

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

May 13, 2026

To: City of Madison Common Council Alders

From: John Patterson, Chief of Police

Subject: Quarterly Report (1<sup>st</sup>, 2026)

This document provides an update on selected MPD topics for the first quarter (January, February, and March) of 2026.

Disclaimer: The crime summary data presented herein is based on offense definitions that may not directly reflect Group A crime totals reported to the FBI's National Incident-Based Reporting System (NIBRS). As such, this report is preliminary in nature and is subject to change. The presented figures reflect a snapshot in time upon the creation of this report. Amendments in classification, updates in case dispositions, additional record processing or changes in offense definitions may result in adjustments to the figures reported. As a result, this data should be considered dynamic and not final. The data reflected in this report was generated on, or before, 4/13/2026.

**Please consider the data included in this update as preliminary and subject to modification.**

#### **Emergency and Priority Calls**

During the 1<sup>st</sup> quarter, MPD patrol response was limited to emergency and priority calls 10.8% of the time. This is a **20% decrease** from the 4<sup>th</sup> quarter of 2025 when our response time was limited 13.5% of the time. Given the volume of 9-1-1 calls or the severity of calls requiring multiple resources, there were 90 instances where MPD's patrol response was limited. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the city. The 90 instances occurred on 58 dates (some days required limited call response multiple times); this means that at some point on 64.4% of the days during the 1<sup>st</sup> quarter MPD patrol response was limited. The 90 instances spanned about 232.7 total hours of limited call response, an average of 2.6 hours per instance.

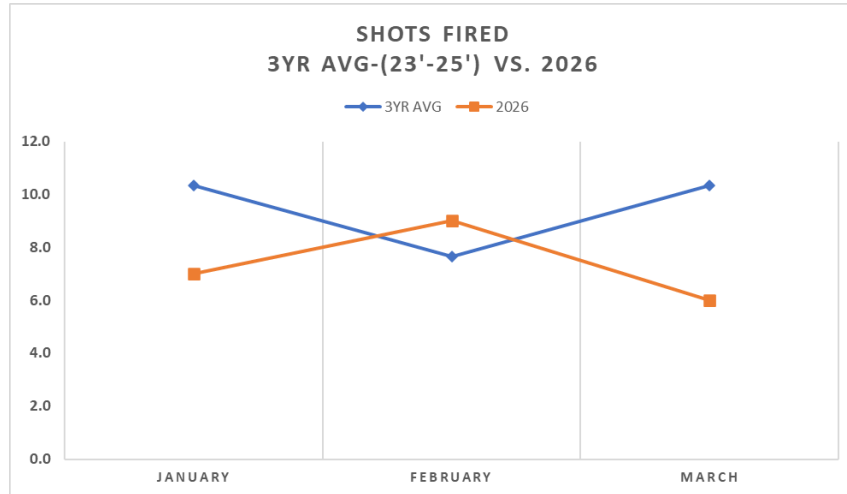
#### **Significant Incidents**

Events involving firearms are considered a significant incident within our stratified policing crime reduction framework. All calls involving a firearm and shots fired are investigated.

#### **Shots Fired –**

There were 22 reports of shots fired in January, February, and March of 2026. Year-to-date there were 22 reports of shots fired (**26.6% decrease compared to YTD in 2025**).

Below is a graph showing the year-to-date incidents of shots fired (22) compared to the 3-year-average (30: 2023-2025) by month. Through Q1 there was a **26.7% decrease** compared to the 3-year average.



Shots fired are broken down into the following categories with data provided for January, February, and March of 2026:

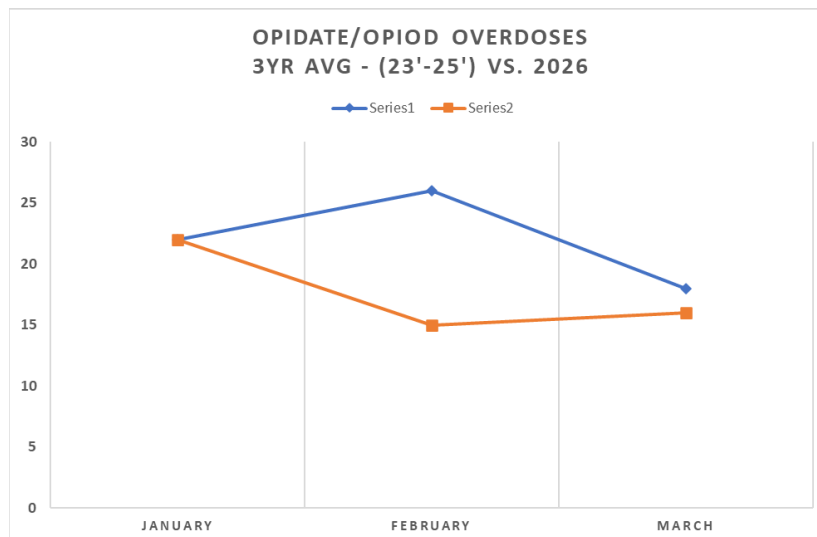
Property Damage	7
Subjects Struck by Gunfire (excludes accidental discharge & self-inflicted)	5
Accidental Discharge	3
Self-Inflicted (intentional)	3

There were 59 casings recovered in January, February, and March of 2026. Year-to-date 59 casings were recovered (**42.1% decrease from 2025**).

### Opiate/Opioid Overdoses –

Officers responded to 53 known opiate/opioid in overdoses in January, February, and March of 2026. Year-to-date there were 53 known opiate/opioid overdoses (**20.5% increase from 2025**).

Below is a graph showing the year-to-date incidents of known opiate/opioid overdoses (53) compared to the 3-year-average (67: 2023-2025) by month. Through Q1 there was a **20.9% decrease** compared to the 3-year average.



There were 5 suspected opiate/opioid overdose deaths in January, February, and March of 2026. Year-to-date there were 5 suspected opiate/opioid overdose deaths (**25% increase from 2025**)

- [Note that these figures only include opiate/opioid overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

The Madison Police Department actively seeks opportunities to *divert* and *deflect* individuals from the justice system.

*Diversion* occurs when police refer individuals to a program or services in lieu of an arrest. Pre-arrest or pre-charge diversion seeks to connect individuals with community-based help, while avoiding a damaging arrest record.

*Deflection* is community based and entails no criminal justice system involvement beyond an individual’s interaction with a police officer in the field. Police deflection programs aim to reduce crime by connecting people living with mental health struggles or substance use disorder to treatment and recovery resources.

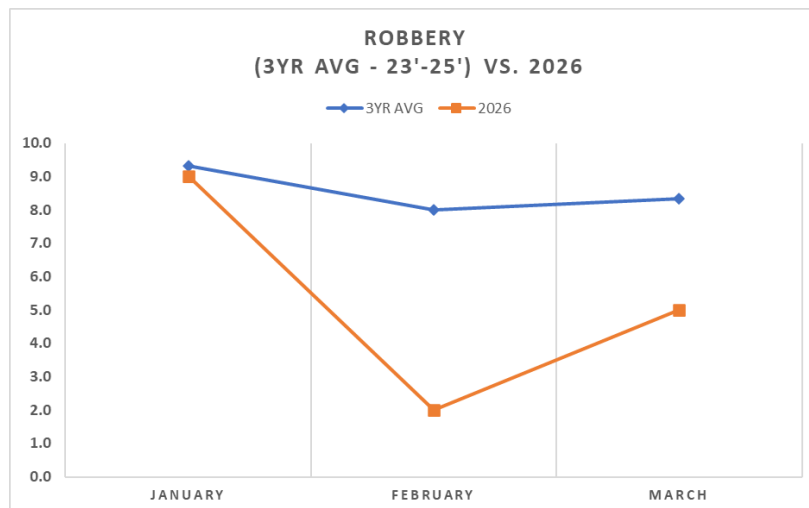
**Madison Area Recovery Initiative (MARI)** is a program for individuals living with substance use disorders who have committed eligible, non-violent offenses stemming from their disease of addiction. The program offers six months of individualized treatment and coaching to participants. Participants must complete the program for non-prosecution of the charges they would have faced. Eligible charges include possession of drug paraphernalia, possession of a controlled substance, retail theft, prostitution, and theft/burglary if the victim of the theft/burglary agrees to the MARI program being offered.

The **Addiction Resource Team** is multidisciplinary and utilizes a police officer and a Peer Specialist from Safe Communities. The teams follow up with people who have experienced a non-fatal overdose or other precipitating event that brought them into contact with Madison Police or Madison Fire personnel. The purpose is to connect individuals with recovery resources, meet people where they are, and provide harm reduction materials. The team distributes the opioid reversal agent Naloxone and fentanyl test strips on outreach visits.

**Robberies –**

There were 16 robberies reported in January, February, and March of 2026. Year-to-date 16 robberies were reported (**33.3% decrease from 2025**).

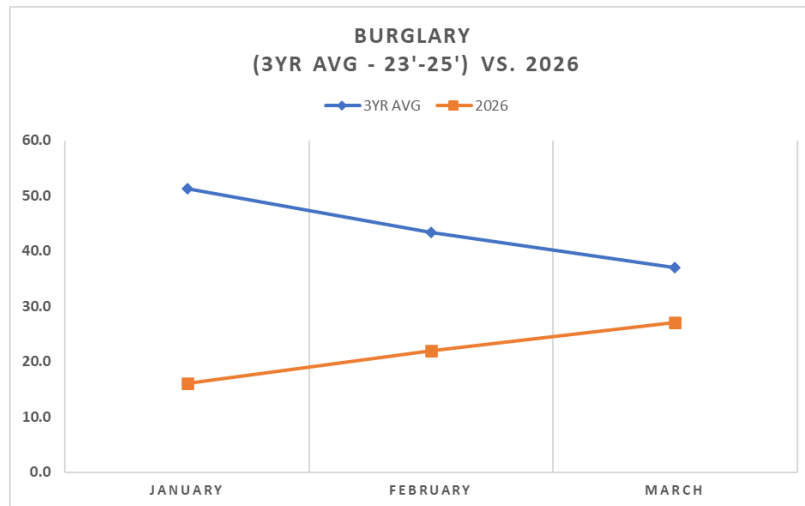
Below is a graph showing the year-to-date reported robberies (16) compared to the 3-year average (26: 2023-2025) by month. Through Q1 there was a **38.5% decrease** compared to the 3-year average.



### Burglaries –

There were 65 burglaries reported in January, February, and March of 2026. Year-to-date there were 65 burglaries (40.3% decrease from 2025).

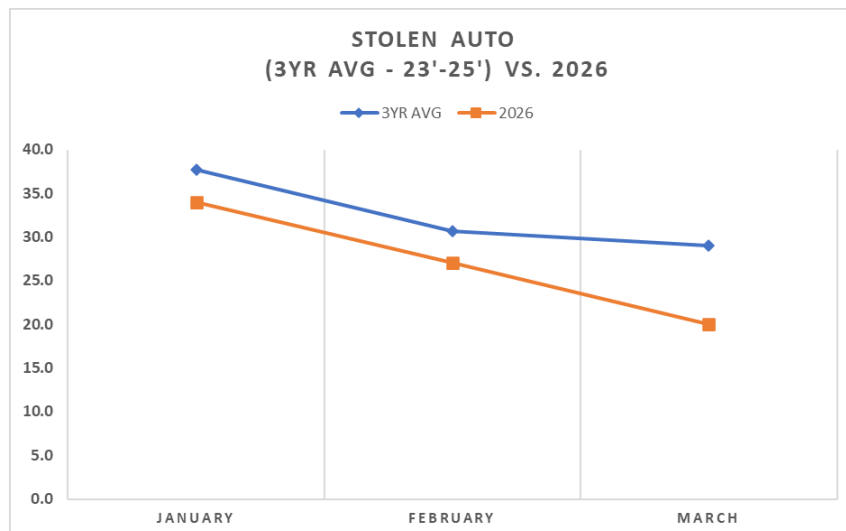
Below is a graph showing the year-to-date reported burglaries (65) compared to the 3-year average (132: 2023-2025) by month. Through Q1 there was a 50.7% decrease compared to the 3-year average.



### Stolen Autos –

There were 81 vehicles reported stolen in January, February, and March of 2026. Year-to-date there were 81 vehicles reported stolen (5.2% increase from 2025).

Below is a graph showing the year-to-date reported stolen autos (81) compared to the 3-year average (97: 2023-2025) by month. Through Q1 there was a 16.5% decrease of stolen autos reported compared to the 3-year average.

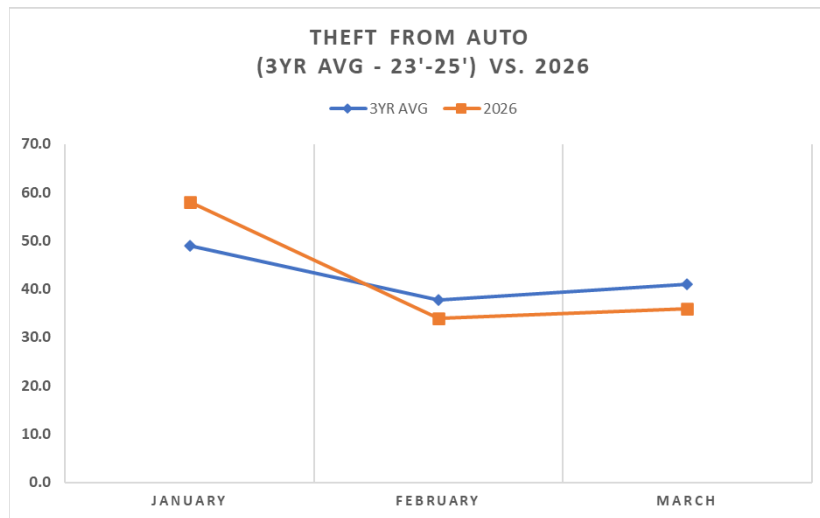


### Thefts from Autos –

There were 128 reports of theft from autos in January, February, and March of 2026. Year-to-date there were 127 theft from autos (5.9% decrease from 2025).

- MPD encourages everyone in our community to remove valuables from their vehicle, lock their vehicles, and when possible, park near lights.

Below is a graph showing the year-to-date reported thefts from autos (128) compared to the 3-year average (128: 2023-2025) by month. Through Q1 we saw no change regarding theft from autos compared to the 3-year average.



**Arrest Data**

**Physical Arrests:** Law enforcement physically took someone into custody and transported them to jail.

**Citations:** This is an administrative arrest. The individual is issued a ticket and promises to appear in court.

In the 1<sup>st</sup> quarter of 2026, MPD responded to **34,175 calls for service**. Of this total, there were **1,480** physical arrests and **484** citations issued (Group A and B offenses).

First quarter **physical arrest** data:

Sex	Q1 Adults	%	Q1 Youth	%
Male	1,037	73%	47	78.3%
Female	383	27%	13	21.7%
<b>Total</b>	<b>1,420</b>	<b>100%</b>	<b>60</b>	<b>100%</b>

Race	Q1 Adults	%	Q1 Youth	%
Asian	25	1.8%	2	3.3%
African American	662	46.6%	39	65%
Native American	6	0.4%	0	0%
Other	30	2.1%	2	3.3%
Caucasian	697	49.1%	17	28.3%
<b>Total</b>	<b>1,420</b>	<b>100%</b>	<b>60</b>	<b>100%</b>
Hispanic*	132	9.3%	2	3.3%

“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.

**1,096** distinct adult individuals accounted for the **1,420** instances of physical arrests in the 1<sup>st</sup> quarter of 2026. **166** individuals were physically arrested more than one time in the 1<sup>st</sup> quarter of 2026. These “repeat arrestees” accounted for **15%** of all adult arrests during this timeframe.

**46** distinct youth accounted for the **60** instances of physical arrests in the 1<sup>st</sup> quarter of 2026. **9** youth were physically arrested more than one time in the 1<sup>st</sup> quarter of 2026. These “repeat youth arrestees” accounted for **20%** of all youth arrests during this timeframe.

First quarter **citation** data:

Sex	Q1 Adults	%	Q1 Youth	%
Male	292	62.5%	11	64.7%
Female	175	37.5%	6	35.3%
Unknown	0	0%	0	0%
<b>Total</b>	<b>467</b>	<b>100%</b>	<b>17</b>	<b>100%</b>
Race	Q1 Adults	%	Q1 Youth	%
Asian	12	2.6%	0	0%
African American	181	38.8%	8	47.1%
Native American	1	0.2%	0	0%
Other	4	0.9%	1	5.9%
Caucasian	269	57.6%	8	47.1%
<b>Total</b>	<b>467</b>	<b>100%</b>	<b>17</b>	<b>100%</b>
Hispanic*	62	13.3%	2	11.8%

“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.

The National Incident Based Reporting System (NIBRS) is used by MPD and follows the standards set by the FBI and Wisconsin Department of Justice. MPD is required to submit incidents and arrests for two different categories. Group A Offenses are reported violations and arrests of state statutes and city ordinances that are grouped into persons crime, property crime, and societal crime categories. Group B Offenses are arrest-only data. Arrests include citations and physical. Group A offenses are more serious crimes such as Murder, Rape, Robbery, etc. Group B offenses tend to be minor in nature, such as Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the Influence, etc. (2023 NIBRS User Manual).

