

**CITY OF MADISON  
INTRA-DEPARTMENTAL  
CORRESPONDENCE**

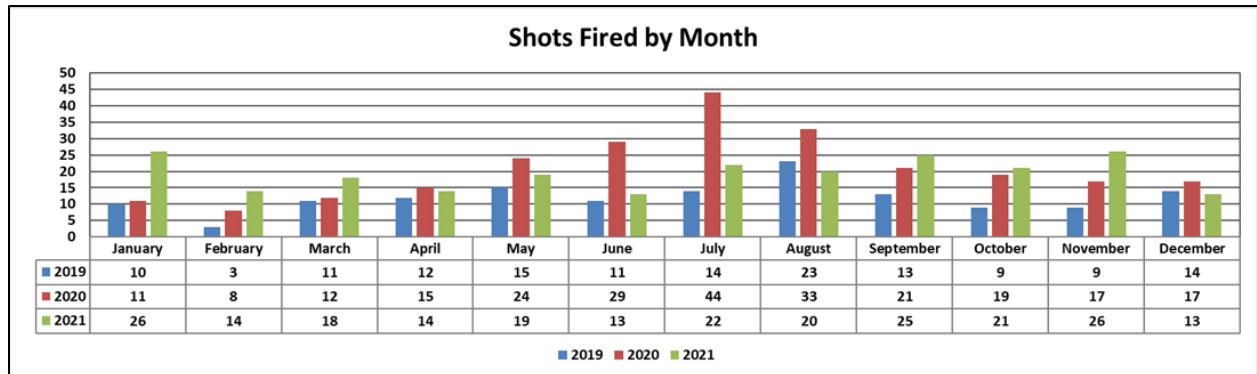
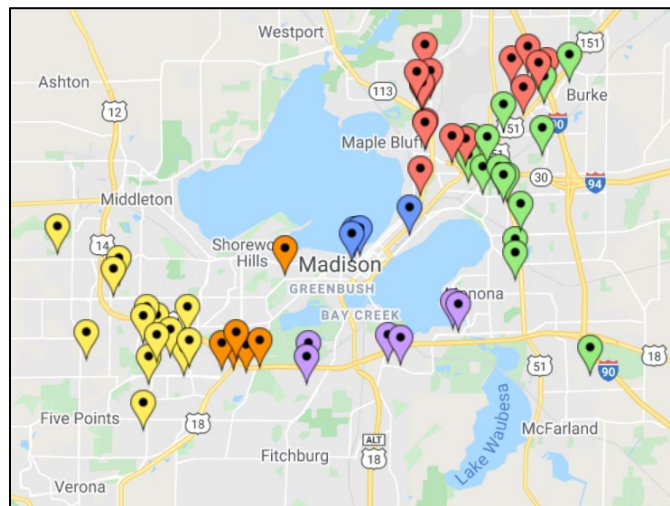
**DATE:** January 18, 2022

**TO:** All Alders  
**FROM:** Shon F. Barnes, Chief of Police  
**SUBJECT:** Quarterly Report

This document provides an update on selected MPD topics for the fourth quarter (October, November, and December) of 2021. **Please consider the data included in this update as preliminary and subject to modification.**

**Significant Incident Types**

*Shots Fired* – there were sixty (60) shots fired incidents in the City from October 1<sup>st</sup> through December 31<sup>st</sup> (2021). This is a **13%** increase from the fourth quarter of 2020. Twenty-eight (28) shots fired incidents were reported during the 4pm – midnight period; twenty (20) were reported during the midnight – 8am time period; and twelve (12) were reported during the 8am – 4pm time period.

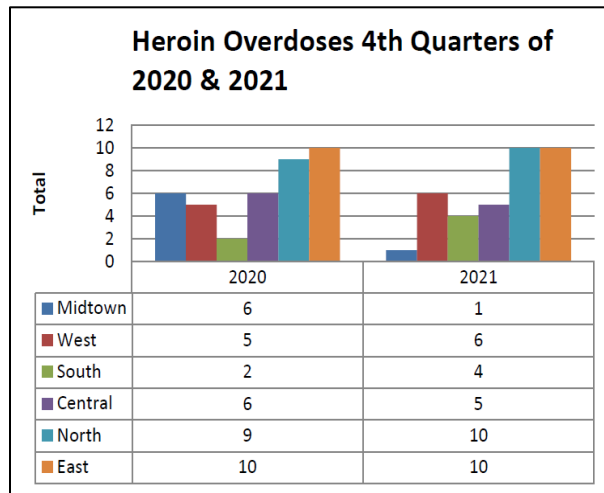


	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
<b>Property Damage</b>	15	22	38	20	75
<b>Subjects Struck by Gunfire*</b>	9	8	13	9	30
<b>Accidental Discharge</b>	0	1	1	0	2
<b>Self-Inflicted (intentional)</b>	4	3	5	5	12
<b>Casings Recovered</b>	124	231	258	263	613

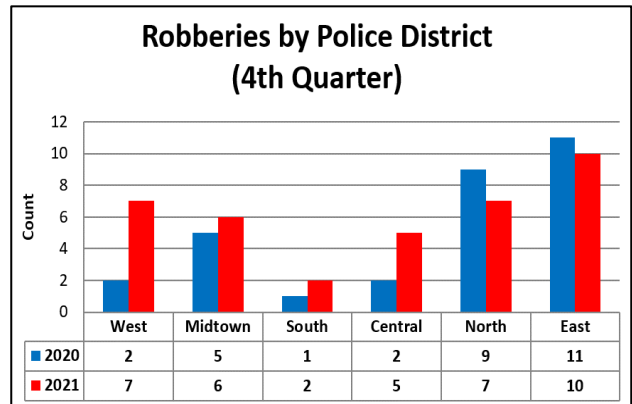
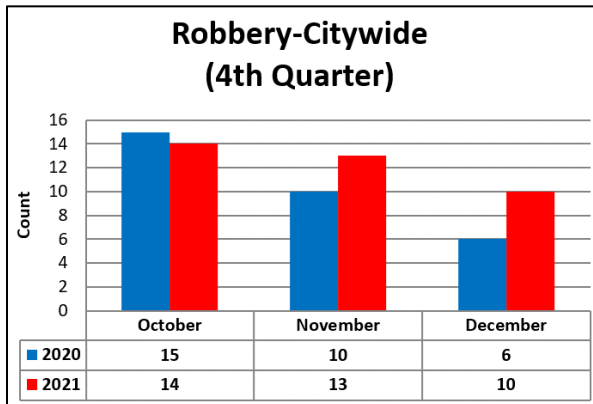
\*Excludes accidental discharge & self-inflicted

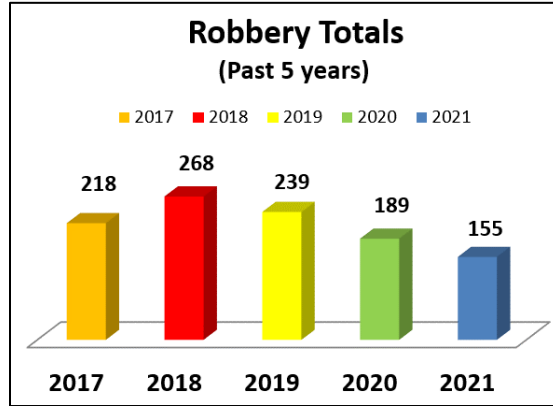
*Heroin Overdoses* – MPD responded to thirty-six (36) known heroin overdoses during the fourth quarter of 2021. This is an 8% decrease from the fourth quarter of 2020. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

There were six (6) overdose deaths during the fourth quarter of 2021. This does not reflect any change from the fourth quarter in 2020 where there were also six (6) overdose deaths [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

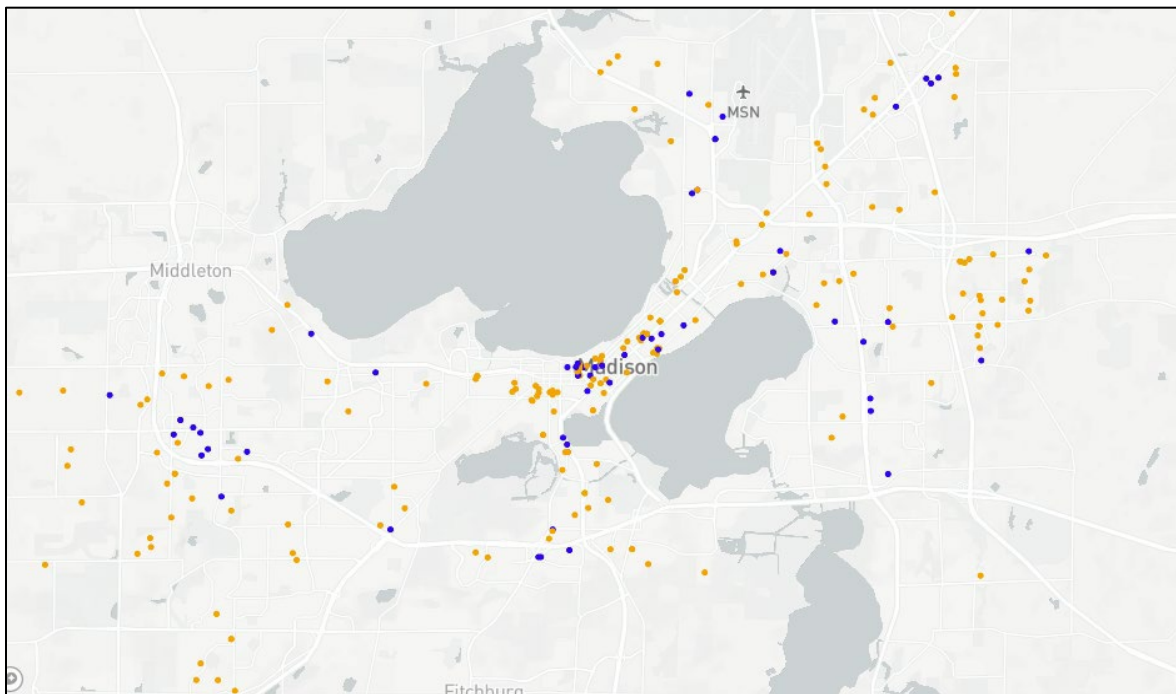
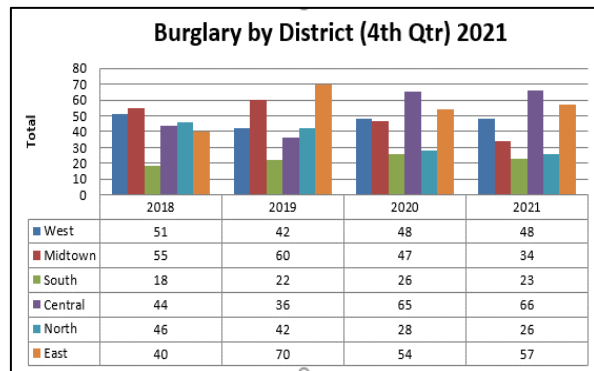
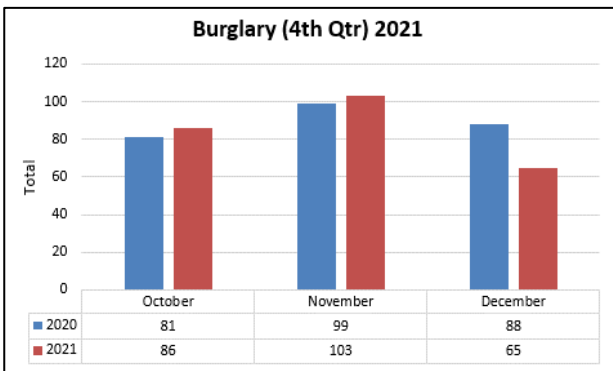


*Robberies* – Thirty-seven (37) robberies occurred in the City during the fourth quarter of 2021. This is a 19% increase from the fourth quarter of 2020.



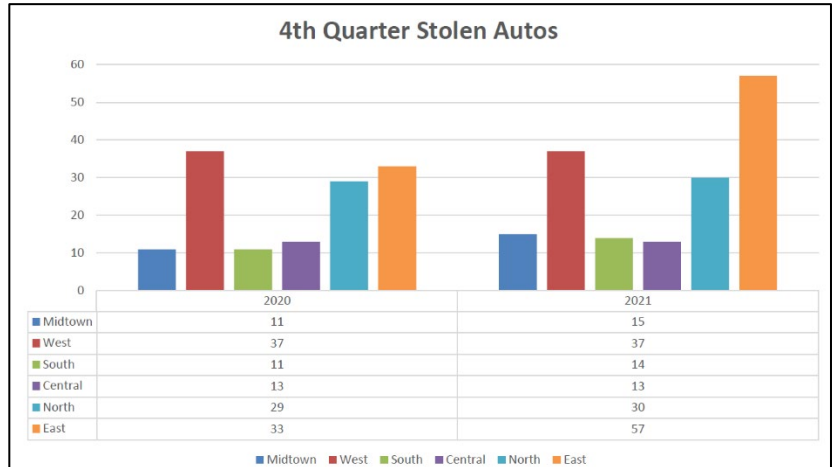


*Burglaries* – MPD responded to 254 burglaries during the fourth quarter of 2021. This is a 5% decrease from the fourth quarter in 2020.

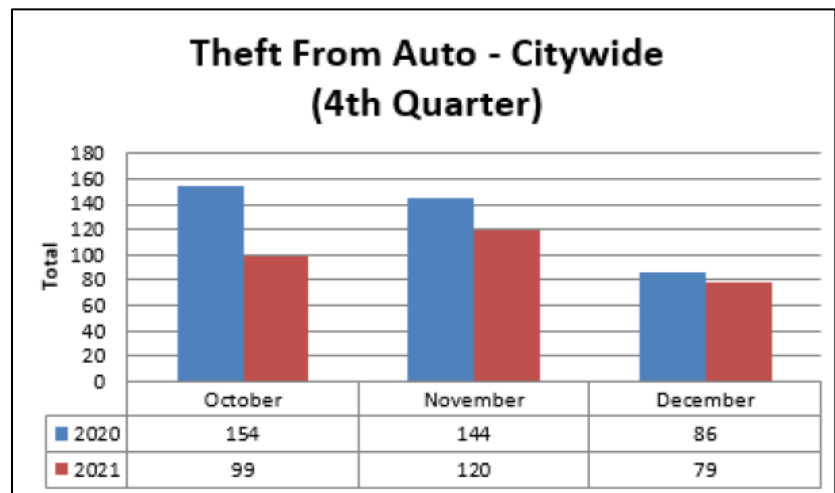


3<sup>rd</sup> Qtr Burglaries  
 Blue = Non-Residential  
 Orange = Residential

*Stolen Autos* – MPD investigated 166 stolen autos during the fourth quarter of 2021. This is a 17% increase from the fourth quarter in 2020.



*Thefts from Vehicles* – MPD investigated 298 thefts from vehicles during the fourth quarter of 2021. This is a 22% decrease from the fourth quarter in 2020.



**Arrest Data**

Fourth quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	980	1,118	1,332	1,189	4,619	74.7%
Female	310	402	440	413	1,565	25.3%
Unknown	0	0	0	0	0	0.0%
<b>Total</b>	<b>1,290</b>	<b>1,520</b>	<b>1,772</b>	<b>1,602</b>	<b>6,184</b>	<b>100.0%</b>
Race	Q1	Q2	Q3	Q4	Total	%
Asian	21	19	16	22	78	1.3%
African-American	683	736	844	815	3,078	49.8%
Native American	10	8	8	11	37	0.6%
Other	24	23	34	26	107	1.7%
Caucasian	552	734	870	728	2,884	46.6%
<b>Total</b>	<b>1,290</b>	<b>1,520</b>	<b>1,772</b>	<b>1,602</b>	<b>6,184</b>	<b>100.0%</b>
Hispanic*	90	100	141	112	443	7.2%

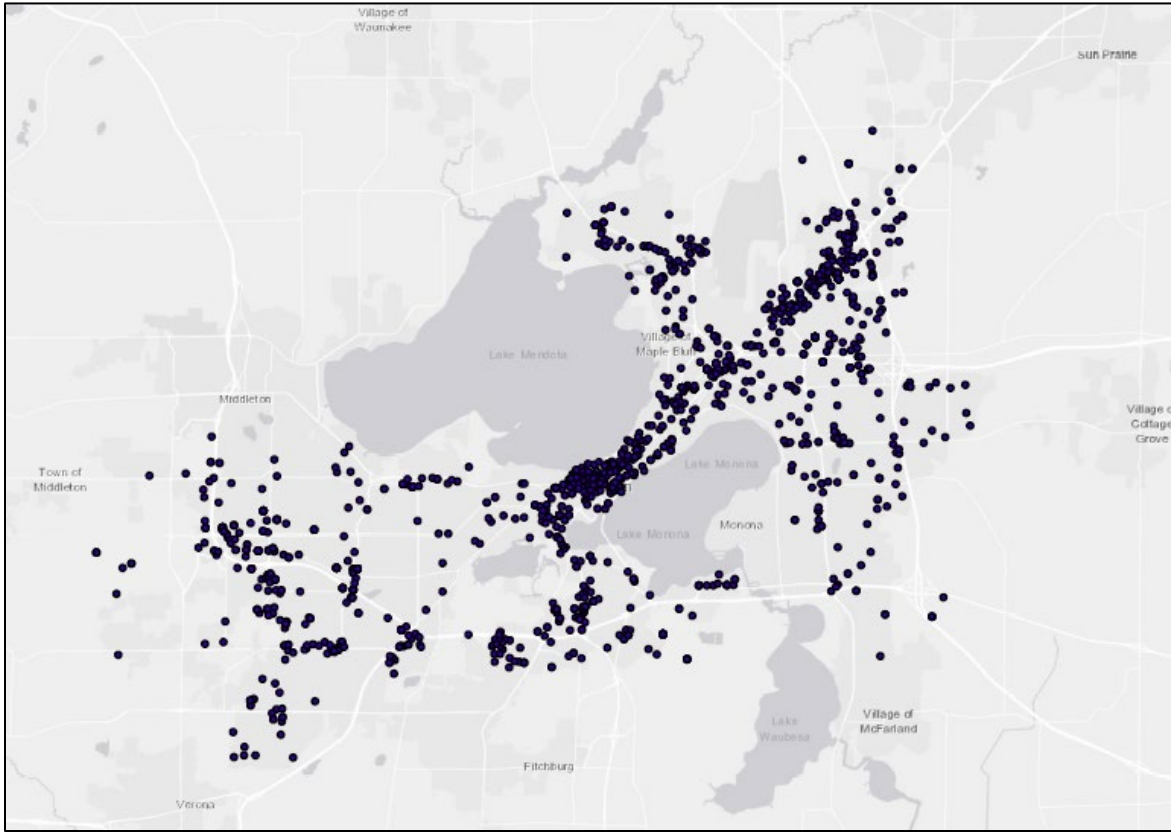
\*“Hispanic” is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD’s records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race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

IBR Arrest Charges						
Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	1	2	0	1	4	0.0%
Arson	0	2	1	1	4	0.0%
Assault Offenses	262	290	309	335	1,196	11.4%
Bribery	0	0	0	0	0	0.0%
Burglary	14	16	48	11	89	0.8%
Counterfeiting/Forgery	6	3	5	6	20	0.2%
Damage to Property	79	99	105	86	369	3.5%
Drug/Narcotic Offenses	138	126	173	124	561	5.3%
Embezzlement	5	2	5	5	17	0.2%
Extortion	2	1	4	1	8	0.1%
Fraud Offenses	16	25	27	18	86	0.8%
Gambling Offenses	0	0	0	0	0	0.0%
Homicide Offenses	1	1	5	2	9	0.1%
Human Trafficking Offenses	0	1	0	0	1	0.0%
Kidnapping/Abduction	23	16	9	20	68	0.6%
Larceny/Theft Offenses	131	134	126	158	549	5.2%
Motor Vehicle Theft	41	26	58	69	194	1.8%
Pornography/Obscene Material	3	2	2	6	13	0.1%
Prostitution Offenses	0	0	2	1	3	0.0%
Robbery	18	13	19	9	59	0.6%
Sex Offenses, Forcible	15	31	32	26	104	1.0%
Sex Offenses, Non-Forcible	0	2	1	3	6	0.1%
Stolen Property Offenses	7	2	4	10	23	0.2%
Weapon Law Violations	33	35	47	43	158	1.5%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	0	2	1	0	3	0.0%
Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0.0%
Disorderly Conduct	462	581	657	560	2,260	21.5%
Driving Under the Influence	104	106	116	63	389	3.7%
Drunkenness	0	0	0	0	0	0.0%
Family Offenses, Nonviolent	15	13	15	14	57	0.5%
Liquor Law Violations	11	45	57	60	173	1.6%
Peeping Tom	0	0	0	0	0	0.0%
Runaway	0	0	0	0	0	0.0%
Trespass of Real Property	111	78	145	110	444	4.2%
All Other Offenses	764	889	1,022	966	3,641	34.6%
<b>Total</b>	<b>2,262</b>	<b>2,543</b>	<b>2,995</b>	<b>2,708</b>	<b>10,508</b>	<b>100.0%</b>

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

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

Fourth quarter arrests reflected geographically:



Comparison of 2020 to 2021 fourth quarter arrest data:

Sex	2020 (Q4)	2021 (Q4)
Male	969	1,189
Female	337	413
Unknown	0	0
<b>Total</b>	<b>1,306</b>	<b>1,602</b>

Race	2020 (Q4)	2021 (Q4)
Asian	19	22
African-American	657	815
Native American	11	11
Other	10	26
Caucasian	609	726

<b>Total</b>	<b>1,306</b>	<b>1,602</b>
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Hispanic*	69	112
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\*"Hispanic" is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD's records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD's crime reporting.

