

**CITY OF MADISON
INTRA-DEPARTMENTAL
CORRESPONDENCE**

DATE: January 21, 2020

TO: All Alders
FROM: Victor Wahl, Acting Chief of Police
SUBJECT: Quarterly Report

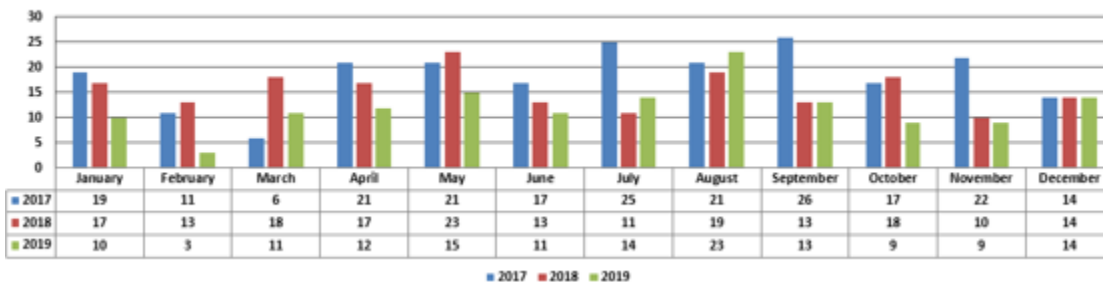
This document provides an update on selected MPD topics for the fourth quarter (October, November and December) of 2019. **Please consider the data included in this update as preliminary, subject to modification.**

Significant Incident Types

Shots Fired – there were thirty-two (32) shots fired incidents in the City from October 1st through December 31st. This is a **24%** decrease from the fourth quarter of 2018. Twenty-two (22) shots fired incidents were reported during the 4pm – midnight period; five (5) were reported during the midnight – 8am time period; and five (5) were reported during the 8am – 4pm time period.



Shots Fired by Month

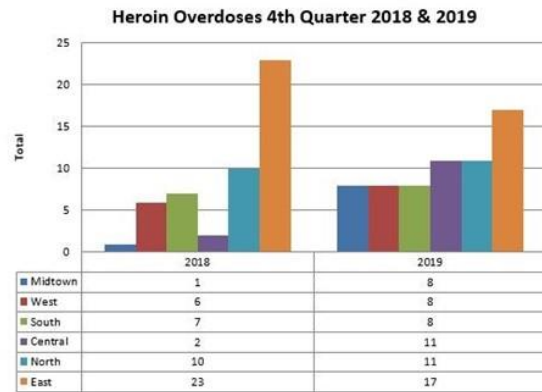
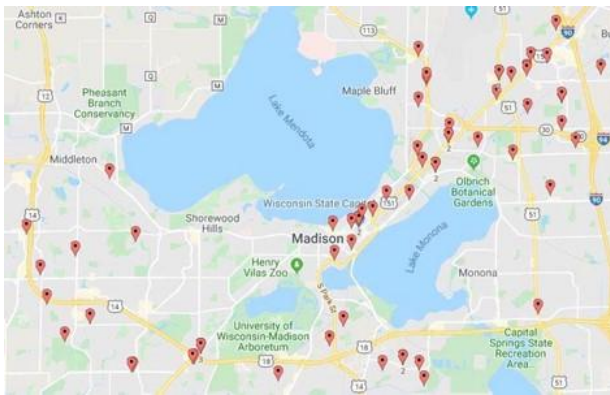


	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Property Damage	9	11	24	15	59
Subjects Struck by Gunfire*	4	6	6	10	26
Accidental Discharge	1	1	1	0	3
Self-Inflicted (intentional)	0	3	0	2	5
Casings Recovered	39	88	182	164	473

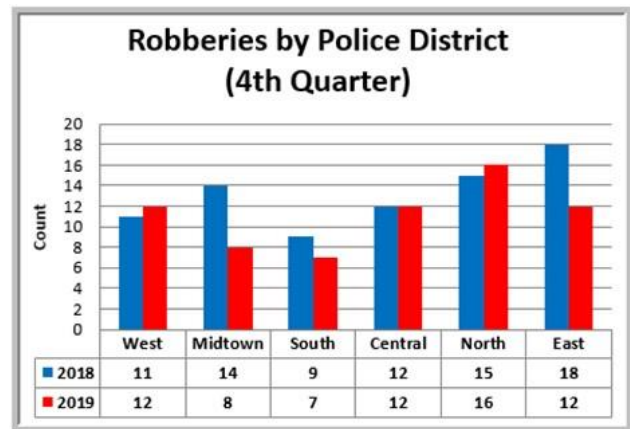
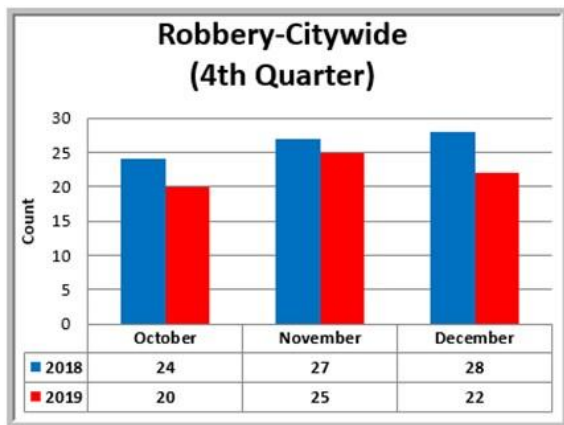
*Excludes accidental discharge & self-inflicted

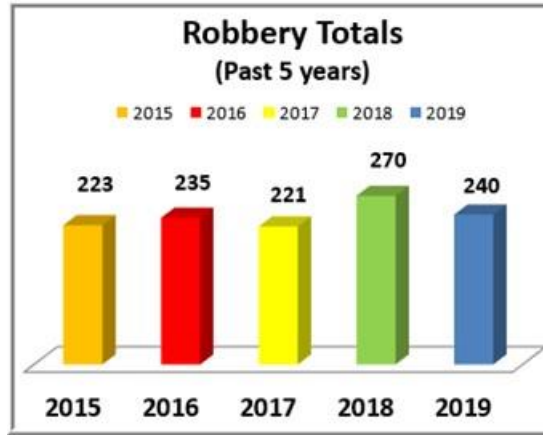
Heroin Overdoses – MPD responded to sixty-three (63) known heroin overdoses during the fourth quarter of 2019. This is an increase of 29% from the fourth quarter of 2018. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

There were nine (9) overdose deaths during the fourth quarter of 2019. This is a slight decrease from the fourth quarter in 2018 [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

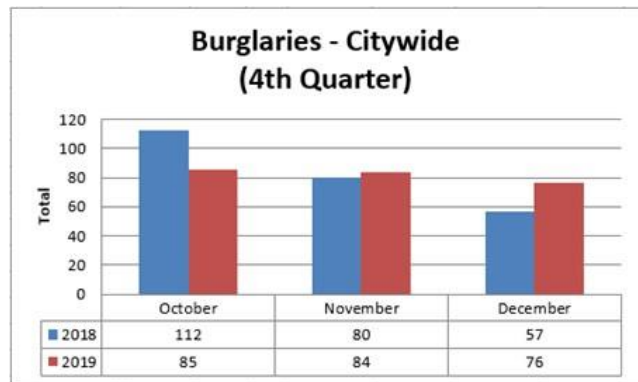


Robberies – sixty-seven (67) robberies occurred in the City during the fourth quarter of 2019. This is a 15% decrease from the fourth quarter of 2018.





Burglaries – MPD responded to 245 burglaries during the fourth quarter of 2019. This is a 2% decrease from the fourth quarter in 2018, and a 23% decrease from the third quarter of 2019.



Arrest Data

Fourth quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1,261	1,680	1,700	1,341	5,982	71.8%
Female	511	629	664	543	2,347	28.25%
Unknown	1	0	0	0	1	0.0%
Total	1,773	2,309	2,364	1,884	8,330	100.0%

Race	Q1	Q2	Q3	Q4	Total	%
Asian	38	44	21	36	139	1.7%
African-American	780	1,107	1,162	883	3,932	47.2%
Native American	7	15	13	10	45	0.5%
Other	32	39	32	32	135	1.6%
Caucasian	916	1,104	1,136	923	4,079	49%
Total	1,773	2,309	2,364	8,330	6,446	100.0%
Hispanic	105	143	139	135	522	6.0%

***"Hispanic" is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD's records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD's crime reporting.

IBR Arrest Charges						
Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	1	1	2	0	4	0.0%
Arson	2	4	1	3	10	0.0%
Assault Offenses	425	568	563	448	2,004	7.7%
Bribery	0	1	0	0	1	0.0%
Burglary	189	249	355	263	1,056	4.1%
Counterfeiting/Forgery	35	43	57	38	173	0.7%
Damage to Property	280	424	381	382	1,467	5.6%
Drug/Narcotic Offenses	263	334	329	208	1,134	4.4%
Embezzlement	16	13	13	14	56	0.2%
Extortion	8	7	2	8	25	0.1%
Fraud Offenses	267	289	320	343	1,219	4.7%
Gambling Offenses	0	0	0	0	0	0.0%
Homicide Offenses	0	0	3	4	7	0.0%
Human Trafficking Offenses	0	0	0	1	1	0.0%
Kidnapping/Abduction	23	29	18	19	89	0.3%
Larceny/Theft Offenses	957	1,255	1,435	1,316	4,963	19.1%
Motor Vehicle Theft	158	142	152	165	617	2.4%
Pornography/Obscene Material	4	5	7	6	22	0.1%
Prostitution Offenses	5	7	6	0	18	0.1%
Robbery	63	47	60	70	240	0.9%
Sex Offenses, Forcible	49	71	76	78	274	1.1%
Sex Offenses, Non-Forcible	2	3	0	1	6	0.0%
Stolen Property Offenses	6	9	7	7	29	0.1%
Weapon Law Violations**	32	37	47	38	154	0.6%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	5	5	3	4	17	0.1%
Curfew/Loitering/Vagrancy Violations	2	2	1	2	7	0.0%
Disorderly Conduct	647	813	742	657	2,859	11.0%
Driving Under the Influence	164	213	184	217	778	3.0%
Drunkenness	0	0	0	0	0	0.0%
Family Offenses, Nonviolent	14	35	17	19	85	0.3%
Liquor Law Violations	71	142	128	132	473	1.8%
Peeping Tom	0	0	0	0	0	0.0%
Runaway	0	0	0	0	0	0.0%
Trespass of Real Property	157	172	181	186	696	2.7%
All Other Offenses	1,585	1,987	1,961	2,016	7,549	29.0%
Total	5,430	6,907	7,051	6,645	26,033	100.0%

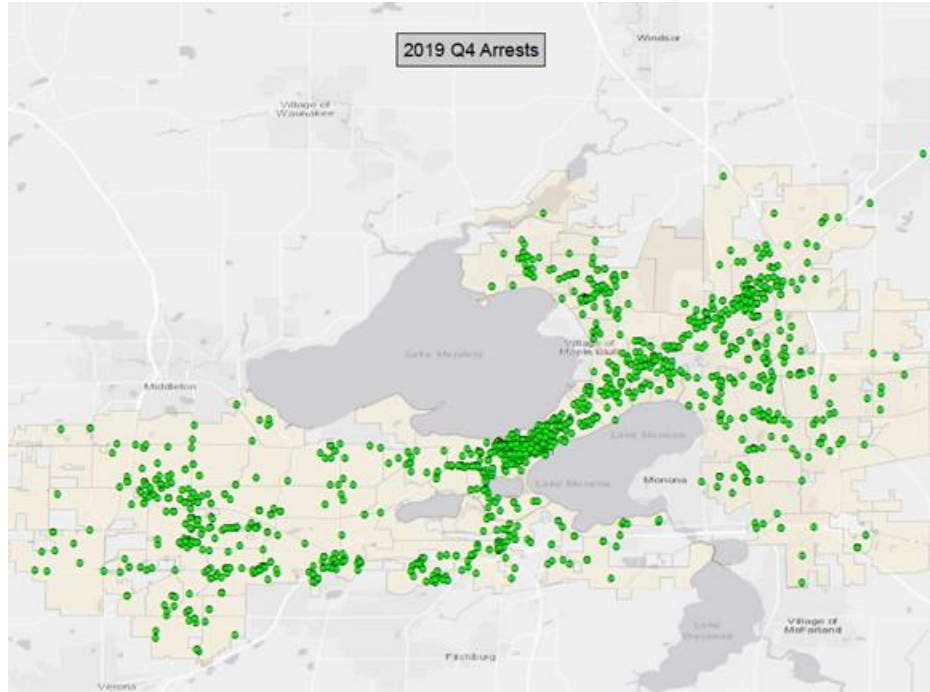
* More than one charge may be connected to an arrest.

Note that the first two tables reflect persons arrested, and the third table reflects charges. Some arrested persons are charged with multiple offenses, so the totals will not match.

Also, there has been some historical variation in the offense categories that the department has used when reporting crime data, particularly after the transition to Incident Based Reporting (IBR). Moving

forward, the department will report all IBR categories using the designated IBR titles. This format will also be used in the MPD annual report and quarterly public releases.

Fourth quarter arrests reflected geographically:



Comparison of 2018 to 2019 fourth quarter arrest data:

Sex	2018 (Q4)	2019 (Q4)
Male	1,290	1,341
Female	477	543
Unknown	0	0
Total	1,767	1,884

Race	2018 (Q4)	2019 (Q4)
Asian	26	36
African-American	840	883
Native American	14	10
Other	29	32
Caucasian	858	923
Total	1,767	1884

Hispanic*	106	135
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*"Hispanic" is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD's records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD's crime reporting.

Use of Force Overview

During the fourth quarter of 2019, MPD officers responded to 34,343 incidents. In that time, there were eighty-five (85) citizen contacts in which officers used recordable force during the encounter. Each of these force incidents documented by officers was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	32,640	38,409	39,813	34,343	145,205
Citizen Contacts Where Force Was Used	65	96	75	85	321
% of CFS Where Force Was Used	0.20%	.25%	0.19%	.25%	0.22%
Force					
Decentralization/Takedown	44	81	51	68	244
Active Counter Measures	18	30	13	12	73
Taser Deployment	13	8	11	8	40
Hobble Restraints	13	15	10	12	50
OC (i.e. Pepper) Spray Deployment	2	1	13	9	25
Baton Strike	0	1	0	0	1
K9 Bite	1	0	2	1	4
Firearm Discharged Toward Suspect	0	0	0	1	1
Impact Munition	2	1	0	2	5
Specialty	2	0	0	1	2
Total	95	137	100	113	445
Firearm Discharged to Put Down a Sick or Suffering Animal	3	14	17	12	46

*Please refer to the MPD SOP on use of force data collection for the definition of recordable force and distinction between reportable and recordable use of force:

<http://www.cityofmadison.com/police/documents/sop/UseOfForceData.pdf>

Fourth quarter use of force data by MPD district and time of day:

District*	Q1	Q2	Q3	Q4	Total	%
West	6	10	4	10	30	9.3%
Midtown	8	19	4	5	36	11.2%
South	9	12	5	3	29	9.0%
Central	19	29	35	37	120	37.4%
North	11	17	15	18	61	19.0%
East	10	8	12	11	41	12.8%
Out of County	1	0	0	0	1	0.3%
Within County - Assist Agency	1	1	0	1	3	0.9%
Total	65	96	75	85	321	100.0%

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1 st Detail (7am – 3pm)	14	19	12	18	63	19.6%
3 rd Detail (3pm – 11pm)	30	45	32	33	140	43.6%
5 th Detail (11pm – 7am)	21	32	31	34	118	36.8%
Total	65	96	75	85	321	100.0%

Fourth quarter (2019) use of force by incident type:

Decentralized/Takedown		Active Counter Measures		Hobble Restraints	
Adult Arrested Person	6	Disturbance	3	Fight Call	3
Domestic Disturbance	8	Fight Call	2	Disturbance	2
Adult Arrest/Resisting	7	Adult Arrested Person	1	Domestic Disturbance	1
OMVWI	5	Domestic Disturbance	2	Trespass	1
Assist Police	1	Adult Arrest/Resisting	3	OMVWI	1
Retail Theft	3	Drug Incident/Investigation	1	Adult Arrested Person	2
Adult Arrest/Warrant	1			Check Person	1
ATL person	1	Impact Munitions		Unwanted Person	1
Suspicious Vehicle	1	Weapons Offense	2		
Intoxicated Person	1			TASER Deployment	
Disturbance	13			Fight Call	1
Weapons Offense	3			Fraud	1
Fight Call	2	OC Spray		Weapons Offense	1
Check Person	2	Disturbance	5	Adult Arrested Person	1
Traffic Stop	1	Domestic Disturbance	1	Disturbance	1
Weapon Offense/Shots Fired	4	Fight Call	3	Domestic Disturbance	1
Trespass	2			Violation of Court Order	2
Drug Incident/Investigation	2				
Juvenile Arrest	2			Deadly Force (at person)	
Stolen Auto	2	K9 Bite		Weapons Offense	1
Overdose	1	Drug Incident/Investigation	1		

Please note that incident type generally reflects the manner in which a call for service is categorized at the time it is received. The actual incident type may end up being different.

Comparison of fourth quarter 2018 with third quarter 2019 use of force data:

Force	2018 (Q4)	2019 (Q4)
Decentralization/Takedown	42	68
Active Counter Measures	22	12
Taser Deployment	8	8
Hobble Restraints	9	12
OC (i.e. Pepper) Spray Deployment	2	9
Baton Strike	1	0
K9 Bite	0	1
Firearm Discharged Toward Suspect	0	1
Impact Munition	0	2
Specialty (SWAT/SET)	N/A	0
Total	84	113

Mental Health Related Workload

During the fourth quarter MPD personnel spent more than **4,200** hours of work on cases/incidents involving the mentally ill. This is an average of about **46** hours per day. The bulk of this workload was handled by patrol officers.

This work includes **thirty-five (35)** emergency detentions. It took an average of about **nineteen (19)** officer hours for each of these cases. MPD personnel also handled an additional **eighteen (18)** mental health commitment returns; these also averaged about **nineteen (19)** officer hours each.

MPD Activity at MMSD High Schools

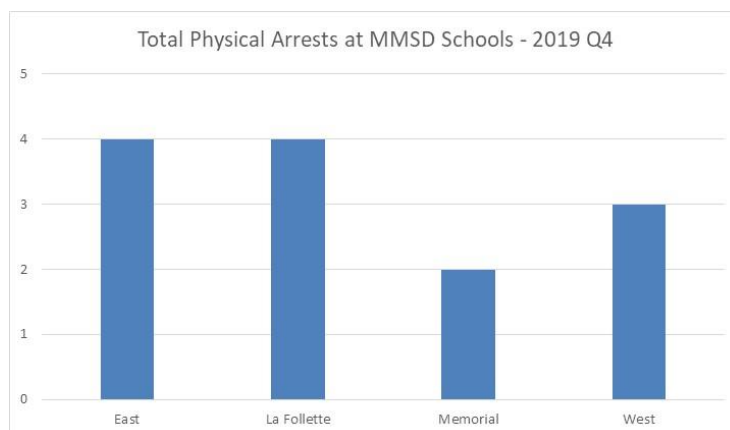
This area of the report highlights data involving physical arrest and citation incidents that occurred on the campuses of East, West, Memorial and LaFollette High Schools during the fourth quarter of 2019. This data includes only incidents that occurred on campus during this time period and between the hours of 7:30am and 5:00pm. Arrest data include only instances of “physical arrest.” This means an officer made a custodial arrest and the individual was removed from the high school and taken or released elsewhere.

When reviewing any MPD juvenile citation data (ages 12-16 years old), it must be emphasized that every juvenile cited in this age range, regardless of offense, was offered a restorative justice diversion away from Madison’s Municipal Court, allowing the opportunity for formal consequences to be avoided. Since 2015 when MPD first partnered with Dane County Timebank, Briarpatch and the YWCA to make restorative justice available to all youth ages 12-16, an overwhelming majority of juveniles each year have chosen this option after receiving a citation.

Finally, arrest and citation numbers in this report should not be attributed only to MPD’s School Resource Officers (SRO’s) as these numbers can include those generated from other MPD officers (Patrol Officers, Detectives, etc.).

Twelve (12) total municipal citations were issued during the fourth quarter of 2019 at an MMSD high school and the following is a per-school breakdown of the numbers: East, three (3); LaFollette, three (3); Memorial, two (2); and West, four (4). The ordinance violations of these citations included the following: Casual Possession of Marijuana, Disorderly Conduct, Resist/Obstruct an Officer, Truancy, and Unlawful Trespass after Notification.

Thirteen (13) total physical arrests were reported during the fourth quarter for a combined total of twenty-one (21) charges:



The ages of the individuals arrested ranged from 14-16 years old. Nine (9) of the individuals were male and four (4) were female. The charges varied for these thirteen individuals, but included the following: Battery-Simple; Battery or Threat to Judge, Prosecutor or Law Enforcement Officer; Damage to Property; Disorderly Conduct; Possession of Cocaine; Possession of Weapon on School Premises; and Resist/Obstruct an Officer – Cause Substantial Bodily Harm.

Training

The recruit academy finished their classroom portion of their training and moved into the Field Training and Evaluation program on November 19th. Recruits finished most of the first three phases by the end of the year, and will move to solo patrol on February 9, 2020.

Department in-service was completed by the end of December. The in-service included defensive tactics training providing new techniques for officers to use during physical confrontations. The new training emphasized team tactics and is designed to allow officers to control resistive subjects while reducing the likelihood of injury to all involved. The MPD Training Center saw an uptick in usage by outside agencies. Many of them were on the range and utilized the TI Simulator.

SOP Updates

A number of MPD SOPs were updated during the quarter. Copies showing the changes are attached to this memo as an appendix. Note that all MPD SOPs are reviewed regularly, with the most critical SOPs being reviewed annually. This process typically results in additional SOP changes/updates.

MPD has also started posting drafts of new/ revised SOPs on our website before final implementation, to allow for public review and comment.

Additional Updates

Priority/emergency call response – During the fourth quarter, there were **90** instances where MPD's patrol response was limited to emergency and priority calls. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the City.

The 90 instances occurred on fifty-eight (58) dates (some days required limited call response multiple times); this means that at some point on **63%** of the days during the fourth quarter MPD patrol response was limited. The 90 instances spanned about 217 total hours of limited call response, an average of 2.4 hours per instance. In terms of total hours during the fourth quarter, MPD patrol response was limited to emergency and priority calls about **10%** of the time.

Smart Policing Initiative (SPI) Grant – The Madison Addiction Recovery Initiative (MARI) pre-arrest diversion program for opioid abusers continued in the fourth quarter. 2019 saw a decline in overdoses (10.5%) and fatalities (30.9%) from 2018. This is the first decline we have seen since tracking these statistics. MARI appears to be working. Sixty-six (66) people have successfully completed MARI through the end of 2019. MARI will continue through September 2020 and will expand beyond Madison throughout the county when the Pathways to Recovery grant project implements.

Community Based Crime Reduction Grant – The Southwest Neighborhoods: A Safe & Beautiful Initiative continued. Mentoring and guardianship programs in the Meadowood, Theresa Terrace and park Ridge/Park Edge neighborhoods are in full swing, as is neighborhood foot patrol to engage with residents.

