

**CITY OF MADISON
INTRA-DEPARTMENTAL
CORRESPONDENCE**

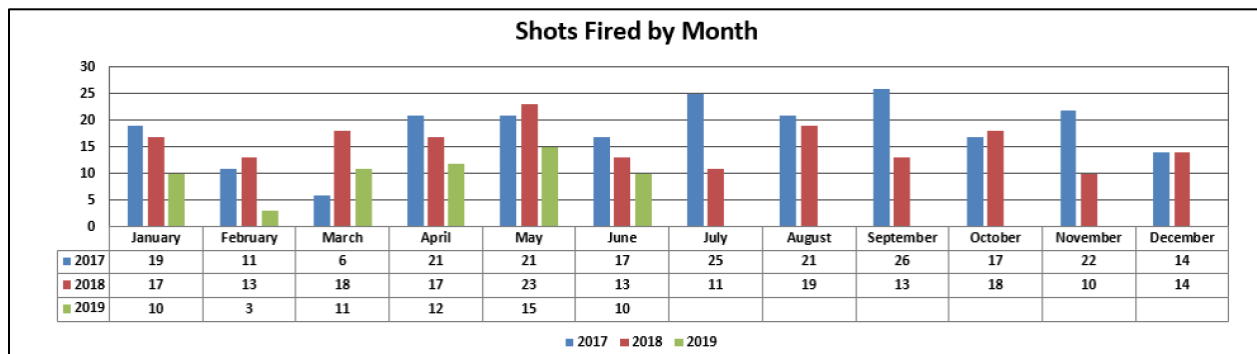
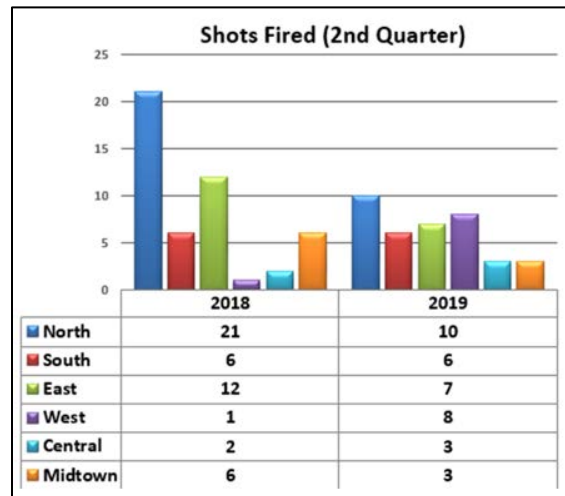
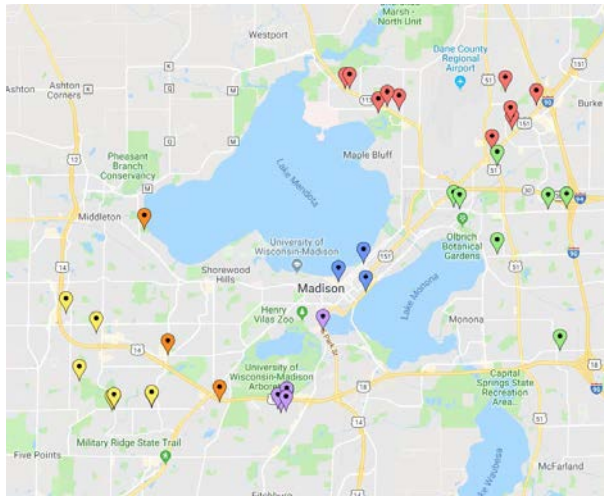
DATE: July 11, 2019

TO: All Alders
FROM: Michael Koval, Chief of Police
SUBJECT: Quarterly Update

This document provides an update on selected MPD topics for the second quarter (April, May and June) of 2019. **Please consider the data included in this update as preliminary, subject to modification.**

Significant Incident Types

Shots Fired – there were thirty-seven (37) shots fired incidents in the City from April 1st through June 30th. This is a **30%** decrease from the second quarter of 2018. Eighteen (18) shots fired incidents were reported during the 4pm – midnight period; fifteen (15) were reported during the midnight – 8am time period; and four (4) were reported during the 8am – 4pm time period.



