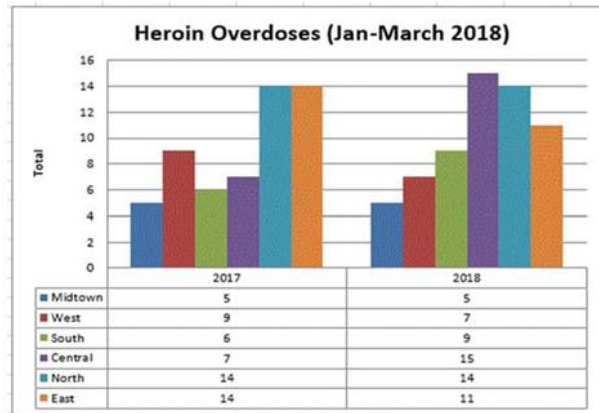
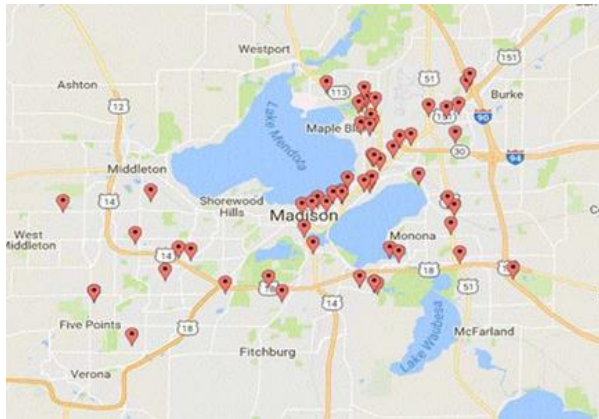


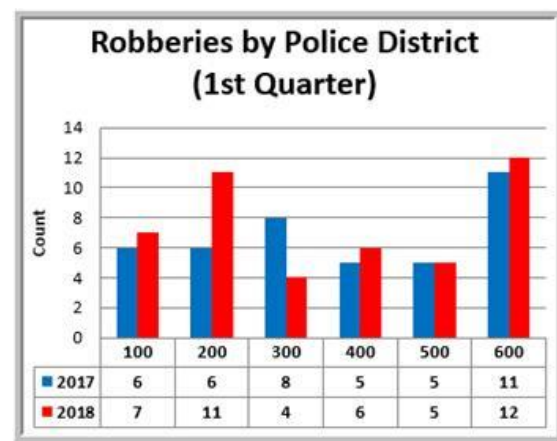
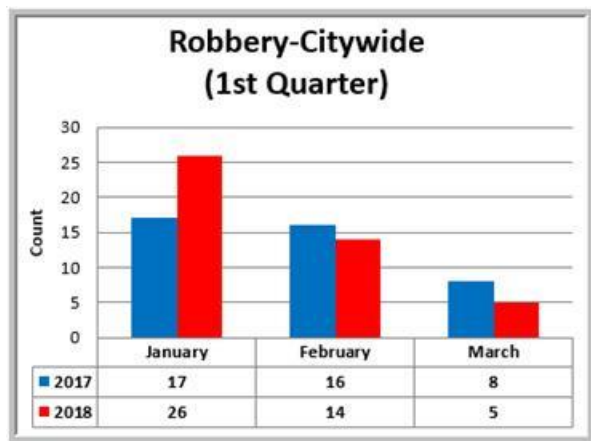


**Heroin Overdoses** – MPD responded to sixty-one (61) known heroin overdoses during the first quarter of 2018. This is an increase of **11%** from the first quarter in 2017. Note that these figures refer to known overdoses...now that Narcan is available over the counter, it is likely that many overdoses are occurring without any report to MPD or MFD.

There were nine (9) overdose deaths during the first quarter of 2018. This is a 13% increase over the first quarter in 2017 [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher]. The increased purity of heroin and the combination of Fentanyl and heroin are contributing factors to this increase.



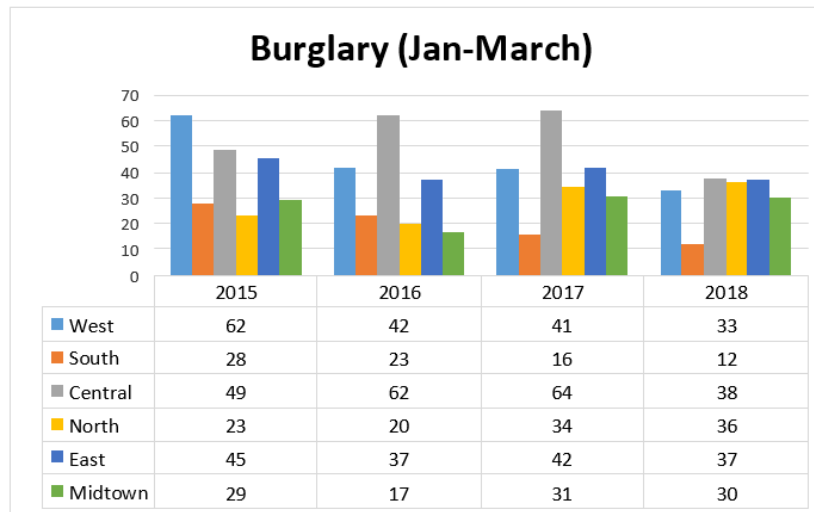
**Robberies** – forty-five (45) robberies occurred in the City during the first quarter of 2018. This is a 7% increase from the first quarter of 2017.





*Burglaries* – MPD responded to 204 burglaries during the first quarter of 2018. This is an 11% decrease from the first quarter in 2017.

Of the burglaries occurring during the first quarter, at least sixty-nine (69) burglaries occurred when a resident was at home and/or asleep, and at least seventy (70) burglaries occurred with the help of an unlocked door or an open garage. Eleven (11) firearms and seven (7) vehicles were taken during first quarter burglaries.



### Arrest Data

First quarter arrest data:

Race	Q1	Q2	Q3	Q4	Total	%
Asian	25				25	1.4%
African-American	840				840	47.1%
Native American	11				11	0.6%
Other	30				30	1.7%
Caucasian	876				876	49.2%
<b>Total</b>	<b>1782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1782</b>	<b>100.0%</b>
<b>Hispanic</b>	<b>104</b>				<b>104</b>	<b>5.8%</b>

\*\*“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.

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1232				1232	69.1%
Female	550				550	30.9%
Unknown	0				0	0.0%
<b>Total</b>	<b>1782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1782</b>	<b>100.0%</b>

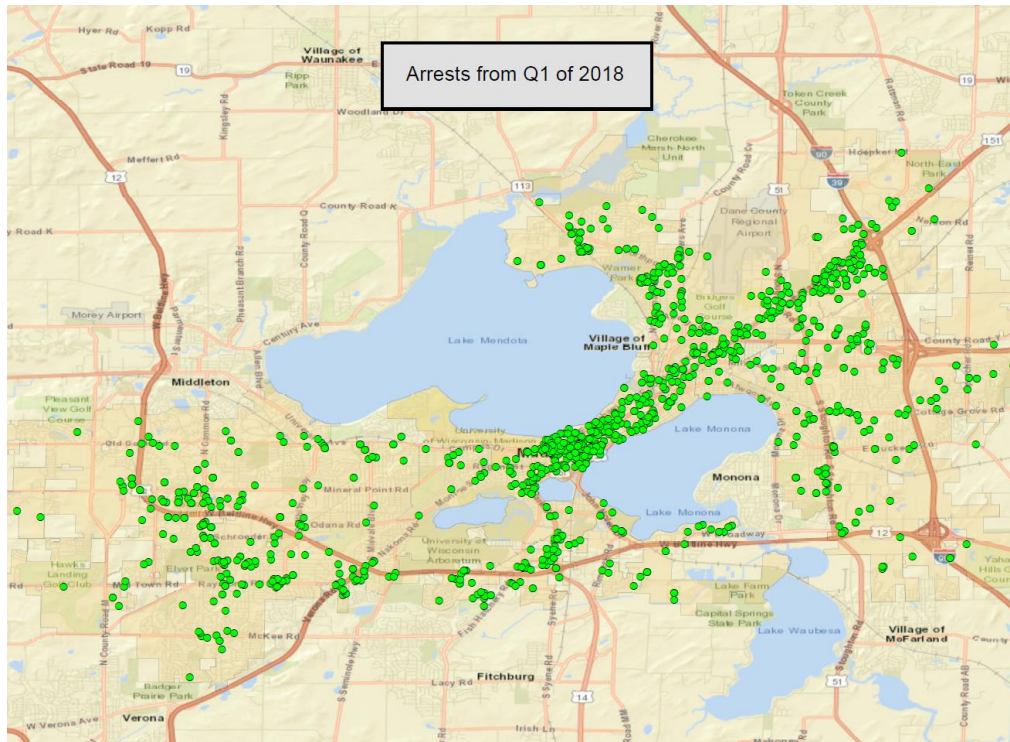
IBR Arrest Charges						
Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	0				0	0.0%
Arson	2				2	0.1%
Assault Offenses	214				214	8.1%
Bribery	0				0	0.0%
Burglary	32				32	1.2%
Counterfeiting/Forgery	7				7	0.3%
Damage to Property	104				104	3.9%
Drug/Narcotic Offenses	204				204	7.7%
Embezzlement	5				5	0.2%
Extortion	0				0	0.0%
Fraud Offenses	25				25	0.9%
Gambling Offenses	0				0	0.0%
Homicide Offenses	2				2	0.1%
Human Trafficking Offenses	0				0	0.0%
Kidnapping/Abduction	10				10	0.4%
Larceny/Theft Offenses	314				314	11.8%
Motor Vehicle Theft	32				32	1.2%
Pornography/Obscene Material	6				6	0.2%
Prostitution Offenses	0				0	0.0%
Robbery	13				13	0.5%
Sex Offenses, Forcible	17				17	0.6%
Sex Offenses, Non-Forcible	2				2	0.1%
Stolen Property Offenses	7				7	0.3%
Weapon Law Violations	34				34	1.3%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	0				0	0.0%
Curfew/Loitering/Vagrancy Violations	6				6	0.2%
Disorderly Conduct	472				472	17.8%
Driving Under the Influence	68				68	2.6%
Drunkenness	0				0	0.0%
Family Offenses, Nonviolent	10				10	0.4%
Liquor Law Violations	66				66	2.5%
Peeping Tom	0				0	0.0%
Runaway	0				0	0.0%
Trespass of Real Property	182				182	6.9%
All Other Offenses	816				816	30.8%
<b>Total</b>	<b>2650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2650</b>	<b>100.0%</b>

\* 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.

First quarter arrests reflected geographically:



Comparison of 2017 to 2018 first quarter arrest data:

Race	2017 (Q1)	2018 (Q1)
Asian	48	25
African-American	836	840
Native American	9	11
Other	37	30
Caucasian	979	876
<b>Total</b>	<b>1909</b>	<b>1782</b>
<b>Hispanic*</b>	<b>138</b>	<b>104</b>

\*"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.

<b>Sex</b>	<b>2017 (Q1)</b>	<b>2018 (Q1)</b>
Male	1297	1232
Female	612	550
Unknown	0	0
<b>Total</b>	<b>1909</b>	<b>1782</b>

### Use of Force Overview

During the first quarter of 2018, MPD officers responded to 32,367 incidents. In that time, there were 54 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.

<b>Description</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Calls for Service	32367				32367
Citizen Contacts Where Force Was Used	54				54
% of CFS Where Force Was Used	0.17%				0.17%
<b>Force</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>
Decentralization/Takedown	37				37
Active Counter Measures	18				18
Taser Deployment	4				4
Hobble Restraints	8				8
OC (i.e. Pepper) Spray Deployment	5				5
Baton Strike	0				0
K9 Bite	0				0
Firearm Discharged Toward Suspect	0				0
Impact Munition	0				0
<b>Total</b>	<b>72</b>				<b>72</b>
Firearm Discharged to Put Down a Sick or Suffering Animal	7				7

\*Please refer to MPDs 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>

Comparison of first quarter 2018 with first quarter 2017 use of force data:

<b>Force</b>	<b>2017 (Q1)</b>	<b>2018 (Q1)</b>
Decentralization/Takedown	32	37
Active Counter Measures	23	18
Taser Deployment	5	4
Hobble Restraints	4	8
OC (i.e. Pepper) Spray Deployment	1	5
Baton Strike	1	0
K9 Bite	0	0
Firearm Discharged Toward Suspect	0	0
Impact Munition	0	0
<b>Total</b>	<b>66</b>	<b>72</b>



integration of many skill sets, and decision making in a stressful field setting. These newest officers should join the ranks of solo patrol in late May.

The Training Team has been busy with hiring for the May 2018 Academy. The hiring list was approved by the Police and Fire Commission at a special meeting on March 22, 2018. Our current class size is thirty-eight (38). As this is the largest class to join MPD at one time, we are also planning for the logistical needs of a class of that size.

### **SOP Updates**

A number of MPD SOP's were updated during the first quarter. Copies showing the changes are attached to this memo as an appendix. Note that all MPD SOP's are reviewed annually, and this review takes place at the end of the year. This process typically results in additional SOP changes/updates.

### **New Initiatives/Updates**

*OIR* – The department released a comprehensive response to the OIR report, available here:

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

MPD is moving forward with implementing some of the OIR recommendations. Others have been assigned to MPD commanders or workgroups for further research/planning. I anticipate that the department will be in a position to release some kind of progress report near the end of the year updating the community on our efforts.

### *Promotions:*

A number of promotional designations were made:

- Officer Nate Lujan to Sergeant
- Officer Ryan Gibson to Sergeant
- Officer Zach Haggerty to Investigator
- Officer Dan Swanson to Detective
- Officer Don Penly to Detective

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

<http://www.cityofmadison.com/police/documents/psiaSummary2018JanMar.pdf>

<http://www.cityofmadison.com/police/documents/psiaRecognition2018JanMar.pdf>



## Updated/New SOPs for MPD: January-March 2018 (1<sup>st</sup> Quarter 2018)

Cellular Telephones – Use of: 02/27/2018 (new SOP)

CFS Dispatch Guidelines: 01/25/2018

Changes to Code of Conduct and Standard Operating Procedures: 03/08/2018

Emergency Vehicle Operation Guidelines: 01/25/2018

Guidelines for Case Assignment and Management: 01/25/2018

Handling of Evidence, Contraband, Found or Lost Property: 01/25/2018

Hours Worked: 01/25/2018 (new SOP)

Investigation of Incidents Involving Shots Fired: 01/25/2018 (new SOP)

Mental Health Incidents/Crises: 01/25/2018

Notification of Commanding Officers: 02/19/2018

Social Media – Investigative Use: 03/26/2018 (completely updated/overhauled SOP)

Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding: 03/08/2018 (replaced the previously named SOP – Applying for Grant Funding and Receiving In-Kind Donations or Cash)

Special Events Team Grenadiers: 01/25/2018 (new SOP)

Uniform Standards: 02/19/2018

Update of Payroll/Status for Promoted Employees: 02/02/2018



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Cellular Telephones - Use of

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Eff. Date 02/27/2018

#### Purpose

Madison Police Department (MPD) cellular telephones will be operated and utilized in accordance with this procedure. Cellular phones are issued to MPD personnel whose job descriptions, duties, or responsibilities are determined by the department to require enhanced levels of communications.

All MPD staff issued cellular phones are expected, in the course of conducting City business, to use these devices and applications properly and in compliance with City APM 3-12. With smartphones being in essence computers in their own right, compliance with City APM 3-9 will also apply.

Employees shall have no expectation of privacy with regard to any communications made with or stored in or through City issued cellular phones, nor shall there be an expectation of privacy in their location should the device be equipped with location detection capabilities (GPS).

Employees issued smartphones shall install and maintain approved apps as directed by the department. These apps may include but may not be limited to: apps that provide backups and the ability to restore text messages and call logs in order to meet the Madison General Ordinance 3.70(3) requirements regarding the retention of Instant Messaging (IM)/Text Messaging (TX). Employees whose job duties require the ability to dictate reports, record interviews, etc., shall install and maintain designated approved apps to provide the ability for smartphones to serve as recording devices that work in conjunction with the department's dictation and transcription system.

#### RULES FOR CELLULAR PHONE USE

1. Inappropriate or unprofessional messages will not be sent via cellular phones.
2. Inappropriate or unprofessional internet usage will not be accessed via cellular phones.
3. While operating a motor vehicle, employees shall use due caution in the utilization of cellular phones and limit their use to circumstances which require cellular phone usage in order to meet core business functions and communications. Employees shall refrain from protracted typing or viewing of the cellular phone while operating, insomuch as it presents a potentially hazardous distraction while driving.
4. The installation of applications (apps) shall be limited to those that are consistent with conducting City business (i.e. Winscribe).
5. Limited personal use is permitted, and limited to activities permitted by City APM 3-9.
6. Employees shall promptly notify their supervisor in the event that a cellular phone has been damaged, lost, or stolen.



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



CFS Dispatch Guidelines

Eff. Date ~~08/18/2017~~ 01/25/2018

## Purpose

This procedure outlines guidelines and expectations for Madison Police Department response to calls for service. Any questions about response to a particular call/incident should be directed to the OIC. If the OIC is unavailable, the 911 Center should attempt to contact a field supervisor (sergeant) for guidance. If the 911 Center has any question about whether a call should be dispatched and is unable to contact the OIC or a field sergeant for guidance, the call should be dispatched. Shift OICs (shift lieutenants or sergeants filling in as OIC) and field commanders (Lieutenants, Captains, Chiefs) have the authority to deviate from these guidelines on a case-by-case basis.

## Procedure

### CATEGORIES OF CALL TYPES

Calls/incidents should be categorized as follows for purposes of dispatching MPD officers:

**Priority** – Priority calls are urgent, requiring rapid police response. They generally include Echo, Delta and certain Charlie level incidents. However, other incident types should be considered priority calls if one or more of the following criteria are present:

- Injuries requiring immediate medical attention (excluding emergency medical calls)
- Crimes in progress (excluding crimes that are referred to self-reporting)
- Incidents involving physical danger or risk to the public
- Most incidents involving firearms or other weapons
- Incidents where the potential for violence exists without police intervention
- Death investigations

Note that under certain circumstances, some Delta and many Charlie level calls may not require an immediate police response, and should be considered routine calls. These circumstances would include incidents involving no risk to the public, a significant time delay between occurrence and reporting, and no risk that evidence will be lost if response is delayed.

**Routine** – Routine calls do not typically require an immediate police response, and generally include most Bravo and some Charlie level calls. They typically include minor crimes with no suspects present, incidents not involving violence or a risk to the public, incidents with no apparent potential for escalation, etc. Any call should be considered a priority call if the criteria listed above (under the definition of priority calls) are present.