Promotions

2019 – 4th Quarter Promotions

Captain Richard Bach was promoted to Acting Assistant Chief of Police
Lieutenant Kelly Donahue was promoted to Captain
Lieutenant Mindy Winter was promoted to Acting Captain
Detective Sergeant Tracie Jokala was promoted to Lieutenant
Detective Sergeant Diane Nachtigal was promoted to Lieutenant
Sergeant Kipp Hartman was promoted to Lieutenant
Sergeant Harrison Zanders was promoted to Acting Lieutenant
Detective Deborah Plantz was promoted to Detective Sergeant
Detective Eric Vosburg was promoted to Detective Sergeant
Officer Ryan Henderson was promoted to Sergeant

Discipline/compliments (link to quarterly PS&IA summary):

<https://www.cityofmadison.com/police/documents/psiaSummary2019OctDec.pdf>

<https://www.cityofmadison.com/police/documents/psiaRecognition2019OctDec.pdf>

Updated/New SOPs for MPD: October-December 2019

Active Shooter/Killer Incidents: 12/23/2019

Barricaded Person Incidents: 12/20/2019

Dignitary Protection: 12/16/2019

Enforcement of Immigration Laws: 12/16/2019

Foot Pursuits: 11/19/2019

Funerals and Ceremonies of LEO: 11/15/2019

Guarding of Prisoners: 11/11/2019

Handling of Evidence, Contraband, Found or Lost Property: 11/15/2019

Hostage Situation Incidents: 12/20/2019

Interactions with Youth (New): 12/30/2019

Naloxone (Narcan) Protocol: 12/16/2019

Non-Deadly Force – Use of: 10/14/2019

Notification of Commanding Officers: 12/30/2019

Probation and Parole Searches: 11/19/2019

Records Inspection and Release: 12/20/2019

Response to Persons with Altered State of Mind: 12/23/2019

Stop & Frisk: 11/19/2019

TIME System Use and Dissemination of Record: 11/18/2019

Tuition Reimbursement and Educational Incentive (MPPOA): 11/18/2019

Uniform Standards: 10/08/2019

U VISA Program and Participation: 12/20/2019

Vehicle Use, Assignment, and Maintenance: 12/02/2019



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Active Shooter/**Killer** Incidents

Eff. Date ~~01/14/2019~~ 12/23/2019

Purpose

Establish standard procedure for MPD response to incidents involving active shooters/**killers**.

Policy

The objectives of this department in dealing with barricaded person, hostage and active shooter/**killer** incidents are:

1. Preservation of life.
2. Apprehension of perpetrator(s) using a reasonable amount of force.
3. Securing available evidence to assist in the appropriate disposition of the perpetrator(s).

SAFETY PRIORITIES

The basis for operational and tactical decisions will be based on the following safety priorities:

1. Hostages and citizens
2. Law enforcement personnel
3. Suspects and subjects

In situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death—rapid intervention of officers at the scene is authorized and expected when such actions are deemed reasonable to prevent further injuries or loss of life.

Definitions

Active Shooting/Killing****: An incident, normally in a confined and populated area, in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons. This includes all situations where there is an active, ongoing deadly threat, to include those from firearms, explosives, knives, and other weapons.

Rapid Intervention: Immediate response by one or more officers to an active shooting based on a reasonable belief that failure to take action pending the arrival of additional officers would result in death or serious bodily injury.

Hot Zone: Physical location(s) under direct threat by a person(s) or other mechanism (improvised explosive devices, etc.).

Warm Zone: Physical location not believed to be under direct threat but where there is potential for hazard. Cleared and occupied by law enforcement but not secured.

Cold Zone: Area outside the immediate warm zone.

Contact Team: The first officer(s) at the scene of an active shooting tasked with locating the suspect(s) and neutralizing the threat.

Rescue Team: An organized team of officers who make entry after the contact team to provide first aid and evacuate persons from a hostile environment. May include a mixture of law enforcement and fire/EMS elements operating in a warm zone environment to triage patients, provide medical care and coordinate casualty evacuation.

Staging: A physical location established in the cold zone and staffed by a law enforcement and fire/EMS representative.

[Redacted]

Response Procedures

INITIAL RESPONSE

Personnel initially responding to an active shooter/killer incident will make an initial assessment by:

- [Redacted]
- [Redacted]

Upon completion of the initial assessment,

- [Redacted]
- [Redacted]
- [Redacted]

In some instances, an individual officer may be present within or nearby the active shooting location, such as a mall or school.

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

As soon as practical, officer(s) shall notify communications that an active shooter/killer situation exists. The officer should provide the following information and updates as available:

- The identity, location, manner of dress (if not in uniform), and proposed actions of the officer(s) at the scene;
- Information on the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions; and
- Available information on persons injured or under threat, their locations, emergency resources required, and [Redacted]

- [Redacted]

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

INTERVENTION—CONTACT TEAM RESPONSE

A contact team response to an active shooter/killer situation is preferred in nearly all active shooter/killer situations—irrespective of any initial actions that may have been taken. Even if the threat seemingly has been terminated, [REDACTED]

Normally, [REDACTED]

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

RESCUE TEAM RESPONSE

- [REDACTED]
- [REDACTED]

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-
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STABILIZATION

Once the contact and rescue teams have been deployed, the scene supervisor/incident commander will:

1. Establish an inner perimeter.
2. Establish a command post and unified command structure with other agencies (MFD, etc.).
3. Establish a staging area for responding emergency personnel.
4. In conjunction with the Madison Fire Department, identify a casualty collection point (CCP) for injured parties to be taken for triage, treatment and transportation.
5. Determine a collection point/evacuation center for non-injured evacuees from the location.
6. Establish a staging area/contact point for friends and family members of potential victims.
7. Select a location for media response and designate a person to interact with them prior to the arrival of the agency public information officer.
8. Establish and outer perimeter and traffic plan.
9. Establish and maintain a log that documents the activities that have occurred and the location and identification of the assigned personnel.
10. Ensure that the appropriate personnel have been notified and briefed (OIC, District Command, etc.).
11. Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.

Officers assigned to the evacuation center shall maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.

SWAT RESPONSE

SWAT should be activated to assist with active shooter/killer incidents when appropriate. Initial requests for SWAT activation should be made to the SWAT tactical team lieutenant. A full-team SWAT activation should generally be approved by the SWAT Commander and Assistant Chief of Operations. However, SWAT use may be approved by any MPD supervisor if no SWAT commander/supervisor can be contacted, or in case of extraordinary emergency where command approval would be impractical. The SWAT commander will be notified as soon as possible of any SWAT usage that did not have prior authorization.

On-duty SWAT personnel may respond to assist with tactical situations as needed. Where possible, a SWAT supervisor will respond to the scene to oversee the utilization of SWAT personnel. If used for on-duty tactical situations, SWAT personnel will only be used in a manner that is consistent with the Team's training and standard operating procedures.

The actions of SWAT will be consistent with MPD's Code of Conduct, standard operating procedures, and with standard professional practices in the area of police tactical response.

Original SOP: 08/18/2014
(Reviewed Only: 02/17/2016, 12/26/2017)
(Revised: 11/02/2016, 01/14/2019, 12/23/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Barricaded Person Incidents

Eff. Date ~~01/20/2017~~ 12/20/2019

Purpose

Establish standard procedure for MPD response to incidents involving barricaded subjects or suspects.

Policy

The objectives of this department in dealing with barricaded person, hostage and active shooter incidents are:

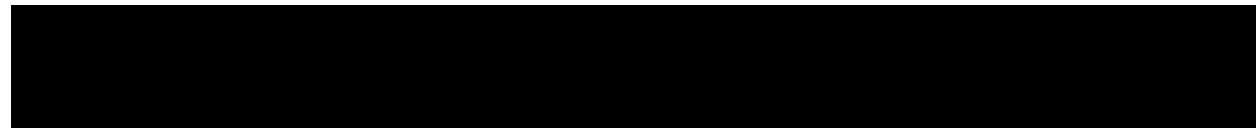
1. Preservation of life.
2. Apprehension of perpetrator(s) using a reasonable amount of force.
3. Securing available evidence to assist in the appropriate disposition of the perpetrator(s).

SAFETY PRIORITIES

The basis for operational and tactical decisions will be based on the following safety priorities:

1. Hostages and citizens
2. Law enforcement personnel
3. Suspects and subjects

If a barricaded subject/suspect situation involves dangerous or assaultive behavior directed towards citizens or officers, involves a risk to public safety, or involves suspects wanted for serious felony crimes, officers—including SWAT personnel, if needed—will respond and resolve the situation. In other barricaded subject/suspect situations the benefits of forcing the suspect/subject from the location will be weighed against the potential costs (resources, impact on neighboring community, risks involved with tactical interventions, etc.).

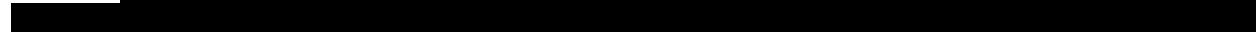


Definitions

Barricaded Suspect: A criminal suspect who has taken a position in a physical location, most often a structure or vehicle, that does not allow immediate police access—whether fortified or not—and who is refusing police orders to exit. A barricaded suspect may be known to be armed, thought to be armed, have access to weapons in the location, or be in an unknown weapons status.

Barricaded Subject: A person who is not suspected of committing a crime but is the focus of a legitimate police intervention effort—most often involving threats of suicide or mental illness—who has taken a position in a physical location, most often a structure or vehicle, that does not allow immediate police access—whether fortified or not—and who is refusing police orders to exit. A barricaded subject may be known to be armed, thought to be armed, have access to weapons in the location, or be in an unknown weapons status.

Resolution Techniques: Primary police action geared toward resolving a barricaded suspect or subject situation



Resolution Tactics: Secondary police action geared toward resolving a barricaded suspect or subject situation [REDACTED]

Triggering Point: Specific predetermined circumstances that will justify the initiation of direct action to prevent or terminate a particular course of suspect or subject behavior.

Inner Perimeter: A close proximity boundary [REDACTED]

Outer Perimeter: A boundary outside the inner perimeter maintained by patrol officers and designed to prevent unauthorized persons from entering the area of the critical incident.

Positive progress in a barricade resolution effort shall be defined as developments that increase the probability that the suspect or subject will be safely taken into custody, as opposed to the mere passage of time.

Response Procedures

INITIAL RESPONSE

Personnel initially responding to a barricaded subject/suspect incident will assess the situation and request the appropriate resources. The initial priorities are to:

STABILIZATION

Once the scene is stabilized, patrol personnel shall conduct a secondary assessment and consider what has occurred and whether there is legal standing to intercede. It is especially important to determine:

1. Whether a crime has been committed;
2. Whether the person inside is a suspect in the crime;
3. Whether there is probable cause for his/her arrest; and
4. Whether the need to apprehend the suspect at that moment outweighs the challenges associated with compelling the suspect or subject to submit to police authority.

In the absence of a crime or under circumstances where there is no legitimate risk of death or serious injury, the best course of action may be to stand down.

RESOLVING THE SITUATION

If the decision is made to attempt to resolve the barricade situation, the scene supervisor shall ensure that the appropriate specialized resources have been requested (SWAT, CNT, paramedics, etc.). The scene supervisor shall ensure that a variety of tasks are addressed while awaiting the arrival of SWAT, including but not limited to the following:

1. Establish an outer perimeter and initiate the evacuation and handling process for those inside. Special consideration must be given to the handling of those who refuse to be evacuated.
2. Establish a command post location [REDACTED]

3. [REDACTED] Initiate an investigation to determine exactly what has occurred and locate, isolate, and debrief any witnesses.
4. [REDACTED]
5. Select a location for media response and designate a person to interact with them prior to the arrival of the agency public information officer.
6. [REDACTED]
7. [REDACTED]
8. Establish and maintain a log that documents the activities that have occurred and the location and identification of the assigned personnel.
9. Ensure that the appropriate personnel have been notified and briefed (OIC, District Command, etc.).
10. Brief the SWAT and negotiations teams upon their arrival (if applicable).
11. Assist the SWAT team as it relieves the officers responsible for inner perimeter containment personnel (if applicable).
12. Ensure that all officers relieved report to the command post for reassignment.

SWAT RESPONSE

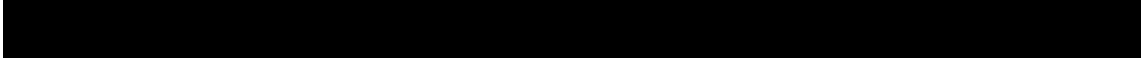

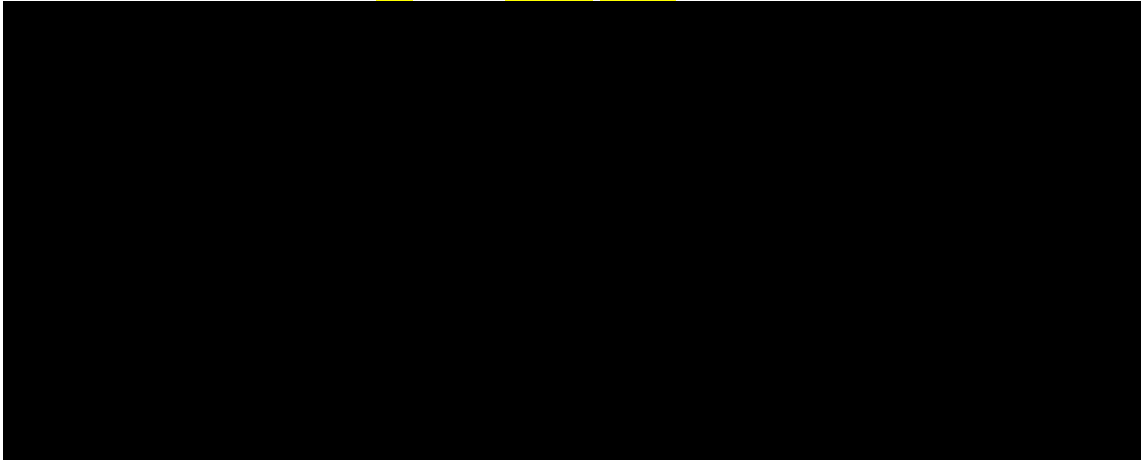
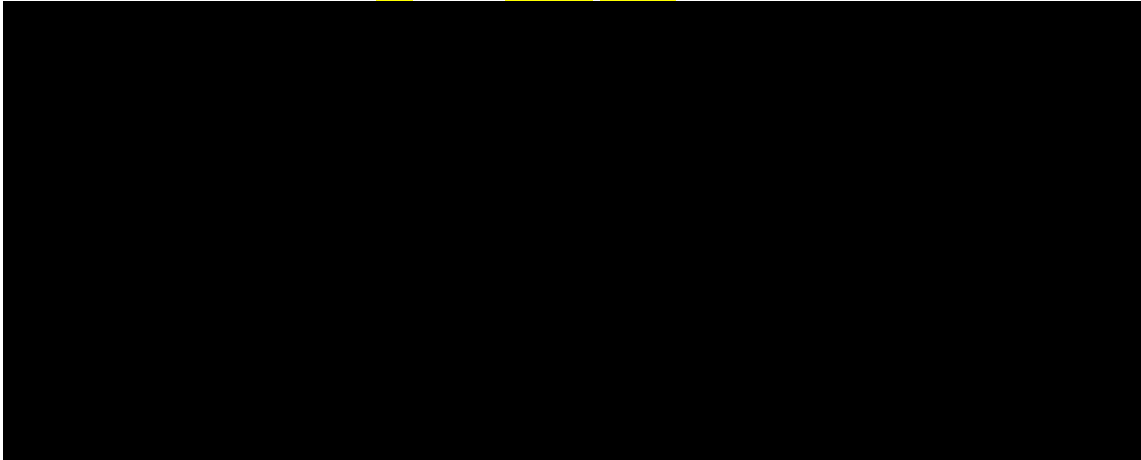
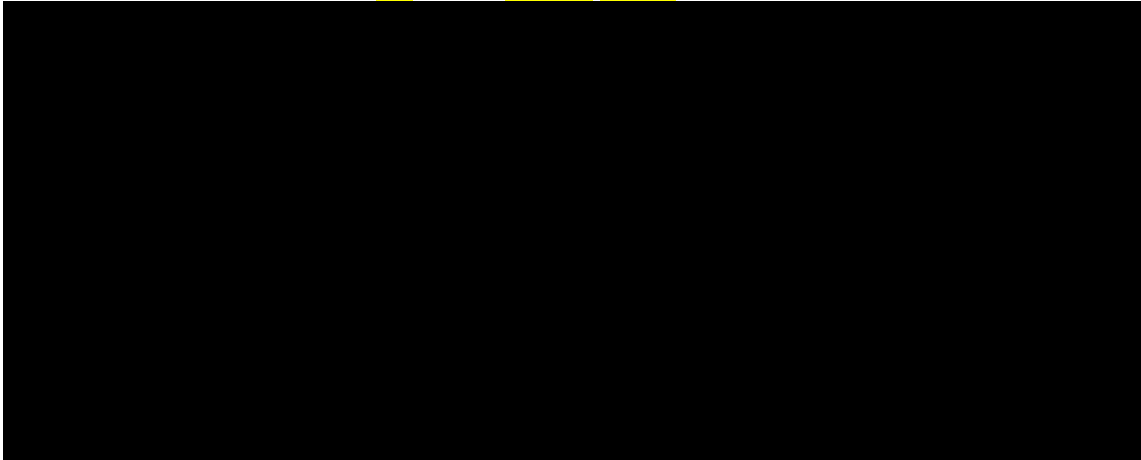
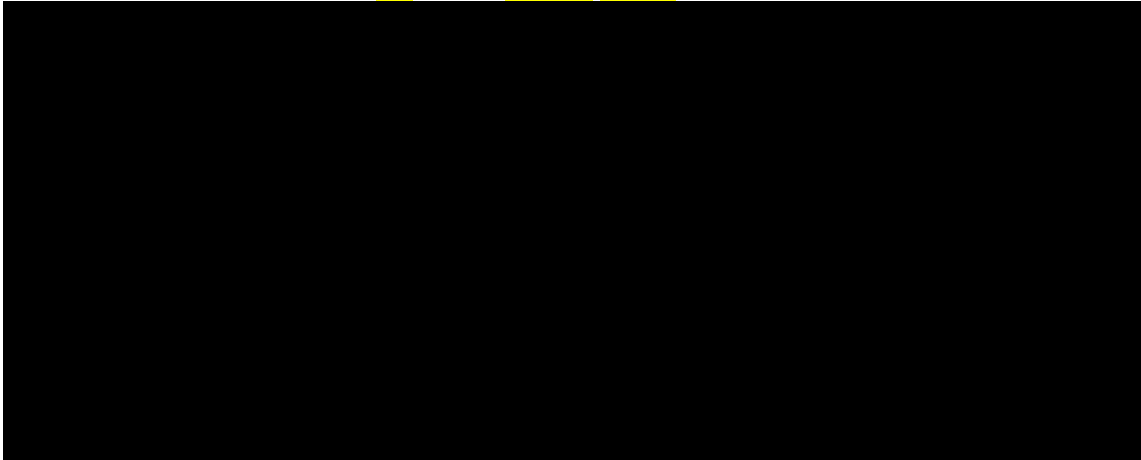
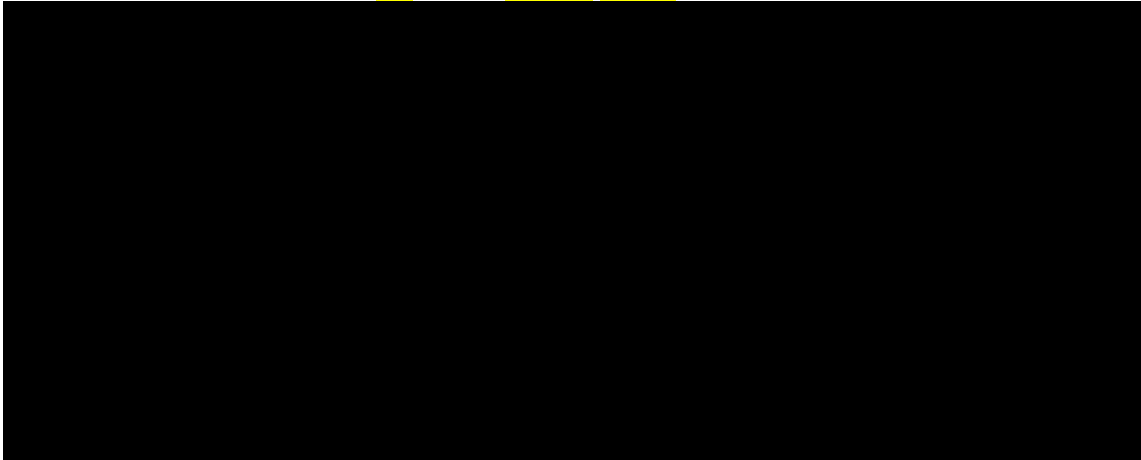
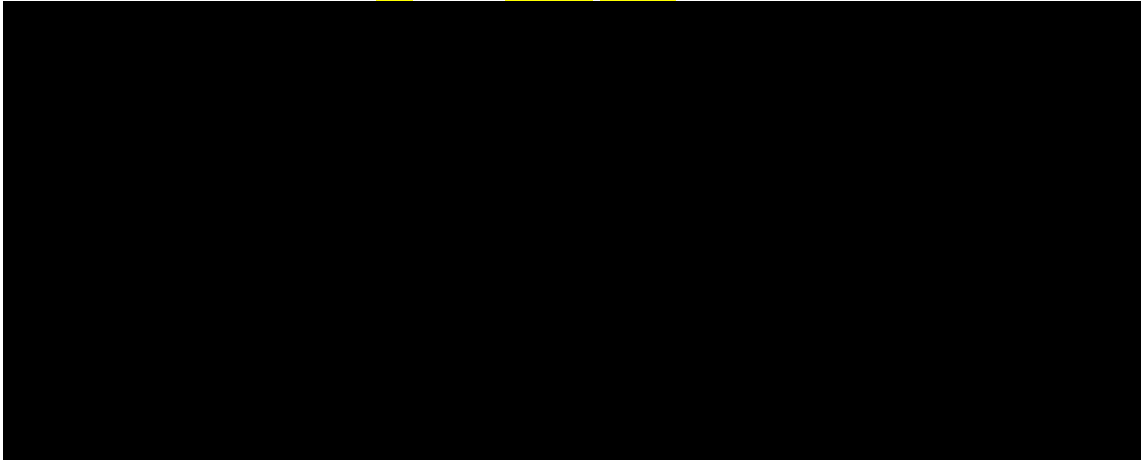
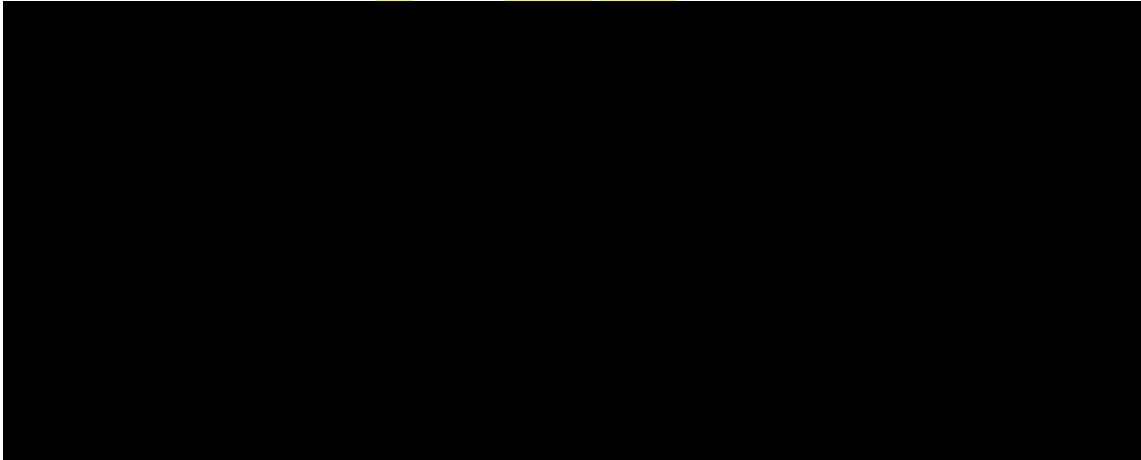
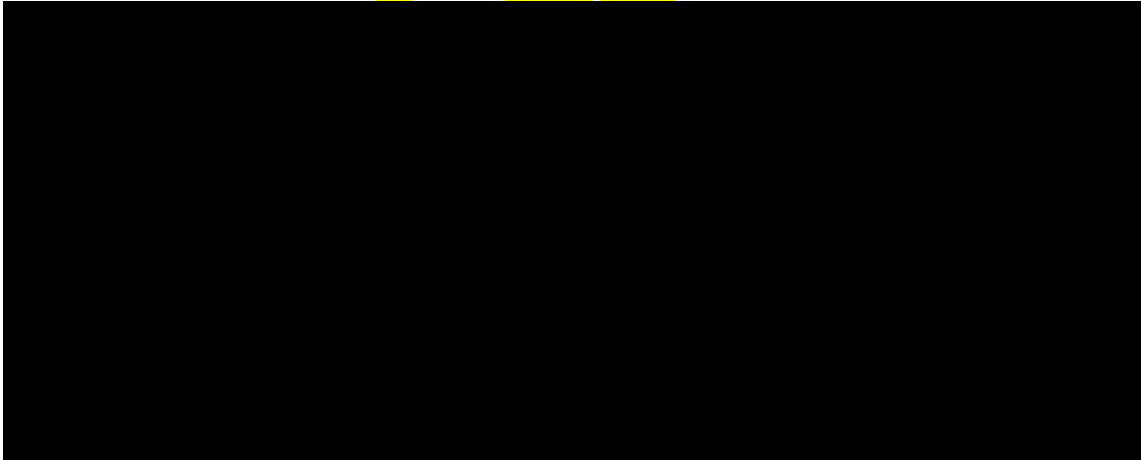
SWAT shall ~~should~~ be activated for barricaded person situations involving suspects/subjects believed to be armed. SWAT may also be activated when circumstances exist that may pose risks beyond the capacity of patrol to safely resolve. Initial requests for SWAT activation should be made to the SWAT tactical team lieutenant. A full-team SWAT activation should generally be approved by the SWAT Commander and designated Assistant Chief. However, SWAT use may be approved by any MPD supervisor if no SWAT commander/supervisor can be contacted, or in case of extraordinary emergency where command approval would be impractical. The SWAT commander will be notified as soon as possible of any SWAT usage that did not have prior authorization.

