CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

November 18, 2025

To: City of Madison Common Council Alders

From: John Patterson, Chief of Police

Subject: Quarterly Report (3rd, 2025)

This document provides an update on selected MPD topics for the third quarter (July, August, and September) of 2025.

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

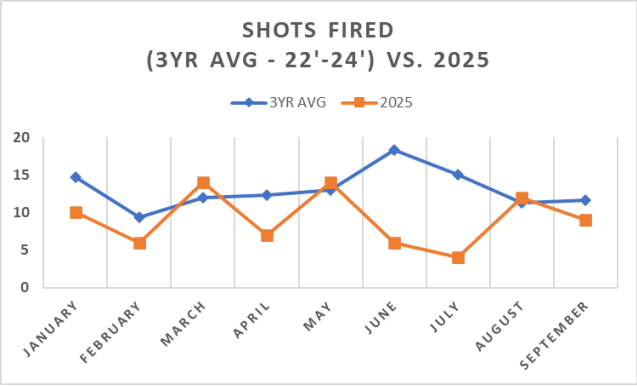
Emergency and Priority Calls
During the 3rd quarter, MPD patrol response was limited to emergency and priority calls 14.4% of the time. This is an increase from the from the 2nd quarter of 2025 when our response time was limited 8.6% of the time. Given the volume of 9-1-1 calls or the severity of calls requiring multiple resources, there were 126 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 126 instances occurred on 68 dates (some days required limited call response multiple times); this means that at some point on 73.9% of the days during the 3rd quarter MPD patrol response was limited. The 126 instances spanned about 316.9 total hours of limited call response, an average of 2.5 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 25 reports of shots fired in July, August and September of 2025. Year-to-date we received 82 reports of shots fired.

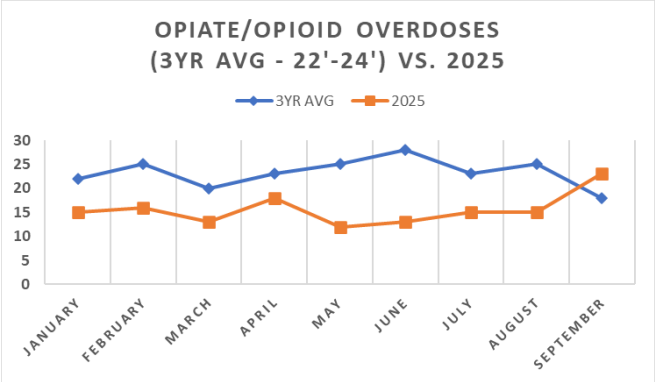
Below is a graph showing the year-to-date incidents of shots fired (82) compared to the 3-year-average (117: 2022-2024) by month. Through Q3 we have seen a **30% decrease** in shots fired incidents compared to the 3-year average.



Opiate/Opioid Overdoses –

Officers responded to 53 known opiate/opioid in overdoses in July, August and September of 2025. Year-to-date there have been 140 known opiate/opioid overdoses.

Below is a graph showing the year-to-date incidents of known opiate/opioid overdoses (140) compared to the 3-year-average (209: 2022-2024) by month. Through Q3 we have seen a **33% decrease** in known opiate/opioid overdoses compared to the 3-year average.



There were 4 suspected opiate/opioid overdose deaths in July, August and September of 2025. Year-to-date there have been 15 suspected opiate/opioid overdose deaths.

- [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.

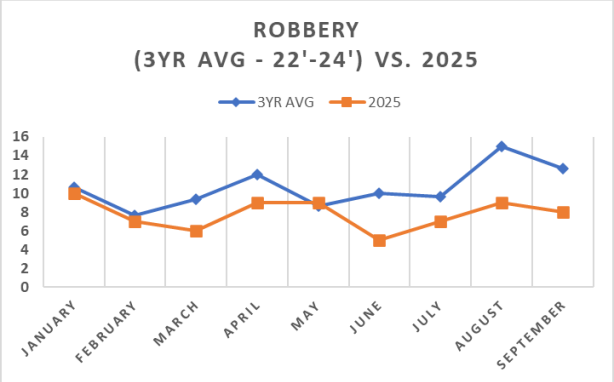
Madison Area Recovery Initiative (MARI) is a program for individuals living with substance use disorders who have committed eligible, non-violent offenses stemming from their disease of addiction. The program offers six months of individualized treatment and coaching to participants. Participants must 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 24 robberies reported in July, August and September of 2025. Year-to-date 70 robberies have been reported.

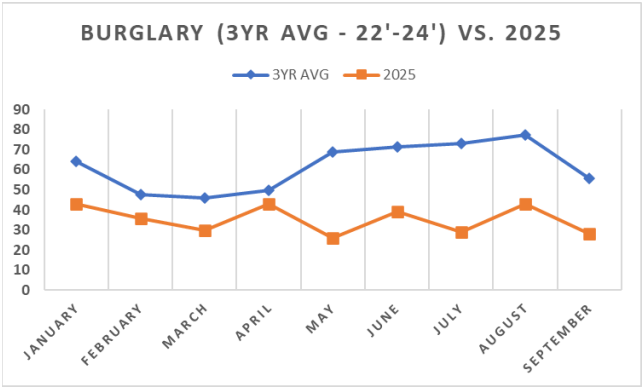
Below is a graph showing the year-to-date reported robberies (70) compared to the 3-year average (97: 2022-2024) by month. Through Q3 we have seen a **28% decrease** of robberies reported compared to the 3-year average.



Burglaries –

There were 100 burglaries reported in July, August and September of 2025. Year-to-date 317 burglaries have been reported.

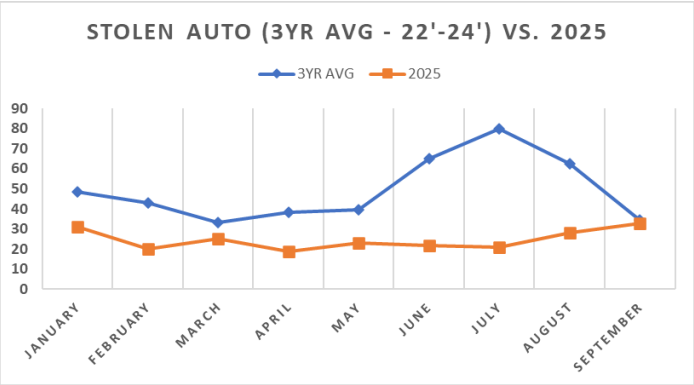
Below is a graph showing the year-to-date reported burglaries (317) compared to the 3-year average (554: 2022-2024) by month. Through Q3 we have seen a **43% decrease** of burglaries reported compared to the 3-year average.



Stolen Autos –

There were 82 vehicles reported stolen in July, August and September of 2025. Year-to-date 222 vehicles were reported stolen.