## Use of Force Overview

During the fourth quarter of 2021, MPD officers responded to 32,425. In that time, there were seventy-eight (78) citizen contacts in which officers used recordable force during the encounter. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	28,637	35,754	40,910	32,425	137,456
Citizen Contacts Where Force Was Used	55	47	71	78	251
% of CFS Where Force Was Used	0.19%	0.13%	0.17%	0.24%	0.18%
<b>Force</b>					
Decentralization/Takedown	49	40	56	54	199
Active Counter Measures	6	4	8	6	24
Taser Deployment	7	12	2	10	31
Hobble Restraints	4	4	7	10	25
OC (i.e. Pepper) Spray Deployment	0	1	16	13	30
Baton Strike	0	0	0	0	0
K9 Bite	1	2	1	4	8
Firearm Discharged Toward Suspect	1	0	0	2	3
Impact Munition	1	0	1	2	4
Specialty	0	0	0	0	0
<b>Total</b>	<b>69</b>	<b>63</b>	<b>91</b>	<b>101</b>	<b>324</b>
Firearm Discharged to Put Down a Sick or Suffering Animal	10	16	3	15	44

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

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

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

District*	Q1	Q2	Q3	Q4	Total	%
West	6	6	2	9	23	9.2%
Midtown	6	5	9	16	36	14.3%
South	6	5	7	4	22	8.8%
Central	8	6	27	15	56	22.3%
North	12	14	12	16	54	21.5%
East	16	11	14	17	58	23.1%
Out of County	0	0	0	0	0	0.0%
Within County - Assist	1	0	0	1	2	0.8%
<b>Total</b>	<b>55</b>	<b>47</b>	<b>71</b>	<b>78</b>	<b>251</b>	<b>100.0%</b>

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
<b>1<sup>st</sup> Detail (7am – 3pm)</b>	10	16	17	19	62	24.7%
<b>3<sup>rd</sup> Detail (3pm – 11pm)</b>	32	20	23	38	113	45.0%
<b>5<sup>th</sup> Detail (11pm – 7am)</b>	13	11	31	21	76	30.3%
<b>Total</b>	<b>55</b>	<b>47</b>	<b>71</b>	<b>78</b>	<b>251</b>	<b>100.0%</b>

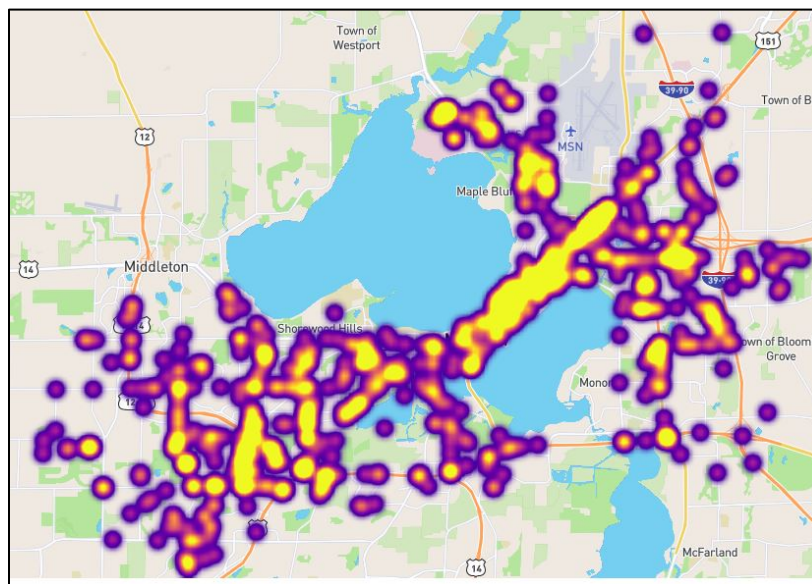
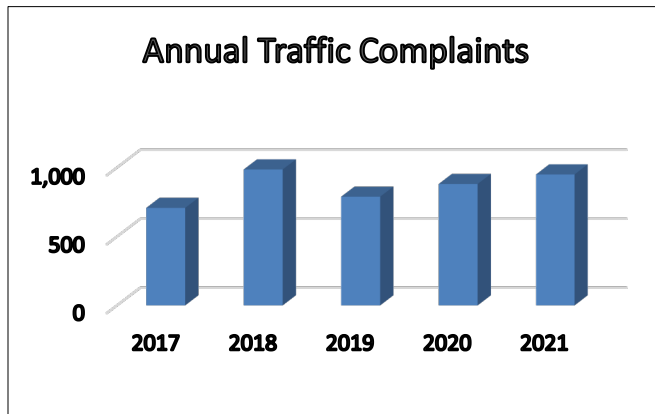
Comparison of fourth quarter 2020 with fourth quarter 2021 use of force data:

Force	2020 (Q4)	2021 (Q4)
Decentralization/Takedown	29	54
Active Counter Measures	8	6
Taser Deployment	5	10
Hobble Restraints	6	10
OC (i.e. Pepper) Spray Deployment	1	13
Baton Strike	0	0
K9 Bite	2	4
Firearm Discharged Toward Suspect	0	2
Impact Munition	1	2
Specialty (SWAT/SET)	0	0
<b>Total</b>	<b>52</b>	<b>101</b>

**Traffic**

**Traffic Complaints –**

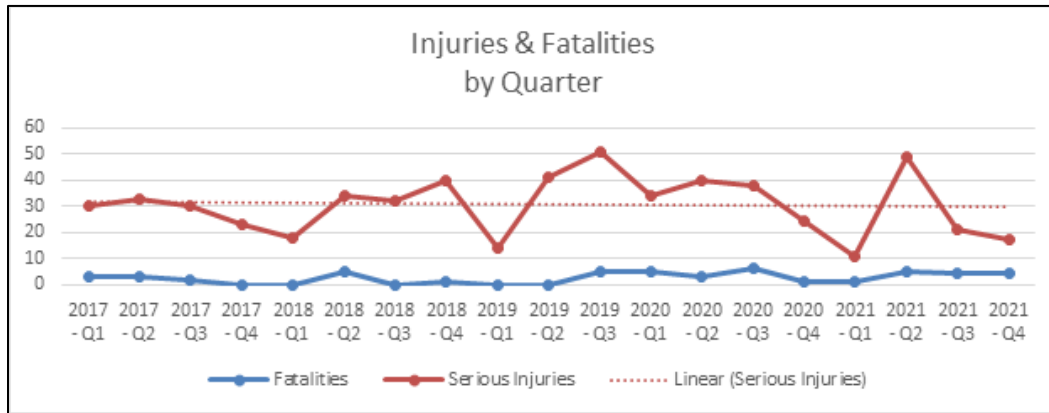
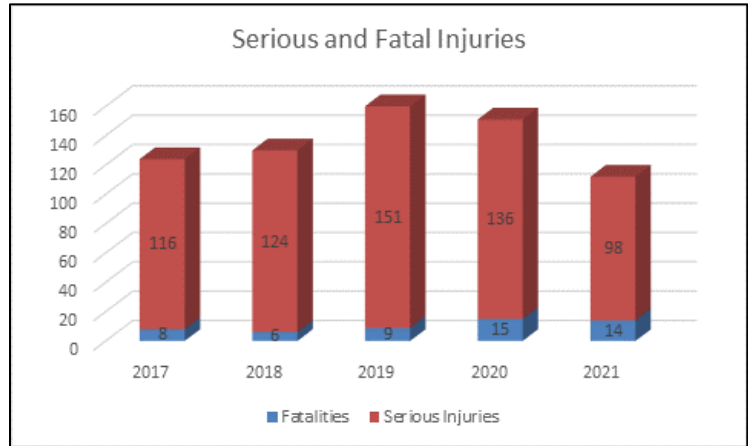
Community members may submit a traffic complaint or concern to the Madison Police Department (MPD) by utilizing [online submissions](#) or by calling the speeder hotline (608-266-4624). Since 2017, MPD receives an average of 841 complaints annually. In 2021, MPD received 950 complaints, or 13% above the annual average.





### Serious/Fatal Crashes –

Annually, on average, the Madison Police Department investigates traffic crashes that result in approximately 131 serious injuries and 10 fatalities. In 2021, MPD investigated crashes that resulted in 14 fatalities (40% above average) and 98 serious injuries (25% below average).



Factors involved in most serious or fatal crashes remain relatively consistent each year. Pedestrian or bicyclist involvement in the crash results in the highest percentage of crashes with serious or fatal injuries. Driver factors that lead to serious or fatal crashes include impaired driving through the use of drugs and/or alcohol, speeding, and failure to use restraint devices.

	Historical Averages	2021 Quarter 4
Speed	24%	41%
Alcohol/Drug	26%	18%
Seatbelt	23%	24%
Distracted	10%	24%
Pedestrian/Bike	32%	59%

### Enforcement

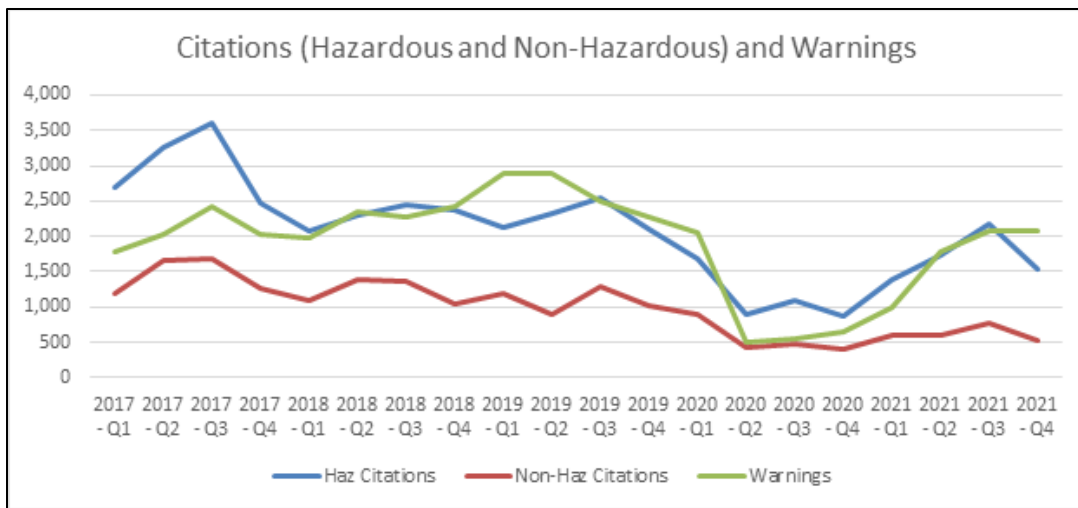
Overall traffic citation figures include those citations issued by MPD personnel as part of crash investigations, by Traffic Enforcement Safety Team (TEST) members, and as part of traffic grant overtime deployments. MPD has four primary goals in traffic enforcement:

1. Focus on Hazardous Moving Violations
  - a. De-emphasize non-hazardous violations and support alternative outcomes (i.e., issuing warnings)

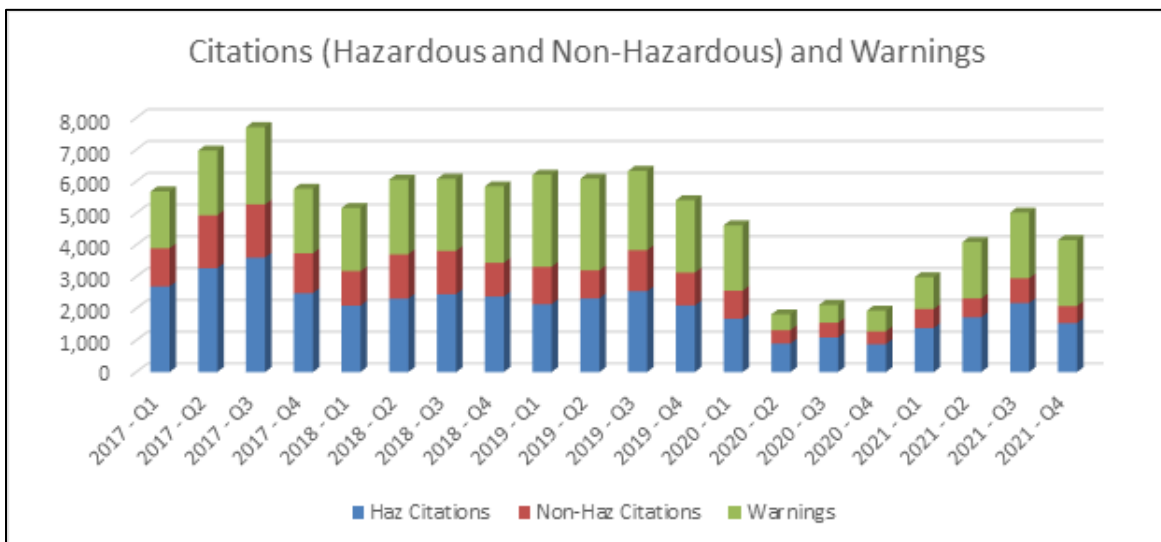
2. Focus on High Injury Network
3. Supporting school zone safety
4. Responsiveness to citizen complaints

Annually, MPD issues, on average, approximately 20,015 citations and warnings (average of 4 previous years). In 2021, MPD issued approximately 16,256 citations and warnings.

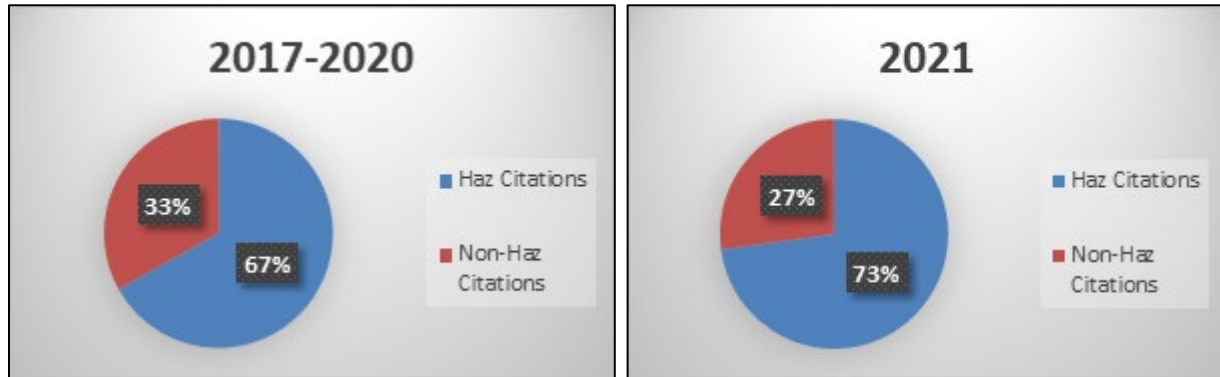
	Annual Average 2017-2020	2021
Hazardous Citations	8,345	6,824
Non-Hazardous Citations	3,953	2,507
Warnings	7,717	6,925



As both graphs indicate, MPD experienced has experienced a significant decline in overall traffic citation numbers since early 2020 when COVID restrictions began limiting proactive enforcement opportunities. While the overall numbers have begun to rebound we anticipate continued overall low numbers while we continue to struggle with the impacts of the pandemic.



MPD's #1 traffic goal is to focus on hazardous moving violations, and to de-emphasize citations--supporting, instead, warnings or other non-citation outcomes--for non-hazardous violations. This goal was added at the beginning of 2021 after considerable research into the racial and economic disparate outcomes of non-hazardous violations such as registration, vehicle equipment, and driver's license status citations. Prior to 2021, MPD averaged an approximate 2:1 ratio of hazardous to non-hazardous citations. In 2021, MPD increased that ratio to almost 3:1 and reduced the percentage of non-hazardous citations (as compared to hazardous citations) by approximately 6%.



### Training

Our 2022 Academy class has completed classroom training. All of our recruits are in field training paired with veteran training officers in patrol. Testing and screening of applicants for our 2023 Academy continues. While still below our historic averages the number of applicants has increased from the previous year.

The Training Team is preparing to conduct a number of instructor level trainings in early 2023. These trainings will develop new instructors in a number of state mandated training areas such as: Professional Communications, Firearms, Defense and Arrest Tactics, and Instructor Development.

### SOP Updates

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

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

### Defense Logistics Agency/Law Enforcement Support Office (10-33 program)

MPD did not acquire any property through DLA/LESO during the fourth quarter of 2021.

### **Priority/emergency call response**

During the fourth quarter, there were eighty-two (82) instances where MPD's patrol response was limited to emergency and priority calls. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the City.

The eighty-two (82) instances occurred on fifty-six (56) dates (some days required limited call response multiple times); this means that at some point on about **61%** of the days during the fourth quarter MPD patrol response was limited. The eighty-two (82) instances spanned about **226.8** total hours of limited call response, an average of 2.8 hours per instance. In terms of total hours during the fourth quarter, MPD patrol response was limited to emergency and priority calls about **10%** of the time.

### *Promotions*

#### 2022 – Fourth Quarter Promotions

Sergeant Jennifer Hannah to Lieutenant  
Police Officer Eric Pray to Sergeant  
Police Officer Alexander Lewein to Sergeant  
Detective Matthew Nordquist to Detective Sergeant  
Detective David Gouran to Detective Sergeant  
Police Officer Lindsay Kamnetz to Investigator  
Police Officer Kraig Kalka to Detective  
Police Officer John Boespflug to Detective  
Police Officer Jane Preston to Detective  
Police Officer Roberta Stellick to Detective  
Police Officer Mark Gulden to Detective

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

<https://www.cityofmadison.com/police/documents/psiaSummary2021OctDec.pdf>

<https://www.cityofmadison.com/police/documents/psiaRecognition2021OctDec.pdf>

## Updated/New SOPs for MPD: October-December, 2021

Barricaded Person Incidents: 12/10/2021

Bomb Threats: 12/28/2021

City-Owned Property: 12/28/2021

Digital Forensics: 12/28/2021

Handling of Evidence, Contraband, Found or Lost Property: 12/28/2021

Hostage Situation Incidents: 12/13/2021

In-Car Video System: 12/28/2021

Labor Disputes and Picketing: 12/28/2021

Overtime Protocols for Police Report Typists: 11/29/2021

Police Vehicle Parking: 12/28/2021

Police Weaponry: 12/28/2021

Records Inspection and Release: 11/29/2021

Replacement of Lost, Stolen or Damaged Equipment: 11/29/2021

TIME System Use and Dissemination of Records: 11/29/2021

Tours, Visitors and Ride-Alongs: 10/19/2021

Traffic/Parking Enforcement and Crash Investigation: 12/28/2021

Video and Audio Surveillance: 12/28/2021

Video Evidence Retrieval: 12/28/2021



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Barricaded Person Incidents

Eff. Date ~~11/30/2020~~ 12/10/2021

**Purpose**

Establish standard procedure for the Madison Police Department (MPD) response to incidents involving barricaded subjects or suspects.

**Policy**

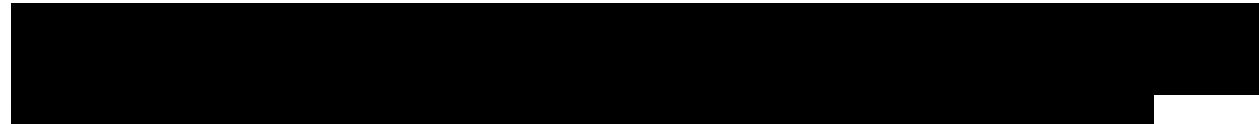
The objectives of this department in dealing with barricaded person, hostage, and active shooter incidents are:

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

Operational and tactical decisions will be based on the following safety priorities:

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

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



**Definitions**

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

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

**Resolution Techniques:** Primary Time and situation permitting, police actions geared toward resolving a barricaded suspect or subject situation



**Resolution Tactics:** Secondary Police action geared toward resolving a barricaded suspect or subject situation

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

**Inner Perimeter:** A close proximity boundary

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

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

## Response Procedures

### INITIAL RESPONSE

Personnel initially responding to a barricaded subject/suspect incident will assess the situation and request the appropriate resources.

