



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



510.12 POINT-TO-POINT MESSAGES 04-03-17

PURPOSE

The purpose of this order is to establish procedures for the correct use of Point-to-Point messages, including "TO" and "EMER" commands.

POLICY

It shall be the policy of the Sacramento Police Department to comply with all existing laws and regulations regarding the use of computer systems when using the Point-to-Point message capability of the Computer Aided Dispatch (CAD) system, Mobile Data Computer (MDC) systems, and the Records Management System (RMS).

PROCEDURE

A. GENERAL

1. The Point-to-Point capability may be used to send a message from one computer to any other computer or group of terminals within the computer system.
2. Personnel shall not commit any negligent, malicious, or criminal act in the use of their computer.
3. The "OV" function of the MDC or voice communication shall be used for self-initiated incidents.
4. The appropriate CAD commands and/or status buttons shall be used in lieu of the Point-to-Point message.

B. POINT-TO-POINT MESSAGES

1. Point-to-Point Messages may become part of official court records when included in a computer search of specific times needed for court cases. NOTE: All transmissions from MDCs are monitored and must conform to the guidelines set by the Federal Communications Commission to regulate radio traffic and licensing.
2. Point-to-Point Messages shall only be used for work-related communications.
3. Point-to-Point Messages shall not
 - a. Contain profanity, abbreviated profanity, slang, or comments that are sexual, racial, degrading, or critical of any person, whether citizen or department personnel.
 - b. Be used to initiate calls for service, make location changes, make status changes, or supplement calls.
4. Employees who originate or engage in inappropriate messages may be subjected to disciplinary action.

C. AUDITS

1. Point-to-Point messages should be audited on a quarterly basis or at the request of the Division Captain.
2. Watch Commanders and civilian supervisors conducting the audit shall
 - a. Request computer runs from Public Safety IT (PSIT) personnel specifying the dates and times to be audited.
 - b. Review all point-to-point messages that are being audited.
 - c. Forward questionable point-to-point messages to the District Captain.
 - d. Implement the appropriate corrective or disciplinary action.



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3. District Captains shall
 - a. Review messages forwarded from the Watch Commander or civilian supervisor and determine if further action needs to be taken.
 - b. Forward the final audit results to the Professional Standards Unit for documentation.