Below is a graph showing the year-to-date reported stolen autos (222) compared to the 3-year average (443: 2022-2024) by month. Through Q3 we have seen a **50% decrease** of stolen autos reported compared to the 3-year average.

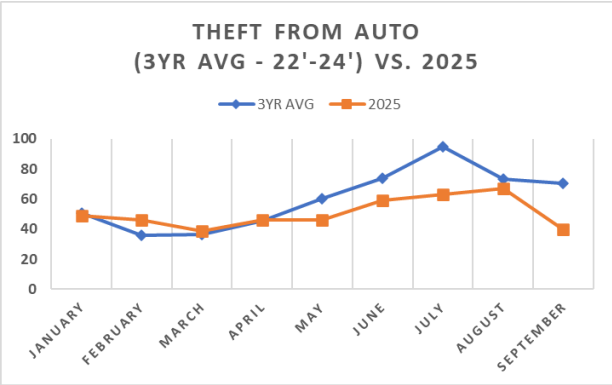


Thefts from Autos –

There were 170 reports of theft from autos in July, August and September of 2025. Year-to-date 455 reports of theft from autos were received.

- 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 (455) compared to the 3-year average (542: 2022-2024) by month. Through Q3 we have seen a **16% decrease** of thefts from autos reported 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 3rd quarter of 2025, MPD responded to **37,405 calls for service**. Of this total, there were 1,457 physical arrests and 651 citations issued (Group A and Group B offenses).

Third quarter **physical arrest** data:

Sex	Q3 Adults	%	Q3 Youth	%
Male	1,018	74%	50	63.3%
Female	360	26%	29	36.7%
Total	**1,378**	**100%**	**79**	**100%**

Race	Q3 Adults	%	Q3 Youth	%
Asian	16	1.2%	2	2.5%
African American	693	50.3%	65	82.3%
Native American	7	0.5%	0	0%
Other	29	2.1%	1	1.3%
Caucasian	633	46%	11	14%
Total	**1,378**	**100%**	**79**	**100%**
Hispanic*	139	10%	4	5.1%

"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.

1,136 distinct adult individuals accounted for the **1,378** instances of physical arrests in the 3rd quarter of 2025. **158** individuals were physically arrested more than one time in the 3rd quarter of 2025. These "repeat arrestees" accounted for **14%** of all adult arrests during this timeframe.

71 distinct youth accounted for the **79** instances of physical arrests in the 3rd quarter of 2025. **7** youth were physically arrested more than one time in the 3rd quarter of 2025. These "repeat youth arrestees" accounted for **10%** of all youth arrests during this timeframe.

Third quarter **citation** data:

Sex	Q3 Adults	%	Q3 Youth	%
Male	393	62%	11	52%
Female	237	38%	10	48%
Total	**630**	**100%**	**21**	**100%**
Race	**Q3 Adults**		**Q3 Youth**	**%**
Asian	17	3%	0	0%
African American	201	32%	15	71%
Native American	0	0%	0	0%
Other	11	2%	0	0%
Caucasian	401	64%	6	29%
Total	**630**	**100%**	**21**	**100%**
Hispanic*	74	12%	1	5%

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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

Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	6	0	4		10	0.1%
Arson	2	3	0		5	0.1%
Assault Offenses	309	352	394		1,055	12.6%
Bribery	1	0	0		1	0%
Burglary	23	35	17		75	0.9%
Counterfeiting/Forgery	2	2	2		6	0.1%
Damage to Property	90	105	89		284	3.4%
Drug/Narcotic Offenses	163	195	155		513	6.1%
Embezzlement	0	1	1		2	0%
Extortion	1	1	0		2	0%
Fraud Offenses	19	15	16		50	0.6%
Gambling Offenses	0	0	2		2	0%
Homicide Offenses	0	1	1		2	0%
Human Trafficking Offenses	0	0	0		0	0%
Kidnapping/Abduction	22	24	24		70	0.8%
Larceny/Theft Offenses	114	133	104		351	4.2%
Motor Vehicle Theft	18	14	20		52	0.6%
Pornography/Obscene Material	3	1	8		12	0.1%
Prostitution Offenses	0	0	2		2	0%
Robbery	18	17	11		46	0.6%
Sex Offenses, Forcible	17	10	12		39	0.5%
Sex Offenses, Non-Forcible	1	1	1		3	0.0%
Stolen Property Offenses	7	7	6		20	0.2%
Weapon Law Violations	38	38	52		128	1.5%
Group B Offenses	**Q1**	**Q2**	**Q3**	**Q4**	**Total**	**%**
Bad Checks	0	0	2		2	0%
Curfew/Loitering/Vagrancy Violations	0	0	0		0	0%
Disorderly Conduct	598	617	719		1,934	23.1%
Driving Under the Influence	76	63	52		191	2.3%
Drunkenness	0	0	0		0	0%
Family Offenses, Nonviolent	10	14	7		31	0.4%
Liquor Law Violations	3	14	6		23	0.3%
Peeping Tom	0	0	0		0	0%
Runaway	0	0	0		0	0%
Trespass of Real Property	132	91	73		296	3.5%
All Other Offenses	1,021	1,071	1,059		3,151	37.7%
Total	**2,694**	**2,825**	**2,839**		**8,358**	**100%**

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

Use of Force Overview

During the third quarter of 2025, MPD officers responded to **37,405** calls for service. In that time, there were 102 contacts in our community in which officers used recordable force during the encounter. This means that in the third quarter, MPD officers used recordable force **0.27%** (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.

Description	Q1	Q2	Q3	Q4	Total/%
Calls for Service	35,167	38,359	37,405		110,931
Contacts Where Force Was Used	86	86	102		274
% of CFS Where Force Was Used	**0.24%**	**0.22%**	**0.27%**		**0.25%**
Force					
Decentralization/Takedown (e.g. officer pushing or pulling a subject to the ground)	68	65	83		216/58.7%
Active Counter Measures (e.g. officer striking a subject with hand, forearm, foot or knee)	10	12	16		38/10.3%
Taser Deployment	11	11	13		35/9.5%
Hobble Restraints (a belt system that restricts a subject's ability to kick at officers, squad windows, etc.)	7	17	9		33/9%
OC (i.e. Pepper) Spray Deployment	13	13	10		36/9.8%
Baton Strike	0	0	0		0%
K9 Bite	1	0	1		2/0.5%
Firearm Discharged Toward Suspect	0	0	0		0%
Impact Munition (firearm delivered projectile launched at a lower-than-normal velocity)	3	3	2		8/2.2%
Specialty (SWAT/SET)	0	0	0		0%
Total	**113**	**121**	**134**		**368/100%**
Firearm Discharged to Put Down a Sick or Suffering Animal	48	51	15		114

*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 102 incidents of recordable force in Q3 are broken down by call type as follows:

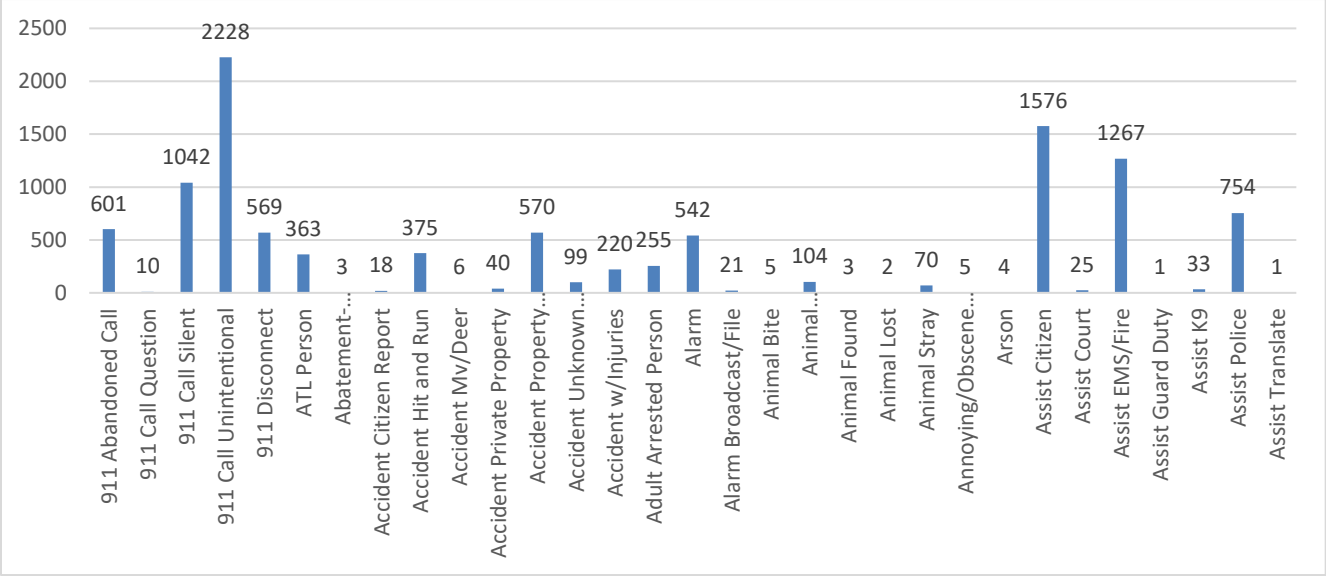
Call type (as indicated in CAD)	Amount
Adult Arrested Person	16
Alarm	1
Assist EMS/Fire	1
Assist K9	1
ATL Person	3
Burglary Non-Residential	1
Check Person	8
Check Property	2
Damage to Property	2
Disturbance	36
Disturbance/Unwanted Person	2
Domestic Disturbance	6
Drug Incident/Investigation	3
Exposure	1
Fight Call	2
Juvenile Arrest	1
Liquor Law Violation	1
Robbery – Strong Armed	1
Silent Case Number	1
Stalking Complaint	1
Theft – Retail	1
Threats Complaint	2
Traffic Stop	1
Trespass	3
Violation of Court Order	3
Weapons Offense	2

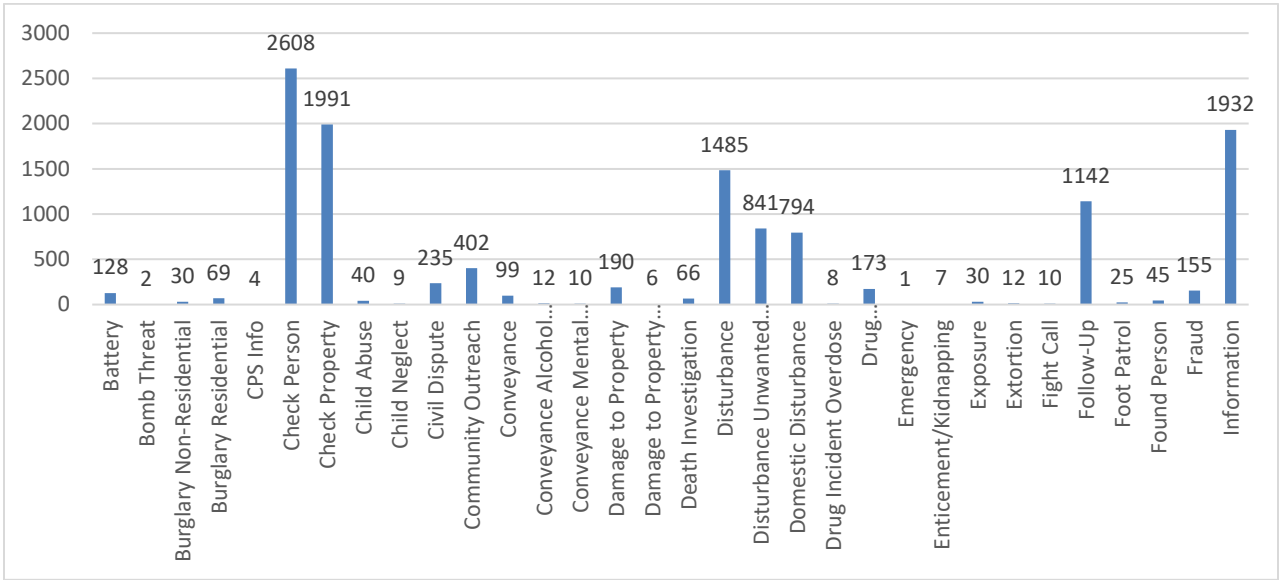
Third quarter use of force data by district and time of day:

District	Q1	Q2	Q3	Q4	Total	%
West	8	4	7		19	6.9%
Midtown	15	12	16		43	15.7%
South	4	2	8		14	5.1%
Central	24	39	34		97	35.4%
North	11	13	13		37	13.5%
East	21	14	22		57	20.8%
Out of County	0	0	0		0	0%
Within County - Assist	3	2	2		7	2.6%
Total	**86**	**86**	**102**		**274**	**100%**
Time of Day/Patrol Shift	**Q1**	**Q2**	**Q3**	**Q4**	**Total**	**%**
1st Detail (7am – 3pm)	20	9	31		60	21.9%
3rd Detail (3pm – 11pm)	36	47	35		118	43.1%
5th Detail (11pm – 7am)	30	30	36		96	35%
Total	**86**	**86**	**102**		**274**	**100%**

Calls for Services (3rd Quarter, 2025)

There were 37,405 total calls for service in the third quarter of 2025. Here is a breakdown of the incident types:

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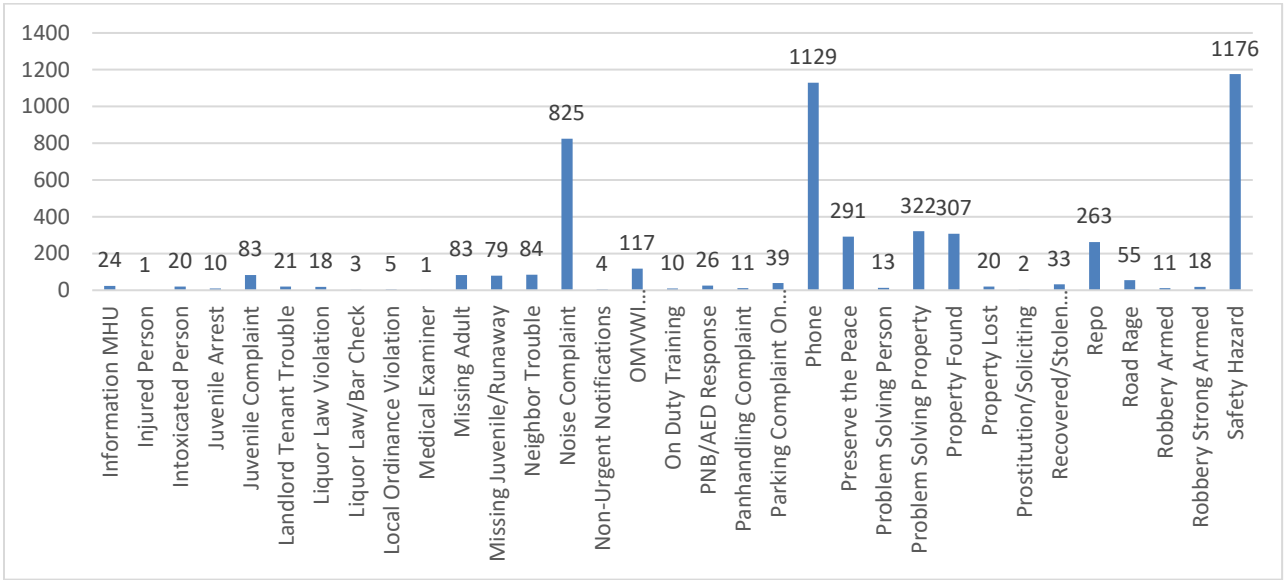
Battery
Bomb Threat
Burglary Non-Residential
Burglary Residential
CPS Info
Check Person
Check Property
Child Abuse
Child Neglect
Civil Dispute
Community Outreach
Conveyance
Conveyance Alcohol...
Conveyance Mental...
Damage to Property
Damage to Property...
Death Investigation
Disturbance
Disturbance Unwanted...
Domestic Disturbance
Drug Incident Overdose
Drug...
Emergency
Enticement/Kidnapping
Exposure
Extortion
Fight Call
Follow-Up
Foot Patrol
Found Person
Fraud
Information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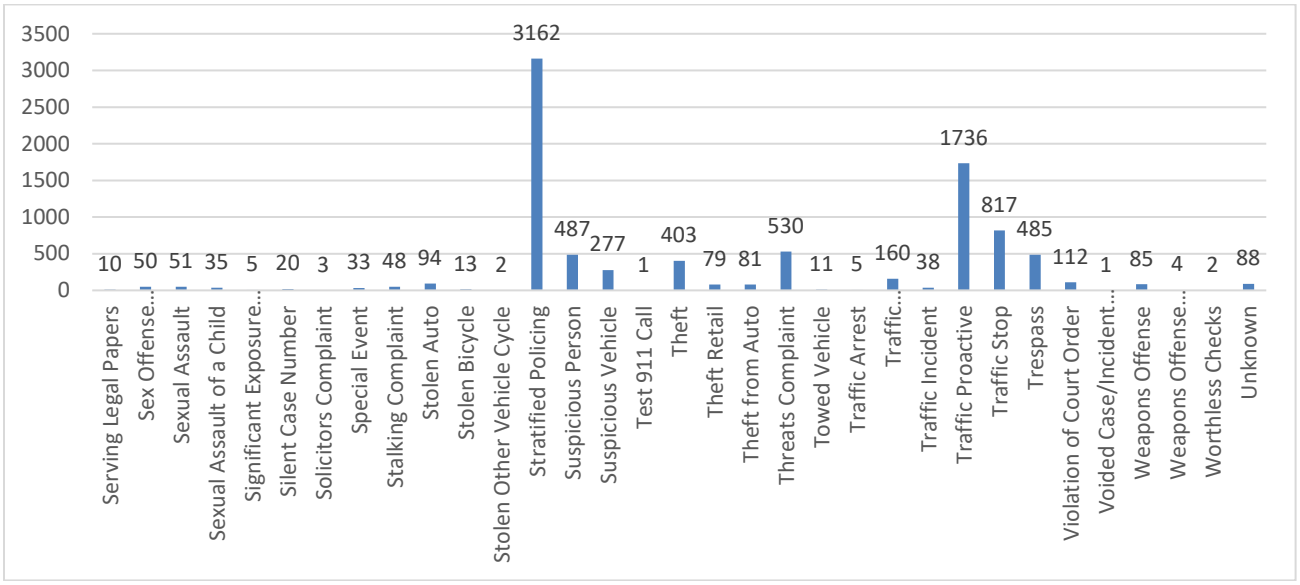
Information MHU
Injured Person
Intoxicated Person
Juvenile Arrest
Juvenile Complaint
Landlord Tenant Trouble
Liquor Law Violation
Liquor Law/Bar Check
Local Ordinance Violation
Medical Examiner
Missing Adult
Missing Juvenile/Runaway
Neighbor Trouble
Noise Complaint
Non-Urgent Notifications
OMVWI...
On Duty Training
PNB/AED Response
Panhandling Complaint
Parking Complaint On...
Phone
Preserve the Peace
Problem Solving Person
Problem Solving Property
Property Found
Property Lost
Prostitution/Soliciting
Recovered/Stolen...
Repo
Road Rage
Robbery Armed
Robbery Strong Armed
Safety Hazard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Serving Legal Papers
Sex Offense...
Sexual Assault
Sexual Assault of a Child
Significant Exposure...
Silent Case Number
Solicitors Complaint
Special Event
Stalking Complaint
Stolen Auto
Stolen Bicycle
Stolen Other Vehicle Cycle
Stratified Policing
Suspicious Person
Suspicious Vehicle
Test 911 Call
Theft
Theft Retail
Theft from Auto
Threats Complaint
Towed Vehicle
Traffic Arrest
Traffic...
Traffic Incident
Traffic Proactive
Traffic Stop
Trespass
Violation of Court Order
Voided Case/Incident...
Weapons Offense
Weapons Offense...
Worthless Checks
Unknown

Diversion Data (3rd Quarter, 2025)

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: **35** Opted-in: 35 Opted-out: 0 Pending: 0 Offenses: • Disorderly Conduct: 12 • Theft: 5 • Battery: 3 • Underage Alcohol Related: 3 • Damage to Property: 3 • Trespass to Vehicle: 2 • Possess Facsimile Firearm: 2 • Resist/Obstruct: 1 • Retail Theft: 1 • Possess Cannabis: 1 • Unlawful Use of 911: 1 • Obstruct Sidewalk: 1	Referrals from July 1st through September 30th, 2025 Total MPD Referrals = **90** Offenses: • Disorderly Conduct: 34 • Trespass: 31 • Retail Theft: 16 • Obstruct: 4 • Damage to Property: 3 • Theft: 1 • Battery: 1

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 3rd quarter of 2025, MPD received 236 traffic complaints.