**Low** – Low priority calls are minor incidents, where the timeliness of police response is not an issue. These typically include some Bravo and all Alpha level calls.

### DISPATCHING OFFICERS

Calls for service should be dispatched to an officer having responsibility for the sector where the incident is being reported from, if possible. If multiple officers share responsibility for the sector, an officer the dispatcher reasonably believes is closest should be dispatched whenever possible. However, calls for service and workload should be balanced between officers sharing responsibility for a sector or sectors as much as possible (officers in the first two hours of their shift should be given initial consideration). If no officer having responsibility for the sector is available:

- Priority calls should be dispatched to the nearest available officer, regardless of district assignment.

- Routine and low call types should be dispatched to another district officer, and should only be held for an officer responsible for that sector if he/she asks that the call be held and will be available to respond in a reasonable time (no more than ten minutes, except between the hours of 6 a.m. and 7 a.m.).

Officers shall not disregard backup, if so assigned by dispatch, prior to arrival at the scene and assessment of the situation.

Supervisors are expected to routinely monitor calls for service to ensure these guidelines and protocols are being followed. It is realized, however, that it may occasionally be necessary, when circumstances dictate, for a supervisor to direct a course of action outside of these guidelines.

Officers with questions about being dispatched to a call should contact the O.I.C. or a field supervisor, and should not question the dispatcher.

### CALL REPORTING LOCATIONS

MPD response to incidents is related to the location of the complainant, not the location of the incident being reported. If a citizen is reporting an incident that happened at another location in the City, an officer responsible for the sector where the complainant is reporting the incident from should be dispatched and shall investigate the incident. This includes incidents reported at the CCB or MPD District Stations.

The only exception is for calls to hospital emergency rooms. When calls for service are received from a hospital emergency room an officer responsible for the hospital should initially be dispatched (a district officer should be dispatched if an officer responsible for the hospital is unavailable). The officer should respond and obtain preliminary information from the complainant. If the incident being reported took place in another district and appears as if it will require significant follow-up, or if a supervisor believes based on the type of incident reported that it will likely require significant follow-up, a supervisor may elect to have resources from the district where the incident occurred respond in addition to, or instead of, the officer responsible for the hospital.

If citizens located outside the City of Madison call to report an incident that occurred in the City of Madison, an officer the dispatcher reasonably believes is closest to the citizen's reporting location should generally be dispatched, unless the citizen's reporting location is more than a reasonable driving distance from the City limits (generally, more than 5 minutes driving time). In those instances, an officer responsible for the location where the incident occurred should be assigned to contact the complainant by phone.

### DISPATCH PROTOCOLS AT SHIFT CHANGE

During the period of 6am to 7am, it is expected that 911 Center and patrol personnel will adhere to the following protocols:

- **Priority calls:** Shall be dispatched to an officer the dispatcher reasonably believes is closest regardless of district or shift assignment.
- **Routine calls:** Shall be dispatched for service when an early, first detail officer responsible for the sector or district assigned officer is available. Fifth detail officers may be required to assist as backup in the last hour of the shift.
- **Low priority calls:** Shall be held until late first detail cars are in service.

Officers shall check in by radio with dispatch immediately after citywide briefing.

### OFFICERS IN THE LAST HOUR OF SHIFT

During the last hour of their shift, officers will be expected to be available in their assigned area. Officers should not be dispatched to low priority calls during the last hour of their shift (except to back up an officer

if no other district officers are available), and should not be dispatched to routine calls in the last 30 minutes of their shift (except to back up an officer if no other district officers are available). When appropriate, an officer may go into the station prior to the end of their shift to complete necessary tasks when approved by the O.I.C. Approval should be requested via MDC or telephone, rather than through dispatch. Officers are reminded that MPPOA contract provides for eight minutes prior to the end of the tour to file reports, and clean and store equipment.

## CFS RESPONSE LEVELS

Generally, MPD commissioned personnel will respond to calls for police service received by the Dane County 911 Center based on officer availability and prioritization of calls. However, on occasion it is necessary for a restricted response protocol. Guidelines to be used by O.I.C.s or field commanders when determining whether to modify MPD response include: call volume, significant incidents/crimes, staffing levels, tactical situations, special events, extreme weather conditions, or other unusual situations requiring significant MPD resources.

MPD will have three levels of response:

**Normal:** The assignment of police units to calls for service will continue under current guidelines and practices as outlined in this document. Officers will respond to calls for police service (depending on officer availability), and can continue to engage in pro-active activity (traffic stops, foot patrol, etc.).

**Priority Call Response:** MPD will only respond to priority calls for service as defined on page one of this document. The O.I.C. or a field commander can set this response level city-wide, or limit it to a specific district. Patrol officers should refrain from pro-active activity to be available for calls. The O.I.C. should assess the need for MPD personnel and the available staffing to determine whether additional resources are needed (mutual aid; shift holdover; use of non-patrol personnel; personnel call-in; SET or SWAT activation; etc.). Priority Call Response includes Limited Crash Response.

**Limited Crash Response:** MPD response to non-accident related calls for service will continue as normal. Officers will not respond to motor vehicle accidents on private property (unless an injury is involved), or to other motor vehicle accidents that do not involve injury or public road blockage (except for accidents involving City owned vehicles or off-duty MPD commissioned personnel). The O.I.C. should be consulted for accidents involving other government owned (non-City) vehicles. If the 911 Center cannot determine whether the accident involves injury or public road blockage, an officer should be dispatched. Limited Crash Response may be activated without Priority Call Response.

## 911 CENTER EXPECTATIONS

### Limited Crash Response

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During periods when MPD is in limited crash response mode, if the crash is of a nature that MPD will not respond to, the caller should be advised that no MPD response will occur. The caller should be provided information on how to report the crash themselves.

If, at the time MPD transitions to limited crash response mode, there are non-injury/blockage crashes in queue, officers should not be dispatched to those crashes. The 911 Center should – if possible – call the complainants back, advise them that no MPD response will occur and the citizens should be referred to complete a State of Wisconsin Accident Report Form (MV4002), available at any Department of Transportation office, MPD district station, or on the Department of Transportation website.

The call should be canceled from the pending queue and cleared with a disposition code of D. Calls may be dropped even if a particular complainant cannot be re-contacted.

## Priority Call Response

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During periods where MPD is in priority call response mode, the 911 Center should adhere to the following process when receiving incoming requests for MPD service:

- The call taker should obtain full information from the caller (location of incident, identity of complainant, nature of complaint, etc.) and enter into the CAD as an incident. If the call is of a nature that MPD will not respond to at that time (based on the criteria explained above), the complainant should be advised that MPD response will be delayed. The caller should be advised to call back if the incident escalates or circumstances change in a way that would make police response necessary.
- The dispatcher will, as resources permit, dispatch officers to priority calls in accordance with the criteria explained above. Calls that do not meet the criteria will remain in queue.
- When MPD's response level returns to normal, calls in queue should be dispatched as resources permit.
- If a caller re-contacts the 911 Center and indicates an unwillingness or inability to continue waiting for MPD response, they should be advised to call back at another time and the call should be cleared with a CAD disposition code of D.
- If the 911 Center has **ANY** questions about whether a particular call should be dispatched, they should consult with the O.I.C. (or a field supervisor if the O.I.C. is unavailable).

If, at the time MPD transitions to priority call response mode, there are calls in queue of a nature that MPD will not respond to under priority call response mode, officers should not be dispatched to those incidents. The 911 Center should – if possible – call the complainants back, and advise them that MPD response will be delayed. Citizens with concerns about MPD's response should be referred to the O.I.C.

When an O.I.C. or field commander determines that MPD response will be temporarily modified to priority call response or limited crash response (or removing the temporary modifications), the O.I.C. should immediately notify the 911 Supervisor by telephone (608) 267-3913 (supervisor phone), or via the direct OIC/911 line if the supervisor line is unavailable. The 911 Supervisor will immediately inform the primary MPD dispatchers who will notify their respective MPD personnel via radio. The O.I.C. should inform the Assistant Chief of Operations by email, advising the times the modified status was in effect and the reason for the change. The 911 Supervisor and O.I.C are encouraged to work together to evaluate the need for priority call or limited crash response status as conditions warrant.

## CFS AT THE PUBLIC SAFETY BUILDING

MPD should not handle any calls for service occurring within the Public Safety Building. This does not prohibit MPD from assisting with crimes/disturbances in progress where a request for assistance has been made to stabilize and control the situation. Once stabilized, the incident should be turned over to the Dane County Sheriff's Office. This restriction does not apply to incidents reported by callers in the Public Safety Building that occurred elsewhere in the City of Madison.

## DANE COUNTY COURTHOUSE AND CITY-COUNTY BUILDING

MPD has responsibility for responding to incidents occurring within the City-County Building (excluding the jail).

MPD and DCSO share responsibility for the Dane County Courthouse. DCSO has responsibility for courtrooms, courtroom holding cells and other non-public areas. MPD has responsibility for public areas (hallways, offices, entryway, weapons screening, etc.). MPD officers will respond to assist with emergencies occurring in areas of DCSO responsibility.

## DETOX CONVEYANCES FROM HOSPITAL EMERGENCY ROOMS

**Subject Conveyed to Emergency Room by Another Law Enforcement Agency** – If a law enforcement agency conveys an individual from their jurisdiction to a Madison emergency room for medical treatment, and that person needs transportation to Detox after being medically treated, it is the responsibility of the agency that conveyed the individual to the hospital in the first place to convey the incapacitated subject to Detox. This applies even if the officer/deputy has returned to their jurisdiction, and applies to jurisdictions outside of Dane County. MPD officers will not make conveyances to Detox under these circumstances.

**Subject Conveyed to Emergency Room from Detox** – If a person who has been admitted to Detox is conveyed to a Madison emergency room for medical treatment, it is the responsibility of Detox to arrange for that subject to be conveyed back to Detox after they have been medically treated. MPD officers will not make conveyances to Detox under these circumstances. This applies even if the person was originally conveyed to Detox by an MPD officer.

**Subject Conveyed to Emergency Room by Other Means** – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, MPD officers should respond (if requested) to evaluate the subject and determine whether he/she is incapacitated by alcohol. If the subject is deemed to be incapacitated by alcohol he/she will be placed under protective custody and conveyed to Detox. This includes subjects conveyed to Madison emergency rooms by ambulance from other jurisdictions.

Deviations from these procedures must be approved by a supervisor.

## EMERGENCY DETENTIONS FROM HOSPITAL EMERGENCY ROOMS

**Subject Conveyed to Emergency Room by Another Law Enforcement Agency** – If a law enforcement agency conveys an individual from their jurisdiction to a Madison emergency room for medical treatment, and that person is determined to be experiencing a mental health crisis requiring an Emergency Detention, it is the responsibility of the agency that conveyed the individual to the hospital to make the Emergency Detention. This applies even if the officer/deputy has returned to their jurisdiction, and applies to jurisdictions outside of Dane County. MPD officers will not make Emergency Detentions under these circumstances.

**Subject Conveyed to Emergency Room by Other Means** – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, responsibility for processing the emergency detention lies with the agency where the dangerous behavior (providing the basis for the emergency detention) occurred. If this is not immediately clear, MPD officers should respond (if requested) to evaluate the subject, and determine where the dangerous behavior providing the basis for the emergency detention occurred. If that behavior occurred in another jurisdiction, if another law enforcement agency was part of the initial investigation associated with the mental health crisis, if another law enforcement agency responded to the mental health crisis during which dangerous behavior was reported or exhibited, it is the expectation of MPD that the outside originating agency would respond and complete the Emergency Detention process.

Deviations from these procedures must be approved by a supervisor.

### Detox

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- MPD officers should not convey individuals from Detox to a hospital or other treatment facility.
- MPD officers should not convey individuals from Detox to jail if the person was originally placed in protective custody by another jurisdiction. MPD officers will convey our arrests to jail from Detox.

## JRC

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- MPD will respond to JRC to investigate all calls for service occurring within JRC.
- Officers shall conduct assessment of persons taken to JRC and if necessary should have person medically evaluated prior to JRC intake.
- If MPD officers are presenting a person to JRC and at the time of intake or shortly thereafter it is determined that a medical release/clearance is necessary MPD officers should convey to a medical facility for that evaluation.
- MPD officers should not make scheduled conveyances from JRC.

## ALARM RESPONSE

- MPD officers will continue to be dispatched to residential burglary alarms and burglary alarms from government buildings.
- MPD officers will continue to be dispatched to citizen-reported audible alarms.
- MPD officers will continue to be dispatched to any human-activated alarm, whether it originates from an individual, residence, or a business.
- MPD officers will continue to be dispatched to mechanically activated commercial burglar alarms received between the hours of 10pm and 6am.
- MPD will utilize a “broadcast and file” protocol for mechanically activated commercial burglar alarms received between the hours of 6am and 10pm. When calls of this type are received, the 911 Center should broadcast the information to officers working in the vicinity of the address where the alarm occurred. This is information for district officers, with no expectation that a police response will occur. Officers may elect to respond if they choose.
- MPD should only be dispatched to mechanically activated commercial alarms if verification that a problem may exist has been received. There is no expectation that a citizen will be asked to enter a potential crime scene – any observation that leads a reasonable person to believe that a crime may be in progress or may have already taken place will suffice.

Note that an MPD Commander must contact the on-duty 911 Center Supervisor with temporary deviations from this policy. These deviations can specify that officers should be dispatched to alarms from a particular address, in a particular district, during a particular time frame, etc. If the modified response will remain in place for more than a single shift, the request to the 911 Center must be in writing.

## NOISE COMPLAINTS

If it has not been possible for MPD officers to respond to a noise complaint (call type 113C1) for one hour, and the 911 Center has not received any additional calls on the incident, the call should be canceled from the pending queue and cleared with a disposition code of D. Noise complaints should not be dropped if multiple calls are received reporting the same problem, or if a complainant requests contact with an officer.

## SERVING WARRANTS FOR OTHER JURISDICTIONS

These guidelines should be adhered to when outside agencies request that MPD officers serve warrants:

Under the following conditions, MPD officers will respond and attempt service as requested, whenever possible:

- Felony warrants, where violence was involved.
- To locate subjects named in a probable cause affidavit if the probable cause affidavit is related to domestic violence.
- To serve a misdemeanor warrant related to domestic violence if exigent circumstances exist related to domestic violence.
- To serve apprehension requests from the Wisconsin Department of Corrections for probation and parole violations.



Under the following conditions, service requests will be forwarded to the OIC via inter-departmental envelope for attempted service, as time/resources are available (officers should not be dispatched in these cases):

- Nonviolent felony warrants.
- Misdemeanor warrants unrelated to domestic cases.
- Traffic warrants from outside jurisdictions.
- Municipal Ordinance violations.

These guidelines may be deviated from with a supervisor's approval.

## **OUTSIDE AGENCY TRANSLATION REQUESTS**

Requests from outside agencies for MPD officers to assist with language translation should be cleared through the O.I.C. unless the need for assistance is urgent or requires immediate response. The O.I.C. will determine whether MPD officers will assist and what the scope of their assistance will be.

## **OUTSIDE AGENCY VEHICLE PURSUITS**

When an outside agency is engaged in a vehicle pursuit in the City of Madison or approaching the City of Madison, Dispatch will notify MPD officers of the reason for the pursuit as soon as possible.

## **CRASHES INVOLVING CITY EMPLOYEES**

An MPD supervisor should be dispatched to any motor vehicle accident (in the City) involving an MPD officer (on or off duty) or any on-duty City employee.

## **TRAFFIC CRASHES (INCLUDING HIT AND RUNS)**

Officers should be dispatched to **ALL** crashes (on either private or public property) except as follows:

- All of the vehicles/pedestrians involved in the accident have left the scene prior to contacting police, unless special circumstances prompted their leaving (following a hit and run suspect vehicle, seeking medical treatment, moving out of traffic, etc.)
- During all weather-related emergencies when Limited Crash Response rules are in effect (unless crash involves injuries, blockage, MPD officer on or off duty, or any on-duty City employee)

**Note: Traffic crashes are not handled through the MPD self-reporting system.** Under the above circumstances, citizens should be referred to complete a State of Wisconsin Accident Report Form (DT4002), available on the Department of Transportation website.

## **DISPATCH PROTOCOL FOR COMMUNITY POLICING TEAMS**

The Community Policing Teams (CPTs) are primarily intended to do proactive work in the area of Drugs, Traffic, Community Policing initiatives and other District-related issues. They are available to assist Patrol with Calls for Service in a limited capacity.

The CPTs may be used to assist with Calls for Service under the following circumstances:

1. When so directed by the Officer in Charge (O.I.C.) or District Commander.
2. At the discretion of the CPT Sergeant.

Other personnel may request the use of the CPTs for assistance with issues. These requests should be routed through the District Commanders for planned events and through the OIC for issues arising during the working shift.

Calls most suitable for the CPTs to be utilized are:

1. Calls involving drugs.
2. Calls involving significant threat to officer safety, where the coordinated response by a Team of officers, under the direction of a Sergeant, would facilitate safe handling of the incident.
3. Priority calls at times when Patrol does not have sufficient staffing to adequately handle the situation.

### DISPATCH PROTOCOLS FOR K9 TEAMS

MPD K9 teams are assigned to patrol or to a Community Policing Team (CPT).

**Patrol K9 teams:** should be dispatched to calls where a K9 may be needed. These include burglaries and robberies (in-progress or recent), barricaded subjects, vehicle/foot pursuits, weapons offenses, drug investigations, etc. When not on a K9 incident, patrol K9 officers may be dispatched to back up patrol officers or to respond to minor incidents as needed.

**CPT K9 teams:** are generally available for response to citywide K9 requests. They should not be dispatched to other calls except as indicated above (under dispatch protocols for CPT's).

Outside agency requests for an MPD K9 team should be approved by the O.I.C. This does not prevent a K9 officer from responding to assist with an emergency request outside the City.

### SPECIAL DUTY RADIO NUMBERS

MPD officers working special duty assignments are required to have a portable radio and to check in with dispatch at the start and end of their assignments. Each special duty assignment will have an accompanying special duty radio number assigned. Officers who are unaware of their assigned radio number, or were not assigned one, should contact the data operator for their special duty radio number.

If a call is received from a location where a special duty officer is working, the appropriate patrol officer(s) should be dispatched. The special duty officer should be notified of the call, and he/she will assist if appropriate (based on expectations for that particular special duty assignment).

### OFFICER SELF-INITIATED ACTIVITY

The 911 Center should generate incident numbers for all "traffic stops" called out by MPD officers. Incident type L60T shall be used to code this type of patrol activity. 911 dispatchers will also create a single incident number (using incident type L60T) for pre-planned traffic initiatives and attach all involved officers to the incident on the CAD. Incident type 132B3 should continue to be utilized for all other traffic incidents.