On-duty SWAT personnel may respond to assist with tactical situations as needed. Where possible, a SWAT supervisor will respond to the scene to oversee the utilization of SWAT personnel. If used for on-duty tactical situations, SWAT personnel will only be used in a manner that is consistent with the Team's training and standard operating procedures.

The actions of SWAT will be consistent with MPD's Code of Conduct, standard operating procedures, and with standard professional practices in the area of police tactical response.

Once SWAT has arrived on scene and assumed responsibility for the incident, SWAT command will fill the role of the overall incident commander. Resolution efforts in most situations generally involve the following:

1. Ensure that all appropriate steps have been taken prior to SWAT arrival (inner perimeter, intelligence gathering, etc.).
2. Patrol/district personnel will have responsibility for the outer perimeter, traffic control, media contacts, etc.
3. [REDACTED]
4. [REDACTED]

- 5. 
- 6. 
- 7. Maintain a log to document incident activity.
- 8. The CNT commander will oversee the negotiation function and the gathering of all relevant intelligence. Information will be shared with perimeter units as appropriate, and CNT activity will be documented consistent with the SWAT Manual SOP's.
- 9. 
- 10. 
- 11. 
- 12. 
- 13. 
- 14. 
- 15. 
- 16. 
- 17. Ensure that appropriate legal authority exists prior to using tactics to enter the dwelling. Judicial authority to enter (a search warrant for the target location, an arrest warrant or commitment order for the subject known to be inside, and so on) is preferred.
- 18. Use a combination of techniques and tactics, in a manner consistent with approved training, until the situation is brought to a successful conclusion.

Original SOP: 08/18/2014
(Revised: 02/05/2016, 11/02/2016, 01/20/2017, 12/20/2019)
(Reviewed Only: 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Dignitary Protection

Eff. Date ~~01/11/2017~~ 12/16/2019

Purpose

The Madison Police Department (MPD) recognizes its responsibility to review requests and provide reasonable assistance for the personal protection of visiting dignitaries and other designated persons. Recognizing this responsibility, the MPD will take reasonable precautions to protect the safety of such visitors.

The purpose of this SOP is to provide guidance for the authorization of dignitary protection and escort details. It also establishes responsibility for the review of requests for dignitary protection and escort details in order to ensure uniformity in authorizing protective details.

Procedure

1. Any employee receiving a request for dignitary protection will refer the request to the Assistant Chief of Field Operations.
2. The Assistant Chief of Field Operations will determine the type and scope of police services provided after consultation with affected District Commanders, SET Commanders, SWAT Commanders, and the Commander of Investigative and Specialized Services, depending upon the scope of the event.
3. Dignitary protection details will be provided for foreign and domestic governmental officials whose position entitles them to temporary or full time protection by a law enforcement agency of the United States Government.
4. The request for the dignitary protection detail must be originated by the federal or State law enforcement agency responsible for the security of the dignitary.
5. Officers assigned to the detail shall wear the appropriate identification to ensure immediate identification by other LE personnel.
6. The Captain of Investigative and Specialized Services will be responsible for the collection and dissemination of intelligence related to threats to the protectee. The Captain of Investigative Services will coordinate plain clothes/undercover operatives and liaison duties with the protectee's security detail.

Original SOP: 04/01/2015
(Reviewed Only: 01/22/2016, 12/26/2017)
(Revised: 01/11/2017, 12/16/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Enforcement of Immigration Laws

Eff. Date ~~10/09/2017~~ 12/16/2019

Purpose

MPD is committed to community policing. Therefore, it is imperative that all our constituents come to expect that MPD will provide access to anyone seeking our services. An individual's immigration status is immaterial with respect to MPD's mission statement, core values, and operational systems. Immigration status is only relevant when an individual has committed serious crimes directly related to public safety (as outlined below).

Procedure

The enforcement of immigration law is primarily the responsibility of the federal government, through the United States Immigration and Custom Enforcement Agency ("ICE"). Accordingly, MPD will not undertake any immigration-related investigation unless said operation involves an individual who has committed serious crimes directly related to public safety (as outlined below). Section 287(g) agreements under 8 U.S.C. § 1357 are voluntary agreements which require local consent. MPD will refrain from entering into these agreements as they are not consistent with furthering MPD's policing philosophy.

Officers shall not detain or arrest an individual solely for a suspected violation of immigration law. MPD will only cooperate with a lawful request of ICE under the following circumstances:

1. The individual is engaged in or is suspected of terrorism or espionage; or
2. The individual is reasonably suspected of participating in a criminal street gang; or
3. The individual is arrested for any violent felony; or
4. The individual is a previously deported felon.

When time and circumstances permit, an officer should obtain approval from a commander or OIC prior to detaining any individual for the above-outlined reasons. Any notification or contact with ICE for the purposes of detaining or apprehending individuals should only be made with the approval of a Commanding Officer and only after contacting the Assistant Chief of ~~Operations or Investigative Services~~ Support and Community Outreach.

An individual's right to file a police report or otherwise receive services from MPD is not contingent upon their citizenship or immigration status. MPD officers shall strive to treat all individuals equally and fairly regardless of their immigration status. Therefore, officers shall not routinely inquire into the immigration status of persons encountered during police operations.

Officers shall not ask any individual to produce a passport, Alien Registration Card (Green Card) or any other immigration documentation in the normal course of business. This does not prohibit an officer from considering these documents as appropriate forms of identification when voluntarily provided by the individual.

Original SOP: 01/30/2017
(Revised: 10/09/2017, 12/16/2019)
(Reviewed Only: 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Foot Pursuits

Eff. Date ~~9/11/2018~~ 11/19/2019

Purpose

To facilitate the safe apprehension of a subject who flees on foot and to prevent injuries to all involved parties.

Definitions

Foot Pursuit: A situation in which an officer, on foot, chases a subject in an effort to detain or arrest that individual, when the subject is ~~resisting apprehension~~ **avoiding police contact** by fleeing from the officer.

Subject: Includes any individual who a police officer has a lawful reason to detain.

Contact/Cover: ~~Describes the practice of having two or more officers working together during a foot pursuit. The officers work in unison via direct or indirect communication to coordinate their efforts, remain aware of the locations of officers and subjects, and keep abreast of the status of the pursuit.~~

Procedure

Whenever an officer decides to engage, or continue to engage, in a foot pursuit, a quick risk assessment must take place. Officers must evaluate the risk involved to themselves, other officers, the subject, and the community to balance that risk with the need to pursue and immediately apprehend the subject. ~~Supervisors are responsible for reviewing the tactical soundness of foot pursuits.~~

1. Factors to **C**onsider when **I**nitiating a **F**oot **P**ursuit:
 - a. Whether the subject is armed or dangerous
 - b. The reason for detaining the subject
 - c. Risk to officers and/or the community posed by the subject
 - d. Environmental risks (low light, dangerous structures, officer's familiarity with the area, officer's ability to keep sight of suspect, etc.)
 - e. Ability to apprehend the subject at a later date
 - f. Communications (ability to transmit location, radio coverage, etc.)
 - g. Physical ability of the officer to:
 - i. Apprehend the subject (officer/subject factors, available equipment, etc.)
 - ii. Communicate effectively with dispatch
 - iii. Be readily identifiable as an officer (uniform or plain clothes)
 - h. Availability of backup units to assist
2. If possible, officers should consider the feasibility of the following strategies or tactics prior to initiating foot pursuits:
 - a. Area containment
 - b. Surveillance
 - c. Obtaining additional officers
 - d. Canine search/track
 - e. UAS
3. Pursuing **O**fficer(s) **R**esponsibility:
 - a. Once the foot pursuit has been initiated (and as soon as practical, considering the difficulty in transmitting under the circumstances), the officer should broadcast the following information:
 - i. Location
 - ii. Direction

- iii. Description of subject
 - iv. Whether the subject is armed
 - v. Reason for foot pursuit
 - b. Dispatch will notify a supervisor of the pursuit circumstances, if they are unaware, and any other relevant information.
 - c. The pursuing officer will coordinate with other officers to establish a perimeter in the area to contain the subject. K9 use should be considered if the subject is believed to be in a confined area.
 - d. If possible, officers should consider the feasibility of the following strategies or tactics prior to initiating foot pursuits:
 - i. Area containment
 - ii. Surveillance
 - iii. Obtaining additional officers
 - e. Officers shall ~~should~~ terminate a foot pursuit if ordered by a supervisor, ~~or if~~ ~~If~~ the officer believes that the risk to officers or the public outweighs the necessity for immediate apprehension of the subject, ~~they should terminate the foot pursuit~~. If the subject's identity is known and ~~the subject does he or she is~~ not pose an immediate threat to the safety of the public or other officers, consideration should be given to terminating the pursuit and apprehending the suspect at a later date.
 - f. After termination of the foot pursuit, officers will notify Dispatch with the last known location of ~~the~~ subject or point of apprehension.
4. Supervisor's ~~R~~ole:
 - a. The supervisor's role is to monitor a foot pursuit and appropriately direct resources to safely apprehend the subject.
 - g. The supervisor should coordinate with involved officers ~~s~~ to establish a perimeter. K9 use should be considered if the subject is believed to be in a confined area.
 - b. The supervisor will terminate a foot pursuit at any time if it is determined the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the subject.

Original SOP: 05/03/2016
(Revised: 09/06/2018, 09/11/2018, 11/19/2019)
(Reviewed Only: 12/22/2016, 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Funerals and Ceremonies of LEO

Eff. Date ~~02/23/2016~~ 11/15/2019

Purpose

In order to respond to requests and ensure equal treatment in similar circumstances, the following guidelines are provided to assist members of the Madison Police Department (MPD) in fulfilling their responsibilities/duties in an efficient and expeditious manner. These guidelines are not meant to imply inflexibility on the part of the agency in deployment and type of service offered; rather, they serve to promote understanding and cooperation for all concerned.

Procedure

All requests for MPD participation in funerals or ceremonies should be directed to the Chief's ~~secretary~~ **Administrative Assistant**, who will route the requests to the Honor Guard commander or his/her designee. In the event of a short notice request, the request should be routed to the Officer in Charge, who will then notify the Honor Guard commander or his/her designee.

The Honor Guard will have primary responsibility of planning and coordination of activities for the agency. A current Honor Guard roster, identifying the team commander and his/her designee, will be updated each year and a copy will be provided to the Chief of Police.

DUTY GUIDELINES FOR EMPLOYEE PARTICIPATION IN HONOR GUARD EVENTS

1. On-duty participation will be allowed only if staffing levels are above minimum.
2. All off-duty members wishing to participate in an approved service in MPD uniform shall request authorization from the Chief of Police or designee.
3. MPD will provide transportation for on-duty personnel. Vehicle use will be at the discretion of unit/section command.
4. The Chief of Police or designee may authorize any deviation from this procedure.

UNIFORM GUIDELINES FOR PARTICIPATION IN HONOR GUARD EVENTS

Uniform

1. Year-round attire:
 - MPD court uniform
 - 8-point hat
 - Badge cover
 - MPD-issued polished shoes/boots

Badge Covers

MPD-issued badge covers can be worn when authorized by the Chief of Police or designee.

DUTY GUIDELINES FOR HONOR GUARD

Participation in Honor Guard Events

1. On-duty participation will be allowed if staffing levels are above minimum.
2. If the Honor Guard activity requires eight hours, this will be considered the employee's work day.
3. In the event that staffing levels do not accommodate on-duty participation, off-duty Honor Guard members will be used to fill the assignment.

4. All off-duty Honor Guard members participating in an approved service shall be compensated in accordance with the existing Memorandum of Understanding.
5. MPD will provide transportation.
6. The Chief of Police or designee may authorize any deviation from this procedure.

Equipment

1. There are lockers designated for Honor Guard equipment storage.
2. The team commander/designee will be responsible for keeping Honor Guard equipment clean and will obtain a purchase order for the cleaning and/or replacement of worn equipment.
3. The Honor Guard will keep an inventory of equipment.

Requests from Outside Police Jurisdictions

In the event a notification is received of the death of a police officer from an outside jurisdiction, the Honor Guard will evaluate a response:

1. When the officer is killed in the line of duty.
2. When the officer dies from natural causes (active or retired).

Requests from Outside Organizations

When the services of the Honor Guard are requested by an outside organization to participate in a memorial service, parade, etc., the Honor Guard may respond if it is determined the event would serve the interests of the community and MPD.

Original SOP: 03/03/2015
(Reviewed Only: 01/27/2016, 11/01/2016, 12/26/2017)
(Revised: 02/23/2016, 11/15/2019)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Guarding of Prisoners

Eff. Date ~~08/19/2019~~ 11/11/2019

Purpose

On occasion there is the need for Madison Police Department (MPD) personnel to perform the function of guarding a prisoner at a medical facility. This SOP outlines the decision-making process and the resources to be utilized when it is deemed necessary to guard a prisoner.

Procedure

If it is determined a prisoner will need more than a few hours of medical care prior to incarceration, the Officer In Charge (OIC) shall be consulted and a decision will be made as to whether MPD resources will be used to guard the prisoner at the medical facility.

Factors to be considered in making the decision to guard a prisoner include the following:

- The seriousness of the incident/offense.
- The dangerousness of the individual/hazard to the community.
- The potential danger to themselves.
- The potential for flight or escape.
- The medical issues involved and the estimated length of required hospitalization.

The OIC will consult with the involved District Command staff or Violent Crime Unit Command staff in making a determination as to whether a prisoner will be guarded at a medical facility or if alternative arrangements can be made. On-duty patrol resources are likely to be used for the first prisoner guard assignment shift. The OIC and District Command will coordinate a staffing plan for the initial 72 hours of prisoner guarding assignments as follows:

- If patrol staffing is adequate (above hard minimum staffing level), on-duty patrol officers will be used to fill guard duty assignments.
- If patrol staffing is **at or below** hard minimum staffing levels guard assignments will be staffed on overtime. Assignments will be consistent with relevant contractual provisions, with priority for assignment as follows:
 - To police officers assigned to patrol;
 - To all other non-command commissioned personnel (if insufficient patrol assigned officers express interest);
 - To command personnel (if insufficient non-command personnel express interest).
 - ~~○ To non-patrol police officers (if insufficient patrol assigned officers express interest);~~
 - ~~○ To sergeants assigned to patrol (if insufficient police officers express interest);~~
 - ~~○ To all other commissioned personnel (if insufficient police officers and patrol assigned sergeants express interest).~~

After the initial 72 hour time frame, the First Detail OIC will be responsible to coordinate a prisoner guarding staffing plan that is staffed using overtime available to all commissioned staff on a voluntary basis. The prisoner status and staffing plan should be reviewed by the First Detail OIC on a daily basis. Overtime assignments will be consistent with relevant contractual provisions, – it will be open to all commissioned personnel and awarded to whomever had the least amount of overtime accrued for the year, with priority assignment as follows:

- To all non-command commissioned personnel;
- To command personnel (if insufficient non-command personnel express interest).

- To police officers assigned to patrol;
- To all other non-command commissioned personnel (if insufficient patrol assigned officers express interest);
- To command personnel (if insufficient non-command personnel express interest);
- To non-patrol police officers (if insufficient patrol assigned officers express interest);
- To sergeants assigned to patrol (if insufficient police officers express interest);
- To all other commissioned personnel (if insufficient police officers and patrol assigned sergeants express interest).

If no one expresses interest in an overtime guarding assignment, patrol resources should be ordered to fill the assignment (consistent with existing order over procedures).

Officers assigned to guard duty should be assigned to the original incident case number for the first 24 hours of guard duty. After 24 hours, The OIC or appropriate commander should generate a new case number (incident type: Assist – Guard Duty) using the medical facility as the address of occurrence. All subsequent guard assignments should be assigned on the CAD to the new case number. Any reports completed in connection with the guard duty should be completed under the original incident case number.

Prisoner Guarding Protocol

The following guidelines will be adhered to whenever a prisoner is under guard at a medical facility:

- Officers will notify hospital/facility security of their presence upon arrival.
- Two officers should be assigned to the prisoner.
- The prisoner should be restrained unless their injury/illness prohibits it.
- Officers will remain in the room with the prisoner unless medical circumstances prevent it. Officers will coordinate with medical staff to maintain a reasonable degree of control/observation of the prisoner.
- Prisoners are not allowed access to phones for personal communications without approval from an MPD commander.
- Prisoners are not allowed visitors without approval from an MPD commander (professional visits from attorneys are generally permitted). In the event that approval is granted, guarding officers will document the visit (time, duration, names of visitors, etc.) in a report. Officers will remain in the room during visitation (excluding attorney visits when appropriate).

The restrictions apply to prisoners who are in custody and under arrest, and not to individuals who might be guarded for other purposes.

Command staff from the District/Unit responsible for the arrest may specify guidelines that add to or modify those above.

Original SOP: 12/08/2015
(Revised: 03/04/2016, 01/27/2017, 11/09/2017, 08/19/2019, 11/11/2019)
(Reviewed Only: 02/22/2016)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Handling of Evidence, Contraband, Found or Lost Property

Eff. Date ~~01/25/2018~~ 11/15/2019

Purpose

This SOP establishes procedures for processing, maintaining, and disposing of evidence in a manner that insures ensures the evidentiary value of the property, as well as the integrity of the Madison Police Department (MPD) and its employees.

Responsibility

Between the hours of 7:00 a.m. - ~~4:30~~ 4:00 p.m. Monday through Friday, in which the Property Room is staffed, Property Clerks will be responsible for the control of all property. In their absence, the Officer in Charge will be responsible for coordinating the handling of secured property.

Police Property Clerks will follow the processes outlined in the Property Room Procedures Manual. This manual will be reviewed annually for updates and clarifications.

Property Intake Rooms

Property Intake Rooms have been provided for storage of evidence, found property, and recovered stolen property. Evidence packaging supplies and storage lockers are provided within the Property Intake Rooms which have been keyed to allow officers access with department-issued keys. Employees are responsible for following established policies and procedures for packaging of items placed into storage lockers as outlined.

LOCKERS

1. After packaging item(s), officers should place the item(s) and the quick entry receipt in an empty storage locker and lock the door with the attached padlock.
2. Various sized lockers are provided and employees are expected to use the appropriate sized locker for the items to be temporarily stored. One specific locker is designated in each district's intake room for small items such as ID cards, driver licenses, etc.
3. If an item is too large to fit into a locker, it may be left on the floor of the Property Intake Room. If the item is evidentiary, it must be taken to the First Street Bay.

Tagging and Packaging Property

1. All items will be entered into LERMS using the Quick Entry system. There is a guide for this system in each intake room.
2. All property should be processed in accordance with the MPD Packaging Guide. Each package will be assigned its own barcode/tag number. Only one barcode/tag number will be assigned per package.
3. Some types of property require special intake procedures or special storage. Employees having questions should consult with the MPD Packaging Guide, the Property staff, or if they are unavailable, the Officer in Charge for guidance.

Temporary Evidence Storage

In most instances, all evidence/property must be secured, tagged, and entered into LERMS prior to the end of the employee's shift. However, some evidence may need further processing, or due to volume and time constraints, may need to be temporarily secured until final processing can be completed. Under these circumstances, temporary evidence storage may be utilized as follows:

1. The item(s) may be secured in a designated temporary evidence locker. Evidence may not be stored in any other location (desk, personal locker, etc.) unless unusual circumstances exist (large size, hazardous materials, etc.) and with a commander's approval.
2. A temporary storage log book will be placed in each property room, and employees using temporary evidence storage will document the property in the log and in their report. Employees will also designate their use of a temporary locker by placing their name or business card on the locker. By January 15th of each year, the filled log pages will be sent to the Records Section.
3. Items may not be stored in a temporary evidence locker for more than 72 hours without the approval of a commander. Items should be removed from temporary storage and entered into the property control system as soon as possible.
4. Non-evidentiary property may be removed from temporary evidence storage and released without being entered into the property system only under these circumstances:
 - a. The property is non-evidentiary and not sensitive (controlled substances, firearms, currency, etc.).
 - b. The employee responsible for the property arranges to return it to the owner or party responsible for it.
 - c. The property is released within 72 hours of seizure.
 - d. The release is approved by a supervisor.
 - e. The seizure and release is documented in a report.
5. All sensitive evidence taken into custody (firearms, drugs, currency) must be processed and property tagged prior to the end of the employee's shift, unless unusual circumstances exist and with a commander's approval.
6. Items that are tagged and entered into Quick Entry in the Records Management System (LERMS) must be submitted to Property and not stored in temporary evidence lockers.

Safe Handling of Drugs

When testing or packaging any drugs or paraphernalia as listed below, the best practice is to be paired up with at least one other officer. The second 'safety officer' will not be directly involved in the testing, handling, or packaging of the drug, but can perform other supportive functions such as computer entries. Considering the risk factor of some of the opioids, it will be permissible to divert from the standard packaging procedures of separating the drugs and packaging as listed in the Packaging Guide. All people present in the property intake area when the drugs listed in this policy are packaged or tested should wear N95/N100 masks and protective eyewear (supplied in each property intake room) to protect against accidental inhalation of or exposure to fine particle drugs. Anyone in direct contact with the drug should wear protective, disposable gloves, N95/N100 masks, protective eyewear, and gowns. In addition to sworn personnel, any civilian employees handling the drugs listed below for the purposes of destruction should take the same precautions. This practice does not apply to the simple movement of a sealed package. Likewise, officers should not request anyone to come into direct contact with the following drugs on the officer's behalf without proper training and protective gear, to include community members, suspects, witnesses, or other non-law enforcement contacts:

- Any known or suspected opioid regardless of form (pill, capsule, powder, liquid, patch, etc.).
- Any unknown powdered drug regardless of color or the substance it is suspected to be.
- Any other drug, such as marijuana, when there is any question about safety or opioid contamination.
- Any drug packaging or paraphernalia that has what is commonly referred to as "drug residue" within, when that residue is potentially a powdered substance.

Firearms

1. A Seized Property Receipt shall be provided to all owners of confiscated firearms.
2. **No Loaded Firearms** of any type should be property tagged and stored in the Property Room. Proper unloading procedures are described in the Wisconsin State Crime Lab Handbook and an Investigator will assist with the unloading of any weapon which is to be checked for fingerprints.
3. **All ammunition must be packaged separately from firearms.**

4. All firearms, including facsimile, should be placed in a gun box with the case number, tag number, date, employee name/IBM number, weapon description, and serial number on the outside.

RECEIVING RECOVERED STOLEN FIREARMS FROM OUTSIDE AGENCIES

1. When MPD is notified that another agency has recovered a stolen firearm which originated from MPD OIR, MPD will make arrangements to receive the firearm.
2. The assigned Detective, or in the event that the case was never assigned, the responsible district's Detective Lieutenant will contact the outside agency to provide MPD case number and shipping information account number and address: Madison Police Property Room, Attn: Property Supervisor, 211 S. Carroll St. GR-4, Madison, WI 53703 (608) 266-4955. The cost of this shipping will be **provided covered** by the Investigative Funds and the Shipping Account information will be provided to the assigned Detective or Detective Lieutenant.
3. Once the firearm is received by the Property Room, Property Staff will check the firearm in per the MPD Packaging Guide.
4. The assigned Detective or Detective Lieutenant will determine the firearm disposition and the appropriate Property Disposition paperwork will be completed.
5. MPD Property/Records Staff will complete the background process prior to releasing the firearm.
6. Once, the background paperwork for the firearm return is completed and authorized by the Commander of Property, the Property Staff will contact the authorized owner via certified letter and **it the firearm** will be released per the Property Firearm Return Guidelines outlined in the Property Room Procedure Manual.