### STABILIZATION

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

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

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

### RESOLVING THE SITUATION

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

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

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

## SWAT RESPONSE

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

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

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

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

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



[REDACTED]

- 7. Maintain a log to document incident activity.
- 8. The CNT commander will oversee the negotiation function and the gathering of all relevant intelligence. Information will be shared with perimeter units as appropriate and CNT activity will be documented consistent with the SWAT Manual.

[REDACTED]

- 17. Ensure that appropriate legal authority exists prior to using tactics to enter the dwelling. Judicial authority to enter (a search warrant for the target location, an arrest warrant or commitment order for the subject known to be inside, and so on) is preferred.
- 18. Use a combination of techniques and tactics, in a manner consistent with approved training, until the situation is brought to a successful conclusion.

Original SOP: 08/18/2014  
(Revised: 02/05/2016, 11/02/2016, 01/20/2017, 12/20/2019, 11/30/2020, 12/10/2021)  
(Reviewed Only: 12/26/2017, 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Bomb Threats / Bomb Incidents / PBIED Incidents**

Eff. Date ~~01/16/2020~~ 12/28/2021

**Purpose**

Establish standard operating procedure (SOP) for Madison Police Department (MPD) response to incidents involving bomb threats, bomb incidents and Person Borne Improvised Explosive Device (PBIED, i.e., suicide bomber) incidents.

**Procedure**

The objectives of this MPD in dealing with bomb threats, bomb incidents, and suicide bomber incidents are as follows:

1. Preservation of life for both citizens and officers.
2. Apprehension of perpetrator(s) using a reasonable amount of force (if applicable).
3. Protection of public and private property.
4. Securing available evidence to assist in the appropriate disposition of the perpetrator(s).

**Safety Priorities**

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

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

In situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death—rapid intervention of officers at the scene is authorized and expected when such actions are deemed reasonable to prevent further injuries or loss of life (i.e., person-borne improvised explosive device (IED) or vehicle-borne IED incident).

**Definitions**

**Bomb Threat:** The communication through the use of mail, telephone, telegram, or other instrument of commerce—which includes; the willful making of any threat; or the malicious conveyance of false information knowing the same to be false which concerns an attempt being made, or to be made;—to kill, injure, intimidate any individual; or to unlawfully damage or destroy any building, vehicle, or other real or personal property by means of an explosive.

**Explosive Device:** Any device designed or specially adapted to cause physical harm to persons or property by means of an explosion and consisting of an explosive substance or agency and a means to detonate it.

**Bomb Incident:** Any incident where an explosive device or suspected explosive device has been located or has been detonated.

**IED (Improvised Explosive Device):** An improvised explosive device fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic, or incendiary chemicals and designed to destroy buildings or incapacitate people or vehicles.

**PBIED (Person- Borne Improvised Explosive Device):** An improvised explosive device worn on an individual who seeks to cause death, great bodily harm, and property destruction (also known as a suicide bomber).

**VBIED (Vehicle-Borne Improvised Explosive Device):** An ~~improvised explosive~~ device assembled in an ~~improvised manner~~ into a vehicle that is ~~located~~ ~~positioned~~ to cause death, great bodily harm, and property destruction (also known as a car or truck bomb).

**EOD:** Explosive Ordinance Disposal/~~Detection~~.

**EOD K9:** Canine trained in explosive material/ device detection.


## Bomb Threat Response Procedures

### RECEIVING A BOMB THREAT

Most bomb threats will usually come through one of three mediums: telephone, mail delivery, or online threats. While telephone calls are the most common means of conveying a bomb threat, threats via the mail do occur and threats via cyberspace and/or social media are becoming more common. Any individual, business, or organization can suddenly be the recipient of a bomb threat.

Any MPD employee who receives a bomb threat should attempt to complete the following:

1. Remain calm to obtain as much information at the first point of contact. Do not put the caller on hold and do not interrupt the caller except to attempt to obtain the following information:
  - Where is the location of the bomb (building, room, floor, etc.)?
  - When will the bomb detonate?
  - What does the bomb look like?
  - What kind of bomb is it?
  - What will make it explode?
  - Did you place the bomb?
  - What is the reason for the bombing?
  - What ~~s~~ ~~is the caller's~~ ~~your~~ name?
  - Complete a Bomb Threat Checklist (see Attachment 1).

3. Write down all statements. 
4. The decision to conduct a search, initiate a partial or full evacuation, or treat the threat as a hoax and take no action will be determined by the officer taking the threat in consultation with an MPD supervisor assigned to the call. When initiating a search, an Explosive Ordinance Detection Canine should be considered for officer safety.
5. MPD staff may consult the Dane County Sheriff Office's Explosive Hazardous Device Ordinance Disposal Unit (HDU).

### BOMB THREAT RESPONSE

In responding to a bomb threat call for service, officers responding to the location of a possible explosive device should be fully aware of their surroundings and especially alert for devices or secondary devices that are commonly emplaced to target first responders.

In responding to a bomb threat call for service, officers responding to the location of a possible explosive device should create a perimeter [REDACTED]. Officers should be fully aware of their surroundings and especially alert for devices or secondary devices that are commonly utilized to target first responders.

1. Interviews should be conducted in an area considered safe by the responding officer. [REDACTED]
  - The responding officer should contact the person who received the bomb threat. Contact the person in charge of the target premises to obtain all information regarding the bomb threat.
2. The responding officer can assist the person in charge of the target premises to determine the threat level by reviewing all pertinent information.
  - The responding officer should give serious consideration as to why the individual, business or organization is considered a target. A history of threats and possible motives should be used to establish the credibility of the threat.
3. Any searches of the premises for suspicious items [REDACTED]
  - The final determination to conduct any search will be the responsibility of the property owner or designee.
  - Any search should utilize an explosive ordinance detection canine when available to maximize effectiveness and officer safety [REDACTED]
  - Officers should understand that the absence of any of the above mentioned does not assure that a bomb is not present. [REDACTED]
  - Officers should move slowly and keep civilian personal behind them during the search. [REDACTED]
  - Consider having Madison Fire Department (MFD) personnel on standby.
  - Officers should understand that the absence of any of the above mentioned does not assure that a bomb is not present.
4. The decision to initiate a partial or full evacuation, or to treat the threat as a hoax and take no action, will be determined by the owner or designee of the property along with MPD input.
  - If the decision is made to evacuate, MPD may assist in the process.
  - Potential actions by MPD (EOD K9, walk through) should be explained to property designee to assist in decision making.

## Bomb Incident Response Procedures

### UNEXPLODED BOMB INCIDENT

A bomb threat becomes a bomb incident if an object, which might be considered a bomb, suspicious object, or vehicle borne improvised explosive device (VBIED) is located. The responding officer should attempt to conduct the following:

1. Responding officers should be aware of their surroundings. Officers should be alert for suspicious persons or vehicles in the area, and for the potential of devices when arriving on scene, as many incidents target first responders.  
[REDACTED]
  - Establish command and control with a supervisor.  
[REDACTED]
  - Officers shall not touch or move any suspicious device due to the possibility of initiating a detonation.  
[REDACTED]
  - An accurate description of the device should ~~can~~ be obtained if possible.
2. Once the discovery of a device or suspected device is confirmed, the area immediately around the device should be evacuated, leaving the device and its environment undisturbed.
  - Evacuate the area.  
[REDACTED]  
[REDACTED]  
[REDACTED]
3. The Dane County Sheriff's ~~HDU Explosive Ordinance Disposal Unit~~ should be requested.
  - The perimeter can be widened prior to the arrival of Dane County ~~HDU personnel EOD~~.
  - The on-scene supervisor may be called upon to establish communication with Dane County ~~HDU EOD~~ staff to ensure a proper perimeter has been established (see Attachment 2).
  - No pedestrian or vehicular traffic should be allowed within the perimeter.  
[REDACTED]
  - Control the release of media information (see Attachment 3).  
[REDACTED]
4. The supervisor and officers on scene will assist Dane County ~~HDU EOD~~ as necessary.
  - Crowd control and traffic control.
  - Requesting additional resources, such as the Madison Fire Department, etc.
5. No member of MPD other than Dane County ~~HDU EOD~~ shall touch or move any object suspected or confirmed to be an explosive or incendiary device.
  - Once Dane County ~~HDU EOD~~ personnel have arrived on scene, the ranking Dane County ~~HDU EOD~~ member is in charge of the explosives aspect of the incident.
  - The final disposition of any device will be accomplished by the Dane County ~~HDU EOD~~ personnel ~~only~~.
6. For incident stabilization procedures, see the Stabilization section below.

### POST-DETONATION BOMB INCIDENT

In an incident where a device has detonated--and, which has caused personal injury or major property damage--, the safety of all first responders is a primary concern as is the preservation of life. Officers at the scene of a major explosive detonation should be aware of the potential for, and the presence of, secondary devices and unconsumed explosives, including on victims.

1. At the site of an explosion, evidence collection and scene preservation are secondary to saving lives.

[REDACTED]

- Those injured persons who cannot walk should be taken to the CCP by any means available.
- Once all injured persons are removed to the CCP, rudimentary first aid may be administered.
- Officers should realize that emergency medical personnel may designate a more suitable CCP upon their arrival.
- The emergency treatment of injured persons should be turned over to qualified emergency medical personnel as soon as possible.
- The bodies of bomb blast victims, who are obviously deceased, should be left in place just as with any crime scene.

2. Officers shall ensure insure that the scene remains protected and isolated until the arrival of investigative and Dane County HDU EOD personnel.

- Anyone not injured should be directed to a location safe from detonation and blast pressure, so they may be interviewed as witnesses once investigative resources are engaged.

[REDACTED]

- The perimeter will be staffed manned until the investigation is complete, which could be days or even weeks. Arrangements must be made for relief personnel.
- No non-emergency pedestrian or vehicular traffic should be allowed into the perimeter.

3. For incident stabilization procedures, see the Stabilization section.

**Person-Borne Improvised Explosive Device (Suicide Bomber)**

**SUICIDE BOMBER RESPONSE**

A Person-Borne Improvised Explosive Device (PBIED) or suicide bomber presents a unique challenge to law enforcement officers. The threat of death or great bodily harm is always imminent when facing an individual wearing a PBIED.

1. The primary objective in dealing with a suicide bomber is to prevent the bomber from detonating an explosive device.

- Officers who encounter a suicide bomber may attempt to take the suspect into custody if circumstances permit,

[REDACTED]

[REDACTED]

- [REDACTED]
3. Due to the threat of secondary devices or remote detonation on a suicide bomb device, if the suspect has been rendered incapable of detonating the PBIED:
- Do not approach the suspect.
  - Do not render medical assistance.
  - Do not allow others to approach the suspect.
  - Do not allow others to render medical assistance.
- [REDACTED]
- Contact the Dane County HDU EOD.
  - Follow the procedures under Unexploded Bomb Incident section.

### Stabilization

Once the immediate incident has been stabilized, the scene supervisor/incident commander will:

- Establish a command post and unified command structure with other agencies (MFD, etc.) with security at the command post.
- Establish a staging area for responding emergency personnel.
- In conjunction with the Madison Fire Department, identify the final CCP for injured parties to be taken for triage, treatment, and transportation with security.
- Determine a final collection point/evacuation/interview center for non-injured evacuees from the location.
- Initiate an investigation to determine exactly what has occurred and locate, isolate, and debrief any witnesses.
- Establish a staging area/contact and reunification point for friends and family members of potential victims/witnesses.
- Select a location for media response and designate a person to interact with them prior to the arrival of the agency public information officer.
- Consolidate outer perimeter and traffic plan.
- Establish and maintain a log that documents the activities that have occurred and the location and identification of the assigned personnel.
- Ensure that the appropriate personnel have been notified and briefed (OIC, District Command, etc.) and prepare a staffing and execution plan to hold the perimeter for an extended period of time.
- Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.
- Once any suspects have been located and the threat eliminated, the Dane County HDU EOD will advise of any additional resources needed to conduct secondary or tertiary searches for additional devices.
- Officers assigned to the evacuation center shall maintain custody and control of all persons at the center and shall document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.
- Supervisors should monitor responding officers for signs of critical incident stress.
- Officers should be aware that bombings are often conducted in series or as a part of a larger attack.

Original SOP: 05/28/2015  
(Reviewed Only: 01/27/2016, 01/09/2017, 12/26/2017)  
(Revised: 01/16/2020, 12/28/2021)





## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### City-Owned Property - Use and Care

Eff. Date ~~03/01/2016~~ 12/28/2021

Members of the Madison Police Department (MPD) are responsible for the care of departmental property assigned to their use or keeping, and shall promptly report to a supervisor, or to the issuing authority, the loss of, damage to, or unserviceable condition of such property.

City-owned equipment, assigned to an individual employee for duty use, shall be returned to the commander of the responsible unit, or their designee at the conclusion of the assignment. Other employees are not authorized to take this another individual employee's assigned equipment without proper re-assignment through the responsible command team.

#### Member Responsibilities upon Separation from Employment

MPD members separate from employment via the following separation methods:

- Retirement
- Resignation
- Termination

All sworn law enforcement personnel members separating their employment from the Madison Police Department, regardless the circumstances (refer to list above if applicable), shall provide proper notification to affected functional areas (i.e., Special Weapons and Tactics (SWAT), Special Events Team (SET), Drone Team, etc.) and shall account for all Department-issued property. The required Department-issued property to be turned in upon separation from employment will be determined by either the Pre-5 Year Employment Resignation form or the Retirement/Post-5 Year Employment Resignation form.

Pre-5 Year Employment Resignation Uniform Account items shall also be turned in. Footwear will not be required to be returned unless ordered and/or received within the last three (3) months of employment.

Separating members, or in the case of termination, the Commander of the terminated member, shall contact the Captain of Training or designee to request a copy of their assigned equipment list(s), to request a copy of their uniform account purchased items (Pre-5 Year Employment Resignation), and to schedule a date to turn in their equipment. The member shall turn in all required Department property/equipment assigned to them by the last day worked as listed on the member's separation record.

When City-owned equipment is made available for sign out, all specific procedures for the use of that equipment shall be followed. No City-owned equipment available for check-out shall be stored in such a way that prevents other qualified personnel from accessing and using the equipment. If extended exclusive use is necessary, it must be approved by a commander.

Members of MPD shall not use any City property for private purposes unless prior permission is first obtained from a commander.

Any member found responsible for willful or negligent destruction or loss of City property may be subject to disciplinary action.

Understanding that property provided by the City is done so to aid and assist employees in the performance of their duties, it should be noted that the City retains exclusive rights over these items. Property such as City-issued cell phones, desks, lockers, offices, vehicles, cabinets, drawers, and closets do not offer or confer on the individual employee with absolute privacy rights. Thus, these property items can be subject to entry, search, and inspection by MPD without notice.

Original SOP: 03/13/2015  
(Revised: 08/04/2015, 03/01/2016, 12/28/2021)  
(Reviewed Only: 01/09/2017, 12/26/2017, 01/31/2020)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Digital Forensics

Eff. Date ~~01/19/2021~~ 12/28/2021

### Purpose

Enhance the capabilities of Madison Police Department (MPD) personnel in the investigation and prosecution of crimes that involve the use of computers, tablets, cellular phones, or other data storage devices.

### Goals

1. Properly investigate and assist in the prosecution of cases involving digital evidence.
2. Preserve the integrity of seized digital evidence.
3. Provide expert testimony in court.
4. Act as an educational and training resource for the MPD and the community.

### Function

The function of digital forensics includes the investigation of crimes committed involving the use of computers, cellular phones, and other data storage devices which may include the following:

1. Use of electronic devices to commit or facilitate a crime.
2. Any crime outlined in Wisconsin State Statute 943.70 or computer crimes defined by federal code.
3. Perform forensic analysis of digital evidence in felony cases where evidence or information pertinent to an investigation may be stored.
4. Provide technical assistance and guidance in the proper safeguarding and collection of evidence stored in electronic form.

### Collection of Devices with Digital Evidence

#### DESKTOP COMPUTERS

If the computer is shut down, **do not** turn it on. If the computer is powered on, **do not** shut it down. Check the monitor to determine if there is any information that may require photographic documentation and request an investigator for photos if necessary. Unplug the power cable from the rear of the computer, **not from the wall outlet**. Collect the computer tower. There is no need to collect the power cable **unless** the computer is an Apple product. Please collect the power cable for all Apple computers.

#### LAPTOP COMPUTERS

If the laptop is shut down, **do not** turn it on. If the laptop is powered on, **do not** shut it down. Check the screen to determine if there is any information that may require photographic documentation and request an investigator for photos if necessary. Unplug the power cable from the rear of the computer, **not from the wall outlet**. If the laptop stays powered on after the cable is removed, remove the laptop battery, if possible. If not, close the laptop and leave it powered on. Collect the laptop computer and the power cable for all laptops.

#### CELL PHONES / TABLETS / MOBILE DEVICES

Once it is determined that the device will require examination, **do not** allow anyone other than **L.E. law enforcement (LE)** personnel to handle or manipulate the device. If the device is shut down, **do not** turn it on. If the device is powered on, shut it down. Collect the device. If the device is going to be examined on consent, complete the "Consent to Search Cell Phone" form and have the cell phone owner sign the form. Do not forget to ask if the phone has a pass code security lock and indicate the pass code number or pattern on the consent form.

## THE HANDLING OF DIGITAL DATA INVOLVING KNOWN OR SUSPECTED CHILD PORNOGRAPHY

When MPD staff comes across evidence that includes known or suspected child pornography, extreme measures must be taken to ensure that this evidence is safely maintained and stored so that it can never be viewed outside of the official scope of the investigation. MPD staff shall also follow federal legislation regarding child pornography prevention, (The Adam Walsh Child Protection and safety act, HR-4472) and Section 3509 of title 18, United States code:

“(m) PROHIBITION ON REPRODUCTION OF CHILD PORNOGRAPHY.—“(1) In any criminal proceeding, any property or material that constitutes child pornography (as defined by section 2256 of this title) shall remain in the care, custody, and control of either the Government or the court.”

“(2)(A) Notwithstanding Rule 16 of the Federal Rules of Criminal Procedure, a court shall deny, in any criminal proceeding, any request by the defendant to copy, photograph, duplicate, or otherwise reproduce any property or material that constitutes child pornography (as defined by section 2256 of this title), so long as the Government makes the property or material reasonably available to the defendant.”

MPD personnel shall adhere to the following operating procedures:

- 1) MPD personnel not assigned to the Digital Forensics Unit (DFU) or the Special Victims Unit (SVU) shall never copy or reproduce in any manner items that contain known or suspected child pornography. If MPD investigative personnel, prosecuting attorney’s staff or attorneys, or subject matter experts for the defense need to view the material for investigative or trial preparation purposes, arrangements shall be made with the computer forensic investigators assigned to the DFU for viewing to take place in the DFU office with relevant parties present.
- 2) MPD personnel assigned to the DFU may copy or reproduce and distribute items that contain known or suspected child pornography only at the request of a government agency or for submission to a government agency such as the National Center for Missing and Exploited Children (NCMEC). In such situations, the copied material must be delivered by MPD personnel directly to a government agent or delivered in the manner directed by the agency’s submission guidelines.
- 3) If MPD personnel not assigned to the DFU receive evidence of known or suspected child pornography during the course of an investigation, that evidence should be clearly identified as child pornography when packaged and entered into the MPD property system. Digital files such as images and videos should be placed on digital media and labeled clearly on the digital media “CHILD PORNOGRAPHY DO NOT DUPLICATE.”

### Investigation

During the course of their investigation, MPD personnel are strongly discouraged from interacting directly (or allowing victims or witnesses to do so) with computers or other electronic devices that will subsequently be seized as digital evidence, unless they have been specifically trained to do so or there are exigent circumstances requiring such interaction. All activities on a computer or cell phone may be reflected in a forensic examination, and interacting with the device may overwrite or alter digital evidence or otherwise complicate a forensic examination. If it is necessary to interact with the digital evidence, document the date, time, and activity involved. All examination, retrieval, and analysis of digital evidence is to be done by FSU forensics examiners unless otherwise authorized by command staff.

Transport all devices to a district property intake room and package the item in the manner described in the Evidence Packaging Manual. If the device is going to be transported and released directly to a forensic examiner, the device must have an assigned property tag number prior to the examiner taking custody of the device.

## Examination and Analysis of Electronic Evidence

### EVIDENCE INTAKE

1. All evidence submitted to the DFU must have a property tag and must be accompanied by an electronic lab request.
2. The forensic examiner will verify and document by description, serial number, and condition, any evidence submitted.
3. The forensic examiner will ensure the legal authority for the search of the evidence is in place and documented; a complete copy of the search warrant or consent form shall be submitted during intake.

### PRESERVATION OF EVIDENCE

1. Digital evidence in the custody of digital forensic examiners will be handled in a manner consistent with the preservation of evidence.
2. Digital forensic examiners shall ensure the chain of custody of any evidence submitted for forensic examination is maintained and documented during the examination process. Evidence will be properly secured while in the custody of digital forensic examiners.