The 911 Center should generate incident numbers for the below listed "patrol related activities" called out by MPD officers using the corresponding incident type:

Activity Type	Incident Type	
Traffic stop/enforcement	L60T	
Directed foot patrol	L66F	Check Area/Foot Patrol
Property Checks	L66P	Check Property (or 129B3)
Community Policing (meetings, etc.)	L87C	Assist/Comm Policing
Language Translation	L87T	Assist/Translate
Follow up investigations	L88F	Assist/Follow Up
On-Duty Court	L89C	Assist/Court
On Duty Training (MATC shoots, etc)	L88T	On Duty Training
Any other self initiated activity	***	Most applicable call type

Officers who advise they do not want a case number should be cleared with a 'No Report' disposition.

### **CRITERIA FOR ROUTING TO THE SELF-REPORTING SYSTEM**

The following criteria outline the circumstances under which incidents should be routed to the Self-Reporting System. The 911 Center, using these guidelines, should determine whether a particular incident should be routed to the Self-Reporting System or dispatched to a patrol officer. The O.I.C. should be consulted with questions about how to handle a particular incident (what constitutes unusual circumstances, etc.).

Note: any complainants requiring special language assistance (translation, TDD, etc.) should not be referred to the Self-Reporting System; an officer should be dispatched to assist.

#### **Video Evidence**

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Any incident that involves video evidence which can be used to identify a suspect should be dispatched to an officer except in the case of a theft/retail theft in which the value of the loss is less than \$50.00.

#### **Damage to Property and Theft (Including Stolen Bicycles\*):**

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*\*Bicycles taken from a garage/building may constitute a burglary; should not be referred to Self-Report.*

Callers should be routed to the Self-Reporting System only if:

1. Not in progress (suspect is no longer on the premises, is not in custody, is not being pursued);
2. Loss/Damage is less than \$2,500 in value;
3. No suspect information readily identifies the suspect (name, license plate, video evidence, etc.);
4. The occurrence does not involve multiple offenses by the same suspect or at the same location;
5. Does not involve theft of a firearm.

Thefts from underground parking garages, or entries into locked vehicles parked inside of underground parking garages may constitute a burglary. As a result, an officer should be dispatched to investigate.

In the case of multiple offenses that appear related (multiple autos entered/damaged, etc.), an officer should be dispatched to investigate. The officer should complete a report documenting the pattern and any specific offenses for which a complainant can reasonably be contacted. Self-reporting forms can be left for victims who are not able to be contacted (under a windshield, in a door, etc.).

Officers should be dispatched to all graffiti complaints.

#### **Theft of Electronic Devices**

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An officer should be dispatched to the theft of an electronic device (phone, tablet, computer, etc.) when the victim/owner of the device has device tracking information which may lead to a suspect.

#### **Retail Theft**

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Should be routed to the Self-Reporting System only if:

1. Not in progress (suspect is no longer on the premises, is not in custody, is not being pursued)
2. Loss is less than \$50, even with video evidence
3. No suspect information that readily identifies the suspect (name, license plate, video evidence)
4. Not multiple offenses
5. Does not involve theft of a firearm
6. Does not involve the use of force or the threat of force

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**Obscene/Annoying Phone Calls**

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Should be routed to the Self-Report System only if:

1. No threats were made.
2. The victim has no suspect information.
3. The victim does not wish to see an officer and only wants to document the incident.

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**Lost Property**

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All Lost Property calls are routed to the Self-Report System unless unusual circumstances require a police response.

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**Fraud on Hotel or Restaurant Keeper, Recreational Attraction, Taxicab Operator or Gas Station**

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Should be routed to the Self-Report System unless other criminal behavior or unusual circumstances require a police response.

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**Worthless Checks**

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MPD officers should not be dispatched to Worthless Check complaints unless some unusual, special circumstances exist; all worthless check complaints should be routed to the Self-Report System.

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**Forgery and Frauds**

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If the forgery or fraud is related to prescription drugs, the call type should be reclassified as a "Drug Incident" and an officer response is required.

For all other forgery, fraud, phone scams, financial and credit card crimes, the incident should be routed to the Self-Report System only if:

1. The crime is not in progress (suspect is no longer on the premises, is not in custody, is not being pursued)
2. There is no suspect information that readily identifies the suspect (name, license plate, video evidence, etc.)
3. The financial offense is not related to another crime (checks stolen in a burglary, for example);
4. The amount of loss is less than \$2,500;
5. There are no special circumstances involving the victim (elderly, disabled, etc.).

If the above criteria are not met, officer response/investigation is required.

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**ASSIGNMENT OF OFFICER ID#'S TO SELF-REPORT CALLS FOR SERVICE**

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MPD staff may be generating case numbers for "self-report" calls (e.g., walk-in customers to the district stations). Therefore, should MPD support staff call the 911 Center and request a case number for a self-report, we are requesting the 911 Center staff to use the employee's assigned radio number to generate the case number and upon clearing the call, use a disposition code of S for "self report."

\*\*For PSC staff: place the unit on duty, assign them, clear them, return the unit to off-duty status.

**If an officer is dispatched to an incident and – after contacting a victim/witness/etc – determines that the incident would have qualified for diversion to the self-reporting system, he/she should continue to investigate the incident and complete a report. OFFICERS SHOULD NOT PROVIDE SELF-REPORT FORMS TO CITIZENS IN LIEU OF PERFORMING AN INVESTIGATION AND COMPLETING A REPORT.**

## Disposition Codes

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The following CAD/LERMS disposition codes should be used as indicated:

- A** – Accident report (the officer completes an accident report, including MV4000 and MPD4000).
- C** – Citation issued (the officer completes and issues at least one citation without completing a report)
- D** – Dropped incident number (used for traffic crashes that officers do not respond to during limited crash response periods, noise complaints that officers are unable to respond to within one hour, or any other incident that officers are unable to respond to due to limited resources, workload, etc. This includes calls cancelled by complainants, if the cancellation is due to lack of a timely MPD response).
- F** – Field Report (the officer completes a field report)
- N** – No report (the incident does not require a report)
- R** – Report (the officer completes a report, excluding accident reports and field reports)
- S** – Self report (the incident is referred to the self reporting system)
- U** – Unfounded report (the incident is unfounded; no report is completed)

Officers should enter the disposition code via MDC when clearing from an incident, or – if unable to do so – notify dispatch of the proper disposition code.

## PARKING ENFORCEMENT DISPATCH PROTOCOLS

The following guidelines are to help assist Dane County 911 Dispatch when dispatching Parking Enforcement Officers (PEO) to parking related calls. It is important to understand that PEOs are not armed law enforcement officers and should not be dispatched to a call requiring a sworn officer. These three guidelines should be followed at all times:

1. **Contesting Citations** – A PEO should never be dispatched to respond to a citizen contesting a citation. All questions should be forwarded to the Traffic Bureau at 266- 4622.
2. **Serious Police Incident** – Do not dispatch a PEO into an area of a serious police incident where the PEO's safety might be at risk (weapons offenses, barricaded subjects, etc.).
3. **Police Officer Back up** – There are several addresses tagged in the CAD system that require a police officer back up when dispatching for a parking call; an officer should be sent to accompany a PEO who is dispatched to these locations. Officers should only be dispatched to private parking complaints if a PEO is not available or not on duty.
4. **Severe Weather** – In the event there is severe weather (i.e. tornado, severe thunderstorm, blizzard, etc.) that would put the officer's safety at risk, dispatch should notify the PEOs of this warning. All parking calls should be held until the warning or severe weather has passed.

## Calls for Service

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The Madison Police Department utilizes PEO's to respond to parking complaints. Please use the following guidelines when dispatching PEO's to parking complaints. Please include the location and type of call over the air when dispatching a PEO for all complaint types. **\*Effective 2/10/17 – PEO's will no longer require the complainant to sign reports.**

### ***Private Property Complaints***

In order for the PEOs to be efficient in their jobs and responding to calls please include the location and type of call over the radio. This allows for other PEOs that may be closer to the call to respond. When dispatching a private property call make sure the following questions are being asked:

- Is the person calling authorized to make the complaint (an authorized person is a property manager, owner, maintenance person, or designee)?

If YES, include in call:

- First and last name of complainant
- Include contact number with area code
- Exact address that complainant will be waiting

If NO:

- Inform the caller they will need to contact their management company.

All guidelines for the AM-shift apply with the following exceptions:

- From the hours of 3pm-6pm (peak hour tow routes) inform complainant that they may have a longer wait for a PEO to respond.
- PM-Shift PEOs will carry cell phones if callbacks are needed. However, the complainant should be informed to be waiting for PEO at the stated address.

### ***Fire Lane Violations***

These violations can be ticketed on sight and do not require a complainant.

### ***Disabled Parking Violations***

If the violation is on private property (apartment complex, private lot, etc.) the complainant must be either a manager or resident from the property. Make sure to include the complainant's name and phone number in the call.

If the violation is on a property open to the public (mall, gas station, restaurant, etc.) no complainant information is needed.

### ***Blocked Driveway***

Ascertain if the complainant wants the vehicle towed.

If YES:

- Inform complainant to standby to sign report.

If NO:

- PEO will issue citation only without complainant contact.

### ***Less Than Four Feet Of Mailbox***

This type of complaint can only be addressed if it is the property owner/manager/resident calling. US Postal Service does not have the authorization to have vehicles cited. **This ordinance is only enforced during normal mail delivery hours and days (Monday – Saturday 8a-6p). Complaints cannot originate from a member of the United States Postal Delivery Service.**

### ***No Motor Vehicle Idling***

The "Motor Vehicle Idling" ordinance prohibits vehicles from idling for longer than 5 consecutive minutes when the outside temperature is between 20-90 degrees. This type of complaint will originate primarily from the Dispatch Center or contacts with citizens.

Parking Enforcement will only respond to vehicles **on the City street or public right of way**. Complaints regarding vehicles idling on private property will need to be routed to City Zoning.

### ***Street Storage Complaints***

All complaints regarding abandoned vehicles are to be forwarded to the Abandoned Vehicle line at 266-4624 or [pdparking@cityofmadison.com](mailto:pdparking@cityofmadison.com).

### ***Temporary Posting***

All temporary postings must be checked 48 hrs in advance by a PEO before any action can be taken. If the caller is requesting for the signs to be checked, transfer the call to the Traffic Office at 266-4622 during the hours of 8a-4p, Monday-Friday. We do not check temporary postings the weekends or evenings.

If the call is to tow from a posted area, make sure to obtain the complainant's contact information and inform them they will need to meet the PEO on scene to point out the vehicle(s) in violation. The PEO will verify if the posting has been approved in Sharepoint and will take appropriate action.

~~If the signs have already been checked and confirmed by contacting the Traffic Office, dispatch the PEO to the call. The complainant must meet the PEO onsite and will be required to sign the report and identify the offending vehicles.~~

### ***School Zone Enforcement***

Currently there are two PEOs assigned to enforce school zones violations in the morning and afternoon. When enforcing at the schools they will change over to TEST channel B10.

### ***Alternate Side Parking***

The Alternate Side PEO's are hired as hourly employees during the winter months (November 15– March 15). These PEO's are scheduled to work between the hours of 1a-7a. There are eleven officers that are comprised of three (3) Lead Workers and eight (8) officers. They are only authorized to issue Alternate Side Parking and Snow Emergency citations, and should not be utilized for other parking complaints.

All alternate side parking complaints should be forwarded to the Traffic Office at 266-4622. If the citizen wishes to pursue the matter further, feel free to transfer them to the Parking Supervisor at 266-4623. Questions regarding Alternate Side Parking or Snow Emergency can be directed to the Winter Parking Hotline – 261-9111 or at [www.cityofmadison.com/winter](http://www.cityofmadison.com/winter).

Original SOP: 03/01/2014

(Revised: 10/03/2016, 11/16/2016, 05/12/2017, 08/18/2017, 01/25/2018)



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**



**Changes to Code of Conduct and Standard Operating Procedures**

Eff. Date ~~01/20/2017~~ 03/08/2018

**Code of Conduct**

The Code of Conduct is based on the values of the Madison Police Department (MPD) and thus it is anticipated that little change will be necessary. Any member of the MPD may recommend a change to the Code of Conduct. The changes must be in writing and show the edits from the most current edition of the Code of Conduct. The written request should be directed to the Assistant Chief of Support and Community Outreach.

It shall be the responsibility of the Assistant Chief of Support and Community Outreach on the behalf of the Chief, to follow-up on any proposal, and complete any needed action.

**Standard Operating Procedures (SOP)**

**ANNUAL SOP REVIEW**

All SOPs shall be subject to ~~regular~~ ~~an annual~~ review. The Administrative Assistant to the Chief will initiate the process no later than November 1 of each year. SOPs **due for review** will be sent to a lead Captain (generally the process owner) to conduct the review. Any revisions to the SOP are due back the Chief's office by December 31 of that year.

By February 1 of the following year, the SOP revision process shall be completed, with the posting of the most current SOP, and date of revision to the current departmental reference site.

SOPs will be reviewed annually, every other year, or every three years:

<b>Annual Review</b>	<b>Every Other Year</b>	<b>Every Three Years</b>
Active Shooter Incidents	Back-Up	Alder Notification
Arrest, Incarceration & Bail – Adults	Bomb Threats	Cellular Telephones – Use of
Arrest, Incarceration & Bail – Juveniles	Court Overtime	Changes to Code of Conduct and Standard Operating Procedures
Barricaded Person Incidents	Guarding Prisoners	City Owned Property - Use and Care
Canine Use	Guidelines for Case Assignment and Management	City-County Building Access - Non-Business Hours
CFS Dispatch Guidelines	Hours Worked	Civilian Hiring Process
Civil Actions Against Police Department Employees	In-Car Video System	Cold Case Review Team
Crime Scene Response	Interviews of Crime Victims	Community Rooms
Critical Incident Stress Management	Intoxicated and Incapacitated Persons	Custody of Newborn
Deadly Force - Use of	Investigation of Cases Involving Officers as Victims of Serious Crimes	Departmental Awards and Recognition
De-Escalation	Investigation of Incidents Involving Shots Fired	Dignitary Protection
Demonstrations & Assemblies	Language Access Services	Donation of Vacation and Compensatory Time - Civilian Process
Detox, JRC Jail and Probation and Parole Responses and Conveyances	Missing Child	Drug Recognition Expert
Digital Forensics	Mutual Aid Requests and Enforcement Action Out of Jurisdiction	Employee Assistance Program
Domestic Abuse	Naloxone - Narcan – Protocol	Funerals and Ceremonies of LEO
Emergency Vehicle Operations Guidelines	Overtime Guidelines	HR218, LE Officer Safety Act - LEOSA - for Former Madison Police Officers



Annual Review	Every Other Year	Every Three Years
Enforcement of Immigration Laws	Overtime Protocols for Police Report Typists	Identification of MPD Employees
Foot Pursuits	Patrol Leave Requests	Interns Application and Acceptance Process
General Duties and Expectations of Employees	Patrol Staffing Hold Guidelines, Special Events and Special Assignment Scheduling	Landlord Tenant Unwanted Guest Criminal Trespass
Handling of Confidential Informants	Personal Appearance	Life Threat Emergency at Facility Public Windows
Handling of Evidence, Contraband, Found or Lost Property	Police Weaponry	Lost and Abandoned Property
Hostage Situation Incidents	Probation and Parole Searches	Mendota Mental Health Institute Response
Identification Procedures	Recording Suspect Interviews	Military Leave
Labor Disputes and Picketing	Reporting Procedure	Mobile Data Computers - Use of
Line of Duty, Life-Threatening Injury or Death of an Employee	Restricted Duty	Mounted Patrol Use
Major Case Investigations	Significant Exposure to Bloodborne Pathogens	MPD Locker Rooms
Mental Health Incidents and Crises	Social Media - Investigative Use	News Media Relations
Non-Deadly Force - Use of	Social Media – Non-Investigative Use	Off-Duty Officer Responsibilities
Notification of Commanding Officers	Social Media - Off Duty Use	Outside Employment
Officer Involved Deaths and Other Critical Incidents	Special Events Team Extrication Team	Personnel File Contents and the Process for Accessing these Records
PSIA Complaint Investigation	Special Events Team Grenadiers	Police Motorcycles
PSIA Discipline Matrix	Special Events Team Medic Platoon	Police Vehicle Parking
PSIA Electronic Complaint File Management System	SWAT Body Worn Cameras	Political Activity
Records Inspection and Release	System Audits	Pre-Employment Candidate File
Response to Persons with Altered State of Mind	Third Party Database Use and Dissemination	Proficiency, Continuous Improvement and After Actions Reports
Robberies in Progress and Silent Robbery Alarms	TIME System Use and Dissemination of Records	Replacement of Lost, Stolen or Damaged Equipment
Search Warrant Execution	Traffic Parking and Crash Investigation	Requesting Additions or Changes to Approved Uniform and Equipment Lists
Searches	Uniform Standards	Sex Offender Notifications
Sexual Assault Investigations	Workplace Safety	Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding
Stop and Frisk		Special Duty
Unmanned Aircraft Systems		Stolen Vehicle Reporting Guidelines
Use of Force Data Collection		Telestaff Requirements
Video and Audio Surveillance		Tours, Visitors and Ride-Alongs
Video Evidence Retrieval		Tuition Reimbursement and Educational Incentive
		U Visa Program Participation
		Uniform Accounts
		Update of Payroll Status for Promoted Employees
		Vehicle Escorts
		Vehicle Use, Assignment and Maintenance
	WI Prescription Drug Monitoring	

## MID-YEAR ADJUSTMENTS

Any member of the MPD may recommend a change to any SOP or recommend creating a new SOP. The changes must be in writing and show the edits from the most current edition of the SOP. The written request should be directed to the Administrative Assistant to the Chief.

## PROCESS FOR CHANGES

For potential changes, either at the annual review or per a recommendation, the SOP must have the edits visible on the current version. If the recommendations are for major substantive process changes, the drafts will be scheduled for a review at the Field or Support level. Final draft review will be sent to the Management Team in writing for feedback. Minor changes will only be reviewed with a draft showing mark-ups sent to the Management Team.

It shall be the responsibility of the Administrative Assistant to the Chief, acting as a delegate to Assistant Chief of Support and Community Outreach, to follow-up on any proposal, and complete any needed action.

Nothing in the Code of Conduct or Standard Operating Procedures is intended to create an enforceable legal right or private right of action.

Original SOP: 04/08/2015  
(Reviewed Only: 03/01/2016, 01/09/2017)  
(Revised: 01/20/2017, 03/08/2018)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Emergency Vehicle Operation Guidelines

Eff. Date ~~12/06/2017~~ 01/25/2018

## Purpose

This standard operating procedure (SOP) meets the obligation of Wisconsin State Statute Sec 346.03(6).