BACKGROUND OF FIREARMS FOR RELEASE

1. The background shall include:
 - a. Firearm Check for Stolen with Data
 - b. ATF Weapon Trace
 - c. Owner III & CIB Checks
 - d. Owner Adjudicated or Committed – Mental Defective
 - e. Report Review (to include Other Police Agencies)
 - f. Prosecution Release Authority

Med Drop

The purpose of this initiative is to prevent unwanted medicines from harming members of the community or the environment, by disposing of them in a safe manner. The Department of Justice coordinates the Drug Take Back Program and the Police Property Supervisor is responsible for registering the department for the program each **Spring spring** and **Fall fall** for the deposit dates.

1. Med Drop Bins are located at East and West Police District lobbies and are available for public medication deposits Monday through Friday 8am-4pm.
2. The keys for the locked med drop receptacles will be kept within the control of the district captain or their designee.
3. Instructions and baggies will be provided for the public at the Med Drop receptacles.
4. A case number shall be generated at the beginning of each calendar year for each Med Drop bin location (East PD and West PD) and all reports reference Med Drop collection will be documented under this case number.
5. Packaging materials are provided by the Department of Justice and ordering of the materials will be coordinated by the Police Property Supervisor.
6. On a weekly basis, or as needed, the bucket/ box contained within the drop bin will be inspected by two commissioned personnel for capacity. If the bucket/box is not full, the receptacle shall be closed and secured and the key returned to the respective commander from which it was **used obtained**. If the bucket/box is full, the two commissioned personnel shall collect, safely sort (to determine if there are prohibited items in the bins), weigh and package the prescription medications within the box in accordance with the Property Packaging Procedures. The Med Drop collection bucket/box will be

replaced with a new bucket/box and bin shall be secured. The key used shall be returned to the respective commander from which it was used obtained.

7. A report will be completed documenting the box weight, date collected, and that the property tagging process was completed.
8. The packaged Med Drop boxes will be removed by the Property Room Personnel on a weekly basis along with their standard district property collection. The boxes will be stored within the property control system until they are turned over to the appropriate authorities/location designated by the Department of Justice.

Liquid Evidence

1. **Non-Volatile Liquids** should be processed in accordance with the MPD Packaging Guide.
2. **Volatile Liquids** should be processed in accordance with the MPD Packaging Guide.

Collection of Standard Blood Sample in Criminal Investigations

Blood samples in criminal cases are withdrawn to determine blood types of victim and suspect, and/or to determine the presence of foreign chemicals (e.g., controlled substances, poisons).

BLOOD DRAW

1. Blood is to be drawn only by a physician or a person acting under his or her direction. An officer should witness the blood being drawn and shall properly seal, number and mark each tube drawn, and shall report the chain of evidence, including:
 - a. Subject's name.
 - b. Offense.
 - c. Date and time of collection.
 - d. Name of person withdrawing the sample.
 - e. Identification of each tube collected.
 - f. Location of each tube.

The blood kit itself must be sealed in accordance with the MPD Packaging Guide.

2. If a suspect objects to having blood samples taken, and if there is any doubt about drawing blood without a search warrant, the OIC may need to contact the on-duty District Attorney for advice.
3. Screening for Controlled Substances - Use the WI Implied Consent Blood Kit when screening for controlled substances. The kit has all the equipment and forms necessary to obtain the blood sample. Follow instructions provided in blood kit.
4. Screening for Blood Type - Use the blood kit provided by the State Hygiene Laboratory. In sexual assault cases, the blood kit and instructions are found in the Wisconsin State Crime Lab Forensic Nurse Examiner Kits.
5. Deceased Person - The Medical Examiner takes the blood.
6. Sexual Assaults - Refer to MPD Sexual Assault Checklist for type of samples needed. (Note: All Madison hospitals have Wisconsin State Crime Lab Evidence Collection Kits with Instructions.) Officers should utilize both documents when investigating sexual assaults.

PROCEDURAL GUIDELINES

1. **Packaging Blood Samples.** Within two hours, if possible, after each blood sample tube has been properly sealed and marked with the case number, date, name of subject withdrawn from, employee's name witnessing drawing, and sample tube number, the individual tubes should be packaged in such a way that the glass tube is protected from breaking. The blood kit box should also be properly sealed and marked on the outside with the date, case number, tag number, employee name, suspect name, and offense.

2. **Refrigeration of Samples (never freeze liquid blood before testing).** For proper analysis of blood samples, it is important that the samples be refrigerated within two hours or as soon as possible after it is drawn. The sample(s) should be properly tagged and be placed in the refrigerator located in the Property Intake Room. The key for the refrigerator can be obtained from the OIC or designee.
3. **Disposition of Samples.** It shall be the responsibility of the Police Property Supervisor to coordinate the transport all blood/urine sample(s) in a timely fashion to the State Crime Laboratory or Hygiene Lab when appropriate. This includes samples taken from victims and/or suspects.
4. **Disposition of Evidence in Sexual Assault Cases Where no Suspect is Known.** Where there is no suspect identified, all blood samples (victim, suspect, or other) shall be turned over to the State Crime Lab for analysis as soon as possible, or until the sample is no longer of evidentiary value. The Crime Lab will analyze the blood samples even though specific suspect is not identified. The follow-up officer shall periodically monitor the value of maintaining other biological evidence in the property room.
5. **Reporting Evidence Chain.** Transportation or disposition of any evidence shall be documented in reports by any officer involved in the evidence chain.

COLLECTION OF WHOLE BLOOD IN TRAFFIC-RELATED CASES

1. WI Implied Consent Blood Kits, supplied by the State Hygiene Laboratory, shall be utilized for traffic-related cases. The kit supply is maintained by the MPD, and is stored in the CCB Intake Room and area hospital emergency rooms. The kit has all the equipment and forms necessary to obtain the blood sample.
2. Blood is to be drawn only by a physician or registered nurse, medical technologist, physician assistant, phlebotomist, or other medical professional who is authorized to draw blood, or person acting under the direction of a physician. The arresting officer should witness the blood being drawn and maintain custody of the evidence once sealed by the medical personnel.

Deceased Animals

In the event that a deceased animal needs to be collected for evidence/necropsy purposes, it is recommended that you contact the **Wisconsin Veterinary Diagnostic Laboratory at 608-262-5432 (M-F 7:45am-4:30pm)**. The WVDL is located at 445 Easterday Lane. The WVDL does not recommend freezing the animal prior to necropsy. Therefore, if an animal is collected for necropsy and it is after the WVDL normal business hours, you can contact the **UW Veterinary Hospital at 608-263-7600** for refrigerated storage options. The UW Veterinary Hospital can then turn the deceased animal over to the WVDL during normal business hours.

The Property Room **WILL NOT** store a deceased animal in the refrigerator. It will only be stored in the freezer. In the unusual event that a deceased animal is collected and not going to have a necropsy, it will be stored in the Property Room Freezer. If the animal is collected and packaged during the hours of 7am-~~4:30~~ 4:00pm, please contact the Property Room for assistance. If it is after hours, and the animal is small enough to fit into the Evidence Refrigerator Freezer in the CCB Intake room, it can be stored there. If it is after hours, and the animal cannot fit into the Evidence Refrigerator Freezer in the CCB Intake Room, contact the OIC to call in a Property Room Staff Member to allow access to the larger evidence freezer.

Latent Evidence

Items of evidence bearing or suspected of bearing latent evidence, (e.g., fingerprints, palm prints, foot or shoe prints) which are to be processed must be entered into LERMS Quick Entry, marked and sealed, and secured in a Property Intake Room. If there is danger of destroying possible evidence by marking the item, it must be protected and the package containing the item must be marked.

Vehicles

VEHICLE STORAGE

The MPD's Vehicle Impound Facility (VIF) is for the processing and storage of vehicles of evidentiary value. All other vehicles MUST be towed to the contracted tow company.

A vehicle should be towed to the VIF when a vehicle has been determined to be evidence of a crime and needs to be processed. An MPD vehicle tow card must be completed for all vehicles towed to the VIF. The tow card must be completely filled out. The pink copy is given to the tow truck driver and the other copies should be placed in the box in the VIF intake office.

Vehicle keys will be placed in a clear plastic Ziploc envelope provided in the VIF Intake room. The case number will be written clearly on the envelope and the keys placed in the tray with the tow card.

Officers are not required to make any entries into LERMS. All entries and vehicle marking will be completed by Property Room Staff.

Two Options are Available to Release a Vehicle from the VIF

1. Utilizing MPD's Contracted Tow Company:

When a vehicle has been processed and retains no evidentiary value, the authorizing official will send an email to PD Tow authorizing its release.

This email should include the following information:

Please release vehicle:

- Case#
- Tag#
- Make
- Model
- VIN
- License information (state and number)
- Owner Information

The Property Room Staff will arrange release of the vehicle by contacting the contracted tow company and completely filling out the MPD vehicle tow card. The appropriate tow code for releasing a vehicle is "6". The name of the releasing officer will be annotated in the tow card left margin. When the tow company arrives, the driver must sign in utilizing the VIF log if releasing vehicle from the inside storage area. The vehicle will then be removed and the driver will sign out. The pink copy of the tow card will be given to the tow driver, the remaining two copies (goldenrod and white) will be forwarded to Records.

After the release has been completed, the Property Room Staff will notify the authorizing official and email PD Tow that the transaction is complete. Property Staff will make the appropriate computer entries and the authorizing official will notify the owner of the release.

2. Release of a Vehicle to Owner/Victim without Utilizing Contracted Tow Company.

Under no circumstances should a vehicle be released to an owner/victim at the VIF.

In the event that a person authorizing the release deems it appropriate to release a vehicle directly to an owner, the person authorizing the release must first check with Court Services to verify there are no Owners Fees associated with the vehicle to be released. If there are no fees, an email must be sent via PD Tow.

This email should include the following information:

Please release vehicle:

- Case#
- Tag#
- Make
- Model
- VIN
- License information (state and number)
- Owner Information
- Date and time of release

A supplemental report must be submitted by the releasing officer. Property will make the appropriate computer entries documenting the release.

No unauthorized personnel or personal vehicles will be allowed inside the VIF.

Air-Drying

1. Items requiring air-drying should be placed in the special air-dry lockers available at the Central District Air Dry Room. If these are not available, standard lockers in the Central District Air Dry Room may be used. **Do not air dry in standard lockers at other districts.**
2. Within four days, officers must complete the packaging of the item(s). If absent from duty for more than four days, arrangements should be made with a commissioned co-worker to complete packaging of the items (if the items are dry).

Chain of Custody

Written documentation for the removal or disposition of any item in evidence will be submitted to a Property Clerk. Any officer involved in the evidence chain shall document transportation or disposition of any evidence in a police report.

Refusal of Property

Property that does not meet the packaging and labeling standards outlined in the MPD Packaging Guide will be placed back into the storage locker with the associated lock. The locker will be secured and sealed with a red evidence zip tie. The zip tie will be labeled with the name and IBM of the Police Property Clerk refusing the property. In addition, the case#, tag#, and officer responsible for the item will be annotated. The Clerk will notify the Employee and the Police Property Supervisor of the deficiency and the steps needed to correct the problem via email.

The responsible employee will verify the information on the red evidence zip tie and then cut the red evidence zip tie to remove the affected property.

The employee will correct the deficiencies outlined in accordance with the MPD Packaging Guide and return the correctly packaged property to the storage locker. The red zip tie should also be placed (unpacked) in the storage locker to allow the Police Property Clerk to identify the property and the deficiencies that were to be corrected.

The employee will notify Property via email that the deficiencies have been corrected and the item is ready for pickup. The employee will submit a supplemental report outlining the deficiency, the circumstances surrounding the opening of the locker, the correction, and the re-securing of the evidence. The Clerk, when picking up the packaged property, will verify that the cut red evidence zip tie is indeed theirs and the property has been corrected in accordance with MPD SOP. In the event the indicated deficiency is not corrected within a reasonable amount of time of refusal, the Clerk will send a second email notification to the employee. The Police Property Supervisor will take the necessary steps to facilitate correction of the indicated deficiencies.

Release of Sensitive Evidence/Property

Certain types of evidence and property create a higher liability by their very nature and shall be subject to special restrictions for temporary or permanent release.

DESIGNATED EVIDENCE/PROPERTY

The following categories of property or evidence fall within these guidelines:

1. All controlled substances/drugs.
2. Any functional firearms.
3. U.S. Currency amounts in excess of \$100.
4. Individual items with an estimated value in excess of \$1,000 (excluding vehicles).

AUTHORIZATION

Temporary or permanent release of any of the property/evidence listed above must have documented authorization by a Lieutenant (to include OIC), Captain, or Chief.

The temporary release of any controlled substances/drugs that have been designated to be destroyed may only be authorized by the Assistant Chief of Investigative and Specialized Services.

DOCUMENTATION

The temporary or permanent release of any of the designated sensitive evidence/property shall be documented on a "Property Release/Receipt Form" from the authorizing Commander which includes the same information as this form.

In addition to this form, any officer to whom designated sensitive evidence or property is released shall complete an official police report documenting the handling and disposition of this property/evidence.

Disposition of Property Requirements

UNCLAIMED PROPERTY

State Statutes 66.0139, and 170.07-170.11, and Madison General Ordinance 8.44 regulate the manner in which property coming into the possession of the MPD is handled.

ITEMS NOT TO BE SOLD AT AUCTION

It is required that items such as firearms, beer, liquor, fireworks, and flammables be destroyed after it is determined it is not necessary to retain the item.

BICYCLES FOR DONATION

Section 12.761(4) of the Madison General Ordinance allows for donation of bicycles to charitable non-profit organizations. When abandoned bicycles are not returned to the owner or sold, the City of Madison Police Department will donate abandoned bicycles to qualified organizations.

1. Bicycles shall be held by the Madison Police Department Property Section for 45 days before being considered for donation.
2. All requests for bicycle donations must be made with the "Bicycle Donation Form" (found at <https://www.cityofmadison.com/police/support/bicycleDonation.cfm>) which is to be reviewed by the Police Property Supervisor and the Captain of Specialized Services - Property. The Police Property Supervisor will notify all requesters of the approval/denial of their requests. If approved, the Police

Bicycle Recovery Specialist will be in contact with the requester to schedule a pick-up date and time for the requested bicycles.

3. Requests should be made at least 30 days in advance from when the organization would like to receive the bicycles.
4. Donations shall be limited to charitable non-profit organizations. Such organizations must provide proof of their non-profit government status, (subsequent applications may reference these materials as "on file" with the Police Property Room) and assurances that the bicycles will be used as part of a charitable program sponsored by the organization.
5. Bicycles shall only be for the use of clients of requesting organizations and not for the employees or directors of such organizations. Bicycles may not be sold to raise revenue for any purpose. By accepting a bicycle under this program, the applicant grants permission to the City of Madison Police Department to audit its use of said bicycles in accordance with these guidelines.
6. Organizations wishing to request an ongoing supply of bicycles are required to submit a separate request on each occasion when a donation is desired. Bicycle donations are subject to availability, as determined by the Police Department. Organizations may receive no more than 20 bicycles at one time. Once all requests have been filled, then an organization may receive additional bicycles.
7. Organizations receiving donated bicycles must sign a liability waiver and provide for the removal of the bicycles.
8. The Madison Police Department Property Supervisor will maintain the following: copy of the approved request form, date the donation form was filled, and number of bicycles received by the organization.

EXPLOSIVES

Items capable of exploding such as dynamite, nitroglycerin, pipe bombs, or any Class A explosive, including M-80s and other powerful fireworks, will be handled by the Dane County Bomb Disposal Squad and will not be placed in the Property Room.

FIREARMS AND AMMUNITION

Firearms and ammunition must be turned over to the Wisconsin State Crime Laboratory when it is no longer necessary to retain them for any reason.

SEIZED ITEMS

Items seized during the serving of a search warrant or incident to an arrest which are not later used as evidence in a court case, must be returned to the owner or disposed of in accordance with State Statute.

OTHER PROPERTY RELEASED TO OWNER

Other property will be released to the owner according to procedural guidelines set up by the Commander in charge of the Property Room.

Property Room Controls

An audit of all, or of a specified portion, of the property/evidence storage areas is a critical internal control and will be conducted quarterly. Comprehensive inventories will be conducted when deemed necessary. The audit will review policies, procedures, and processes of the property and evidence functions to ensure compliance. Any variances or irregularities identified as a result of an audit or inventory of the property system will be documented by the Police Property Supervisor and/or Commander designated to monitor those processes. This documentation shall be forwarded to the Assistant Chiefs and to the Chief of Police for review.

Original SOP: 02/25/2015

(Revised: 01/20/2017, 02/07/2017, 06/15/2017, 10/09/2017, 01/25/2018, 11/15/2019)

(Reviewed Only: 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Hostage Situation Incidents

Eff. Date ~~01/20/2017~~ 12/20/2019

Purpose

Establish standard procedure for MPD response to incidents involving hostage situations.

Policy

The objectives of this department in dealing with barricaded person, hostage and active shooter incidents are:

1. Preservation of life.
2. Apprehension of perpetrator(s) using a reasonable amount of force.
3. Securing available evidence to assist in the appropriate disposition of the perpetrator(s).

SAFETY PRIORITIES

The basis for operational and tactical decisions will be based on the following safety priorities:

1. Hostages and citizens
2. Law enforcement personnel
3. Suspects and subjects

The department will respond and take necessary steps to free innocent persons who are endangered and being held illegally against their will. Officers may take direct and immediate action—up to and including deadly force—in situations where a hostage is at imminent risk and the officers' reasonable actions have a high probability of neutralizing the deadly force threat or preventing the situation from escalating.

Definitions

Hostage Situation: A scenario in which a person is being held against his or her will by an armed, potentially armed, or otherwise dangerous suspect.

Triggering Point: Specific predetermined circumstances that will justify the initiation of direct action to prevent or stop a particular course of suspect behavior (such as physical or sexual assault on the hostage or setting the structure on fire).

Inner Perimeter: A close proximity boundary [REDACTED]

Outer Perimeter: A boundary outside the inner perimeter maintained by patrol officers and designed to prevent unauthorized persons from entering the area of the critical incident.

Positive progress in a hostage situation shall be defined as shall be defined as developments that increase the probability of the safe release of the hostages, as opposed to the mere passage of time. While it is true that the passage of time may increase the opportunity for such developments, it is also true that a viable rescue opportunity presented and ignored may be lost forever.

Response Procedures

INITIAL RESPONSE

Personnel initially responding to a hostage situation will assess the circumstances and request the appropriate resources. The initial priorities are to:

- Establish an inner perimeter and staging area.
- Isolate communications through use of a dedicated channel [REDACTED] and keep dispatch apprised of all relevant actions.
- Ensure that a supervisor is assigned to the incident.
- [REDACTED]
- Gather intelligence/information on the situation.
- Evacuate any uninvolved citizens who might be at risk and otherwise stabilize the scene.
- Ensure that the appropriate specialized resources have been requested (SWAT, CNT, paramedics, etc.).

The scene supervisor shall continuously evaluate the situation and determine whether the opportunity and need exists for immediate intervention [REDACTED]

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

SECONDARY RESPONSE

SWAT should be activated for any confirmed hostage situations. Initial requests for SWAT activation should be made to the SWAT tactical team lieutenant. A full-team SWAT activation should generally be approved by the SWAT Commander and designated Assistant Chief. However, SWAT use may be approved by any MPD supervisor if no SWAT commander/supervisor can be contacted, or in case of extraordinary emergency where command approval would be impractical. The SWAT commander will be notified as soon as possible of any SWAT usage that did not have prior authorization.

On-duty SWAT personnel may respond to assist with tactical situations as needed. Where possible, a SWAT supervisor will respond to the scene to oversee the utilization of SWAT personnel. If used for on-duty tactical situations, SWAT personnel will only be used in a manner that is consistent with the Team's training and standard operating procedures.

The actions of SWAT will be consistent with MPD's Code of Conduct, standard operating procedures, and with standard professional practices in the area of police tactical response.

The scene supervisor shall ensure that a variety of tasks are addressed while awaiting the arrival of SWAT and negotiations, including but not limited to the following:

1. Establish an outer perimeter and initiate the evacuation and handling process for those inside. Special consideration must be given to the handling of those who refuse to be evacuated.

2. Establish a command post location [REDACTED]
3. Initiate an investigation to determine exactly what has occurred and locate, isolate, and debrief any witnesses.
4. [REDACTED]
5. Select a location for media response and designate a person to interact with them prior to the arrival of the agency public information officer.
6. Select a location for those responding on behalf of the hostage(s) or suspect and designate an officer to interact with them. Make outer-perimeter personnel aware of the presence of those responders and consider that they may attempt to enter the barricade location.
7. [REDACTED]
8. Establish and maintain a log that documents the activities that have occurred and the location and identification of the assigned personnel.
9. Ensure that the appropriate personnel have been notified and briefed (OIC, District Command, etc.).
10. Brief the SWAT and negotiations teams upon their arrival (if applicable).
11. Assist the SWAT team as it relieves the officers responsible for inner perimeter containment personnel (if applicable).
12. Ensure that all officers relieved report to the command post for reassignment.

SWAT RESPONSE

Once SWAT has arrived on scene and assumed responsibility for the incident, SWAT command will fill the role of the overall incident commander. In situations that do not demand immediate intervention primary focus should be on the following:

1. Ensure that all appropriate steps have been taken prior to SWAT arrival (inner perimeter, intelligence gathering, etc.).
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. Maintain a log to document incident activity.
11. [REDACTED]
12. [REDACTED]

13. Initiate negotiations using the most appropriate communication method. The CNT commander will oversee the negotiation function and the gathering of all relevant intelligence. Information will be shared with perimeter units as appropriate, and CNT activity will be documented consistent with the SWAT Manual SOP's.
14. Continue negotiations as long as positive progress is being made.
15. Evaluate the viability, necessity, and appropriateness of a tactical resolution—including the long rifle option—in situations where negotiations prove unproductive and a tactical resolution would be reasonable and justified based on the totality of circumstances
16. Use a combination of techniques and tactics, in a manner consistent with approved training, until the situation is brought to a successful conclusion.

Original SOP: 08/18/2014

(Revised: 02/05/2016, 11/02/2016, 01/20/2017, 12/20/2019)

(Reviewed Only: 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Interactions with Youth

Eff. Date 12/30/2019

Purpose

The purpose of this standard operating procedure is to provide guidelines for interactions with youth by Madison Police Department (MPD) officers. MPD recognizes that youth are psychologically, emotionally, and physically different than adults. These differences require officers to be aware of the unique circumstances and needs youth may have when interacting with youth during the scope of their duties. Officers should be aware of the typical developmental tendencies of youth to react anxiously, distrustfully, or defiantly to unfamiliar individuals, particularly those in positions of power and authority.

Research has shown that adolescent brains are not fully developed until the age of 25. As a result, youth do not process advanced thought, reasoning, or impulses the same as adults. Most youth will naturally age out of lawbreaking behavior, even without any intervention from the justice system. Research has also shown that diversion generally decreases a young person's likelihood of re-arrest as compared with formal justice system involvement.

There are instances where alternatives to an arrest or citation will lead to better outcomes for the youth and for the community. MPD is committed to exercising alternatives to arrest and citation for young people whenever possible, consistent with public safety.

MPD is also committed to reducing the overrepresentation of youth of color in the criminal justice system. MPD is committed to the pursuit of equitable policing practices to forge positive relationships and build trust between law enforcement and communities of color.

Definitions

Youth

A person who is under 17 years old.

Procedure

Contact Standards

When interacting with youth, MPD officers should follow the guidelines outlined below:

1. Ask individuals their age and not make assumptions about how old they are.
2. Clearly explain what action the officer is taking (including what the action will entail), why the officer is taking the actions that he or she is taking, as well as the consequences if the youth does not follow instructions. Youth may require significantly more explanation about what is happening and why than adults.
3. Recognize that a young person may not comply right away with orders or directives and that multiple attempts may be needed for the youth to fully understand. Officers should make efforts to slow down and not rush through interactions absent an emergency situation.
4. When able, consult applicable SharePoint bulletins, case notes, and mental health dispatch notes to identify potential triggers and special considerations for that youth.

