TOLEDO FIRE & RESCUE DEPARTMENT

B-41 Mobile Data Terminal (MDT)

Non-Emergency Manual

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Purpose

The following policy will define the Toledo Fire and Rescue Department's policy regarding the use and responsibilities for Mobile Data Terminals (MDTs).

Policy/Procedure

The Toledo Fire and Rescue Department has supplied all front-line fire apparatus with MDTs in sufficient quantity to allow each Officer assigned to an apparatus or fire vehicle the exclusive use of a MDTs throughout their tour or scheduled work hours, including any approved hours beyond their regularly scheduled hours of work.

MDTs are a vital pieces of safety equipment utilized by members of the Toledo Fire and Rescue Department at the scene of an emergency. As the Department cannot control all of the variables that compromise firefighter safety in emergency situations, the Department will make every effort to eliminate or reduce problematic factors that are within its control, especially impediments to effective communication.

The nature of the firefighting profession demands that crews be able to communicate amongst themselves, incident commanders, dispatchers, law enforcement personnel, and other entities, without delay, often times at unexpected moments or under unforeseen circumstances.

For this reason, the following rules shall be effective immediately:

1. The Officer shall be responsible for possession of that MDT for the duration of their tour, and for any time that they are "held over" at the end of their tour until relieved by another member. Each member shall be responsible for ensuring that adequate battery charge is maintained, and that the MDT is in good working order with the member assigned to relieve them at the end of their tour. At all times, all members shall be responsible for returning the MDT to the piece of apparatus, or vehicle, to which they

are assigned to that tour or for the hours of their work, at the conclusion of any emergency, or for any emergency, or for any other reason that necessitates removing the MDT from the apparatus.

2. When dispatched to an incident, regardless of the nature of the assignment, the member shall be responsible for monitoring the Computer Automated Dispatch (CAD) on the MDT for any communication from Dispatch.

3. All fire personnel shall possess a working knowledge of their MDT and its operation, capabilities, and safety features of the CAD System. Members who are unsure of proper MDT and CAD operation, the capabilities and system features shall consult with their officer and shall be afforded proper training by their officer until such time they are comfortable with its use. If any officer is not comfortable in providing this type of training, then that officer shall exhaust all avenues in finding fire personnel to provide the training.

4. Loss or damage of a MDT shall be reported immediately to the unit's officer. The officer shall notify the appropriate Battalion Chief aware of the loss or damage immediately, and shall make every attempt to locate the MDT, returning to the scenes of emergency calls, or locations that were traveled to, if necessary, to search for it. Proper documentation regarding the loss or damage, in the form of Departmental communications, shall be forwarded to the Operations Deputy and Bureau of Professional Standards. Members may be financially responsible for the replacement of a MDT lost as a result of a demonstrably negligent act as determined by an Administrative hearing.

5. It is understood that, while in the performance of our duties as fire personnel at emergencies, there are times that MDTs may become damaged, and sometimes lost, due to extenuating circumstances brought upon by the nature of what we do and the dangers that we face. The intent of this section of the policy is to address those times when a MDT is lost and/or damaged unnecessarily or negligently by any member of TFRD and are not in the performance of their duties during an emergency situation. Said employee shall pay for in full, any property that is lost or unduly damaged, as a result of an employee's negligence. The lost and/or damaged property shall be replaced with an identical item in make, features, quality, and cost. If an identical item cannot be found, the lost and/or damaged item may be replaced with an item of similar make, features, quality, and cost subject to approval by the Fire Administration.

MDT Inspection Guidelines

6. The following daily inspection, cleaning and operational check for MDTs and Docking Stations regimen shall be followed commencing at 0700 hours:

1. Missing, broken or damaged port covers. MDTs are water resistance except for areas with missing port covers. Missing port covers will result in water damage.

2. Display screen and screen protector for excessive wear and damage.

3. Keyboard buttons, tablet docking cradle and locking mechanism, and operational mousepad.

4. Check equipment for contamination. MDTs have been tested and approved for the use of disinfectant wipes. For heavy contamination do not spray disinfectant directly onto MDT. Spray disinfectant on a soft cloth and wipe off contamination.

5. Bottom of MDT, Docking Station pins and connections for damage, broken or missing parts. Check

associated power and communication cords, cables and wires for frayed, damaged or exposed wires.

6. Document and report any damaged equipment.

CAD Operational Guidelines

7. The following daily operational inspection check for CAD regimen shall be followed commencing at 0700 hours:

1. Logout out of CAD using the logout feature.
2. Open CAD and check for updates before logging back in.
3. Change or update crews in CAD.
4. Use CAD status buttons to update operational status to help eliminate radio traffic.
5. Report any CAD issues with RCOG IT department. 419-720-0277

8. Members Shall not use the MDT for/or perform any of the following items:

1. Access any inappropriate or nonwork related websites or internet applications.
2. Download or install any programs or software.
3. Reconfigure any applications, services, installed files, hyperlinks or change any MDT profile settings.
4. Disconnect, tamper or alter any hardware or hardware components.
5. Connect any portable flash drive or data storage devices.
6. Change any of the internet connectivity settings. Cellular connectivity is the only authorized connection.
7. Charge any electronic devices using any MDT or Docking Station USB connections.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b41

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