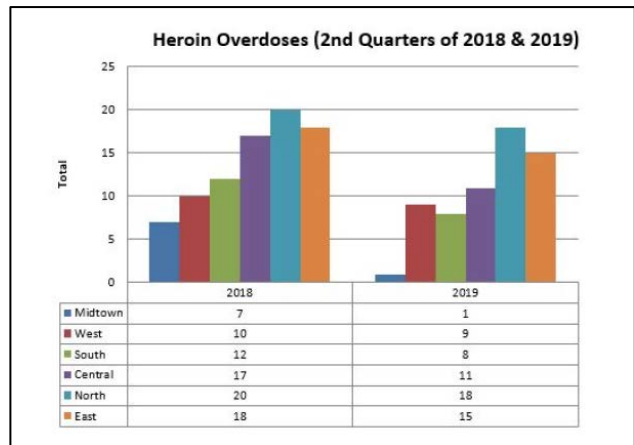
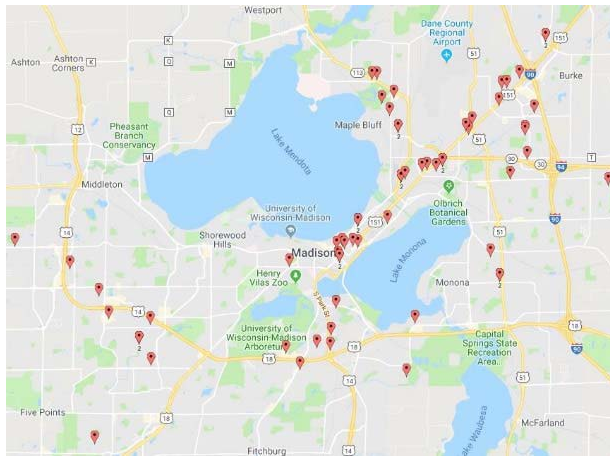
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Property Damage	9	11			20
Subjects Struck by Gunfire*	4	6			10
Accidental Discharge	1	1			2
Self-Inflicted (intentional)	0	3			3
Casings Recovered	39	82			121

*Excludes accidental discharge & self-inflicted

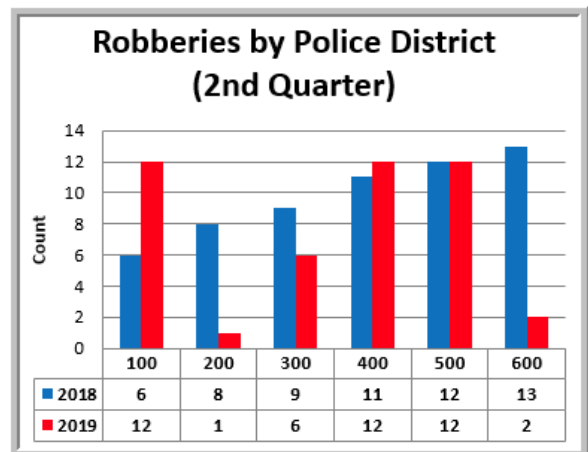
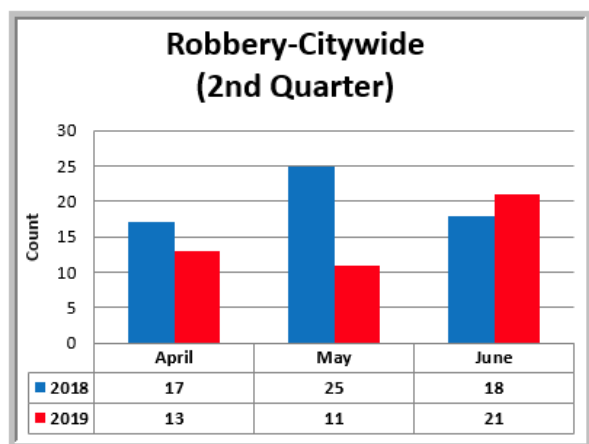
Shots fired incidents decreased 16% from 2017 to 2018, and the first half of 2019 continues that trend.