Use of De-Escalation Techniques

Officers should use de-escalation techniques with youth, consistent with their training and the MPD SOP.

Youth often respond to tone more immediately than verbal directives, which can easily lead to an unexpected and unhelpful response to a simple request or instruction. Officers can minimize that potential by:

1. Using a calm and measured tone to gain voluntary compliance;
2. Using simple, concrete language and short direct phrases, using affirmative rather than negative commands, e.g. *do* versus *don't*;
3. Using repetition in a clear voice to reinforce instructions;
4. Repeating back what youth say to demonstrate officers' understanding of the youth's statements, offer an opportunity for clarification, and slow down the interaction;
5. Not using threats, intimidation, or other gestures or behaviors that may be seen as aggressive, to gain compliance;
6. Clearly explaining why the officer is taking the actions that he or she is taking, as well as the consequences if a young person does not follow instructions;
7. Allowing youth to make choices when appropriate, even if it is only the appearance of a choice to gain compliance, and;
8. Allowing time for youth to comply, including consideration of the environment and competing stimulus (e.g. sirens, flashing lights, noise, commotion).



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Naloxone (Narcan) Protocol

Eff. Date ~~12/06/2017~~ 12/16/2019

Definition

Naloxone is a medication that acts to combat the effects of opiate drugs, primarily the depression of the respiratory system. First Responder administration is intended to restore adequate respiratory effort.

Administrators

Naloxone may be administered in the field by Madison Police Department (MPD) personnel who have received the appropriate in-house training and approval from the Medical Director of MPD.

Availability

Commissioned employees trained and approved in the administration of naloxone **shall** carry their assigned medication on their person or with their equipment (squad car, squad box, bike bag, etc.) when on duty.

Indications for Naloxone Administration

- The patient is unconscious and not responding to any verbal stimuli.
- The patient has no detectable breathing, OR has poor respiratory effort such as: agonal breaths, loud snoring respirations, occasional gasping breaths, or cyanosis.
- There is evidence that the patient is suffering from an opiate overdose including, but not limited to:
 - Bystanders have given information that the patient has taken or may have taken an opiate of some kind.
 - There is physical evidence of opiate use, such as drug paraphernalia or prescription bottles.
 - The patient has a known history of opiate abuse.
 - The patient has pinpoint pupils along with the respiratory depression or arrest.
 - The totality of the circumstances lead the officer to believe the patient's condition is more likely caused by an opiate overdose than not.

Contraindications for Naloxone Administration

- Patients who are conscious or semi-conscious and responding to verbal stimuli.
- Patients who are breathing normally and adequately.
- Known allergy to naloxone. (Check for medical alert bracelet.)

Administration

Naloxone shall be administered nasally or through an injection (IM or SQ), in strict accordance with naloxone training guidelines and protocol. An ambulance **shall** be requested for any person who has received naloxone from a Madison Police Officer, if not already en route.

If MFD or other advanced life support has not yet arrived on scene and the patient has not returned to a normal breathing status, subsequent doses may be administered every ~~1-2 minutes.~~ 2-3 minutes.

Upon ~~their~~ MFD or other advanced life support arrival, advise advanced life support personnel of the patient's original condition prior to naloxone use, the fact that naloxone was administered, the time of administration, and the observed response of the patient.

Considerations

Naloxone is a short acting drug and opiates are longer acting drugs. The naloxone will leave body systems faster than the opiate, so respiratory depression may return in a short period of time. Continue to assess respiratory status until advanced life support arrives. Rescue breathing may be indicated if breathing is absent. CPR may be indicated necessary if there is no pulse or breathing.

Naloxone can be administered to a patient of any age, however, pediatric patients should warrant closer monitoring and may need airway management and support as well a rescue breaths or even CPR should they become pulseless

Naloxone may work rapidly and send the patient into immediate withdrawal. They may feel very sick and may become combative. Other side effects include flushing, sweating, agitation, dizziness, and acute pain that may have been masked by the effects of opiates.

There have been a few documented case of sudden pulmonary edema associated with naloxone use in a resuscitation situation. Always continue to monitor patient's airway and breathing status and be ready to begin rescue breathing and/or CPR if needed. The risk of cardiac arrest due to the respiratory depression caused by opiate use outweighs the risk of possible flash pulmonary edema.

Documentation Requirements

If naloxone is administered, its use shall be documented in a police report. The following information shall be included in the documentation:

- Who administered the dose.
- Time or estimated time that drug was administered.
- Administration route (Intranasal or IM).
- Where the drug was administered into the body.
- Condition of patient prior to administration including signs that indicated the need for naloxone.
- Condition of the patient after administration including signs that naloxone may have been effective or ineffective.
- Time or estimated time of arrival of advanced life support.
- Any complications that may have occurred.

Original SOP: 02/25/2015

(Revised: 03/04/2016, 01/06/2017, 12/06/2017, 12/16/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Non-Deadly Force – Use of

Eff. Date ~~09/23/2019~~ 10/14/2019

Purpose

Consistent with the Department's Core Values, the Madison Police Department is committed to valuing and preserving human life. The protection and preservation of all human life – including the lives of individuals being taken into custody – is the Department's fundamental objective and the primary duty of all MPD employees.

The Department is committed to resolving conflicts through the use of communication skills, crisis intervention and de-escalation tactics, when feasible. Officers may only use that force which is objectively reasonable, and only in furtherance of a legitimate, lawful objective. "Objective reasonableness" is a test based on the totality of the circumstances. *Graham v. Connor*, 490 U.S. 386 (1989). Officers will only apply force in a manner consistent with MPD's Code of Conduct, SOP, and training.

As used in this SOP, non-deadly force means the use of any weapon or instrument, or any physical action taken by an officer which is not likely to cause death.

Procedure

NON -DEADLY FORCE AUTHORIZED

Non-deadly force is only authorized when an officer reasonably believes it is necessary to control a person under any of the following circumstances:

1. Detaining a person reasonably suspected of unlawful behavior.
2. Effecting a lawful arrest.
3. Achieving/maintaining control of resistive subjects.
4. Preventing escape.
5. Protecting oneself or another.
6. Maintaining order.
7. Taking a person into custody for emergency detention or protective custody.

FORCE CONSIDERATIONS

Officers shall use the degree of force believed to be objectively reasonable to control a situation considering the following factors:

1. The existence of alternative methods of control.
2. Physical size, strength and weaponry of the person as compared to the officer.
3. The nature of the encounter.
4. Actions of the person.
5. The severity of the offense.
6. Whether the subject poses a threat to the safety of officers or citizens.
7. Whether the subject is actively resisting arrest or attempting to evade arrest by flight.

SPECIAL CIRCUMSTANCES

As time and circumstances permit, there are a number of special circumstances officers may consider when engaging in and evaluating reasonable uses of force. These factors include, but are not limited to:

1. Reasonable perception of threat.
2. Special knowledge of the subject.
3. Sudden assault.
4. Subject's ability to escalate force rapidly.
5. Officer's physical positioning.
6. Injury or exhaustion.
7. Equipment and training.
8. Availability of backup.
9. Other exigent circumstances.

Control of a person through presence and verbal commands shall always be the preferred method of control. Because verbal commands are not always effective or appropriate in gaining compliance, officers may escalate the degree of force used, or make an affirmative decision to disengage, based on the actions of the person they are attempting to control. Officers will continually evaluate/assess the situation and need for the use of force. Once a person is under control, officers are required to revert to the lowest degree of force necessary to maintain that control, and then begin steps to render aid when applicable.

The degree of force an officer chooses should be based on his/her tactical evaluation and threat assessment of the situation. Based upon the totality of the circumstances known at the time, and in light of the officer's training and experience, the officer should choose a tactic/procedure that is objectively reasonable and is consistent with one of the following:

1. The tactic/procedure utilized is a trained technique.
2. The tactic/procedure is a dynamic application of a trained technique.
3. The tactic/procedure not trained, but justifiable under the circumstances.¹

DE-ESCALATION

Whenever safe and feasible, officers will attempt to utilize de-escalation tactics and techniques in a manner consistent with the De-Escalation SOP.

USE OF FORCE TECHNIQUES/INSTRUMENTS

The intentional continued restriction of the carotid neck arteries is not a trained MPD technique and is therefore prohibited, unless deadly force is justified.

THE USE OF OLEORESIN CAPSICUM SPRAY (O.C. SPRAY)

1. Officers may use O.C. spray when they reasonably believe they are facing active resistance, or its threat, from the subject. O.C. spray is not to be used against subjects who are offering only passive resistance.
2. Officers shall only direct O.C. spray in a manner as prescribed by the Chief of Police through MPD training.
3. O.C. spray shall not be used once an individual is subdued and under control.
4. If practical, the individual should be provided with an opportunity to eliminate the effects of the irritant by washing and flushing the affected areas with water.

¹ Excerpted from Defensive and Arrest Tactics, A Training Guide For Law Enforcement Officers, Wisconsin Department of Justice, Law Enforcement Standards Board, March 2007.

CHEMICAL AGENT USE

Officers shall discharge chemical agents only in a manner as prescribed by the Chief of Police through MPD training.

ELECTRONIC CONTROL DEVICE USE

1. An approved electronic control device (ECD) may only be utilized by officers that have successfully completed training in its use. Deployment and use of the electronic control devices will be in accordance with MPD training and procedure.
2. In cases where a subject is believed to be armed with a dangerous weapon, an ECD is not a substitute for deadly force. In such situations, an officer should not arm him or herself with an ECD unless another officer at the scene has the immediate ability to deliver deadly force, unless unique circumstances dictate otherwise. Officers armed with an ECD should continuously monitor and evaluate the ability of other officers present to deliver deadly force.
3. An officer may only display, present, or threaten to use an ECD if the officer reasonably believes that the potential for its authorized use exists. Furthermore, an officer may do so absent deadly force coverage if they reasonably believe the involved person is not armed with a dangerous weapon.
4. An ECD may only be used under the following circumstances:
 - a. To overcome violent or assaultive behavior or its threat when the officer reasonably believes that the subject poses an articulable threat of harm to an officer or to another person.
 - b. To control persons in order to prevent them from harming themselves or others.
5. Use of an ECD under the following circumstances is prohibited, unless exigent circumstances are present:
 - a. Against handcuffed subjects.
 - b. Against subjects fleeing on foot.
 - c. Against subjects in an elevated position where a fall is likely to result in significant injury.
 - d. Against subjects operating a motor vehicle.
 - e. Against small children.
 - f. Against a subject who is visibly pregnant or known to be pregnant.
 - g. Against elderly subjects.
 - h. From a moving vehicle.
6. The ECD will not be used under the following circumstances:
 - a. For coercion or intimidation.
 - b. To escort or prod subjects.
 - c. To awaken unconscious or intoxicated subjects.
 - d. Against subjects who are offering only passive resistance.
7. ECD probes may not be intentionally fired at the face, head, neck or groin, unless the use of deadly force would be justified.
8. Multiple, extended or simultaneous ECD applications against a single individual are generally not recommended, and should be avoided unless the officer reasonably believes that the need to control the subject or unavailability of alternative force options outweighs the potential risk posed by multiple, extended or simultaneous applications.
9. Officers shall assess all subjects against whom an ECD has been deployed. The subject shall be evaluated by medical personnel if:
 - a. The subject requests medical treatment.
 - b. The subject displays an adverse reaction to the ECD deployment.
 - c. The subject has been exposed to more than one ECD simultaneously.
 - d. The subject has been exposed to three (3) or more ECD firing cycles; or one continuous firing cycle of fifteen (15) seconds or more.
10. If the ECD probes have penetrated the skin in a sensitive area (head, neck, groin or breast) the subject will be conveyed to an emergency room for removal. If the probes are embedded in non-sensitive areas, a trained officer may remove them.

11. Removing the air cartridge to deploy an ECD in the drive-stun mode is not authorized as a primary ECD deployment technique.

BATON USE

1. A baton may be used when an officer reasonably believes a lesser degree of force would be insufficient to control the situation.
2. An officer shall never intentionally strike a person's head with a baton unless such an action is justified under the use of deadly force.
3. Officers shall only use MPD-approved batons and techniques.
4. MPD-approved batons are the only authorized impact weapons. Flashlights, radios, firearms, etc., are not recommended as impact weapons; however, the MPD recognizes that emergency self-defense situations involving other objects and instruments may occur.

IMPACT PROJECTILES

1. Impact projectile weapons may only be utilized by officers that have successfully completed training in their use. Deployment of impact projectiles will be in accordance with MPD training.
2. In cases where a subject is believed to be armed with a dangerous weapon, an impact projectile weapon is not a substitute for deadly force. Unless circumstances dictate otherwise, an officer should not arm him or herself with an impact projectile weapon unless another officer at the scene has the immediate ability to deliver deadly force. Officers armed with impact projectile weapons should continuously monitor and evaluate the ability of other officers present to deliver deadly force.
3. It is the responsibility of the officer arming him or herself with an impact projectile weapon to ensure that the weapon is loaded with impact projectiles each time the weapon is deployed.
4. Deployment of impact projectiles at non-vital areas is considered non-deadly force. Impact projectiles may only be used under the following circumstances:
 - a. To overcome violent or assaultive behavior or its threat when the officer reasonably believes that the subject poses an articulable threat of harm to an officer or to another person.
 - b. To control persons in order to prevent them from harming themselves or others.Additionally, an officer must reasonably believe that a lesser degree of force would be insufficient to control the situation, or that it is necessary to deliver force at a safe distance from the subject.
5. The intentional deployment of impact projectiles at the face, head or neck is considered deadly force.
6. All persons taken into custody who have been struck with an impact projectile will be conveyed to an emergency room for medical clearance.
7. The investigative requirements of the Use of Deadly Force SOP will be followed only if deployment of an impact projectile results in death or great bodily harm.
8. Absent an imminent risk of harm to officers or citizens, impact projectiles will not be used in crowd control situations. Impact projectiles will not be used to move or disperse crowds.
9. Impact projectiles may be deployed in other jurisdictions pursuant to a mutual aid request. In the event that an individual struck with an impact projectile is taken into custody by another agency, officers from that agency shall be notified of the need for medical treatment.

CANINE USE

See MPD SOP on Canine Use.

USE OF RESTRAINING DEVICES

1. Officers shall place handcuffs on any individual in custody when the officer reasonably believes the individual may become violent, attempt to escape, or pose a danger to self or others. It is mandatory that all persons who have aggressively resisted or attacked another person be placed in handcuffs.

2. Officers shall apply handcuffs in a manner prescribed by the Chief of Police through MPD training.
3. When handcuffs prove to be insufficient in restraining an individual (e.g., kicking, attempting to flee, etc.), officers may employ the use of additional MPD-approved restraining devices.
4. In an emergency situation when a MPD-approved restraining device is not available, the MPD recognizes that alternative devices may have to be employed. In such situations, approved devices should be substituted as soon as reasonably practicable.
5. Individuals who are placed in a maximum restraint position should be continuously monitored for breathing and circulation.

USE OF SPIT HOODS

1. A spit hood is a temporary protective device, which may be used on persons that display behavior or threatening behavior that pose a hazard of exposure to bodily fluids transmitted by spitting, wiping blood from their face/head, or wiping/blowing nasal discharges at or onto officers.
2. Officers should use only MPD-approved spit hoods. In an emergency situation if not readily available, officers may utilize other breathable items, such as pillowcases, surgical masks, etc.
3. **Subjects must be stabilized and restrained (handcuffed) before applying the hood.**
4. Officers shall apply the spit hood in accordance with MPD training.
5. Persons wearing the spit hood must be closely monitored and shall not be left unattended.
6. Officers shall document the use of the spit hood including the circumstances requiring its use in their report of the incident. A copy of the report shall be routed to Training.

USE OF FORCE REPORTING REQUIRED

Any officer who uses physical force, or any of the following enumerated weapons, items or devices against another person, shall complete an original or supplementary report on the incident involved:

1. Firearms (including pointing a firearm at an individual)
2. Baton or Less Lethal Impact Munitions
3. Chemical Agents, including OC spray, or Electronic Control Devices
4. Handcuffs or Other Restraining Devices, including hobble restraints, spit hoods, etc.
5. Physical force, including focused and diffused strikes, pressure points, escort holds, decentralization techniques, holding or grabbing of subjects, etc.

The report shall specifically note the totality of the circumstances necessitating force and the manner of force employed.

DUTY TO INTERCEDE

Any officer present and observing another officer using excessive force, or engaged in unlawful conduct, or in violation of the Madison Police Department's Code of Conduct has an affirmative obligation to intercede and report.

AFTERCARE

Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical attention. Any time recordable force (takedowns, active countermeasures, OC spray, impact weapons, hobble restraints, less lethal projectiles, ECD deployments, K9 apprehensions) is used officers will affirmatively ask the subject against whom the force has been used if he/she wants medical treatment.

USE OF FORCE REVIEW AND INVESTIGATIONS

All instances of the use of non-deadly force shall be reviewed for compliance with MPD procedure by an appropriate supervisor. Anytime a commissioned employee uses recordable force during an incident, the force must be documented in the MPD use of force database.

In cases where a complaint is filed pertaining to an officer's use of non-deadly force, the Professional Standards and Internal Affairs Unit (PSIA) has the primary responsibility for coordinating the internal investigation to ensure compliance with the MPD Use of Non-Deadly Force SOP.

If necessary, as part of the District's or PSIA's internal investigation, members from the Personnel and Training Team who are certified WI Defensive and Arrest Tactics (DAAT) instructors can be consulted to determine findings and forward their conclusions to the appropriate source requesting assistance.

Original SOP: 03/23/2015

(Revised: 05/26/2016, 07/10/2017, 12/06/2017, 03/01/2019, 09/23/2019, 10/14/2019)

(Reviewed Only: 12/22/2016)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Notification of Commanding Officers

Eff. Date ~~05/01/2019~~ 12/30/2019

Purpose

To clarify the situations requiring the notification of District or Work Unit Command Staff.

Required Notification of Commanding Officers

The following situations always require the notification of the District/Work Unit Command staff **and** the Assistant Chief of Field Operations **regardless of when the incident occurs**. **When possible, contact should first be made with District/Work Unit Command staff, who will then notify the Assistant Chief of Field Operations**. These notifications shall be made as soon as possible and should be made directly to one member of the District/Work Unit Command staff. Voice/Text messages should be left, but it is important to have direct contact with the command staff of the district or work unit involved. The Officer in Charge is responsible to ensure these notifications are made.

1. A homicide or attempted homicide where death appears probable or where the victim sustains a significant injury. This includes weapons offenses where a victim is shot, stabbed (non-superficial), or sustains other injuries requiring hospitalization.
2. Weapons offenses of shots fired into an occupied residence or into an occupied vehicle.
3. When the suspect or person of interest of a high profile case has been arrested (i.e. homicide, attempted homicide, or any other high profile case that has received media attention).
4. A situation requiring an SWAT call-up. **NOTE: SWAT Commander will be called first** in this instance.
5. A situation requiring a SET call-up. **NOTE: SET Commander will be called first** in this instance.
6. A fatal traffic crash.
7. A significant incident involving an employee, on or off duty; e.g., serious injury or death of an employee, officer-involved shooting or use of deadly force, serious disciplinary measures, allegations of or arrest for criminal violations, or an employee or his/her family members being the victim of a serious violent crime. This includes on duty injuries in which an officer is unable to complete their shift. These examples are illustrative and not meant to be inclusive. **NOTE: The Chief of Police wants to be notified in the event of ANY employee—sworn/civilian—injury, whether on or off-duty.**
8. MPD arrest of any law enforcement officer.
9. A fire that results in a fatality.
10. A significant community issue or incident that requires police attention or involves notable persons.
11. Unusually extensive criminal damage to property/graffiti.
12. When a case is generating significant media interest and the scene supervisor is requesting PIO assistance.

If there is any doubt as to whether a call should be made, make the call. When unable to contact the appropriate Commanding Officer, contact should be attempted as follows:

1. **The** Assistant Chief of Field Operations
2. **The** Assistant Chief of Investigative and Specialized Services
3. Assistant Chief of Support and Community Outreach
4. Executive Section/Operations Captain
5. Any other District Commander

CONSULTATION WITH DISTRICT, WORK UNIT, OR ON-CALL DETECTIVE LIEUTENANT

Many cases warrant the immediate involvement of detectives and additional investigative resources. During normal work hours, the appropriate Detective Lieutenant, **or** Investigative Lieutenant, **or** Detective Sergeant may be contacted directly. After 4 pm on weekdays, during normal Detective on-duty hours, the OIC can contact Detective Sergeants or Detectives directly with pre-approval from District, Work Unit, **or** On-Call Lieutenants.

The following table lists the incident types, which **require** contact with the appropriate Lieutenant. In some cases, contact is only required in the event that a Patrol Supervisor or the Officer in Charge determine that additional investigative resources are needed. In cases where contact is required or additional resources are being requested, the Officer in Charge should contact the appropriate person from the table.

INCIDENT TYPE	Contact required	Mon - Fri	After Hours, weekend or holiday
Homicide / Attempted Homicide where death appears probable	Yes	VCU Detective Sergeant	Lieutenant of Investigative Services Lieutenant of VCU <i>Back-Up: Either of the VCU Detective Sergeants</i>
Kidnapping	Yes		
Weapons offense with occupied building or vehicle struck	Yes		
Victim with a gunshot wound	Yes		
Self-inflicted gunshot wound	If additional resources are needed	District Lieutenant Detective	On-Call Lieutenant Detective
Infant/Child death investigation or significant head or brain trauma	Yes	Lieutenant of Special Victims Unit SVU Detective Sergeant	Lieutenant of Special Victims Unit Investigative Services Lieutenant of SVU <i>Back-Up: Captain of Investigative Services</i>
Child abduction or attempted abduction (not intended for child custody dispute)	Yes		
Sexual assault of a child ** An after-hours delayed report with no evidence readily available to collect, victim is safe and suspect is known, can be written up and routed to the Investigative Services Lieutenant of SVU Lieutenant of Special Victims Unit.	If additional resources are needed		
Physical abuse of a child	If additional resources are needed		
Child Neglect	If additional resources are needed		
Serious or fatal auto crash	Yes	Lieutenant of Traffic and Specialized Training	Lieutenant of Traffic and Specialized Training <i>Back-Up: Lieutenant of Forensic Services</i>
First or second-degree sexual assault ** An after-hours delayed report with no evidence readily available to collect, victim is safe, and suspect is known, can be written up and routed to the District Detective Lieutenant.	If additional resources are needed	District Detective Lieutenant	On-Call Detective Lieutenant
First degree reckless endangering safety	Yes		
Arson to occupied building	Yes		
Home invasion without shots fired	If additional resources are needed		
An investigation that requires additional resources or expertise not available on an on-duty status.	If additional resources are needed		
Imminent threat, or targeted, or mass casualty violence	Yes		

NOTE: There may be circumstances involving crimes other than those already specified, which because of the complexity, on-going crime pattern, etc. (examples: counterfeit rings, business burglaries, armed robberies) warrant the immediate involvement of detectives. A call to the On-Call Detective Lieutenant is appropriate in these instances. **When in doubt**, a call to consult with the On-Call Detective Lieutenant should be made. The on-call contact number is 243-0544.

CONTACTING THE FORENSIC SERVICES UNIT LIUETENANT LIEUTENANT

The Forensic Services Unit Lieutenant should be contacted whenever additional investigator resources are needed for an investigation, or for consultation on investigative steps/resources. The following situations **require** notification of the FSU Lieutenant:

1. A homicide or attempted homicide where death appears probable.
2. A serious or fatal auto crash.
3. A death investigation resulting the Medical Examiner's staff requesting an Investigator attend the autopsy.
4. A request by an outside agency for assistance by FSU personnel.
5. An investigation requiring additional FSU resources.

NOTE: Notification can be made by on-duty Investigators if time permits. This may help facilitate passing of pertinent information between on-duty investigators and the FSU Lieutenant.

CALL-IN PROCEDURE FOR DETECTIVES, SWAT, SET

When the On-Call Detective Lieutenant has determined that detectives are to be called in, he or she will provide a list of detectives to the OIC. It is the responsibility of the OIC to then contact the detectives from this list utilizing the Telestaff call-in process.