Resources:

<https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/home>

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/nibrs>

<b>Group A Offenses</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Animal Cruelty	0				0	0%
Arson	2				2	0.1%
Assault Offenses	425				425	15.9%
Bribery	5				5	0.2%
Burglary	65				65	2.4%
Counterfeiting/Forgery	19				19	0.7%
Damage to Property	257				257	9.6%
Drug/Narcotic Offenses	231				231	8.7%
Embezzlement	5				5	0.2%
Extortion	13				13	0.5%
Fraud Offenses	305				305	11.4%
Gambling Offenses	0				0	0%
Homicide Offenses	3				3	0.1%
Negligent Manslaughter	3				3	0.1%
Human Trafficking Offenses	0				0	0%
Kidnapping/Abduction	22				22	0.8%
Larceny/Theft Offenses	967				967	36.3%
Theft from Auto	137				137	5.1%
Motor Vehicle Theft	84				84	3.1%
Pornography/Obscene Material	7				7	0.3%
Prostitution Offenses	1				1	0%
Robbery	16				16	0.6%
Sex Offenses, Forcible	35				35	1.3%
Sex Offenses, Non-Forcible	1				1	0%
Stolen Property Offenses	6				6	0.2%
Weapon Law Violations	58				58	2.2%
<b>Total</b>	<b>2,667</b>				<b>2,667</b>	<b>100%</b>
<b>Group B Offenses</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Bad Checks	1				1	0%
Curfew/Loitering/Vagrancy Violations	0				0	0%
Disorderly Conduct	635				635	22.8%
Driving Under the Influence	77				77	2.8%
Drunkenness	0				0	0%
Family Offenses, Nonviolent	29				29	1%
Liquor Law Violations	4				4	0.1%
Peeping Tom	0				0	0%
Trespass of Real Property	117				117	4.2%
All Other Offenses	857				857	30.8%
<b>Total</b>	<b>2,785</b>				<b>2,785</b>	<b>100%</b>

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

A further breakdown per district of disorderly conduct arrests:

<b>Group B Disorderly Conduct Offenses: Adults</b>	<b>Central</b>	<b>East</b>	<b>West</b>	<b>North</b>	<b>Midtown</b>	<b>South</b>
Total	234	177	80	134	56	67
Stand-alone citations	8	17	7	14	11	8
Stand-alone state charges	30	18	6	13	5	7
Combined with other charges	196	142	67	107	40	52

<b>Group B Disorderly Conduct Offenses: Youth</b>	<b>Central</b>	<b>East</b>	<b>West</b>	<b>North</b>	<b>Midtown</b>	<b>South</b>
Total	5	20	6	5	10	3
Stand-alone citations	1	6	0	1	7	1
Stand-alone state charges	1	4	1	0	0	0
Combined with other charges	3	10	5	4	3	2

**Use of Force Overview**

During the first quarter of 2026, MPD officers responded to **34,175** calls for service. In that time, there were 94 contacts in our community in which officers used recordable force during the encounter. This means that in the first quarter, MPD officers used recordable force **0.28%** (approximately one quarter of 1%) of the time when engaging with members in our community. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

<b>Description</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total/%</b>
Calls for Service	34,175				34,175
Contacts Where Force Was Used	94				94
% of CFS Where Force Was Used	<b>0.28%</b>				<b>0.28%</b>
<b>Force</b>					
Decentralization/Takedown (e.g. officer pushing or pulling a subject to the ground)	86				62.8%
Active Counter Measures (e.g. officer striking a subject with hand, forearm, foot or knee)	21				15.3%
Taser Deployment	15				10.9%
Hobble Restraints (a belt system that restricts a subject’s ability to kick at officers, squad windows, etc.)	7				5.1%
OC (i.e. Pepper) Spray Deployment	6				4.4%
Baton Strike	0				0%
K9 Bite	2				1.5%
Firearm Discharged Toward Suspect	0				0%
Impact Munition (firearm delivered projectile launched at a lower-than-normal velocity)	2				0%
Specialty (SWAT/SET)	0				0%
<b>Total</b>	<b>139</b>				<b>100%</b>
Firearm Discharged to Put Down a Sick or Suffering Animal	21				----

\*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>

The 94 incidents of recordable force in Q1 are broken down by call type as follows:

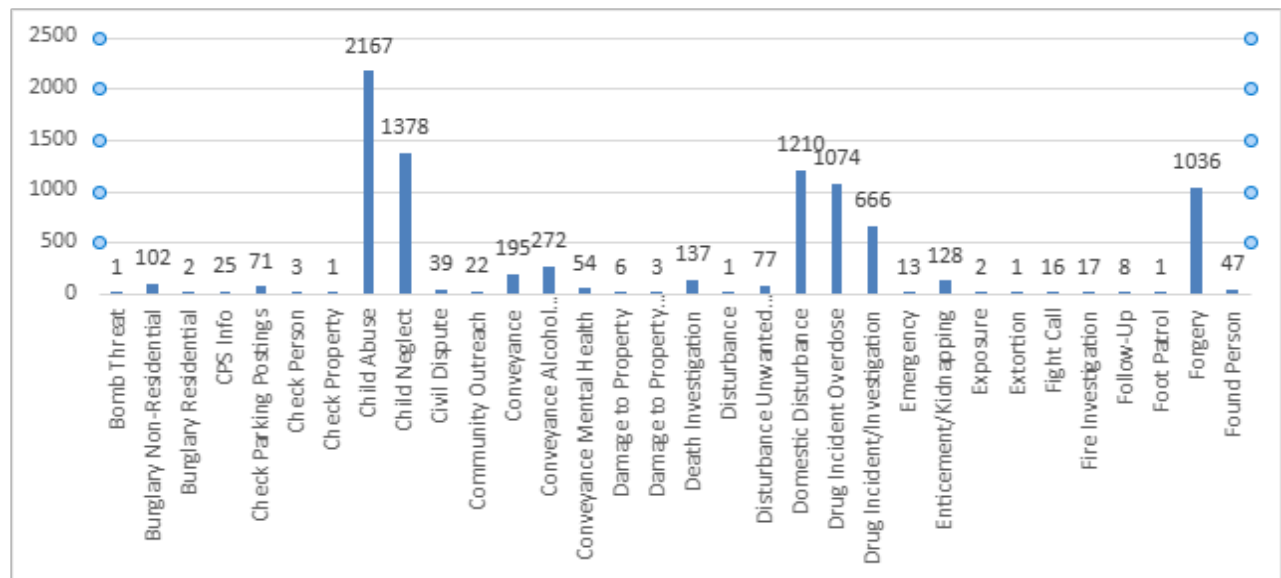
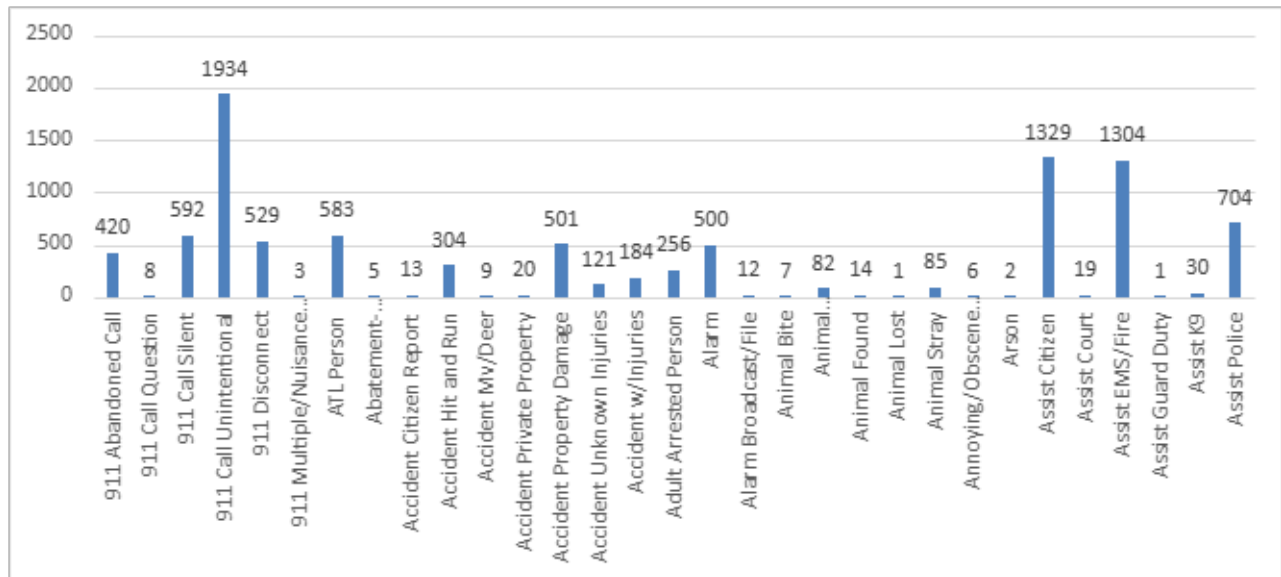
Call type (as indicated in CAD)	Amount
Accident Hit and Run	1
Adult Arrested Person	14
Assist Police	1
Battery	2
Check Person	10
Check Property	1
Disturbance	22
Disturbance/Unwanted Person	5
Domestic Disturbance	4
Drug Investigation	4
Exposure	1
Fight Call	2
Information	1
Juvenile Complaint	1
Missing Juvenile/Runaway	1
OMVWI Arrest/Intoxicated Driver	2
Property Found	1
Recovered/Stolen Outside Agency	1
Robbery – Armed	1
Suspicious Person	3
Theft	3
Theft – Retail	2
Traffic Stop	3
Trespass	2
Violation of Court Order	1
Weapons Offense	5

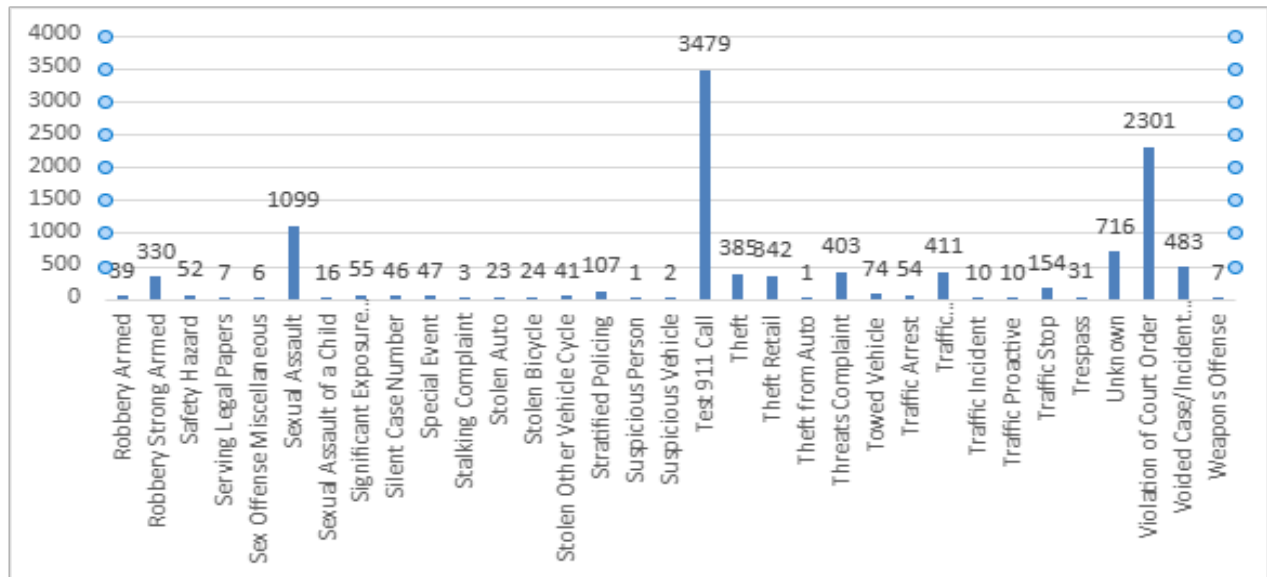
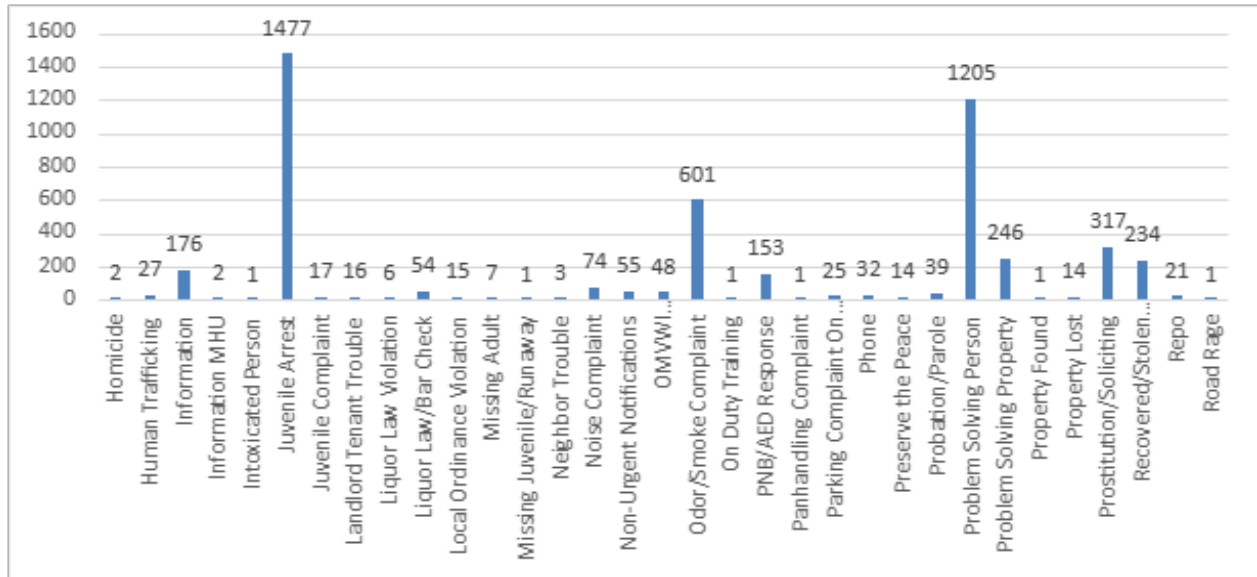
First quarter use of force data by district and time of day:

District	Q1	Q2	Q3	Q4	Total	%
West	4				4	4.3%
Midtown	10				10	10.6%
South	6				6	6.4%
Central	37				37	39.4%
North	12				12	12.8%
East	24				24	25.5%
Out of County	0				0	0%
Within County - Assist	1				1	1.1%
<b>Total</b>	<b>94</b>				<b>94</b>	<b>100%</b>
Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1 <sup>st</sup> Detail (7am – 3pm)	20				20	21.3%
3 <sup>rd</sup> Detail (3pm – 11pm)	35				35	37.2%
5 <sup>th</sup> Detail (11pm – 7am)	39				39	41.5%
<b>Total</b>	<b>94</b>				<b>94</b>	<b>100%</b>

### Calls for Services (1<sup>st</sup> Quarter, 2026)

There were 34,175 total calls for service in the first quarter of 2026. Here is a breakdown of the incident types:





**Diversion Data (1<sup>st</sup> Quarter, 2026)**

The Madison Police Department actively seeks to divert individuals from the traditional justice system. Diversion occurs when police refer individuals to a program or services in lieu of an arrest and seeks to connect individuals with community-based help and to avoid a damaging arrest record.

These programs are based in restorative justice. Restorative justice seeks to examine the harmful impact of a crime and then determines what can be done to repair that harm while holding the person who caused it accountable for his or her actions. This approach focuses on the needs of victims, respondents, and the affected community. Victims can actively participate in the process. Respondents acknowledge responsibility for their actions. The goals of restorative justice are to repair harm, reduce the risk of re-offense and rebuild community.

The Madison Police Department has two diversion programs oriented around restorative justice.

1. **Community Restorative Court (CRC)** run by Dane County Dept. of Human Services for 17 – 25-year-olds who are cited for disorderly conduct, simple battery, obstructing an officer, damage to property, trespass, or theft (including retail).
2. **Restorative Justice (RJ)** run by the YWCA for 12 – 16-year-olds. Officers are required to refer youth to this program in lieu of a municipal citation (excluding traffic violations).

12–16-Year-Old Youth Data from YWCA	17–25-Year-Old Data from CRC
Total referrals issued: 42 Opted-in: 31 Opted-out: N.A Pending: 11	Referrals from January 1 through March 31, 2026
Offenses:	Total MPD Referrals = <b>40</b>
<ul style="list-style-type: none"> <li>• Disorderly Conduct (21)</li> <li>• Retail Theft (10)</li> <li>• Battery (5)</li> <li>• Resist/Obstruct (1)</li> <li>• Theft (2)</li> <li>• Trespass (1)</li> <li>• Damage to Property (1)</li> <li>• Underage Alcohol Poss (1)</li> </ul>	Offenses:
	<ul style="list-style-type: none"> <li>• Battery (2)</li> <li>• Damage to Property (1)</li> <li>• Disorderly Conduct (17)</li> <li>• Resist/Obstruct (2)</li> <li>• Retail Theft (7)</li> <li>• Theft (1)</li> <li>• Trespass (10)</li> </ul>

**Traffic**

**Traffic Complaints –**

Community members may submit a traffic complaint or concern to the Madison Police Department by utilizing [online submissions](#) or calling the Speeder’s Hotline (608-266-4822). In the 1<sup>st</sup> quarter of 2026, MPD received 209 traffic complaints.

**Serious/Fatal Crashes**

In the 1<sup>st</sup> quarter of 2026, MPD responded to 697 crashes. These crashes resulted in 5 fatalities, 25 serious injuries, and 203 minor injuries.

**Traffic Citations and Warnings**

First quarter **all traffic stops** data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	4,630				4,630	63.3%
Female	2,663				2,663	36.4%
Unknown	22				22	0.3%
<b>Total</b>	<b>7,315</b>				<b>7,315</b>	<b>100%</b>

Race	Q1	Q2	Q3	Q4	Total	%
Asian	353				353	4.8%
African American	1,935				1,935	26.5%
Native American	16				16	0.2%
Other	1,722				1,722	23.6%
Caucasian	3,269				3,269	44.8%
<b>Total</b>	<b>7,295</b>				<b>7,295</b>	<b>100%</b>
Hispanic*	1,250				1,250	---

“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.

**First quarter citations issued & warnings issued data:**

Sex	Q1 Citations	Q1 Warnings	Total
Male	2,818	1,812	4,630
Female	1,616	1,047	2,663
Unknown	0	22	22
<b>Total</b>	<b>4,434</b>	<b>2,881</b>	<b>7,315</b>

Race	Q1 Citations	Q1 Warnings	Total
Asian	210	143	353
African American	1,149	786	1,935
Native American	0	16	16
Other	1,019	703	1,722
Caucasian	2,036	1,233	3,269
<b>Total</b>	<b>4,414</b>	<b>2,881</b>	<b>7,295</b>
Hispanic*	784	466	1,250

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**Training**

MPD is in the midst of its Spring Professional Development season. MPD and MFD personnel are engaged in joint Active Shooter Incident Management (ASIM) drills designed to enhance interagency cohesiveness and performance. MPD personnel are also receiving training in Procedural Justice and Professional Communication Skills. In March, MPD Sergeants received training in investigations involving vulnerable and high-risk victims. The MPD Sergeants also received Threat Assessment training.

**Mental Health Update**

Update from Sergeant Sam Brier, Mental Health Unit:

Since 2015, MPD has had a specialized team of full-time Mental Health Officers. This team consists of six full-time Mental Health Officers (MHOs), and three embedded Law Enforcement Crisis Workers (LECWs). Our MHOs work out of each of the six MPD district stations, and are supervised by one MHU Sergeant. Our LECWs divide their time amongst the various MPD districts and are supervised by one LECW Manager. The MHU is organizationally positioned within MPD’s Community Outreach Section.

MHOs and LECWs regularly assist Patrol officers on active calls for service, striving to uphold the MHU values of problem solving and diversion. MHOs and LECWs share responsibilities that include: coordinating efforts with partner agencies; developing safety plans for individuals who would benefit from a unique emergency response; conducting follow-up tasks and engaging in proactive visits with community members living with mental illnesses; attending relevant meetings with stakeholders; and facilitating specialized trainings and community-based presentations.

Our team’s close partnership with Journey Mental Health allows our MHOs to co-respond with LECWs into the field, to assist with active crisis calls for service. In many cases, our LECWs provide the clinical context that informs our officers to reach better dispositions and aims to divert individuals from the criminal justice system. In other cases, our LECWs collaborate with MHOs to plan and carry out follow-up with individuals before or after a crisis occurs.

Our Mental Health Unit is supplemented by Mental Health Liaison Officers (MHLOs). MHLOs maintain their primary assignments in Patrol, but owing to their interest and spirit of continuous improvement, they attend two additional training days throughout the year and take on additional tasks and responsibilities related to mental health-related crisis response. MHLOs work within and across districts to provide coordinated, consistent, and collaborative crisis response. Since the inception of the program in 2004, interest in the MHLO role has seen consistent growth. Our MHLOs represent all shifts and districts, and represent both the ranks of Police Officer, Detective and Sergeant.

Our MHOs have all completed the 40-hour Crisis Intervention Team (CIT) training, which is a National Alliance on Mental Illness (NAMI) initiative designed to improve the outcomes of police interactions with people living with mental illnesses. CIT is a nationally-recognized curriculum and for the past two years, MPD command has made a concerted effort to send interested MHLOs to the 40-hour CIT training. Our unit is proud to assist with local offerings of CIT and of Crisis Intervention Partners (CIP) training, the latter of which is a 16-hour training designed for wide-ranging audiences. Our MHOs seek further continuing education opportunities through various providers, notably through NAMI Wisconsin, Association of Threat Assessment Professionals (ATAP), Dane County's Collaborative Stabilization Coalition, the Wisconsin Department of Health Services, and the Wisconsin Department of Justice.

MPD's Mental Health Unit has a role in educating internally (within MPD) and also externally.

### **Internal/External Engagement**

In February 2026, the Mental Health Unit welcomed a new sergeant and three new mental health officers. As a result, the current composition of the Mental Health Unit includes expertise in First Aid, Professional Communications, Tactical Response, Firearms, Vehicle Contacts, and OWI investigations.