Serious/Fatal Crashes

In the 3rd quarter of 2025, MPD responded to 937 crashes. 130 of these crashes required additional investigations. Those investigations resulted in 2 fatalities, 38 serious injuries, and 129 minor injuries.

Traffic Citations and Warnings

Third quarter **all traffic stops** data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	3,538	3,839	3,484		10,861	61.8%
Female	2,173	2,342	2,172		6,687	38%
Unknown	14	13	11		38	0.2%
Total	**5,725**	**6,194**	**5,667**		**17,586**	**100%**

Race	Q1	Q2	Q3	Q4	Total	%
Asian	236	265	237		738	4.2%
African American	1,647	1,649	1,533		4,829	27.5%
Native American	18	26	31		75	0.4%
Other	338	417	337		1,092	6.2%
Caucasian	2,452	2,716	2,569		7,737	44%
Total	**5,725**	**6,194**	**5,667**		**17,586**	**100%**
Hispanic*	1,034	1,121	960		3,115	17.7%

"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.

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

Sex	Q3 Citations	Q3 Warnings	Total
Male	2,050	1,434	3,484
Female	1,170	1,002	2,172
Unknown	1	10	11
Total	**3,221**	**2,446**	**5,667**

Race	Q3 Citations	Q3 Warnings	Total
Asian	140	97	237
African American	868	665	1,533
Native American	14	17	31
Other	140	197	337
Caucasian	1,456	1,113	2,569
Total	**3,221**	**2,446**	**5,667**
Hispanic*	603	357	960

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Training

MPD is currently winding down its Fall Professional Development season. MPD personnel engaged in training that incorporated Constitutional Law, report writing, Active Killer response, First Aid and Less-Lethal Tools. Upcoming topics for Fall Sergeant Check-In include Mental Health Systems and Processes, Peer Support updates, Field Training updates, Building a Training Culture and Emergency Management.

Mental Health Update

Update from Sergeant Jared Prado, Mental Health Unit

MPD's Mental Health Unit (MHU) is one of only fifteen Police-Mental Health Collaboration (PMHC) learning sites

selected by the Council of State Governments Justice Center. As a learning site, our unit fields inquiries and hosts visitors from law enforcement agencies around the county who seek support to begin or advance behavioral health units of their own. MPD's MHU has a role in educating internally (within MPD) and also externally.

Internal Engagement

In Q3 of 2025,

- MHOs and LECWs led 20 hours of Crisis Management training within the MPD Pre-Service Academy. This curriculum included coverage of all WI DOJ-mandated learning objectives. It also included: a lived experiences panel, collaboration with NAMI Dane County for the Hearing Voices simulation (more info here: https://namiwisconsin.org/support-and-education/presentations/nami-wisconsin-hearing-voices/), and scenario-based training; and
- MHOs and LECWs led 0.5 hours of MHU refresher for Field Training Officers. This took place over the course of three dates, and did not include brand new FTOs.

External Engagement

In **Q3 of 2025**, our **MHU logged 10 instances of community-facing presentations**. These presentations were for Community Organizations or for other Law Enforcement or Government agencies. With those presentations, we provided education to 22 distinct organizations/agencies and reached approximately 217 community members.

Most notably in Q3, MARI did a joint presentation (MPD, Tellurian and Safe Communities) at the Crisis Intervention Conference in Wisconsin Dells. It was an extremely well-attended conference session and included social workers and providers from around the state of Wisconsin, some of whom learned about MARI for the first time.

Thus far in 2025, our **MHU has logged 28 instances of community-facing presentations.** These presentations were for Community Organizations or for other Law Enforcement or Government agencies. With these presentations, we provided education to 77 distinct organizations/agencies and reached approximately 645 community members.

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 third quarter of 2025.

2025 – Third Quarter Promotions

Lieutenant Matthew Nordquist to Acting Captain
Sergeant Chanda Dolsen to Lieutenant
Sergeant Tyler Phillips to Acting Lieutenant
Officer Andrew Deuchars to Acting Sergeant
Officer Michaela Rust to Acting Sergeant

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

Q3 Discipline Summary

Q3 Compliments Summary

Updated/New SOPs for MPD: July-September, 2025

Reporting Procedure: 09/16/2025

Stolen Vehicle Reporting: 08/22/2025

Reporting Procedure

Eff. Date ~~04/19/2024~~ 09/16/2025

Purpose

To outline the guidelines for Madison Police Department (MPD) reporting requirements.

Procedure

The appropriate official police report format will be used to record information that is developed or received by any member of the MPD assigned a case number. A field report or dictated report shall be utilized as the primary report and where applicable the forms listed below are authorized to serve as a primary report:

1. Traffic Crash Forms DT4000 and MPD4000
2. A Uniform Traffic Citation (UTC), municipal, e-citation (ELCI), or parking citation (NOT misdemeanor citations)
3. It is not necessary to complete a separate report on a "private property" parking complaint. However, a case number is required and at a minimum, the name of the complainant, address, phone number, and terminology of the "no parking" sign shall be included on the parking citation.
4. Incapacitated Person Report ~~Protective Custody Conveyance Form~~
5. Subpoena - (Case Number, Date, Time, and Officer on top right)
6. Summons - (Case Number, Date, Time, and Officer on top right)
7. Found Property Form
8. ~~Fire Station Violation Complaint - (Case Number and date on top right).~~
9. ~~Boom Car Violation Complaint.~~

REQUIRED REPORTS

CASE REPORTS
Employees should complete Case Reports on incidents when circumstances indicate a report is warranted, to include all criminal investigations, reports that include property intake of any kind, and reports required by other MPD standard operating procedures (SOP).

INCIDENT REPORTS
Employees completing Incident Reports shall include person and vehicle jackets in their Incident Report when reporting on minor, non-criminal CFS. Incident Reports shall not be used in the below situations:

Any potential criminal investigation,
Any person that could be considered dangerous to themselves or others,
Any search or seizure of person or property including a detention or Terry Stop, frisk of a person/vehicle.