It is recognized that there may be circumstances that prompt the OIC to request assistance from the On-Call Lieutenant in making calls to the detectives, and these situations may be negotiated on a case-by-case basis. However, any further assistance provided by the On-Call Lieutenant is optional and not required.

When the SWAT or SET Commander has determined a unit call-up is warranted, it is the responsibility of the OIC to coordinate the SWAT/SET member notification process utilizing the Telestaff call-in process.

NOTIFICATION OF MPPOA/AMPS PRESIDENT

The President of MPPOA/AMPS should be notified **whenever** a significant incident involving an employee, on or off duty, **occurs**, e.g., serious injury or death of an employee, officer-involved shooting or use of deadly force, or an employee or his/her family members being the victim of a serious violent crime. These examples are illustrative and not meant to be inclusive.

INFORMATION CONSIDERATIONS PRIOR TO CALLING ON-CALL DETECTIVE LIEUTENANT

1. Nature of incident (i.e. stabbing, sexual assault, home invasion, etc.); was weapon/force/threat of violence used
2. Scene(s) – located and secured (i.e. vehicle, residence, outdoors, etc.); Supervisor, Detective or Investigator currently involved in on-duty status; presence of evidence; weather conditions that may impact evidence collection; evidence collection coordination
3. Time lapse from incident to reporting; **if** there was a delay, why
4. Victim(s) information – name; age; current location (hospital, scene, unknown, etc.); injuries; MPD in contact

5. Suspect(s) **information** – name(s), if known; in unknown, do we have a description or other pertinent information; relation to victim(s); location/custody status, if known;
6. Witness(s) **information** – are there any; if so, how many; location; MPD in contact
7. Other considerations – language/culture barrier; handicap for any involved parties (physical, mental illness, cognitive delays, etc.); juvenile (Safe Harbor situation, contact DCHS, protection issues, etc.); crowd or media concerns

The above information will assist the On-Call Detective Lieutenant in making a decision on the best way to proceed with the investigation, and who, if anyone, will be called in to assist.

Original SOP: 02/25/2015

(Revised: 02/24/2016, 02/03/2017, 06/15/2017, 02/19/2018, 05/02/2018, 01/17/2019, 05/01/2019, **12/30/2019**)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Probation and Parole Searches

Eff. Date 09/29/2014 11/19/2019

Purpose

Wisconsin law (2013 Act 79) provides law enforcement officers with broad authority to search people who are on probation, parole or extended supervision. MPD officers are only authorized to conduct searches as authorized in the MPD Search Procedure and this standard operating procedure. Searches conducted pursuant to the authority granted by Act 79 may only be performed as outlined in this document.

Procedure

The authority granted by Act 79 only applies to:

- Persons on probation for a felony.
- Persons on probation for a misdemeanor violation under Chapters 940, 948, or 961.
- Persons on parole.
- Persons on extended supervision.

The person's status must be a result of a Wisconsin conviction, and the person must have been placed on probation or released to parole/extended supervision after December 14, 2013.

Prior to considering any search under this authority, the officer must verify that the person's status is one of those listed above, and that they were placed on that status after December 14, 2013.

Authority

Officers may search a probationer, parolee, or person under extended supervision (as limited above) if they have a reasonable suspicion that the person is committing, has committed, or is about to commit a crime or violation of their probation/parole/extended supervision. Reasonable suspicion must be based on specific and articulable facts that are documented in a report.

Searches may extend to any personal property under the control of the probationer, parolee, or person under extended supervision at the time of the search. This would include purses, backpacks, etc. It could also include a vehicle being driven by the person at the time of the encounter, though it would not include other subjects in the vehicle or property belonging to others in the vehicle.

Searches may also extend to the residence of the probationer, parolee, or person under extended supervision, with limitations:

- Any effort to effect a search of a residence under Act 79 authority must be approved by a supervisor (unless it is impractical to do so).
- If the probationer, parolee, or person under extended supervision lives with someone else, any search must be limited to common areas or those under the control of the probationer, parolee, or person on extended supervision.
- ~~Officers may not force entry to a residence to perform a search under Act 79 authority.~~
- ~~Officers may not use force to breach or damage a residence to gain entry to perform a search under Act 79 Authority.~~

Searches conducted under this authority must not be conducted in a way that is arbitrary, capricious, or harassing. The search itself must be reasonable, and the scope of the search must be related to the reasonable suspicion possessed by the officer.

Notification/Documentation

Any searches performed under Act 79 authority must be documented in an MPD report. Also, the Department of Corrections (DOC) must be notified of the search as soon as practicable. This notification must be done by email (as described below), and it is the responsibility of the primary searching officer to make the notification. A copy of the email to DOC must be sent to the MPD Assistant Chief of Operations.

DOC EMAIL NOTIFICATION

A TIME system response will include a five digit agent number. The first number determines the region to which the agent is assigned. For example, Agent 58233 is assigned to Region 5. Consequently, the email e-mail would be sent to Region 5. Please put "Act 79 Search Notification" in the subject line of the notification email e-mail. In the body of the email e-mail, indicate the offender's name and date of birth DOB as well as a brief description of the search and its results. The email e-mail address for each region is listed below.

Region 1: DOCDCCRegion1Office@wisconsin.gov
Region 2: DOCDCCReg2DOC44@wisconsin.gov
Region 3: DOCDCCReg3Intake@wisconsin.gov
Region 4: DOCDCCReg4@wisconsin.gov
Region 5: DOCDCCReg5WorkFolder@wisconsin.gov
Region 6: DOCDCCReg6@wisconsin.gov
Region 7: DOCDCCReg7@wisconsin.gov
Region 8: DOCDCCReg8WorkFolder@wisconsin.gov

The MPD report should include the time/date that the notification to DOC was made.

Original SOP: 09/29/2014

(Revised: 11/19/2019)

(Reviewed Only: 02/22/2016, 01/09/2017, 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Records Inspection and Release

Eff. Date 02/14/2019 12/20/2019

Purpose

The Madison Police Department (MPD) recognizes that employees of this agency will need to access different records within our agency for a variety of reasons, and records created and/or maintained by this agency are subject to release as outlined in the Wisconsin Public Records Laws. This standard operating procedure outlines when it is appropriate for employees to access MPD records and the procedures for processing public requests for access to MPD records. This procedure also recognizes that citizens' accessing our records through our public records request process is an essential element of establishing trust within our community and confidence in this agency.

Procedure for Requesting a Record

The MPD will accept an oral, electronic or written request from a member of the public who desires to inspect MPD records. All public requests and releases of records must be coordinated through the Public Records Unit. This unit will maintain a log of all records released, identifying the requestor (if known), the date the request was made, and the date the request was processed. The MPD begins with the presumption that our records are open to inspection and copying, recognizing that there are some exceptions. We understand that the requestor does not have to identify themselves or provide a reason for their request. If no responsive record exists, a record does not have to be created to fulfill a request.

The public may submit their request for records during regular business hours between 8 a.m. - 4 p.m., Monday through Friday, holidays excluded, at the Records Section in person, electronically, mail, or by phone. Requests made by mail should be mailed to: Madison Police Department, Public Records Unit, 211 S. Carroll St, Room GR-10, Madison WI 53703 or by email at PDrecords@cityofmadison.com.

All records requests will be handled as soon as practicable and without delay in the order in which they are received.

All requests involving "sensitive" issues (personnel file contents, PS&IA documents/investigations, high profile investigations) require notification to the Office of the Chief of Police and will be handled by the designated Records Custodian.

All media requests require notification to the PIO and the Chief's Office and will be handled by the designated Records Custodian.

A copy of all data releases to the public by any MPD employee will be routed ~~to~~ through PD Records.

Sharing records between the MPD and fellow law enforcement agencies is permissible, as long as the Public Records Unit is notified with the necessary information for the log. MPD members releasing records to fellow law enforcement agencies shall consult with the Dane County District Attorney's Office regarding release when such release carries potential for impacting open cases.

PERSONS WHO MAY CONSIDER REQUESTS FOR PUBLIC INSPECTION

The following officers of the MPD will consider requests for the inspection of public records and documents in the custody of the MPD: Chief of Police, Assistant Chiefs of Police, trained Records Custodians, Public Information Officers, PS&IA Commander, and records staff assigned to the Records Unit.

Budget requests and logistical information will be released only by the Chief of Police or his/her designee.

All comments referring to inter-departmental memos, orders, and communications will originate from the Chief of Police.

Plans, personnel matters, and prepared releases concerning specific news items will be released only by permission of the Chief of Police.

Personnel photographs will be released only by permission of the Chief of Police.

Investigative photographs from an active or ongoing investigation will be released by the Commanding Officer of the investigating district/section.

ACCESS TO POLICE RECORDS

Access to records maintained by the MPD shall only be authorized for official business needs. This regulation prohibits all unofficial and/or personal use of police records. This includes accessing or retrieving any personally identifiable information of another employee (to include date of birth, home address, home/cell phone numbers, social security numbers and driver's license numbers). Tampering with records by members of the MPD is prohibited.

Members of the MPD shall not divulge the contents of police records to anyone outside the MPD without permission from their Commanding Officer or a Records Custodian. The only exception to this is that it is permissible to share information with other law enforcement agencies and other governmental or service agencies as necessary to ensure public safety (e.g., Dane County Human Service, Journey Mental Health). No member of the MPD shall otherwise divulge any matters relating to official police business without first receiving authorization. The MPD Records Unit shall be notified by any MPD employee of any release of records made to another agency under this provision. Such notification should be sent via email to PDrecords@cityofmadison.com.

SUBPOENAS

Subpoenas solely for police reports or other investigative files should be directed to MPD Records. Subpoenas for personnel or disciplinary records should be directed to PS&IA.

If an employee receives a subpoena to appear at a court/judicial proceeding and the subpoena includes a requirement to produce records, the employee should:

- Review the requested documents with his/her commanding officer. The commanding officer will assess the records in question and determine whether any special response to the subpoena is required (such as a protective order or motion to quash the subpoena). If necessary, the City Attorney's Office will be consulted.
- Absent any special circumstances, the employee may bring a copy of the specified records to the court/judicial proceeding and provide it.
- The employee who has been subpoenaed will email a copy of the released documents to PD Records along with a copy of the subpoena.

INSPECTION VS. NON-INSPECTION OF RECORD

Records are presumed to be open for public inspection unless access is controlled by a specific state or federal statute, case law restricts access to the record or the presumed public benefits of inspection are outweighed by the harm that would be incurred to the public interests by inspection of the record.

When access to a record is being denied in whole, or in part through redaction of information, the person requesting inspection of the record shall be informed that their request is being denied. This denial can be orally provided if the request was made verbally. All other requests must be responded to in writing. This

response will explain the statutory, common law or public policy reasons for the denial or redactions contained within the document. This written response must also inform the requestor of his or her right to court review of the denial under mandamus action or upon application to the Wisconsin Attorney General or the Dane County District Attorney. The Public Records Unit is not required by law to give an explanation for redactions to the requestor if the request was made verbally. Written responses for the denial of access to a record must be reviewed by the City Attorney's Office in accordance to 3.70(6) MGO.

When a request cannot be fulfilled within ten (10) business days, the requestor shall be informed that their request has been received, is being processed and will be produced as soon as practicable. They shall also be provided with the reasons why their request cannot be fulfilled (if the location/redaction of the documents will be time consuming, or research into the request will cause delays), as well as the anticipated amount of time when the request will be complete.

Requests for video and audio records will be forwarded to the Forensic Services Video Technology staff for a copy of these records to be generated. Dissemination of these records will follow the above-stated process.

Requests for employee disciplinary investigations or potential law violation(s) will be processed by the designated Records Custodian. Prior to release, a notice will be provided to the affected employee(s) as required by State Law (19.356). The Chief's Office will be notified of all requests of this type.

Prepayment for records shall be required as set forth in sec. 3.70(4)(b)3.e., Madison General Ordinances. This includes requests where location costs exceed \$50.00, where reproduction costs exceed \$5.00 or when the requestor is a prisoner/institutionalized person. Copy costs are determined by the City's Information Technology Director and the Finance Director.

PUBLIC RECORDS OR DOCUMENTS WHERE RELEASE MAY BE DENIED

Certain records and documents are made confidential under Wisconsin law or common law and precluded from public inspection by statute or common law. In the following instances, inspection may be limited or denied to the public.

1. Juvenile Records

Requests for inspection of children's police records may not be granted except to representatives of newspapers or other reporters of news who wish to obtain information for the purpose of reporting news without revealing the identity of the child involved. (Wis. Stats. Sec. 48.26 and 938.396). However, this section will not be invoked if the offense is a traffic violation of Chapters 340 to 349, Wis. Stats., or a County or municipal ordinance enacted under Sec. 349.06, Wis. Stats.

Wisconsin Statute §938 and 48.396 allows certain persons access to juvenile records without obtaining a court order. While generally referenced below, additional requirements may apply to the various exceptions.

- Legal Guardian or Custodial Parent (or to any person designated in writing by a legal guardian or custodial parent)
- Subject of Report (if over 14 years of age)
- News Media
- Victim-Witness Coordinators
- Victims of the Juvenile Act (but only for the purposes of collecting for their losses)
- Law Enforcement
- Social Service Agency with legal authority
- Schools as allowed under Wisconsin Statute §118.127
- The identity of the requestor must be verified prior to any release of information to ensure they are entitled to receive the record.
 - Photo Identification of party requesting record, and
 - A Birth Certificate verifying the relationship with the child, or

– A Court Order showing legal guardianship

Information will not be released if the case in question is an active or pending investigation or prosecution, and the release of that information would jeopardize the investigation/prosecution; ~~the requestor is the subject of the investigation (this includes legal guardians and parents);~~ or the release would subject an individual to threats of harm or intimidation. The identity of a reporter of child abuse shall not be released, various provisions of sec. 48.981(7). Wis. Stats., prohibit the disclosure of a reporter's identity, including the extraordinary prohibition that such disclosure shall not even be made to a subject's attorney.

If the requestor requests a police report that contains information on a juvenile and they do not provide proof of entitlement to the information, juvenile information will be redacted in its entirety.

2. Attorney-Client

Certain information contained in public records and documents in the MPD is protected by the attorney-client privilege.

Original SOP: 02/25/2015

(Revised: 03/16/2016, 02/03/2017, 11/30/2017, 02/14/2019, 12/20/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Response to Persons with Altered State of Mind

Eff. Date: ~~09/15/2017~~ 12/23/2019

Purpose

To provide guidance for Madison Police Department (MPD) personnel when responding to or encountering situations involving persons displaying behaviors consistent with an altered state of mind, that may be caused by mental illness, emotional crisis, or the influence of drugs and/or alcohol. We recognize that most persons in an altered state of mind are not dangerous and may only present dangerous behavior in certain circumstances or conditions.

Definitions

Altered state of mind: "An altered state is any mental state(s), induced by various physiological, psychological, or pharmacological maneuvers or agents which can be recognized subjectively by the individual himself (or by an objective observer of the individual) as representing a sufficient deviation in subjective experience of psychological functioning from certain general norms for that individual during alert, waking consciousness" [The Wiley-Blackwell Handbook of Transpersonal Psychology].

Procedure

Responding to situations involving individuals who officers reasonably believe to be in an altered state of mind carries the potential for violence; requires officers to make difficult judgments about the mental state and intent of the individual; and necessitates the use of police skills, techniques and abilities to effectively and appropriately resolve the situation. The goal shall be to resolve the situation as safely as possible for all individuals involved.

Only a trained mental health professional can diagnose mental illness. Officers are not expected to diagnose mental or emotional conditions, but rather to recognize behaviors that are indicative of persons affected by mental illness or crisis, with special emphasis on those that suggest potential violence and/or danger. Officers are trained to respond to mental health related incidents in such a manner so as to de-escalate crisis situations whenever possible.

The following are generalized signs and symptoms of behavior that may suggest that a person is currently in an altered state of mind – whether due to mental illness, acute emotional crisis, or reactions to alcohol, psychoactive drugs or medical conditions:

- Persistent fear of persons, places or things
- Frustration and/or anxiety in new or unforeseen circumstances
- Abnormal memory loss related to basic information (e.g. name, home address, recent events)
- Delusions – fixed false beliefs
- Hallucinations – the experience of sights, sounds, or other perceptions in the absence of external stimuli not under the subject's voluntary control
- Agitation
- Confusion or disorientation

While the above signs/symptoms may inform the ultimate resolution of the situation, officers should assess the danger a person presents to self or others as soon as is feasible. Factors that should be considered as part of any threat assessment may include:

- Availability of any weapons
- Statements by the person that suggest he/she is prepared to commit a violent act

- Information provided by reliable reporters (family members, mental health professionals, etc.)
- A personal history of violence known to officers
- Inability of subject to physically control Physical control (or lack) of their emotions of rage, anger, fright or agitation
- Other special circumstances consistent with DAAT and Departmental training

If feasible, under the totality of the circumstances, officers should attempt to slow down or stabilize the situation so that more time, options and resources are available for the best possible resolution. Examples of de-escalation with a person in an altered state of mind may include, but are not limited to:

- Effective use of back-up
 - Have only one officer communicate with the person at a time
 - Request additional personnel if indicated (e.g. MHO, CNT, etc.)
- Effective use of distance and time, when feasible
 - More distance generally creates more time to react, which allows more options to be considered (e.g. less lethal munitions, tactical shield)
 - When feasible, use additional time to increase the likelihood of a positive resolution
- Effective use of cover/concealment
 - Placing barriers between the person and officers
- Effective communication from a safe position
 - Take steps to calm the person
 - Actively listen to the person's concerns
 - Explain the person's options
 - Orient the person to reality
 - Attempt to be truthful, when possible
 - If feasible, gather additional information about the person
- Any other tactics and approaches that attempt to achieve law enforcement objectives

Once the subject and scene have been stabilized, officers should work to resolve the situation using the least restrictive measures to secure the welfare of all those concerned, connect individuals with mental illness or AODA issues/dependency to needed services and divert them from the criminal justice system whenever possible. See also: Mental Health Incidents/Crises and Intoxicated and Incapacitated Persons Standard Operating Procedures.

Original SOP: 09/15/2017

(Revised: 12/23/2019)

(Reviewed Only: 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Stop & Frisk

Eff. Date ~~02/05/2016~~ 11/19/2019

Purpose

It is the policy of the Madison Police Department (MPD) that field interrogations will be conducted in a manner which not only promotes the public safety and safeguards law enforcement officers from harm, but also holds invasions of personal rights and privacy to a minimum.

Procedure

STOPS

A “stop” is the temporary detention of a person for investigation. A “stop” occurs whenever an officer uses his/her authority to make a person halt, or to keep a person in a certain place, or to compel a person to perform some act. If a person is under a reasonable impression that they are not free to leave or ignore the officer’s presence, a “stop” has occurred.

Basis for a Stop

An officer may stop a person in a public place, after having identified ~~him/herself~~ her/himself as a law enforcement officer, if s/he reasonably suspects that a person has committed, is committing, or is about to ~~commit~~ a criminal offense or ordinance violation. Both pedestrians and persons in vehicles may be stopped.

Reasonable Suspicion

The term “Reasonable Suspicion” is not capable of precise definition; however, it is more than a hunch or mere speculation on the part of an officer, but less than the probable cause necessary for an arrest. Every officer conducting a stop must be prepared to cite the existence of specific facts in support of that officer’s determination that a “reasonable suspicion” was present.

Police Conduct During a Stop

Proper justification for a stop does not permit unreasonable conduct during the stop. Every phase of the detention must be reasonable, for the United States Supreme Court has stated in *Terry v. Ohio*, 392 U.S. 1, 28 (1968), that the manner in which stops and frisks are conducted is “as vital a part of the inquiry as whether they were warranted at all.”

1. Identification

Officers conducting a stop, if not in uniform, shall clearly identify themselves as police officers by announcing identity and displaying MPD badge/ID.

2. Duration of Stop

A person stopped pursuant to these rules may be detained at or near the scene of the stop for a reasonable period of time. Officers should detain a person only for the length of time necessary to obtain or verify the person’s identification, or an account of the person’s presence or conduct, or an account of the offense, or otherwise determine if the person should be arrested or released.

3. Explanation to Detained Person

Officers shall act with courtesy towards the person stopped. At some point during the stop the officer shall, in every case, give the person stopped an explanation of the purpose of the stop.

4. Rights of Detained Person

The officer may direct questions to the detained person for the purpose of obtaining their name, address and an explanation of the conduct. The detained person may not be compelled to answer questions or to produce identification documents for examination by the officer; however, the officer may request the person to produce identification and may demand the production of an operator's license if the person has been operating a vehicle.

5. Effect of Refusal to Cooperate

Refusal to answer questions or to produce identification does not by itself yield probable cause to arrest, but such refusal may be considered along with other facts as an element adding to probable cause.

6. Use of Force

An officer may use only the amount of non-deadly force that is reasonably necessary to stop and detain a person pursuant to these guidelines. MPD's Non-Deadly Force Guidelines shall be followed. If an officer is attacked, or circumstances exist that create probable cause to arrest, the officer may use that amount of force necessary for defense or to effect a full-custody arrest.

Stopping Witnesses Near the Scene of a Crime

A police officer who has probable cause to believe that any violent crime has just been committed, and who has probable cause to believe that a person found near the scene of such offense has knowledge of significant value to the investigation of the offense, may order that person to stop. The sole purpose of the stop authorized by this section is the obtaining of the witness' identification so that the witness may later be contacted by the officer's agency. Officers shall not use force to obtain this information, and will effect the detention with minimal intrusiveness.

Stopping Vehicle at Roadblocks

If authorized to do so by a commanding officer, a police officer may order the drivers of vehicles moving in a particular direction to stop. Authority to make such stops may be given only in those situations where such action is necessary to apprehend the perpetrator of a crime who, if not apprehended, poses a significant and imminent public safety threat, or to discover the victim of a crime whose physical safety is presently or potentially in danger. Roadblocks established for this purpose will only be implemented in limited geographic areas (where there is a reason to believe the suspect/victim will be discovered) and for a reasonable period of time. Once a vehicle is stopped pursuant to this section, it may be searched only to the extent necessary to determine if the perpetrator or victim is present in the vehicle, and such search shall be made as soon as possible after the stop.

FRISKS

A frisk is a limited protective search for concealed weapons or dangerous instruments.

When to Frisk

A police officer may frisk any person whom that officer has stopped when the officer reasonably suspects that the person is carrying a concealed weapon or dangerous instrument. The frisk may be conducted at any time during the stop if reasonable suspicion develops.

Reasonable Suspicion for Frisk

“Reasonable suspicion” for a valid frisk is more than a vague hunch and less than probable cause. If a reasonably prudent police officer under the circumstances would be warranted in believing anyone in the vicinity was in danger, a frisk is justified. Every officer conducting a frisk must be prepared to cite the existence of such factors in support of the determination that “reasonable suspicion” for a frisk was present.

General Procedure

1. The officer should begin the frisk at the area of the person’s clothing most likely to contain a concealed weapon or dangerous instrument. Usually, an officer should begin the frisk with a pat-down of the outside of the person’s outer clothing, and the officer should not reach inside the clothing unless an object is felt which the officer reasonably believes to be a weapon or dangerous instrument. If the outer clothing is too bulky to allow the officer to determine if a weapon or dangerous instrument is concealed underneath, then the outer clothing may be opened to allow a pat-down directly on the inner clothing. If the officer has a reasonable belief, based on reliable information or personal knowledge and observations, that a weapon or dangerous instrument is concealed at a particular location on the person, such as a pocket, waistband, or sleeve, then the officer may reach directly into the suspected area. This is an unusual procedure, and any officer so proceeding must be prepared to cite the precise factors which led the officer to forego the normal pat-down procedure.
2. An officer may also frisk those areas that the person could reach to obtain an object that could be used to harm the officer, if the officer reasonably suspects personal harm should the object not be obtained. This includes vehicles. If an officer possesses reasonable suspicion that a vehicle driver or passenger is armed, the “frisk” may be extended to the vehicle. This “frisk” is a protective search, and is limited to places in the vehicle’s passenger compartment that could contain a weapon.
3. If during the course of a frisk, the officer discovers an object which is a container capable of holding a weapon or dangerous instrument and if the officer reasonably believes that it does contain such an item, the officer may look inside the object and briefly examine the contents.
4. An officer may use only the amount of non-deadly force that is reasonably necessary to effect a frisk pursuant to these guidelines. MPD’s Non-Deadly Force Guidelines shall be followed. If an officer is attacked, or circumstances exist that create probable cause to arrest, the officer may use that amount of force necessary for defense or to effect a full-custody arrest.