Twice per year, MHOs and LECWs lead 16 hours of novel instruction for MHLOs. Most recently in March 2026, this training was provided to all MHLOs. The agenda included: updates delivered by the MHU supervisor, a discussion from recent MPD Emergency Detention cases, handling cases with mental health components and criminal charges, a Child Protective Services Guest Presentation, a competency and NGI determination, and a Homeless Resources guest presentation (featuring Porchlight, Salvation Army, and Beacon representatives). Additionally, the training included scenarios where officers practiced recognizing mental health/substance abuse issues and contacting appropriate resources (Journey Mental Health) to achieve best possible outcomes.

Finally, upon request, the MHU provides instruction to MPD's SWAT, sergeants, and other workgroups. In March 2026, the MHU sergeant provided a Mental Health/crisis response refresher for the 3 newly promoted sergeants. This incorporated an overview of policies, chapter 51 nuances, and navigation of systems.

### **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 posts 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 first quarter of 2026.

**2026 – First Quarter Promotions**

Officer Andrew Deuchars to Sergeant

Officer Michaela Rust to Sergeant

Officer Sydney Thorson to Sergeant

Officer Kevin McCarthy to Detective

Officer Tyler Hammil to Detective

**Discipline/compliments (links to quarterly PS&IA summaries)**

[Q1 Discipline Summary](#)

[Q1 Employee Recognitions](#)

## Traffic Summary: Citations Issued and Warnings Issued

See below data

Citations: 3 Year Comparisons 2023 - 2025							
Hazardous Citation Type	2023	2024	2025	2023-2024 Percent Change	2023-2024 Average	2024-2025 Percent Change	2024- 2025 Average
OMVWI (A)	750	719	703	-4.13%	734.5	-2.23%	711
OMVWI (B)	437	455	424	4.12%	446	-6.81%	439.5
Reckless Driving	91	90	67	-1.10%	90.5	-25.56%	78.5
Speeding	3400	5066	4285	49.00%	4233	-15.42%	4675.5
Stop N Go	451	479	574	6.21%	465	19.83%	526.5
Arterial Stops	121	113	244	-6.61%	117	115.93%	178.5
Turning Movement/Passing	295	325	339	10.17%	310	4.31%	332
Deviating from Lane	249	282	328	13.25%	265.5	16.31%	305
Wrong Way	188	185	276	-1.60%	186.5	49.19%	230.5
All Other Hazardous	271	294	308	8.49%	282.5	4.76%	301
Right of Way(Veh)	292	258	276	-11.64%	275	6.98%	267
Right of Way(Ped/Bikes)	75	83	75	10.67%	79	-9.64%	79
Failure to Have Control	54	68	64	25.93%	61	-5.88%	66
Following Too Close	422	422	434	0.00%	422	2.84%	428
Inattentive Driving	285	240	242	-15.79%	262.5	0.83%	241
Unsafe Backing	32	36	43	12.50%	34	19.44%	39.5
Driver Signaling	2	0	1	-100.00%	1	100.00%	0.5
Bicycle-Hazardous	18	17	24	-5.56%	17.5	41.18%	20.5
Non-Hazardous Citation Type	2023	2024	2025	2023-2024 Percent Change	2023-2024 Average	2024-2025 Percent Change	2024- 2025 Average
Driver License/Veh Registration	2338	2490	2419	6.50%	2414	-2.85%	2454.5
Vehicle Equipment	387	371	303	-4.13%	379	-18.33%	337
All Other Non-Haz	188	112	147	-40.43%	150	31.25%	129.5
Hit and Run	385	389	410	1.04%	387	5.40%	399.5

Citations: 4 Year Q1 Comparisons 2023 - 2026											
Hazardous Citation Type	2023 Q1	2024 Q1	2025 Q1	2026 Q1	2023-2024 Percent Change	2023-2024 Average	2024- 2025 Percent Change	2024- 2025 Average	2025- 2026 Percent Change	2025- 2026 Average	4 year Average
OMVWI (A)	185	182	176	193	-1.62%	183.5	-3.30%	179	9.66%	184.5	184
OMVWI (B)	122	99	113	112	-18.85%	110.5	14.14%	106	-0.88%	112.5	111.5
Reckless Driving	16	28	11	25	75.00%	22	-60.71%	19.5	127.27%	18	20
Speeding	593	1033	905	2127	74.20%	813	-12.39%	969	135.03%	1516	1164.5
Stop N Go	107	125	113	183	16.82%	116	-9.60%	119	61.95%	148	132
Arterial Stops	38	30	38	81	-21.05%	34	26.67%	34	113.16%	59.5	46.75
Turning Movement/Passing	52	77	69	100	48.08%	64.5	-10.39%	73	44.93%	84.5	74.5
Deviating from Lane	56	58	62	104	3.57%	57	6.90%	60	67.74%	83	70
Wrong Way	37	47	47	97	27.03%	42	0.00%	47	106.38%	72	57
All Other Hazardous	71	64	74	78	-9.86%	67.5	15.63%	69	5.41%	76	71.75
Right of Way(Veh)	79	47	68	71	-40.51%	63	44.68%	57.5	4.41%	69.5	66.25
Right of Way(Ped/Bikes)	9	14	10	40	55.56%	11.5	-28.57%	12	300.00%	25	18.25
Failure to Have Control	34	48	21	24	41.18%	41	-56.25%	34.5	14.29%	22.5	31.75
Following Too Close	94	71	86	72	-24.47%	82.5	21.13%	78.5	-16.28%	79	80.75
Inattentive Driving	74	56	53	48	-24.32%	65	-5.36%	54.5	-9.43%	50.5	57.75
Unsafe Backing	7	8	7	7	14.29%	7.5	-12.50%	7.5	0.00%	7	7.25
Driver Signaling	0	0	0	0	0.00%	0	100.00%	0	0.00%	0	0
Bicycle-Hazardous	2	1	4	4	-50.00%	1.5	300.00%	2.5	0.00%	4	2.75
Non-Hazardous Citation Type	2023 Q1	2024 Q1	2025 Q1	2026 Q1	2023-2024 Percent Change	2023-2024 Average	2024- 2025 Percent Change	2024- 2025 Average	2025- 2026 Percent Change	2025- 2026 Average	4 year Average
Driver License/Veh Registration	587	632	571	913	7.67%	609.5	-9.65%	601.5	59.89%	742	675.75
Vehicle Equipment	69	116	81	150	68.12%	92.5	-30.17%	98.5	85.19%	115.5	104
All Other Non-Haz	48	41	41	49	-14.58%	44.5	0.00%	41	19.51%	45	44.75
Hit and Run	81	102	89	79	25.93%	91.5	-12.75%	95.5	-11.24%	84	87.75

Citations: 2025 Q4 - 2026 Q1 Comparisons				
Hazardous Citation Type	2025 Q4	2026 Q1	2025 Q4-2026 Q1 Percent Change	25 Q4-26 Q1 Average
OMVWI (A)	193	193	0.00%	193
OMVWI (B)	99	112	13.13%	105.5
Reckless Driving	16	25	56.25%	20.5
Speeding	873	2127	143.64%	1500
Stop N Go	140	183	30.71%	161.5
Arterial Stops	89	81	-8.99%	85
Turning Movement/Passing	94	100	6.38%	97
Deviating from Lane	95	104	9.47%	99.5
Wrong Way	72	97	34.72%	84.5
All Other Hazardous	84	78	-7.14%	81
Right of Way(Veh)	55	71	29.09%	63
Right of Way(Ped/Bikes)	18	40	122.22%	29
Failure to Have Control	33	24	-27.27%	28.5
Following Too Close	122	72	-40.98%	97
Inattentive Driving	57	48	-15.79%	52.5
Unsafe Backing	11	7	-36.36%	9
Driver Signaling	0	0	0.00%	0
Bicycle-Hazardous	4	4	0.00%	4
Non-Hazardous Citation Type	2025 Q4	2026 Q1	2025 Q4-2026 Q1 Percent Change	25 Q4-26 Q1 Average
Driver License/Veh Registration	686	913	33.09%	799.5
Vehicle Equipment	78	150	92.31%	114
All Other Non-Haz	39	49	25.64%	44
Hit and Run	116	79	-31.90%	97.5

Warnings: 3 Year Comparisons 2023 - 2025								
Hazardous Warning Type	2023	2024	2025	2024-2025 Percent Change	2024-2025 Average	3 Year Ave	2023-2024 Percent Change	2023-2024 Average
OMVWI (A)	0	0	0	0.00%	0	0.0	0.00%	0
OMVWI (B)	0	0	0	0.00%	0	0.0	0.00%	0
Reckless Driving	82	44	19	-56.82%	31.5	48.3	-46.34%	63
Speeding	1902	1524	1274	-16.40%	1399	1566.7	-19.87%	1713
Stop N Go	19	26	26	0.00%	26	23.7	36.84%	22.5
Arterial Stops	478	434	529	21.89%	481.5	480.3	-9.21%	456
Turning Movement/Passing	123	133	145	9.02%	139	133.7	8.13%	128
Deviating from Lane	143	131	170	29.77%	150.5	148.0	-8.39%	137
Wrong Way	499	515	612	18.83%	563.5	542.0	3.21%	507
All Other Hazardous	45	49	39	-20.41%	44	44.3	8.89%	47
Right of Way(Veh)	77	66	61	-7.58%	63.5	68.0	-14.29%	71.5
Right of Way(Ped/Bikes)	56	49	40	-18.37%	44.5	48.3	-12.50%	52.5
Failure to Have Control	10	12	4	-66.67%	8	8.7	20.00%	11
Following Too Close	0	0	0	0.00%	0	0.0	0.00%	0
Inattentive Driving	41	48	34	-29.17%	41	41.0	17.07%	44.5
Unsafe Backing	5	3	3	0.00%	3	3.7	-40.00%	4
Driver Signaling	1	0	3	100.00%	1.5	1.3	-100.00%	0.5
Bicycle-Hazardous	4	2	1	-50.00%	1.5	2.3	-50.00%	3
Non-Hazardous Warning Type	2023	2024	2025	2024-2025 Percent Change	2024-2025 Average	3 Year Ave	2023-2024 Percent Change	2023-2024 Average
Driver License/Veh Registration	3798	4305	4585	6.50%	4445	4229.3	13.35%	4051.5
Vehicle Equipment	717	881	842	-4.43%	861.5	813.3	22.87%	799
All Other Non-Hazaradous	15	18	19	5.56%	18.5	17.3	20.00%	16.5
Hit and Run	11	3	6	100.00%	4.5	6.7	-72.73%	7

Warnings: 4 Year Q1 Comparisons 2023 - 2026											
Hazardous Warning Type	2023 Q1	2024 Q1	2025 Q1	2026 Q1	2023-24 Percent Change	2023-24 Average	2024-25 Percent Change	2024-25 Average	2025-26 Percent Change	2025-26 Average	4 year Average
OMVWI (A)	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0
OMVWI (B)	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0
Reckless Driving	18	11	2	6	-38.89%	14.5	-81.82%	6.5	200.00%	4	9.25
Speeding	437	324	387	399	-25.86%	380.5	19.44%	355.5	3.10%	393	386.75
Stop N Go	12	7	10	2	-41.67%	9.5	42.86%	8.5	-80.00%	6	7.75
Arterial Stops	122	126	172	85	3.28%	124	36.51%	149	-50.58%	128.5	126.25
Turning Movement/Passing	29	27	37	27	-6.90%	28	37.04%	32	-27.03%	32	30
Deviating from Lane	43	27	45	46	-37.21%	35	66.67%	36	2.22%	45.5	40.25
Wrong Way	92	144	139	155	56.52%	118	-3.47%	141.5	11.51%	147	132.5
All Other Hazardous	12	12	14	19	0.00%	12	16.67%	13	35.71%	16.5	14.25
Right of Way(Veh)	20	12	17	23	-40.00%	16	41.67%	14.5	35.29%	20	18
Right of Way(Ped/Bikes)	7	14	11	16	100.00%	10.5	-21.43%	12.5	45.45%	13.5	12
Failure to Have Control	3	9	2	5	200.00%	6	-77.78%	5.5	150.00%	3.5	4.75
Following Too Close	0	0	0	0	0.00%	0	0.00%	0	0.00%	0	0
Inattentive Driving	8	14	12	12	75.00%	11	-14.29%	13	0.00%	12	11.5
Unsafe Backing	3	0	0	2	-100.00%	1.5	0.00%	0	0.00%	1	1.25
Driver Signaling	0	0	0	0	0.00%	0	100.00%	0	0.00%	0	0
Bicycle-Hazardous	1	0	0	0	-100.00%	0.5	0.00%	0	0.00%	0	0.25
Non-Hazardous Warning Type	2023 Q1	2024 Q1	2025 Q1	2026 Q1	2023-24 Percent Change	2023-24 Average	2024-25 Percent Change	2024-25 Average	2025-26 Percent Change	2025-26 Average	4 year Average
Driver License/Veh Registration	831	1058	1316	1180	27.32%	944.5	24.39%	1187	-10.33%	1248	1096.25
Vehicle Equipment	189	266	262	264	40.74%	227.5	-1.50%	264	0.76%	263	245.25
All Other Non-Hazaradous	2	2	3	1	0.00%	2	50.00%	2.5	-66.67%	2	2
Hit and Run	7	1	0	0	-85.71%	4	-100.00%	0.5	0.00%	0	2

**Warnings: 2025 Q4 - 2026 Q1 Comparisons**

<b>Hazardous Warning Type</b>	<b>2025 Q4</b>	<b>2026 Q1</b>	<b>25 Q4-26 Q1 Percent Change</b>	<b>25 Q4-26 Q1 Average</b>
OMVWI (A)	0	0	0.00%	0
OMVWI (B)	0	0	0.00%	0
Reckless Driving	8	6	-25.00%	7
Speeding	162	399	146.30%	280.5
Stop N Go	6	2	-66.67%	4
Arterial Stops	99	85	-14.14%	92
Turning Movement/Passing	18	27	50.00%	22.5
Deviating from Lane	35	46	31.43%	40.5
Wrong Way	113	155	37.17%	134
All Other Hazardous	6	19	216.67%	12.5
Right of Way(Veh)	17	23	35.29%	20
Right of Way(Ped/Bikes)	5	16	220.00%	10.5
Failure to Have Control	2	5	150.00%	3.5
Following Too Close	0	0	0.00%	0
Inattentive Driving	5	12	140.00%	8.5
Unsafe Backing	0	2	100.00%	1
Driver Signaling	1	0	0.00%	0.5
Bicycle-Hazardous	0	0	0.00%	0
<b>Non-Hazardous Warning Type</b>	<b>2025 Q4</b>	<b>2026 Q1</b>	<b>25 Q4-26 Q1 Percent Change</b>	<b>25 Q4-26 Q1 Average</b>
Driver License/Veh Registration	909	1180	29.81%	1044.5
Vehicle Equipment	169	264	56.21%	216.5
All Other Non-Hazaradous	3	1	-66.67%	2
Hit and Run	0	0	0.00%	0

Demographics: 3 Year Comparisons 2023 - 2025														
	2023			2024			2025			2023-24 Percent Change Totals	2023-24 Average Totals	2024-2025 Percent Change Totals	2024-2025 Average Totals	3 Year Ave
<b>Race</b>	Citations	Warnings	Total	Citations	Warnings	Total	Citations	Warnings	Total					
<b>White</b>	4763	3857	8620	5784	3812	9596	5448	3794	9242	11.32%	9108	-3.69%	9419	9152.7
<b>Black</b>	3147	2278	5425	3212	2358	5570	3115	2370	5485	2.67%	5497.5	-1.53%	5527.5	5493.3
<b>Asian</b>	441	424	865	556	404	960	496	361	857	10.98%	912.5	-10.73%	908.5	894.0
<b>Native American</b>	47	38	85	64	36	100	54	30	84	17.65%	92.5	-16.00%	92	89.7
<b>Unknown/Other</b>	2333	1429	3762	2878	1633	4511	2873	1857	4730	19.91%	4136.5	4.85%	4620.5	4334.3
<b>Ethnicity</b>	Citations	Warnings	Total	Citations	Warnings	Total	Citations	Warnings	Total	2023-24 Percent Change Totals	2023-24 Average Totals	2024-2025 Percent Change Totals	2024-2025 Average Totals	3 Year Ave
<b>Non-Hispanic</b>	8398	6597	14995	9616	6610	16226	9113	6555	15668	8.21%	15610.5	-3.44%	15947	15629.7
<b>Hispanic</b>	1893	1081	2974	2309	1240	3549	2268	1318	3586	19.33%	3261.5	1.04%	3567.5	3369.7
<b>Unknown</b>	440	348	788	569	393	962	605	539	1144	22.08%	875	18.92%	1053	964.7
<b>Sex</b>	Citations	Warnings	Total	Citations	Warnings	Total	Citations	Warnings	Total	2023-24 Percent Change Totals	2023-24 Average Totals	2024-2025 Percent Change Totals	2024-2025 Average Totals	3 Year Ave
<b>Male</b>	6945	4747	11692	8103	4954	13057	7644	5014	12658	11.67%	12374.5	-3.06%	12857.5	12469.0
<b>Female</b>	3783	3272	7055	4389	3282	7671	4337	3394	7731	8.73%	7363	0.78%	7701	7485.7
<b>Unknown</b>	3	7	10	2	7	9	5	4	9	-10.00%	9.5	0.00%	9	9.3



Age Group	Citations	Warnings	Total	Citations	Warnings	Total	Citations	Warnings	Total	Citations	Warnings	Total	2023 Q1-2024 Q1 Percent Change Totals	2023 Q1-2024 Q1 Average Totals	2024 Q1-2025 Q1 Percent Change Totals	2024 Q1-2025 Q1 Average Totals	2025 Q1-2026 Q1 Percent Change Totals	2025 Q1-2026 Q1 Average Totals	4 Year Ave	
<b>Under 18</b>	62	45	107	86	54	140	72	48	120	95	46	141	30.84%	123.5	-14.29%	130	17.50%	130.5	127.0	
<b>18-24</b>	592	409	1001	650	505	1155	632	587	1219	1100	572	1672	15.38%	1078	5.54%	1187	37.16%	1445.5	1261.8	
<b>25-34</b>	795	573	1368	920	627	1547	761	641	1402	1288	657	1945	13.08%	1457.5	-9.37%	1474.5	38.73%	1673.5	1565.5	
<b>35-44</b>	430	342	772	535	385	920	531	475	1006	857	394	1251	19.17%	846	9.35%	963	24.35%	1128.5	987.3	
<b>45-54</b>	239	208	447	335	227	562	313	326	639	577	257	834	25.73%	504.5	13.70%	600.5	30.52%	736.5	620.5	
<b>55-64</b>	143	152	295	219	155	374	199	208	407	393	169	562	26.78%	334.5	8.82%	390.5	38.08%	484.5	409.5	
<b>65+</b>	99	104	203	134	100	234	130	144	274	247	146	393	15.27%	218.5	17.09%	254	43.43%	333.5	276.0	
<b>Unknown</b>	1	3	4	0	1	1	1	0	1	0	1	1	-75.00%	2.5	0.00%	1	0.00%	1	1.8	

Demographics: 2025 Q4 - 2026 Q1 Comparisons								
	2025 Q4			2026 Q1			25 Q4-26 Q1 Percent Change Totals	25 Q4-26 Q1 Average Totals
Race	Citations	Warnings	Total	Citations	Warnings	Total		
White	1412	737	2149	2114	961	3075	43.09%	2612
Black	734	405	1139	1170	631	1801	58.12%	1470
Asian	120	71	191	213	112	325	70.16%	258
Native American	15	3	18	21	11	32	77.78%	25
Unknown/Other	693	342	1035	1039	527	1566	51.30%	1300.5
Ethnicity	Citations	Warnings	Total	Citations	Warnings	Total	25 Q4-26 Q1 Percent Change Totals	25 Q4-26 Q1 Average Totals
Non-Hispanic	2281	1216	3497	3518	1715	5233	49.64%	4365
Hispanic	564	245	809	801	353	1154	42.65%	981.5
Unknown	129	97	226	238	174	412	82.30%	319
Sex	Citations	Warnings	Total	Citations	Warnings	Total	25 Q4-26 Q1 Percent Change Totals	25 Q4-26 Q1 Average Totals
Male	1897	971	2868	2889	1363	4252	48.26%	3560
Female	1074	587	1661	1668	878	2546	53.28%	2103.5
Unknown	3	0	3	0	1	1	-66.67%	2

Age Group	Citations	Warnings	Total	Citations	Warnings	Total	25 Q4-26 Q1 Percent Change Totals	25 Q4-26 Q1 Average Totals
Under 18	83	37	120	95	46	141	17.50%	130.5
18-24	707	383	1090	1100	572	1672	53.39%	1381
25-34	862	441	1303	1288	657	1945	49.27%	1624
35-44	535	260	795	857	394	1251	57.36%	1023
45-54	337	187	524	577	257	834	59.16%	679
55-64	250	143	393	393	169	562	43.00%	477.5
65+	197	107	304	247	146	393	29.28%	348.5
Unknown	3	0	3	0	1	1	-66.67%	2

## Updated/New SOPs for MPD: January-March, 2026

All SOPs are subject to regular review. SOPs are reviewed annually, every other year, or every three years, as determined by the [Changes to Code of Conduct and Standard Operating Procedures SOP](#). The below SOPs were either reviewed/edited due to changes necessary and/or reviewed/edited based on the revision process timeline. Our SOPs can be located on the [Madison Police Department website](#).

