

James W. Johnson
Chief of Police



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"INTEGRITY...FAIRNESS...SERVICE"

SPECIAL ORDER #05-11

DATE: September 15, 2011

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Bulletin Board for 30 Days.

RE: Maryland Motor Vehicle Administration (MVA) Emergency Contact Information Registry.

EFFECTIVE: Immediately.

BACKGROUND: The Maryland Motor Vehicle Administration (MVA) launched an Emergency Contact Information program to assist law enforcement officials in notifying emergency contacts in the event a person is involved in a serious accident or other life threatening emergency.

The Emergency Contact Information Registry is a database where holders of a Maryland driver's license or identification card can voluntarily list emergency contact information stored electronically on their driving record. Maryland driver's license and Maryland identification card holders can provide the name and contact information for up to three persons whom they wish to be notified in the event of an emergency.

Individuals may enter their emergency contact information online at www.mva.maryland.gov, or via MVA kiosks located in all MVA offices. The information is very secure and can only be accessed by authorized law enforcement personnel. Participants can add, modify, or delete their emergency contact information at any time by visiting the website. Any modifications or deletions will overwrite all previously entered information.

PURPOSE: To establish procedures for officers to access and obtain emergency contact information.

RELATIONSHIP TO DEPARTMENTAL VALUES: This program supports the Department's value of **SERVICE** by enabling officers to rapidly contact family members of a seriously injured person.

POLICY: When a person is seriously injured or otherwise incapable of contacting their family, officers will check with the Maryland database known as "DASHBOARD" to determine if the person has left emergency contact information with the MVA Emergency Contact Information Registry.

SPECIAL ORDER #05-11 (Continuation)

PROCEDURES:

1. Any law enforcement officer with NCIC access has DASHBOARD access (located at: <https://mdir.dpscs.state.md.us>). The login is the same for both systems (NCIC and DASHBOARD) EXCEPT, they must put " MD/ " in front of their login name when accessing DASHBOARD. For anyone with NCIC access who cannot login to DASHBOARD, the DPSCS Help Desk's phone number is 410-585-3800. The DASHBOARD Quick Reference Sheet for Users and the DASHBOARD Users Guide are available in PDF format on the Baltimore County Police Intranet site.
2. Once logged into the DASHBOARD system, the MVA Emergency Contact Information Registry is located in the MVA database page and can be searched by using either the Maryland Soundex Number or the person's Social Security Number. If emergency contact information is available for the person, it will be displayed in the MVA Details Report.
3. If an officer can access DASHBOARD from their MDT, they will check the system to see if emergency contact information was provided to the Registry.
4. If officers do **not** have access from their patrol vehicles, they will contact the precinct desk officer who will check the system via DASHBOARD to verify if the person has listed emergency contact information.
5. Desk officers will send the contact information via MDT message, or via telephone.
6. Neither the victim name nor the emergency contact information will be dispatched over the radio.

NOTE: In the future, this information may be available through the METERS system; however, it is currently only available through the State of Maryland's DASHBOARD database.

IMPLEMENTATION: A copy of this Special Order will be given to all sworn members and non-sworn supervisors of the Department.

By order of,

James W. Johnson
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