



MCP WEB BOARD

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I. Policy

The Montgomery County Police Web Board will act as the primary repository and exchange point for formal intelligence and departmental communication bulletins.

II. General Information

- A. There are currently separate boards for Administrative/Support; Crime; Roll Call; and Archived Incidentals. The Strategic Planning Section maintains the departmental Web Board. Employees will follow the policy for the Web Board set forth by the Strategic Planning Section.
- B. All contents are for law enforcement use only.

III. Access

The MCP Web Board can be accessed from any county-networked desktop computer or laptop. Any department employee may obtain a user name and password for the Web Board from the Strategic Planning Section.

IV. Roll Call Web Board

The Roll Call Web Board is different from the Administrative and Crime Boards in that it is set up specifically to handle the department's incidentals and messages formerly sent via teletype. This board is password accessible not only by MCP personnel, but also by the partner agencies that use our teletype system, including: Gaithersburg City PD, Rockville City

PD, Chevy Chase Village PD, Montgomery County Sheriff's Office, Montgomery County Fire Marshal's Office, Maryland National Capital Park Police (Montgomery County Division), and the Montgomery County Department of Corrections. (CALEA 51.1.2, 81.1.1)

V. Posting to the Web Boards

- A. Posting on the Crime and Administrative/Support Web Boards is a simple matter of choosing Post and typing in a message or making an attachment. Training materials are available from the Technology Section and the Strategic Planning Section.
- B. When posting to the Roll Call Web Board, the user has three format choices: Incidental, Collision, and MCP Message.
 - 1. Many Part I offenses will warrant an "Incidental" posting; however, officers will use discretion and post only those which will assist with investigation of an incident. For example, not every Part I burglary will warrant a posting.
 - 2. Information concerning a Part II incident or arrest does not normally need to be disseminated, unless the officer and supervisor agree that the release of such information will be beneficial to other law enforcement personnel.
 - 3. Any incident involving a gun or officer welfare must be posted.
 - 4. Fatal traffic collisions or other collisions involving serious personal injury will be posted utilizing the "Collision" posting function. This function will normally be reserved for the Collision Reconstruction Unit.
 - 5. A file attachment can be forwarded with any posting. This function will enable the convenient inclusion of additional relevant information such as wanted or missing person posters, digital photos, video clips, etc. Attachment files must be made from Montgomery County authorized software.
 - 6. Postings will remain on the Roll Call Web Board for a period of thirty days, after

which they will be moved to the Archived Incidentals Board.

VI. General Announcements

A. General announcements previously sent via PDMSG on the teletype system will now be posted utilizing the "MCP Message" format on the Roll Call Web Board.

B. MRC

1. If the announcement needs to be sent outside of the department, it must also be forwarded to the Message Routing Center (MRC) by checking the "Attn MRC" box and including in the first line of the narrative the file type and to whom the message is directed.
2. MRC messages which do not need to be seen by other MCP personnel or our Montgomery County partner agencies (e.g., recovered vehicles, certified copy requests, etc.), shall not be posted to the web board but should instead be sent directly to the MRC via e-mail at "MCPMRC" using our county e-mail system.

VII. Professional Content

Department-accessed computer databases will only be used for legitimate law enforcement purposes. A legitimate law enforcement purpose is any purpose that directly pertains to the performance of an employee's duties.

VIII. Retention of Information

Postings will remain on the Roll Call Web Board for 30 days. The Administrator will move dated material to another Web Board entitled "Archived Incidentals" where they will be retained indefinitely. All postings can be retrieved by searching on words or phrases.

IX. Proponent Unit: Strategic Planning Section



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