Arrest, Incarceration, and Bail – Youth: 01/26/2026

Departmental Awards and Recognition: 01/19/2026, 02/18/2026

Donations and Grants: 02/06/2026

Military Leave: 01/26/2026

Professional Standards and Internal Affairs Discipline Matrix: 02/18/2026

TIME and CJIS Systems Use and Dissemination of Records: 03/16/2026



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Arrest, Incarceration, and Bail – Youth

Eff. Date ~~1/23/2024~~ 01/26/2026

## Purpose

The purpose of this standard operating procedure (SOP) is to provide guidelines for response to and resolution of calls involving youth, and the proper transportation, processing, and referrals of youth by Madison Police Department (MPD) staff at MPD facilities.

## Procedure

In interactions with youth, more than anywhere else in police work, officers have many options available as alternatives to arrest or citation and are given wide latitude to make judgments about what will create the best possible resolution. The following are general principles set forth to establish the philosophical parameters for decision-making and to satisfy the need for consistency and uniformity.

1. Officers shall be mindful of the constitutional rights guaranteed to all youth.
2. MPD personnel recognize that the primary responsibility for the upbringing of youth is vested in the family structure, although there may be instances where police intervention will occur.
3. Alternatives to arrest and citation will be utilized in all situations in which officers are dealing with youth.
4. When youth are taken into custody or are the subject of a significant investigation, the youth's parents or guardian shall be notified as soon as possible.
5. All investigative, enforcement, and security procedures, including interviewing, gathering evidence, and apprehension, shall be carried out in a way that acknowledges that youth are psychologically, emotionally, and physically different than adults.
6. Every effort should be made to work cooperatively with other community agencies, schools, the juvenile court system, and interested community members, in a community-centered approach.

## DEFINITIONS

### Youth/Child/Juvenile

Generally, a ~~A~~ person who is under 18 years old. ~~For purposes of investigating or prosecuting a person alleged to have violated state or federal criminal law, or a civil or municipal ordinance, 'juvenile' does not include a person who has attained 17 years of age. (Wisconsin State Statute 48.02(2)).~~

### Juvenile

For purposes of investigating or prosecuting a person alleged to have violated state or federal criminal law, or a civil or municipal ordinance, 'juvenile' does not include a person who has attained 17 years of age. (Wis. Stat. 48.02(2)). Additionally, for purposes of juvenile court, a juvenile is 10 years of age or older. (Wis. Stat. 938.02(3m)).

### Adult

A person who is 18 years or older. For purposes of investigating or prosecuting a person alleged to have violated any state or federal criminal law, or civil or municipal ordinance, 'adult' includes a person who has attained 17 years of age. (Wis. Stat. 48.02(1)(d)).

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**Parent/Guardian/Legal Custodian**

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The biological parent, parent by adoption, or individual person acknowledged under Wis. Stat. 767.805 or a substantially similar law of another state as the parent. This is not to include individuals persons whose parental rights have been terminated. (Wis. Stat. 48.02(13)) (Wis. Stat. 938.02(13)).

“Guardian” means the individual named by the court having the duty and authority of guardianship. (Wis. Stat. 938.02(8)).

“Legal custodian” means a person, other than a parent or guardian, or an agency to whom legal custody of a juvenile has been transferred by a court, but does not include a person who has only physical custody of the juvenile. (Wis. Stat. 938.02(11)).

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**Serious Offenses**

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An act which, if committed by an adult, would be a felony, or which involves serious physical harm or danger to others.

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**Taking Into Custody**

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The exercise of control over a youth’s movement for the purpose of determining whether the youth has committed an act that requires the lawful obtainment of evidence from them, or whether they may be lawfully taken into physical custody of the officer. (Wis. Stat. 48.19(3)) (Wis. Stat. 938.18(3)).

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**Release**

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The returning of a child to the parent, guardian, or legal custodian without further action or pending action in juvenile court.

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**Legal Custody**

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A legal status created by an order of a court that confers the right and duty to protect, train, discipline a juvenile, and to provide food, shelter, legal services, education, and ordinary medical and dental care, subject to the rights, duties, and responsibilities of the guardian of the juvenile and subject to any residual parental rights and responsibilities and provisions of any court order (Wis. Stat. 938.02(12)).

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**Physical Custody**

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The actual custody of the youth absent a court order that they be returned to their guardian or parent. (Wis. Stat. 938.02(14)).

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**Lockup Facility**

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“Lockup” means a temporary place of detention within a police station which is used exclusively for confinement of persons under arrest before those persons are brought before a court or post bond. (Department of Corrections (DOC) Wis. Stat. 349.03(12)).

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**Legal Custody**

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A legal status created by an order of a court that confers the right and duty to protect, train, discipline a juvenile, and to provide food, shelter, legal services, education, and ordinary medical and dental care, subject to the rights, duties, and responsibilities of the guardian of the juvenile and subject to any residual parental rights and responsibilities and provisions of any court order (Wis. Stat. 938.02(12)).

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### Secure Custody Status - Confinement

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When a youth is placed in a cell or handcuffed to a cuffing rail or other stationary object within a lockup facility, until the youth is released from custody or is removed from the secure portion of a police station. (Department of Corrections (DOC) Wis. Stat. 439.03(14m)).

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### Secure Detention Facility

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A locked facility approved of by the Department of Corrections under Wis. Stat. 301.36 for the secure, temporary holding of youth. (Wis. Stat. 48.02(16)) (Wis. Stat. 938.02(16)).

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### Release

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The returning of a child to the parent, guardian, or legal custodian without further action or pending action in juvenile court.

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### Juvenile Reception Center (JRC)

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The primary secure detention facility for a point of referral for youth alleged to have committed a crime, whom an officer is unable to release to a parent, guardian, or other responsible adult. Formally known as the Dane County Juvenile Reception Center.

## CUSTODY

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### Authority for Taking a Youth into Custody

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A youth may be taken into custody if, under the circumstances, an officer has an objectively reasonable belief that one or more of the following conditions exists (Wis. Stat. 938.19(1)), keeping in mind that alternatives to arrest or citation should be used whenever possible, consistent with public safety:

1. A capias or warrant for the youth's apprehension has been issued in the state of Wisconsin or another state, or the youth is a fugitive from justice.
2. Probable cause exists that the youth is committing or has committed an act that is a violation of a state or federal criminal law.
3. The youth has run away from the youth's parent, guardian, or legal or physical custodian, and officers have been informed of the youth's status as having run away. The taking into custody is solely for the purpose of returning the youth to the youth's parent, guardian, or legal or physical custodian.
4. The youth is suffering from illness or injury or is in immediate danger from the youth's surroundings making removal from those surroundings necessary, or the threat of harm or danger by the youth makes being taken into custody necessary. The officer should identify an appropriate place to which to transport the youth, utilizing community resources identified by the alternatives to arrest or citation training officers have received.
5. The youth has violated the terms of court-ordered supervision or aftercare supervision administered by the Department of Corrections or a county department, and those terms specify that the youth is to be taken into custody if a violation occurs.
6. The youth has violated the conditions of an order under Wis. Stat. 938.21(4) or the conditions of an order by an intake worker for temporary physical custody, and the order specifies that the youth is to be taken into custody if a violation occurs.
7. Probable cause exists that the youth violated a civil law or a local ordinance punishable by forfeiture. In that case, the youth shall be released immediately under Wis. Stat. 938.20(2)(ag) or as soon as reasonably possible under Wis. Stat. 938.20(2)(b) to (g).

8. An order of the judge demanding that the youth be immediately removed from the youth's present custody for the welfare of the youth. The order shall specify that the youth be held in custody under Wis. Stat. 938.207.

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### **Notification of a Youth's Parent or Guardian**

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The parent, guardian, or legal custodian of any youth, including a 17-year-old, taken into custody or who is the subject of a significant investigation must be notified as soon as possible. The responsibility for notification rests with the officer taking the youth into custody. The person notified, as well as the date and time of the notification, is to be recorded in the Arrest Report.

Whenever a youth, including a 17-year-old, is taken into custody or who is the subject of a significant investigation, officers should make every reasonable effort to notify the parents, guardian, or legal custodian and inform them of the circumstances surrounding the investigation. This notification shall be made as soon as possible and shall be documented in an officer's report, including date and time of notification and the name of the individual notified.

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### **Taking Into Custody on School Property during School Hours**

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An officer may take a student into custody during school hours if the officer has probable cause to arrest the student for a misdemeanor or felony crime, or pursuant to an arrest warrant or juvenile apprehension order and an alternative to arrest or citation cannot be utilized. The school principal or designee shall be informed of all arrests made on school grounds during school hours.

In cases when a student is to be taken into custody at school, an officer should first contact the school principal, when practical and applicable, and advise the school principal of the circumstances. When safe and reasonable, the student may be first summoned to the office by the principal.

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### **Responding to Truancy**

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The MPD has an obligation to assist school authorities in Wisconsin's compulsory school attendance law. The primary and legal responsibility, however, for meeting the social and individual problems presented by a chronic truant is with the child's family and with the educational system.

Youth who are believed to be truant should be contacted and an attempt to identify them shall be made. If identified as truant, they are to be directed to return to school or conveyed if they are willing. School officials shall be notified of any identified truants.

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### **Capias or Apprehension Request**

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A capias or an apprehension request will be handled in the same fashion and receive the same attention as an arrest warrant.

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### **Serious Offenses**

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Youth who are observed committing, or are reasonably believed to have committed, an act which, if committed by an adult, would be a felony, or which involves serious physical harm or danger to others, are to be taken into immediate physical custody.

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### **Aftercare Violators (Previously Probation & Parole Violators)**

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MPD will accept information concerning court-directed rules and conditions for youth on aftercare and/or court ordered supervision. When possible, MPD will assist county and state social workers with enforcement of stipulations and conditions of these agreements.

## **Capias or Apprehension Request**

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A capias or an apprehension request will be handled in the same fashion and receive the same attention as an arrest warrant.

## **DISPOSITIONS**

When considering the proper disposition of a youth in custody, there are instances where the public interest would be better served by an officer not making an arrest or issuing a citation, even if it is legally justifiable, when other alternatives exist to respond to the situation. MPD personnel are committed to exercising alternatives to arrest and citation for young people whenever possible, consistent with public safety to a degree even greater than that of adults. When deciding on a disposition for a youth, officers shall be mindful of the constitutional rights guaranteed to that youth.

## **Disposition Alternatives**

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The general procedure of the MPD is to utilize alternatives to arrest, citation, and formal disposition, absent exigent circumstances.

1. **Warn and Release:** a youth may be released with no further action, if the offense is minor in nature. This route shall be utilized as often as possible in alignment with MPD's goal of utilizing alternatives to arrest and citation when coming into contact with youth. When going the route of warn and release, the options that should be utilized except in exigent circumstances are:
  - a. **Verbal warning** with no further action.
  - b. **Informal counseling** by the officer, focused on helping the youth recognize the consequences of the youth's actions.
  - c. **Release** to a parent, guardian, or other responsible adult.
  - d. **Referral** to an appropriate community social service or mental health agency.
  - e. **Referral** to an existing diversion program. Any commissioned personnel who would issue a non-traffic municipal citation to a 12-16 year old shall instead issue a Restorative Justice Referral to the youth. After explaining the youth restorative justice process and providing a copy of the completed form to the youth, officers should complete a report detailing their investigation and the fact that a referral was issued, for the underlying municipal offense. If the referred youth does not engage in restorative justice, the investigating officer will be notified of this via an email from Court Services.
2. **Cite and Release:** a youth that is at least 12 years old may be issued a traffic municipal citation. Youth who are at least 15 years old may be released to themselves. If the youth is under 15 years of age, officers should make every effort to release the youth immediately to the youth's parent, guardian, legal custodian or other responsible adult. If it is determined that a citation will be issued, officers shall not email a copy of the citation to the youth, parent, guardian, legal custodian, or other responsible adult.
3. **Juvenile Court Referral and Release:** a youth who is a juvenile may be released after being taken into custody for the commission of a crime, without a referral to JRC being made. Before release, officers shall ensure that all necessary steps are taken, as listed in the "Photographing, Fingerprinting, and DNA Collection for Youth" section of this SOP. The youth shall then be released to a parent, guardian, legal custodian, or other responsible adult.
4. **Referral to Dane County Juvenile Reception Center (JRC):** the decision to refer a youth to JRC for the purpose of detention or intake will be reviewed by the Officer in Charge (OIC), and may be appropriate under any of the following conditions:
  - a. Commission of a serious offense;
  - b. A case involving the possession, use, or threatened use of a weapon.

- c. The youth is unwilling to appear in court and the parents or guardian will be unable to produce the youth upon proper notice;
- d. The youth is likely to repeat behavior harmful to the youth's self or to others; or
- e. In incidents where a youth continues to resist, is uncooperative, and it appears that the youth will not submit to the control of parents or another responsible adult.

### Administrative Release

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When a youth has been properly taken into custody and investigation reveals that MPD is unable to pursue charges because the youth was not involved in the offense or there is insufficient evidence to adequately support the charge, the youth must be released. Every effort will be made to reveal this information as soon as possible after contact with the youth. The disposition shall be listed as "administrative release" and the officer's reason for detaining/taking into custody, and release will be documented in a report. A wanted check shall be conducted before release. The youth's parents shall be notified and noted in the report.

### Taking Into Custody on School Property during School Hours

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An officer may take a student into custody during school hours if the officer has probable cause to arrest the student for a misdemeanor or felony crime, or pursuant to an arrest warrant or juvenile apprehension order and an alternative to arrest or citation cannot be utilized. The school principal or designee shall be informed of all arrests made on school grounds during school hours.

In cases when a student is to be taken into custody at school, an officer should first contact the school principal, when practical and applicable, and advise the school principal of the circumstances. When safe and reasonable, the student may be first summoned to the office by the principal.

### Responding to Truancy

---

The MPD has an obligation to assist school authorities in Wisconsin's compulsory school attendance law. The primary and legal responsibility, however, for meeting the social and individual problems presented by a chronic truant is with the child's family and with the educational system.

Youth who are believed to be truant should be contacted and an attempt to identify them shall be made. If identified as truant, they are to be directed to return to school or conveyed if they are willing. School officials shall be notified of any identified truants.

## TRANSPORTATION OF YOUTH

### Transport to District Station or JRC

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1. During an investigation, in general, youth taken into temporary custody may shall be conveyed to an the MPD district station of the district in which the youth was taken into custody. JRC, not MPD district stations, is the primary secure detention facility for youth taken into secure custody. See the "Processing and Booking of Youth" section within this SOP. shall be the lockup facility for youth taken into secure custody. Youth will generally be transported in a squad car equipped with a safety shield. Youth shall be properly restrained in seat belts or child restraint systems during transportation, being mindful that this restraint is for safety, not restriction of movement. When a youth is transported, the transport shall be done in an expeditious manner.
2. Youth shall not be transported with adult prisoners unless the youth and adult have been arrested in connection with the same offense, or unless the adult is the parent or guardian of the youth.
3. In general, when arriving at a district station, officers will proceed to the processing area for any further searches or administrative tasks. Under no circumstances will an adult prisoner be allowed entry into the processing area when youth are present.

4. 3. Officers conveying youth to the JRC shall park in the basement of the CCB.
4. At the CCB, Officers will proceed to the processing area for Central District and perform all searching, citations, and pre-booking paperwork. Photographs/fingerprints will be performed in the GR-55 (Central District Intake Area) processing area. Under no circumstances will an adult prisoner be allowed entry into the processing area when youth are present.

### Youth with Medical Issues or in Need of Medication

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1. If a youth in police custody is in need of non-emergency medical care or medication, the youth shall be conveyed by a police patrol unit to a medical facility. For emergency medical care, a youth shall be conveyed by ambulance or fire department paramedic unit to a medical facility without delay.
2. When a youth is transported to the JRC, the transport shall be done in an expeditious manner. If JRC intake staff determines the youth is in need of medical clearance, then the youth shall be transported to a hospital. Hospital discharge papers shall be submitted to JRC intake staff workers when returned to JRC.
3. Any medication in possession of the youth when taken into custody shall be brought to the JRC with the youth.

### HOLDING, PROCESSING AND CRIMINAL REFERRAL BOOKING OF YOUTH

#### MPD District Stations as a Temporary Holding Facility (THF)

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All MPD police districts stations may be used as a Temporary Holding Facility (THF) for youth.

A youth alleged to have committed a delinquent act as defined by Wis. Stat. 938.02(3m) may be held in any of the THFs within the city under any of the following conditions:

1. An alternative to arrest or detention was sought, but exigent circumstances existed making an alternative implausible. A report made by officers shall specify what those circumstances were. If youth meet the criteria established for citation or referral and release, every effort will be made to utilize this process without taking the youth into secure custody.
2. The circumstances of the investigation involving the youth requires investigative steps that can most effectively be carried out at a district station. Examples include: recorded interviews, evidence collection, inclement weather, and multiple individuals needing to be interviewed by officers from a single location.

Youth who are taken to a THF or district facility shall be kept separate from adults in all areas of the THF and district facilities. There shall be no sight or sound contact with adult prisoners in any area of the lockup including entrances, booking areas, intake, elevators, staircases, cells, holding rooms, or any other area. Under no circumstances should district station interrogation rooms be used to hold youth who are in secure custody unless the youth is being interrogated and is accompanied by a detective/officer.

No youth shall be placed into any cell or any form of secure custody status until the youth has been completely processed (fingerprints and photographs). This means that the arresting officers/detectives shall physically stay with all youth in their custody. If youth meet the criteria established for "cite and release," every effort will be made to utilize this process without taking the youth into custody.

Youth shall be processed in an expeditious manner and shall have priority in any processing area the booking process.

If a youth is placed in a cell, physical checks must be conducted at least four times per hour on an irregular schedule. These safety checks shall be staggered so as to not establish a noticeable routine that might allow the youth to hurt themselves, hurt the officer, or escape.

