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In the event the MDC LAPTOP assigned to you requires repair work, an "MDC Laptop Repair" form is to be completed with an explanation of the problem. If there is physical damage, a detailed account of how the damage occurred is required.

Submit the original form along with the inoperable or damaged laptop to Administrative Services. Submit a copy of the form through your chain of command.

The forms can be printed from the City Network via the following path:

Police\#Common\Pdinfo\Forms\MDCRepair.dot

Alternate Communications:

~~DRAFT 5/14/08 CALEA 81.2.10~~

Nextels / Direct connect communications devices:

To aid in accessibility and provide alternative communication abilities, the Everett Police Department issues Nextel cellular telephones to supervisors, MPO's, detectives as well as command staff personnel.

Critical Incidents / Operational use / Restricted use:

It is the intent of the Everett Police Department that decisions, orders and radio communications during field operations be completed over the radio, to ensure such transmissions are recorded / documented. The use of cellular phones including 2-way features is restricted during critical incidents to those occasions in which the primary radio system is not operational, or when the nature of the communication is not critical or related to the event.

Limited personal use:

Everett Police Department issued cellular phones (NEXTEL'S) are intended to be used for official business. Personal calls should be limited so as to not interfere with an employee's duties. Reimbursement for personal calls will comply with City of Everett cell phone policies. Employees are required to comply with RCW 46.61.667 (effective July 1st, 2008 regarding hands-free communications devices).

Personal cell phones:

Everett Police Department employees are permitted to carry personal cell phones while on duty. Employees should limited personal calls so as to not interfere with official duties.

Pagers:

Some personnel may be provided pagers to increase accessibility for call-out procedures. Pagers are to be used for official business only and not for personal use, except in an emergency.

Emergency Operations:

In the event of a catastrophic communications failure (SNOPAC / SNOCOM systems failure), Nextels and other means of alternative communications will be utilized as needed. During such emergencies, every effort will be made to provide field Command Posts for dispatching purposes, documentation of transmissions through alterative means and safety precautions for required operations.

Accountability:

Members must be mindful that all messages and communications can become public record. As such, messages and transmissions through alternative communications methods are expected to be professional. Supervisors are responsible for monitoring cellular telephone and MDC use by members under their command in an effort to avoid excessive or inappropriate use.