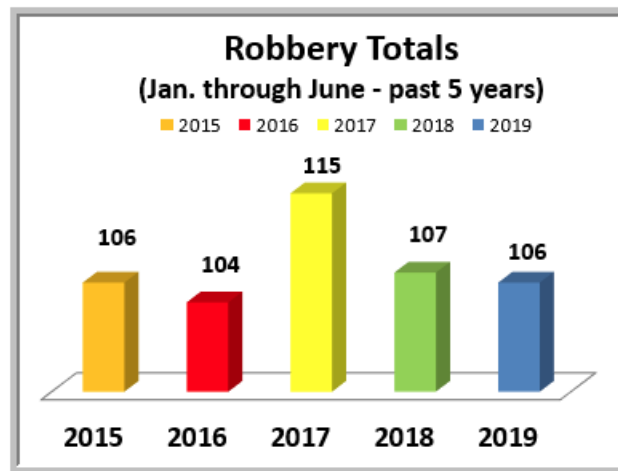
Heroin Overdoses – MPD responded to sixty-two (62) known heroin overdoses during the second quarter of 2019. This is a decrease of 25% from the second quarter in 2018. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

There were five (5) overdose deaths during the second quarter of 2019. This is a 71% decrease from the second quarter in 2018 [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].



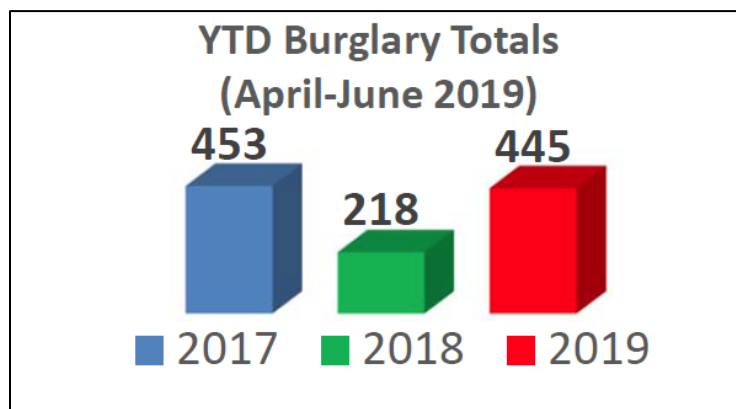
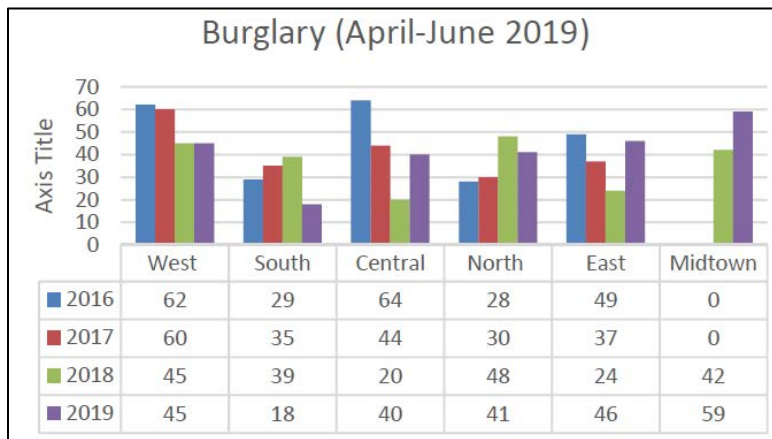
Robberies – forty-five (45) robberies occurred in the City during the second quarter of 2019. This is a 25% decrease from the second quarter of 2018.





Burglaries – MPD responded to 249 burglaries during the second quarter of 2019. This is a 14% increase from the second quarter in 2018, and a 32% increase from the first quarter of 2019.

Of the burglaries occurring during the second quarter, at least 100 occurred when a resident was at home and/or asleep, and at least 97 occurred with the help of an unlocked door or an open garage. Eight (8) firearms and fourteen (14) vehicles were taken during second quarter burglaries.



Arrest Data

Second quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1,261	1,680			2,941	72.0%
Female	511	629			1,140	27.9%
Unknown	1	0			1	0.1%
Total	1,773	2,309			4,082	100.0%

Race	Q1	Q2	Q3	Q4	Total	%
Asian	38	44			82	2.0%
African-American	780	1,107			1,887	46.2%
Native American	7	15			22	0.5%
Other	32	39			71	1.7%
Caucasian	916	1,104			2,020	59.5%
Total	1,773	2,309			4,082	100.0%
Hispanic	105	143			248	6.1%