### Secure Custody Status at an MPD District Station

1. Youth shall not be placed into secure custody status if they are in custody only for status offenses or non-criminal circumstances (e.g., missing, runaway, child in need of protective services). Youth who are stopped for status offenses shall be provided every opportunity for an alternative to arrest or citation.
2. Under no circumstances should district station interrogation rooms be used to hold youth who are in secure custody unless the youth is being interrogated and is accompanied by an officer.
3. Investigating officers shall physically stay with all youth in their secure custody to the extent possible. If a youth is placed in a cell, sight-and-sound safety monitoring must be conducted at least four times per hour on an irregular schedule. This safety monitoring shall be staggered to not establish a noticeable routine that might allow the youth to hurt themselves, hurt the officer, or escape.
4. Youth shall not be held in secure custody status in THF for more than six hours. **This six-hour secure custody status time limit starts when the detained youth is first placed in a secure custody status cell or handcuffed to a cuffing rail or other stationary object.** The six-hour requirement is mandated by the Federal Juvenile Justice Delinquency Prevention Act and is also required under Wis. Stat. 938.209 and DOC Administrative Code Chapter 349. Youth who have not yet been placed in secure custody status (e.g., those who remain with the arresting officer, are going through the booking, searching, fingerprinting, or photographing process, or those who are being interviewed by detectives) do not cause the clock to start as it pertains to the six-hour limit. These activities do not constitute secure custody status.
  - a. **Once a youth has been placed in secure custody status, the six-hour time limit cannot be stopped or extended.** If, for example, a youth has been placed in a cell for a short time and then removed for an interview, the six-hour time limit would include the time in the interview. When a youth has been in secure custody status for five hours, notification shall be made to the shift commander at the location where the youth is in custody.
  - b. Prior to the expiration of the six-hour maximum, the youth shall be transferred from secure custody status and removed from the cell or processing area.
5. All paperwork pertaining to youth held in secure custody status shall be maintained confidentially and shall remain separate from adult records.

~~Youth shall not be held in secure custody status in THF for more than six hours. **This six-hour secure custody status time limit starts when the detained youth is placed in a secure custody status cell or handcuffed to a cuffing rail or other stationary object.** The six-hour requirement is mandated by the Federal Juvenile Justice Delinquency Prevention Act and is also required under Wis. Stat. 938.209 and DOC Administrative Code Chapter 349. Youth who have not yet been placed in secure custody status (e.g., those who remain with the arresting officer, are going through the booking, searching, fingerprinting, or photographing process, or those who are being interviewed by detectives) do not cause the clock to start as it pertains to the six-hour limit. These activities do not constitute secure custody status.~~

- ~~c. **Once a youth has been placed in secure custody status, the six-hour time limit cannot be stopped or extended.** If, for example, a youth has been placed in a cell for a short time and then removed for an interview, the six-hour time limit would include the time in the interview. When a youth has been in secure custody status for five hours, notification shall be made to the shift commander at the location where the youth is in custody.~~
- ~~d. Prior to the expiration of the six-hour maximum, the youth shall be transferred from secure custody status and removed from the cell or booking area.~~

~~Youth shall not be placed into secure custody status if they are in custody for status offenses (e.g., missing, runaway, child in need of protective services). Youth who are stopped for status offenses shall be provided every opportunity for an alternative to arrest or citation.~~

All THF records pertaining to youth held in secure custody status shall be maintained confidentially and shall remain separate from adult records.

All youth arrests shall be documented using the SharePoint Arrest log. In the event SharePoint is unavailable, the arresting officer will obtain a paper form from the Officer in Charge (OIC) and will complete this paper form. The OIC will then forward the paper form to Records.

### Photographing, Fingerprinting, and DNA Collection for Youth

When a youth is brought into an MPD station for processing related to Juvenile court referral and it then released to a parent, guardian or legal custodian; or prior to referral to JRC, collection of the following is required. Runaways are an exception, but an officer may collect if an investigative benefit can be articulated:

1. Fingerprints.
  - a. Fingerprints of arrested youth are required by the Wisconsin Department of Justice (DOJ) Division of Law Enforcement Services (DLES) Crime Information Bureau (CIB) in order for the arrest to become a part of the youth's record.
  - b. The primary fingerprinting system is the LiveScan electronic console. As a backup, ink and fingerprint cards are accessible and can be used. Two (2) green fingerprint cards with palm and rolled impressions, which are signed by the person printed and the person doing the printing. Officers should forward any ink fingerprint cards to the juvenile court detective in CIU.
  - c. **Discretion may be exercised where a youth refuses to be fingerprinted or is combative. In such cases, the officer shall consult with the officer's immediate supervisor.**
2. A front and profile photograph.
  - a. If glasses are worn, one set with and one set without glasses. If district camera is not functional, photographs may be taken on an officer's departmental cell phone, and should be sent to MPD's case processing distribution list with the appropriate case number and youth's name.
  - b. An officer may bypass the photograph if the MPD records show a photograph of the youth already, if the youth's appearance has not changed.
3. Physical descriptors.
  - a. Investigating officers should collect and document in their report basic biometric information, to include a youth's height, weight, hair color and eye color.
4. DNA collection (if applicable).
  - a. WI Act 20 requires the collection of a DNA sample for all youth arrests for listed violent felonies. See list within "Youth Arrest Processing & DNA Collection Procedures" on MPD EmployeeNet.
  - b. The process of DNA collection for youth arrested can be conducted in the Central District Intake Area (GR-55), or other district facilities where DNA collection kits are available.
  - c. Discretion may be exercised where a youth refuses to have DNA collected or is combative. In such cases, the officer shall consult with the officer's immediate supervisor.

All youth arrests shall be documented using the SharePoint Arrest log. In the event SharePoint is unavailable, the arresting officer will obtain a paper form from the Officer in Charge (OIC) and will complete this paper form. The OIC will then forward the paper form to Records.

1. Fingerprints of arrested youth are required by the Wisconsin Department of Justice (DOJ) Division of Law Enforcement Services (DLES) Crime Information Bureau (CIB) in order for the arrest to become a part of the youth's record.

WI Act 20 requires the collection of a DNA sample for all youth arrests for listed violent felonies. The process of DNA collection for youth arrested for violent felonies is conducted in the Central District Intake Area (GR-55). DNA collection kits are available in this area.

Wisconsin Statute 165.83 requires that fingerprints and an updated photo, if the arrested youth's appearance has changed, be taken each time a youth is arrested under any of the following circumstances:

- a. For an offense which is a felony.
- b. For an offense which is a misdemeanor or a violation of an ordinance involving burglarious tools, commercial gambling, dealing in gambling devices; for contributing to the delinquency of a child, dealing in stolen property, possessing and selling controlled substances under Chapter 161; for violations involving firearms, dangerous weapons, explosives; for pandering, prostitution, or committing violations involving sex offenses where children are victims; or for issuing worthless checks.
- c. For an offense charged as disorderly conduct, but which relates to an act connected with one or more of the above offenses.
- d. As a fugitive from justice.

For all other youth arrests, an officer may transport the youth to the police station to obtain fingerprints and/or a photograph prior to releasing the youth if an investigative benefit can be articulated.

2. When an arrested youth is brought into the station for photographs and fingerprinting, the following is required (runaways are excepted):

- d. The primary fingerprinting system is the LiveScan electronic console. As a backup, ink and fingerprint cards are accessible and can be used. Two (2) green fingerprint cards with palm and rolled impressions, which are signed by the person printed and the person doing the printing.
- e. A fingerprint is not mandatory in those instances where the violator has valid picture identification. This must be a Wisconsin operator's license or identification card, a passport or passport card, or state or federal government issued picture identification.
- f. A front and profile photograph. If glasses are worn, one set with and one set without glasses.
- g. The forwarding of all reports and fingerprint cards to the juvenile court detective in CIU.

**Note: Discretion shall be exercised where a person refuses to be fingerprinted. In such cases, the officer shall consult with the officer's immediate supervisor.**

### **Detention Facilities**

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1. JRC is the detention facility for all detained juveniles.
2. A complete booking entry, along with fingerprints and prisoner photographs, shall be completed prior to an arrested youth being conveyed to any detention facility.

### **Referrals to Juvenile Reception Center (JRC)**

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1. Prior to transporting a youth to JRC, the arresting officer shall consult with the OIC to approve charges.
  - a. The decision to refer a youth to JRC shall be made in consultation with the OIC. The OIC may consult with the JRC intake worker when considering referring a youth to JRC. Only the JRC intake worker is authorized by state statute to make the decision to admit or release the youth. Conveyance should be made directly to the City County Building unless release in the field is approved by a supervisor.
  - b. Under no circumstances shall a youth be detained as a means of punishment, because it enhances pending investigations, or because the youth is a material witness, unless so ordered by a judge of the children's court.

2. The Temporary Physical Custody Request Form should be completed during intake of the youth at JRC. A copy of this form should be forwarded to the Criminal Intake Unit (CIU).
3. If the youth is hospitalized, all paperwork shall be filed and secured in the OIC's office until the youth is medically cleared and ready to be discharged.
4. In the following circumstances, officers shall refer the youth to JRC:
  - a) A youth is arrested or taken into custody for a serious offense, an offense as defined within this SOP, which is a felony, or which would be a felony if committed by an adult, and an alternative to arrest could not be utilized.
  - b) A youth is arrested or taken into custody for an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult, or which is a violation of an ordinance and the offense that involves burglarious tools, dealing in stolen property, controlled substances or controlled substance analogs under Wis. Stat. 961, firearms, dangerous weapons, explosives, and an alternative to arrest could not be utilized.
  - c) A youth is arrested or taken into custody for an offense charged or alleged as disorderly conduct, but which relates to an act connected with one or more of the offenses under subparagraph b. 2, and an alternative to arrest could not be utilized.
  - d) The offense is one of a series of offenses that were previously handled without being referred to the JRC, and those Disposition Alternatives can be articulated as ineffective. ~~not identified as an instance where an alternative to arrest or citation attempt should be utilized.~~
  - e) A youth is arrested or taken into custody as a fugitive from justice.
  - f) When a youth is the respondent of a harassment or child abuse restraining order or injunction pursuant to Wis. Stat. 813.122 and 813.125 and a police officer has knowledge of the temporary restraining order or injunction, together with probable cause to believe that the youth has violated the court order.
  - g) For any other offense designated by the attorney general, for which an alternative to arrest or citation could not be utilized.

"Offense" means any of the following:

- a) An act that is considered a felony or a misdemeanor, committed by a person who has attained the age of 17.
- b) An act that would be a felony or misdemeanor if committed by an adult, committed by a youth who has attained the age of 10, but who has not attained the age of 17.
- c) An act committed by any person that is a violation of a city, county, village, or town ordinance.

When deciding on a disposition for a youth, officers shall be mindful of the constitutional rights guaranteed to that youth.

### **Mandatory Detention of Youth**

1. A youth is arrested or taken into custody for an offense which is a felony, or which would be a felony if committed by an adult, and an alternative to arrest could not be utilized.
2. A youth is arrested or taken into custody for an offense which is a misdemeanor, which would be a misdemeanor if committed by an adult, or which is a violation of an ordinance and the offense involves burglarious tools, dealing in stolen property, controlled substances or controlled substance analogs under Wis. Stat. 961, firearms, dangerous weapons, explosives, and an alternative to arrest could not be utilized.
3. A youth is arrested or taken into custody for an offense charged or alleged as disorderly conduct, but which relates to an act connected with one or more of the offenses under subparagraph 2, and an alternative to arrest could not be utilized.
4. The offense is one of a series of offenses that were previously handled without being referred to the JRC, not identified as an instance where an alternative to arrest or citation attempt should be utilized.
5. A youth is arrested or taken into custody as a fugitive from justice.
6. When a youth is the respondent of a harassment or child abuse restraining order or injunction

pursuant to Wis. Stat. 813.122 and 813.125 and a police officer has knowledge of the temporary restraining order or injunction, together with probable cause to believe that the youth has violated the court order.

7. For any other offense designated by the attorney general, for which an alternative to arrest or citation could not be utilized.

“Offense” means any of the following:

- d) An act that is considered a felony or a misdemeanor, committed by a person who has attained the age of 17.
- e) An act that would be a felony or misdemeanor if committed by an adult, committed by a youth who has attained the age of 10, but who has not attained the age of 17.
- f) An act committed by any person that is a violation of a city, county, village, or town ordinance.

When deciding on a disposition for a youth, officers shall be mindful of the constitutional rights guaranteed to that youth.

### Referral to Juvenile Reception Center (JRC)

1. Referral to the JRC shall take place in those misdemeanor cases where detention is not appropriate and an alternative to arrest or citation could not, due to exigent circumstances, be utilized.
2. When a youth is referred to the JRC for disposition, a minimum of 15 calendar days should be allowed between the date the youth was taken into custody and the date set for appearance.
3. The decision to detain a youth at JRC shall be made by the OIC. The OIC may consult with the JRC intake worker when considering detaining a youth at the JRC. Only the JRC intake worker is authorized by state statute to make the decision to admit or release the youth. Under no circumstances shall a youth be detained as a means of punishment, because it enhances pending investigations, or because the youth is a material witness, unless so ordered by a judge of the children’s court. If there is a need for secure custody of a youth, the officer taking the youth into custody shall complete a report documenting the need.
4. If the youth is hospitalized, all paperwork shall be filed and secured in the OIC’s office until the youth is medically cleared and ready to be discharged.

### When Processing an Arrested Youth for JRC

1. Conveyance should be made directly to the City County Building unless release in the field is approved by a supervisor.
2. The arresting officer shall consult with the OIC to approve charges and shall make an entry into the SharePoint Arrest log. In the event that SharePoint is unavailable, the arresting officer will obtain a paper form from the OIC and will complete this paper form. The OIC will then forward that paper form to Records.
3. The Temporary Physical Custody Request Form should be completed prior to transporting the youth to JRC. A copy of this form should be forwarded to the Criminal Intake Unit (CIU).
4. Youth who are to be taken to JRC shall be photographed, fingerprinted, and a required deoxyribonucleic acid (DNA) sample taken for the arrest of listed violent felonies. Exception: If there is a recent photo on file and there are no changes in appearance, a new photograph is not required.

### DISPOSITIONS

When considering the proper disposition of a youth in custody, there are instances where the public interest would be better served by an officer not making an arrest or issuing a citation, even if it is legally justifiable, when other alternatives exist to respond to the situation. MPD personnel are committed to exercising alternatives to arrest and citation for young people whenever possible, consistent with public safety to a degree even greater than that of adults. If it is determined that a citation will be issued, officers shall not email a copy of the citation to the youth, parent, guardian, legal custodian, or other responsible adult.

## Disposition Alternatives

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The general procedure of the MPD is to utilize alternatives to arrest, citation, and formal disposition, absent exigent circumstances.

Whenever a youth is involved in a significant investigation, officers should make every reasonable effort to notify the parents, guardian, or legal custodian and inform them of the circumstances surrounding the investigation. This notification shall be well documented in the report of the incident.

5. **Warn and Release:** a youth may be released with no further action, if the offense is minor in nature. This route shall be utilized as often as possible in alignment with MPD's goal of utilizing alternatives to arrest and citation when coming into contact with youth. When going the route of warn and release, the options that should be utilized except in exigent circumstances are:

a. **Verbal warning** with no further action.

b. **Informal counseling** by the officer, focused on helping the youth recognize the consequences of the youth's actions.

c. **Release** to a parent, guardian, or other responsible adult.

d. **Referral** to an appropriate community social service or mental health agency.

e. **Referral** to an existing diversion program. Any commissioned personnel who would issue a non-traffic municipal citation to a 12-16 year old shall instead issue a Restorative Justice Referral to the youth. After explaining the youth restorative justice process and providing a copy of the completed form to the youth, officers should complete a report detailing their investigation and the fact that a referral was issued, for the underlying municipal offense. If the referred youth does not engage in restorative justice, the investigating officer will be notified of this via an email from Court Services.

6. **Cite and Release:** a youth that is at least 12 years old may be issued a traffic municipal citation. Youth who are at least 15 years old may be released to themselves. If the youth is under 15 years of age, officers should make every effort to release the youth immediately to the youth's parent, guardian, legal custodian or other responsible adult.

7. **Criminal Charge:** a youth may be released after being taken into custody for the commission of a crime. Fingerprints shall be taken. A photograph should be taken unless the youth already has a photograph, and their appearance has not significantly changed since the last photograph. An Arrest Notification Form will be properly completed and disseminated. The youth shall be released to a parent, guardian, legal custodian, or other responsible adult.

8. **Referral to Dane County Juvenile Reception Center (JRC):** the decision to refer a youth to JRC for the purpose of detention or intake will be reviewed by the Officer in Charge under any of the following conditions:

a. Commission of a serious criminal offense;

b. A case involving the possession, use, or threatened use of a weapon.

c. The youth is unwilling to appear in court and the parents or guardian will be unable to produce the youth upon proper notice;

d. The youth is likely to repeat behavior harmful to the youth's self or to others;

e. In incidents where a youth continues to resist, is uncooperative, and it appears that the youth will not submit to the control of parents or another responsible adult.

## **Administrative Release**

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When a youth has been properly taken into custody and investigation reveals that MPD is unable to pursue charges because the youth was not involved in the offense or there is insufficient evidence to adequately support the charge, the youth must be released. Every effort will be made to reveal this information as soon as possible after contact with the youth. The disposition shall be listed as “administrative release” and the reason for custodial detention and release will be documented in a report. A wanted check shall be conducted before release. The youth’s parents shall be notified and noted in the report.

## **REPORTS**

### **General Information**

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1. The officer taking the youth into custody shall be responsible for the proper custody, control, and care of a youth taken into custody and the submission of all reports relating to the apprehension.
2. When appropriate and as determined by MPD procedure (generally felony or controlled substances cases), the respective district must be notified so that they may provide whatever assistance is necessary.

### **Arrest/Detention Reports Required**

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1. Consistent with MPD’s Reporting Procedure SOP, a A-report must be completed in the following cases:
  - a. When a youth is taken into custody for violation of a state law, municipal ordinance, or an order of the court. The reason or need for such detention must be clearly stated in the officer’s report.
  - b. When a youth is taken into secure custody status, as previously defined within this SOP, the officer taking the youth into custody shall document the need. Additionally, the officer shall take note of the date and time that the youth was taken into secure custody status, and when such status ended.
  - b. When a dependent child is taken into custody pursuant to Wis. Stat. 938.205.
  - c. When a 12 to 16 year old juvenile is taken into custody on a municipal warrant, traffic warrant, or traffic capias.
  - d. Other appropriate circumstances.
2. All reports must indicate the disposition of the youth, e.g., detained, released to appear.
3. If a youth is arrested, processed and then released by officers to a parent, guardian, legal custodian or other responsible adult, the arresting officer is responsible for communicating the arrest to MPD’s CIU, via a Juvenile Arrest Notification form or via email.
4. If probable cause is found to take a youth into custody for a state charge, the investigating officer is responsible for communicating details of the active probable cause to other officers, via an At-Large SharePoint entry, or via PD LE email.

### **Use of Youth as Paid Undercover Personnel**

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Juveniles will not be used as confidential informants except in cases of compelling need, with the approval of the Chief.

This procedure does not restrict or prohibit MPD personnel from accepting and utilizing intelligence-type information voluntarily offered by youth or obtained from them during the course of investigation. MPD personnel may actively solicit information and assistance from youth in the solving of crimes. Youth will not, however, be placed in situations by MPD personnel that jeopardize their physical or mental health or personal safety.

## RECORDKEEPING

The Records Manager will maintain all juvenile records in conformance with the Wisconsin State Statute requirements for separate storage, release, and confidentiality. Reports shall only be released through Records.