Members of the Madison Police Department (MPD) shall, at all times, operate City vehicles with due regard for the safety of all persons. When operating under emergency conditions, officers shall be ever vigilant in assessing evolving risk factors that could jeopardize public safety.

Intersections present a special hazard to emergency vehicles. Officers should always be prepared to slow the speed of their vehicles and be able to stop when approaching an intersection.

## Procedure

### APPLICABILITY

This SOP governs the actions of MPD officers for MPD initiated response/pursuits as well as MPD involvement in mutual aid requests for pursuit assistance coming into the City. For MPD officers to participate in an outside agency pursuit, the pursuit must meet the criteria outlined within the SOP.

### DEFINITIONS

**Authorized Emergency Vehicle:** A fully marked and unmarked squad with full or partial internal light package operated by a Law Enforcement Officer (LEO.) A full internal light package is defined as follows:

1. Showing to the front of the vehicle: multiple red/blue flashing lights and flashing headlights; and
2. Showing to the rear and sides of the vehicle: multiple red/blue flashing lights.

**Deadly Force:** The intentional use of a firearm or other instrument, the use of which would result in a high probability of death **or great bodily harm**.

**Due Regard:** The degree of care that a reasonably careful person, performing similar duties, and acting under similar circumstances would show.

**Eluding/Fleeing:** §346.04(3) No operator of a vehicle, after having received a visual or audible signal from a traffic officer, or marked police vehicle, shall knowingly flee or attempt to elude any traffic officer by willful or wanton disregard of such signal so as to interfere with or endanger the operation of the police vehicle, or the traffic officer or other vehicles or pedestrians, nor shall the operator increase the speed of the operator's vehicle or extinguish the lights of the vehicle in an attempt to elude or flee. **(felony)**

**Obedience to traffic officers, signs and signals; Fleeing from officer:** §346.04(2t) No operator of a vehicle, after having received a visible or audible signal to stop his or her vehicle from a traffic officer or marked police vehicle, shall knowingly resist the traffic officer by failing to stop his or her vehicle as promptly as safety permits. **(misdemeanor)**

**Officer:** Any sworn commissioned personnel, independent of rank.

**Pursuit:** § 85.07(8)(a) – An active attempt by a traffic officer in a police vehicle to apprehend one or more occupants of a moving motor vehicle, the operator of which is resisting apprehension by disregarding the

officers visual or audible signal to stop his or her vehicle, increasing the speed of the vehicle or extinguishing the lights of the vehicle.

**Refusal (Slow) to Stop Pursuit:** A pursuit in which the operator of a motor vehicle is driving at a reasonable speed (but willfully refusing to pull over and stop).

**Silent Emergency:** This is when a police vehicle does not use its siren or emergency lights in response to a crime. Officers responding to a call, which is reasonably believed to be a **felony** in progress, may exceed the speed limit without giving audible signal but should give visual signal when doing so will not compromise a tactical response. When not giving a signal, the officer must reasonably believe that one of the following exists:

- a. Knowledge of the officer's presence may endanger the safety of a victim or other person.
- b. Knowledge of the officer's presence may cause the suspected violator to evade apprehension.
- c. Knowledge of the officer's presence may cause the suspected violator to destroy evidence of a suspected felony, or may otherwise result in the loss of evidence of a suspected felony.
- d. Knowledge of the officer's presence may cause the suspected violator to cease the commission of a suspected felony before the officer obtains sufficient evidence to establish grounds for arrest.

**True Emergency:** A situation in which there is a high probability of death or serious injury or significant property loss, and action by an emergency vehicle operator may reduce the seriousness of the situation.

#### **AUTHORIZED EMERGENCY VEHICLE SITUATIONS**

1. In response to calls of a true emergency;
2. In pursuit of an actual or suspected violator of law consistent with MPD SOP regarding authorized pursuits; or
3. While obtaining evidence of a speeding violation. (See below: Use of Warning Devices, paragraph 3.)

#### **USE OF WARNING DEVICES**

1. The red and blue emergency lights shall be activated whenever an officer, in the course of duty, stops, stands or parks an assigned vehicle contrary to the rules of the road. Officers may, however, elect to only use vehicle hazard flashers, rather than the red and blue emergency lights on their vehicles, whenever it is necessary to stop, stand or park in a space adjacent to a curb, which is not a legal parking space, as long as the vehicle does not obstruct a traffic lane.
2. The red and blue emergency lights and siren shall be used whenever an officer, in the course of duty, passes through a stop sign or signal, operates contrary to regulations governing direction of movement or turning, or exceeds the speed limit. This includes when operating in emergency mode.
3. An officer may exceed the speed limit without giving audible and visual signal, if the officer is obtaining evidence of a speeding violation; however, the officer **shall activate** this equipment and **attempt to stop** the violator once sufficient evidence is obtained for the violation.

#### **USE OF OTHER SAFETY EQUIPMENT**

All occupants of MPD vehicles shall use vehicle safety belts/restraint devices. (Exceptions: combative/oversize citizens.) This requirement does not prevent officers from removing restraint devices in limited circumstances when approaching an imminent tactical situation.

Parking Enforcement Officers acting under State Statute Sec. 347.48(2m)(dr) are not required to utilize safety harnesses, but are encouraged to do so whenever possible.

### CIVILIAN MEMBERS OF THE MADISON POLICE DEPARTMENT

1. Civilian members of the MPD are never authorized to operate the vehicle's red and blue emergency lights and/or siren to exceed the speed limit, to operate contrary to regulations governing direction of movement or turning or to pass through a stop sign or signal.
2. Although civilian members of the MPD shall, for the protection of the public, operate the red and blue emergency lights of a police vehicle if it becomes necessary to stop, stand or park contrary to the rules of the road (i.e., to protect persons and vehicles at an accident scene or at the location of a traffic hazard until an officer's arrival).

### ASSESSMENT OF UNREASONABLE DANGER

The decision to pursue, and while in pursuit, officers and supervisors must continually evaluate information to determine whether the pursuit presents an unreasonable danger of death or great bodily harm which outweighs the public interest involved in apprehension.

Examples include:

1. Make/model, actions and speed of the vehicle being pursued.
2. Geographic area of pursuit and its population density.
3. Time of day/day of week.
4. Vehicular and pedestrian traffic present in area.
5. Road and weather conditions.
6. Officer's familiarity with the area of pursuit.
7. Severity of crime.
8. Necessity of pursuit.
9. Type of squad being operated.
10. City events where large groups are likely to be gathered (i.e.) farmers market, races, protests, etc.

### AUTHORIZED PURSUIT

For all pursuits, **Due Regard** must be followed at all times. The pursuit of vehicles is authorized in accordance with the following guidelines:

1. Officers should attempt to stop as expeditiously and safely as possible, any person in a vehicle who the officer has probable cause to believe:
  - a. Has committed (or attempted to commit) a felony involving the use (or threatened) use of force and a high probability exists that the suspect, if not immediately apprehended, may cause death or great bodily harm to another. Officers may terminate and discontinue pursuit when the act of pursuit, in and of itself, creates an unreasonable danger of death or great bodily harm to the public, officers or the suspect. Or,
  - b. Has committed any acts or threats of violence but shall terminate and discontinue pursuit when the act of pursuit, in and of itself, creates an unreasonable danger of death or great bodily harm to the public, officers, or suspect.
2. A "refusal (slow) to stop pursuit" may be initiated and maintained for any offense. However, once the officer becomes aware it is an "eluding/fleeing" pursuit, justification for the pursuit must meet at least one of the criteria above under Authorized Pursuit, or the pursuit shall be terminated immediately
3. Officers shall not enter into an "eluding/fleeing" pursuit solely for non-violent criminal violations, traffic

and ordinance violations.

### TERMINATION OF PURSUIT

1. Any officer shall terminate a pursuit if the pursuit violates the SOP guidelines or creates an unreasonable danger to the public, officer, or suspect. The following shall be accomplished as part of termination procedure:
  - a. Notify dispatch and secondary units of termination location and last known direction of travel for suspect vehicle.
  - b. Bring your vehicle to a complete stop or divert direction of travel away from suspect vehicle.
  - c. Deactivate visual and audible signals.
2. If specific location of the suspect becomes unknown the pursuit shall be immediately terminated.
3. Once a pursuit has been terminated, other options should be explored to apprehend the suspect(s) prior to initiating another attempt to stop.

### NON-COMMISSIONED PASSENGERS

Pursuit should not be undertaken by any officer driving with civilians (with the exception of authorized ride-alongs) who are not commissioned law enforcement officers, except under circumstances involving death or great bodily harm violations.

### UNMARKED SQUADS

Pursuit by officers in unmarked squads not equipped with full internal light packages is not authorized, except under circumstances involving death or great bodily harm. Pursuit by officers in unmarked squads equipped with full internal light packages is authorized as outlined above.

### ROLES AND RESPONSIBILITIES

1. **Primary Pursuing Officer shall adhere to the following procedures.**
  - a. Inform Dispatch that you are in pursuit.
  - b. Radio communications may be delegated to another officer involved in the pursuit.
  - c. Reasonably attempt to inform Dispatch of the following:
    - If your vehicle is unmarked.
    - Location and direction of pursuit.
    - Description of suspect vehicle, license plate, number & description of occupants.
    - Reason for pursuit.
    - Estimated speed of suspect vehicle.
    - Driver and occupant behaviors.
  - d. Continually update Dispatch with:
    - Changes of direction.
    - Speed of vehicles involved.
    - Actions of the suspect(s) and vehicle.
  - e. As soon as possible ensure the lead pursuing unit is in a fully marked squad.
  - f. Secondary police vehicles should not attempt to pass the primary pursuit vehicle and shall remain a safe distance back unless a coordinated change of lead needs to be made.
  - g. Pursuits should be accomplished with a minimum number of vehicles. The number of vehicles directly involved may be adjusted to fit the situation.

- h. As a pursuit precedes through adjoining patrol districts, officers in these areas may parallel the pursuit so as to be available in the event their assistance is needed.
- i. If suspect vehicle is stopped:
  - Notify Dispatch of location and any additional resources needed.
  - Coordinate the high risk stop.

## 2. Supervisor

Commissioned supervisors have the following responsibilities in all pursuit situations:

- a. A supervisor that is not actively pursuing will monitor the pursuit from the point of notification to its conclusion.
- b. Control, if appropriate, by directing and coordinating the police units involved in the pursuit.
- c. Terminate any pursuit which in the supervisor's judgment does not conform to the guidelines under "Authorized Pursuit."
- d. Ensure adherence to all MPD procedures.
- e. The supervisor shall complete a supplemental police report for all pursuits documenting their role and actions related to the pursuit. This includes both "refuse (slow) to stop pursuits" and "eluding/fleeing" pursuits.
- f. After reviewing the circumstances of the pursuit, the monitoring supervisor shall document the actions of the officers involved in the pursuit. This review will also extend to officers indirectly involved in the pursuit (i.e., responding officers, officers deploying tire deflation devices, etc.).
  - The supervisor shall complete a Blue Team entry and attach a memo detailing their review of the pursuit. The review will be forwarded to the lead EVOG Master Instructor Trainer as designated by the Captain of Personnel and Training. The EVOG MIT group, PSIA, and the involved officers' Unit/District Commander shall be carbon copied on the Blue Team entry.
  - The lead EVOG MIT will then forward their review to the Unit/District Commander. The Commander will review the incident and make a recommendation as to whether the pursuit is within or outside of MPD Policy.
  - The Unit/District Commander will then forward the review to PSIA for additional policy compliance investigation if necessary.
  - PSIA will then forward the review to the Field Operations Assistant Chief for final review and discussion regarding final recommended outcomes if necessary.

## 3. Officer In Charge (OIC)

- a. If no field supervisor is available during a pursuit, the OIC will fulfill the duties outlined in Supervisory Roles and Responsibilities.
- b. The OIC of the shift on which a pursuit occurs shall e-mail the involved officers' commanders with the date and case number of the incident, as well as the press release (if one was issued).
- c. In the event the pursuit terminates in a crash causing injury to any party, the OIC shall follow established Command notification protocols.
- d. Follow Officer Involved Critical Incident SOP (if applicable).

## STOP TECHNIQUES

### 1. ROADBLOCKS

#### Emergency stationary roadblocks with escape route

- a. Emergency stationary roadblocks are those which, due to the urgency of the situation, must be set up with a minimum amount of notice and preparation for the purpose of stopping a vehicle which is actively attempting to elude. These will be set up, controlled and/or authorized whenever possible, by a commissioned supervisor.
- b. Whenever possible, an emergency roadblock with escape route should be set in a well-lit area, using all emergency visual aid equipment to further light up the roadblock such as:
  - Emergency lights activated.
  - Headlights and spotlights aimed away from the path of the suspect vehicle.
  - Takedown and alley lights (aimed away from path of the suspect vehicle.)
  - Flares (aimed away from path of the suspect vehicle.)
  - All officers shall position themselves outside of their vehicles and at a safe distance. This does not apply to a squad positioned in a safe and strategic location ready to assist if the pursuit continues.
  - Officers shall attempt to remove and/or isolate all non-involved persons from the danger area of the roadblock.
- c. An emergency stationary roadblock with escape route should never be set up in a dark or blind area, such as just over hills, or around curves, etc. The roadblock must offer an alternative path (other than certain crash) for the pursued vehicle.

#### **Emergency stationary roadblocks with no escape route.**

- a. This option is considered deadly force and shall only be used under deadly force circumstances.
- b. In a roadblock with no escape route, the roadway is completely blocked, and no alternate route is provided. If the suspect does not voluntarily stop, he or she will crash, with great potential for injury to the suspect and others in the area. For that reason, these guidelines must be applied:
  - Other traffic must be diverted or stopped before reaching the roadblock area.
  - The roadblock must be identified with emergency lighting to give warning.
  - The suspect must have adequate sight distance and time to stop if he or she chooses to do so.
  - Officers must communicate to ensure that their actions are coordinated and risk to officers is minimized.
- c. An emergency roadblock with no escape route should be set in a well-lit area, using all emergency visual aid equipment to further light up the roadblock such as:
  - Emergency lights activated.
  - Headlights and spotlights aimed away from the path of the suspect vehicle.
  - Takedown and alley lights (aimed away from path of the suspect vehicle.)
  - Flares (aimed away from path of the suspect vehicle.)
  - All officers shall position themselves outside of their vehicles and at a safe distance. This does not apply to a squad positioned in a safe and strategic location ready to assist if the pursuit continues.
  - Officers shall attempt to remove and/or isolate all non-involved persons from the danger area of the roadblock.
- d. An emergency stationary roadblock with no escape route should never be set up in a dark or blind area, such as just over hills, or around curves, etc.

#### **Emergency Moving Roadblocks**



Although the use of an emergency moving roadblock is discouraged as a tactical response, it may be authorized by a commissioned supervisor to stop a vehicle when a high probability exists that the suspect, if not immediately apprehended, may cause death, great bodily harm, or an unreasonable risk of harm to uninvolved citizens.

## 2. PURSUIT INTERVENTION TECHNIQUE (PIT) AND RAMMING TECHNIQUES

Use of PIT and any other ramming techniques shall only be used under deadly force circumstances.

## 3. USE OF TIRE DEFLATION DEVICES

- a. Prior to beginning each tour of duty, officers will determine if their squad is equipped with a tire deflation device and verify that it is in proper working order.
- b. Tire deflation devices will only be deployed by officers trained in their use and in accordance with MPD training.
- c. The use of tire deflation devices in accordance with this procedure and MPD training does not constitute deadly force unless used to stop motorcycles, mopeds or other two or three-wheeled vehicles when the use of deadly force is justified.
- d. Tire deflation devices may be deployed during active pursuits.
- e. Officers deploying tire deflation devices will complete a supplemental report including all pertinent facts surrounding their use.

## PURSUIT INTO ANOTHER JURISDICTION

When acting in accordance with the provisions of this SOP, officers may pursue vehicles into adjoining jurisdictions. In this event, the jurisdiction involved should be notified by Dispatch of the pursuit, the reason for it, and whether direct assistance with the pursuit is requested. Direct pursuit assistance should only be requested if available MPD resources are inadequate, or if assistance of a special nature is needed. Officers equipped with tire deflation devices may continue monitoring an MPD pursuit and may deploy tire deflation devices in accordance with this SOP.

## INVOLVEMENT IN THE PURSUIT OF ANOTHER JURISDICTION ENTERING THE CITY OF MADISON

- a. MPD will not become actively involved in another jurisdiction's pursuit unless mutual aid is specifically requested by the agency involved and the circumstances of the pursuit (reason for pursuit, etc.) would permit MPD to initiate and continue a pursuit under this SOP. Upon receiving a request of this nature, Dispatch will obtain and relay information to the officers and a supervisor regarding the request (including the reason for the pursuit).
- b. MPD involvement in an outside agency pursuit must meet the guidelines outlined in this SOP. If the outside agency reason for pursuit does not meet the guidelines outlined, mutual aid will not be granted for the pursuit and MPD officers will not get directly involved in the pursuit itself. This does not preclude officers from providing other assistance to the pursuing agency.
- c. When being requested to assist an outside agency with a pursuit, MPD personnel will request/determine the reason for the pursuit as soon as possible.

### Allowable Exceptions

- d. If the circumstances of another jurisdiction's pursuit dictate that a MPD officer become involved prior to a request for mutual aid, the MPD officer must be able to clearly articulate the immediate need for their actions.

- e. Tire deflation device in support of another Jurisdiction
  - Officers may deploy tire deflation devices in accordance with this SOP.
  - MPD officers may deploy tire deflation devices to stop vehicles fleeing from another agency that have entered the City of Madison without a specific mutual aid request. Deployment in these instances will only be done with a supervisor's approval, unless it is impractical to obtain such approval. Outside agency officers involved in the pursuit will be notified prior to deployment if possible.

## INVOLVEMENT IN POLICE ESCORTS

See Vehicle Escorts SOP

Original SOP: 02/25/2015

(Revised: 10/21/2015, 10/12/2016, 01/19/2017, 08/18/2017, 01/25/2018)



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**



**Guidelines for Case Assignment and Management**

Eff. Date ~~06/08/2017~~ 01/25/2018

**Purpose**

This procedure establishes standards for assigning cases for follow-up. These should be viewed as guidelines; deviation may be appropriate based on the circumstances of a particular case/incident.