**“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.

IBR Arrest Charges						
Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	3	0			3	0.0%
Arson	1	0			1	0.0%
Assault Offenses	273	368			641	9.9%
Bribery	0	0			0	0.0%
Burglary	27	25			52	0.8%
Counterfeiting/Forgery	8	3			11	0.2%
Damage to Property	91	150			241	3.7%
Drug/Narcotic Offenses	176	243			419	6.5%
Embezzlement	7	7			14	0.2%
Extortion	0	0			0	0.0%
Fraud Offenses	30	39			69	1.1%
Gambling Offenses	0	0			0	0.0%
Homicide Offenses	1	1			2	0.0%
Human Trafficking Offenses	0	0			0	0.0%
Kidnapping/Abduction	24	27			51	0.8%
Larceny/Theft Offenses	261	263			524	8.1%
Motor Vehicle Theft	41	19			60	0.9%
Pornography/Obscene Material	2	8			10	0.2%
Prostitution Offenses	4	8			12	0.2%
Robbery	30	21			51	0.8%
Sex Offenses, Forcible	23	34			57	0.9%

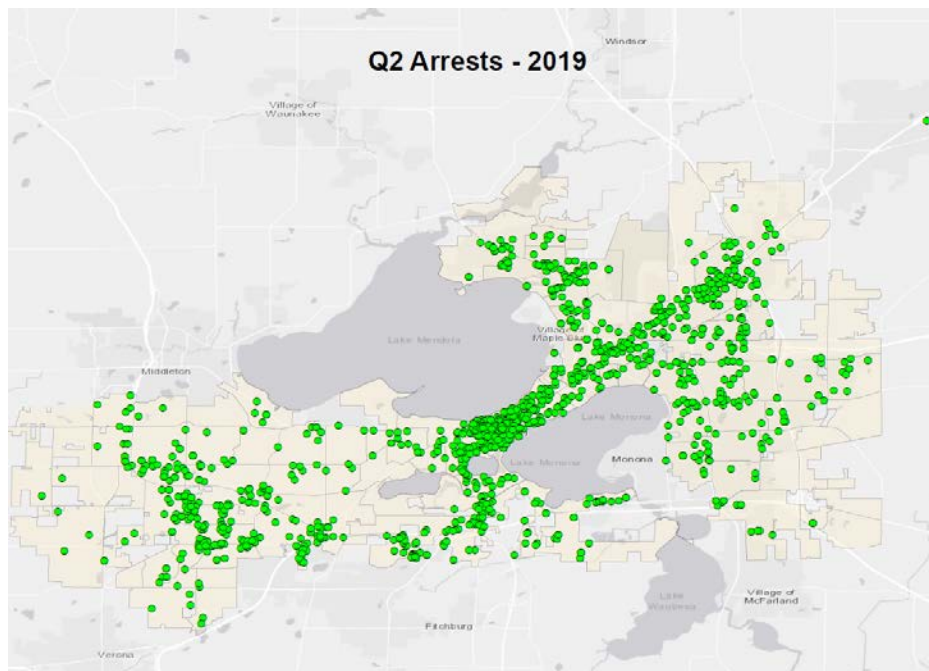
Sex Offenses, Non-Forcible	0	2			2	0.0%
Stolen Property Offenses	6	12			18	0.3%
Weapon Law Violations**	29	37			66	1.0%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	1	0			1	0.0%
Curfew/Loitering/Vagrancy Violations	3	3			6	0.1%
Disorderly Conduct	551	726			1,277	19.7%
Driving Under the Influence	106	146			252	3.9%
Drunkenness	0	0			0	0.0%
Family Offenses, Nonviolent	8	23			31	0.5%
Liquor Law Violations	61	170			231	3.6%
Peeping Tom	0	0			0	0.0%
Runaway	0	0			0	0.0%
Trespass of Real Property	155	174			329	5.1%
All Other Offenses	899	1,158			2,057	31.7%
Total	2,821	3,667			6,488	100.0%

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

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

Also, there has been some historical variation in the offense categories that the department has used when reporting crime data, particularly after the transition to Incident Based Reporting (IBR). Moving forward, the department will report all IBR categories using the designated IBR titles. This format will also be used in the MPD annual report and quarterly public releases.

Second quarter arrests reflected geographically:



Comparison of 2018 to 2019 second quarter arrest data:

Sex	2018 (Q2)	2019 (Q2)
Male	1,556	1,680
Female	678	629
Unknown	0	0
Total	2,234	2,309

Race	2018 (Q2)	2019 (Q2)
Asian	23	44
African-American	1,083	1,107
Native American	13	15
Other	29	39
Caucasian	1,086	1,104
Total	2,234	2,309

Hispanic*	150	143
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*"Hispanic" is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD's records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD's crime reporting.