### Confidentiality of Records

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MPD records of youth shall be kept separate from records of adults and shall not be open to inspection except by order of the court. This section does not apply to proceedings for violations of Chapters of State Statute 340 to 349 and 351 or any County or Municipal Ordinances enacted under State Statute Chapter 349. This section does apply to proceedings for violations of State Statute 342.06(2) and 344.48(1) and State Statutes 30.67(1) and 346.67(1) when death or injury occurs. Except for the following, all others will be directed to the Juvenile Court to seek a court order:

1. News media representatives;
2. The School District Administrator of the school attended by the child in question:
  - a. records relating to the use, possession, or distribution of alcohol, a controlled substance, or controlled substance analog;
  - b. records relating to illegal possession of a dangerous weapon;
  - c. records relating to a juvenile taken into custody under Wis. Stat. 938.19 based on a law enforcement officer's belief that the juvenile was committing or had committed an act that is a violation specified in Wis. Stat. 938.34(4h)(a);
    - i. Juvenile is 10 years of age or older for the following charges:
      - (1) 940.01 - First degree intentional homicide
      - (2) 940.02 - First-degree reckless homicide
      - (3) 940.05 - Second degree intentional homicide
    - ii. Juvenile is 14 years of age or older to the following charges:
      - (1) 939.31 - Conspiracy
      - (2) 939.32 - Attempted Felony
      - (3) 940.03 - Felony Murder
      - (4) 940.21 - Mayhem
      - (5) 940.225 - Sexual Assault
      - (6) 940.305 - Taking hostages
      - (7) 940.31 - Kidnapping
      - (8) 941.327 - Tampering with Household Products
      - (9) 943.02 - Arson of Building and damage of property by explosives
      - (10) 943.10 - Burglary
      - (11) 943.23 - Operating vehicle without owner's consent
      - (12) 943.32 - Robbery
      - (13) 948-02 - Sexual Assault of a child
      - (14) 948.025 - Engaging in repeated acts of sexual assault of the same child
      - (15) 948.30 - Abduction of another's child; constructive custody
      - (16) 948.35 - Solicitation of a child to commit a felony
      - (17) 948.36 - Use of child to commit a Class A felony
  - d. records relating to an act for which the youth was adjudicated delinquent.
3. Social welfare agencies;
4. Other law enforcement agencies;
5. Victim(s) of a youth act resulting in injury or loss or damage of property;
6. Insurer access when restitution has been court ordered and has not been paid for one (1) year;
7. Parents, guardians, and legal custodians;
8. Holder of notarized permission statement from parent, guardian, or legal custodian;
9. Victim-Witness Coordinator;
10. Fire Investigator investigating an arson;
11. The involved youth once they reach the age of 18.

Original SOP: 11/09/2015

(Revised: 02/10/2016, 04/02/2018, 09/09/2019, 12/04/2020, 05/02/2022, 1/23/2024, 01/26/2026)

(Reviewed Only: 01/09/2017, 12/26/2017, 01/31/2023, 02/09/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Departmental Awards and Recognition

Eff. Date ~~03/28/2025~~ 01/19/2026

## Purpose

The Madison Police Department (MPD) hosts a ceremony on an annual basis where MPD personnel and members of the public are recognized for actions and efforts that are deemed exemplary.

The purpose of this procedure is to clarify the definitions and criteria under which an employee or community member may receive such recognition and the underlying process to recommend and select those individuals.

In no way does the lack of formal recognition through this process intend to dismiss the hard work, sacrifice, and dedication that our employees and our public routinely display. Rather, this process also honors their efforts in our collective service to the City of Madison and our constituents.

## Definitions/Criteria

### DEPARTMENTAL AWARDS

The number of awards given are not restricted to a certain number (i.e., only one Lifesaving Award, etc.). **However, the Awards Committee will make the determination as to how many people will receive a particular award.**

- Medal of Valor Award:** The Medal of Valor is the highest recognition of achievement presented by the Madison Police Department. The Medal of Valor shall be awarded to department personnel who distinguish themselves with extraordinary individual acts of bravery or heroism above and beyond that which is normally expected in the line of duty and potentially at extreme, life-threatening, personal risk. Personnel must have displayed extreme courage by placing their own safety in immediate peril in the pursuit of their duties. The actions must be so undoubtedly outstanding that they clearly distinguish above the call of duty actions from lesser forms of bravery. If a department member uses poor judgment or procedures that created the necessity for their action, they will not be eligible for this award. **Recipients of the Medal of Valor Award will receive a medal/uniform pin, and a certificate signed by the Chief of Police, and a uniform pin.**
- Meritorious Conduct Award:** The Meritorious Conduct Award shall be awarded to department personnel who distinguish themselves by meritorious achievement or meritorious service. Meritorious actions are those actions that clearly surpass that which is normally required or expected. The degree of merit need not be unique, but must be exceptional and superior. Acts of courage which do not meet the voluntary risk of life requirements for the Medal of Valor Award may be considered for the Meritorious Conduct Award. **Recipients of the Meritorious Conduct Award will receive a medal/uniform pin, and a certificate signed by the Chief of Police, and a uniform pin.**
- Meritorious Lifesaving Award:** The Meritorious Lifesaving Award shall be awarded to department personnel or community member(s) for saving a human life under circumstances during which the recipient exposed themselves to either personal risk and/or significant or prolonged hardship. **Recipients of the Meritorious Lifesaving Award will receive a medal/uniform pin, a challenge coin, and a certificate signed by the Chief of Police, and a uniform pin. Community member recipients of a Meritorious Lifesaving Award will receive a challenge coin and a certificate signed by the Chief of Police.**
- Lifesaving Award:** The Lifesaving award shall be awarded to recognize the actions of department personnel or community members that directly resulted in the saving or preservation of human life that otherwise **WOULD** have been lost without the intervention of the department member/community member. These actions can include, but are not limited to, applications of lifesaving medical equipment (tourniquets, chest seals, etc.), direct lifesaving techniques (CCR, Heimlich, etc.), or direct intervention or removal of a subject from an imminently life-threatening situation that did not expose

- the recipient of the award to personal risk or prolonged hardship. **NOTE:** Routine response to a drug overdose will not be considered for a lifesaving citation or award. Consider an employee recognition for routine response to a drug overdose. If extenuating circumstances were present during an overdose response, see exemplary performance citation. **Recipients of the Lifesaving Award will receive a challenge coin, a certificate signed by the Chief of Police, and a uniform pin. Community member recipients of a Lifesaving Award will receive a challenge coin and a certificate signed by the Chief of Police.**
5. **Blue Star Award:** The Blue Star shall be awarded to department personnel who receive an injury of a degree necessitating hospitalization or the immediate care of a physician. This injury must be of a serious nature, capable of causing death or extended disability. To qualify for this award, the injury must be attributable to the deliberate actions of another directed toward the recipient or another person, or during the commission of a crime or attempted apprehension of the perpetrator, or in an attempt to save a human life placing oneself in immediate peril. **Recipients of the Blue Star Award will receive a medal/uniform pin, and a certificate signed by the Chief of Police, and a uniform pin.**
  6. **Community Member Recognition Award:** The Community Member Recognition Award is awarded for acts of service to the department and community under circumstances involving bravery, personal risk, or significant hardship on the part of a community member. **Recipients of the Community Member Recognition Award will receive a challenge coin and a certificate signed by the Chief of Police.**
  7. **Outstanding Service Award:** Outstanding service represents performance by a department employee, that demonstrates quality and/or quantity of work clearly and significantly exceeding the requirements of a position. This would also include work-related act(s) by an employee that results in exceptional performance on a special project, or occurrences in which the employee has demonstrated exceptional knowledge, skills, or ability within the scope of assigned duties and responsibilities. An employee who has demonstrated sustained community service, either on or off duty, is eligible for this award, including an employee who has shown exceptional creativity, initiative, and/or determination in finding solutions to a problem utilizing a problem solving approach. Problem-Solving efforts that will be recognized through this award will have had a significant impact on either the community and/or the department. **Recipients of the Outstanding Service Award will receive a challenge coin and a certificate signed by the Chief of Police.**
  8. **Outstanding Support Award:** This award is intended for an individual who is not employed by the Madison Police Department, but who, in their profession, has supported the Madison Police Department in an extraordinary effort. This would include, but not be limited to, other police agencies, Probation and Parole, Human Services, or other agencies that through a collaborative effort work with the police department. Individuals who volunteer their time to the Madison Police Department are eligible for this award. **Recipients of the Outstanding Support Award will receive a challenge coin and a certificate signed by the Chief of Police.**

## CHIEF'S CITATIONS

There are circumstances when an employee or community member engages in behavior or activity that does not meet the criteria for a departmental award, but exceeds the level and scope of conduct normally acknowledged through a supervisory commendation or performance recognition. Those occurrences should be submitted to the Chief and Awards Committee for consideration for a Chief's Citation. The following four categories are the most common application of the Chief's Citation, although other circumstances may be considered at the discretion of the Chief of Police.

9. **Lifesaving Citation:** The Lifesaving Citation shall be awarded to departmental personnel to recognize exemplary actions taken that contributed to the preservation of human life that **COULD** have been lost without the involvement of the department member. These actions can include but are not limited to exemplary response to individuals exhibiting suicidal behaviors, exemplary performance in locating missing individuals when there are clear dangers to the missing person (e.g. dangerous weather), and other situations where the officers' actions were exemplary and contributed to the preservation of human life. **NOTE:** Routine response to a drug overdose will not be considered for a lifesaving citation or award. Consider an employee recognition for routine response to a drug

overdose. If extenuating circumstances were present during an overdose response, see exemplary performance citation. Lifesaving efforts which do not involve personal risk, prolonged direct exposure, or significant hardship still have a dramatic impact on those constituents who are recipients of that assistance and should be recognized. **Recipients of the Chief's Citation for Lifesaving will receive a certificate signed by the Chief of Police.**

10. **Community Member Assistance Citation:** Community Member action which does not meet the criteria for a Community Member Recognition Award, but still involves a significant level of assistance by a community member that benefits the community and the department, should be considered for a Chief's Citation for Community Member Assistance. **Recipients of the Chief's Citation for Community Member Assistance will receive a certificate signed by the Chief of Police.**
11. **Problem-Solving Citation:** Awarded to a Madison Police Department employee who has shown creativity, initiative, and/or determination to find solutions to a problem utilizing a problem solving approach to identify and effectively deal with a problem(s) that if not addressed, would continue to negatively impact the department and/or community. **Recipients of the Chief's Citation for Problem-Solving will receive a certificate signed by the Chief of Police.**
12. **Exemplary Performance Citation:** Awarded to a Madison Police Department employee who has demonstrated exemplary performance in their service to the department and/or the community through work on a specific project(s) or performance during a specific incident(s). This citation should be considered when the employee's contributions do not meet the criteria for an Outstanding Service Award or Meritorious Conduct Medal. **Recipients of the Chief's Citation for Exemplary Performance will receive a certificate signed by the Chief of Police.**

## COMMENDATIONS/RECOGNITIONS

There are occasions when community members, co-workers, supervisors, and commanders recognize the work and performance of commissioned and civilian employees.

When this occurs, an Employee Recognition form should be completed. If the personnel listed should be considered for an award, the "Consider for Department Award" area of the employee recognition form should be completed. Completing this portion of the form will route the recognition form to the awards committee through the **Police Executive Office Supervisor** **Public Information Officer**.

Should a Community Member Commendation meet the criteria for either a Departmental Award or Chief's Citation, a Departmental Award/Chief's Citation Nomination Form must be completed and the related process followed as prescribed below.

A copy of the letter with explanation of the award/recognition will be placed in the employee's personnel file.

## Procedure

### ELIGIBILITY

Any commissioned or non-commissioned member of the MPD is eligible for a Departmental Award or Chief's Citation, except the Community Member Recognition Award and the Outstanding Support Award. A recipient can only obtain one award for each recognized event, except for the Blue Star Award. The recipient should be given the highest award for which they are eligible.

Community members are eligible for the Community Member Recognition, Meritorious Lifesaving, Lifesaving, and Outstanding Support Awards. Community members may also be eligible for a Chief's Citation for Lifesaving and Community Member Assistance.

Any MPD employee is eligible for an Employee Commendation/Recognition. Community members may be issued a Commendation letter in those circumstances where a Chief's Citation is not appropriate.

The incident that is being nominated for an award/citation must have taken place in the calendar year prior to the awards ceremony (example: an incident that occurred January 1-December 31, 2019 is only eligible for nomination in the 2020 process).

## NOMINATION PROCESS

A nomination can come from any source. However, if a supervisor/commander becomes aware of an event or performance that would make an individual eligible for a Departmental Award or a Chief's Citation, that supervisor/commander shall complete a nomination form or direct a person with the most direct knowledge of the event to submit a nomination form with assistance from the supervisor/commander.

## NOMINATION COMMITTEE

Each year, the ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ or ~~Chief's designee~~ will be responsible for selecting members of the Nomination Committee. The committee will be comprised of at least 12 members as designated below. Additional members can be added to ensure the integrity of the selection process. The purpose of the committee is to review all nomination forms collected by the Chief's Office. The ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ will select all the members of the Nomination Committee, except for the Madison Professional Police Officers Association (MPPOA) Representative, who will be designated by the MPPOA President.

Committee members will serve between three and five years, except for the ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ or ~~Chief's designee~~. The ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ will ensure "continuity of experience" when establishing the committee.

The committee will meet once a year (or as needed) to make recommendations as to which individuals qualify for the above-mentioned awards. The ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ will provide the committee's recommendations to the Assistant Chief of Support and Community Outreach for review. The Assistant Chief of Support and Community Outreach will take any necessary declined awards/citations to the Chief of Police for their final review.

The ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ will contact the nominator of the individual(s) who were not selected for a Departmental Award after they have been provided the approved recommendations from the Chief. The nominator will be notified their nomination was not approved. After notification, the decision can be appealed within a 10 day period. That appeal consists of an email to the Chief of Police and to the ~~Police Executive Office Supervisor~~ to the Chief of Police. *The Chief of Police will have final decision on the appeal.*

The awards presentation will coincide around National Law Enforcement Week in May of each year. The Awards Committee will consist of:

1. Officer Advisory Committee Representative
2. MPPOA Board Representative
3. Public Information Officer
4. ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ (or ~~Chief's designee~~)
5. Community Representative (non-MPD employee)
6. Local 6000 member of MPD
7. Civilian Advisory Committee Representative
8. Sergeant
9. Detective
10. Investigator
11. Lieutenant
12. Civilian member of MPD
13. Civilian Supervisor
14. Alternate Member (**optional**)

The ~~Police Executive Office Supervisor~~ ~~MPD Human Resources Coordinator~~ will make every effort to ensure that the Awards Committee has a diverse membership, consistent with other MPD processes.

### **WEARING OF PINS**

An officer has the option to wear the approved uniform pin for the Medal of Valor, Meritorious Lifesaving Award, Lifesaving Award, Meritorious Conduct Medal, and the Blue Star Award.

### **NOMINATION FORM**

A specific form (Departmental Award/Chief's Citation Nomination Form) has been developed to be utilized by all personnel for the purpose of recommending an employee or community member for either a Departmental Award or a Chief's Citation. An Employee Recognition form could alternatively be completed for MPD employees and the checkbox on the employee recognition form to be considered for an award shall be checked. This will route the recognition form to the awards committee through the Chief's Office. Both forms can be located on MPD's intranet.

Original SOP: 04/08/2015

(Revised: 03/04/2016, 04/07/2016, 01/13/2017, 10/19/2020, 05/28/2021, 03/13/2023, 11/20/2023, 03/28/2025, 01/19/2026)

(Reviewed Only: 12/26/2017, 01/31/2020)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Departmental Awards and Recognition

Eff. Date 01/19/2026 02/18/2026

## Purpose

The Madison Police Department (MPD) hosts a ceremony on an annual basis where MPD personnel and members of the public are recognized for actions and efforts that are deemed exemplary.

The purpose of this procedure is to clarify the definitions and criteria under which an employee or community member may receive such recognition and the underlying process to recommend and select those individuals.

In no way does the lack of formal recognition through this process intend to dismiss the hard work, sacrifice, and dedication that our employees and our public routinely display. Rather, this process also honors their efforts in our collective service to the City of Madison and our constituents.

## Definitions/Criteria

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2. **Meritorious Conduct Award:** The Meritorious Conduct Award shall be awarded to department personnel who distinguish themselves by meritorious achievement or meritorious service. Meritorious actions are those actions that clearly surpass that which is normally required or expected. The degree of merit need not be unique, but must be exceptional and superior. Acts of courage which do not meet the voluntary risk of life requirements for the Medal of Valor Award may be considered for the Meritorious Conduct Award. **Recipients of the Meritorious Conduct Award will receive a medal/uniform pin, and a certificate signed by the Chief of Police.**
3. **Meritorious Lifesaving Award:** The Meritorious Lifesaving Award shall be awarded to department personnel or community member(s) for saving a human life under circumstances during which the recipient exposed themselves to either personal risk and/or significant or prolonged hardship. **Recipients of the Meritorious Lifesaving Award will receive a medal/uniform pin, and a certificate signed by the Chief of Police. Community member recipients of a Meritorious Lifesaving Award will receive a challenge coin and a certificate signed by the Chief of Police.**
4. **Lifesaving Award:** The Lifesaving award shall be awarded to recognize the actions of department personnel or community members that directly resulted in the saving or preservation of human life that otherwise **WOULD** have been lost without the intervention of the department member/community member. These actions can include, but are not limited to, applications of lifesaving medical equipment (tourniquets, chest seals, etc.), direct lifesaving techniques (CCR, Heimlich, etc.), or direct intervention or removal of a subject from an imminently life-threatening situation that did not expose the recipient of the award to personal risk or prolonged hardship. **NOTE:** Routine response to a drug

- overdose will not be considered for a lifesaving citation or award. Consider an employee recognition for routine response to a drug overdose. If extenuating circumstances were present during an overdose response, see exemplary performance citation. **Recipients of the Lifesaving Award will receive a certificate signed by the Chief of Police, and a uniform pin. Community member recipients of a Lifesaving Award will receive a challenge coin and a certificate signed by the Chief of Police.**
5. **Blue Star Award:** The Blue Star shall be awarded to department personnel who receive an injury of a degree necessitating hospitalization or the immediate care of a physician. This injury must be of a serious nature, capable of causing death or extended disability. To qualify for this award, the injury must be attributable to the deliberate actions of another directed toward the recipient or another person, or during the commission of a crime or attempted apprehension of the perpetrator, or in an attempt to save a human life placing oneself in immediate peril. **Recipients of the Blue Star Award will receive a medal/uniform pin and a certificate signed by the Chief of Police.**
  6. **Community Member Recognition Award:** The Community Member Recognition Award is awarded for acts of service to the department and community under circumstances involving bravery, personal risk, or significant hardship on the part of a community member. **Recipients of the Community Member Recognition Award will receive a challenge coin and a certificate signed by the Chief of Police.**
  7. **Outstanding Service Award:** Outstanding service represents performance by a department employee, that demonstrates quality and/or quantity of work clearly and significantly exceeding the requirements of a position. This would also include work-related act(s) by an employee that results in exceptional performance on a special project, or occurrences in which the employee has demonstrated exceptional knowledge, skills, or ability within the scope of assigned duties and responsibilities. An employee who has demonstrated sustained community service, either on or off duty, is eligible for this award, including an employee who has shown exceptional creativity, initiative, and/or determination in finding solutions to a problem utilizing a problem solving approach. Problem-Solving efforts that will be recognized through this award will have had a significant impact on either the community and/or the department. **Recipients of the Outstanding Service Award will receive a certificate signed by the Chief of Police.**
  8. **Outstanding Support Award:** This award is intended for an individual who is not employed by the Madison Police Department, but who, in their profession, has supported the Madison Police Department in an extraordinary effort. This would include, but not be limited to, other police agencies, Probation and Parole, Human Services, or other agencies that through a collaborative effort work with the police department. Individuals who volunteer their time to the Madison Police Department are eligible for this award. **Recipients of the Outstanding Support Award will receive a challenge coin and a certificate signed by the Chief of Police.**

## CHIEF'S CITATIONS

There are circumstances when an employee or community member engages in behavior or activity that does not meet the criteria for a departmental award, but exceeds the level and scope of conduct normally acknowledged through a supervisory commendation or performance recognition. Those occurrences should be submitted to the Chief and Awards Committee for consideration for a Chief's Citation. The following four categories are the most common application of the Chief's Citation, although other circumstances may be considered at the discretion of the Chief of Police.