<b>Violent Crimes Unit – VCU</b>	<b>Assignment Criteria</b>
Homicide or Attempted Homicide	<ul style="list-style-type: none"> <li>All cases excluding child deaths (Sensitive Crimes specialty), traffic related homicides/fatalities and overdose deaths.</li> <li>Officer involved shootings where a suspect/victim/uninvolved citizen is deceased will be investigated by DCI/other outside agency with assistance of the Officer Involved Critical Incident Team.</li> <li>A District Detective will be assigned to work with the assigned traffic specialist in cases of vehicular homicide, if requested by the Traffic Section.</li> </ul>
Firearms Violations	<ul style="list-style-type: none"> <li>All cases in which a firearm was discharged (does not include cases involving BB guns, pellet guns or other facsimile weapons).</li> <li>Cases involving the discharge of a firearm that result in injury, that intentionally target another (even if no injury) or that result in damage to buildings/vehicles will generally be handled by VCU.</li> <li>Other firearm related cases will generally be handled by the District of occurrence. These include suicide, clearly accidental discharges with no criminal charges and incidents lacking evidence of an intended target.</li> <li>All shots fired cases will initially be routed to VCU for review.</li> </ul>
Violent Pattern Felonies	<ul style="list-style-type: none"> <li>Includes robberies, armed home invasions, and weapons offenses; will be handled by VCU as resources permit.</li> <li>Cases that do not meet the criteria of “violent pattern felonies” will be referred to the District.</li> <li>Cases may be reviewed on a case by case basis of additional circumstances exist.</li> </ul>
Kidnapping	<ul style="list-style-type: none"> <li>Will take all cases unless they fall under Child Abduction Response Team (CART) guidelines or are familial custody disputes.</li> </ul>
High Profile Cases/Special Circumstances	<ul style="list-style-type: none"> <li>Assigned to VCU at Chief’s discretion.</li> </ul>

<b>Burglary Crimes Unit – BCU</b>	<b>Assignment Criteria</b>
Burglary	<ul style="list-style-type: none"> <li>All cases will be reviewed by the Detective Sergeant for assignment/follow-up.</li> </ul>

<b>Special Victims Unit – SVU</b>	<b>Assignment Criteria</b>
Infant/Child Death Investigation	<ul style="list-style-type: none"> <li>All cases where the death was unrelated to either the use of firearms or an adult victim homicide.</li> </ul>
Sexual Assault of a Child	<ul style="list-style-type: none"> <li>All cases involving children will be assigned. SVU will take cases depending upon available resources. District will be responsible for all others.</li> </ul>
Physical Abuse of a Child	<ul style="list-style-type: none"> <li>Will take cases that involve significant injury, based on available</li> </ul>

	<p>resources.</p> <ul style="list-style-type: none"> <li>All other cases will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> </ul>
Child Neglect	<ul style="list-style-type: none"> <li>Will take cases that involve significant injury, based on available resources.</li> <li>All other cases will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> </ul>
Internet Crimes Against Children (ICAC)	<ul style="list-style-type: none"> <li>Will take all tips vetted through DCI.</li> <li>May proactively work cases as time and resources allow.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Assigned to SVU at Chief's discretion.</li> </ul>

Case Type – Districts	Assignment Criteria
Reckless Endangering	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and injuries resulted, case will be assigned to a Detective.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>If suspect is at large and is known, case will be assigned to a Detective.</li> <li>VCU will be responsible for any cases in which a firearm was discharged or an officer is the victim. See above.</li> </ul>
Robbery	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and injuries resulted, case will be assigned to a Detective.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>If suspect is at large and is known, case will be assigned to a Detective.</li> <li>VCU will be responsible for cases in which it is determined there is a pattern.</li> <li>Communication between VCU and the District will occur before any cases currently be investigated by the District are turned over to VCU. See above Violent Pattern Felonies.</li> </ul>
Extortion	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis, depending upon the circumstances.</li> </ul>
Death Investigation	<ul style="list-style-type: none"> <li>Will be assigned to a Detective if unusual circumstances exist.</li> <li>Non-suspicious deaths involving elderly, persons with medical issues or obvious suicides will not be assigned.</li> <li>Deaths involving infants/children will be assigned to SVU.</li> <li>All OD deaths will be assigned, even if there are no obvious investigative leads, as a liaison for the family and to dispose/return any property related to the case. Degree of investigative follow-up will be based on solvability and other case factors.</li> <li>Task Force will be notified of all OD deaths investigations. If follow-up occurs, will work with District assigned Detective to provide investigative resources.</li> </ul>

Officer Involved Critical Incident	<ul style="list-style-type: none"> <li>See Officer Involved Critical Incident SOP.</li> </ul>
Missing Adult	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis if unusual circumstances exist (i.e. missing person is endangered, presence of unusual behavior, etc.).</li> <li>Will be assigned to VCU if it is determined that the subject is a victim of foul play.</li> </ul>
False Imprisonment	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and is unknown, case will be assigned to a Detective.</li> <li>If suspect is at large and is known, case will be assigned if unusual circumstances are present (injuries, continuing threat, etc.).</li> </ul>
Threats	<ul style="list-style-type: none"> <li>Assigned only if unusual circumstances are present (victim is a public figure, continuing/repeated threats, etc.).</li> </ul>
Weapons Violations	<ul style="list-style-type: none"> <li>May be assigned to a Detective if a firearm or other weapon was displayed or other unusual circumstances are present.</li> <li>All cases in which a firearm was discharged will be assigned to VCU. See above.</li> </ul>
Battery	<ul style="list-style-type: none"> <li>Cases will only be assigned to a Detective if unusual circumstances are present or victim is elderly or a vulnerable adult.</li> <li>Cases may be returned to Patrol/NPO for additional follow-up if needed.</li> </ul>
Substantial/Aggravated Battery	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>If suspect is at large and is known, case may be assigned to a Detective/Patrol or NPO for additional follow-up.</li> </ul>
Arson/Fire Investigation	<ul style="list-style-type: none"> <li>Assignments will be made in conjunction with the Arson Lieutenant or at the request of MFD and/or the Detective Lieutenant.</li> </ul>
Sexual Assaults (1st, 2nd and 3rd Degrees)	<ul style="list-style-type: none"> <li>All cases will be assigned to a Detective, even if an arrest has been made, as most will require additional follow-up.</li> <li>Cases involving sexual activity between juveniles will be assigned based on DA's office prosecution criteria.</li> <li>All cases involving children will be assigned. SVU will take cases depending upon available resources. District will be responsible for all others. See above.</li> </ul>
Sexual Assault (4th Degree)	<ul style="list-style-type: none"> <li>Cases will only be assigned to a Detective if unusual circumstances are present.</li> <li>May be returned to Patrol/NPO for follow-up.</li> </ul>
Physical Abuse of a Child	<ul style="list-style-type: none"> <li>Will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> <li>Cases involving serious injury will be assigned to SVU, based on available resources. See above.</li> </ul>
Child Neglect	<ul style="list-style-type: none"> <li>Will be assigned to a District Detective on a case-by-case basis depending on circumstances (need for follow-up, presence of injuries, ages of involved parties, etc.).</li> <li>Cases involving serious injury will be assigned to SVU, based on available resources. See above.</li> </ul>
Lewd & Lascivious	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis, depending upon good suspect information, solvability factors or</li> </ul>

	serial/pattern cases.
Stalking	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
Domestic Cases	<ul style="list-style-type: none"> <li>Felony domestic cases involving intimate partners will be assigned.</li> <li>Cases may be assigned to a Detective if unusual or extreme circumstances exist (i.e. repeat offenders).</li> <li>Intimate partner domestic cases may be assigned to a Detective or NPO to re-contact the victim as a resource.</li> <li>At-large suspect information will be provided to Patrol/CPT/NPO personnel.</li> </ul>
Court Order Violations	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
Enticement	<ul style="list-style-type: none"> <li>Will be assigned to a Detective.</li> <li>Cases involving special circumstances (i.e. pattern offenses) will be reviewed with the SVU Lieutenant.</li> </ul>
Missing/Runaway Juvenile	<p>Will be assigned to a Detective if any of the following are present:</p> <ul style="list-style-type: none"> <li>The juvenile has a mental/physical disability that could subject him/her to risk.</li> <li>The juvenile is under the age of 12.</li> <li>There is any indication that the juvenile's missing status is involuntary.</li> <li>The juvenile is part of a custody dispute.</li> <li>The juvenile's missing status is unusual or unexpected.</li> <li>The juvenile has been missing more than one week.</li> <li>Juvenile has a history of sexual abuse (i.e. at risk for human trafficking).</li> <li>Will otherwise be assigned a Patrol officer.</li> </ul>
Animal Abuse or Suspicious Death	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis, dependent upon solvability factors and available investigative resources.</li> </ul>
Stolen Vehicles	<ul style="list-style-type: none"> <li>Assigned to a Patrol officer for five working days unless unusual circumstances or a pattern are present.</li> </ul>
Annoying Phone Calls	<ul style="list-style-type: none"> <li>Not assigned to a Detective unless unusual or extreme circumstances are present.</li> </ul>
Theft From Auto	<ul style="list-style-type: none"> <li>Predominately a Patrol responsibility.</li> <li>May be assigned to a Detective if a suspect is identified and/or patterns develop.</li> </ul>
Retail Theft	<ul style="list-style-type: none"> <li>Not assigned to a Detective unless unusual circumstances or a pattern are present.</li> </ul>
Crimes Against Officers (Battery to PO, Significant Exposure, Felony Resisting)	<ul style="list-style-type: none"> <li>Will be assigned to a Detective.</li> </ul>
Financial Crimes (Credit Card/Internet Fraud, Worthless Checks, Counterfeit Currency, Embezzlement, Forgery)	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis, dependent upon solvability factors and available investigative resources.</li> <li>Generally, a minimum loss of \$5,000, actually suffered by victim, is needed for assignment. Exceptions may be made for special circumstances (elderly victim, etc.)</li> </ul>

When the case assignment guidelines provide discretion, or when considering deviating from them, the following factors should be considered:

- Solvability Factors:

- A reliable victim or witness is available
- A suspect has been named or identified
- A workable description of the suspect has been recorded via video or from an eyewitness statement
- Significant information about the suspect(s) location has been recorded (local resident or longtime customer, etc.)
- The suspect has been previously seen at the scene of the crime
- A suspect vehicle that contains a partial plate or unique physical characteristics is reported to law enforcement
- Stolen property that is traceable to the owner (cell phone, serial numbers, photos of the property, etc.)
- A significant or distinctive M.O.
- Useable physical evidence (DNA, fingerprints, bullet casings, etc.)
- Seriousness or type of crime and value of loss
- Additional factors that could lead to a case assignment in the event the case lacks few or any solvability factors:
  - Cases that have a major impact on the community.
  - Cases that have a linked M.O. that occurred outside the jurisdiction.
  - Management decision to have the case investigated.

### **Case Load Management**

Detective Lieutenants and/or supervisors shall check in with detectives assigned to them at a minimum on a quarterly basis. The purpose of the check in is to discuss individual cases currently assigned to the Detective and for the Detective Lieutenant and Detective to work cooperatively to achieve optimal performance.

- The following should be discussed during the check-in:
  - Caseload and individual case management
  - Review cases that have been open for six months or longer
  - Evaluate work product that is incomplete or needs improvement
  - Address any performance issues
  - Identify training needs or training opportunities
  - Mentor inexperienced Detectives and provide feedback
  - Give positive feedback and acknowledge good work

### **Management of All Active Homicide Cases**

- Oversight of all homicide cases will stay with the district or section originally assigned. Depending on the circumstances, the case may be reassigned to a different district, section or detective. Oversight of the case will still be the responsibility of the district or section originally assigned.
- A homicide case may be reviewed by the Cold Case Review Team (see Cold Case Review SOP)

### **Management of Evidence Associated with Assigned Cases**

- Upon assignment, all evidence associated with the case will receive a final disposition date based on the statute of limitations associated with the crime being investigated. Property clerks will make an entry into LERMS of the disposition date.
- Property clerks will continue to send property disposition notifications to the Detective assigned to the case and the District Detective Lieutenant at three month intervals.
- If after three months a case is still active, the assigned Detective should make a notification to the property room indicating the case is still open.
- A list of evidence with cases that have disposition dates beyond the statute of limitations will be sent to the Detective Lieutenant of the Detective assigned the case for final disposition.

- Detective Lieutenants will be expected to meet with the assigned Detective and determine an appropriate disposition for evidence that remains in the property room beyond the statute of limitations.

### **Management of Cases Previously Assigned to a Retiring or Promoted Detective**

Detective/Investigative Lieutenants will complete the following upon notification of retirement or promotion of investigative personnel under their command:

- Ensure all open cases currently assigned to investigative personnel are either closed or reassigned
- Make certain all open homicide cases are organized and prepared in a standardized manner that ensures a smooth transition to the newly assigned detective
- Visibly inspect all desks, lockers, squads and storage areas to ensure they contain no unresolved cases, evidence or property
- Detectives, that announce their retirement intentions or are promoted out of the rank of Detective, should immediately meet with their Detective Lieutenant and discuss a timetable for the disposition of evidence associated with their cases
- Detective Lieutenants should contact the property room supervisor and have a list created which identifies all property associated with the retiring Detective's cases
- The retiring Detective will immediately need to begin the process of determining a disposition for all property and continue the process until all property has a disposition
- Detective Lieutenants should schedule monthly/weekly meetings with the Detective to assess the progress of case dispositions assigned to the retiring Detective
- The goal should be for all property to receive a disposition a month prior to retirement. At the one month mark, Detective Lieutenants should meet with the retiring Detective and discuss any cases that remain open due to an appeal, case status or pending court action
- Evidence stored in the property room past the retirement date of the case Detective should have a future review date in place for the eventual disposition of evidence associated with the case
- Detectives who give a two week notice should be removed from active case work and spend the remaining two weeks doing property dispositions
- All electronic case files under the control of the retiring Detective should be purged or moved to records

Original SOP: 06/08/2017

(Combination of Management of Cases Assigned by Follow-Up SOP and New SOP Guidelines for Case Assignment and Management: 06/08/2017)

(Revised: 01/25/2018)





CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Handling of Evidence, Contraband, Found or Lost Property**

Eff. Date ~~10/09/2017~~ 01/25/2018

**Purpose**

This SOP establishes procedures for processing, maintaining and disposing of evidence in a manner that insures 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 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 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) and safety glasses 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 drug 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 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 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 and 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. 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.

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 victim 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 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-4:30pm, 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
- 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
- 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, 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 (hyperlink to internet form) 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 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 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)



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Hours Worked

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Eff. Date 01/25/2018

#### **Purpose**

The Madison Police Department recognize that police officer fatigue can adversely impact officers' performance and interaction with the community. The purpose of this SOP to describe details related to maximum hours allowed to work, as well as required breaks.

#### **Procedure**

Accordingly, to avoid excessive work hours, members should generally not be scheduled for:

- More than sixteen (16) hours of work per day
- More than eighty-four (84) hours of work per calendar week

This includes any type of pre-scheduled work for the City (normal duty assignment, grant/event overtime, court, training, special duty, etc.), but does not include on-call/stand-by time or phone calls made from home. For purposes of this SOP, "day" refers to a twenty-four (24) hour period commencing with the start of the employee's normal shift time.

These limitations do not restrict an employee's work under unanticipated or emergency circumstances (with appropriate supervisory/command approval).

"Normal duty shift" refers to an employee's regularly scheduled work shift on a regular workday.

#### **Time Off Between Work Periods**

No member will be scheduled for two normal duty shifts with less than six (6) hours off between shifts. Members who work unanticipated or unavoidable overtime (non-voluntary) that extends their normal duty shift must have a six (6) hour break before returning to their normally scheduled duty shift. Administrative leave with pay will be granted to accommodate this required break period. Supervisors making these entries should note "Hours Worked SOP" in the Telestaff note field.



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Investigation of Incidents Involving Shots Fired**

Eff. Date 01/25/2018

**Purpose**

Incidents involving possible shots fired will be treated as a confirmed shots fired incident if any of the following are present:

- A. A confirmed person struck by a bullet or otherwise injured as a result of an intentional firearm discharge by another.
- B. Recovery of shell casings or other physical evidence confirming the discharge of a firearm.
- C. Property damage resulting from a bullet strike.
- D. A single complainant reporting shots fired who is contacted and determined to be credible. This can include shots heard by an officer.
- E. Multiple complainants reporting shots fired who are not available for contact, but the circumstances of the incident and reports demonstrate that a firearm was discharged.
- F. A person struck by a bullet or otherwise injured as a result of an accidental firearm discharge (self or another).
- G. A person injured from an intentional, self-inflicted firearm discharge.

Incidents reported as shots fired but not meeting the above criteria or otherwise demonstrating the confirmed discharge of a firearm should be investigated as appropriate. Confirmed shots fired incidents will be investigated in accordance with this procedure.

**Initial Response**

- Respond to the area in a safe manner, and check for injuries, property damage or other evidence. Render aid to any injured parties and request MFD paramedics if needed.
- Attempt contact with all witnesses/complainants. Fully document all appropriate witness/complainant information (names, addresses, phone numbers, etc.).
- Collect any physical evidence – including shell casings – and process in accordance with MPD evidence collection procedures. If shell casings are recovered, document the location where they were recovered, as well as the caliber and brand.
- Request FSU as needed to photograph damage or otherwise process scene.
- Contact a supervisor and the OIC to inform them of the incident. All shots fired incidents should be included in the daily OIC notes/shift summary.
- In cases involving injury, refer to the Major Case and Notification of Commanding Officers procedures.
- In cases involving injury, property damage or evidence of targeted shooting, a supervisor will respond to the scene and complete the Field Supervisor Crime Scene Log.
- A report must be completed on all shots fired incidents prior to the end of shift. Categorize the incident as involving a firearm discharge: select the appropriate Incident Type (generally Weapons Offense – Shots Fired, unless a different incident type is more appropriate) and by selecting “Weapons – Shots Fired” as Modus Operandi in Mobile/LERMS. Route report to Criminal Intelligence Section (CIS).

**Investigative Follow Up**

- All reports of shots fired incidents will be completed prior to the end of shift and routed to VCU for initial review/assignment.
- VCU will ensure that the appropriate District command staff (Detective Lieutenant) is notified of the incident. VCU will generally have responsibility for assignment and investigative follow-up for shots fired incidents involving injury, intentional targeting of a person (if no injury), or damage to buildings/vehicles. Districts will generally have responsibility for assignment and

investigative follow-up for shots fired incidents involving suicide, clearly accidental discharges with no criminal charges, and incidents lacking evidence of an intended target. The Investigative Services Lieutenant will coordinate with the appropriate District on deviations from this or assignment of other shots fired cases.

- All shell casings recovered will be submitted to the WSCL for NIBIN analysis. Property room staff will be responsible for this transfer (except for major cases; the assigned detective will be responsible for arranging transfer of casings to WSCL).
- All firearms recovered in connection with a criminal case/investigation (including found firearms that appear operable) will be submitted to WSCL for NIBIN analysis. An assigned detective will be responsible for the transfer of recovered weapons.
- CIS will track all shots fired incidents.