### DIGITAL EVIDENCE ACQUISITION

1. Whenever possible, write-blocking tools are to be used during the acquisition of forensic images to prevent original evidence from being modified.
2. All analysis (beyond a forensic preview using write-blocking tools) shall be conducted using a forensic copy of the drive. In some circumstances, including the acquisition of data from mobile devices and solid state hard drives, changes to the original evidence may be unavoidable due to the nature of these devices.
3. Forensic copies shall be obtained using hardware and software specifically designed to capture a forensic copy of the original media. When it is not possible to obtain a validation hash, the digital forensic examiner will document the circumstances in their report.
4. All items may not need to be forensically imaged provided the media has been previewed and no evidence was found. Lack of a forensic copy will be documented in the examiner's report.

### ARCHIVING OF EVIDENCE

All forensic case data shall be archived. Archived media shall be maintained with the same level of security as the original evidence.

### RELEASE OF EVIDENCE

Evidence released from digital forensic examiners will be done in accordance with MPD policies. No media shall be released from law enforcement custody which contains contraband (child pornography).<sup>1</sup>

### Prosecution

The case detective shall provide direction to the forensic examiner regarding the preparation and presentation of electronic evidence throughout the prosecution process.

The forensic examiner shall assist in the presentation and preparation of digital evidence for court to include training and an explanation of the findings to the assigned District Attorney.

Regarding release of information as part of the discovery process:

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<sup>1</sup> Any evidence recovered during a child pornography investigation should be property tagged and placed in evidence—no photocopies of any images, emails, etc. should be sent to Records as attachments.

1. The forensic examiner shall, at the direction of the lead investigator, prepare evidence to be released or presented to the defense (copies of media, evidence files, cell phone extraction reports, etc.).
2. The forensic examiner shall coordinate with the MPD Records Section or the Prosecutor's Office regarding access or release of evidence and other information to the defense.
3. Contraband, child pornography images, or 3rd party information in any format, written or electronic, shall not be released to the defense without a valid court order. Access to this type of data, or forensic examination of the evidence by the defense, can be arranged by appointment through the forensic examiner.

## Reporting

MPD personnel shall document all actions and observations in regard to the handling of computer or electronic evidence, consistent with MPD procedures relating to reporting, such as:

1. Collection of computers and electronic evidence.
2. Any specific actions related to interaction with digital evidence.
3. Chain of custody.

Original SOP: 02/25/2015

(Revised: 01/19/2017, 12/13/2017, 12/28/2020, 01/19/2021, 12/28/2021)

(Reviewed Only: 01/30/2019, 01/31/2020)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Handling of Evidence, Contraband, Found, or Lost Property

Eff. Date 12/28/2020 12/28/2021

## Purpose

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

## Responsibility

Between the hours of 7:00 a.m. - 4:00 p.m. Monday through Friday, in during which the Property Room is staffed, Property Clerks will be responsible for the control of all property. In their absence, the Officer in Charge (OIC) 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 that 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 in this SOP and in the MPD Packaging Guide.

## 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 its attached padlock.
2. Various sized lockers are provided and employees are expected to use the appropriately 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 the item 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 the Law Enforcement Records Management System (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, the Forensic Services Unit, or if they are unavailable, the Officer in Charge for guidance.

## Temporary Evidence Storage

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

1. The item(s) may be secured in a designated temporary evidence locker. Evidence may not be stored in any other location (desk, personal locker, etc.) unless unusual circumstances exist (large size, hazardous materials, etc.) and with a commander's approval.
2. A temporary storage log book will be placed in each property room, and employees using temporary evidence storage will document the property in the log and in their report. Employees will also designate their use of a temporary locker by placing their name or business card on the locker. By January 15th of each year, the filled log pages will be sent to the MPD 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 (i.e., not 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 are 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 MPD Packaging Guide. All people present in the property intake area when the drugs listed in this policy are packaged or tested should wear N95/N100 masks and protective eyewear (supplied in each property intake room) to protect against accidental inhalation of or exposure to fine particle drugs. Anyone in direct contact with the drug should wear protective, disposable gloves, N95/N100 masks, protective eyewear, and gowns. In addition to sworn personnel, any civilian employees handling the drugs listed below for the purposes of destruction should take the same precautions. This practice does not apply to the simple movement of a sealed package. Likewise, officers should not request anyone to come into direct contact with the following drugs on the officer's behalf without proper training and protective gear, to include community members, suspects, witnesses, or other non-law enforcement contacts:

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

## Firearms

1. A Seized Property Receipt shall be provided to all owners of confiscated firearms.
2. **No Loaded Firearms** of any type should be property tagged and stored in the Property Room. Proper unloading procedures are described in the Wisconsin State Crime Lab (WSCL) Handbook and an Investigator will assist with the unloading of any weapon which is to be checked for deoxyribonucleic acid (DNA) and/or 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 **printed** on the outside.

### RECEIVING RECOVERED STOLEN FIREARMS FROM OUTSIDE AGENCIES

1. When MPD is notified that another agency has recovered a stolen firearm, **which the theft of which originated from MPD's jurisdiction OR**, MPD **personnel** 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 **for postage/shipping costs** 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 covered by the Investigative Funds and the Shipping Account information will be provided to the assigned Detective or Detective Lieutenant.
3. Once the firearm is received by the Property Room, Property Staff will check **in** 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 the firearm will be released per the Property Firearm Return Guidelines outlined in the Property Room Procedure Manual.

### BACKGROUND OF FIREARMS FOR RELEASE

1. The background shall include:
  - a. Firearm Check for Stolen with Data
  - b. **Bureau of Alcohol, Tobacco, and Firearms (ATF)** Weapon Trace
  - c. Owner III & **Crime Information Bureau (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 in the East and West District Police 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 captains for their designees.**
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 receptacle location (one for East PD and one for West PD) and all reports reference Med Drop collection will be documented under the respective case number to each district.**
5. **Packaging materials are provided by the Department of Justice and the Police Property Supervisor will coordinate the ordering of these materials.**
6. **On a weekly basis or as needed, two commissioned personnel of the MPD will inspect the bucket/box contained within the Med Drop receptacle for capacity. If the bucket/box is not full, the Med Drop receptacle shall be closed and secured and the key returned to the respective commander from which it was obtained. If the bucket/box is full, the two commissioned MPD personnel shall collect, safely**



sort (to determine if there are prohibited items in the bucket/bin), weigh, and package the prescription medications within the bucket/box in accordance with the procedures outlined in the MPD Packaging Guide. The Med Drop collection bucket/box will be replaced with a new bucket/box and the receptacle shall be secured. The receptacle key shall be returned to the respective commander from which it was obtained.

7. A report will be completed documenting the box weight, date collected, and that the property tagging process was completed.
  8. Property Room Personnel will remove packaged Med Drop boxes on a weekly basis while conducting 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.
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 obtained. If the bucket/box is full, the two commissioned personnel shall collect, safely sort (to determine if there are prohibited items in the bins), weigh and package the prescription medications within the box in accordance with the Property Packaging Procedures. The Med Drop collection bucket/box will be replaced with a new bucket/box and bin shall be secured. The key used shall be returned to the respective commander from which it was obtained.
  7. A report will be completed documenting the box weight, date collected, and that the property tagging process was completed.
  8. The packaged Med Drop boxes will be removed by the Property Room Personnel on a weekly basis along with their standard district property collection. The boxes will be stored within the property control system until they are turned over to the appropriate authorities/location designated by the Department of Justice.

## Liquid Evidence

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

## Collection of Standard Blood Sample in Criminal Investigations

Blood samples in criminal cases are **with** drawn 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 **with** drawing 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 a supply of 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 all required information (the case number, date, name of subject from whom the sample was 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 are 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 best practice that the samples be refrigerated as soon as possible after the samples are it is drawn. It is important to keep the samples away from extreme temperatures. The sample(s) should be properly tagged and be placed in the refrigerator located in the Property Intake Room. If the refrigerator is locked, the key for the refrigerator can be obtained from the OIC or designee.
3. **Disposition of Evidence in Sexual Assault Cases Where no Suspect is Known:** In cases 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.
4. **Reporting Evidence Chain:** Transportation or disposition of any evidence shall be documented in reports by any officer involved in the evidence chain.

## COLLECTION OF WHOLE BLOOD IN TRAFFIC-RELATED CASES

1. WI Implied Consent Blood Kits, supplied by the State Hygiene Laboratory, shall be utilized for traffic-related cases. The kit supply is maintained by the local hospitals and by MPD. The kits are stored in the City County Building (CCB) Intake Room and in 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.
3. It shall be the responsibility of the Police Property Supervisor to coordinate the transport of all blood samples in a timely fashion to the UW Hygiene Laboratory or to the State Crime Laboratory when appropriate.

## 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 (WVDL) at 608-262-5432 (Monday-**

**Friday 7:45am-4:30pm).** The WVDL is located at 445 Easterday Lane, Madison, WI. 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 **University of Wisconsin (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 Evidence Refrigerator; it will only be stored in the Evidence 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 7:00am-4:00pm, please contact the Property Room for assistance. If it is after hours, and the animal is small enough to fit into the Evidence Refrigerator Freezer in the CCB Intake room, it can be stored there. If it is after hours and the animal cannot fit into the Evidence Refrigerator Freezer in the CCB Intake Room, contact the OIC to call in a Property Room Staff Member to allow access to the larger evidence freezer.

## Latent Evidence

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

## Vehicles

### VEHICLE STORAGE

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

A vehicle should be towed to the VIF when a vehicle has been determined to be evidence of a crime and needs to be processed. An MPD vehicle tow card must be completed for all vehicles towed to the VIF. The tow card must be completely filled out. The pink copy of the tow card 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 required to make any entries into LERMS.

### Two Options are Available to Release a Vehicle from the VIF

1. Utilizing MPD's Contracted Tow Company:

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

This email should include the following information:

Please release vehicle:

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

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

After the vehicle release has been completed, the Property Room Staff will notify the authorizing official and send an email message to the PD Tow email group that the release 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, the person authorizing the release must send an email message must be sent via to the PD Tow email group.

This email should include the following information:

Please release vehicle:

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

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

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

## Air-Drying

1. Items requiring air-drying should be placed in the special air-dry lockers available at the Central District Air Dry Room. If these lockers are not available, standard lockers in the Central District Air Dry Room may be used. **Do not air dry any items in standard lockers at other districts' property intake rooms.**
2. Within four days of placing any item into an air-dry locker and provided the items have fully dried, 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 in a police report the 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 Property Clerk will notify via email 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 will 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, the Property Clerk will verify that the cut red evidence zip tie is indeed theirs and that 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 Property 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 sensitive evidence/property 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 OICs), 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 signed by 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 evidence/property/evidence.

## Disposition of Property Requirements

### UNCLAIMED PROPERTY

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

### ITEMS NOT TO BE SOLD AT AUCTION

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

### BICYCLES FOR DONATION

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

1. Bicycles shall be held by the Madison Police Department Property Section for 45 days before being considered for donation.
2. All requests for bicycle donations must be made with the "Bicycle Donation Form" (found at <https://www.cityofmadison.com/police/support/bicycleDonation.cfm>) which is to be reviewed by the Police Property Supervisor and the Captain of **Traffic/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 **Madison** Police Department. Organizations may receive no more than 20 bicycles at one time. Once all requests have been filled, 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 **related to each bicycle donation**: 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 **Sheriff's Office Hazardous Devices Unit (HDU) Bomb Disposal Squad** and will not be placed in the **Police** 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 servicing 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 Wisconsin State Statute.

## OTHER PROPERTY RELEASED TO OWNER

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

## Property Room Controls

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

This documentation shall be forwarded to the Assistant Chiefs and to the Chief of Police for review.

Original SOP: 02/25/2015

(Revised: 01/20/2017, 02/07/2017, 06/15/2017, 10/09/2017, 01/25/2018, 11/15/2019, 04/06/2020, 12/28/2020, 12/28/2021)

(Reviewed Only: 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Hostage Situation Incidents

Eff. Date 11/30/2020-12/13/2021

**Purpose**

Establish standard procedure for the Madison Police Department’s (MPD) response to incidents involving hostage situations.

**Policy**

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

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

**SAFETY PRIORITIES**

Operational and tactical decisions will be based on the following safety priorities:

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

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

**Definitions**

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

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

**Inner Perimeter:** A close proximity boundary [redacted]

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

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

**Contact Team:** A group of officers designated to respond to the hostage situation [redacted]



**Response Procedures**

**INITIAL RESPONSE**

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

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

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**SECONDARY RESPONSE**

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

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

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

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

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

**SWAT RESPONSE**

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

1. Ensure that all appropriate steps have been taken prior to SWAT arrival (inner perimeter, intelligence gathering, etc.).

[REDACTED]

10. Maintain a log to document incident activity.



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

Original SOP: 08/18/2014

(Revised: 02/05/2016, 11/02/2016, 01/20/2017, 12/20/2019, 11/30/2020, 12/13/2021)

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



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



In-Car Video System

Eff. Date 04/09/2021-12/28/2021

**Purpose**

The utilization of the Madison Police Department's (MPD) in-car video system utilization can provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts. The use of the in-car video system shall be limited to trained employees and be in accordance with MPD procedures and applicable laws and MPD procedures. All video files recorded by MPD in-car video systems are official police records which are subject to Wisconsin Open Records laws. Officers are required to select the appropriate Classification Tag and to enter the corresponding case number a video type in the Classify Tag field and enter the correct case number (or "none" when applicable) in the Case File Number field of the video recording tagging window for each video file they generate during the course of their work shifts, after an in-car video has been recorded.

For the purpose of this Standard Operating Procedure (SOP), the term "officer" means any MPD commissioned employee who has been trained in the use of the in-car video system installed in MPD vehicles.

**Procedure**

**USE AND CARE OF IN-CAR VIDEO EQUIPMENT**

1. Officers shall be responsible for the proper care and operation of their in-car video equipment installed in MPD vehicles and of individually assigned wireless microphone(s), charging dock, and optional lapel microphone (if applicable). Microphones shall be properly charged prior to the start of each shift.
2. Officers shall not remove, dismantle, or tamper with in-car video (ICV) equipment and/or microphone(s).
3. At the beginning of each shift or assignment, officers operating a squad equipped with an ICV in-car video system shall complete ensure the in-car video equipment is functioning properly by completing the following procedures:
  - a. Log into the ICV application.
  - b. Confirm that the correct date, time, and live video display appear in the ICV application.
  - c. Officers shall synchronize and wear the synchronized wireless microphone (and optional lapel microphone) in a position where it can effectively record audio throughout the duration of the officer's shift. In the event two officers are assigned to a single squad (i.e. Field Training, Special Events), one officer is required to synchronize that officer's wireless microphone to the ICV system of the shared squad.
  - d. Perform a short test to confirm video and audio recording.
  - e. System power up upon starting the vehicle.
  - f. Confirm the correct date and time in the in-car video application.
  - g. The officer shall be logged into the in-car video application throughout the duration of the shift.
  - h. If assigned a wireless microphone, it shall be properly charged and synchronized to the in-car video system. In the event two officers are assigned to a single squad (i.e. Field Training, Special Events), one officer is required to synchronize his or her wireless microphone.
  - i. The officer shall wear the synchronized wireless microphone (and optional lapel microphone) in a position where it can effectively record audio throughout the duration of the shift.
  - j. Confirm video and audio recording.
4. Officers shall be logged into the ICV application throughout the duration of the shift or assignment. In the event of unexpected application closures or laptop restarts, officers shall log back into the ICV application as soon as practical.
5. If an officer is required to respond to a call in emergency mode prior to being able to complete the steps listed above then the above should be completed at the first available opportunity.

6. Officers who are operating a squad in a non-operational capacity (for example, when using a squad for training, shuttling squads between districts, or shuttling squads to/from Fleet Services) where they are not logging into Mobile/Computer Aided Dispatch (CAD) are not required to utilize the in-car video system.
7. When problems with the in-car video system are identified, officers are required to report the issue to Information Management and Technology (IMAT) by calling the IMAT support line Monday-Friday 8:00am-4:30pm at 261-9655 or by sending an email containing the vehicle number and description of the problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com). If the identified problem could impact subsequent officers' ability to use a particular squad, officers are encouraged to note the squad number and its identified problem on the appropriate Police District vehicle dry erase marker board.
8. Officers who are operating a squad in a non-operational capacity (training, etc.) where they are not logging into Mobile/Computer Aided Dispatch (CAD) are not required to utilize the in-car video system.
9. When previously undocumented problems with the in-car video system arise, officers are required to do the following to report the issue:
  - a. Call the Information Management and Technology (IMAT) support line Monday-Friday 8:00am-4:30pm at 261-9655 or send an email containing the vehicle number and problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com).
  - b. Record the squad number and problem on the appropriate Police District vehicle dry marker board.

Officers may operate squads with non-functional in-car video systems when no other squad is reasonably available, if the issues have been properly documented as outlined above.

## OPERATION OF THE IN-CAR VIDEO SYSTEM

1. The in-car video system is set to automatically start video recordings (including a 30-second video only pre-event) when any of the following actions occur or thresholds are exceeded are initiated when:
  - a. The squad's emergency lights are activated.
  - b. The wireless microphone's record (REC) button or auxiliary (AUX) button is depressed.
  - c. The record button is depressed on the back of the front camera.
  - d. The record button is selected in the in-car video software on the Mobile Data Computer (MDC).
  - e. The vehicle crash sensor is triggered.
  - f. The vehicle speed trigger threshold has been exceeded.
2. In-car video equipment shall be used to record the following:
  - a. All emergency vehicle operations.
  - b. All traffic stops.
  - c. All transports of persons either in or out of custody.
  - d. All interviews as required by Wisconsin State Statutes when other established recording facilities are not available, practical, or preferred.
  - e. When an officer attempts to place an individual into physical custody (either criminal or protective) when safe to do so.
  - f. When approaching an individual the officer reasonably anticipates may be taken into custody when safe to do so.
3. In-car video equipment may also be utilized to record any other official police contacts or actions beyond those listed in point #2 above. An officer should make reasonable efforts to begin recording any police contact as soon as the officer believes the contact may turn into a criminal investigation or ordinance violation.
4. Officers should make every reasonable efforts to position the front squad camera to accurately capture events outlined in #2 above, unless circumstances dictate a different squad positioning for officer safety purposes.
5. Once initiated, video and audio recordings should remain activated not be terminated until the incident or event has concluded or until deactivation is permissible. The conclusion of an incident or event has occurred when any arrest(s) related to the incident have been made and arrestee(s) have been

transported, after a stopped motor vehicle driver is released from a traffic stop, or when no further law enforcement action is likely to occur related to the incident or event. Deactivation of video and audio recordings prior to the conclusion of the incident or event is permissible:

- a. When an officer is not directly involved in activity related to the incident or event (i.e., blocking traffic at a position not near the scene of an incident); officers not directly involved in the incident or event do not need to complete a report if the purpose is to just document the cessation of their recording;
  - b. When an officer reasonably believes there is no evidentiary value in collecting further video and audio; for transparency purposes, officers shall document in a report or in call notes the assessment for the cessation of any recording.
  - ~~c. When the incident or event is of such duration that recording needs to be deactivated to conserve power or storage capacity and the officer is not directly involved in activity relating to the incident or event (i.e., blocking traffic at a position not near the scene of an incident)~~
  - d. When an officer reasonably believes there is no evidentiary value in collecting further video and audio; officers shall document in a police report their assessment for the cessation of any recording, or
  - ~~e. When a supervisor authorizes the cessation of the recording~~
6. Officers may intentionally temporarily mute audio recording of conversations between police personnel for administrative reasons including, but not limited to, the following:
    - a. Employee to employee training (e.g., during Field Training, incident debriefings, etc.);
    - b. Officer to supervisor discussions about incident dispositions and/or charging decisions;
    - c. Employee to employee discussions involving response strategy or tactics; or
    - d. Personal conversations unrelated to the incident or event being investigated.
  7. Reasons for any intentional interruptions/microphone muting during video recordings shall be audibly noted prior to the muting and then further documented within official reports, or narrative sections of citations, or in call notes. After the purpose of a temporary mute of an audio recording has concluded, officers shall reactivate the audio recording.
  8. Upon completion of a recording, the officer shall select the applicable classification tag from the available menu options listed in the "Classify Tag" field of the recording window. Officers shall intentionally close the recording window on the MDC without making a selection from the classification choices. The current classification tag options include the following: Non-Evidence, Traffic Stop, Arrest/Transport, OWI, Evidence, and Crash/Pursuit. In the event of multiple, successive recordings that result in multiple files to classify and tag, officers shall locate and add tagging information to the untagged files when they can safely do so, but prior to the conclusion of their work day. Exceptions to this shall be approved by the OIC or other supervisor. Officers can locate these files in the Archive area of the Arbitrator program on their MDC prior to the files being uploaded to the server or they can sign into the Back End client on a district workstation.
  9. Officers shall ensure that the "Classify Tag" and "Case File Number" fields of the recording window are filled out properly for each recording. If there is no case number associated with the recording, officers shall type "none" in the Case File Field. Officers may ~~should~~ enter any additional information (e.g., license plate, name, suspect information, etc.) deemed pertinent to the investigation in the "Note" field. The classification tag, case file number, and additional information entered by the officer will serve as the initial selection for the duration of video retention of each video recording.
  10. Officers are only responsible for tagging the videos that are created when signed into arbitrator during their assigned shifts.

