

<b>Mobile Workstation Policy</b>	Amended	Inspection and Enforcement New Brunswick	1.1.15
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## 1. Policy Statement

It is the policy of the Department of Justice and Public Safety (JPS) to provide its employees within the Inspection and Enforcement Branch the necessary training, information, and tools to safely utilize a Mobile Workstation.

- A. Breaches of this policy may result in employee safety concerns, disciplinary action, and criminal charges.

**Note:** The mobile workstations are JPS assets and government property. Officers using the workstations shall adhere to the following JPS and government-wide policies:

- i. [Government Information Technology Systems Security Policy](#)
- ii. [Records and Information Management Policy](#)

- B. These policies are accessible on the GNB Policy site or the JPS Intranet.

## 2. Policy Objectives

The objectives of this policy are to set out guidelines for the safe, efficient, professional, and lawful use of JPS vehicle mobile workstations.

## 3. Definitions

**Employee:** Any person employed with the Department of Justice and Public Safety.

**Mobile Workstation:** A laptop or tablet designed for and being used in a remote or mobile environment.

**Inspector:** A Peace Officer with the rank of Inspector within the Inspection and Enforcement New Brunswick (IENB) who is responsible for the coordination of all aspects of the department's enforcement program within a department administrative region.

**Technical Support:** Assistance from DTI for issues related to hardware and the automatic vehicle locator system, and SNB – (IT Help Desk 1-888-487-5050) for software issues.

## 4. Scope and Application

The policy statement and procedures contained in this policy apply to all Inspection and Enforcement New Brunswick (IENB) employees utilizing mobile technology.

IENB employees tasked with working from vehicles shall be equipped with a means of remotely accessing the GNB network. IENB employees may be equipped with a laptop and connectivity through wireless and physical connections.

## **5. Mobile Workstation Policy Implementation**

As part of the overall implementation of this policy, all IENB employees with mobile workstations shall be given specific instruction and training during their onboarding period in the safe, economical, and lawful use of a computer in a IENB vehicle.

## **6. Computer Use and Backup**

### **A. Computer Use**

- i. Where applicable, when placing a computer in a mounting solution, the computer shall be carefully secured making sure the locking device is fully in place and securely locked using the fleet key when equipped with such.
- ii. While the IENB vehicle is in motion the computer may only be used in its fully front center mounted level position (airbag compliant in this position only) and for viewing a map on the mapping software.
- iii. If employees need to physically manipulate the buttons or the touch screen of the computer, then the vehicle shall be pulled over to a safe location.
- iv. Voice communication through Microsoft teams or other Web meeting platforms in a Department vehicle may only be utilized when the Department vehicle is stopped in a safe location.

## **7. Health and Safety**

Extended time working on a computer may involve static or awkward postures and can lead to muscular fatigue and discomfort. The following guidelines are provided to assist staff:

### **A. Position of MWS in vehicle:**

- i. Place the MWS in a position in front or, as near to the front of the employee, and as close to the body as possible.
- ii. The computer and seat position may also be adjusted for individual comfort.

**B. Rest Breaks (Vehicle site):**

- i. Take frequent breaks from continuous use of a vehicle-mounted workstation such as changing postures and positions to relax muscles.
- ii. Take regular breaks to rest your eyes from computer use.

**8. Internet Usage and Downloading of Information**

- A. Employees shall only connect to the internet when they need to in order to complete a task in order to minimize the background use of data when the computer is idle.
- B. Large downloads shall be done, if possible, from an office Ethernet line. Data usage shall be monitored, and excessive use may result in data being turned off.
- C. Social media shall be reserved for law enforcement purposes only and not for personal use.

**9. Backup of Working Documents to Network / Software and Virus Protection Updates**

- A. Once per week an employee shall connect to the GNB network by:
  - i. physically connecting the computer to the GNB network by LAN; or
  - ii. connecting to the GNB network through a GNB Wi-Fi mode; or
  - iii. connecting to the GNB network from a private network using VPN.
- B. This may be done for several hours (preferably overnight) to allow for information to be backed up to the GNB network and software patches and security updates to be pushed to the mobile workstation computer.

**10. Encryption of Stored Data on Laptop and Portable Devices**

- A. Encryption software shall be used to encrypt and protect all electronic information that shall be stored on the hard drive.

**11. Security and Maintenance**

**A. Physical Security of Asset**

- i. If employees must leave an IENB vehicle unattended, the vehicle shall be locked and if equipped the computer shall be locked in its docking station utilizing the key provided. It is recommended that the computer is hidden (out of sight).
- ii. If the situation allows, the computer shall be taken with the employee. Employees completing a work shift shall take the computer inside their place of residence, office, or hotel.

#### **B. Equipment Check and Repair**

- i. Employees shall ensure the IENB vehicle's cellular modem and mobile workstation, or its components are working properly at all times, and, if they are not, employees shall immediately make an appointment for repair by contacting the person in charge of modem maintenance, SNB for software problems, or, DTI for automatic vehicle locator systems and new modems.

### **12. Inquiries**

IENB officers may direct inquiries concerning this policy to Chief, Superintendent or their designate.

### **13. Discipline**

Failure to comply with the directions of this policy may result in disciplinary action up to and including dismissal.

### **14. References**

[Preventing Distracted Driving Policy](#)  
[Motor Vehicle Act](#)