Use of Force Overview

During the second quarter of 2019, MPD officers responded to 38,409 incidents. In that time, there were ninety-six (96) citizen contacts in which officers used recordable force during the encounter. Each of these force incidents documented by officers was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	32,640	38,409			71,409
Citizen Contacts Where Force Was Used	65	96			161
% of CFS Where Force Was Used	0.20%	.25%			0.23%
Force					
Decentralization/Takedown	44	81			125
Active Counter Measures	18	30			48
Taser Deployment	13	8			21
Hobble Restraints	13	15			28
OC (i.e. Pepper) Spray Deployment	2	1			3
Baton Strike	0	1			1
K9 Bite	1	0			1
Firearm Discharged Toward Suspect	0	0			0
Impact Munition	2	1			3
Specialty	2	0			2
Total	95	137			232
Firearm Discharged to Put Down a Sick or Suffering Animal	3	14			17

*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>

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

Decentralized/Takedown		Active Counter Measures		Hobble Restraints	
Disturbance	21	Disturbance	6	Adult Arrest-Resisting	1
Suspicious person	2	Adult Arrested Person	6	Assist Police	1
Check Person	8	Adult Arrest-Resisting	1	Disturbance	7
Assist Fire/EMS	2	Battery	1	Adult Arrested Person	2
Adult Arrested Person	10	Domestic Disturbance	4	Weapons Offense	1
Assist Police	1	Check Person	3	Domestic Disturbance	1
Domestic disturbance	13	Weapons Offense	4	Check Person	1
Battery	4	Fight Call	1	Mental Health Conveyance	1
Juvenile Arrest	5	Mental Health Conveyance	1		
Retail theft	1	Overdose	1	OC Spray Deployed	
Adult Arrest-Warrant	3	Shots Fired	2	Adult Arrested Person	1
Recovered Stolen Auto	1				
Mental Health Conveyance	1	TASER Deployment			
Weapons Offense	3	Domestic Disturbance	1	Baton Strike	
OMVWI arrest/drunk driver	2	Mental Health Conveyance	2	Disorderly Conduct	1
Armed Robbery	1	Hit & Run Accident	1		
Drug Investigation	1	Disturbance	3		
Fight Call	1	Weapons Offense	1		
Shots Fired	1				
		Impact Munitions			
		Mental Health Conveyance	1		

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

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

District*	Q1	Q2	Q3	Q4	Total	%
West	6	10			16	9.9%
Midtown	8	19			27	16.8%
South	9	12			21	13.0%
Central	19	29			48	29.8%
North	11	17			28	17.4%
East	10	8			18	11.2%
Out of County	1	0			1	.6%
Within County - Assist Agency	1	1			2	1.2%
Total	65	96			161	100.0%

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1st Detail (7am – 3pm)	14	19			33	20.5%
3rd Detail (3pm – 11pm)	30	45			75	46.6%
5th Detail (11pm – 7am)	21	32			53	32.9%
Total	65	96			161	100.0%

Comparison of second quarter 2019 with second quarter 2018 use of force data:

Force	2018 (Q2)	2019 (Q2)
Decentralization/Takedown	55	81
Active Counter Measures	18	30
Taser Deployment	8	8
Hobble Restraints	8	15
OC (i.e. Pepper) Spray Deployment	1	1
Baton Strike	0	1
K9 Bite		0
Firearm Discharged Toward Suspect	0	0
Impact Munition	1	1
Total	91	137

Mental Health Related Workload

During the second quarter MPD personnel spent more than **5,000** hours of work on cases/incidents involving the mentally ill. This is an average of about **56** hours per day. The bulk of this workload was handled by patrol officers.

This work includes **sixty (60)** emergency detentions (including mental health commitment returns). It took an average of about **22** officer hours for each of these cases.

Training

The training team has been busy preparing for and welcoming MPD's largest recruit class ever – a class of 50 new officers who were sworn in on May 28th. The academy is well underway, and the new officers have started training on a number of core topics, including first aid, fitness, constitutional law, defense and arrest tactics (DAAT) and firearms.

