



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 81.8

TITLE: M.O.T.I.O.N. COMPUTER INQUIRIES

EFFECTIVE: 12/17/2017

REVISED: Replaces Policy 843

PURPOSE

The purpose of this Chapter is to set guidelines for the identification of authorized individuals requesting information through the Metropolitan Orleans Total Information Online Network (M.O.T.I.O.N.) computer network.

POLICY STATEMENT

1. It is not always possible for an officer or other authorized member to enter his/her own inquiry transaction at a computer terminal. If the inquiring officer is unable to utilize a computer terminal, the following procedure shall be followed:
 - (a) The officer or authorized member actually entering the inquiry shall enter his/her social security number and password.
 - (b) To relieve the person making the entry of full responsibility for the use of the retrieved information, the person making the entry shall include either the social security number or the car number of the individual requesting the information.
 - (c) If the individual requesting the inquiry is not on duty and making the request over the police radio, he/she shall supply his/her badge number to the employee making the inquiry.
 - (d) On all telephone inquiries, the requesting individual shall supply his/her social security number to the individual actually entering the request data.
2. Members who fail to enter a social security number, car number, or badge number of the authorized member requesting information through the M.O.T.I.O.N system shall be held responsible for the dissemination of the information obtained through the computer inquiry. The member shall also be subject to disciplinary action for failing to enter the required information.
3. M.O.T.I.O.N computer inquiries are for official police business only.
4. Information obtained through the M.O.T.I.O.N system shall not be released to individuals outside the New Orleans Police Department without written permission of the Superintendent of Police. An exception is granted to outside law enforcement personnel acting in the performance of their duty.