment is non-refundable and is to be paid prior to the project initiation.

Please note Lodging, Meals, and Mileage charges are estimated and will be billed at cost on final invoice. Estimated costs of Hotels are subject to seasonal changes.

TOTAL

\$14,576.50

Accepted By

Accepted Date