During the quarter, the training team also finished instructing spring in-service, planned fall in-service and began the on duty rifle and less lethal qualifications for the department. Outside agencies have used the range when it was available and there have been several classes hosted with outside trainers.

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.

Note that these updates include a new SOP, Supervision and the Early Intervention System. Implementing early intervention was a recommendation in the OIR Report and something the department has been working towards for a number of years.

Additional Updates

Priority/emergency call response – The department has been working to find an improved way to capture times when patrol response is limited to emergency or priority calls. A revised mechanism to track this was instituted in 2018, and the process is providing additional detail and data on limited call response.

During the second quarter, there were **119** instances where MPD’s patrol response was limited to emergency and priority calls. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the City.

The 119 instances occurred on seventy-three (73) dates (some days required limited call response multiple times); this means that at some point on **80%** of the days during the second quarter MPD patrol response was limited. The 119 instances spanned about **280** total hours of limited call response, an average of 2.4 hours per instance. In terms of total hours during the second quarter, MPD patrol response was limited to emergency and priority calls about **13%** of the time.

Accountability Report – The department released a new report, the 2018 “Accountability Report,” addressing complaints, use of force and vehicle operations:

<https://www.cityofmadison.com/police/documents/AccountabilityRpt2018.pdf>

Promotions:

Officer Stuart Moeser was promoted to Sergeant

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

<https://www.cityofmadison.com/police/documents/psiaSummary2019AprJun.pdf>

<https://www.cityofmadison.com/police/documents/psiaRecognition2019AprJun.pdf>



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Notification of Commanding Officers

Eff. Date 05/01/2019

Purpose

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

Required Notification of Commanding Officers

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

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

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

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

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

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

The following table lists the incident types, which **require** contact with the appropriate Lieutenant. In some cases, contact is only required in the event that a Patrol Supervisor or the Officer in Charge determine that

additional investigative resources are needed. In cases where contact is required or additional resources are being requested, the Officer in Charge should contact the appropriate person from the table.

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

NOTE: There may be circumstances involving crimes other than those already specified, which because of the complexity, on-going crime pattern, etc. (examples: counterfeit rings, business burglaries, armed robberies) warrant the immediate involvement of detectives. A call to the On-Call Detective Lieutenant is

appropriate in these instances. **When in doubt**, a call to consult with the On-Call Detective Lieutenant should be made. The on-call contact number is 243-0544.

CONTACTING THE FORENSIC SERVICES UNIT LIUETENANT

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

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

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

CALL-IN PROCEDURE FOR DETECTIVES, SWAT, SET

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

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

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

NOTIFICATION OF MPPOA/AMPS PRESIDENT

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

INFORMATION CONSIDERATIONS PRIOR TO CALLING ON-CALL DETECTIVE LIEUTENANT

1. Nature of incident (i.e. stabbing, sexual assault, home invasion, etc.); was weapon/force/threat of violence used
2. Scene(s) – located and secured (i.e. vehicle, residence, outdoors, etc.); Supervisor, Detective or Investigator currently involved in on-duty status; presence of evidence; weather conditions that may impact evidence collection; evidence collection coordination
3. Time lapse from incident to reporting – if there was a delay, why
4. Victim(s) information – name; age; current location (hospital, scene, unknown, etc.); injuries; MPD in contact
5. Suspect(s) – name(s), if known; in unknown, do we have a description or other pertinent information; relation to victim(s); location/custody status, if known;
6. Witness(s) – are there any; if so, how many; location; MPD in contact

7. Other considerations – language/culture barrier; handicap for any involved parties (physical, mental illness, cognitive delays, etc.); juvenile (Safe Harbor situation, contact DCHS, protection issues, etc.); crowd or media concerns

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

Original SOP: 02/25/2015

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



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Precautionary Measures & Significant Exposure to Infectious Pathogens

Eff. Date 04/26/2019

Purpose

The procedure of the Madison Police Department (MPD) regarding significant exposure to Human Immunodeficiency Virus (HIV), Hepatitis B virus (HBV), Hepatitis C virus (HCV), and other infectious pathogens in the occupational setting is to offer testing, counseling, and follow-up for employees so exposed in the course of their work for the MPD. This procedure has been developed with consultation with the MPD Medical Director.

