



# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**    **FROM: Paul Joseph**  
Chief of Police

**SUBJECT: MDC CHECK-IN AND CHECK-OUT PROCEDURES**    **DATE: April 1, 2026**

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APPROVED

Memo# 2026-013

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## **BACKGROUND**

The Department is implementing updated procedures to meet current DOJ/CJIS and ITD cybersecurity requirements, strengthen the protection of sensitive operational data, and maintain vital equipment inventory. These changes are part of a broader effort to ensure that technology used in the field aligns with established security standards and inventory controls.

Vehicle MDCs are essential equipment that require regular technical updates to remain functional and secure. A review of Department practices determined that clear inventory controls are necessary to ensure reliable security, functionality, and availability of these pieces of equipment.

## **ANALYSIS**

**Beginning April 7, 2026**, Department members will be required to follow a standardized check-in and check-out process for MDC laptops when using a **marked patrol officer vehicle**. This procedure is intended to improve accountability and ensure that each MDC laptop is properly assigned, tracked, and secured before and after use. The procedure also supports compliance with statewide cybersecurity mandates related to control over mobile computing assets, management of user access, and the ability to apply timely security updates when vulnerabilities are identified.

Operationally, this procedure will require an additional step at the beginning and end of each shift and will require adjustment to current routines.

## **MDC CHECK-IN/CHECK-OUT PROCEDURE**

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

**ORDER**

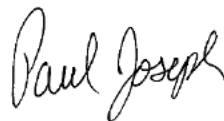
Effective April 7, 2026, all Department personnel shall comply with the MDC laptop check-in and check-out procedure when assigned to or operating a marked patrol officer vehicle.

Supervisors are responsible for ensuring that personnel are aware of this procedure and for monitoring compliance during each shift.

All personnel using MDCs shall ensure that the MDCs are properly assigned, secured, and accounted for at the beginning and end of each shift. Any issues related to device access, assignment, or system functionality must be reported through established [REDACTED] support channels.

[REDACTED] **The assigned member is responsible for the care, custody, and security of the MDC while checked out. A member may only have one MDC checked out at a time.**

Personnel shall not bypass or work outside of the approved procedures. These procedures and inventory controls will remain in place until rescinded or overridden by a future order.



Paul Joseph  
Chief of Police

PJ:NB