Discovery of Weapon, Instrument, or other Property

If a frisk or search discloses a weapon or instrument, or any other property, possession of which the officer reasonably believes may constitute the commission of a crime, or which may constitute a threat to personal safety, the officer may take it and keep it until the completion of the questioning, at which time it shall either be returned, if lawfully possessed, or seized by the officer.

Discovery of Incriminating Evidence

If, while conducting a frisk, an officer feels an object which is reasonably believed not to be a weapon or dangerous instrument, but the officer does believe it to be a seizable item, the officer may not—on the basis of the officer’s authority to frisk—take further steps to examine the object. However, if the nature of the object felt—alone or in combination with other factors—provides probable cause to arrest, the officer should tell the person they are under arrest. The officer may then conduct a full-custody search incidental to arrest, but must not take any step to examine the object before making the arrest. If a seizable item is not found, the person should be released.

Procedure Following Unproductive Frisk

If the frisk discloses nothing justifying removal or seizure, and nothing providing probable cause for arrest, an officer may continue to detain while concluding the investigation.

RECORDKEEPING

Adequate records of stop and frisk activity will serve to ensure insure the proper exercise of police authority. They will also greatly enhance an officer's ability to reconstruct what occasioned a stop or frisk, and what took place during this contact. Such records are vital, not only when the stop and frisk results in immediate arrest; they also may be valuable as "leads" in other investigations. Further, such records serve as protection against groundless civil suits.

1. Recording

Officers must file a report any time there is a stop and subsequent frisk to protect themselves, the MPD, and the community.

2. Stop Based on Informant's Tip

If the stop or frisk was based in whole or partly upon an informant's tip, the officer making the stop or frisk shall make every reasonable effort under the particular circumstances to obtain and record the identity of the informant. Further, the officer shall record the facts concerning such tip, e.g., how it was received, the basis of the informant's reliability, and the origin of the informant's information.

Original SOP: 03/04/2015
(Revised: 02/05/2016, 11/19/2019)
(Reviewed Only: 01/09/2017, 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



TIME System Use and Dissemination of Records

Eff. Date ~~12/11/2017~~ 11/18/2019

Purpose

Madison Police Department (MPD) uses the Transaction Information for the Management of Enforcement (TIME) System/eTIME. The TIME system grants access to the following data service agencies: Wisconsin Department of Justice Crime Information Bureau (CIB), the FBI Criminal Justice Information Services (CJIS) Division, the FBI National Crime Information Center (NCIC), the National Law Enforcement Telecommunication System (NLETS), Canadian Police Information Centre (CPIC), the Wisconsin Department of Transportation (DOT), the Wisconsin Department of Natural Resources (DNR), and the Wisconsin Department of Corrections (DOC).

Procedure

SYSTEM USAGE

ONLY authorized users shall use the TIME system for valid law enforcement/criminal justice purposes. At no time will any user use the TIME system to run himself or herself, any a family member or anyone with whom the user is closely associated. Should a situation arise wherein the subject who needs to be run through the TIME system is closely affiliated with the user, the user will request another officer, staff member, or a supervisor to run the subject.

PENALTY FOR MISUSE

The Department of Justice Crime Information Bureau, as well as the MPD, may investigate any alleged misuse of the TIME System. This includes running family members or other subjects with whom the user is closely associated for criminal justice purposes during the normal course of work, running information for personal use, and running information that is in direct conflict with the regulations set forth by the FBI and CIB for the use of the TIME system. Individuals determined to have misused the TIME system may be subject to internal discipline, and/or criminal and/or civil penalties under state and federal law. TIME logs are audited for compliance with these policies.

SECURITY

TIME Agency Coordinator

The MPD shall designate an individual to serve as a TIME Agency Coordinator (TAC). The Coordinator TAC may designate authorized contacts to fulfill various roles and responsibilities in the administration of the TIME system. The Coordinator's TAC responsibilities are to ensure that authorized users are trained and in compliance with CJIS, FBI, and MPD's policies and regulations. They The TAC also serves as the administrator of TIME interfaces to departmental applications/systems, and terminal designations, and applicable communications/connectivity. Additionally, the TAC Coordinator is responsible for the completion of audits performed by CIB and the FBI. In order to maintain our agencies' agency's access to the TIME system, it is essential that all staff comply with all requests from the TAC Coordinator or their designee(s). Additionally, the TAC will disseminate TIME System Newsletters to departmental staff.

General Security

Access to TIME terminals shall be limited so that only authorized users will be able to view and access information from the system. In order to qualify for authorization, a TIME user must pass an initial background check, complete initial certification within six months of hire, and maintain applicable TIME certifications bi-annually. Staff with agencies holding a current Management Control Agreement with MPD will be required to

complete and maintain TIME System Security Awareness training. Vendors remotely accessing CJIS related applications/systems shall be virtually escorted by certified and authorized MPD Technology staff. In the event of a security incident, that occurrence shall be documented and reported to CIB in accordance to applicable policies and procedures.

CRIMINAL HISTORY RECORD INFORMATION (CHRI/III)

Information from CHRI and the FBI Interstate Identification Index (III) shall only be obtained for designated purposes outlined below. This information is not to be disseminated to non-criminal justice agencies or persons. Dissemination to another criminal justice agency requires a secondary dissemination log that will be maintained for one year. The original authorized user must ensure that the recipient is properly authorized, and for valid purposes, to receive the information. CHRI/III records received cannot be disseminated via radio broadcast or cellular phones unless there is a situation affecting the officer safety of an officer or the general public.

Authorized Purpose Codes

- **Code C:** Code C is used for Criminal Justice/Law Enforcement purposes and is accepted by CIB and the FBI. Adult and juvenile records will be supplied. This code is used for official duties in conjunction with the administration of justice (such as detection, apprehension, detention, prosecution, etc.).
- **Code J:** Code J is used for Criminal Justice/Law Enforcement employment applicants and is accepted by CIB and the FBI. Adult and juvenile records will be supplied.
- **Code D:** Code D is used Domestic Violence/Stalking and is accepted by CIB (only adult records will be returned) and the FBI (only returns information not sealed by state). This code is used by agencies providing a record to a court hearing for Domestic Violence, and is for court use only. Actual Domestic Violence incidents will use Code C.
- **Code H:** Code H is used for checking suitability of Public Housing Applicants and is accepted by CIB (for adult records only) and the FBI (for identification only).
- **Code F:** Code F is used for the return of Firearms to Lawful Owner and is accepted by CIB and the FBI. Both adult and juvenile records are supplied. This code is used for the return of firearms to owners after theft, improper seizure, etc.
- **Code E:** Code E covers other Authorized Employment Purposes and is accepted by CIB ONLY (which ONLY supplies adult records). The FBI will not accept this code. This code is used for when criminal history is required by state statute, local ordinance, or federal regulation.

Storage and Disposal of CHRI Information

CHRI/III records shall not unnecessarily be maintained in case files to avoid disclosure of out-of-date/inaccurate records under Wisconsin open records law. Cases that are e-Referred may contain CHRI/III information, however it is not considered part of the case documentation and is not subject to open records. When no longer needed, data from the TIME System shall be disposed of by the user in a secure manner via shredding.

Probable Cause/Hit Confirmation

A hit on TIME is not sufficient for probable cause. A hit on TIME only comprises part of the probable cause analysis and must be viewed in conjunction with other available information. As the time period increases, the significance of the hit decreases. When a hit confirmation request is received via dispatch or directly to the OIC, the OIC is responsible for providing timely confirmation back to the requesting agency.

CHR/III INFORMATION

On the CHRI/III request screens, the attention field shall contain the user's IBM# and the additional information field shall contain the case number. If no case number exists, a brief explanation of why the request was run will need to be entered.

TIME and NCIC Management of Records

Only staff with Advanced TIME Certifications shall be allowed to enter, modify, and remove records from TIME/NCIC. Once a record has been entered or modified a secondary check will be completed by a staff member whom did not enter or modify the original record. Validation of all entries into TIME/NCIC shall be completed as designated by CIB.

Original SOP: 02/25/2015
(Reviewed Only: 02/04/2016)
(Revised: 01/06/2017, 12/11/2017, 11/18/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Tuition Reimbursement and Educational Incentive (MPPOA)

Eff. Date ~~09/08/2017~~ 11/18/2019

Purpose

The Madison Police Department (MPD) has implemented various procedures to provide appropriate reimbursements per the MPPOA contract. This SOP is to explain the procedures an employee will need to follow in order to access the provisions in the MPPOA contract related to educational incentive pay and tuition reimbursements.

Procedure

EDUCATIONAL INCENTIVE

- When an officer applies for employment, part of the application process is to submit transcripts. These transcripts are verified by the Lieutenant of Training. Verification will include ensuring that college level courses are from an institution listed by name in the MPPOA contract, or from an institution accredited by an organization approved by the US Dept. of Education and by the MPD Police Chief. Any credits from a foreign institution or from an unaccredited US institution must be converted to US accredited equivalencies. Applicants who are providing this information as part of our hiring process and current employees who are seeking an educational benefit are subject to this requirement and are responsible for all costs related to this process. Once hired, this information is provided to the MPD Finance Unit by the Training Program Assistant, in order to track eligibility for educational incentive. The educational incentive is added to the officer's first full paycheck after completing 42 months of continuous employment as a commissioned member of the MPD. Current employees will be provided their educational incentive once a degree is earned and is determined eligible, pursuant to the accreditation requirement cited above.
- When the officer completes the 42 months of service, the MPD Account Tech will calculate the appropriate educational incentive from the hiring transcripts and years of service. If an officer completes any coursework between the date of hire and the completion of their probation, it is **their the officer's** responsibility to ensure that the appropriate transcripts and/or other paperwork is submitted to the MPD Finance Unit in order to update **their the officer's** beginning educational incentive amount.
- Prior to the start of an officer's educational incentive, MPD Finance staff will email each officer the educational incentive percentage for which they are eligible based on the initial documents. The officer should review this information and notify MPD Finance immediately if there are any issues or concerns with the percentage level calculated. **Any concerns must be communicated within 30 days of the officer's receipt of this email.**
- If an employee has **less than** a bachelor's degree, a file will be maintained in the Finance Unit to track ongoing awards of training points and/or credits. Per the current MPPOA contract, the following information is used to determine the number of points and credits each employee has earned:
 - All credits from an approved educational institution will be counted as credits except for the following:
 - Transfer credits are included if they are listed individually and the transcript clearly demonstrates that there is no duplication. If the transcript **doesn't does not** include the detailed information, the Finance Unit will require the officer to submit a transcript from the awarding institution in order to verify that the credits are for added coursework, not duplicates.
 - Testing credits are included if they are for regular courses (e.g., math, English, etc.) that are counted by the educational institution towards a degree program.
 - Neither Transfer nor Testing credits will be counted as credits if they are for "life experience," for police work or for the police academy. Non-degree testing credits are also not counted.
 - Once an employee earns a degree from an approved/accredited institution, they are entitled to the full educational incentive for that degree, regardless of whether some of the credits were testing or transfer credits.
 - If an associate's degree has been awarded with less than 70 credits, additional points will be awarded to total 70 points. Coursework at any technical college will not add to credits above 70. Once 70 credits have been earned at a two year school, any additional credits will count only as points.

- If an officer transfers credits from one school to another, **they the credits** can only count one time. (For example: if an officer takes 10 credits at one college and they transfer to a second college and an associate's degree is received, those 10 credits become part of the 70 points awarded for an associate's degree. They cannot count twice. If only 6 credits transfer, then 6 will be included in the 70 and 4 will be added to the 70 **IF** they were taken at a four year college. If they were taken at a two year college, they do not increase the credits achieved.)
- Since the MPPOA contract awards educational incentive at a different rate for points vs. credits, these will be tracked separately. (For example, in the current MPPOA contract, **A a** 15% educational incentive is either 130 points **OR** 96 college credits.)
- As Tuition Reimbursements are paid, those additional credits will also be added to the Education Incentive file to help track the officer's progress. **Submission of transcripts with a request for reimbursement will be considered proper notification to your departmental PD Purchasing under Article VIII, i.e., for additional incentive points – unless there is a discrepancy between the grade report and previously received transcripts.**
 - If a discrepancy is noted between the transcripts and the grade report, the officer will be notified that they should submit a current and complete transcript to ensure that the points/credits are up-to-date. There will be no update in the educational incentive until the discrepancy is resolved.
- Accredited vocational school courses with non-transferable as well as transferable credits will receive full credit. Non-accredited vocational and military courses will count as 1/48 point. Appropriate documentation of hours attended at either vocational or military courses will be required in order to receive points.
- **Re Reference** the current MPPOA contract (For the period January 1, 201**86**-December 31, 20**17****21**): Appendix 'A' item C7, 1/16 of a point is awarded for each class hour at approved seminars, short courses, etc., conducted by state, federal, or other training agencies, outside of the in-service or other MPD training provided by the department.
 - The documentation needed for this is proof that an officer attended and, if applicable, passed the course. This would be in the form of a diploma/certificate. Documentation must be provided by the employee to the MPD Finance Unit within six months of completion of the course. Providing documentation to MPD Training personnel will not be considered as fulfilling the requirement to provide this documentation to the Finance Unit. Documentation must include the date of the course, total number of hours attended, location of the course, and information regarding who provided the training.
 - Training completed pre-employment, will not be given points.
 - Training that is provided by MPD personnel is not eligible for training points.
 - Training hosted by the MPD (usually at the Training Center) may be eligible for training points provided that the course is taught by non-MPD personnel, and is not counted toward the required in-service or employee development needed to maintain state certification.
- One point is added for each full year of service in the department, to be given on each officer's anniversary date.
 - Every year, the Account Tech will update the year on each officer's sheet to increase the points by one. The Account Tech will then evaluate if a step increase is warranted.
- If a new incentive level is reached, the Account Tech will submit the appropriate paperwork to payroll.
 - Educational Incentives start at the beginning of the next pay period **AFTER** the employee submits the documentation. **Educational Incentive is never backdated.**
- The Account Tech will then email the employee of the change in education incentive pay with a reminder that the employee should verify the incentive level. **It is ultimately the officers' officer's responsibility to verify all points are correct and the correct incentive level is given.**

Please refer to the MPPOA contract for the outline of educational incentive percentages for each level of points/credits.

TUITION REIMBURSEMENT

Tuition Reimbursement is for members of MPPOA once they successfully complete all parts of the pre-service academy and all field training phases. Any officer that leaves the department with less than five years of service, following receipt of tuition reimbursement, will need to repay 100% of those funds received in those five years unless they are eligible for WRF, SS, or other public employment fund annuities.

This procedure is for those officers seeking their FIRST bachelor's degree only. (Once a bachelor's degree is attained, no additional bachelor's level courses are authorized for tuition reimbursement.)

- In Mid-October, the Chief will send out a memo outlining the process for those who will be seeking tuition reimbursement for the subsequent year.
- Officers must fill out the Tuition Request Form, which is emailed along with the Chief's memo, and submit it to the Chief by November 1st of the year preceding the year in which they are seeking reimbursement.
 - The form should provide the name of the college that in which the officer will be enrolled in, the classes that the officer plans to take, and the cost of each course.
 - If the officer does not know exactly which classes they will take, they should list the number of classes and the cost per class or cost per credit. If the initial application is approved, prior to enrolling in the classes, the officer will contact the Account Tech with a list of classes and the costs. The Account Tech will submit the list to the Chief of Police for approval. Classes which are not approved will not be eligible for reimbursement.
 - Undergraduate internships may be allowable, but the officer is required to submit for review papers required in conjunction with the internships for which college credits are awarded.
 - In general, coursework should be taken at an institution listed as approved in the MPPOA contract, or at an institution that is US accredited by an organization approved by the US Dept. of Education. Any exceptions will need to be approved in advance by the Chief of Police.
- The Chief will review all requests and inform the applicants by December 31st of their status.
- The Account Tech will notify each applicant of their approval and remind them of the process to follow once they have successfully completed the course.
- Once the undergraduate applications are approved, the Chief will make a decision if funds will be made available to officer's seeking a master's degree. This procedure will be determined by the Chief.
- **Within 30 days of completion** of an approved course, the officer will need to fill out the Reimbursement Request form located under Forms on the Police Intranet. **They officer will submit this form by email, along with the grade report and a paid invoice, to the MPD Finance Unit at PDPurchasing@cityofmadison.com.**
 - Only amounts that are paid by the officer will be reimbursed. Tuition paid for by grants or scholarships will not also be reimbursed by the City.
 - Fees, books, interest or service charges, or other miscellaneous costs are the responsibility of the employee and will not be reimbursed by the City.
- **Courses must be completed in the calendar year they are approved.** If an officer is unable to complete a course within the calendar year, they that officer needs to notify the Account Tech. If a course starts in one year, and ends in the next year, the tuition reimbursement process for the year in which an officer receives the reimbursement will need to be followed. (For example: if a course starts in November 2014 and ends in January 2015, the grade report will not be received until February 2015 so the reimbursement request will be made in 2015. The officer in this scenario would follow the tuition reimbursement process that starts in November of 2014 for the 2015 calendar year.)
- **Tuition reimbursement funds do NOT carry forward from one year to another. If you do not take the courses in the year for which they were approved, you will need to reapply for funding for the year in which you will take them.**
- As soon as an officer becomes aware that they will not be completing all the approved courses, they that officer should email the Account Tech so that the funds can be released to other officers who were not granted the full amounts of their requests.

Procedures for Master Level Tuition Reimbursement

If additional funds are available after the undergrad monies are awarded **AND** the Chief so decides, this process may be opened up to officer's seeking a master's degree.

- After the funding for bachelor's level tuition has been awarded, the Chief will have a memo sent out announcing the opportunity to submit requests for master's degree reimbursement. All courses need to be in a related field.

- Only graduate level courses are acceptable, unless the ~~under grad~~ undergraduate course is a prerequisite for acceptance into an approved master's degree program. Internships and other alternate courses are currently not allowed.
- In general, coursework should be taken at an institution listed as approved in the MPPOA contract, or at an institution that is US accredited by an organization approved by the US Dept. of Education. Any exceptions will need to be approved in advance by the Chief of Police.
- The officer will need to compose a memo indicating why their courses will benefit the MPD and how it relates to their current duties.
- Only applications received by the due date will be considered.
- Once the Chief reviews them and makes his decision, a memo outlining the officer's award will be sent out.
- The process for receiving reimbursement for a master's program is the same as outlined above for a bachelor's program.

Original SOP: 04/01/2014

(Revised: 02/24/2016, 02/08/2017, 05/23/2017, 09/08/2017, 11/18/2019)

(Reviewed Only: 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Uniform Standards

Eff. Date ~~04/30/2019~~ 10/08/2019

Purpose

All officers shall possess a serviceable military style uniform and the necessary equipment to perform uniformed field duty. If an officer's regular job duties do not require the wearing of the military style uniform, it is necessary for them to have the uniform immediately available.

Procedure

MILITARY STYLE UNIFORM GUIDELINES

1. No uniforms or equipment may be worn or carried on-duty unless it has been approved by the Chief of Police. Lists shall be maintained of approved uniform and equipment items. These lists will include items for specialized units and assignments.
2. Officers shall wear the military style uniform while on duty unless their assignment allows otherwise.
3. The uniform shall be kept clean and pressed and be worn complete with silver or gold (rank appropriate) buttons, insignias, badge, and name tag in place. It should not be torn, faded, or frayed, although it is understood that this situation can occur during regular job duties. The name tag will be worn by all uniformed personnel and will have the first name or initial and last name of the officers (no nicknames). The name tag will be worn above the right pocket, centered and even with the pocket. (See Addendum A for correct placement of insignia.)
4. The full military style uniform consists of a uniform shirt with Madison Police Department (MPD) patches on both shoulders, and uniform trousers. An employee shall wear the uniform shirt and trousers that are approved for their particular assignment.
5. Long-sleeve uniform shirts may be worn with a uniform tie or open at the collar without a tie. Short-sleeve uniform shirts will be worn open at the collar without a tie. When the uniform shirt is worn open at the collar, all but the top button will be buttoned.
6. When any uniform shirt is worn open at the collar, officers may wear only t-shirts which are white, navy blue, or black in color. When wearing a long-sleeve uniform shirt, a mock or turtle neck, navy blue or black in color, may be worn with the collar folded once. No visible insignia of a commercial nature is allowed.
7. Uniform shirt sleeves will not be worn rolled up when in public view. SET and SWAT officers are exempted from this rule while wearing their specialized BDU shirts, unless their Commander rules otherwise.
8. Uniform sweaters authorized for use as an outer garment may be worn over the military style uniform.
9. No pins, flags, tie tacks, tie bars (other than the approved silver or gold tie bar) or other such paraphernalia will be worn with the military style uniform unless approved by the Chief of Police. The Purchasing Clerk shall keep the list of authorized pins.
10. Members of the Field Training Cadre may wear the field training pin with the military style uniform. The pin will be worn centered and directly above the name tag.
11. Members of the SET, SWAT and Honor Guard teams may wear their respective team pins with the military style uniform. The pin will be worn centered and directly above the name tag, or centered directly above the field training pin, if worn. The Chief may authorize the wearing of any other pins at his discretion.

12. Officers who have received certain awards (Valor, Meritorious Conduct, Blue Star, Lifesaving) may wear the approved award pin with the military uniform. If only one award pin is worn, the pin will be worn centered above the highest other pin (name tag, Field Training, SET or SWAT). If two award pins are worn, the pins will be worn side-by-side, above the name tag or Field Training pin (if worn), but below the SET or SWAT pin (if worn).
13. Service bars may be worn on long-sleeve uniform shirts, jackets and coats. One bar is authorized at the completion of each four years of service. (See Addendum A for correct placement.)
14. Approved footwear worn with the military style uniform will be black and must be kept clean and polished.
15. When long uniform pants are worn, socks should also be worn that cover the ankle, specifically at least a mid-calf or crew sock. Shorter socks such as anklets, no-show, or low cut are only authorized to be worn with uniform shorts. Socks shall be black or navy in color, except when a medical waiver is granted and approved by the Chief of Police.
16. Wearing of the uniform hat is optional, unless a commanding or supervisory officer requires that a hat be worn for a particular assignment. An approved MPD baseball cap, trooper hat, or stocking cap may also be worn.
17. Officers may wear an authorized outer jacket with the military style uniform. Chevrons and bars will be worn on the epaulets, not the collar. MPD raid jackets approved for plainclothes use will not be worn with the military style uniform.
18. When a uniformed officer directs traffic, the safety vest or reflective side of the spring/fall jacket shall be worn, whether in an on-duty or special employment status. The department-issued raincoat, with the reflective side out may be worn instead of the traffic vest.
19. The following supplemental equipment is required while wearing the military style uniform:
 - a. A plain black belt with gold or silver closure.
 - b. Authorized weaponry as per the Police Weaponry Policy.
 - c. Authorized leather or nylon goods.
 - d. Any equipment as may be required by the officer's commander.
20. The full military style uniform will be classified as follows:

Dress Class A	Class A	Class B	Class C
Commander Overcoat (if purchased)	Approved Outer Garment	Approved Outer Garment	Approved Outer Garment
8 point hat (outdoors, optional)	Approved Hear Gear (outdoors)	Approved Head Gear (optional)	Approved Head Gear (optional)
Dress Blouse			
White Long-Sleeve Uniform Shirt, Navy tie	Approved Class A Uniform Shirt, long-sleeve, (tie required) or short-sleeve	Approved Class A Uniform Shirt, long-sleeve (tie optional) or short-sleeve	Approved Tactical Uniform Shirt
Body armor (if worn) will be concealed under the uniform shirt	Body armor (if worn) will be concealed under the uniform shirt	Approved external body armor carrier or body armor (if worn) concealed under the uniform shirt	Approved external body armor carrier or body armor (if worn) concealed under the uniform shirt
Approved Class A Uniform Trousers (4 pocket)	Approved Class A Uniform Trousers (no cargo or TDU style)	Approved Uniform Trousers	Approved Tactical Trousers
Black Shoes (non-athletic)	Black approved (non-athletic) Footwear	Approved Black Footwear	Approved Black Footwear
No Name Tag on Outside of Commander Overcoat	Duty Belt	Duty Belt	Duty Belt

21. Officers with the rank of Police Captain and above shall maintain a Class "A" Dress uniform. Officers with the rank of Police Lieutenant shall have the option of maintaining a Class "A" Dress uniform. Dress Class A uniforms shall be worn at official ceremonies of the MPD (e.g. funerals, memorial services, graduations), or as directed by the Chief of Police.
22. Officers should wear a Class A uniform to all court appearances (including probation and parole revocation hearings), to special assignments, or any other time as directed by a supervisor. It is expected that officers who have court scheduled during their regular work hours will wear a Class A uniform to the court appearance, though it is understood that in limited circumstances it may not be possible to change into a Class A uniform prior to the court appearance. The Class A uniform is required for uniformed personnel testifying at a jury trial unless it is impractical to do so or upon specific request from the prosecuting attorney.
23. Officers shall have the option of wearing Class A or Class B uniforms for their daily assignments unless otherwise directed by MPD policy or a MPD Supervisor.
24. Rank Insignia
 - a. Rank insignia shall be worn on the epaulets of the outer most garment (including Dress Blouse), except rainwear.
 - b. All insignias shall be worn on the shirt collar.
25. The approved Honor Guard uniform may only be worn by Honor Guard members or auxiliary team members, as approved by Honor Guard Command.
26. Bike Uniform

Officers may wear the approved bike uniform only when assigned to ride MPD bicycles for the duration of their shift. The bike uniform will consist of:

 - a. Approved MPD bicycle shirt.
 - b. Approved athletic shorts, pants, shoes, and black or navy blue socks.
 - c. Protective helmet.
 - d. Full duty belt, including weaponry as required in the Police Weaponry guide.
 - e. Approved MPD bicycle jacket.
 - f. Officers may also wear the military style uniform while using the bicycle, but in that situation must wear a protective helmet and yellow reflective vest over their uniform for greater visibility. With supervisor's approval for tactical reasons, an officer may refrain from wearing the yellow reflective vest.
27. Mounted Patrol Uniform

Mounted Patrol officers may wear the Mounted Patrol uniform while assigned to Mounted Patrol activities. The Mounted Patrol uniform will consist of:

 - a. Approved MPD Mounted Patrol shirt. The approved Class A MPD uniform shirt may be worn for ceremonial activities.
 - b. Approved MPD riding pants.
 - c. Approved MPD riding boots.
 - d. Approved MPD Mounted Patrol jacket.
 - e. Protective helmet.
 - f. Full duty belt.
28. Canine Officer Duty Uniform

Canine officers may wear the approved Canine BDU/Class C uniform only when engaged/assigned to Canine duties. The Canine BDU uniform will not be worn for any other assignment/purpose.