9. **Lifesaving Citation:** The Lifesaving Citation shall be awarded to departmental personnel to recognize exemplary actions taken that contributed to the preservation of human life that **COULD** have been lost without the involvement of the department member. These actions can include but are not limited to exemplary response to individuals exhibiting suicidal behaviors, exemplary performance in locating missing individuals when there are clear dangers to the missing person (e.g. dangerous weather), and other situations where the officers' actions were exemplary and contributed to the preservation of human life. **NOTE:** Routine response to a drug overdose will not be considered for a lifesaving citation or award. Consider an employee recognition for routine response to a drug overdose. If extenuating circumstances were present during an overdose response, see exemplary performance citation. Lifesaving efforts which do not involve personal risk, prolonged direct exposure,

- or significant hardship still have a dramatic impact on those constituents who are recipients of that assistance and should be recognized. **Recipients of the Chief's Citation for Lifesaving will receive a certificate signed by the Chief of Police.**
10. **Community Member Assistance Citation:** Community Member action which does not meet the criteria for a Community Member Recognition Award, but still involves a significant level of assistance by a community member that benefits the community and the department, should be considered for a Chief's Citation for Community Member Assistance. **Recipients of the Chief's Citation for Community Member Assistance will receive a certificate signed by the Chief of Police.**
  11. **Problem-Solving Citation:** Awarded to a Madison Police Department employee who has shown creativity, initiative, and/or determination to find solutions to a problem utilizing a problem solving approach to identify and effectively deal with a problem(s) that if not addressed, would continue to negatively impact the department and/or community. **Recipients of the Chief's Citation for Problem-Solving will receive a certificate signed by the Chief of Police.**
  12. **Exemplary Performance Citation:** Awarded to a Madison Police Department employee who has demonstrated exemplary performance in their service to the department and/or the community through work on a specific project(s) or performance during a specific incident(s). This citation should be considered when the employee's contributions do not meet the criteria for an Outstanding Service Award or Meritorious Conduct Medal. **Recipients of the Chief's Citation for Exemplary Performance will receive a certificate signed by the Chief of Police.**

## COMMENDATIONS/RECOGNITIONS

There are occasions when community members, co-workers, supervisors, and commanders recognize the work and performance of commissioned and civilian employees.

When this occurs, an Employee Recognition form should be completed. If the personnel listed should be considered for an award, the "Consider for Department Award" area of the employee recognition form should be completed. Completing this portion of the form will route the recognition form to the awards committee through the Police Executive Office Supervisor.

Should a Community Member Commendation meet the criteria for either a Departmental Award or Chief's Citation, a Departmental Award/Chief's Citation Nomination Form must be completed and the related process followed as prescribed below.

A copy of the letter with explanation of the award/recognition will be placed in the employee's personnel file.

## Procedure

### ELIGIBILITY

Any commissioned or non-commissioned member of the MPD is eligible for a Departmental Award or Chief's Citation, except the Community Member Recognition Award and the Outstanding Support Award. A recipient can only obtain one award for each recognized event, except for the Blue Star Award. The recipient should be given the highest award for which they are eligible.

Community members are eligible for the Community Member Recognition, Meritorious Lifesaving, Lifesaving, and Outstanding Support Awards. Community members may also be eligible for a Chief's Citation for Lifesaving and Community Member Assistance.

Any MPD employee is eligible for an Employee Commendation/Recognition. Community members may be issued a Commendation letter in those circumstances where a Chief's Citation is not appropriate. **MPD employees, who retire before the awards ceremony, can still be nominated for an award/citation. These nominations will be reviewed on a case-by-case basis by the Chief of Police who will make a final determination, including if it will be included in the awards ceremony or presented prior to it.**

The incident that is being nominated for an award/citation must have taken place in the calendar year prior to the awards ceremony (example: an incident that occurred January 1-December 31, 2019 is only eligible for nomination in the 2020 process).

## NOMINATION PROCESS

A nomination can come from any source. However, if a supervisor/commander becomes aware of an event or performance that would make an individual eligible for a Departmental Award or a Chief's Citation, that supervisor/commander shall complete a nomination form or direct a person with the most direct knowledge of the event to submit a nomination form with assistance from the supervisor/commander.

## NOMINATION COMMITTEE

Each year, the Police Executive Office Supervisor will be responsible for selecting members of the Nomination Committee. The committee will be comprised of at least 12 members as designated below. Additional members can be added to ensure the integrity of the selection process. The purpose of the committee is to review all nomination forms collected by the Chief's Office. The Police Executive Office Supervisor will select all the members of the Nomination Committee, except for the Madison Professional Police Officers Association (MPPOA) Representative, who will be designated by the MPPOA President.

Committee members will serve between three and five years, except for the Police Executive Office Supervisor. The Police Executive Office Supervisor will ensure "continuity of experience" when establishing the committee.

The committee will meet once a year (or as needed) to make recommendations as to which individuals qualify for the above-mentioned awards. The Police Executive Office Supervisor will provide the committee's recommendations to the Assistant Chief of Support and Community Outreach for review. The Assistant Chief of Support and Community Outreach will take any necessary declined awards/citations to the Chief of Police for their final review.

The Police Executive Office Supervisor will contact the nominator of the individual(s) who were not selected for a Departmental Award after they have been provided the approved recommendations from the Chief. The nominator will be notified their nomination was not approved. After notification, the decision can be appealed within a 10 day period. That appeal consists of an email to the Chief of Police and to the Police Executive Office Supervisor to the Chief of Police. *The Chief of Police will have final decision on the appeal.*

The awards presentation will coincide around National Law Enforcement Week in May of each year. The Awards Committee will consist of:

1. Officer Advisory Committee Representative
2. MPPOA Board Representative
3. Public Information Officer
4. Police Executive Office Supervisor
5. Community Representative (non-MPD employee)
6. Local 6000 member of MPD
7. Civilian Advisory Committee Representative
8. Sergeant
9. Detective
10. Investigator
11. Lieutenant
12. Civilian member of MPD
13. Civilian Supervisor
14. Alternate Member (**optional**)

The Police Executive Office Supervisor will make every effort to ensure that the Awards Committee has a diverse membership, consistent with other MPD processes.

## WEARING OF PINS

An officer has the option to wear the approved uniform pin for the Medal of Valor, Meritorious Lifesaving Award, Lifesaving Award, Meritorious Conduct Medal, and the Blue Star Award.

## NOMINATION FORM

A specific form (Departmental Award/Chief's Citation Nomination Form) has been developed to be utilized by all personnel for the purpose of recommending an employee or community member for either a Departmental Award or a Chief's Citation. An Employee Recognition form could alternatively be completed for MPD employees and the checkbox on the employee recognition form to be considered for an award shall be checked. This will route the recognition form to the awards committee through the Chief's Office. Both forms can be located on MPD's intranet.

Original SOP: 04/08/2015

(Revised: 03/04/2016, 04/07/2016, 01/13/2017, 10/19/2020, 05/28/2021, 03/13/2023, 11/20/2023, 03/28/2025, 01/19/2026, 02/18/2026)

(Reviewed Only: 12/26/2017, 01/31/2020)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Military Leave

Eff. Date ~~01/31/2023~~ 01/26/2026

### Purpose

The purpose of this standard operating procedure (SOP) is to clarify expectations related to Military Leave for those employees who require a leave of absence due to training or active service with the U.S. armed forces or U.S. public health service. This SOP does not intend to limit an employee's rights or guarantees under federal/state law.

### Procedure

#### NOTIFICATION/DOCUMENTATION

**Commissioned and civilian personnel, regardless of rank or position, are subject to this process.** All personnel that receive military orders requiring a leave of absence from department employment shall adhere to the following process:

- All employees must promptly notify the Human Resources (HR) Coordinator, ~~Master Scheduler~~, and their commander or civilian manager that they have received military orders, or changes in previous orders. Although that notification can be verbal, it is requested that a copy of the employee's order, or similar allowable document, be forwarded electronically to the ~~PD Military~~ ~~PD Payroll~~ email group. At least 30 days notice is preferred, whenever possible.
- It is the employee's responsibility to review their Telestaff calendar after the ~~HR Coordinator~~ ~~Master Scheduler~~ makes appropriate entries for the year, for the employee's drill, travel, and deployment dates.
- If the location of the drill/deployment is not clearly listed on the military orders, the employee should write it directly on the orders, or in the body of the email, prior to submitting orders to the ~~PD Military email group~~. ~~Human Resources Coordinator and Master Scheduler~~.

#### TRAVEL DAYS

- Depending on the employee's normal work schedule and required travel time to report to and return from military duty, an employee may be allowed departmental leave before and after their military assignment to reasonably accommodate travel time. Such leave will be consistent with guidance provided in the federal **Uniformed Services Employment and Reemployment Rights Act (USERRA)**, provisions set forth in **City APM 2-39**, and departmental staffing guidelines. ~~Employees are to work with the Human Resources Coordinator and/or the Master Scheduler to finalize their schedule.~~ The general guidance is for employees to be allowed eight (8) hours of rest and a reasonable amount of travel time as it relates to their drill location, drill report time, and shift schedule. An employee may opt to work an earlier shift or a half shift, to allow travel and rest time related to their military obligations. Employees are to work with the HR Coordinator to finalize their schedule.
- The affected employee may be reimbursed by the department for lost wages for no more than one of their daily work shifts for travel to their military assignment, and for no more than one of their daily work shifts for travel from their military assignment. If additional leave is required, the employee will be allowed to use Administrative Leave: No Pay - FTE or personal leave.

#### REIMBURSEMENT AND COMPENSATION

- To receive reimbursement for lost wages due to training, ~~or~~ active service, ~~and/or~~ travel, an employee must submit a Military Leave and Earnings Statement covering those dates. This information is required to calculate any pay differential between the employee's departmental salary and military

entitlements. Such documentation is requested electronically, forwarded to [PDPayroll@cityofmadison.com](mailto:PDPayroll@cityofmadison.com) [PD Payroll](#), within 30 days of the affected date(s), or as soon as they are received from the military.

- To receive reimbursement for lost wages as a result of military travel, an employee must submit documentation that indicates whether or not the military paid for any part of the employee's lost wages related to travel time, to and from their military assignment. Such documentation is requested electronically, forwarded to [PD Payroll](#), within 30 days of the affected date(s).
- When an employee is notified that they will be assigned to a long-term deployment, they shall request a meeting with the HR Coordinator to discuss benefit impacts. Long-term deployment is defined as 30 consecutive days or more.
- The affected employee may be reimbursed by the department for lost wages for no more than one of their daily work shifts for travel to their military assignment and for no more than one of their daily work shifts for travel from their military assignment. If additional leave is required, the employee will be allowed to use Military AWOP or personal leave for the remainder.
- Commissioned personnel on military leave will continue receiving earning OT Early Report Time: MPPOA – Pay, OT Early Report Time: MPPOA – Comp, early reporting time (briefing time) for days they are regularly scheduled to work, but are absent due to military training or active service. However, on the days an employee is regularly scheduled to work, and is absent due to a military travel day, employees will not earn receive early reporting time. This reimbursement will occur after the employee submits their Military Leave and Earnings Statement to PD Payroll. [PD Payroll](#).
- Employees may not earn overtime on a Military AWOP: FTE DRL (Drill) day or on a Military MAWOP: TRVL (Travel) day. The only exceptions would be for court or an emergency call back. Please see the annual payroll reminder, located on the [MPD Intranet](#).

## BENEFITS

- When an employee is notified that they will be assigned to a long-term deployment, they shall request a meeting with the HR Coordinator to discuss potential benefit impacts. Long-term deployment is defined as 30 consecutive days or more.
- Employees may continue health insurance coverage with the City, for up to 24 months after their absence begins and while they are on Military AWOP:FTE DEPLOY (Deployment). Once the employee has exceeded 24 months of Military AWOP:FTE DEPLOY (Deployment), they will no longer be eligible for coverage under the City's health insurance plan.
  - Employees should contact City HR with questions about health insurance.
    - [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com) or 608-266-4615
  - Upon return from service, health insurance coverage must be reinstated without any waiting period.
- In general, employees who serve in the uniformed services for a cumulative period of up to five years retain reemployment rights. However, employees who are absent due to their service in the uniformed services, in excess of five years, may not be eligible for reemployment rights. There are exceptions to this rule. Employees with inquiries should reach out to the HR Coordinator.
- Employees will continue to earn sick leave and vacation while on longer-term deployment.
  - The HR Coordinator will work with the employee on vacation carryover and vacation cash outs when applicable.
- Depending on the length of the service period, employees may be entitled to take from one to ninety days following service, and before reporting back to work.

## COMPLIANCE

The HR Human Resources Coordinator will be responsible for providing guidance and assuring administrative compliance with the law, to include the MPD promotional process. Final interpretation of this SOP will remain the responsibility of the City's Human Resources Director. Additional information on USERRA is available at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=5799beb1be2318b5bff8b08516943f81&node=20:4.0.5.3.3&rgn=div5#se20.4.1002\\_143](http://www.ecfr.gov/cgi-bin/text-idx?SID=5799beb1be2318b5bff8b08516943f81&node=20:4.0.5.3.3&rgn=div5#se20.4.1002_143).

For further details on the City's Military Leave Policy, please refer to City APM 2-39:  
[www.cityofmadison.com/mayor/apm/2-39.pdf](http://www.cityofmadison.com/mayor/apm/2-39.pdf).

Original SOP: 04/16/2015  
(Reviewed Only: 03/03/2016, 12/26/2017)  
(Revised: 01/13/2017, 01/27/2020, 01/31/2023, 01/26/2026)



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



**Professional Standards and Internal Affairs Discipline Matrix**

Eff. Date ~~01/09/2024~~ **02/18/2026**

**Purpose**

This procedure outlines the guidelines and expectations for the Madison Police Department’s (MPD) response to complaints and the steps involved in the investigation of complaints. Investigatory responsibilities, the Police Bill of Rights, and the Seven Steps for Just Cause are also detailed. This procedure begins with a description of the Discipline Matrix. A police discipline matrix aims to achieve consistency in discipline and to eliminate the appearance of disparity. This matrix does not remove discretion; it provides a range of possible sanctions, thus providing clarity.

**Procedure**

The matrix lists both code of conduct violations and Standard Operating Procedural (SOP) violations. It then provides sanction categories **A** through **E**. The least punitive sanctions are category **A**, with sanctions becoming more severe as the categories progress to category **E**.

In each category, there is a recommended guideline of sanctions. These guidelines are based on comparable sanctions for each violation from Professional Standards & Internal Affairs (PSIA) cases in years past.

This matrix captures most violation sanctions that have occurred in the past 25 years. There are code of conduct/procedural categories that are not covered in this matrix. There is the expectation that all policies and procedures will be followed. MPD understands that as times change, policies and expectations will change, and there will be violations that are not covered on the matrix. These violations shall be added to the matrix as deemed appropriate. For code of conduct violations not specified on the matrix, the sanction will be determined by the Chief of Police.

**Sanction Categories**

<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>	<b>Category E</b>
<p>Conduct violation in a single incident that has a minimal negative impact on the operations or reputation of the MPD. Sanctions listed in the below categories are not considered discipline. Sanction guidelines may include:</p> <ul style="list-style-type: none"> <li>• Verbal Counseling</li> <li>• Mediation</li> <li>• Documented Counseling</li> </ul> <p>A single sanction or a combination of the above listed sanctions may be deemed appropriate. <b>Training</b> and/or <b>Work Rules</b> can also be ordered in conjunction with any sanctions listed above.</p>	<p>Violations that have more than minimal impact on the operations or reputation of the MPD or that negatively impacts relationships with other officers, agencies, or the public. This includes repeated acts from Category A within time frames listed below. Sanction guidelines may include:</p> <ul style="list-style-type: none"> <li>• Verbal Counseling</li> <li>• Mediation</li> <li>• Documented Counseling</li> <li>• Letter of Reprimand (First Level of Discipline)</li> </ul> <p>A single sanction or a combination of the above listed sanctions may be deemed appropriate. <b>Training</b> and/or <b>Work Rules</b> can also be ordered in conjunction with any sanctions listed above.</p>	<p>Violations that have a pronounced negative impact on the operations or reputation of the MPD or on relationships with employees, other agencies, or the public. This includes repeated acts from Category B within time frames listed below. Sanction guidelines may include:</p> <ul style="list-style-type: none"> <li>• Letter of Reprimand</li> <li>• Suspension without pay for one to five days</li> </ul> <p><b>A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training</b> and/or <b>Work Rules</b> can also be ordered in conjunction with any sanctions listed above.</p>	<p>Violations that are contrary to the core values of the MPD or that involve a substantial risk of officer or public safety. This includes repeated acts from Category C within the time frames listed below. Sanctions guidelines may include:</p> <ul style="list-style-type: none"> <li>• Suspension without pay for five to fifteen days</li> </ul> <p><b>Training</b> and/or <b>Work Rules</b> can also be ordered in conjunction with any sanctions listed above.</p>	<p>Violations that are contrary to the core values of the MPD. This includes acts of serious misconduct or acts of criminal conduct. This also involves any conduct that will effectively disqualify an employee from continued employment as a law enforcement officer. Sanction guidelines may include:</p> <ul style="list-style-type: none"> <li>• Suspension without pay for fifteen days or more</li> <li>• Reduction in rank</li> <li>• Separation from service</li> </ul> <p><b>Training</b> and/or <b>Work Rules</b> can also be ordered in conjunction with any sanctions listed above.</p>

### Repeated Acts

Repeated acts of category **A** violations within **one year** will increase the repeated violation into category **B**.

Repeated acts of category **B** within **two years** will increase the violation to category **C**.

Repeated acts of category **C** within **three years** will increase the violation to category **D**.

Repeated acts of category **D** within **five years** will result in **separation of service**.