## VIDEO TRANSFER AND DOCUMENTATION

1. Video recording(s) shall be transferred at least once during the course of each work shift or assignment. Exceptions to this must be approved by the OIC or other supervisor. Transfer of video may be accomplished by wireless transfer at MPD district stations or other identified wireless access points. Officers can check the status of video files in the Archive area of the Arbitrator program on their MDC or they can sign into the Back End client on a district workstation to confirm upload.
2. Officers should make every attempt to transfer video recording(s) deemed to be evidence prior to the end of their shift. If this process requires the employee to be on overtime, the employee shall obtain prior approval for the overtime from a supervisor or from the OIC. If the video does not transfer,

- contact IMAT through the support line Monday-Friday 8:00am-4:30pm at 261-9655 or send an email containing the vehicle number and description of the problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com) prior to the end of the employee's shift.
3. Officers are responsible for ensuring that video recording(s) are transferred at least once during the course of each work shift. Exceptions to this must be approved by the OIC or other supervisor. Transfer of video may be accomplished by:
    - a. Wireless transfer at MPD district stations or other identified wireless access points.
    - b. Wired transfer at MPD district download stations.
    - e. If the video recorded during the shift is more than two hours in length, then wired transfer is recommended. If video does not transfer, contact IMAT through the support line Monday-Friday 8:00am-4:30pm at 261-9655 or send an email containing the vehicle number and problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com).
  4. Officers must ensure that video recording(s) deemed to be evidence are transferred prior to the end of their shift. If the video transfer process requires the employee to be on overtime, the officer shall obtain prior approval for the overtime from a supervisor or from the OIC.

### IN-CAR VIDEO MANAGEMENT

1. Evidentiary recordings submitted by officers will be maintained on a secure server within the City of Madison computer network until the case has been adjudicated and/or in accordance with existing MPD policies and procedures for the handling and disposition of evidence. Evidentiary images of recordings may not be duplicated without supervisory authorization. Secondary images or video of any recordings shall not be captured at any time through any other application, system or device.
2. Recordings will be maintained based upon the retention schedule designated for each classification tag.
3. Designated members of the Forensic Services Unit (FSU) and IMAT will be responsible for system administration of all captured and stored recordings.
4. Video recordings may be placed on an administrative hold, preventing their disposal by:
  - a. The Chief of Police or his/her designee.
  - b. Professional Standards and Internal Affairs Lieutenant.
  - c. A Command Officer.Any later removal of this hold must be submitted in writing to FSU.
5. If upon receipt of a complaint concerning the conduct of an officer or other employee, the supervisor receiving the complaint determines that the event in question has been recorded, that information shall be forwarded to the District Command Officer, and the Professional Standards and Internal Affairs Lieutenant outlining the details of the complaint.

All in-car video system recordings are subject to Wisconsin Open Records Law.

Original SOP: 02/25/2015  
(Reviewed Only: 02/04/2016)  
(Revised: 12/22/2016, 06/15/2017, 11/30/2017, 04/09/2021, 12/28/2021)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Labor Disputes and Picketing

Eff. Date ~~01/21/2020~~ 12/28/2021

### Purpose

Negotiation and collective bargaining are legally recognized methods of peacefully settling labor disputes. The basic police function is to protect the lawful rights of parties to the dispute; to prevent conflict from erupting into violence; to take whatever action may be necessary to protect lives and property; and to maintain peace. The right to picket and disseminate information in a lawful and peaceful manner will be respected and protected.

### Procedure

Planning for labor disputes involving picketing will be the responsibility of the Command Staff of the affected district. Communication should be established with both sides of the labor dispute to coordinate activities. Should events reach a point where they exceed district resources, Special Events Team (SET) Command will be consulted to determine the need to transition to a SET event.

### Obligations of Madison Police Department Personnel

Madison Police Department (MPD) personnel, when on duty, must be completely impartial and strive to avoid any actions which give the appearance of partiality; therefore:

- Members shall make no public statement which reflects preference, in the form of support or opposition, for either side in a labor dispute, and.
- Members shall not accept gifts of any sort, including food or beverages, from anyone involved in a labor dispute.

### Picketing

Picketing and information dissemination shall be restricted to those areas that which are, or are considered to be, public; however, if the public nature of the premises is uncertain, peaceful picketing and information dissemination should be presumed by officers to be lawful by officers unless told otherwise by a supervisor.

Picketing restrictions are include the following:

1. Picket lines shall not block public use of roads, sidewalks, or public ways.
2. Violence, threats of violence, deception, coercion, or fraud on the part of any person, or on the part of any agent for any person, should not be tolerated.
3. All citizens shall be guaranteed access to picketed premises, free from violence or threats against them.
4. Destruction of or damage to property will be cause for arrest.

### Notification of Parties Involved

As soon as possible after the start of a labor dispute, the MPD will undertake to acquaint both parties with MPD policies in this area and with the manner in which they will be applied in the specific case. Whenever possible, such information will be provided to both parties in the presence of the other.

### Communications with Parties Involved

Communications with both labor and management should be made through designated representatives who should be encouraged to pass on, to those they represent, the information or orders received from the police. Both sides of the dispute should be encouraged to keep the police informed of their intended activities.



## Enforcement of Laws

All felonies committed during labor disputes will be handled by physical arrest. If an arrest is not immediately possible, every effort will be made to pursue a subsequent felony arrest. Serious misdemeanors and ordinance violations may be handled by arrest or citation as appropriate. Because enforcement of some minor offenses might lead to violence or greater hostilities, enforcement of them will be at the discretion of the supervisor present.

## Enforcement of Injunctions

No arrests shall be made for violations of injunctions or court orders unless the MPD is specifically ordered by the court.

Original SOP: 02/25/2015  
(Reviewed Only: 01/27/2016, 12/22/2016, 12/26/2017, 01/30/2019, 01/11/2021)  
(Revised: 01/21/2020, 12/28/2021)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Overtime Protocols for Police Report Typists

Eff. Date 11/20/2017-11/29/2021

**Purpose**

The purpose of this standard operating procedure (SOP) memorandum is to establish clear and consistent protocols for the allocation of overtime for employees assigned to the job classification of Police Report Typist (PRT).

**Procedure**

In order to facilitate compliance with this SOP agreement, the following guidelines have been developed for department managers to use when police report typist resources beyond those immediately available are necessary on an overtime basis.

PRTs perform a wide array of job duties throughout the department beyond just the typing of police reports. However, regardless as to WHERE specific assignment to which a PRT may be assigned, they all PRTs are assigned to the PRT job classification, and compliance with the Employee Benefits Handbook overtime provisions is necessary.

**WHAT NECESSITATES OVERTIME (OT) FOR POLICE REPORT TYPISTS?**

1. **OT to meet minimum staffing levels**
  - a. Control Point: (1) PRT on each shift every day

Procedure for Authorizing Full Shift Replacement Overtime:

- If an unexpected (last minute) vacancy occurs Monday through Friday, contact the Case Process Police Report Supervisor, or if unavailable, contact the Records Manager.
- If an unexpected (last minute) vacancy occurs Friday night through Sunday, consult the "RDO Call-In" list posted in the Control Point area near the Officer in Charge's (OIC) office Patrol.
- If a shift vacancy is known in advance, the Case Process Police Report Supervisor or the Records Manager will schedule overtime.
- If necessary, the least senior, on duty PRT can be "ordered" over/in on overtime to ensure insure minimum staffing levels are maintained for partial or full shifts.

**OT for Major Cases and Significant Events:** All major crimes (homicides, attempted homicides, traffic fatalities) or other significant events (search warrants, etc.) which will most likely result in a large number of police reports to be typed in a timely manner.

**2. OT for Major Cases and Significant Events:**

- a. All major crimes (homicides, attempted homicides, traffic fatalities) or other significant events (search warrants, etc.) which will most likely result in a large number of police reports to be typed in a timely manner.

Procedure for authorizing OT for Major Cases and Significant Events:

- Remember reports will generally not start coming into the report processing queues for three to four hours after the incident time so consult with the OIC and look at the schedule as to determine how many PRTs you may need beyond those already outside of who is scheduled to work come in. Call in the next shift early and/or have the last shift stay over first and then consult. Consult the "RDO Call-In" list posted in the Control Point area near the OIC's office Patrol next for volunteers to call into work.

- Contact the **Case Process Police Report** Supervisor, or if unavailable, contact the Records Manager if not enough help is available or to help coordinate if needed.

- 3. OT for processing “weekend” arrests and priority reports:** It is the shared, coordinated responsibility of OICs and PRTs working during the weekend to monitor CFS activity and dictation files listed on Winscribe for “In Custody” Adult and Juvenile arrests (Baskets 1 & 2); and Priority reports (Basket 3). Court Detectives work throughout the weekend preparing arrest reports for the District Attorney’s Office. Therefore, it is imperative we process arrests in a timely manner. In addition, it is imperative for District command staff to have access to all Priority reports by 12:00 p.m. on Monday.

Procedure for authorizing OT for “weekend arrests” and priority reports:

- OIC and PRTs will monitor the weekend arrests and priority reports.
- Seek volunteers of staff already working to stay over/come in early.
- If no volunteers, consult the “PRT RDO Call-in” list posted in **the Control Point area near the OIC’s office**. PRTs should, by rule, be called into work strictly based on the order they appear on the “PRT RDO Call-in” list. (Keep in mind, PRTs are guaranteed a minimum of TWO hours for being called in. If called in between midnight and 6 a.m., PRTs are guaranteed a minimum of THREE hours).
- **Send an eEmail to the Case Process Police Report** Supervisor if the “PRT RDO Call-in” list is used and they are not already aware.
- If a PRT would be ordered in on OT in either of these situations, please **send an email to the PD Payroll email group** for appropriate processing of minimum OT.

- 3. OT for processing “Report Backlog”:** The management and monitoring of Winscribe, or the “reports to be typed” backlog, is the responsibility of the **Case Process Police Report** Supervisor or in his/her absence, the Records Manager. There is no specific number of reports **in the “reports needing to be typed” queue** that **automatically** necessitates overtime being used to complete this work. Rather, an analysis is done that takes into consideration such factors as **the** total number of reports needing to be typed, the oldest reports needing to be typed, and **the** total number of priority reports needing to be typed. As a general rule, all Priority and Felony reports (Baskets 3 & 4) are typed by 4:00 p.m. Monday through Friday. Next, all **Operating a Motor Vehicle While Intoxicated (OMVWI)** reports (Basket 5) are typed by Wednesday of each week to facilitate timely processing **of the case records** by Court Services personnel. Lastly, Citation and Other reports (Baskets 6 and 7) are typed throughout the week, with part-time “hourly” PRTs scheduled to assist in processing these reports. Command staff should remember the priority or basket level assigned to any dictated report can be changed so that it gets processed sooner.

Procedure for authorizing OT for “Report Backlog” processing:

- Authorized by the **Case Process Police Report** Supervisor or the Records Manager.

~~It is hoped this memorandum clarifies overtime protocols and procedures for PRTs. Police reports move information throughout the department. When this movement is unnecessarily slowed or hindered, our ability to effectively clear cases, to solve crimes, to make arrests, and to address substantive problems is slowed and hindered as well. It is our job as managers to monitor this process and make it work for all of us.~~

Original SOP: 03/01/2014  
 (Revised: 02/05/2016, 12/22/2016, 11/20/2017, 11/29/2021)  
 (Reviewed Only: 01/31/2020)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Police Vehicle Parking

Eff. Date ~~12/03/2018~~ 12/28/2021

### Purpose

The Madison Police Department (MPD) shares parking with a number of other City and County agencies in the City-County Building (CCB). Due to the demand for existing limited parking space, it is essential that we abide by the following regulations to provide for an orderly and systematic parking scheme within the confines of that building. See attached MAP.

### Procedure

#### PARKING OF MPD VEHICLES AT THE FOLLOWING LOCATIONS

##### City-County Building Basement

1. Police Parking stalls **31-43** are signed for specific use. **These stalls are restricted to On Duty MPD vehicles only 24/7 for the designated use as described on the sign.** During the hours of 8:00 a.m. to 4:00 p.m. **Monday through Friday**, stalls **35-40** (police signed stalls) are restricted to **one (1)** hour. K9 Officers are exempt from this regulation. **Personnel assigned to other districts responding to the CCB for court should park their squad in the Fairchild ramp and not in the CCB basement.**
2. Vehicles should not be parked in the aisles of the basement between the hours of 7:00 a.m. to 5:00 p.m. **Monday through Friday.** First Detail early unit **squads** should **be parked** along the north wall or be taken to the Fairchild Ramp at the end of their shift.
3. Stalls marked **City, County, OR Reserved** are assigned to other departments and **ARE NOT** to be used by MPD employees for police vehicle parking. The Dane County Facilities Manager may request that citations be issued to offending vehicles parked illegally in these stalls.
4. MPD Vehicles may park in the parking lane **behind** stalls 31-43, along the north wall, as long as the keys are left in the vehicle key lock box (if not fleet keyed).
5. All 4th and 5th detail patrol personnel working out of the Central District shall take their squads to the Fairchild Ramp at the end of their shift.
6. Afternoon Detective personnel assigned to the CCB shall take their vehicles to the Fairchild Ramp at the end of each tour.

##### South Carroll Street

Police vehicle parking along the 200 block of S. Carroll St parking is for on-duty working staff only. Overnight storage of squads should be in the Fairchild Ramp.

Personnel using parking space in this block must ensure that assigned vehicles are removed from the block during periods of snow emergency.

##### Fairchild Ramp

This facility is for police vehicle parking only. It is not to be used for the storage of impounded vehicles or for the parking of personal vehicles by employees. As per past practice, personnel are permitted to park personally owned motorcycles/scooters in the ramp as long as they are not parked **in** or infringe upon a marked stall. Any deviation from this regulation requires the approval of the Chief of Police or designee.

##### Other Locations

Personnel may be reimbursed for the cost of parking fees associated with the parking of **police vehicles** during duty time. Contact the Captain of Investigative Support or his/her designee for reimbursement.

**PARKING OF PERSONAL VEHICLES (POV) BY MPD EMPLOYEES AT CCB**

1. On Duty MPD employees may park their Personal Vehicle (POV) in the CCB basement in the general CITY STALLS marked #45, #47-49, #52-63, and #69-73. If these stalls are occupied, MPD employees shall find alternative parking on the street or in ramps. POV parking in the CCB basement is subject to the time restrictions in #4 below.
2. **ALL OTHER** stalls in basement are reserved for specific City or County staff.
3. Personal vehicles (POV) **SHALL NOT** be parked in the basement of the CCB on Tuesday or Thursday evenings.
4. Personal vehicles (POV) of police employees **MAY BE** parked in the basement, as described in #1 above, on other weekdays from 6:15 p.m. until 7:00 a.m. the following day. Personnel must ensure that their vehicles are removed from the basement **by 7:00 a.m. Monday through Friday. There are no exceptions.**
5. Personal vehicles (POV) **MAY BE** parked in the basement on weekends and on city holidays, as described in #1 above. Vehicles must be removed from the basement **by 7:00 a.m. following the weekend or holiday.**
6. Officers shall adhere to all parking regulations consistent with their permit approval. **VIOLATIONS OF PARKING REGULATIONS MAY LEAD TO THE ISSUANCE OF A CITATION AND/OR REVOCATION OF THE PARKING PERMIT.**

Original SOP: 02/08/2016  
(Reviewed Only: 11/01/2016, 12/26/2017)  
(Revised: 12/03/2018, 12/28/2021)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Police Weaponry

Eff. Date ~~06/08/2020~~ 12/28/2021

**Purpose**

This procedure defines authorized handguns, holsters, allowable alterations to handguns, and rifle use.

**Procedure**

**HANDGUNS**

**Shall be Carried on Duty**

All **Madison Police Department (MPD)** commissioned personnel shall carry a fully loaded handgun, one extra fully loaded magazine, and a pair of handcuffs on their person while on duty, pursuant to the guidelines in this policy, unless otherwise directed or waived by a commander for special circumstances. If **an employee's** primary role is a patrol/street capacity, **a person the employee** shall carry two extra fully loaded magazines for their **employee's** primary handgun.

Officers will qualify in accordance with **Madison Police Department (MPD)** standards with any handgun carried on duty.

Any officer transitioning to a new **primary** duty or secondary weapon must successfully qualify with that weapon prior to **use carrying it** on or off duty. Any officer transitioning to a new primary holster requiring a different carrying method must successfully qualify with that holster prior to use on duty. Any officer transitioning to a weapon-mounted lighting system must successfully complete the MPD weapon mounted light course of fire, with the installed **light system**, prior to use on or off duty.

Officers shall not carry more than two handguns.

The Chief of Police may authorize special weapons and/or ammunition to be carried by **Special Weapons and Tactics (SWAT)** officers and may authorize firearms, accessories, and modifications contrary to those enumerated below, for testing and evaluation purposes.

**Specifications for Primary Duty Firearm**

The approved primary duty handguns for members of the MPD will be **the following**:

1. Glock Models 17 (9mm), 19 (9mm), 26 (9mm), 45 (9mm), 22 (.40 cal.), 23 (.40 cal.), 27 (.40 cal.), 21 (.45 cal.), and 30 (.45 cal.); Heckler & Koch VP9 series; and Sig Sauer P320 (9mm). Primary Duty handguns shall be black in color and shall be equipped with non-adjustable iron sights. Sub-Compact models such as the Glock 43, 43x, and 48, and the Sig Sauer P365 are only approved as primary duty handguns for personnel not assigned to field services, or for those who are temporarily filling a non-field assignment (attending training, administrative duties, etc.). See "Qualifications" and "Holsters" sections below for additional requirements.
  - a. Glock duty handguns shall be equipped with the factory Glock trigger components, which, per Glock Inc., requires 5.5 pounds of force to fire. If an officer chooses, they can utilize a configuration that makes the trigger pull heavier as long as Glock factory parts are utilized and they are installed by a certified armorer.
  - b. Heckler & Koch duty handguns shall be equipped with the factory Heckler & Koch trigger components, which, per Heckler & Koch, requires 5.4 pounds of force to fire. If an officer chooses, they can utilize a configuration that makes the trigger pull heavier as long as Heckler & Koch factory parts are utilized and they are installed by a certified armorer.
  - c. Sig Sauer duty handguns shall be equipped with the factory Sig Sauer trigger components, which, per Sig Sauer, requires 5.5 pounds of force to fire. If an officer chooses, they can

utilize a configuration that makes the trigger pull heavier as long as Sig Sauer factory parts are utilized and they are installed by a certified armorer.

2. Any weapon used as a primary duty weapon must have a round capacity of at least 10~~ten~~. Pistols chambered in .380ACP (9x17mm Automatic Colt Pistol) are not approved primary duty weapons, even with a magazine extender, unless approved by a commanding officer for a special assignment. Department members who intend to carry a subcompact firearm as a primary weapon must qualify with that weapon on the full Department of Justice (DOJ) qualification course of fire.
3. Officers transitioning to a pistol-mounted optic system shall complete both a transition course authorized by the Training Team as well as an initial qualification provided by the Training Team prior to carrying such a configuration on duty.
  - a. Only MPD-approved red dot optics may be used. The Captain of Training or designee will maintain a list of the approved optics or characteristics
  - b. Pistol-mounted optics shall be mounted to the firearm's slide. Optics may be mounted via the firearm manufacturer's mount, the rear sight dovetail, or by third party alteration of the slide.
  - c. The optics must allow for the simultaneous acquisition of iron sights.
  - d. The optics and accessories must be black in color.
  - e. Officers using a pistol-mounted optics system shall adhere to holster guidelines set forth below.

An officer may not be simultaneously qualified for more than one brand of semi-automatic pistol to be used as a primary weapon without approval from the Captain of Personnel and Training.

The Training Section will determine what weapon model all newly hired officers will carry while on probation.

**Detectives and Plainclothes Personnel:** When detectives or plainclothes officers wear their weapon in plain view, they will also display their MPD badge in a manner that is clearly visible and have their MPD identification on their person.

### Specifications for Secondary Firearms

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1. All secondary weapons must meet the following specifications:
  - a. Smith & Wesson, Sig Sauer, Glock, Beretta, Ruger, Walther, or H&K brand.
  - b. Double action or striker fire as specified above.
  - c. Semi-automatic action only or revolver.
  - d. .380, .38, .357, 9mm, .40 caliber, or .45 caliber.
  - e. Carrying any other type of handgun must be approved by the Chief of Police or designee in advance.
2. Secondary weapons are those carried on duty in addition to the primary weapon and are intended only as an emergency backup weapon in the event the primary weapon is lost, non-functional, or inaccessible to the officer.
3. Officers may be responsible for ammunition and weapon maintenance for secondary and off-duty weapons.