Incident Reports are appropriate for the following Incidents:
Preserve the Peace without domestic violence component
Civil Disputes without fraud/theft component
Neighbor Trouble (non-criminal)
Lost Property except firearms
Accidents and Traffic Stops supplemental information to TRaCS (non-criminal)
Check Person/Check Property without dangerousness to themselves or others and no criminal aspect
Suspicious Vehicles
Trespass complaints with no enforcement action
Noise complaints with no enforcement action
Juvenile Complaints

CALL NOTES

Call notes may be used to supplement incident information in situations not requiring a report, but may not be used as a substitute for completing a report.

Employees who do not complete a report must advise the dispatcher that there will not be a report on the case number involved. Nothing in this procedure will prohibit a supervisor from requiring an employee to complete a report on any incident.

Employees are not required to complete reports on incidents identified below:

Calls Canceled

Calls canceled by the complainant except robberies, calls to liquor license establishments (bars and restaurants), calls which might have involved physical harm or threat of harm to anyone (e.g., family trouble, crimes against persons, etc.) where the person canceling the call may not be the victim.

Unfounded Calls

Unfounded calls where nothing is located and no new information is received (e.g., a traffic crash where responding officers are unable to locate vehicle or driver).

False Security Alarms

False security alarms from a governmental agency, unless a continuing problem exists. Any alarms that fall within the guidelines of Alarm Response in the Calls for Service (CFS) Dispatch Guidelines SOP. False fire alarms always require a report.

Assist Calls

Requiring no follow-up action such as:

1. Assist outside agencies
2. Assist citizens
3. Delivering messages
4. Assistance to other City departments or government agencies for traffic direction or similar safety precautions

Beat Information

Documentation and the ability to retrieve information received from community members who wish to make the police aware of situations which may occur or have occurred in the past. This information may not require immediate action and is provided to officers to make them aware of community members' concerns. Officers may take enforcement action if appropriate (e.g., driving complaints, extra patrol, etc.).

Simple Conveyances

Unrelated to offense or intoxication.

Traffic Stops

All vehicle traffic stops must be documented in a report, through the Traffic and Citation Software (TraCS), or with a Vehicle Stop Information Form. Investigative traffic stops related to criminal (non-traffic) violations must be documented in a report. Vehicle stops related to traffic violations must be documented by either a TraCS

citation or TraCS warning. The Vehicle Stop Information Form will be used to document a traffic-related vehicle stop if TraCS is unavailable.
Completed Vehicle Stop Information Forms should be submitted to the Traffic section via inter-departmental mail or email (PD Traffic Stop Warnings email group).

SUPPLEMENTAL REPORTS

Complete supplemental reports on any follow-up conducted under the original case number.

ATTACHMENTS

Hard copy attachments shall have the case number placed in the upper right hand corner of documents and the most obvious/legible place for non-documents. Electronic attachments can be emailed to pdcaseprocessing@cityofmadison.com

SELF-REPORTING

Self-reporting occurs by call in, walk in, or internet submission. If an officer is dispatched to a call, the officer may not refer the complainant to self-reporting unless approved by the Officer in Charge (OIC) or a supervisor or unless the city has gone to Priority Call Response dispatching.

REPORT CONTENT

Language should be Understandable, Accurate, and Concise

1. Foul/abusive language should only be quoted to describe another's actions or accurately document a statement taken by an officer.
2. Names and difficult word spellings should be checked for accuracy.
3. Standard abbreviations for street types and titles (e.g., PO, Dep, Sgt, Dr, LPO) or agencies (e.g., DCJ, DCHS) may be used. Abbreviations of commonly used terms (e.g., w/o, veh, approx) may not be used.
4. Reported information must be legible.
5. Unreadable documents shall be returned to the responsible officer for correction.
6. A black ballpoint pen must be used for completing any non-electronic citations/required forms so that readable copies can be made.
7. All names, addresses, and phone numbers (private or businesses) must be complete, when possible.
8. Reports must accurately reflect situations investigated by the officer(s) on the scene.
9. Ten codes may not be used in report narratives.

REPORT REVIEW

Written reports should be a word picture about what occurred. Reports must describe a wide variety of actions, and are an official statement of facts.

1. Detective Lieutenants or their designees shall review all district reports.
2. If the report does not adhere to the requirements of the Reporting Procedures and if the reporting officer is not available to make corrections, the reviewer should forward a copy of the report to the reporting officer's supervisor or commanding officer, indicating the errors or omissions.
3. If the report does not adhere to the requirements of the Reporting Procedures, requires urgent modification or attention, and if the reporting officer is not available to make corrections, the reviewer should contact the appropriate work unit indicating what next day follow-up is required. If immediate attention is necessary (i.e., directing that an arrested person be released), the reviewer will ensure that the appropriate action is taken.

4. All reports returned for corrections shall be re-submitted, in a timely fashion, as a supplemental report containing the requested changes.

~~SUPPLEMENTAL REPORTS, ATTACHMENTS, AND OTHER FORMS~~

~~The following reports will be used as a supplement to a Primary Report:~~

~~1. Submitted after follow-up or for technical personnel to record actions taken subsequent to the submission of an original/primary report;~~
~~2. Explaining a DT4000 or citation where the space provided on the original form is insufficient; or~~
~~3. As otherwise required (i.e., juvenile alcohol-related offenses).~~

~~All attachments shall have the case number placed in the upper right hand corner of documents and the most obvious/legible place for non-documents. Store retail theft reports will have "state" or "municipal" added in the upper right hand corner if an arrest has been made. One set of attachments shall accompany the original report and another set/photocopies shall be left in district for the detective lieutenant.~~

~~Victim Rights Information (VRI), Municipal Rights Pamphlet, Juvenile Arrest Notification forms, and Vehicle Stop Information Cards shall be completed and issued or filed appropriately.~~

~~SELF-REPORTING~~

~~Self-reporting occurs by call in, walk in, or internet submission. If an officer is dispatched to a call, the officer may not refer the complainant to self-reporting unless approved by the Officer in Charge (OIC) or a supervisor or unless the city has gone to Priority Call Response dispatching.~~

REPORT COMPLETION TIMELINES

Reports will be completed based on the already established dictation and Mobile field reporting priority code list of report types. ~~These guidelines encompass all report types, dictated, field, citation, etc.~~ As indicated below, reports ~~Reports that indicate they~~ must be completed prior to end of shift unless specified otherwise. These guidelines apply to all persons completing a report for that case, not just the original report or report containing the probable cause. Regardless of the established completion timelines, all reports should be completed as soon as possible.

Reports that indicate they must be completed prior to end of shift must be done immediately after completion of the call. Staff may return to their district to complete the report~~,~~ and ~~but~~ must remain out of service until the report is finished unless there is an emergency call for service.