*This matrix does not apply to employees with a last chance agreement.*

*The matrix categories may not be sequentially followed in cases where there may be a number of violations or in cases where there are particularly egregious circumstances. The matrix is considered a guideline only and it is within the Chief of Police’s discretion to deviate from the matrix based on the individual case.*

### Discipline Matrix

Corresponding Code of Conduct Manual Listing <i>Categories skipped have not had recent previous discipline associated.</i>		Category				
		A	B	C	D	E
<b>2.</b>	<b>Truthfulness</b>					
	Failure to be truthful.					X
	Employees shall not make false reports or knowingly enter false information into any record.					X
<b>3.</b>	<b>Performance of Duties</b>					
	Failure to respond to dispatch.		X			
	Failure to properly perform duties assigned.		X			
	Failure to meet expectations of special initiatives.	X				
	Failure to notify supervisor of custodial arrest.	X				
	Failure to obtain supervisor approval for strip search.			X		
	Failure to assist as backup officer(s).			X		
	Failure to make an effort to check email and mailbox once per shift and respond accordingly.		X			
	Failure to pursue flagrant law violations that they are aware of.		X			
	Engaging in activity on duty that does not pertain to MPD business.		X			
	Employees shall not sleep, idle, or loaf while on duty.		X			
	Supervisors shall not knowingly allow employees to violate any law, code of conduct, or procedure.			X		
	All employees shall report fit for duty.				X	
	All MPD members shall not be impaired as a result of any drug usage or alcohol. All employees are prohibited from having any measurable amount of alcohol in their system while on-duty. No MPD member shall consume or purchase any intoxicants while in uniform. No MPD member shall consume intoxicants while armed except with the approval of the Chief of Police. It is the responsibility of the employee to consult with their physician to determine their fitness for duty based on their medical condition and/or prescribed treatment.				X	
<b>4.</b>	<b>Absence from Duty</b>					
	Employees shall not be late or absent from duty without prior permission from a supervisor or the Officer in Charge (OIC).		X			
	Failure to respond to subpoena or scheduled training.		X			
<b>5.</b>	<b>Unlawful Conduct</b>					
	Employees shall not engage in conduct that constitutes a violation of criminal law, or ordinance corresponding to a state statute that constitutes a crime.				X	

Corresponding Code of Conduct Manual Listing <i>Categories skipped have not had recent previous discipline associated.</i>		Category				
		A	B	C	D	E
	Employees convicted of first offense OWI.			X	X	
	Failure to immediately notify a supervisor whenever investigating an incident involving a law enforcement officer who is a suspect in any criminal activity or OMVWI.			X		
<b>6.</b>	<b>Notification Required of Law Enforcement Contact</b>					
	Failure to notify of contact by any law enforcement agency regarding their involvement as a suspect, witness, victim, or contact in criminal conduct, or violation of municipal ordinance for which a corresponding state statute exists (ex. OWI or Hit and Run). The employee SHALL report the incident to their commanding officer or the OIC within 24 hours of the contact, or their return to duty, whichever comes first. This must be done in person or via telephone.		X			
<b>7.</b>	<b>Equal Protection</b>					
	Employees shall not show bias based on relationships in investigative decisions, or assist in investigations or enforcement decisions.		X			
	Employees are prohibited from interfering in the normal processing of traffic/parking citations or otherwise disrupting enforcement of the law by other members of the MPD. If a supervisor orders a change in an enforcement decision and a subordinate feels it is wrong, it should be reported to a commanding officer.		X			
<b>9.</b>	<b>Harassment</b>					
	Employees shall not engage in harassment or to retaliate against an employee who reports such harassment. (For definition of harassment, see APM 3-5.)			X		
	Supervisors shall not allow employees under their command to engage in harassment or permit retaliation against an employee who reports such harassment.			X		
	Employees shall not engage in sexual harassment; this includes unwanted sexual advances.			X		
<b>10.</b>	<b>Courtesy, Respect, and Professional Conduct</b>					
	Failure to be courteous to the public and to coworkers and shall avoid the use of profane language or gestures. Employees shall also avoid actions that would cause disrespect to the MPD.		X			
	Employees shall not act so as to exhibit disrespect for a supervisor.		X			
	Employees shall not speak derogatorily to others about orders or instructions issued by supervisors.		X			
	Employees shall use police communications systems, email, and radios only for official police business and shall exhibit courtesy during the transmission of all messages.		X			
<b>11.</b>	<b>Public Criticism</b>					
	Employees shall not publicly criticize the operations or personnel of the MPD if such criticism undermines the discipline, morale, or efficiency of the MPD. This applies both on duty and off duty.		X			
<b>12.</b>	<b>Use of Force</b>					
	<b>9A</b> Employees shall not use deadly force when a lesser degree of force was reasonable.					X
	<b>9B</b> Employees shall not use excessive force when a lesser degree of force was objectively reasonable.				X	
<b>13.</b>	<b>Vehicle Operation</b>					
	Employees shall operate city vehicles with due regard for safety.			X		

Corresponding Code of Conduct Manual Listing <i>Categories skipped have not had recent previous discipline associated.</i>		Category				
		A	B	C	D	E
14.	<b>Insubordination</b>			X		
	Failure to promptly obey lawful orders from any supervisor. This includes violations of work rules. If these orders conflict with code of conduct or procedure, the ordered member shall call attention to this conflict. Any unlawful orders shall be promptly reported to the Chief of Police.					
16.	<b>Criminal Association</b>			X		
	Failure to avoid regular or continuous associations or dealings with persons known to be engaged in ongoing criminal activity, under indictment, on probation, parole, house arrest, or Huber. Association consists of more than a single occurrence.					
20.	<b>Cooperation with Investigations Required</b>					X
	Failure to cooperate in internal investigations of alleged misconduct, illegal activity, or code of conduct violations. This includes failure to answer questions or submit to proper investigative techniques.					
21.	<b>Access to Police Records</b>			X		
	Employees shall not access MPD official records for any reason inconsistent with their professional duties.			X		
	Employees shall not release official records of the MPD for reasons inconsistent with their professional duties.			X		
	Employees shall not tamper with any MPD records system.			X		
<b>STANDARD OPERATING PROCEDURES</b>						
SOP	<b>Transportation and Treatment of Prisoners</b>		X			
	Failure to take all reasonable precautions necessary to secure and safely transport prisoners in accordance with SOP.					
SOP	<b>Status Changes</b>	X				
	Failure to report changes in address or telephone number within 24 hours after making such changes by submitting in writing the changes to the Chief of Police's Office, their commanding officer, and the shift OIC. All employees shall maintain a working telephone number. Officers shall promptly notify their commanding officer if their drivers license status changes.					
SOP	<b>Search and Seizure</b>		X			
	Failure to obtain Command Approval for search warrants for any building or dwelling. This does not include search warrants for property or vehicles that are already in MPD custody. Tactical execution of warrants will only be performed by personnel with appropriate training and who are in uniform or otherwise clearly identifiable as police officers.					
SOP	<b>Police Weaponry</b>		X			
	Failure to adhere to the specifics of this procedure as described in the SOP.					
SOP	<b>Firearms Safety</b>			X		
	Employees who have been trained in MPD firearms safety shall strictly adhere to all safety guidelines when handling firearms to prevent unintentional discharges. This applies both on and off duty.		X			
	Unintentional discharge on the range line (no injury or horseplay).		X			
	Failure to ensure the security and safe storage of MPD approved weapons. This applies both on and off duty.		X			

Corresponding Code of Conduct Manual Listing <i>Categories skipped have not had recent previous discipline associated.</i>		Category				
		A	B	C	D	E
SOP	<b>Use and Care of City-Owned Property</b>		X			
	Failure to adhere to prescribed procedures for check out and use of any MPD owned property. Members of the MPD are responsible for the good care of MPD property and shall promptly report to their supervisor in writing the loss of, damage to, or unserviceable condition of such property.		X			
	Unintentional discharge of electronic control device if it occurs in the armory during the check out process and no injuries.	X				
	Failure to drive city owned vehicles with due regard for safety at all times.			X		
	Employees shall not use any MPD property for private purposes unless permission is first obtained from the Chief of Police.		X			
SOP	<b>Property Handling</b>		X			
	Failure to take all precautions necessary to guarantee proper handling of evidence and any property seized, received, or found and shall conform to MPD procedure for handling and disposition; a written record of the property disposition shall be included in the employee's report.		X			
	Destruction of property without following normal tagging procedures.			X		
	Failure to adhere to the specifics listed in detail in this SOP.		X			
SOP	<b>Personal Appearance</b>					
	Failure to adhere to personal appearance code of conduct described in the SOP.	X				
SOP	<b>Identification of Employees</b>					
	Failure to identify with name, rank, and employee number when requested to do so. Plain clothes officers will ID themselves with badge and ID card.		X			
SOP	<b>Reporting</b>					
	Failure to write accurate and complete reports and reports shall be completed promptly.		X			
	Failure to complete reports in all arrests, use of force, stops, frisks, criminal investigations, property/evidence handling, and other cases outlined in SOPs.		X			
SOP	<b>TIME System Access</b>					
	TIME system access will be in strict compliance with their procedures and information gleaned shall be disseminated in accordance with the SOP.		X			
SOP	<b>Stop and Frisk</b>					
	Failure to adhere to the specifics listed in this SOP.	X				
SOP	<b>Searches</b>					
	Failure to adhere to the specifics listed in this SOP.		X			
SOP	<b>Handling of Evidence, Contraband, Found or Lost Property</b>					
	Failure to adhere to the specifics listed in this SOP.	X				
SOP	<b>Use of Mobile Data Computers</b>					
	Failure to adhere to the specifics listed in this SOP.		X			
SOP	<b>Off-Duty Officer Responsibilities</b>					
	Failure to adhere to the specifics found in the SOP.		X			
SOP	<b>Traffic Enforcement and Crash Investigation</b>					
	Failure to promptly report to an on-duty supervisor any accident with damage to any city owned motor vehicle operated by them or in their charge. An employee shall request a field supervisor be dispatched to supervise any accident investigation.		X			
SOP	<b>Outside Employment</b>					
	Failure to adhere to the specifics as described in the SOP.	X				
SOP	<b>In-Car Video System</b>					
	Failure to log into squad video system		X			
	Failure to sync in-car video microphone		X			

Corresponding Code of Conduct Manual Listing <i>Categories skipped have not had recent previous discipline associated.</i>		Category				
		A	B	C	D	E
	Failure to wear microphone		X			
<b>SOP</b>	<b>In-Car Video System (Continued)</b>					
	Failure to record when required by SOP		X			
<b>SOP</b>	<b>Social Media – Off Duty</b>					
	Failure of personnel to appropriately represent MPD honestly, respectfully, and/or legally while on- or off-duty through the use of social media. Personnel are expected to represent the Core Values of the MPD at all times even when using the internet for personal purposes.		X			
<b>SOP</b>	<b>Emergency Vehicle Operation</b>					
	Unauthorized Pursuit.		X			
	Improper Use of Warning Devices and Other Safety Equipment.		X			
	Failure to Operate With Due Regard.			X		
	Improper or unsafe routine vehicle operation maneuver.		X			
<b>SOP</b>	<b>Police Vehicle Parking</b>					
	Failure to adhere to the specifics listed in this SOP.		X			
<b>SOP</b>	<b>Domestic Abuse</b>					
	Failure to Complete a Required Report Where No Arrest.		X			

See Code of Conduct manual and SOPs for detailed description of code of conduct/procedures. The above-described policies/procedures are general summaries and are not meant to be all inclusive.

Not all policies are listed in the matrix; however, all code of conduct/procedural violations will be enforced.

### Sanction Options in Internal Investigations

These levels **are not considered formal discipline**:

1. Verbal Counseling.
2. Training.
3. Mediation: in minor complaints, if both parties are MPD employees and mutually agree, mediation will be arranged through Employee Assistance Program (EAP) using a professional mediator.
4. Work Rules.
5. Documented Counseling.

The levels covered below **are considered formal discipline** and are placed in the employee’s personnel file:

1. Letter of Reprimand.
2. Suspension without Pay.
3. Reduction in Rank.
4. Separation of Service.

Employees receiving formal discipline are not eligible for promotion or selection to a closed position for a period of one year from the date of the incident leading to discipline.

### Restorative Performance Initiative

MPD employees who have received a Letter of Reprimand (considered discipline) may be eligible for Restorative Performance based on the Chief of Police’s discretion. By taking part in Restorative Performance, the Letter of Discipline may be reduced to Documented Counseling (not considered discipline).

The following are requirements for successful completion of the Restorative Performance Initiative:

- No prior sustained cases resulting in discipline and no recent (last five years) sustained violations.
- Offered at the Letter of Reprimand level of discipline.

- Officer will attend training in a field related to what Code of Conduct, Standard Operating Procedure, or City APM was violated.
- Officer will provide a written summary of the training attended and demonstrate knowledge learned.
- No additional Code of Conduct, Standard Operating Procedure, or City APM violations that result in discipline within one year from date of agreement.

An employee who is participating in the Restorative Performance Initiative will have the PSIA case held in “open” status for one year. If the above listed requirements are met after one year, the Letter of Reprimand is amended to Documented Counseling and the case status will be removed from the employee’s personnel file.

If the employee is unsuccessful in completing the program, the discipline will be maintained as a “Letter of Reprimand.”

## Multiple Violations

In cases where there may be multiple code of conduct/procedural violations involved with a single investigation, each violation may receive a separate and distinct sanction.

## Police and Fire Commission (PFC)

The PFC is established by Wis. Stats. Sec. 62.13. The PFC appoints all commissioned officers and establishes hiring guidelines. Charges may be filed against an officer by the Chief of Police, member of the PFC, or by any aggrieved party. These charges may request that an officer be reduced in rank, suspended, or removed. Under the statute, the PFC shall hold a hearing on the charges and evidence shall be presented. After the presentation of evidence, the PFC must determine that the seven just causes (outlined in Wis. Stats. Sec. 62.13(5)(3m)) have been met. If the PFC determines there is just cause to sustain the charges, the PFC may suspend, reduce in rank, suspend and reduce in rank, or remove the officer.

## Rights of the Chief of Police/Right of Deviation

The Chief of Police reserves the right of suspension, transfer of assignment and extension of probation, counseling, alcohol/drug assessment, psychiatric evaluation, fitness for duty evaluation, or any other training, treatment, or evaluation reasonably deemed necessary by the Chief of Police, in certain cases. The Chief of Police also reserves the right to file charges with the PFC as outlined above. The Chief of Police also reserves the right to terminate civilian employees with just cause.

The Chief of Police or designee will approve all discipline.

The Chief of Police reserves the right to hold suspension days in abeyance.

The Chief of Police reserves the right to deviate outside the recommended Matrix guidelines. If a deviation occurs, the factors leading to the deviation shall be addressed in the discipline notice to the employee. Deviation may be based on mitigating or aggravating factors.

Employees serving in formal leadership roles are expected to model the highest levels of professionalism and integrity. Because of the increased responsibility and public trust associated with supervisory positions, the Chief of Police reserves the right to hold leadership personnel to a higher standard when reviewing and determining outcomes of internal investigations involving formal supervisors.

The Chief of Police will make the final determination of disposition.

## EXAMPLES OF MITIGATING AND AGGRAVATING FACTORS

Mitigating factors include but are not limited to:

- Ordered by supervisor.
- Mistake of facts.
- Necessity.
- Unintentional.

Aggravating Factors include but are not limited to:

- Inappropriate use of force.
- Personal motive.
- Intoxication.
- Conspiracy.
- Criminal conduct.
- Deception.
- Intentional act.

Nothing in this code of conduct shall be construed to limit the management prerogative of the Chief of Police, nor any other supervisory officer, to take corrective action whenever appropriate.

The Chief of Police may file formal charges against an employee, with the appropriate authorities, irrespective of an internal investigation.

## Civilian Employees

All employees are expected to adhere to the MPD code of conduct, SOPs, city administrative procedural memoranda (APMs), and the City of Madison Employee Benefits Handbooks. This discipline matrix is not meant to cover civilian employees of the MPD. Discipline matters resulting from a sustained finding involving non-commissioned personnel follow the overall City of Madison Personnel Rules.

In situations where there is a conflict between the MPD Code of Conduct, SOP, APM, or the Employee Benefit Handbook, the most stringent rule, code, or guideline shall apply.

## Probationary Police Officers

This matrix SOP may not apply to probationary police officers whose employment status is subject to their probationary performance.

Original SOP: 02/27/2015

(Revised: 02/29/2016, 03/21/2016, 01/06/2017, 06/15/2017, 07/06/2017, 12/06/2017, 06/08/2018, 05/31/2019, 01/03/2020, 01/09/2020, 10/26/2020, 03/29/2023, 01/09/2024, 02/18/2026)

(Reviewed Only: 01/30/2019, 02/04/2022, 01/31/2023, 01/10/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Soliciting and Receiving In-Kind or Cash Donations  
and Applying for Grants Funding**

Eff. Date ~~03/08/2018~~ 02/06/2026

## Purpose

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

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

## Procedures

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

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

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

### **In-Kind Donations**

All in-kind donations (goods and services other than cash, **or check, and pre-paid gift cards**) must be reported to the Grant Program Manager as they are received, **relating to community outreach activities (events, community meetings, youth programming, etc.), should be approved by a commander and must be documented through the MPD outreach database.** This includes donations from the Madison Community Policing Foundation. **The MPD CORE Team will be responsible for tracking all in-kind donations relating to community outreach initiatives (includes food donations).** CORE will track the receipt and use of MCPF pre-paid gift cards for each district and community outreach and report transactions once each card's total value has been expended.

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

### **Conference Expenses and Scholarships**

In the event that an MPD employee is invited to speak at or attend an event or conference related to their duties, the employee may accept compensated conference travel, included meals and lodging paid for by the outside organization because the employee's presentation to or presence at the conference is a benefit to the City, and the City would otherwise be paying for those expenses. When such compensated expenses are accepted, they should be reported to the Grant Program Manager within 10 days of the occurrence via email with this information: your name, unit, item received, value of item (if known), event for which received, sponsor and date of event. Such employees should also be careful not to accept things of value such as tickets to other events or meals that are organized by the conference planners but not part of the conference.

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

### **Cash or Check Donations**

~~Individual officers or civilian employees should never accept cash donations (including checks and/or money orders).~~ Individual employees should never accept cash donations (see below on how the Department can accept cash). Check or gift cards can be accepted and delivered to that employee's commander, who will report the donation, secure gift cards and send checks to the Grant Program

Manager for processing. The district can use gift cards and check donations for community outreach or other activities that would benefit the district, not individuals.

Situations where an officer or civilian employee may wish to personally purchase an item or service for an event or community outreach initiative and then receive reimbursement ~~by a cash or check donation~~ are also not permitted -- there are no exceptions to this rule.

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

### **Applying for External Grant Funding**

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

Original SOP: 03/16/2017

(Revised: 03/08/2018, 02/06/2026)

(Reviewed Only: 02/04/2022)

(Name change from Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding to Donations and Grants: 02/06/2026)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**TIME and CJIS Systems Use and Dissemination of Records**

Eff. Date ~~05/19/2025~~ 03/16/2026

**Purpose**

The Madison Police Department (MPD) uses the Transaction Information for the Management of Enforcement (TIME) System/eTIME (online version of TIME) and additional CJIS systems to access privileged information. TIME/eTIME grants access to the following data service agencies:

- Wisconsin Department of Justice Crime Information Bureau (CIB)
- Federal Bureau of Investigations (FBI) Criminal Justice Information Services (CJIS) Division
- FBI National Crime Information Center (NCIC)
- National Law Enforcement Telecommunication System (NLETS)
- Canadian Police Information Centre (CPIC)
- Wisconsin Department of Transportation (DOT)
- Wisconsin Department of Natural Resources (DNR)
- Wisconsin Department of Corrections (DOC)
- Additional CJIS Information Systems
- National Data Exchange (N-Dex)
- Law Enforcement Information Exchange (LinX)
- Law Enforcement Enterprise Portal (LEEP)

**Procedure**

**SYSTEM USAGE**

ONLY authorized users shall access TIME and CJIS systems for valid law enforcement/criminal justice purposes. At no time will any user use TIME and CJIS systems to run the user's personal information (and respective license plates), a family member's information, or information for anyone with whom the user is closely associated. Should a situation arise wherein the subject who needs to be run through TIME and CJIS systems 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 TIME and CJIS Systems. Potential misuse of these systems 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 and CJIS system logs are routinely 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. Responsibilities of the TAC include ensuring 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

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Access to TIME and CJIS 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 upon hiring, a TIME and CJIS user must undergo identity verification and background screening. This includes:

- Providing acceptable identity documentation (driver's license, passport, I-9 completion, etc.)
- Completing a background check conducted by MPD staff
- Completing a fingerprint based criminal history check
- Complete initial certification within six months of hire

Additionally, users must continue to pass an initial background check, complete initial certification within six months of hire, and maintain applicable TIME and CJIS certifications bi-annually, and user. User access to TIME and CJIS systems shall be reviewed at least once per year. Users granted access to TIME and CJIS systems, shall be provided with the minimum level of permissions to meet respective job duties. Upon termination of employment, a user's account shall be disabled, access removed, and CIB contacted to update departmental records. 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, the occurrence shall be documented and reported to CIB in accordance with applicable policies and procedures.

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

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Information from Criminal History Record Information (CHRI), the FBI Interstate Identification Index (III), and CJIS systems 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/CJIS 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.

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### **Storage and Disposal of CHRI Information**

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CHRI/III/CJIS 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/CJIS 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 TIME and CJIS Systems shall be disposed of by the user in a secure manner via shredding.

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### **Probable Cause/Hit Confirmation**

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A hit on TIME is not sufficient for probable cause and only comprises part of the probable cause analysis and must be viewed in conjunction with other available information. As the time period increases since the receipt of the hit, the significance of the hit decreases. When a hit confirmation request is received via dispatch or directly to the Officer in Charge (OIC), the 911 data operator, on behalf of MPD, will provide timely confirmation back to the requesting agency.

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### **CHRI/III INFORMATION**

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On the CHRI/III/CJIS request screens, the attention field shall contain the user's IBM number/badge number 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.

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### **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 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, 02/05/2024)  
(Revised: 01/06/2017, 12/11/2017, 11/18/2019, 11/29/2021, 03/04/2022, 07/12/2022, 05/19/2025, 03/16/2026)