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Mental Health Incidents/Crises**

Eff. Date ~~12/13/2017~~ 01/25/2018

**Purpose**

The Madison Police Department (MPD) recognizes that police are not qualified to solve the underlying problems of people who exhibit abnormal behavior due to a mental illness, however, officers can learn to recognize when mental illness may be a contributing factor. The officer's course of action at this first encounter can both calm the existing situation and increase the likelihood of a positive outcome to the call. Responses to situations which involve abnormal behavior should reflect sensitivity to the needs of the people involved, concern for officer safety and safety of others at the scene and concern for alleviating the situation in a reasonable manner. The goal in all crises stemming from mental illness is to utilize the least restrictive measures to secure the welfare of all those concerned, connect individuals with mental illness to needed services and divert them from the criminal justice system whenever possible.

All officers are trained to recognize behavior that may be attributable to mental illness and to respond to mental health related incidents in such a manner as to de-escalate crisis situations whenever possible. Situations involving individuals believed to be affected by mental illness or in crisis are often unpredictable and volatile. As such, these incidents require officers to make difficult judgments about the mental state and intent of the individual, and necessitate an understanding of the unique circumstances and approach required to resolve these crises safely.

Mental health providers have the primary responsibility to diagnose and treat individuals with mental illness. Due to limited services and the nature of mental illness, officers are increasingly required to respond to situations and crises stemming from mental illness. As a result, the MPD is committed to partnering with mental health providers, community service providers, and those in the justice system, to develop more compassionate and cost-effective approaches that emphasize providing community-based treatment instead of arrest and incarceration of individuals affected by a mental illness.

**MENTAL HEALTH LIAISON/OFFICER PROGRAM**

The MPD has a longstanding commitment to partnering with mental health providers in order to improve services to those with mental illness. The Mental Health Liaison/Officer Program serves to further supplement our overall response with a specialized approach and provides added support to first-responding officers before, during, and after any mental health crisis occurs.

**Mental Health Officer (MHO)**

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In order to more consistently and comprehensively address mental health issues in our community and mitigate the increasing demands on patrol resources to provide services to people with mental illness, the MHOs will work with the formal and informal supports, Mental Health Liaison Officers, and the individuals affected by mental illness. MHOs will work to address both district-specific and city-wide systems issues related to mental health and individuals within their district areas of responsibility who are generating or are likely to generate police calls for service. While not call-driven or expected to field any and all mental health related calls, when possible the MHOs will respond into the field to address mental health related calls, particularly Emergency Detentions.

**Mental Health Liaison Officer (MHLO)**

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Above and beyond their regular patrol responsibilities, MHLOs work collaboratively with mental health providers, advocates, consumers, and the MHOs to provide individual response plans and follow-up, address system issues/concerns, share information internally and externally as appropriate, and if possible respond to mental health calls for service when they arise.

## RESPONSE GUIDELINES

### When Mental Health Issues are Suspected

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- Observe signs of abnormal behavior and circumstances under which observed (e.g., mental illness, alcohol).
- Attempt to obtain information regarding mental illness diagnosis, medical history, and medications.
- If danger to self or others, assess for Emergency Detention.
- Consult with Journey Mental Health (hereafter referred to as Crisis) for background information and general advice.
- Assess need for further police assistance.
- Route report to PD Mental Health.

#### *Disposition Options*

- Release with referral made to a mental health agency.
  - Place individual in the care of family or friends.
  - Convey voluntarily to Crisis or hospital for further evaluation.
  - Place in protective custody for the purpose of an evaluation for an Emergency Detention.
  - Arrest for a statute or city ordinance violation.
  - Protective custody to Detox if applicable.
- If the subject's behavior constitutes a criminal violation but criteria for an emergency detention is also present, officers should:
    - Consult with Journey Mental Health to determine the best short-term disposition/placement.
    - If the subject is placed under emergency detention, a probable cause affidavit should be completed for the appropriate criminal violations. Request that the destination facility where the subject is conveyed contact MPD when he/she is released to facilitate conveyance/booking.
    - If the underlying offense for which probable cause exists is a mandatory arrest under Wis. Stat. 968.075, the disposition of the subject must be an emergency detention, protective custody, or arrest (voluntary admissions are not an option).

### If Harmful Acts are Committed or Threats Made (suicide attempts, overdose, non-suicidal self-injury, other overt acts or threats)

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- Ascertain whether the subject has consumed alcohol and/or drugs. If alcohol is on board and the subject is medically cleared, or where medical clearance is unnecessary, transport to Detox under protective custody.
  - For suicidal subjects – make sure to request that Crisis is notified, both verbally and written in the narrative box on the Detox admission form and request a copy for your report. Notify Crisis by phone prior to clearing from the call when there are heightened concerns of imminent risk.
- Overdose Calls
  - Suicide attempts by overdose and accidental overdose are essentially medical emergencies. The role of law enforcement in most cases is very limited to a preliminary investigation to determine if a crime has been committed. Where no crime is committed, our primary role is to assure a safe environment for EMS and other responders. These situations can be divided into two categories, those where EMS transports the subject, and those where they do not.

EMS transports the subject

- An officer shall respond to the hospital if:
  - EMS requests assistance on the rig with a combative subject
  - Death appears imminent
  - The subject is not sufficiently coherent to provide an adequate statement unconscious, thus making it impossible interview them
  - The call precipitates a criminal investigation that cannot be completed at the scene
- Reports in non-criminal overdose cases should reflect the limited role of law enforcement. The report should include the circumstances surrounding the overdose, that the subject was conveyed by EMS, and identification of the victim and witnesses. Extensive medical history information is not required. On some occasions, information received at the scene may be needed later by other officers to establish grounds for an Emergency Detention so these reports should not be held over.

EMS does not transport the subject

- When EMS does not transport, the call will likely become an Emergency Detention assessment, PC conveyance, or a death investigation and should be handled as such.
- If family is willing to accept responsibility for the patient, and the officer believes that they are capable of preventing the subject from harming him/herself, the family may work directly with their health care providers to assure necessary treatment is provided
- If subject is transported by EMS, In cases where officers respond to the hospital, consult with ER staff regarding medical admission.
  - If admitted medically, release to hospital and get doctor information for report.
  - If medically cleared, assess for Emergency Detention.

Note – Many suicide attempts by overdose are taken to hospitals and clinics with no police involvement. If family or medical personnel do not request the police, officers should not be dispatched in these cases. If this should occur, advise a supervisor or OIC.

Assessing for Emergency Detention

- Consult with Crisis or other mental health practitioners as applicable. (If person is insured, Crisis will generally refer to provider, however, Crisis should still be involved.)
- Gather information regarding person's mental health history and/or support systems utilized in the past.
- When interviewing the subject don't hesitate to ask specific questions about their intent to harm himself or herself (i.e., "Do you want to hurt yourself?" "Did you really want to end your life?")
- If you have any concerns regarding the subject's welfare and they refuse to accept police assistance, you may place them under protective custody and convey them to Crisis or hospital for evaluation.

Emergency Detention (ED)

S.S.51.15(1) – Basis For Detention: A law enforcement officer is authorized to take into custody a subject whom the officer has **cause to believe** is mentally ill, or drug dependent, or developmentally disabled, **and** that person evidences any of the following:

- A substantial probability of physical harm to self or others as manifested by evidence of recent threats of or attempts at suicide or serious bodily harm.
- A substantial probability of physical impairment or injury to self or others due to impaired judgment as manifested by evidence of a recent act or omission.
- SS 51.15(1)(4) and 51.15 (1)(5) discuss lack of self-care issues and refusal to take medication as possible criteria as well.

## Final Dispositions

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Voluntary admission is generally the preferred option for individuals who are cooperative and need further mental health treatment.

### *Voluntary Admission – Where ED Criteria is NOT Present*

This option is best used when the subject is cooperative and would benefit from further mental health treatment, yet any threats to their welfare do not rise to the level of an ED. In these situations, officers conveying individual to ER may detach from the call once the subject is in the care of hospital ER staff, even if not yet fully admitted. If the individual is brought to ER by someone else (EMS, family member) then officers do not need to accompany them to ER.

### *Voluntary Admission – Where ED Criteria is Present*

Oftentimes, even when the criteria for an ED are clearly present, a voluntary admission is still the preferred outcome because it is the least restrictive, and therefore, most likely to result in productive treatment. In these situations, officers shall stay with the subject until they are assured that the subject will follow through with an admission (e.g., signed papers, escorted through the doors of the psychiatric unit, or medical personnel has assumed responsibility for the person and their continued safety.) Officers may leave prior to admission under certain circumstances and only with the approval of a supervisor.

Supervisors should evaluate this early departure based on the following factors:

- Subject's demonstrated level of compliance and willingness to seek treatment
- Subject's history of in-patient psychiatric admission and compliance therewith
- Subject's demonstrated level of insight to their condition and the behavior that led to police involvement
- The level of dangerousness exhibited in that behavior and the presence of any criminal exposure
- The presence of family, friends or other supports at the Emergency Room
- The hospital social worker or charge nurse have been briefed on the situation
- Police call volume and the need for the allocation of police resources city-wide

Officers should request that hospital personnel re-contact their agency should the subject attempt to leave prior to being fully admitted so that an ED can be completed. Officers must complete a report before their shift ends and the original ED form must be left with the OIC.

### *Emergency Detention*

When the basis for detention exists do the following:

- Contact Crisis on **all** emergency detentions.
- Crisis must approve all placements for Emergency Detention.
- Receive medical clearance prior to conveyance to authorized facility.
- Complete ED form and/or review form if filled out by mental health professional. The form **MUST** articulate dangerousness, threats, history, behavior, etc. and list names of witnesses. The form must also be faxed while officers and subject are still at the hospital, prior to the subject going to his/her final destination.
- Forms: 4 copies of ED form. 1 – Subject, 1 – Law Enforcement Agency, 1 – Crisis, 1 – Detention Facility. Fax original to probate court.
- Complete report as a priority and route it to PD Mental Health.



## Reminders

- It is best to make phone contact with Crisis at the time of the incident, as well as route the report to PD Mental Health.
- Officers may base an emergency detention on statements made by any reliable source, i.e., any mental health professional, or any direct witnesses to the subject's behavior such as family, friends, etc. **Officers do not have to witness dangerous behavior themselves and may rely solely on the opinion of mental health professionals recommending an ED.**
- If you are experiencing problems or have concerns while at the ER, contact the "point person" there who should be up to date on cases and able to communicate with involved parties. These "point persons" are: The Care Team Leader at UW, and the Charge Nurse at St. Mary's or Meriter.
- If other questions or concerns arise, contact your supervisor.

## Helpful Mental Health Definitions

### DIRECTOR'S HOLD

- The Treatment Director of a mental health facility/unit may file a statement of ED and detain a patient who has already been admitted to the psychiatric facility/unit.

### ORDER TO TREAT

- The court may order that medication may be administered to an individual regardless of his/her consent (involuntarily and/or forcibly).
- ~~This can be, but is not always, a part of a Chapter 51 commitment.~~

### NON-SUICIDAL SELF-INJURY (NSSI)

- DSM-V symptoms include:
  - Act or its consequence can cause significant distress to the individual's daily life.
  - The act is not taking place during psychotic episodes, delirium, substance intoxication, or substance withdrawal. It also cannot be explained by another medical condition.
  - The individual engages in self-injury expecting to:
    - Get relief from a negative emotion
    - Deal with a personal issue
    - Create a positive feeling
  - The self-injury is associated with one of the following:
    - The individual experienced negative feelings right before committing the act.
    - Right before self-injury, the individual was preoccupied with the planned act.
    - The individual thinks a lot about self-injury even if it does not take place
- NSSI may include, but not limited to, cutting, scratching, picking, burning, head banging, and toxic ingestion.

### SETTLEMENT AGREEMENT

- A negotiated contract for treatment signed by the individual, his/her attorney, and the County Corporation Counsel, and approved by the court.
- Waives the court hearings for a specified period of time, up to 90 days.
- Cannot be extended at end of time period, if individual is compliant with treatment.
- Can be rescinded by County Corporation Counsel if the individual fails to comply with the treatment conditions.

### THREE-PARTY PETITION

- Three adults sign a sworn petition that is drafted by the County Corporation Counsel.

- At least one of the 3 petitioners (signers) must have personal knowledge of the individual's dangerous behavior. Petitioners who have not directly observed the individual's dangerous behavior must provide a basis for their belief that the allegations are true.
- Petition must allege that the individual is mentally ill, developmentally disabled, or drug dependent, and dangerous to self or others, and a proper subject for treatment.
- The County Corporation Counsel files the petition with the court. After review, the judge may order detention of the individual by law enforcement to a mental health detention facility, or may just set the case for a probable cause hearing without ordering detention.
- This process may take several days or more, so it should not be used for emergency situations.

### **DEALING WITH DEMENTIA PATIENTS (DP) AT ASSISTED LIVING FACILITIES (ALF)**

Madison Police Department (MPD) recognizes that combativeness may be a symptom of dementia for some patients and that this behavior is difficult to manage.

MPD will assist with stabilizing a dangerous scene if a DP is combative and is not calming down with staff intervention.

- It is not recommended to transport DP in the back of a squad car. If the DP cannot be calmed, call MFD to transport them to the hospital.
- Once the DP is calmed down, if ALF staff believes the person needs to be evaluated at a hospital, they should arrange a private ambulance.

Once the scene is stabilized, officers are advised to talk with staff about the care plan in place for when this person is combative.

- Does the DP give any signs prior to becoming combative so staff can divert them?
- What calms the DP down?
- Can the DP be safely removed from other patients during the outburst?
- Regarding medications, what is the policy for the DP refusing medications?
- What is the DP's legal status (guardian or activated Power of Attorney for Health?)
- Is this still an appropriate placement for this person?

Criminal charges or citations are not appropriate for combative DP as they are unable to learn/remember to act differently. Instead the facility needs to manage their behavior and work with MPD to keep them and everyone else safe.

WI Department of Human Services, ADRC, and WI Alzheimer's and Dementia Alliance can all be resources for ALFs and families of DPs.

Original SOP: 05/29/2015  
(Reviewed Only: 02/15/2016)  
(Revised: 12/22/2016, 07/19/2017, 12/13/2017, 01/25/2018)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Notification of Commanding Officers

Eff. Date ~~06/15/2017~~ 02/19/2018

**Purpose**

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

**Procedure 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. 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. Command staff should in turn notify the Assistant Chief of Field Operations as soon as possible.**

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. ~~This also includes weapons offenses of shots fired into an occupied residence or into an occupied vehicle. NOTE: On-Call Detective Lieutenant (if after normal business day) or District Detective Lieutenant is to be notified first. The Forensic Services Lieutenant should be notified if additional investigator resources are needed.~~
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).
- ~~34.~~ A situation requiring an SWAT call-up. **NOTE: SWAT Commander will be called first** in this instance.
- ~~45.~~ A situation requiring a SET call-up. **NOTE: SET Commander will be called first** in this instance.
- ~~56.~~ A fatal traffic crash.
- ~~67.~~ 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.**
- ~~78.~~ A fire that results in a fatality.
- ~~98.~~ A significant community issue or incident that requires police attention or involves notable persons.
- ~~10.~~ Unusually extensive criminal damage to property/graffiti.
- ~~9.~~ ~~If there is any doubt as to whether a call should be made, make the call.~~

~~If 6. above involves an employee not assigned to a patrol district, the Commanding Officer of the involved officer shall be contacted as well.~~

~~When it appears that additional detective resources should be committed to an incident for which District Detectives have responsibility, the District Detective Lieutenant should be contacted first, during the hours he/she is on duty.~~

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. Centralized Patrol Services Captain
5. Any other District Commander

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

The following situations require the notification of the On-Call Detective Lieutenant when the incident occurs on a weekend, holiday, ~~or after normal duty hours when no on-duty Detective Lieutenant can be reached.~~

1. ~~\_\_\_\_\_ A homicide or attempted homicide where death appears probable.\*\*~~
2. ~~\_\_\_\_\_ A first- or second-degree sexual assault.\*\*~~
3. ~~\_\_\_\_\_ An investigation involving District Detectives that requires additional investigative resources or expertise not available on an on-duty status.~~
4. ~~\_\_\_\_\_ A serious or fatal auto crash should detective resources be requested by the Lieutenant of Traffic and Specialized Services, the Lieutenant of Forensic Services, or the Officer in Charge.~~

**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 Lieutenant should be made.

Many cases warrant the immediate involvement of detectives and additional investigative resources. During normal work hours, the appropriate Detective Lieutenant or Investigative Lieutenant 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.

<u>INCIDENT TYPE</u>	<u>Contact required</u>	<u>Mon - Fri</u>	<u>After Hours, weekend or holiday</u>
<u>Homicide / Att Homicide where death appears probable</u>	<u>Yes</u>	<u>VCU Detective Sergeant</u>	<u>Lieutenant of Investigative Services</u>  <u>Back-Up: Either of the VCU Detective-Sergeants</u>
<u>Kidnapping</u>	<u>Yes</u>		
<u>Weapons offense with occupied building or vehicle struck</u>	<u>Yes</u>		
<u>Victim with a gunshot wound</u>	<u>Yes</u>		
<u>Self-inflicted gunshot wound</u>	<u>If additional resources are needed</u>	<u>District Detective Lieutenant</u>	<u>On-Call Detective Lieutenant</u>
<u>Infant/Child death investigation or significant head or brain trauma</u>	<u>Yes</u>	<u>Lieutenant of Special Victims Unit</u>	<u>Lieutenant of Special Victims Unit</u>  <u>Back-Up: Captain of Investigative Services</u>
<u>Child abduction or attempted abduction (not intended for child custody dispute)</u>	<u>Yes</u>		
<u>Sexual assault of a child</u> <u>** 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 Lieutenant of Special Victims Unit.</u>	<u>If additional resources are needed</u>		

<u>Physical abuse of a child</u>	<u>If additional resources are needed</u>		
<u>Child Neglect</u>	<u>If additional resources are needed</u>		
<u>Serious or fatal auto crash</u>	<b>Yes</b>	<u>Lieutenant of Traffic and Specialized Training</u>	<u>Lieutenant of Traffic and Specialized Training</u>  <u>Back-Up: Lieutenant of Forensic Services</u>
<u>First or second-degree sexual assault</u> <u>** 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.</u>	<u>If additional resources are needed</u>	<u>District Detective Lieutenant</u>	<u>On-Call Detective Lieutenant</u>
<u>First degree reckless endangering safety</u>	<b>Yes</b>		
<u>Arson to occupied building</u>	<b>Yes</b>		
<u>Home invasion without shots fired</u>	<u>If additional resources are needed</u>		
<u>An investigation that requires additional resources or expertise not available on an on-duty status.</u>	<u>If additional resources are needed</u>		

**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**

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.