1. Custody Juvenile – Complete before end of shift
    - In custody at the Juvenile Reception Center (JRC) or other secure facility
2. Custody Adult – Complete before end of shift
    - In custody
    - New criminal arrests and are at the Dane County Jail (DCJ), Detox, or Hospital
    - Emergency detentions
3. Priority Reports – Complete before end of shift
    - In custody arrest for Probation/Parole (P&P) holds, municipal arrests, warrants
    - Domestic abuse incidents with probable cause and suspect is at large
    - Restraining order or other court order investigations
    - Death Investigations
    - Physical child placements
    - Child abuse/neglect cases
    - Missing persons
    - Crimes with known suspects at large (may be held with approval of the OIC)
    - Sexual assault investigations
    - Threats complaints that refer to physical harm or hate crimes

- ~~Cases involving officers disengaging from a hospital when Emergency Detention criteria is present *(see Mental Health Incidents/Crises SOP for more)*~~
- ~~Intentional overdose cases, incidents of attempted suicide, or incidents of bodily harm to self *(see Mental Health Incidents/Crises SOP for more)*~~

4. All Other Criminal ~~Felony~~ Cases – OIC or Supervisor discretion for completion time
   - ~~Felony crimes without known suspects~~
   - Robbery and attempted robbery
   - Stolen/recovered autos
   - Burglaries or attempted burglaries
   - ~~Felony~~ Wweapons offenses
   - Substantial batteries
   - ~~Felony person crimes~~
   - Person and property crimes with unknown suspects (simple battery, thefts from auto, frauds, etc)
   - Threats complaints
   - Felony Traffic
   - All Misdemeanor citations
5. Operating while intoxicated (OWI) – Can be held to the next day, includ~~ing~~ 12 hour holds. **Felony OWI arrests must be completed before end of shift as Priority 4.**
6. Municipal Citation Arrests
   - ~~Misdemeanor – complete within five days of citation issuance~~
   - Traffic – complete within 10 days prior to court date (complete in TraCS and supplement in Mobile Incident Report if needed)
   - City Ordinance – complete within 10 days prior to court date

~~7~~. ~~Crashes – Complete within five days of crash~~

7.~~8~~. All Others – Complete P~~p~~romptly
   - Incident Report in Mobile may be appropriate
   - Crashes – complete promptly in TraCS and supplement in Mobile Incident Report if needed

~~REPORT CONTENT~~

~~Language should be Understandable, Accurate, and Concise~~

~~10. Foul/abusive language should only be quoted to describe another's actions or accurately document a statement taken by an officer.~~
~~11. Names and difficult word spellings should be checked for accuracy.~~
~~12. Standard abbreviations for street types and titles (e.g., PO, Dep, Sgt, Dr, LPO) or agencies (e.g., DCJ, DCHS) may be used. Abbreviations of commonly used terms (e.g., w/o, veh, approx) may not be used.~~
~~13. Reported information must be legible including members' signatures, where required.~~
~~14. Unreadable documents shall be returned to the responsible officer for correction.~~
~~15. A black ballpoint pen must be used for completing any non-electronic citations/required forms so that readable copies can be made.~~
~~16. All names, addresses, and phone numbers (private or businesses) must be complete, when possible.~~
~~17. Reports must accurately reflect situations investigated by the officer(s) on the scene.~~
~~18. Ten codes may not be used in report narratives.~~

~~REPORT REVIEW~~

~~Written reports must be useful to persons other than the writer, and should be a word picture about what occurred. Reports must be used to describe a wide variety of actions, and become an official statement of facts.~~

~~5. Detective Lieutenants or their designees shall review all district reports.~~

6. If the report does not adhere to the requirements of the Reporting Procedures and if the reporting officer is not available to make corrections, the reviewer should forward a copy of the report to the reporting officer's supervisor or commanding officer, indicating the errors or omissions.
7. If the report does not adhere to the requirements of the Reporting Procedures, requires urgent modification or attention, and if the reporting officer is not available to make corrections, the reviewer should contact the appropriate work unit indicating what next day follow-up is required. If immediate attention is necessary (i.e., directing that an arrested person be released), the reviewer will ensure that the appropriate action is taken.
8. All reports returned for corrections shall be re-submitted, in a timely fashion, as a supplemental report containing the requested changes.

REQUIRED REPORTS

Employees should complete reports on incidents when circumstances indicate a report is warranted, to include all criminal investigations and reports required by other MPD standard operating procedures (SOP). Employees who do not complete a report must advise the dispatcher that there will not be a report on the case number involved. Nothing in this procedure will prohibit a supervisor from requiring an employee to complete a report on any incident. Computer aided dispatch (CAD)/Mobile Data Computer (MDC) call notes may be used to supplement incident information in situations not requiring a report, but may not be used as a substitute for completing a report.

Employees are not required to complete reports on incidents identified below:

Calls Canceled

Calls canceled by the complainant except robberies, calls to liquor license establishments (bars and restaurants), calls which might have involved physical harm or threat of harm to anyone (e.g., family trouble, crimes against persons, etc.) where the person canceling the call may not be the victim.

Unfounded Calls

Unfounded calls where nothing is located and no new information is received (e.g., a traffic crash where responding officers are unable to locate vehicle or driver).

False Security Alarms

False security alarms from a governmental agency, unless a continuing problem exists. Any alarms that fall within the guidelines of Alarm Response in the Calls for Service (CFS) Dispatch Guidelines SOP. False fire alarms always require a report.

Assist Calls

Requiring no follow-up action such as:

5. Assist outside agencies
6. Assist community members
7. Delivering messages
8. Assistance to other City departments or government agencies for traffic direction or similar safety precautions

Blood Runs

Blood runs for Red Cross or other emergency personnel.

~~**On-Street Parking Violations**~~

~~Unless vehicle is towed.~~

~~**Private Parking**~~

~~Private parking when vehicle(s) has been moved prior to arrival.~~

~~**District Information**~~

~~Documentation and the ability to retrieve information received from community members who wish to make the police aware of situations which may occur or have occurred in the past. This information may not require immediate action and is provided to officers to make them aware of community members' concerns. Officers may take enforcement action if appropriate (e.g., driving complaints, extra patrol, etc.).~~

~~**Simple Conveyances**~~

~~Unrelated to offense or intoxication.~~

~~**Traffic Stops**~~

~~All vehicle traffic stops must be documented in a report, through the Traffic and Criminal Software (TraCS), or with a Vehicle Stop Information Form. Investigative traffic stops related to criminal (non-traffic) violations must be documented in a report. Vehicle stops related to traffic violations must be documented by either a TraCS citation or TraCS warning. The Vehicle Stop Information Form will be used to document a traffic-related vehicle stop if TraCS is unavailable.~~

~~Completed Vehicle Stop Information Forms should be submitted to the Traffic section via inter-departmental mail or email (PD Traffic Stop Warnings email group).~~

Original SOP: 11/18/2015
(Reviewed Only: 02/22/2016, 12/26/2017)
(Revised: 01/19/2017, 05/31/2019, 07/19/2021, 01/22/2024, 04/19/2024, 09/16/2025)

Stolen Vehicle Reporting Guidelines

Eff. Date ~~06/15/2020~~ 08/22/2025

Purpose

The purpose of this SOP is to provide guidelines to officers related to the reporting of missing/overdue or stolen vehicles and recovery of stolen vehicles by outside agencies.