### Off-Duty Firearms Carry

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1. Officers wishing to carry a handgun while off duty, based on their authority as a Madison Police Officer, must comply with the following guidelines:
  - a. Officers carrying a handgun while off duty must have a badge and MPD identification on their person.
  - b. Officers carrying a handgun while off duty are responsible for knowing and acting in accordance with all relevant MPD SOPs ~~procedures~~.
  - c. Officers carrying concealed while off duty under the provisions of this SOP shall comply with MPD regulations with regards to approved brands, models, and accessories, and will complete required training and/or qualification.

2. Officers who have been issued a license to carry a concealed weapon under ~~175.60~~ Wis. Stat. ~~175.60~~ may carry weapons as authorized for any license holder by applicable state law. Officers carrying a weapon off duty, pursuant to a license issued under ~~175.60~~ Wis. Stat. ~~175.60~~, are limited to carrying in places and circumstances a license holder would be. If an off-duty officer is carrying a weapon under this statute and this weapon is not an authorized MPD weapon, the employee must be aware that he/she is acting as a private citizen carrying a concealed weapon (CCW) permit.
3. No firearm may be carried off duty when an officer is consuming intoxicants or under the influence of prescribed narcotics that could alter judgment. ~~See Wisconsin Statute 941.20(1)(b) which prohibits any person from carrying a firearm while intoxicated.~~

## Qualifications

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Department members will qualify with any handguns carried on duty or off duty, if carrying under the Law Enforcement Officers Safety Act (LEOSA) or authority as an MPD officer. The nature and timing of qualifications will be determined by the Captain of Personnel and Training, but all sworn department members shall qualify on at least a yearly basis.

Department members may qualify with no more than ~~three (3)~~ firearms, at least one of which must be designated as a primary duty handgun. Qualification is individualized to the particular firearm, not brand/model.

- a. Primary duty handguns will be qualified with in accordance with Department and State DOJ standards and must conform to "Specifications for Primary Duty Firearms" outlined above. This applies to any firearms carried as a primary or sole firearm while on-duty (e.g., OIC, In-service, etc.).
- b. Officers will qualify with their secondary weapons annually. Officers will be required to draw their weapon, in the qualification course, from the concealed carry position utilized on duty. The method of carry must be approved by the Training Team at the time of qualification.
- c. Department members intending to carry a firearm as both an on-duty backup and occasional primary firearm will be required to demonstrate their ability to draw and holster from the concealed backup location, but will qualify (to the primary firearm standard) with a holster configuration more appropriate to the primary carry role.
- d. Time will be afforded during regular qualification or training (as possible) for officers to qualify with ~~two (2)~~ firearms; however, the Primary Duty firearms will be qualified first. If additional attempts or remediation are needed, the officer may not be afforded additional time on that date to qualify with a second firearm. The Department will provide duty and qualification ammunition for these initial attempts.
- e. Officers who wish to qualify with a third firearm, or a second firearm after a retest, will be required to coordinate with the In-Service Sergeant or a Training Team member to arrange a time to do so. The officer may be expected to provide training or qualification ammunition for this attempt; the Department will still provide appropriate duty ammunition.
- f. Any qualification standard (primary duty or secondary) shall meet the Department's requirement for qualification to carry that firearm off-duty.

## General Specifications

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Only MPD-authorized service ammunition shall be carried on or off duty. Officers are only authorized to use magazines designed and marketed by the manufacturer of the weapon being carried.

MPD authorized firearms may not be modified, altered, or have any non-approved part(s) installed without the approval of the Captain of Training or designee. Firearms with actions altered beyond established safety guidelines are not permitted. Trigger shoes are not permitted. Non-standard grips must be approved by the Captain of Training or designee. Officers shall not disassemble their weapons beyond the basic "field strip" unless the officer is a certified armorer for that particular weapon. A weapon mounted lighting system is



considered to be an extension of the weapon and shall not be removed from the weapon except for repairs, battery/bulb replacement, or when training without the lighting system is desired. Laser projecting aiming systems are not approved for primary duty weapons, though may be permitted for secondary, off-duty, or backup weapons.

## HOLSTERS

1. MPD will provide the initial issue duty holster to all new employees. Officers may purchase other approved holsters through their uniform and equipment account. MPD will replace duty holsters that are damaged in the course of duty.
2. Holsters must meet the following specifications:
  - a. Uniformed personnel, while working in the field in a patrol capacity, shall carry a holster which is designed to secure the specific weapon carried. The holster will be plain black, have a safety strap or hood which covers the back of the slide or hammer, and possess characteristics which secure the weapon so as to withstand strenuous activity, whether or not the strap or hood are engaged. Officers using a pistol-mounted optic shall carry a holster that adheres to all specifications set forth above; in addition, the holster will have a feature that covers/protects the optic from all sides while holstered. The holster will have solid belt loops and allow a handgun to be holstered and secured with one hand.
  - b. Uniformed personnel, not working in the field in a patrol capacity, shall carry a holster which is designed to secure the specific weapon being carried. The holster will be plain, black in color, and be capable of securing the weapon so as to withstand strenuous activity and shall make use of at least one form of active retention. The holster will allow the handgun to be holstered and secured with one hand. **There is still a requirement to use a holster with active retention, but not a hood covering the optics. Officers in plainclothes are also not required to have a holster that covers the optics unless working in a field capacity.**
  - c. Plainclothes Personnel shall carry a holster or fanny pack designed to secure the specific weapon being carried. The holster will be capable of securing the weapon so as to withstand strenuous physical activity. The holster will allow the handgun to be holstered and secured with one hand.
3. Primary duty holsters are to be worn in a manner that allows for a strong hand draw stroke.
4. Shoulder holsters which meet the following specifications are authorized:
  - a. The holster will be worn in the manner intended by the manufacturer and secured to the waist belt.
  - b. The holster will have the capability of allowing the handgun to be returned to the holster with one hand.
  - c. The holster will be equipped with a safety strap or other means of securing the weapon so as to withstand strenuous physical activity.
5. Captains may permit subordinate officers to carry a holster that deviates from the above, or authorize other means of carrying their weapon; such permission shall be in writing and placed in the employee's personnel file.
6. Secondary weapons must be holstered and fully concealed in such a manner as to remain secure during vigorous physical activity. A designated representative of the Training Team will inspect the security of holsters and carrying methods for all secondary weapons during firearm qualification.

## DRAWING THE HANDGUN AND CONFRONTING A THREAT

1. A handgun may be removed from its holster in the performance of duty under the following circumstances and only with the finger outside of the trigger guard:
  - a. When an officer reasonably believes that the potential for the authorized use of deadly force may exist.
  - b. When it is necessary to secure in a safe place or check on the serviceability of the weapon.
  - c. At an approved range.
2. When confronting threats with drawn handgun:
  - a. The finger will remain outside of the trigger guard until such time as circumstances exist which reasonably indicate a danger to life or of great bodily harm.

- b. If applicable to the officer's particular weapon system, the pistol will be in double action mode and the weapon will not be cocked.
- c. If applicable to the officer's particular weapon system, after being fired, a semi-automatic pistol may remain in the cocked/single action mode until such time as the immediate threat of death or great bodily harm no longer remains. The weapon will then be restored to double action mode by use of the de-cocking lever, if so equipped.

## DEPARTMENT APPROVED RIFLES / ADMINISTRATIVE GUIDELINES

1. Officers will only use MPD-authorized rifles.
2. No modification, alteration, or installation of any part on any department assigned or individually owned rifle shall be made without the approval of the Captain of Training or his/her designee, or by the SWAT commander (for SWAT tactical team members).
3. Only officers who meet MPD training requirements are authorized to use MPD approved rifles and they will use them in accordance with department training, policy, and established safety procedures.
4. Officers shall ensure that their MPD assigned and/or individually owned rifle is properly maintained, regularly inspected, and serviced in accordance with MPD training.
5. The Captain of Training or his/her designee shall maintain rifle assignments and records.
6. Except for exigent circumstances, officers shall not use a rifle not assigned to them.
7. Uniformed officers assigned to and engaged in field operations shall ensure that their authorized rifle is properly secured in their squad at the start of their shift unless approved by a supervisor. This requirement does not apply to off-duty or special assignments.
8. Rifles transported in police vehicles shall be secured in the mounting brackets provided or be cased in the vehicle's trunk. The rifle should have an empty chamber, have the safety on, and have a magazine loaded with the prescribed number of rounds as established by this SOP.
  - a. Only MPD-approved rifle ammunition is authorized to be carried on duty.
  - b. Magazines designed to hold 20 rounds shall be loaded with no fewer than 18 rounds. Magazines designed to hold 30 rounds shall be loaded with no fewer than 28 rounds. In no case shall the magazine be loaded with more rounds than designated by the manufacturer.
9. In police vehicles equipped with a prisoner transport screen, the screen shall be in the up or closed position when transporting prisoners, suspects, or persons under protective custody when a rifle is secured in the passenger compartment.
10. In the event an officer's rifle becomes fouled, is suspected of having a partial or complete barrel obstruction, or is otherwise not in a serviceable condition, it shall be immediately made safe and placed out of service until proper cleaning and/or repairs can be made. The officer responsible for the rifle shall promptly make written notice to the Training Team's In-Service Sergeant noting the nature of the problem. If the rifle will be unserviceable for an extended period of time, the officer will be issued an MPD-owned loaner rifle zeroed to the officer.
11. In the event an officer's rifle is collected as evidence, the Training Team's In-Service Sergeant or his/her designee will issue an MPD-owned loaner rifle zeroed to the officer as soon as possible.
12. Storage for rifles will be provided in each district station armory.

### Individually Owned Rifles

Officers who have completed MPD-approved training may carry and utilize an AR-15 A2/A3 style 5.56mm/.223 rifle they personally own while on duty.

The rifle shall meet the following criteria:

1. Be made by Colt, Bravo Company Manufacturing, or Sig Sauer.
2. Be semi-automatic.
3. Have a minimum barrel length of 16 inches.
4. Have a full or multi-position collapsible stock; ~~N~~ no folding stocks are allowed.
5. Have a sling attached that is black in color.
6. Be equipped with iron sights.
7. Rifle and accessories shall be black in color (Any deviation must be approved by the Captain of Training or designee).

Deviations from these requirements may be made only with the written approval of the Captain of Training. Deviations for SWAT tactical team members may be approved by the SWAT commander.

### Optional Accessories for Authorized Rifles

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1. MPD-owned rifles may be equipped with a flashlight. The flashlight mount must:
  - a. Not require a modification of the rifle hand guards as delivered by the manufacturer.
  - b. Be able to be stored in the rifle mounting rack system in the squads.
2. Individually owned rifles may be equipped with the following accessories purchased at the owner's expense:
  - a. Flashlight.
  - b. A vertical forward grip.
  - c. A tactical hand guard or free floating hand guard; ~~A~~ a low-profile gas block may be used in conjunction with an extended free floating hand guard.
  - d. An alternative stock and/or pistol grip.
  - e. An ambidextrous safety and/or charging handle.
  - f. An enlarged or "winter" trigger guard.
3. With prior approval and inspection by a member of the Training Team, an officer may mount a personally owned optic on an MPD rifle.
4. Individually owned rifles may be equipped with optical sights, which include red dots, magnifiers, and riflescopes.
5. Guidelines for red dots, magnifiers, and riflescopes are the following:
  - a. Only MPD approved red dots, magnifiers, and riflescopes can be used on duty; ~~T~~ the Captain of Training or his/her designee will be the approving authority.
  - b. If equipped with optics, the optics must allow for simultaneous utilization of the iron sights.
    - i) If equipped with a rifle scope, back-up sights must be accessible through a quick release mount or offset 45-degree sights.
  - c. Officers utilizing an optical sighting system must have the system inspected by ~~T~~ training staff and qualify with an MPD Firearms Instructor with that sighting system prior to using the rifle on duty.
  - d. Officers with individually owned rifles may use a fixed-power magnifier in conjunction with the approved optics. The magnifier must utilize a mounting system that allows it to be instantly folded or rotated out of the way so the primary optics can be used without the magnifier, while remaining attached to the rifle.
  - e. Riflescopes must be able to return to 1x (1power) magnification.
  - f. Rifle optics shall never be used as a replacement for binoculars.
6. Current SWAT members may add additional accessories to individually owned rifles with the approval of the SWAT commander. SWAT members who leave the team in good standing may retain accessories at the discretion of the SWAT Commander. This approval may be rescinded at any time.
7. Installation of accessories that require disassembly beyond the standard field strip must be completed by a trained armorer or gunsmith and be inspected by an MPD armorer prior to duty use.

### Rifle Safety Procedures

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1. Rifles shall at all times be handled in accordance with MPD training, policy, and established safety procedures.
2. When inspecting, loading, or unloading rifles, officers shall:
  - a. Ensure the safety is on.
  - b. While seated in the front passenger compartment of a police vehicle, place the muzzle toward the engine and away from any portion of an officer's body.
  - c. Remove the magazine.
  - d. Pull the charging handle to the rear and lock the bolt back by depressing the lower half of the bolt catch. If a round is in the chamber, it should be ejected by this action.
  - e. Visually inspect the chamber to see that it is empty, keeping fingers out of the ejection port to prevent injury.
  - f. Close the action by pulling the charging handle to the rear and then releasing it.

- g. Inspect the magazine to ensure it is properly loaded before inserting into the magazine well. Tug aggressively down to **ensure-insure** the magazine is properly seated.
  - h. Close the dust cover.
  - i. Inspect the sights to ensure they have not been altered.
  - j. Secure the rifle in the vehicle mounting bracket.
3. In police vehicles so equipped, the prisoner transport screen shall be in the up/closed position when transporting prisoners, suspects, or persons under protective custody.

### DEPLOYING THE PATROL RIFLE AND CONFRONTING A THREAT

1. A rifle may be deployed in the performance of duty under the following circumstances and only with the finger outside of the trigger guard and the safety on:
  - a. When an officer reasonably believes that the potential for the authorized use of deadly force may exist.
  - b. When it is necessary to secure in a safe place or check on the serviceability of the weapon.
  - c. At an approved range.
2. When confronting threats with a deployed rifle:
  - a. The finger will remain outside of the trigger guard with the safety on until such time and circumstances exist which reasonably indicate a danger to life or of great bodily harm.
  - b. After being fired, the safety selector may remain on fire until such time as the immediate threat of death or great bodily harm no longer remains. The weapon will then be restored to safe.

### MISCELLANEOUS WEAPONRY

1. Uniformed personnel, while working in the field in a patrol capacity, shall have an MPD-authorized baton immediately available in their vehicle.
2. All uniformed personnel, while working in the field in a patrol capacity, are required to carry an MPD-authorized chemical agent. Carrying of an MPD authorized chemical agent is optional for non-field personnel.
3. All uniformed personnel, while working in the field in a patrol capacity, are required to carry an MPD-authorized electronic control device (ECD). This does not apply to personnel who have not been trained in the use of an electronic control device, or if no device is available (e.g., special events, **Field Training & Evaluation (FT&E)**, SWAT).
4. The use or carrying of any non-authorized firearm, electronic control device, ammunition, chemical agent, or agent-dispensing device is prohibited.
5. Commissioned personnel are permitted to carry folding/retractable knives with a blade no longer than four inches for utility purposes while on duty. Fixed-blade knives are authorized only for members of SWAT and only while operating in that capacity during special circumstances with the written permission of the Chief of Police.

### FIREARMS SAFETY

Members of the MPD shall strictly adhere to all safety guidelines when handling any firearm to prevent an unintentional discharge of that firearm. Members shall not engage in any behavior with a firearm that may pose an unnecessary danger to any other person. Officers shall take reasonable measures to ensure the security and safe storage of MPD approved weapons. This procedure applies to all members of the MPD while on duty and to the handling of any MPD approved weapon while off duty.

### FIREARMS IN THE DANE COUNTY COURTHOUSE

It is the procedure of MPD to actively participate in the safe and secure operation of the Dane County Courthouse (DCC). Courthouses are locations where disputes involving the most volatile human emotions are resolved and thus, can create unique potential dangers. Madison Police Officers shall recognize this environment and exercise extreme care when bringing a firearm into the Dane County Courthouse.

1. On-duty MPD sworn employees performing official duties are authorized to carry firearms in the DCC regardless of attire (e.g., military, utility, professional uniform, or civilian).
2. On-duty employees shall:
  - a. Wear a visible breast/pocket badge if wearing the military, utility, or professional uniforms. While in civilian attire, a pocket badge and/or MPD ID card shall be displayed on the outer garment.
  - b. Wear an agency-approved holster and adhere to all MPD firearms safety and weapon retention procedures.
  - c. When in civilian attire, wear an outer garment (coat, jacket, vest) to cover the firearm. A badge on a belt clip or MPD ID card shall be displayed near the firearm.
  - d. Have MPD-issued identification on his/her person and produce this identification to Sheriff's staff or weapons screener upon request.
  - e. Officers engaged in undercover activities are exempt from the above visible identification requirements and may provide weapons screening staff with other evidence of law enforcement status.
3. On-duty employees entering the DCC through the main entrance on South Hamilton Street shall, upon request of Sheriff's staff or a weapons screener, provide proper identification, state the reason of the visit, and sign-in **on the log book**. If an employee is not on official business, **his/her the employee's** firearm shall be secured in a gun locker near the main entrance and **he/she the employee** shall submit to weapons screening procedures.
4. Off-duty employees requiring access to the DCC for the purpose of attending to personal business shall enter the DCC through the public entrance on South Hamilton Street and will submit to weapons screening. If armed, they will be required to secure their firearm in a manner approved by the DCC Staff and will be required to submit to weapons screening procedures. MPD employees who are not on duty and not on official business are not authorized to carry firearms in the DCC.

Original SOP: 02/25/2015

(Revised: 03/17/2015, 04/21/2015, 03/04/2016, 08/25/2016, 12/21/2017, 09/24/2018, 06/08/2020, **12/28/2021**)

(Reviewed Only: 12/22/2016)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Records Inspection and Release

Eff. Date ~~04/29/2020~~ 11/29/2021

## Purpose

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

## Procedure for Requesting a Record

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

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

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

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

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

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

Requests for MPD records from other law enforcement agencies should be routed to [pdrecords@cityofmadison.com](mailto:pdrecords@cityofmadison.com) unless a release is necessary for urgent public safety. Sharing records deemed urgent between the MPD and fellow law enforcement agencies is permissible for "law enforcement investigative purposes", as long as the Public Records Unit is notified via email at [pdrecords@cityofmadison.com](mailto:pdrecords@cityofmadison.com) with the necessary information for the records release log. Detectives and Detective Lieutenants may share reports with other law enforcement for investigative purposes and shall copy [pdrecords@cityofmadison.com](mailto:pdrecords@cityofmadison.com) when they are released such records. MPD members releasing records to fellow law enforcement agencies shall consult with the Dane County District Attorney's Office regarding release when such release carries potential for impacting open cases.

## PERSONS WHO MAY CONSIDER REQUESTS FOR PUBLIC INSPECTION

The following officers of the MPD will consider requests for the inspection of public records and documents in the custody of the MPD: Chief of Police, Assistant Chiefs of Police, trained Records

Custodians, Public Information Officers, PS&IA Commander, and records staff assigned to the Records Unit.

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

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

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

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

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

### **ACCESS TO POLICE RECORDS**

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

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

### **SUBPOENAS**

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

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

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

## INSPECTION VS. NON-INSPECTION OF RECORD

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

When access to a record is being denied in whole, or in part, through redaction of information, the person requesting inspection of the record shall be informed that their request is being denied. This denial can be orally provided if the request was made verbally. All other requests must be responded to in writing. This response will explain the statutory, common law, or public policy reasons for the denial or redactions contained within the document. This written response must also inform the requestor of his or her right to court review of the denial under mandamus action or upon application to the Wisconsin Attorney General or to the Dane County District Attorney. The Public Records Unit is not required by law to give an explanation for redactions to the requestor if the request was made verbally. Written responses for the denial of access to a record must be reviewed by the City Attorney's Office in accordance to **Madison General Ordinance (MGO) 3.70(6) MGO**. The Madison Police Department uses form letter replies, approved by the City Attorney's office, for most simple responses.

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

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

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

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

## PUBLIC RECORDS OR DOCUMENTS WHERE RELEASE MAY BE DENIED

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

### 1. Juvenile Records

Requests for inspection of children's police records may not be granted except to representatives of newspapers or other reporters of news who wish to obtain information for the purpose of reporting news without revealing the identity of the child involved. (**Wis. Stats. Sec. WI §48.26 and 938.396**).