**CONTACTING THE ON-CALL DETECTIVE LIEUTENANT**

The on-call Detective Lieutenant should be contacted whenever additional detective resources are needed for an investigation, or for consultation on investigative steps/resources. The on-call contact number is 243-0544. During normal work hours, the appropriate district Detective Lieutenant or Investigative Lieutenant may be contacted directly.

~~**NOTE:** After 4 p.m. on weekdays, during normal Detective on-duty hours, the OIC can contact Detective Sergeants or Detectives directly when needed without pre-approval from On-Call Detective 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 when: 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, 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.

### **Checklist of Information Desired Prior to Call**

#### *Sexual Assault*

1. ~~**WHO:** The victim — Name, age, handicaps, present location of the victim? The suspect(s) — Name if known to the victim. Present location? If a stranger assault, is there any available description? The number of perpetrators, and is anyone in custody?~~
2. ~~**WHAT:** Date rape? Burglary/home invasion?~~
3. ~~**WHERE:** Location of the scene(s)? Type of scene; e.g., outdoors, in a vehicle, in a home, etc.? Have all scenes been located and secured?~~
4. ~~**WHEN:** Time lapse from incident to reporting? If a delay in reporting, why?~~
5. ~~**HOW:** Was a weapon used? If so, what? Was force used? Use of threat of violence? Were there physical injuries sustained by the victim?~~
6. ~~If the victim is a **juvenile**, is there a protection issue? Safe Harbor situation? Has DCHS been contacted?~~

#### *Person Crime*

1. ~~**WHO:** The victim — Name, type of injury, condition, present location of the victim  
MPD personnel with victim?  
Suspects — Identity(s). Numbers of suspects involved? Relationship to victim? Custody status?  
Witnesses — How many? Where are they? Who from MPD is with them?~~
2. ~~**WHAT:** Type of crime (shooting, stabbing, beating, auto)?~~
3. ~~**WHERE:** Location of the scene(s)? Type of scene; e.g., outdoors, car, home, etc. Weather conditions? Number of scenes involved? Secured? Evidence present? Properly preserved? Collected? Who is collecting evidence?~~
4. ~~**WHEN:** Time lapse from incident to reporting?~~
5. ~~**HOW:** Scene Supervisor? Detective(s) currently involved or available in an on-duty status? Investigator(s)? Other MPD personnel on scene? Crowd or media concerns on scene?~~
6. ~~**Unique circumstances**, such as language, culture, or disability issues with either victim or suspect.~~

**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) – 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) – 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](#))



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Social Media - Investigative Use

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Eff. Date 03/26/2018

#### Purpose

The Madison Police Department (MPD) endorses the use of web-based and mobile-based technologies designed to facilitate internet communications, known as “social media,” for the purpose of investigating criminal activities and actors and for the purpose of monitoring any potential or ongoing “flash mobs,” protests, riots, or other mass demonstrations. This procedure establishes a standard of conduct in regards to the use of these forms of technology and communication for investigative purposes.

#### Application

This procedure applies to all MPD employees and personnel using or posting to social media as an investigative tool during the course of an investigative operation or assignment.

#### Definitions

**Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log.”

**Page:** The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

**Post:** Content an individual shares on a social media site, or the act of publishing content on a site.

**Profile:** Information that a user provides about himself or herself on a social networking site.

**Crime Analysis and Situational Assessment Reports:** Analytic activities to enable MPD to identify and understand trends, causes, and potential indicia of criminal activity.

**Criminal Intelligence Information:** Data which has been evaluated and determined to be relevant to the identification of criminal activity engaged in by individuals who, or organizations which are, reasonably suspected of involvement in criminal activity.

**Criminal Nexus:** Established when behavior or circumstances are related to an individual or organization’s involvement or planned involvement in criminal activity or enterprise.

**Online Alias:** An online identity encompassing identifiers, such as name and date of birth, differing from the employee’s actual identifiers, which may include use of a nongovernmental Internet Protocol address. An online alias may be used to monitor activity on social media websites or to engage in authorized online undercover activity.

**Online Undercover Activity:** The utilization of an online alias to engage in interactions with a person via social media sites that may or may not be in the public domain. This includes “friending” a person on Facebook and “following” a private Twitter account.



**Public Domain:** Any Internet resource that is open and available to anyone.

**Social networking websites / social media website:** Sites which focus on building online communities of people who share interests and activities and/or exploring the interests and activities of others. Social media websites are further categorized by Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, Twitter), micro blogging sites (Tumblr, Nixle), photo and video-sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit) where users can create profiles, share information, and socialize with others using a range of technologies. The absence of an explicit reference to a specific social media website does not limit the application of this policy.

**Valid law enforcement purpose:** Investigation or information/intelligence-gathering development, collection, use, retention or sharing that furthers the authorized functions and activities of a law enforcement agency – which may include prevention of crime, ensuring the safety of the public and public or private structures and property, and/or furthering officer safety (including situational awareness) and homeland and national security – while adhering to law and agency policy designed to protect the privacy, civil rights and civil liberties of Americans.

## Procedure

This procedure serves to clarify and establish guidelines and prohibitions for MPD-authorized use of social media for investigative purposes. These guidelines and prohibitions build on policy requirements put forth in the Law Enforcement Code of Ethics, MPD Mission Statement and Core Values, MPD Code of Conduct and Standard Operating Procedures, City of Madison Administrative Procedure Memoranda, as well as established City, State, and Federal Law. However, because investigations utilizing social media may involve undercover or confidential activities, requiring a certain level of dissimulation and clandestinity, portions of these requirements (specifically those put forth in APM 3-16 and MPD Code of Conduct and Standard Operating Procedures) may not be universally applicable to actions taken during such investigations.

Social media as an investigative tool may be used by members of MPD for a valid law enforcement purpose consistent with this SOP. Unless such information is relevant to the individual or organization's suspected criminal activity or if required to identify the individual for a valid law enforcement purpose, the employee will not utilize social media to seek or retain information about:

1. Individuals or organizations solely on the basis of their religious, political, social views or activities
2. An individual or organization's participation in a particular non-criminal organization or lawful event
3. An individual's race, ethnicity, citizenship, place of origin, disability, gender, or sexual orientation
4. An individual's age other than to determine if someone is a minor

Information developed from social media sites should be corroborated using traditional investigative tools including interviews, verification of address, verification of internet protocol address information, or other lawful means.

No authorization is necessary to access information available in the public domain, so long as the access is consistent with this SOP. The use of personal social media accounts for investigations is discouraged.

### **Online Alias**

Sworn officers or analysts may only use an online alias with command approval to seek information for a valid law enforcement purpose. The employee seeking authorization to create/utilize an online alias will complete the MPD online alias request form and submit it to his/her commanding officer. The commander will review the request and determine whether use of the online alias would serve a valid law enforcement purpose. If exigent circumstances require the immediate creation of an online alias without prior approval, the employee will notify their commanding officer of the online alias creation as soon as possible. Within a reasonable amount of time following the exigent circumstance, the employee will document the online alias. The employee will include all the information that would have been documented on a request form.

- A. When necessary, profile pictures or website images of humans must be of an individual over the age of 18 who has provided written consent for the image to be used. At the time that the written consent is obtained, the individual must be employed by a law enforcement agency.
- B. Online alias usernames and passwords shall be shared with supervisors.
- C. Alias accounts should only be used with Department-issued devices while on duty, unless otherwise approved by a supervisor.

### **Online Undercover Activity**

Only sworn officers may engage in online undercover activity with command approval. The officer seeking authorization to engage in online undercover activity will complete the MPD online undercover activity request form and submit it to his/her commanding officer. The commanding officer will review the request and determine whether the online undercover activity serves a valid law enforcement purpose. If exigent circumstances require the immediate use of online undercover activity without prior approval, the employee will notify their commanding officer of the online undercover activity as soon as possible. Within a reasonable amount of time following the exigent circumstance, the officer will document the online undercover activity. The employee will include all the information that would have been documented on a request form.

- A. When necessary, profile pictures or website images of humans must be of an individual over the age of 18 who has provided written consent for the image to be used. At the time that the written consent is obtained, the individual must be employed by a law enforcement agency.
- B. Undercover usernames and passwords shall be shared with supervisors.
- C. Undercover work should only be performed with Department-issued devices while on duty, unless otherwise approved by a supervisor.
- D. For ICAC-related online undercover investigations, those investigations must also conform to the ICAC Program Operational and Investigative Standards Manual.

All online undercover activity will be documented. The commanding officer will regularly review all online undercover activity requests to ensure a continued need for the online undercover activity.

## **Real Time and Open Source Analysis Tool**

Employees may use social media monitoring tools that gather information from the public domain only for a valid law enforcement purpose. Employees may only use social media monitoring tools that gather information not within the public domain with command approval. The commanding officer will review the request and determine whether the use of social media monitoring tools is appropriate. If exigent circumstances require the immediate use of social media monitoring tools without prior approval, the employee will notify their commanding officer of the online alias creation as soon as possible. Within a reasonable amount of time following the exigent circumstance, the officer will document the use of the monitoring tool.

Upon ending use of the tool for the specified events, the employee will submit a summary describing the actions that resulted from the use of the monitoring tool.

## **Documentation**

Documentation of command approval will occur electronically through the MPD Sharepoint site, unless an exception has been approved by the Chief.

Employees should place any relevant case information obtained from social media websites within a LERMS case file, suspicious activity report, police report or intelligence bulletin. MPD personnel will not maintain any social media files/records outside of these authorized files.

Crime analysis and situational assessment reports may be prepared for special events management, including First Amendment-protected activities. At the conclusion of the situation requiring the report, the information obtained that indicates a criminal nexus will be retained in an intelligence bulletin, suspicious activity report, police report or LERMS case file as directed by the established retention schedule.

Information identified as criminal in nature that is obtained in the course of an investigation from a social media site may be collected and retained using screen shots, printouts of chat logs, copying uniform resource locators (URL's) for subpoena or investigatory purposes, or storing the information via secure digital means. Employees may utilize investigative computer systems and software intended to record data from social media sites.

At no time should the name of an individual or organization that is not reasonably suspected of criminal activity be recorded unless such name is clearly labeled as "noncriminal identifying information."

## **Dissemination**

Information recorded in accordance with this SOP will only be disseminated when authorized by the Records Custodian and the Office of the City Attorney.

## **Audit**

Compliance with this SOP will be verified as part of case management meetings with employees.

Original SOP: 02/25/2015  
(Revised: 02/05/2016, 03/26/2018)  
(Reviewed Only: 11/01/2016)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
**Soliciting and Receiving In-Kind or Cash Donations  
and Applying for Grant Funding**



Eff. Date ~~03/16/2017~~ 03/08/2018

## Purpose

The purpose of this SOP is to codify distinct processes to solicit and receive cash, check or in-kind donations and to apply for grant funding.

People and organizations in the community have provided the Department with funds and/or in-kind donations to further the mission of the Department. These funds and gifts have provided the Department with opportunities to increase operational capabilities and to solidify our commitment to community policing. Without these donations, the Department would not have the funding to support various activities and programs in the community.

## Procedures

### **Soliciting and Donation Record Keeping**

Prior to soliciting (asking) for any donation (cash, check or in-kind), individual officers or civilian employees must first seek approval from a commander.

All donations received shall be reported to the Grant Program Manager in order to compile an annual report for the City Finance Committee. Donations must be reported to the Grant Program Manager at the time they are received.

### **In-Kind Donations**

All in-kind donations (goods and services other than cash or check) relating to community outreach activities (events, community meetings, youth programming, etc.), should be approved by a commander and must be documented through the MPD outreach database. This includes donations from the Madison Community Policing Foundation. The MPD CORE Team will be responsible for tracking all in-kind donations relating to community outreach initiatives (includes food donations).

Other in-kind donations (goods and services other than cash or check and not relating to a community outreach initiative) should be approved by a commander and must be reported to the Grant Program Manager as they are received. Donations from the Capital K9s and Friends of Madison Mounted Horse Patrol organizations are the only donations that can be reported to the Grant Program Manager on a quarterly basis.

A donor legally does not have to assign a cash value to donated goods and services, but if provided, the amount will be included in the annual report compiled by the Grant Program Manager to be presented to the City Finance Committee.

### **Cash or Check Donations**

Individual officers or civilian employees should never accept cash donations (including checks and/or money orders). Situations where an officer or civilian employee may wish to personally purchase an item or service for an event or community outreach initiative and then receive reimbursement by a cash or check donation are also not permitted -- there are no exceptions to this rule.

Police employees must work with the Grant Program Manager if individuals or organizations wish to donate cash or a check to the Department. Checks and cash must go directly to the Grant Program Manager for processing. The Grant Program Manager will keep a record of all cash or check donations for the annual report to be presented to the City Finance Committee.

### **Applying for Grant Funding**

Individual officers or civilian employees who learn of a grant opportunity or who wish to apply for grant funding must seek approval from a commander and work directly with the Grant Program Manager. Grants are treated differently than donations by law, financial standards, and by city ordinances and therefore the Grant Program Manager must review and submit all grant applications. The Grant Program Manager has a defined process for applying for grants and receiving awarded funds – this process is routinely shared with commanders and must be followed.

Original SOP: 03/16/2017  
(Revised: 03/08/2018)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Special Events Team Grenadiers

Eff. Date 01/25/2018

## PURPOSE

The Grenadier position, under the direct command of the Special Events Team (SET), was created to enhance the capabilities of SET. The team has the specialized training, equipment and skills in the use of chemical (CS) and oleoresin capsicum (OC or Pepper Spray) munitions, sprays or aerosols, and the [deployment of impact munitions](#).

## MISSION

We strive to balance the rights of demonstrators to peacefully gather, demonstrate and air grievances with the rights of the community at large. We will, if feasible, attempt reasonable de-escalation of any situation, attempt to gain voluntary compliance first, and use chemical or OC munitions, or direct impact munitions, as a last resort except under exigent circumstances.

**PROCEDURE:** THE PROCEDURES BELOW APPLY ONLY WHEN A DESIGNATED GRENADIER HAS BEEN ASSIGNED TO AN ACTIVE SET EVENT.

1. Grenadiers will remain equipped with only standard SET attire and equipment unless specifically directed by a SET supervisor or commander, or such directions as given by the Command Post (CP).
2. Grenadiers may carry one MK9 OC canister during routine SET deployments if they have completed the necessary MK9 training.
3. Should the potential for deployment of Chemical or OC Munitions become likely, other than the use of a MK9 OC, SET members will attempt to give verbal commands or warnings regarding the eminent deployment of Chemical or OC munitions, sprays or aerosols. No prior warning is required, but is encouraged, to gain voluntary compliance.
4. Direct Impact munitions will be deployed in a manner consistent with MPD SOPs regarding their use. Impact munitions should only be deployed under the authorization of a SET supervisor, commander or CP, unless exigent circumstances exist.
5. Upon deployment of chemical, OC or impact munitions, SET will remain committed to all decontamination and medical assistance expectations regarding their use, unless circumstances specifically prohibit.

## PERSONNEL

SET Command will designate one SET Lieutenant to supervise the overall operation of the SET Grenadiers. In addition, one current SET Sergeant shall be designated as the immediate supervisor for SET Grenadiers when they are specifically serving in that capacity. Grenadiers shall be selected from eligible SET members through a process determined by the SET commander or their designee. All Grenadiers serve at the discretion of the SET commander or their designee.

## TRAINING/STANDARDS

All Grenadiers shall attend all Grenadier mandated trainings unless excused by a SET commander or their designee. Membership on this team is a privilege. Grenadiers shall remain dedicated to serving in this role, committed to maintaining the core competencies, and be physically able to perform the necessary tasks. Grenadiers shall demonstrate the proper use of

all equipment and must be able to use the equipment safely. Records of all trainings and activities shall be maintained in the officer's personnel file. The SET commander shall designate a SET supervisor or SET Commander to maintain and update training records.

## **EQUIPMENT**

The Grenadier Lieutenant shall maintain an inventory of all equipment, munitions and supplies. Grenadier equipment and supplies shall be used for official use only. Any equipment not functioning properly, damaged, or dysfunctional shall be taken out of service and not used until repaired or replaced. Any munitions or supplies that have surpassed an identifiable expiration date shall be used only in a training environment.

The Grenadier Lieutenant shall submit an annual report documenting usage, maintenance, warranties and repairs of Grenadier equipment to the SET commander or their designee.

SET Grenadiers should not carry Grenadier equipment outside of SET deployments or during the course of their regular duties unless authorized by a SET commander or their designee.

SET Grenadiers will inspect their individually assigned equipment and supplies on a biannual basis.

## **SAFETY EQUIPMENT**

The department shall provide Personal Protective Equipment (PPE) for Grenadiers who shall wear all appropriate PPE during deployments and trainings.

## **MEDICAL**

Upon deployment of chemical, OC or impact munitions, SET will remain committed to all decontamination and medical assistance expectations regarding their use, unless circumstances specifically prohibit.

## **GRENADIER ACTIVATION**

Grenadiers should be prepared to assume their roll during any SET deployment. Grenadiers may be requested by a SET supervisor, commander or CP to make ready any Grenadier equipment, munitions, sprays or aerosols at their disposal. If, at any time, the SET squad or Platoon a Grenadier is assigned to, is asked to don their hard protective gear, the Grenadier should also equip themselves with their individually assigned Grenadier equipment, or munitions.

## **DOCUMENTATION**

SET Grenadiers shall complete an official MPD report regarding any use of force during the course of their duties. In addition, Any SET supervisor, commander or CP personnel directing the use of force shall also complete an official MPD report

## **MUTUAL AID**

A Grenadier may be deployed pursuant to a mutual aid request from another agency with the approval of SET commander or their designee and with the authorization of the Chief of Police or the Chief's designee. In any mutual aid deployment, Grenadiers shall always abide by the MPD Code of Conduct, MPD SOPs generally, and their Grenadier training.

## **NON-SET USAGE**

Grenadiers may be utilized for situations outside of a SET deployment under specific requests with the approval of SET commander or their designee and with the authorization of the Chief of Police or the Chief's designee.



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Uniform Standards

Eff. Date ~~09/13/2016~~ 02/19/2018

## 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 should be worn on the epaulets **if possible**, not the collar.
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 will be concealed under the uniform shirt	Body armor will be concealed under the uniform shirt	Approved external body armor carrier or body armor concealed under the uniform shirt	Approved external body armor carrier or body armor 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 shall 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 when possible (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. Blazer Uniform~~
  - ~~a. The Blazer uniform is authorized as an alternative uniform and may be worn by any officer with the approval of a Commanding Officer.~~
  - ~~b. Officers electing to wear the blazer may wear a shirt, tie, and coordinated trousers from their own wardrobe, which is in line with contemporary business attire.~~
27. 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.
28. 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.
29. 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.

