

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: April 24, 2015

NUMBER: 1.52

SUBJECT: Assignment of AFR Laptops

RELATED POLICY: [1.45 and 1.48](#)

ORIGINATING DIVISION: Information Services

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: NEW

I. PURPOSE

This Department procedure establishes guidelines for issuing Automated Field Reporting (AFR) laptops to individual assignments.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The Information Services/Data Systems Unit is responsible for the assignment and maintenance of AFR laptops throughout the Department. These laptops are used to facilitate the exchange of information via the Mobile Computer Terminal (MCT) application, write reports in the AFR program, run subject inquiries, check Department email and perform other computer-related activities.

The San Diego Police Department has adopted a “one laptop per vehicle or assignment” strategy, in which one laptop is issued per vehicle or assignment rather than per employee. This strategy provides for a more efficient use of computer technology to support the day-to-day operations of the Department.

The use of AFR laptops is reserved for official Department business only (Refer to Department Policy 1.45, Use of City/Department Computer Systems).

AFR laptops are also known as “Tough Books” or “ruggedized laptops,” used for day-to-day field operations of the Department.

IV. **GENERAL PROCEDURES**

- A. Assignment of AFR laptops
 - 1. AFR laptops may be issued to a specific vehicle or position/assignment.
 - 2. The majority of AFR laptops will be assigned to marked patrol vehicles under the “one laptop” program.
 - 3. Certain positions may not be assigned a marked patrol vehicle, but have a legitimate business need for a AFR laptop:
 - a. Patrol Captains
 - b. Lieutenants
 - c. Traffic Motors
 - d. Marked Police Vehicles
 - 4. A pool AFR laptop may be assigned to the following units:
 - a. 290 Unit
 - b. Auto Theft
 - c. Air Support
 - d. Central Bike Team
 - e. Critical Incident Management Unit (CIMU)
 - f. Criminal Intelligence Unit (CIU)
 - g. Communications
 - h. ENT
 - i. Fleet Safety
 - j. MAST
 - k. Narcotics

- l. Parking Enforcement
- m. Regional Fraud Task Force
- n. Robbery
- o. Southern Night Team
- p. SWAT (van)
- q. Traffic RSVP
- r. Vehicle Abatement
- s. Vice
- t. Watch Commander's Office (L5 Car)

B. Responsibilities

1. Members in a position assigned AFR laptops shall be responsible for the AFR laptop for the duration of the assignment.
2. Members in a position with an assigned AFR laptop shall leave the laptop at that assignment upon transfer to a new assignment. This applies to any change, including shift changes and transfers.
3. When a member is newly assigned to a position with an AFR laptop and the laptop cannot be located, it is the responsibility of the member to inform his/her supervisor and for the supervisor to locate and recover the ruggedized laptop.
4. For pool AFR laptops assigned to a unit, the highest ranking member of the unit shall be responsible for the AFR laptops. This member may sign out the AFR laptops within the unit as needed.
5. Members who use AFR laptops shall:
 - a. Follow all City and Department regulations and procedures for computer use and data transmissions (refer to Department Policy 1.45, Use of City/Department Computer Systems);
 - b. Be responsible for overall maintenance and care;
 - c. Report loss or theft immediately;
 - d. Notify and return damaged/malfunctioning AFR laptops to Information Services/Data Systems as soon as discovered; and

- e. Regularly connect to the Department's network to ensure all security and software updates are installed.