Wisconsin **Statutes §938 and 48.396** allow certain persons access to juvenile records without obtaining a court order. **While these certain persons are** generally referenced below, additional requirements may apply to the various exceptions:-

- Legal Guardian or Custodial Parent (or to any person designated in writing by a legal guardian or custodial parent)



- Subject of Report (if over 14 years of age)
- News Media
- Victim-Witness Coordinators
- Victims of the Juvenile Act (but only for the purposes of collecting for their losses)
- Law Enforcement
- Social Service Agency with legal authority
- Schools as allowed under Wisconsin Statute §118.127
- The identity of the requestor must be verified prior to any release of information to ensure they are entitled to receive the record. Acceptable forms of identification include the following:
  - Photo Identification of party requesting record, and
  - A Birth Certificate verifying the relationship with the child, or
  - A Court Order showing legal guardianship

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

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

## 2. Attorney-Client

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

Original SOP: 02/25/2015  
(Revised: 03/16/2016, 02/03/2017, 11/30/2017, 02/14/2019, 12/20/2019, 04/29/2020, 11/29/2021)  
(Reviewed Only: 01/11/2021)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Replacement of Lost, Stolen, or Damaged Equipment

Eff. Date 11/20/2017-11/29/2021

**Purpose**

To outline the procedure to obtain replacement of lost, stolen, or damaged equipment.

**Procedure**

1. If an item of department-issued property is lost, stolen, or damaged while on duty, within one month of the incident, the responsible employee will forward an email to their commander/manager detailing the circumstances of the loss and requesting replacement. This email must be sent within one month of the loss, theft, or damage incident.
2. When City-owned property is lost, stolen, or damaged through employee negligence, the information detailing the loss, theft, or damage will be forwarded to Professional Standards & Internal Affairs (PS&IA) by their employee's commander/manager for review when appropriate. (Refer to SOP regarding the City-Owned Property – Use and Care Standard Operating Procedure.)
3. Items damaged by reason(s) other than negligence will be examined by a supervisor and a decision will be made as to the most appropriate method, repair or replacement, for restoring the item to service.
4. If a replacement item is to be purchased by the department, the commander/manager will send an email message to the PD Purchasing email group explaining the reason for the replacement, providing the case number related to the incident, and including the name of the employee for whom the replacement item will be purchased. The commander/manager will also provide the details needed for ordering, such as item number, sizes, and any other pertinent information needed so that an order can be placed. In this instance, the replacement item will not be charged to the employee's uniform account.
5. If approved for replacement, personal watches will be repaired or replaced to a maximum of \$50.
6. The Madison Police Department (MPD) recommends the wearing of safety glasses, but other prescription glasses will be repaired or replaced, at a reasonable cost for frames and lenses, if lost or damaged while taking police action. (The current approved maximum replacement cost is \$190.) Employees desiring special frames or lenses (e.g., designer frames, U/V or scratch resistant lenses, etc.) will be responsible for those costs. This provision will also apply to prescription sunglasses and non-prescription reading glasses.
7. Contact lenses will be replaced if lost or damaged as a result of taking a police action.
8. Approved sunglasses purchased with uniform account funds will be replaced by the department if they were lost, stolen, or damaged during a police action and with commander review and approval.
9. Damaged or lost jewelry, such as beads, earrings, rings, bracelets, etc. will be the responsibility of the employee and no repair or replacement will be made by the MPD.
10. Work-related equipment not issued by the MPD will remain the responsibility of the employee and no repair or replacement will be made by the MPD, except as specifically provided for in labor contracts.
11. All worn out or lost uniform and equipment items shall be paid for out of the employee's uniform and equipment account.

Please be aware that **Madison Professional Police Officer Association (MPPOA)** and **Association of Madison Police Supervisors (AMPS)** labor contracts, and civilian employee handbooks, also contain language related to uniform purchase and replacement. Since these contracts may change, **it's it is** important to note that any labor agreements supersede any uniform procedures currently in place.

Original SOP: 04/01/2015  
(Revised: 02/12/2016, 11/15/2016, 11/20/2017, **11/29/2021**)  
(Reviewed Only: 01/31/2020)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**TIME System Use and Dissemination of Records**

Eff. Date ~~11/18/2019~~ 11/29/2021

**Purpose**

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

**Procedure**

**SYSTEM USAGE**

ONLY authorized users shall access use the TIME system for valid law enforcement/criminal justice purposes. At no time will any user use the TIME system to run the user's personal information himself or herself (and respective license plates), a family member, or anyone with whom the user is closely associated. Should a situation arise wherein the subject who needs to be run through the TIME system is closely affiliated with the user, the user will request another officer, staff member, or a supervisor to run the subject. If a test record needs to be run, only approved test transactions should be used.

**PENALTY FOR MISUSE**

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

**SECURITY**

**TIME Agency Coordinator**

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

**General Security**

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

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

### CRIMINAL HISTORY RECORD INFORMATION (CHRI/III)

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

#### Authorized Purpose Codes

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

#### Storage and Disposal of CHRI Information

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

#### Probable Cause/Hit Confirmation

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

## CHRI/III INFORMATION

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

## TIME and NCIC Management of Records

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

Original SOP: 02/25/2015  
(Reviewed Only: 02/04/2016)  
(Revised: 01/06/2017, 12/11/2017, 11/18/2019, **11/29/2021**)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Tours, Visitors, and Ride-Alongs

Eff. Date ~~09/02/2020~~ 10/19/2021

### Purpose

Tours of police facilities will be conducted for approved groups who have expressed an interest in observing the functions of the Madison Police Department (MPD).

Most MPD facilities have areas within them that are secured and not accessible to the general public. We recognize that members of the general public and other law enforcement officials will have a need to enter into these secure areas from time to time. When doing so, all visitors will be expected to comply with all security measures put in place.

Unlike many jobs in today's society, the duties of a police employee are not easily described to persons outside the profession. Therefore, the purpose of allowing citizens to ride with police employees is to add to the public's knowledge and understanding of the ~~problems and~~ complexities of the law enforcement profession and of the relationship between law enforcement and the public.

### Procedure

#### TOURS OF POLICE FACILITIES

Tour screening and coordination will be the responsibility of the Public Information Office (PIO) and conducted by various volunteers of the MPD. All tour groups must be escorted at all times.

#### VISITORS OF POLICE FACILITIES

Visitors coming into any secure area of a police facility will need to be escorted by an employee of the MPD. Visitors must sign the MPD visitor log and must wear a visitor badge so that it is in plain view.

#### RIDE-ALONG PROCEDURE

##### Ride-Along Program Responsibility of Administrative Assistant of the Chief PIO

The administration of the Ride-Along Program is the responsibility of the Administrative Assistant of the Chief, PIO and Requests for permission to participate in a ride-along will be handled by this office unless the ride-along participant is a non-commissioned MPD employee, or an intern, or the ride-along was initiated by an officer. Eligibility of each applicant will be determined by the Administrative Assistant of the Chief PIO. The Administrative Assistant of the Chief PIO will be responsible for collecting the name, address, date of birth, and home phone number of each person requesting to ride. The Administrative Assistant of the Chief MPD Records Section will conduct background checks on applicants. The Administrative Assistant of the Chief Centralized Patrol Services Captain will disseminate viable applications to district commanders who will schedule officers to accommodate ride-along assignments. Each district will be asked to schedule a maximum of five applicants per month unless there is a larger group request, i.e., U.W. class.

Persons requesting to ride, who are applying for the position of Police Officer with the MPD, will be referred to the Recruiting Officer for placement and scheduling.

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## Ride-Along Database

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A Ride-Along Database will be maintained electronically by the Administrative Assistant of the Chief PIO. The data will contain a complete listing of those who have participated in the Ride-Along Program including the date of their ride-along and the employee with whom they rode with ride.

Generally, a person taking part in the program may not ride-along for more than once a per year unless the ride-along participant is a non-commissioned employee, an intern, or a public safety cadet Police Cadet, or the ride-along was initiated by an officer.

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## Voluntary Employee Participation

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Employee participation in the ride-along program will be voluntary. Employees may wish to advise their commander of their willingness to participate in the program

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## Waiver of Liability Form

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The Waiver of Liability form must be completed by the person requesting to ride and the employee performing the ride-along prior to the beginning of the ride-along. A supervisor must also sign the approval of the waiver prior to the start of the ride. The completed waiver form will be forwarded to the Administrative Assistant of the Chief PIO where they and completed waiver forms will be kept on file. These waiver forms records will be purged in accordance to the MPD records retention schedule approved by the State Records Board.

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## Duration of Ride-Along

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It is suggested that the length of the ride-along period will be four (4) hours. The total time period of the ride-along is to be recorded on the Waiver of Liability form.

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## Juvenile Ride-Along

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All juvenile (ages 15-17) ride-along periods will be conducted between the hours of 7:00 a.m. and 7:00 p.m. The majority of the ride-alongs will be scheduled as early in the afternoon as possible. Extensions to 10:00 p.m. for a juvenile ride-along may be granted by the Officer-in-Charge (OIC). The extension and exact time of the ride-along shall be documented on the returned Waiver of Liability form. Requests for juveniles under the age of 15 must be approved by the Chief of Police.

Public Safety Cadets Police Cadets, a program for youth ages 14-20, are exempt from the age and hour restrictions set in place for juveniles.

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## Employee Initiated Ride-Alongs

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MPD personnel will be allowed to initiate ride-alongs for relatives or friends. Employees should obtain the approval of their immediate supervisor or OIC on the waiver form for employee initiated ride-alongs.

The number of ride-alongs an employee will be allowed to take will be determined on an individual basis. Some criteria in making the determination will be:

1. The number of employee-initiated ride-alongs performed.
2. The effect of the ride-alongs on the employee's ability to perform assigned duties.
3. The time period covered by the ride-along involved.

This The number of ride-alongs determination will be made in conjunction with the Administrative Assistant of the Chief PIO and the officer's supervisor(s).



## Non-Commissioned Employee Ride-Alongs

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Non-commissioned employees of the MPD may be authorized to ride-along (on duty time) more than once per year if their supervisor believes such action will increase the employee's understanding and performance of assigned duties.

## Intern Ride-Alongs

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Persons working on projects involving the MPD may be granted permission to extend the ride-along period. Interns working with the MPD should complete the Internship Waiver of Liability form prior to the start of the internship, if the internship includes ride-alongs with MPD personnel. Public Safety Cadets Police Cadets should complete the Public Safety Cadets Police Cadet Wavier of Liability form at the beginning of each calendar year.

## Employee Participation

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Employees on probation will not be allowed to participate in the ride-along program unless prior approval has been obtained from the employee's Commanding Officer.

Approval for probationary police officers from their Commanding Officers should only be given when the officer has demonstrated, at a minimum, a performance of "acceptable" according to the Field Training and Evaluation Program standard evaluation guidelines (#4 level). Ride-alongs should not be approved if the assignment would interfere with the progress of the officer or reflect negatively on the MPD.

## One Ride-Along Limit

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There will only be one ride-along participant assigned to an employee at any given time unless approved by the OIC (e.g., camera crew for approved interview).

## Scene Guidelines

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Officers shall adhere to the following guidelines when determining whether to allow a ride-along to enter a scene:

1. Ride-alongs participants may not accompany officers into private residences or into any other place not readily open to the public when the officer's legal basis for entering is not based upon consent (i.e., warrant execution, exigent circumstances, community caretaker, etc.).
2. Ride-alongs participants may accompany officers into private residences or into any other places not readily open to the public when:
  - a. The owner/resident or other person in control of the premises expressly consents to the ride-along's participant's entry.
  - b. The ride-along participant is directly assisting the officer in the performance of the officer's duties, (example: intern assisting with searching or evidence collection during search warrant execution).
3. Ride-alongs participants may accompany officers any place that is open to the public, subject to state and local laws (i.e., underage persons not to enter taverns).
4. Ride-alongs participants may not exit the squad car during a traffic stop prior to the occupants being secured, unless it is necessary to ensure insure their safety or when approved by a supervisor.

## Ride-Along Personal Appearance

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All ride-along participants are visible representatives of the City of Madison and its Police Department and as such, a neat, clean and professional appearance is required. Ride-along participants shall adhere to the following guidelines regarding their personal appearance during their ride-along experience:

1. Clothing shall not be torn, frayed, stained, excessively faded, or sheer to the skin.
2. Clothing shall not be excessively loose or tight fitting and must not pose a safety hazard when accompanying officers on calls for service.
3. Clothing, buttons, badges, or pins shall not have political or potentially offensive words, terms, logos, pictures, cartoons, or slogans.
4. Shorts may be worn as long as they are knee length or longer and are professional in appearance.
5. Undergarments shall not be visible.
6. Footwear should consist of closed toed shoes. Sandals, open toed shoes or open back shoes could potentially be a safety hazard and shall not be worn.
7. Strapless, halter, spaghetti strap, low cut shirts, tank tops, or muscle shirts shall not be worn unless worn under another shirt.
8. Sweatpants, bib overalls, lounge pants, and athletic pants and shorts are not acceptable.
9. Headgear shall be appropriate for the assignment. Scarves and head covers that are required for religious or medical purposes shall be allowed.
10. **Public Safety Cadets** ~~Police Cadets~~ may not wear their Cadet uniform, Cadet t-shirt, or other Cadet or MPD apparel.

### **Restriction Applications**

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The restrictions outlined in this SOP apply to all civilian ride-alongs **participants**, including interns, students, and non-commissioned MPD employees.

Original SOP: 02/25/2015  
(Revised: 02/12/2016, 11/09/2017, 08/13/2018, 09/02/2020, **10/19/2021**)  
(Reviewed Only: 12/20/2016)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Traffic/Parking Enforcement and Crash Investigation**

Eff. Date ~~02/06/2020~~ 12/28/2021

**Purpose**

The traffic enforcement objective of Madison Police Department (MPD) is to reduce traffic crashes and injuries and to facilitate the safe and expeditious flow of vehicular, bicycle, and pedestrian traffic through voluntary compliance with traffic regulations.

**Procedure**

**PUBLIC EDUCATION**

MPD stands committed to the concept of education as an important factor in prevention and law adherence. Whenever appropriate, MPD will preface any new or concentrated traffic enforcement initiative with a period of public education or reeducation.

**TRAFFIC ENFORCEMENT**

MPD commissioned personnel Officers should take appropriate enforcement action to address unsafe driving and bicyclist or pedestrian behavior, focusing on areas with a high incidence of traffic crashes as well as being responsive to neighborhood and citizen complaints.

**PARKING ENFORCEMENT**

Street parking is restricted in various areas of the City of Madison (City) to ensure fair access to parking and to expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the City.

**Withdrawal of Parking Citations**

Parking citations may only be withdrawn by a Traffic/Specialized Services Supervisor pursuant to the following the standard review process:

- 1) A written request for review is submitted to the Traffic Section (online or paper form).
- 2) A Parking/Traffic and Specialized Services Supervisor will review the circumstances of the issuance of the parking citation and will make a determination on the status of the citation.
- 3) A written response from the reviewing Parking/Traffic and Specialized Services Supervisor will be sent to the requestor notifying them requestor of the outcome of the review.

Commanding Officers may request withdrawal of parking citations for employees under their command if the citation resulted from an emergency call-in, holdover, or other unusual work related circumstances.

The Chief of Police or Commanding Officers may authorize withdrawal of parking citations issued to citizens if the citation resulted from department related issues.

A Traffic/Specialized Services Supervisor may withdraw a citation for "malfunctioning meter" when such conditions are verified.

When a parking citation is withdrawn for any of the above reasons, the disposition must be noted on the original citation, or on the written or electronic citation disposition record. No other method of withdrawing a citation is authorized.

## TRAFFIC CRASH INVESTIGATIONS

Traffic crash investigations are conducted by **commissioned members of** our department in order to protect the rights of citizens, **to** detect traffic violations, and to determine enforcement, engineering, and educational needs.

Officers will respond to, investigate, and **complete the a Wisconsin Motor Vehicle Accident Report (DT4000)** within 10 days per **Wisconsin State Statute 346.70(4)** when the crash occurred on public property or private property held open to the public, and:

- a) the crash resulted in a reported injury or fatality of a person,
- b) the crash resulted in damage to one person's property to an apparent extent of \$1,000 or more, **and/or**
- c) the crash resulted in damage to government-owned property, to the apparent extent of \$200 or more, or to a government-owned vehicle, to the apparent extent of \$1,000 or more.

Officers will respond to, investigate, and may **complete the a Madison Police Department's accident report (MPD4000) when:**  
**(MPD4000) when:**

- a) the crash resulted in less than an apparent \$1,000 damage to either owner's property/vehicle, and
- b) the crash resulted in no reported injuries, and
- c) there are citizens requesting police documentation of their crash.

After an officer responds to a crash scene and determines that the crash does not meet the criteria for a reportable DT4000, citizens can mutually decide that they would rather simply exchange names at the crash scene and request not to have an MPD4000 accident report completed.

An MPD "Driver Information Exchange" form (with the case number and officer name only listed) should be provided to each driver to complete the remaining information. Officers themselves shall not provide identifying information of those involved **in the crash to the other parties.** Officers shall not utilize the **Driver Exchange Form in Traffic and Criminal Software (TraCS) program.**

Officers are not required to complete a DT4000 or **an MPD4000 accident report only under the following circumstances: when:**

- a) **When t**The crash resulted in property damage only and occurred during a time period when the **Officer in Charge (OIC)** has determined that severe weather conditions, or other unusual circumstances **have** increased the number of crashes beyond the department's capacity to respond, **or**
- b) **When a**All of the vehicles/pedestrians involved in the crash have left the scene of the crash prior to calling police, unless special circumstances prompted their leaving, such as, following a hit and run vehicle, seeking medical treatment, or moving to a nearby safe location.

When a. or b. above occur, the officer should advise citizens to obtain a DT4002 Self Report of Accident form from the Wisconsin Department of Transportation (DOT) website.

Officers will not complete a DT4000 or **an MPD4000** when the crash involved a collision between bicycles and/or **pedestrians and no motor vehicles.** In this case, a report should be completed as an Incident Report. ~~pedestrians, and no motor vehicles. In this case, a report should be completed as an Incident Report.~~

Officers will submit addendum reports (Officer's Report Form) under the following circumstances **when:**

- a) **When a**Any charges are issued/pending (the DT4000 cannot be used in any criminal case), **or,**
- b) **When a**All of the information cannot be adequately reported in the narrative section of the DT4000 or MPD4000, e.g., hit & run, witness statements.

## Issuance of Citations at Motor Vehicle Crashes

Officers shall issue citations in any crash where probable cause exists for a violation that is a causal factor in the crash, regardless of which form is used to document the **crash** investigation.

## Investigation of Motor Vehicle Crashes Involving Serious Injury or Death

In order to ensure that motor vehicle crashes involving serious injury or death are handled consistently, the case management of such crashes will be the responsibility of Traffic and Specialized Services.

Serious injuries are those injuries which appear life threatening. Crashes with injuries of questionable severity will be investigated as if they were serious injury/fatal crashes. A Field Supervisor will be responsible for assessing the crash scene and any associated injuries to determine if an Investigator and Traffic Specialist should be called to the **crash** scene.

**Procedure**— If the Field Supervisor determines a crash is a serious injury or fatal crash, **the following procedural steps shall be considered and requested as necessary:**

- a) The Field Supervisor will be in charge of the crash scene and will be responsible for coordination of the initial investigation.
- b) The Field Supervisor at the scene will consult with the OIC to determine if a Traffic Specialist, Detective, and additional Investigators are needed. The OIC should give particular consideration to the need for a Traffic Specialist when a driver has fled the scene of a serious injury traffic crash.
- c) If the OIC deems it necessary that a Traffic Specialist is needed, Traffic/Specialized Services and Forensics Commanders should be contacted:
  - i. **Lieutenant of Traffic & Emergency Management**
  - ii. **Lieutenant of Forensics Services Unit**
  - 1) ~~Lieutenant of Traffic & Emergency Management~~
  - 2) ~~Lieutenant of Forensics Services Unit~~
- d) **At least one** Forensics Services Unit Investigator ~~(s)~~ will be dispatched to manage the collection of evidence and documentation of the crash scene. If determined appropriate after consultation with above command staff, a Traffic Specialist, Detective, and additional Investigators will be assigned.
- e) Field supervisors will make all assignments, with specific attention to witnesses' statements, **facilitation of blood specimen(s) collection, and collection of other evidence relative to the investigation (video evidence collection and/or preservation).** Detective resources should be requested and utilized as needed.
- f) Whenever possible, investigating officers should obtain a signature authorizing the release of medical information from injured persons who are conveyed for treatment. The forms are available in all medical facilities and will ensure proper documentation of injuries, which is particularly critical in cases that may result in criminal charges against a driver. The medical release form should be filed with the officer's original report.
- g) Field supervisors will ensure that a "Supervisor Serious and Fatal Crash Investigation" form is completed. **Field supervisors will also ensure that all essential witnesses' statements have been taken and that all Investigators', Detectives', and Officers' reports are complete their reports** before ending their shifts when appropriate.
- h) The **Dane County Medical Examiner (ME)** will be contacted in cases involving a fatality and ~~the~~ information **detailing the ME's office personnel** must be included in the appropriate report.
- i) **The Major Case SOP should be followed for reports completion.**
- j) The Traffic & Emergency Management Lieutenant will make all follow-up investigation assignments as needed, in consultation with the ~~District~~ Detective Lieutenant **of the involved district.** Detectives are to be assigned when appropriate.
- k) **Per WI State Statutes — 165.785(1)(b), 165.785(2r), and 175.51(2m), — if** law enforcement receives a report of a hit and run violation, the agency **shall** disseminate the report through the integrated crime alert network if the law enforcement agency determines that **all** of the following conditions are met:
  - i. **A person has been killed due to the accident that is related to the violation;**

- ii. The law enforcement agency has additional information that could help identify the person who has allegedly committed the violation or the vehicle involved in the violation; and
  - iii. An alert could help avert further harm or could aid in apprehending the person who allegedly committed the violation.
- 1) A person has been killed due to the accident that is related to the violation;
  - 2) The law enforcement agency has additional information that could help identify the person who has allegedly committed the violation or the vehicle involved in the violation; and
  - 3) An alert could help avert further harm or aid in apprehending the person who allegedly committed the violation.