Procedure for Stolen Vehicles

In many situations vehicles are being reported as stolen that are, in fact, only missing or overdue. Circumstances may involve the loaning of a vehicle to a friend or relative, while others are "loaned out" or informal "rental type" agreements between the owner and another person for cash, drugs or a service, and the vehicle was not returned in a timely manner.

When officers locate an occupied and/or mobile stolen vehicle, the potential danger to law enforcement and the community is very high, particularly when the case involves suspects who are associated with drug activity. The likelihood that weapons will be present or a high-speed pursuit will result is significant.

WHEN INVESTIGATING THESE INCIDENTS, OFFICERS SHALL ENSURE THE FOLLOWING INFORMATION IS OBTAINED

- Positive identification of vehicle owner.
- Proof of vehicle ownership. (Positive identification of registered vehicle owner through DOT records will suffice.)
- Take vehicle owner statement related to incident.
- Verify/corroborate vehicle owner's statement to the extent possible.
- ~~Copy of rental agreement from rental agency~~

MISSING/OVERDUE STATUS

When the details of an investigation include any of the following criteria, a vehicle's status should be titled as "Missing/Overdue:"

- Owner indicates drug-related or other illegal activity was involved and vehicle is missing/overdue less than 72 hours.
- Investigation reveals a strong inference that drug or other illegal activity was involved and vehicle is missing/overdue less than 72 hours.
- Owner indicates the vehicle was "loaned out" or informally "rented" to an individual, but is missing/overdue for less than ten days.
- No threats or weapons involved in incident.

The investigating officer should complete a report on the incident, and broadcast an attempt to locate for the vehicle. The vehicle should not be entered as stolen through DATA/NCIC.

STOLEN STATUS

When the initial investigation demonstrates any of the below listed criteria, a vehicle's status should be titled as "Stolen."

- Owner has no idea who took vehicle.
- An individual who is not a regular driver is suspected of taking vehicle without consent and **no** formal rental agreement existed.
- Owner indicates drug-related or other illegal activity was involved and **after** 72 hours the vehicle has not returned.

- Investigation reveals a strong inference that drug or other illegal activity was involved and **after** 72 hours the vehicle has not been returned.
- Owner indicates the vehicle **was** "loaned out" or informally "rented" to an individual and **after** ten days has not been returned.
- Use/threat of force or weapons involved in the incident.
- ~~A rental vehicle, with a written lease or written rental agreement, is not returned upon expiration of the rental agreement.~~

RENTAL VEHICLES

A rental vehicle, with a written lease or written rental agreement, should be listed as stolen if it is not returned after 10 days of the expiration of the rental agreement.

Investigating officers shall obtain a copy of the rental agreement from the rental agency and confirm the terms of the rental agreement prior to listing the vehicle as stolen.

Per state statute 943.20 (1)(e), a person who intentionally fails to return a rental vehicle ~~after~~ within 10 days after a written lease or rental agreement has expired is guilty of a Class E felony.

If the signer of the written lease or rental agreement reports the rental vehicle as stolen, officers shall list the vehicle as stolen upon the time of the report.

Procedure for Recovered Stolen Vehicles

The following guidelines were agreed upon by the Dane County Chiefs Association and will be applied to other jurisdictions, as well as our department. These guidelines should help make our response and those of other jurisdictions more consistent and efficient. Please contact your commanding officer if you have any questions.

Occupied Vehicles

If a law enforcement agency locates/observes an occupied vehicle that has been entered as stolen by another Dane County law enforcement agency, the locating agency should take appropriate action to recover the vehicle and apprehend the operators. The locating agency is responsible for the arrest and booking of any suspects located as well as searching the recovered vehicle and collecting any relevant physical evidence.

The locating agency should then contact the entering agency to advise them of the recovery and determine whether the entering agency wishes to interview the arrested persons or take any other investigative steps (i.e. process the vehicle, conduct additional follow up, etc.). If the entering agency determines there is no need for them to respond, the locating agency ***may*** process the vehicle on their own.

The locating agency should contact the entering agency and advise them of the recovery so that the vehicle can be removed from NCIC/CIB as stolen. MPD officers shall contact the Dane County Dispatch Center to ensure that the NCIC/CIB stolen vehicle entry has been removed. If the entering agency is not dispatched by the Dane County Dispatch Center, the dispatcher will send a teletype to the entering agency to request that the NCIC/CIB stolen status entry be removed. The locating agency should obtain the vehicle owner's information from the entering agency and contact the owner to advise him/her of the vehicle's recovery. The locating agency should arrange for the owner to retrieve the vehicle, or arrange for the vehicle to be towed to a secure location. The entering agency is responsible for recording the recovered stolen vehicle as required by Wisconsin State Statute and the F.B.I.'s Uniformed Crime Reporting program.

Unoccupied Vehicles

Upon locating an unoccupied stolen vehicle, the locating agency should secure the vehicle, and contact the entering agency and advise them of the recovery so that the vehicle can be removed from NCIC/CIB as stolen. MPD officers shall contact the Dane County Dispatch Center to ensure that the NCIC/CIB stolen vehicle entry has been removed. If the entering agency is not dispatched by the Dane County Dispatch Center, the dispatcher will send a teletype to the entering agency to request that the NCIC/CIB stolen status entry be removed. The locating agency should then determine whether the entering agency wishes to process the vehicle or conduct any other investigative follow up. If the entering agency determines there is no need for them to respond, the locating agency ***may*** process the vehicle on their own. The locating agency should obtain the vehicle owner's information from the entering agency and contact the owner to advise him/her of the vehicle's recovery. The locating agency should arrange for the owner to retrieve the vehicle, or arrange for the vehicle to be towed to a secure location. The entering agencies is responsible for recording the recovered stolen vehicle as required by Wisconsin State Statute and the F.B.I.'s Uniformed Crime Reporting program.

The locating agency's officer should route copies of any reports generated from the vehicle recovery to the entering agency.

Original SOP: 03/01/2014
(Revised: 01/19/2017, 02/20/2017, 06/15/2020, 08/22/2025)
(Reviewed Only: 12/26/2017, 01/31/2020, 01/31/2023)