### 30. 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 if an officer provides a note from a physician outlining a need. The medical/load-bearing external body armor carrier may be worn with the Class B or Class C uniform. Officers approved 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. No visible "Police" patches should be displayed on the external vest carrier, and all other uniform requirements (visible badge, 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, ~~gray~~ short- or long-sleeve polo shirts, ~~gray~~ 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 ~~gray~~ 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. ~~As of October 5, 2009, the white shirts were no longer authorized for purchase. Parking Enforcement Officers who still maintain wearable white shirts are authorized to continue their use as an authorized uniform.~~
7. ~~Officers who choose to continue to wear the white uniform shirts are required to wear a white undershirt or appropriate undergarment at all times. These undershirts may consist of plain white t-shirts, long-sleeve jersey shirt or turtleneck. Parking Enforcement Officers have the option to purchase white undershirts using their own funds or may purchase the authorized white Under Armour gear using funds from their uniform account.~~
8. ~~Madison Police Command Staff shall determine if the appearance and condition of the white uniform shirt continues to meet MPD standards. (Reference 2.)~~
9. Authorized uniform sweaters (with MPD patch) may be used as an acceptable outer garment over an approved undershirt (turtleneck).
10. ~~A Madison Parking Enforcement Patch must be displayed on the outer most garment at all times. When wearing uniform jackets and coats, a badge must be worn and it is required that a uniform shirt, uniform sweater, or authorized turtleneck be worn underneath at all times. 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.

11. ~~Parking Enforcement Officers must wear authorized ANSI Safety Vests when they are required to perform their duties in traffic or in reduced visibility conditions.~~
12. 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 shoes with white socks or black shoes with black socks ~~or black shoes with white or 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.
13. Parking Enforcement Officers wishing to purchase their own white tennis shoes (due to limited approved choices) may do so. These shoes must be free of bright colors, overly graphic designs or lights. **The purchase must be pre-approved.**
14. Wearing authorized headgear is optional.
15. 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

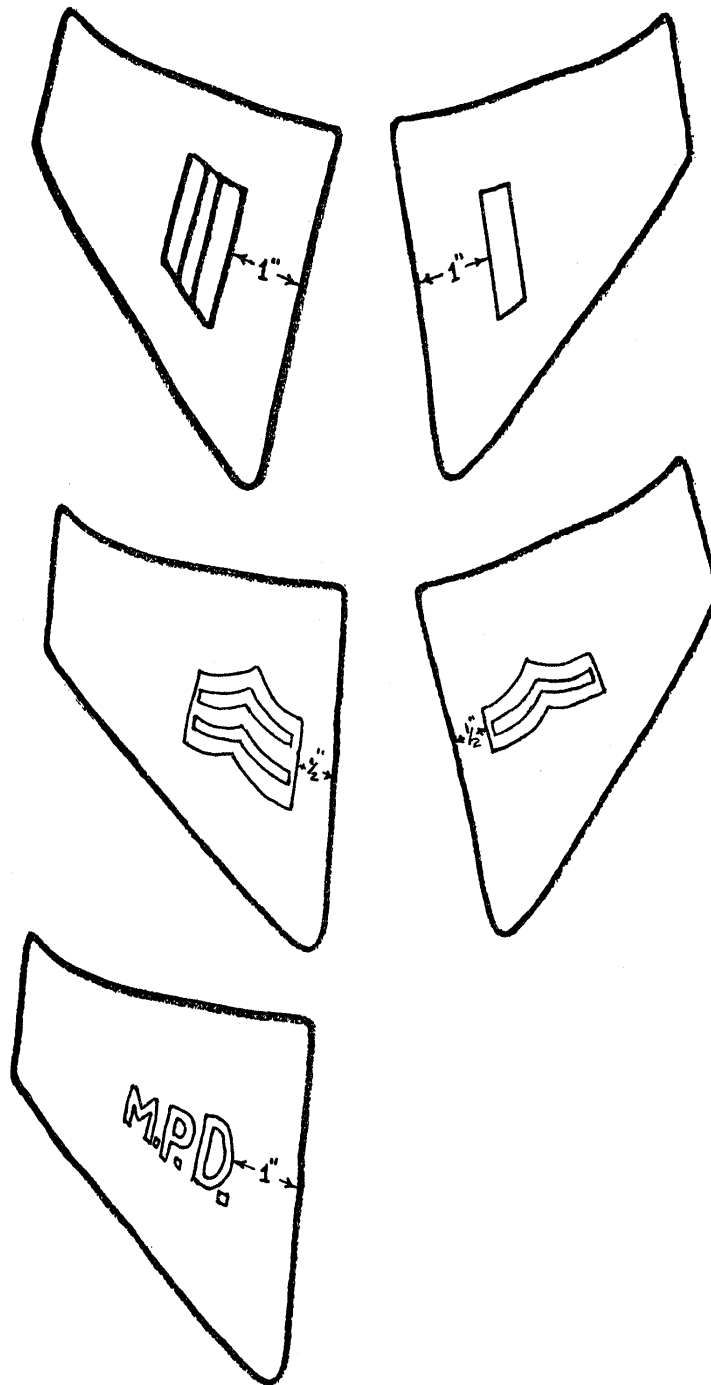
1. Existing agreements between the City of Madison and the labor unions which represent uniformed personnel of the MPD spell out current provisions for use and administration of uniform accounts.
2. Under no circumstances are employees permitted to exceed the amount available in their account. It is 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.

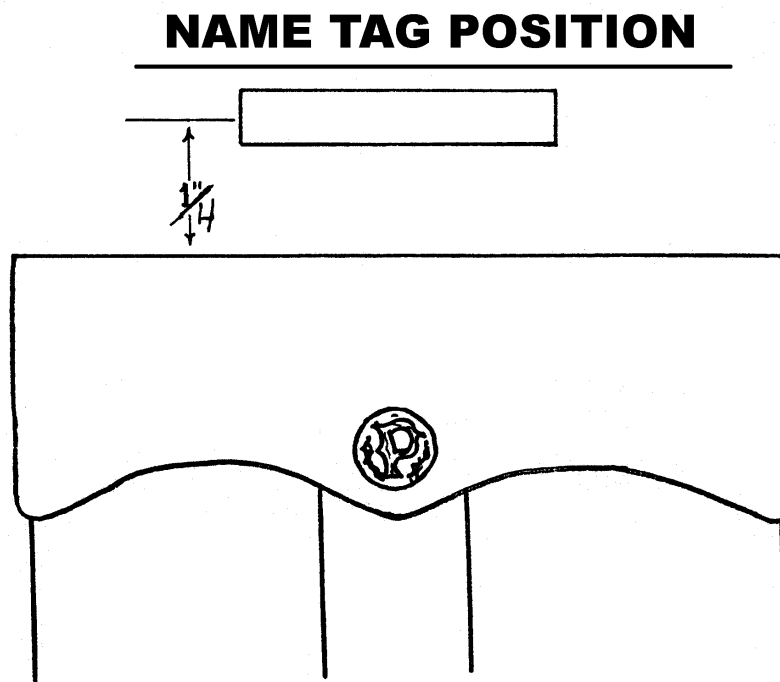
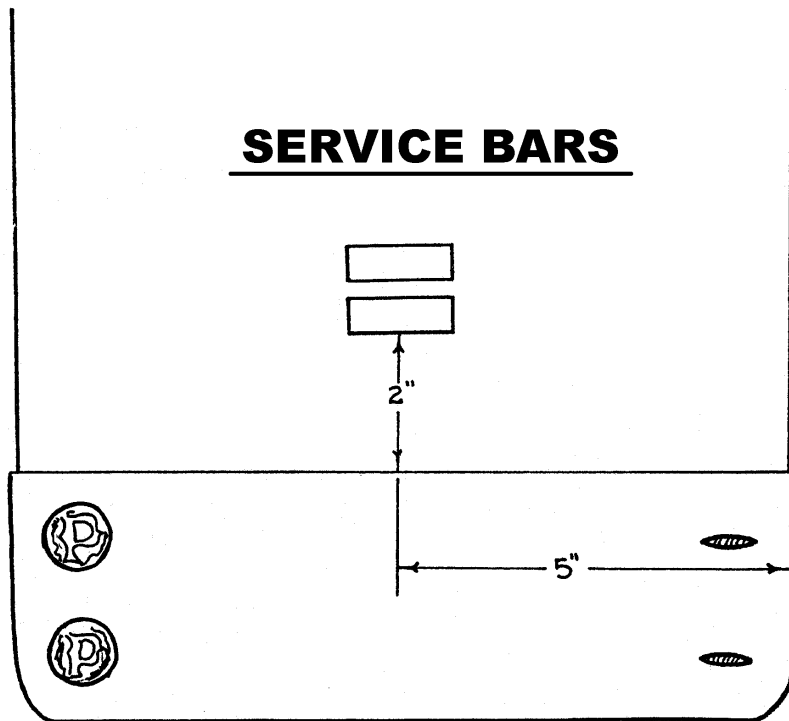
Original SOP: 02/25/2015  
(Reviewed Only: 02/15/2016, 12/20/2016)  
(Revised: 09/13/2016, **02/18/2018**)

### ADDENDUM A

#### COLLAR INSIGNIAS

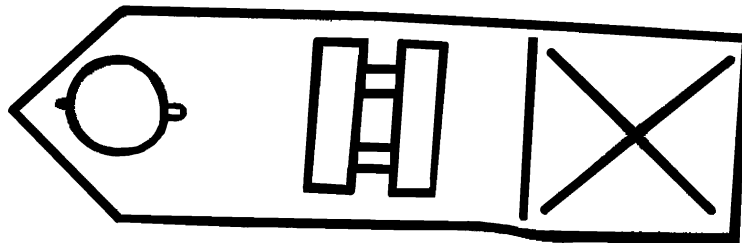
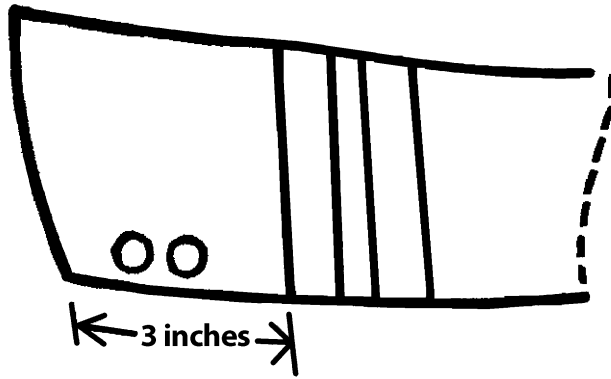
All insignias are to be centered between top and bottom of collar.





**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



Update of Payroll/Status for Promoted Employees

Eff. Date ~~01/06/2017~~ 02/02/2018

## Purpose

The Madison Police Department has implemented a process for promotion of commissioned employees. This procedure outlines the process steps for the promotion of commissioned employees, from the designation of the Chief through the approval of the Police and Fire Commission, and completion of the probationary period for moving an employee from one rank to another.

## Definitions

**Acting** A temporary limited-term fill of a crucial position. An employee serving in this role has not been designated for promotion for an anticipated open position vacancy.

**Acting-Promotional** A temporary status for an employee serving in the promoted role after the Chief's preliminary designation for promotion. The employee will serve in this status from the effective start date, until the preliminary designation has been approved by the Police and Fire Commission (PFC).

**Effective Start Date** This is the official start date of the promotional status, and generally will set the date for the start of the required probationary period.

## Procedure

1. The Chief designates an employee for promotion.

- If there is more than one employee promoted on the same date, seniority is determined by the order the Chief designates. The memo sent out (usually by the Chief's Administrative Assistant) will list the promoted employees in seniority order.

If there is more than one employee promoted on the same date, seniority is determined by the order the Chief designates. The memo sent out by the Chief's Administrative Assistant will list the promoted employees in seniority order.

2. **Determination of Effective Start Date**

The **Executive Captain of Centralized Services** will work with the Finance Manager **and the Captain of Training** to determine the **effective** start date of each employee in their promoted assignment and notify the Chief's Administrative Assistant **and the Captain of Training** of the appropriate date.

- The **effective** start date of the promoted assignment will not occur until an actual vacancy exists. If there is a critical need for a promotion prior to that date, the appropriate City APM's and/or ordinances will be followed in regards to obtaining approval for the "double fill" of the position.
- The **effective** start date does not include initial cross-training dates when the employee is not primarily responsible for the promoted assignment. For all promoted positions except for Sergeant promotions, cross-training will take place at the non-promoted rank. For Sergeant promotions, the first week of cross-training will take place at the non-promoted rank. The second and third week of cross-training will take place at the promoted rank.
- It is preferred that promotional start dates coincide with the start of a payroll period. Exceptions can be made if there is a critical need. (The Executive Captain of Centralized Services should consult with the Finance Manager to ensure that the correct date is used.)

- The Chief's Administrative Assistant will issue the appropriate memos regarding the notification of the promotion and the effective start date, and place the documents in the employee's personnel file.
- Payroll staff will initiate a Personnel Action Entry in the finance system to move the employee to the new rank in an "Acting" capacity as of the start date of the promoted assignment.
- As of July, 2013, the date that the employee begins to earn Acting Pay at the promoted rank is also the employees "seniority date" in rank. (Prior to July 2013, the date the PFC confirmed the promotion was the seniority date.) This date is also the anniversary date in rank for contract seniority pay as well as promotional eligibility, closed positions, etc.

### 3. Payroll Status: Acting-Promotional Capacity

Payroll staff will initiate a Personnel Action Entry in the finance system to move the employee to the new rank in an "Acting-Promotion" capacity as of the effective start date of the promoted assignment.

As of July, 2013, the date that the employee begins to earn Acting-Promotional Pay at the promoted rank is also the employees "seniority date" in rank. (Prior to July 2013, the date the PFC confirmed the promotion was the seniority date.) This date is also the anniversary date in rank for contract seniority pay as well as promotional eligibility, closed positions, etc.

### 4. Police and Fire Commission Promotional Review Process

The Captain of Training will utilize the effective start date to determine when to initiate the PFC review process of the preliminary promotional designation. The PFC review process is as follows:

- **Step 1:** The employee is introduced as a designated promotion and their resume is provided. This should be at the first PFC meeting after the designation is made. (At times, there are exceptions to when this would happen. An employee may not be presented to the PFC if there is no actual vacancy, or if the position is part of a "pilot" project. In these situations, the Captain of Training will notify the Chief's Administrative Assistant and the Finance Manager that the employee will not be presented to the PFC as the position may not be permanent.)
- **Step 2:** The following month, the PFC will meet in closed session as needed to discuss the review of the personnel file.
- **Step 3:** The third month, if Once a position has been vacated/created and is available for a promotion, the Chief officially requests through his/her designee, approval by the PFC of preliminary promotion designation. The PFC approves the official start date in rank that has been provided by the Captain of Training. This is usually the start of the pay period closest to the date the PFC makes its approval of the designation.
- It is requested that the PFC approves the official start date in rank that has been provided by the Captain of Training. This is usually the start of the pay period closest to the date the PFC makes its approval of the designation.
- The Captain of Training will notify MPD payroll of the approval. Payroll staff will then initiate a Personnel Action Entry in the finance system to move the employee from the "Acting" rank to the promoted rank.

#### PFC Approval of the Preliminary Promotional Designation

- The Captain of Training will notify the Chief's Administrative Assistant of the approval.
- The Chief's Administrative Assistant sends out the appropriate memos – which includes notification of Payroll. The Administrative Assistant also updates the seniority information with the date of the change in rank.

### 5. Payroll Status Change from Acting-Promotional

Payroll staff will initiate a Personnel Action Entry in the finance system to move the employee from the "Acting" rank to the promoted rank using the start date approved by the PFC.

#### 6. Probationary Promotional Period

The PFC approval of the preliminary promotion designation starts the probationary period for the employee. The term of the probation is determined as follows:

- The Captain of Training recommends the start date of probation – which is usually from the actual date they began in acting promotional status.
- This may or may not coincide with the introduction of the employee to the PFC as a promotional designation. If an employee starts as acting promotional prior to a position becoming available, the acting promotional time will count towards probation, but they cannot move forward with the PFC process until an actual vacancy exists.
- Prior to the end of a 12-month probationary period, the Captain of Training will request a memo from the promoted employee's commander, directed to the Chief of Police. The memo should indicate one of three dispositions: satisfactory performance during the probationary period, the need for an extension due to use of leave time, or a recommendation to the Chief to rescind the promotion.
- The Chief will make the final determination on the status of the promotion.
- The employee must be notified if the Chief intends to either extend probation or rescind the promotion. The commander of the employee will be required to meet with the employee in these cases.
- At the closest PFC business meeting prior to the end of the employee's 12-months of probation, the Captain of Training will request that the PFC make the promotion permanent, or inform the PFC of any needed extensions or rescinding decisions by the Chief of Police. This step must occur prior to the end of the probation.
- The Captain of Training will notify the Chief's Administrative Assistant of the final decision by the PFC regarding final promotional designation.

#### 4. Once the PFC approves the promotion designation:

- The Captain of Training notifies the Chief's Administrative Assistant of the PFC approval.
- The Chief's Administrative Assistant sends out the appropriate memos – which includes notification of Payroll. The Administrative Assistant also updates the seniority information with the date of the change in rank.
- Payroll moves the employee from "acting" to the actual rank, using the start date approved by the PFC.

#### 5. The PFC approval of the promotion designation starts the probationary period for the employee. The term of the probation is determined as follows:

- The Captain of Training recommends the start date of probation – which is usually from the actual date they began as "acting." This may or may not coincide with the introduction of the employee to the PFC as a promotional designation. If an employee starts as acting prior to a

position becoming available, the acting time will count towards probation, but they cannot move forward with the PFC process until an actual vacancy exists.

6. Prior to the end of a 12 month probationary period, the Captain of Training will request a memo from the promoted employee's commander acknowledging the employee has performed satisfactorily during his/her interim promotional period. This memo should be addressed to the Chief recommending final appointment to the rank as designated. If the Chief agrees, at the closest PFC business meeting prior to the end of the employees 12 months of probation, the Captain of Training will request that the PFC make the promotion permanent, or inform the PFC of any needed extensions or rescinding decisions by the Chief of Police. This step must occur prior to the end of the probation. The employee must be notified if the Chief intends to either extend probation or rescind the promotion.

7. Promotional Memo to Employee

The Captain of Training notifies the Chief's Administrative Assistant will issue the appropriate memo indicating the final promotional designation and approval of the PFC of the final decision by the PFC regarding probation status.

Original SOP: 03/01/2014

(Revised: 03/31/2015, 04/03/2015, 02/12/2016, 01/06/2017, 02/02/2018)