29. Alternative Uniform Attire

Alternative uniform attire may be approved for certain activities/assignments where a uniform would not be appropriate. These include MPD polo shirts, t-shirts, etc. These alternative items are not a substitute for the standard uniform, and may only be worn for specific assignments/activities with the approval of the Chief.

31. External Body Armor Carrier

An approved external body armor carrier may be worn over the uniform shirt with the Class B or Class C uniform. All other uniform requirements (visible badge, name tag, collar brass, etc.) apply when the external body armor carrier is worn.

An approved medical/load-bearing external body armor carrier may be worn over the uniform shirt with the Class B or Class C uniform. Officers electing to wear the medical/load-bearing external body armor carrier will have their equipment carrying configuration approved by the Training Section prior to field deployment.

The medical/load-bearing external body armor carrier should appear as similar to the standard uniform shirt as possible, though a single "Police" patch may be worn on the rear of the carrier. All other uniform requirements (visible badge, approved name tag, collar brass, etc.) apply when the medical/load-bearing external body armor carrier is worn.

IN-SERVICE DRESS/EMPLOYEE DEVELOPMENT

Officers shall dress in clothing and gear consistent with their regular assignment unless notified otherwise by a member of the Training staff.

SPECIAL DUTY JOB

Officers working "special duty" jobs in uniform shall adhere to the military style uniform guidelines in this policy. If the assignment requires a non-military style uniform dress, officers shall dress in clothing consistent with the non-uniform clothing standards in this policy.

BODY ARMOR

It is the policy of the MPD to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

If the officer's assignment is uniform field work in an enforcement capacity rather than administrative or support capacities, body armor shall be worn. Officers are responsible to ensure that body armor is functional and does not interfere with the performance of their duties. Exceptions will be at the discretion of the commanding officer.

HEAVY BODY ARMOR

Officers may utilize personally owned, MPD approved supplemental heavy body armor while on duty in accordance with these provisions:

1. Only approved heavy body armor and accessories will be utilized. Heavy body armor carriers will indicate "POLICE" on the front and back, and may not be modified without approval of the Captain of the Personnel and Training Team.
2. Officers will ensure that their individually owned heavy body armor is properly maintained and regularly inspected.

3. Officer must complete training and firearms qualification (as established by the Captain of the Personnel and Training Team) while wearing heavy body armor prior to using it in the field. All use of supplemental heavy body armor will be in accordance with departmental training.
4. Supplemental heavy body armor is not authorized for full-time wear. It may be utilized anytime an officer reasonably believes the potential for a deadly force threat from a firearm exists.
5. Officers will not utilize heavy body armor not assigned to them unless exigent circumstances are present.

BADGES

Officers on duty must carry their assigned badge and departmental identification card on their person. Officers wearing the military style uniform will have their badge displayed on the outermost garment worn. Officers not wearing the military style uniform who have their primary handgun visible must have their badge displayed either on the front of their waistband or on their chest area.

PARKING ENFORCEMENT OFFICER UNIFORM

1. Parking Enforcement Officers shall wear the prescribed uniform while on duty, unless their assignment allows otherwise. The prescribed uniform shall consist of items that have been authorized by the Chief of Police.
2. The uniform shall be kept neat and clean at all times. MPD Command Staff shall determine the wearability of the uniforms.
3. The uniform will consist of authorized pants, shorts, short- or long-sleeve polo shirts, short- or long-sleeve military style shirts, authorized jackets or sweaters and approved footwear and headgear.
4. Long- and short-sleeve uniform shirts may be worn open at the collar, with all but the top button buttoned.
5. When any authorized uniform shirt is worn open at the collar, officers may wear approved undershirts. These undershirts shall be black, white or navy blue in color. It is not authorized to wear long-sleeve undershirts with short-sleeve gray uniform shirts.
6. Authorized uniform sweaters (with MPD patch) may be used as an acceptable outer garment over an approved undershirt (turtleneck).
7. A Madison Parking Enforcement authorized ANSI Safety Vest must be worn as the outer most garment at all times. When wearing uniform jackets and coats the ANSI Safety vest must be worn and it is required that a uniform shirt, uniform sweater, or authorized turtleneck be worn underneath at all times.
8. The approved footwear shall consist of black boots or shoes, when wearing uniform pants, and must be kept clean and polished. Approved footwear when wearing uniform shorts shall consist of white gray shoes with black or white socks; or black shoes with black socks. ~~With prior approval sandals may be worn during the summer months and must be black or navy in color. Sandals may only be worn when wearing uniform shorts. They must be an athletic type sandal (Colombia, Nike, Teva, etc.) with straps securing both the foot and ankle.~~
9. Parking Enforcement Officers wishing to purchase their own white tennis shoes for duty use (due to limited approved choices) may do so. These shoes must be gray or black in color, free of bright colors, overly graphic designs or lights; must be made from an approved vendor (if purchased with uniform account funds); and must be an approved brand (Nike, Brooks, Asics, New Balance, Adidas, or Reebok). The purchase and exact shoe model must be pre-approved by the parking supervisor.
10. Wearing authorized headgear is optional.

11. Any items that Parking Enforcement Officers wish to incorporate into the approved uniform list must be brought to the attention of the Parking Uniform Committee.

UNIFORM ACCOUNT

1. Existing agreements between the City of Madison and the labor unions which represent uniformed personnel of the MPD spell out current provisions for use and administration of uniform accounts.
2. Under no circumstances are employees permitted to exceed the amount available in their account. It is the employee's responsibility to track their account balance, and they are responsible for any applicable tax.
3. All uniform and equipment purchases for use on-duty by personnel on the monthly clothing allowance must be approved items consistent with this policy.

Original SOP: 02/25/2015

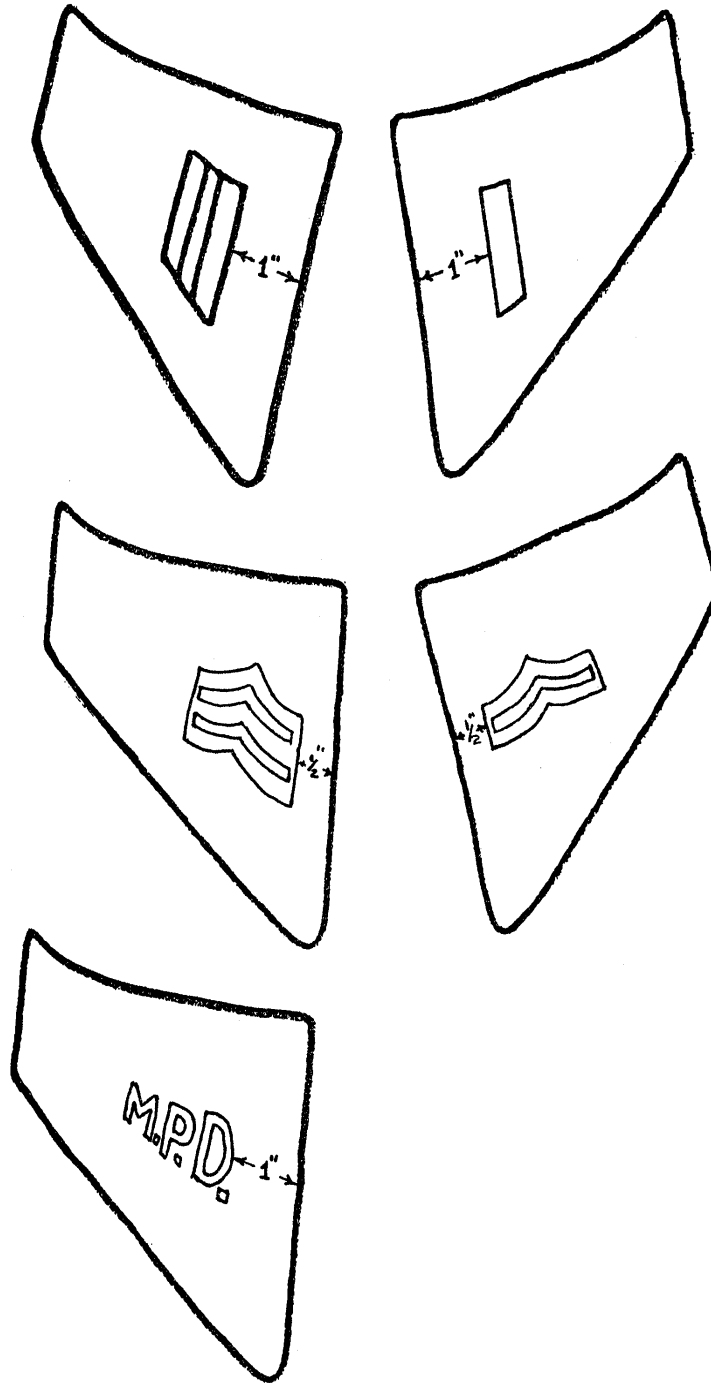
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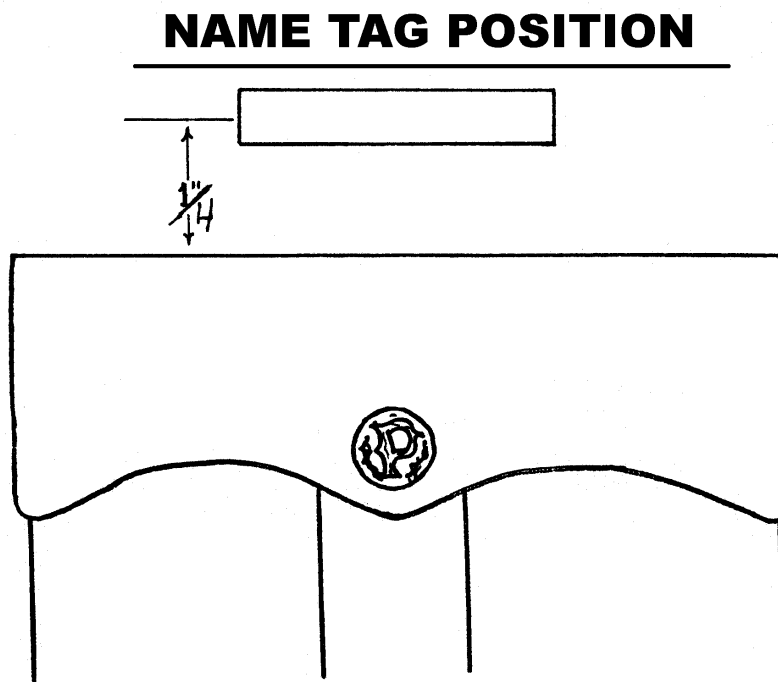
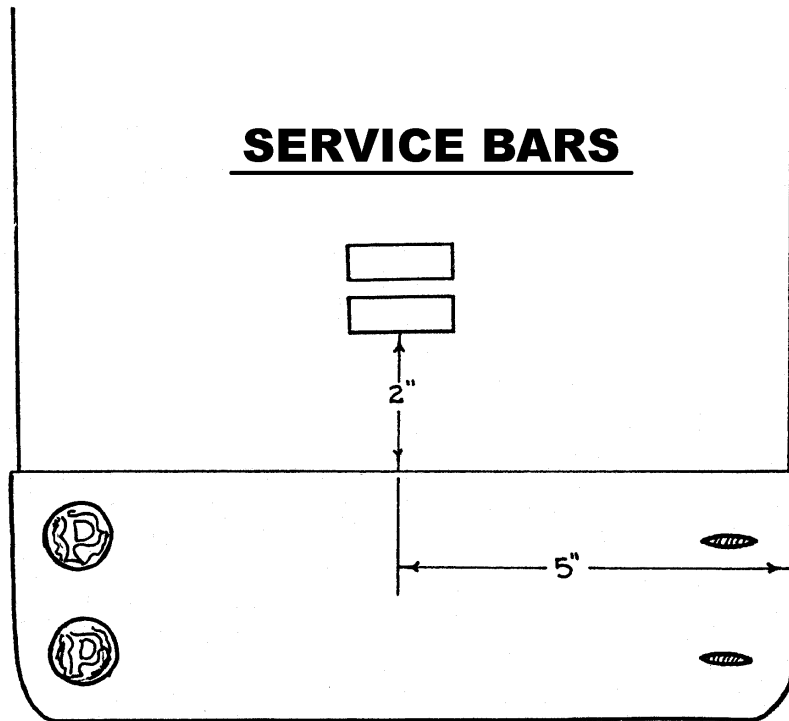
(Revised: 09/13/2016, 02/18/2018, 04/16/2018, 4/30/2019, 10/08/2019)

ADDENDUM A

COLLAR INSIGNIAS

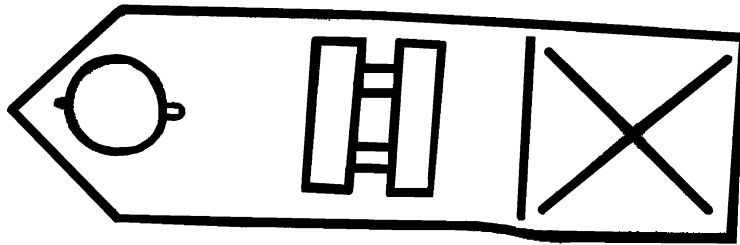
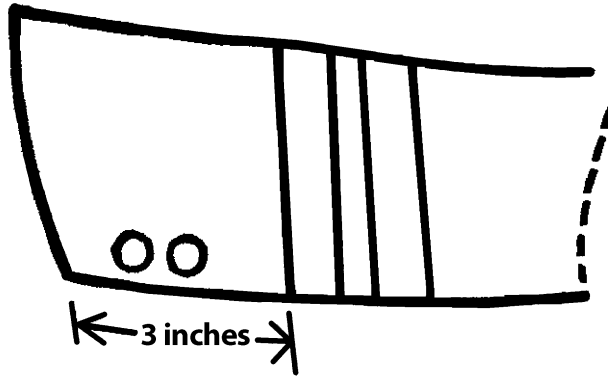
All insignias are to be centered between top and bottom of collar.





COMMANDER'S OVERCOAT

- Sleeve Bars: 4 bars: Chief of Police
- 3 bars: Assistant Chief of Police
- 2 bars: Captain
- 1 bar: Lieutenant





CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



U Visa Program Participation

Eff. Date ~~01/20/2017~~ 12/20/2019

Purpose

The purpose of this procedure is to establish guidelines and procedures for Madison Police Department (MPD) personnel who receive requests for a U Visa Certification.

The MPD is committed to prevent further victimization of victims, regardless of their immigration status. The Federal U Visa Program offers this protection and strengthens our ability to detect, investigate, and prosecute crimes. Law enforcement has a role in this process to certify that a qualifying crime was committed and that the victim was cooperative with the investigative and prosecutorial processes.

The U nonimmigrant status (U Visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and who are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity. Congress created the U nonimmigrant visa with the passage of the Victims of Trafficking and Violence Protection Act (including the Battered Immigrant Women's Protection Act) in October 2000. The legislation was intended to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence, sexual assault, trafficking of aliens, and other crimes, while also protecting victims of crimes who have suffered substantial mental or physical abuse due to the crime and who are willing to help law enforcement authorities in the investigation or prosecution of the criminal activity. The legislation also helps law enforcement agencies to better serve victims of crimes.

Procedure

ELIGIBILITY REQUIREMENTS FOR A U VISA

To be eligible for a U Visa, immigrant victims must meet the federal statutory requirements, and they must include a certification from a certifying official or agency (law enforcement) that they have been, are being, or are likely to be helpful in the detection, investigation, or prosecution of a qualifying crime.

Law enforcement personnel only need to verify the content on the I-918 Supplement B. This is the form used to show that the nonimmigrant was the victim of a crime, suffered substantial mental or physical abuse, and was cooperative, or has shown no reason why they would not be cooperative with further investigation or prosecution of the crime.

MPD Employee Receiving the Request

Accept and direct the U Visa request to the District Command Staff where the crime was committed, including any information related to name of victim, date of incident, MPD case number, I-918 Supplement B, Status Certification Form if it was included.

District Detective Lieutenant

The law enforcement review is to certify that the qualifying crime occurred, and when requested, the victim was cooperative with the process, or has not shown that they will not cooperate.

1. Review the case and make sure any attached I-918 Supplement B, Status Certification Form is accurately completed. Generally, a completed copy of the form will be included with the cover letter from the applicant or their representative. Additional blank current versions of this form are available online from the U.S. Citizenship and Immigration Service.
2. If a completed I-918 Supplement B, Status Certification Form was submitted, compare the case details against the form for accuracy. Parts 1-5 should all be checked for accuracy against the police report.

3. If needed, a blank form can be filled in completed to summarize the case.
4. Once the form is verified as accurate, it should be forwarded to the Captain of Centralized Services Executive Section/Operations Captain along with any pertinent police reports.

Executive Section/Operations Captain of Centralized Services

The Executive Section/Operations Captain of Centralized Services will proceed with the verification process and will ensure that the necessary form is completed properly.

1. All requests will be submitted to the Chief, or the Chief's designee, for evaluation and decision on final approval.
2. The main copy of the U Visa form will be uploaded into LERMS along with the case file.
3. A log of the associated case numbers for the U Visa certification requests will be maintained by the Chief's Administrative Assistant.

Original SOP: 02/25/2015
(Reviewed Only: 03/01/2016, 12/26/2017)
(Revised: 01/20/2017, 12/20/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Vehicle Use, Assignment, and Maintenance

Eff. Date 12/23/2015 12/02/2019

Purpose

Proper vehicle use and maintenance are an essential element to the efficient operation of the Madison Police Department's (MPD) ability to deliver services. The following procedures will be in effect for vehicle use, and maintenance. Compliance and cooperation is needed by all MPD vehicle operators.

Procedure

VEHICLE USE

All MPD Vehicles

1. Vehicles are to be used for City business only.
2. **MPD vehicles are not to be left idling while unattended, even if locked, unless one of the following exemptions is present.** (Note: After a squad car is turned off the Arbitrator camera system will stay powered for up to one (1)-hour, and the computer system will stay powered for up to two (2)-hours.)
Exemptions:
 - a. The overhead emergency lights are in use.
 - b. The weather is extremely cold or inclement, and shutting down the vehicle would delay the deployment of patrol resources (clearing snow, ice, or fogging from windows and lights) to respond to a call for service.
 - c. Canine vehicles with the dog in the vehicle.
3. If it is necessary to leave any MPD vehicle parked and unattended on the street at the end of an employee's tour of duty, the employee, or a supervisor, shall notify the OIC to make arrangements to return the vehicle to its normal storage location.

Patrol Vehicles

1. All officers not using a permanently assigned squad for a patrol shift shall notify the 911 Center of their vehicle number.
2. Marked patrol squads are assigned to various districts or stations. If a vehicle is taken from a station, it should be returned to that location barring an issue requiring maintenance, or a special circumstance. Notification by e-mail email to the District Commanders impacted is required.

Non-Patrol Vehicles

1. All non-patrol vehicles, except loaner/pool cars, are assigned to specific employees or units for specific purposes. These vehicles may only be used by other employees after a check with the assigned employee, unit supervisor, or a commanding officer for the unit impacted.
2. Employees must be trained in the proper operation of specialty vehicles. Uses of these vehicles are limited to trained personnel.
3. The Captain of Traffic & Specialized Services will maintain the listing of MPD vehicle assignments.

SPECIAL DUTY RESTRICTIONS

1. Marked squad cars shall not be used for off-duty assignments unless the request for off-duty employment form indicates a squad car is necessary.
2. Officers must get OIC or District Command approval before taking a squad to assure ensure there is adequate availability of marked squads for on-duty patrol shifts.

MAINTENANCE AND REPAIR OF VEHICLES

1. All employees should check the interior and exterior of the vehicle to be used at the beginning and throughout their shift. Any damage discovered shall be reported to a supervisor.
2. Crashes are to be reported immediately. Refer to SOP: Traffic/Parking Enforcement and Crash Investigation for specific procedures.
3. Preventive maintenance is regularly scheduled. The **MPD Fleet Coordinator Automotive Service Worker** will provide a temporary vehicle during maintenance when possible.
4. When a vehicle is disabled or in need of mechanical repair during a tour of duty, it must be towed, or driven to the First Street Garage. When the garage is closed, the vehicle is to be locked. A "Vehicle Problem Report" form must be completed and left on the dashboard of the vehicle.
5. Vehicles shall be fueled if the gas gauge indicates one quarter of a tank or less, and vehicles are to be kept clean.
6. Occasionally a police vehicle may be driven in a manner that could compromise later safe operation of the vehicle (e.g., jumping curbs, prolonged high speed pursuit, driving off of paved roadways). In order to identify potential hidden damage, the extreme use should be documented on the Vehicle Problem Report so that Fleet Services can conduct a more thorough safety inspection of the vehicle.
7. Reports of damage from a crash or other problem require the investigating supervisor to report the damage through the reporting system with routing to the Captain of Traffic & Specialized Services; and to record the damage in the Vehicle Damage Book in the OIC's Office prior to the end of that shift.

GPS/AVL

Department vehicles may be equipped with technology that provides real-time and historical GPS (global positioning system) location information. This technology is intended to enhance officer safety and improve departmental efficiency.

Employees shall not remove, disable, or tamper with GPS devices in any way without prior authorization from the Chief or designee. Any observed problems with GPS functionality must be reported promptly to MPD IMAT (no later than the end of the shift in which the problem is noted). Employees are only permitted to access or view GPS data for legitimate work-related purposes in conjunction with their official duties.

While the primary focus of this technology is not discipline or performance evaluation, GPS data may be utilized for appropriate internal purposes (complaint investigation, audits, crash or pursuit review, etc.). Employees with personally assigned vehicles equipped with GPS technology are encouraged to log out of their MDC at a district station prior to ending their shift and traveling home.

Historical GPS data will be maintained in accordance with MPD's records retention schedule. These records may only be released in accordance with MPD's SOP on Records Inspection and Release.

Original SOP: 12/23/2015

(Revised: 12/02/2019)

(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017)