## DEPARTMENT VEHICLE TRAFFIC SAFETY

Proper and safe driving of department vehicles is an important job-related responsibility of MPD employees. Injuries and damaged property resulting from preventable employee crashes reflect adversely upon the department's image as a public safety agency. Therefore, the following procedure is intended as a positive education program aimed at reducing preventable motor vehicle crashes by correcting higher risk driving behavior.

All department employees who drive city-owned vehicles may be required to participate in crash prevention in-service programs which will include a review of existing policies, "good practices" in police driving, and special requirements of emergency driving, especially the use of speed and the approaching of intersections.

### Employee Involved Traffic Crash Protocol

Members of the MPD shall promptly report to any on-duty supervisor any traffic crash with, or damage to, any City-owned motor vehicle operated by them or in their charge.

If an off-duty MPD employee operating a privately owned motor vehicle is involved in a traffic crash within the City of Madison, a field supervisor shall be dispatched to supervise. If no field supervisor is initially dispatched, the responding officer shall request a supervisor respond.

## CITY VEHICLE/EMPLOYEE TRAFFIC CRASH INVESTIGATION PROCEDURE

### Definitions

The following definitions will apply for reporting purposes under this SOP:

- Traffic Crash:** Any contact between a City-owned or on-duty employee driven vehicle and another vehicle, pedestrian, or object, resulting in evident damage or reported injury.
- Incident:** Any time a City or on-duty employee driven vehicle:
- a. Has contact with an occupied, privately owned vehicle, or
  - b. Is in motion and has contact with a pedestrian, bicyclist, or fixed object and there is no evident damage or reported injury.

### Investigation

**Officer Responsibilities:** When an officer is dispatched to investigate a vehicle traffic crash involving a City-owned vehicle and/or an on-duty City of Madison employee, the officer shall:

- 1) Investigate the crash in a manner consistent with MPD policies and request that a Field Supervisor respond be dispatched to the scene to oversee the investigation.
- 2) Determine the causal factors of the crash and determine if probable cause exists that an involved driver committed a traffic violation.
- 3) Complete a DT4000 and report before the end of shift. The OIC or a Supervisor may grant approval to hold over the report, but all efforts should be made to have all crash documents submitted within two days of the crash. The MPD4000 short form is not to be used to document crashes involving city-

owned vehicles and/or on-duty City of Madison employees except when approved by a Supervisor for single vehicle crashes on City property involving only City vehicles and very minor damage. The estimated damage costs must be under \$200 if utilizing the MPD4000 crash form.

**Under no circumstances will an employee complete a DT4000 or an MPD4000 crash report for an incident in which they were involved.** If a Field Supervisor is not available, the OIC will make the determination as to whether an Investigator or Police Officer will investigate the crash. If the operator of the MPD vehicle involved is a commissioned officer, ~~he/she~~ the involved officer may be required to complete a supplemental report.

**Supervisor Responsibilities:** A Field Supervisor will be required to respond to all motor vehicle crashes involving City of Madison vehicles or on-duty employees, as well as those involving off-duty MPD employees.

If probable cause exists for a violation by an **on-duty** City employee, the on-scene/Field sSupervisor shall:

- **For non-MPD City employees:**
  - Issue the appropriate citation.
- **For MPD employees:**
  - Do not issue a citation at the scene.

The on-scene/Field sSupervisor must also complete, within two days of the incident, a Blue Team entry and a memo to the Captain of Traffic & Specialized Services for all crashes involving and on-duty MPD employee. The investigative memo should include all pertinent details of the crash to include probable cause for any applicable moving violation (if applicable) as well as any **duty related mitigating factors** that may exist. Follow the memo template attached to this SOP.

In the event of a serious injury crash involving on-duty City employees, the "Investigation of Motor Vehicle Accidents Involving Serious Injury or Death" SOP will be followed. As a standard procedure, all crashes involving on-duty City employees in which serious injury or death occurs shall be submitted to the City Attorney and to the District Attorney for review.

## Review and Follow-Up

For crashes involving on-duty MPD employees, the following review and follow-up process shall be followed:

- All traffic crash memos involving on-duty MPD employees will be entered into Blue Team by a supervisor and will be routed to Professional Standards & Internal Affairs (PS&IA). PS&IA will review and will assign the incident to the Lieutenant of Traffic & Emergency Management as well as the employee's Commander/Manager for follow-up.
- The Lieutenant of Traffic & Emergency Management will convene a meeting of the Vehicle Operations Review Committee (VORC) to review any crash involving an MPD employee as determined by the Captain of Traffic & Specialized Services. VORC will conduct a review of the crash within 45 days of the incident. This timeframe may only be extended if essential documentation from the crash is not available.
- The Lieutenant of Traffic & Emergency Management will complete a memo detailing the committee's review of the crash as well as any recommendation for additional training or equipment modifications. The Lieutenant of Traffic & Emergency Management will enter the memo into Blue Team, and will to be-routed the entry to the employee's Commander/Manager for further review.
- The Captain of Traffic & Specialized Services will coordinate with PS&IA to present the findings from the crash review and will offer recommendations to the Chief of Police. The Chief will make the final determination as to the issuance of a citation to the employee.

- If it is determined that a citation is warranted, the on-scene/Field Supervisor will be responsible for issuing ~~ance of~~ the citation. The involved employee's Commanding Officer will be notified of the decision.
- In addition, the Department will assess whether remedial training or internal discipline is appropriate.

For crashes involving all other on-duty City of Madison employees, the following review and follow-up process shall be followed:

- All traffic crash reports involving on-duty (non-MPD) City employees will be routed to the Captain of Traffic & Specialized Services for review.
- The Captain of Traffic & Specialized Services (or his/her designee) will review the circumstances of a crash involving an issued citation. Consideration should be given to establishing probable cause, mitigating circumstances, and equity with similar incidents. For this review, the employee's supervisor or Department Head may be consulted. The Captain of Traffic & Specialized Services will be responsible for a decision regarding whether the citation will stand or be withdrawn.

### Recordkeeping

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All crash data will be stored in a designated MPD database. Details regarding crashes involving MPD employees will be shared with the Chief and Assistant Chiefs on a biweekly basis.

### Vehicle Operations Review Committee

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The Vehicle Operations Review Committee (VORC) will review crashes involving on-duty City of Madison Police Department employees as directed by the Captain of Traffic & Specialized Services. This may include operations of City-owned vehicles, leased vehicles, or privately owned vehicles if the operator is on duty. The committee may also be asked to review operations that Command staff consider potentially hazardous or unprofessional.

The Lieutenant of Traffic & Emergency Management will chair the committee. In addition to the chair, the committee will consist of four to six Madison Professional Police Officer Association (MPPOA) members of the department, a Parking Enforcement Officer, and the Sergeant assigned to PS&IA. The Captain of Traffic & Specialized Services will designate members to serve on the committee. When selecting members, consideration should be given to their prospective members' training and assignment, utilizing persons who regularly operate city vehicles in conditions similar to those experienced by line personnel and who may include Traffic Specialists, Emergency Vehicle Operations Course (EVOC) Instructors, and Officers or Sergeants assigned to patrol.

The Lieutenant of Traffic & Emergency Management will schedule meetings based on the number of incidents requiring review. Minimally, the committee shall meet biannually.

The Vehicle Operations Review Committee will consider the following factors in their review of an employee involved employee-involved crash:

- 1) Type of vehicle involved.
- 2) Environmental factors.
- 3) Training and experience of the operator.
- 4) Past incidents involving similar circumstances.
- 5) Applicable policy and procedures.

The results of the review will be recorded in memo format composed by the Lieutenant of Traffic & Emergency Management and will be disseminated through Blue Team to the appropriate managers/commanders. This review may include recommendations for additional training or equipment modifications. Once the review of a crash is completed, PS&IA will consider MPD employees' actions for compliance with Codes of Conduct and/or Standard Operating Procedures.

Original SOP: 02/25/2015

(Revised: 02/29/2016, 03/11/2016, 05/18/2016, 05/19/2016, 01/09/2017, 02/03/2017, 04/27/2017, 11/09/2017, 02/06/2020, 12/28/2021)



(Reviewed Only: 11/01/2016)

APPENDIX A: ON-DUTY OFFICER CRASH MEMO TEMPLATE

DATE:

TO: PS&IA  
FROM: Your name  
SUBJECT: **Case Number of On-Duty MPD Crash**

PS&amp;IA,

Enter Basic Information

Initial Dispatch

&lt;When were you notified? How? By Whom? Did initial information include blockage or injuries?&gt;

Police Officer's Statement

&lt;Enter the officer's statement regarding what happened. Include what they were doing before the crash, such as traffic enforcement. In this section, also note what work related mitigating factors are present.&gt;

Department Vehicle

&lt;Enter the squad car's info. License plate number, squad number, vehicle make, year, and model, marked/unmarked, and light package information are all good to include. Also include new vehicle damage, and any mechanical issues that may be germane.&gt;

Involved Subject's Statement

&lt;Enter the statement of the non-MPD involved subject. Include anything you think is germane to the investigation.&gt;

Subject's Vehicle

&lt;Just like the squad information, enter all the identifying information that you have available. Also include any equipment or visibility factors that may have been part of the crash.&gt;

Witness Statements

&lt;If applicable.&gt;

Squad video

&lt;Enter the squad video information, if the vehicle is so equipped. Describe your observations from watching the video, if it is available to you. Note the time/date/officer information from the video, including the file name if you can.&gt;

Road Conditions

&lt;Enter any road, traffic, or weather information that you think is pertinent. Consider noting any traffic signs that the involved vehicles would have had to obey.&gt;

**Conclusion**

<Enter a brief statement covering your conclusions as of the completion of this memo. If you issued the other party a citation, note it here.>

**Incident Documentation**

<Use this section to list the resources and supporting documents that you relied on in making this report. Include the DT4000 number, case number, citation number, and any squad video or photos that are part of this investigation.>

Respectfully submitted,

<Enter Your Name>



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Video and Audio Surveillance

Eff. Date ~~10/09/2020~~ 12/28/2021

### Purpose

The Madison Police Department (MPD) recognizes the use of video and audio surveillance technology can significantly aid MPD investigative efforts and promote greater public safety in our community. Yet the use of surveillance technology must also be balanced with the need to protect the privacy rights of the public and MPD employees when and where applicable. MPD use of surveillance technology will be consistent with any applicable City of Madison **Administrative Procedural Memos (APMs)** and ordinances.

MPD **personnel** routinely utilizes the City Enterprise Camera System. MPD **personnel** will also deploy and utilize other, stand alone, covert video or audio surveillance technology when appropriate. These deployments are generally limited in duration and **are** part of an on-going investigation of specific criminal activity for purposes of collecting evidence necessary for criminal **or municipal** prosecution.

### Use of City of Madison Enterprise Camera System

All commissioned **MPD** employees are authorized to use the City Enterprise Camera System as outlined in this **standard operating procedure (SOP)**. Civilian **MPD** employees may be authorized by the Chief **of Police** to access the system where there is a job-related need. No **MPD** employee will access or utilize the system prior to receiving training in its use.

MPD Information Management and Technology (IMAT) is responsible for administration and maintenance of appropriate user/access lists. Any complaints about use of the system will be routed through Professional Standards and Internal Affairs (PS&IA), consistent with department SOP.

Signage will be posted at appropriate MPD locations alerting the public to the use and deployment of video recording.

### Authorized Use

**MPD** ~~E~~employees are only permitted to access the City Enterprise Camera System for official law enforcement business, under any of the following conditions:

- To assist with the investigation of criminal or otherwise unlawful activity.
- **To assist with** internal investigations as appropriate by the Chief or designee.
- To protect and secure MPD/City **of Madison** facilities.
- To maintain order during planned and unplanned events.
- **As part of a P**roactive review of a tactical incident, or for internal training opportunities with prior supervisory approval.
- To remotely monitor environmental conditions or other non-investigative circumstances necessary to perform an employee's duties (i.e., weather or traffic conditions, safety hazards, management of resources, etc.).
- To preserve previously-discovered items or view/retrieve preserved evidence.

### Prohibited Uses

MPD use of the City Enterprise Camera System is intended to monitor publicly available spaces. Employees will not use the system to view any area where a reasonable expectation of privacy exists (i.e., through a window into a private residence) without a warrant or other lawful justification (i.e., exigent circumstances).

Employees will not utilize the system to track or surveil any individual or vehicle without a specific and articulable law enforcement purpose. Cameras will not be accessed for any personal use.

MPD use of the City Enterprise Camera System is subject to audit, consistent with the System Audits SOP.

### Retention/Evidence

City of Madison Information Technology (IT) is responsible for maintenance of the City Enterprise Camera System and for storage of video captured by the system. Video is generally retained for fourteen (14) days, unless a recording is requested under the Wisconsin Public Records law, it contains evidence, or it is determined to have other value in being preserved. Cameras on the City Enterprise Camera System deployed to sensitive areas within MPD facilities are retained for a one-year period.

Requests to preserve video on the City Enterprise Camera System server should be directed to the MPD Forensic Services Unit (FSU). The request shall be completed in a timely manner and shall include case number(s), camera name(s), date(s), and time frame(s) to be preserved for evidentiary purposes. This information shall also be documented within an official police report.

If a record is created through the preservation of video from the City Enterprise Camera System, that record will be maintained in accordance with MPD's records retention schedule. If the video contains evidence of unlawful activity, it will be maintained in accordance with MPD's digital evidence policies and procedures.

The capture and preservation of video stills ("screen shots") is permissible in instances where the full video is not necessary or required for evidentiary purposes or to supplement retention of the video. Video stills are not an equivalent substitution for proper video evidence identification and retention.

Pursuant to the State of Wisconsin's "Recording Custodial Interrogations" statutes (Wis. State Statutes 938.195 and 968.073), MPD has installed in all district stations video and audio recording equipment for purposes of recording custodial interrogations of individuals under seventeen 17 years of age and of adults involved in felonious incidents. MPD in-car audio/video systems may also be used to record custodial interrogations when necessary. All video and audio records associated with custodial interviews are maintained in accordance with applicable MPD departmental procedure.

Any requests to add or to move cameras on the City Enterprise Camera System will be forwarded to the Chief's office.

### **MPD Video/Audio Systems**

MPD personnel deploys additional video/audio systems on a regular basis (in-car video, body worn cameras, unmanned aircraft systems, etc.). MPD personnel will only utilize or access those systems for official law enforcement purposes. Video/audio collected through those systems will be retained for 180 days unless a recording is requested under the Wisconsin Public Records law, it contains evidence, or it is determined to have other value in being preserved.

### **Use of Other Video/Audio Surveillance Systems**

MPD personnel may deploy additional surveillance technology (i.e., covert cameras) as part of an active investigation. Such deployment will be of a limited duration and will only be done with approval as outlined below. MPD will not reveal the deployment or location of covert surveillance technology used in conjunction with criminal investigations unless the harm to the integrity and success of the investigation is outweighed by other public interests (i.e., the identification and apprehension of a fugitive). Access to covert video/audio surveillance deployed as part of an active investigation is limited to personnel authorized by the MPD commander in charge of the investigation.

MPD personnel may be provided with access to third-party video systems. MPD personnel will only utilize third-party systems for official police business.

The procedures outlined below serve to clarify and establish guidelines for further deployment of video and audio surveillance technology by MPD personnel. As noted earlier, MPD personnel uses overt and covert surveillance strategies depending upon the situation. Overt surveillance for purposes of this SOP shall be defined as video or audio surveillance where the subject(s) being recorded is(are) aware of the recording they

~~are being recorded.~~ Covert surveillance is defined as video or audio surveillance where the subject(s) is **(are)** not aware ~~of the recording they are being recorded.~~

Prior to the use and deployment of video and audio surveillance technology, MPD employees shall adhere to the following:

1. All requests for the new use and deployment of video or audio surveillance will be directed to an MPD Command Officer. The Command Officer shall review the request and ensure the request is compliant with this SOP and that the anticipated installation/use of the video or audio surveillance is compliant with all applicable legal requirements.
2. The reviewing Command Officer will then review the request in light of the below matrix seeking higher level approval for the request if necessary:

<b>Type of Surveillance</b>	<b>To be Authorized by</b>
<b>Covert video (only) surveillance</b> related to criminal investigations	<b>Chief of Police with Commander recommendation</b>
<b>Covert audio (only) surveillance</b> related to criminal investigations (e.g., suspect telephone recording, etc.)	<b>Chief of Police with Commander recommendation</b>
<b>Covert video or audio surveillance</b> related to any internal, PS&IA employee investigation	<b>Chief of Police Only</b>
<b>Access to third-party video systems</b>	<b>Command approval; notice to Chief of Police</b>

Original SOP: 11/11/2015

(Revised: 03/04/2016, 11/15/2016, 11/30/2017, 10/09/2018, 10/09/2020, **12/28/2021**)

(Reviewed Only: 01/30/2019, 01/31/2020)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



## Video Evidence Retrieval

Eff. Date ~~05/19/2016~~ 12/28/2021

### Purpose

The Madison Police Department (MPD) realizes the increased role that video evidence plays in investigations of all scopes and types. This standard operating procedure (SOP) addresses the collection and disposition of video evidence from external sources in order to standardize the procedure department-wide. This SOP does not pertain to video evidence obtained from traffic, district interview rooms, and squad cameras. These video files are maintained by the city and can be preserved, saved, and copied by filling out a lab request.

### Procedure

The following procedure addresses three major components of external video source collection and disposition:

- 1) Filling out the Video Retrieval Report Form
- 2) Property tagging of video surveillance evidence
- 3) Making copies of video surveillance evidence

### Filling out the Video Retrieval Report Form:

The purpose of the Video Retrieval Report Form is to ensure that a chain of custody for video evidence is sufficiently documented for prosecution purposes. This form is available on accessed through the MPD intranet under in A-Z forms section (<https://www.cityofmadison.com/employeeNet/police/internal/forms/>). For the purposes of this SOP, the term "officer" applies to any commissioned MPD employee.

This form shall be utilized whenever an officer takes custody of video evidence or whenever video evidence is made available while conducting an investigation. The officer shall make a reasonable attempt to fill out the form in its entirety; however, it is understood that sometimes this will not be possible.

If an officer views surveillance video in the course of conducting an ongoing investigation, they officer shall document their viewing of that video and the contents observed in the narrative section of their an official police report.

In situations where an officer is dispatched to retrieve video evidence from the originating source after the incident has occurred, the Video Retrieval Report Form will act as an officer's report and shall be placed in the attachment tray to be scanned into the MPD Law Enforcement Records Management System (LERMS). No supplemental report will be needed in these situations.

### Property tagging of video surveillance:

When conducting any type of municipal, misdemeanor, or felony level investigation where video evidence collection is warranted, the following must be done:

**All collected video evidence for any type of investigation must be assigned a property tag number and placed into evidence by the collecting officer.**

The purpose for this action is to maintain a chain of custody for these items because they are potentially evidence documenting either municipal ordinance violations or criminal acts. **If a primary officer requests video surveillance for an investigation, the primary officer should attempt to make arrangements to retrieve their own video.** If that is not possible, then an additional responding officer will collect the video evidence, place it into evidence, and fill out the Video Retrieval Report Form.



## **Making copies of video surveillance:**

### **The criteria for making copies is as follows: -**

- For all felony level and other major cases, a working copy of the surveillance video shall be made and placed in either the command post (if there is one) or in a district tray specifically designed designated to hold such copies for assigned detectives. If an officer does not have the ability to copy the video, the reason should be noted on the Video Retrieval Report Form. If the officer does not know how to copy the video, training will be provided at their request.
- For cases that do not meet the threshold described above, copies do not need to be made; however, - it is however expected that the original evidence shall still be placed in property, and shall be assigned a property tag number, and the officer shall complete the Video Retrieval Report Form will be completed.

Original SOP: 05/19/2016

(Reviewed Only: 01/09/2017, 12/26/2017, 01/30/2019, 01/31/2020, 01/11/2021)

(Revised: 12/28/2021)