

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI BUREAU	DATE OF ISSUE August 25, 2023	EFFECTIVE DATE August 25, 2023	NO. 094-23
SUBJECT: GENERAL ORDER Automated Vehicle Locator/GPS		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSLEAP 42.1 & 43.2 NYSSA- (Jail) 94, 96, 100, 103			RESCINDS MBGO 094-16

Purpose: To establish procedures on the installation, deployment and utilization of the Automated Vehicle Locator (AVL) and Global Positioning Satellite (GPS) service for Sheriff's Fleet Vehicles.

Policy: Sheriff Marked Patrol Vehicles and other designated vehicles will have AVL and GPS capability when being operated by a Sheriff's employee pursuant to their assignment. All Sheriff Fleet Vehicles designated for the AVL and GPS equipment must maintain their operational readiness status throughout the employee's shift/assignment. Intentional disruption, tampering and interference with the AVL and GPS equipment are expressly prohibited. It is the intention of the GPS and AVL technology to provide Sheriff's Office employees with the means to promote officer safety in the event of a critical need to identify one's location for additional response or assistance.

I. Definitions

- A. AVL- technology that includes hardware, software and cellular devices utilizing satellite tracking that provides latitude and longitude coordinates of a fleet vehicle that is delivered to the 911 Center and mapped visually showing the street location of the vehicle.
- B. Airlink Device- the mobile modem that is installed in the trunk of each patrol vehicle that provides GPS, AVL and Virtual Private Network (VPN) applications to the asset. The system consists of an antenna, embedded cellular service, and WI-Fi functionality that interfaces directly with the MDT.
- C. GPS CalAmp Modems – The mobile modem that is installed in the dashboard of the Jail Transport vehicles that provides GPS to the TrackStar software application. The system consists of an antenna, and embedded cellular service.
- * D. Staff Services Technology Coordinator – the Technology Coordinator assigned to the MCSO shall act as the Project Manager.

II. AVL/GPS Procedure

- A. Fleet Vehicles Assigned AVL/GPS
 - 1. All marked patrol vehicles assigned to patrol districts will have AVL/GPS technology and equipment installed in each vehicle. This will include each supervisor, Lieutenant and Captain Vehicles assigned to the patrol function.
 - 2. All Civil Deputy Vehicles will utilize AVL/GPS technology for their assignment.

- * 3. All prisoner transport as well as some Jail Bureau vehicles will utilize GPS technology for their assignment.

B. Fleet Vehicle Operator Responsibilities

- 1. Every Police and Civil Bureau employee assigned to a vehicle equipped with AVL/GPS is required to inspect the equipment during their vehicle inspection at the beginning of their shift. If it is determined that the equipment is malfunctioning or damaged, a supervisor should be notified immediately.
- 2. Employees assigned to a fleet vehicle with AVL/GPS will sign into CAD utilizing their MDT and confirm with the 911 Dispatcher they appear on the 911 Center CAD map as part of indicating their "in service" status.
- * Note: Vehicles not equipped with MDT's will not have AVL.
- * 3. The 911 Dispatcher will, as part of their dispatching duties, continually monitor all Sheriff, Police, and Civil Bureau vehicles with AVL technology at all times on the CAD map.
- 4. In the event of technical problems or issues with the AVL/GPS equipment, or the Airlink modem the deputy will call a Radio Center Technician.
- * 5. In the event of technical problems or issues with the CalAmp modem, the deputy will contact their supervisor who in turn will notify the Staff Services Technology Coordinator.
- * 6. Embedded cellular wireless connectivity for the Airlink modems is utilized as the connection source to AVL/GPS and VPN, including but not limited to various software applications located on the MDT. In instances where there is cellular connectivity issues during the course of one's shift, the employee should call a Radio Center Technician.

III. Internet Access

- A. The Airlink Modem allows for access to the Internet (World Wide Web). Prior to accessing the Internet and the mobile wireless environment, every employee will be required to sign an Internet Access Agreement that outlines the prohibitions relating to use of the Internet.
- B. Any information accessed via the INTERNET can be subpoenaed or requested by the public via Freedom of Information Laws.
- C. Those that violate the terms of the Internet Access Policy may be subjected to the disciplinary process.

IV. Capabilities of AVL/GPS

- * A. Information relative to the AVL/GPS system can be requested by a sergeant and above. Information is electronically stored in a server of the following operator and vehicle actions:
 - 1. All streets/addresses traveled during the course of one's shift/assignment.
 - 2. Speed traveled.

3. All latitude and longitude coordinates.
- B. The AVL/GPS technology also allows for the "playback" of operator actions during the course of one's shift, which is also archived on the County server.
- C. Information pertaining specifically to the AVL/GPS is not subject to the Freedom of Information Law.

V. Supervisory and Command Responsibilities

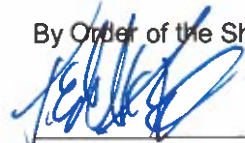
- * A. Supervisors will have management monitoring capability that will allow for minimal viewing of their personnel to which they have direct oversight in either MPS or Netviewer and TrackStar.
- * B. Supervisors will be responsible for actively viewing their designated resources for deployment, management, and oversight during the course of their shift.
- * C. Supervisors are responsible to ensure that patrol vehicles equipped with MDTs maintain connectivity with ECD. If the supervisor suspects a problem with the MDT connectivity they will contact the supervisor's desk at ECD. If the issue cannot be corrected in a timely manner then the supervisor should arrange for a replacement vehicle if one is available.

VI. AVL/GPS Administration

- A. Monroe County Public Safety will maintain responsibility for the acquisition, deployment, installation, development and repairs associated with the AVL/GPS project for marked Patrol vehicles.
- B. The Monroe County Sheriff's Office Fleet Maintenance will be responsible for the installation and deployment of the CalAmp modems.
- C. The Monroe County Sheriff's Office Staff Services will be responsible for the acquisition of the CalAmp modems.
- D. The Monroe County Radio Center will be designated as the repository for repair and installation of all equipment associated with the AVL/GPS Project for marked Patrol vehicles.
- E. No one except those designated by Monroe County Public Safety is permitted to tamper with or attempt to repair any of the Airlink equipment.
- F. No one except those designated by the Monroe County Sheriff's Office Staff Services is permitted to tamper with or attempt to repair any of the CalAmp modems.
- G. Monroe County Radio Center is charged with the inventory of all permitted to tamper with or attempt to repair any of the Airlink equipment.
- H. The Monroe County Sheriff's Office is charged with the inventory of all permitted to tamper with or attempt to repair any of the CalAmp equipment.
- * I. Personnel assigned to vehicles equipped with Airlink equipment are required to notify their supervisor when they become aware of potential malfunction or connectivity issues with their equipment. The supervisor is responsible for reporting such issues to Monroe County Radio Center and arranging for repair or replacement.

- J. Any noted issues or malfunctioning equipment for the CalAmp modems shall be reported to the Staff Services Project Manager.

By Order of the Sheriff,



Todd K. Baxter

*Indicates changes from the previous General Order.