Precautionary Measures

Employees performing job tasks where they could reasonably anticipate exposure to blood or other potentially infectious materials are expected to utilize appropriate precautionary measures and keep disposable gloves (nitrile or impermeable) readily available. Gloves should be worn when handling any person, clothing or equipment contaminated with blood or other potentially infectious material, or when the employee anticipates becoming involved in any activity during which they might be exposed to blood or other potentially infectious materials (providing emergency medical treatment, searches of persons or property, etc.). Other precautionary work measures include:

- When employees wear gloves for situations that may expose them to blood or other potentially infectious materials, they should wash their hands with soap and water after removal of the gloves. Antibacterial hand gel may be used if soap and water are not readily available, but washing with soap and water should take place as soon as possible.
- Employees should cover any open breaks in the skin with either clothing or an appropriate bandage. Areas likely to be contaminated should be covered with waterproof dressings.
- If an employee comes into contact with blood or other potentially infectious materials the area should be washed with soap and water as soon as possible or flushed with water if soap is not available or appropriate. Antibacterial hand gels may be used in addition to this but are not a substitute.
- Needles should not be re-capped; they should be placed in an appropriate container for disposal or property tagging.
- Possibly contaminated sharp objects should not be handled with bare hands.
- Employees should wear an N95 or N100 mask in situations where they reasonably believe an infectious airborne disease could be present. Other protective equipment should be utilized in a manner consistent with the employee's duties and training.
- When anticipating possible exposure to liquid infectious agents, employees should wear protective eyewear (prescription eyewear, goggles, protective eyewear, etc.).
- Clothing or equipment that has been contaminated with blood or other potentially infectious materials should be removed as soon as is feasible after contamination.

Employees are not required to utilize protective equipment in situations where doing so would prevent the delivery of emergency medical care or other urgent action that would endanger individual or public safety. In these instances, the employee should utilize appropriate protective equipment as soon as possible.

Supervisors should routinely monitor staff to ensure that appropriate precautionary measures are being followed routinely. All employees holding positions with potential exposure to blood or other potentially infectious materials will be provided training in use of precautionary measures.

Definition Significant Exposure

An exposure must be certified as significant by a physician. Significant exposure of an employee in the occupational setting is defined as the employee having sustained a contact which carries a potential for a transmission of HIV, HBV, HCV and other infectious pathogens by one or more of the following means:

1. Transmission of blood, semen, or other body fluid into a body orifice.
2. Exchange of blood during the accidental or intentional infliction of a penetrating wound, including a needle puncture.
3. Entry of blood or other body fluid into an eye, an open wound, an oozing lesion, or where a significant breakdown in the skin has occurred.
4. Other routes of exposure, defined as significant in rules promulgated by the MPD. The MPD, in promulgating the rules, shall consider all potential routes of transmission of HIV identified by the Centers for Disease Control of the Federal Public Health Service.

Rights and Responsibilities

EMPLOYER

- Offers testing, counseling and follow-up that may include treatment to the Employee through Worker Compensation.
- Initiates contact with the source individual. If the source individual has no medical provider or financial resources for testing, the MPD may offer and provide appropriate testing.
- May not obtain test results of the Employee.
- May require that the Employee seek medical assessment but cannot require that the Employee be tested or treated.
- May request source be tested for HIV/HBV and HCV or other infectious diseases.
- If source refuses, a court order may be processed through the District Attorney's Office.

EMPLOYEE

- Uses universal precautions per MPD Procedures.
- Informs employer when a potentially significant exposure has occurred.
- May obtain testing, counseling, and follow-up with their medical provider or **and/or the** MPD Medical Director.
- May refuse testing, counseling, and follow-up services.
- May obtain test results on the source in any of the following circumstances:
 - The source consents to be tested and consents to release the test results to the exposed employee.
 - Previous HIV/HBV/HCV tests **have been conducted on the source within an acceptable time interval** ~~were conducted on the source~~ and are available.
 - HIV test results through a court order.
- Must keep all test result information from a source strictly confidential.

SOURCE

- Has the right to be informed that a potential significant exposure has occurred.
- May refuse to be tested unless court order has been obtained.

Legal Reference

- Wisconsin State Statutes 252.15(1)(em)
- OSHA Final Rule, CPL Part 1910.1030 "Occupational Exposure to Bloodborne Pathogens"

Procedure – Responsibility and Protocol

Responsibility

The Supervisor in charge of each significant exposure determination shall assure the following:

1. The significant exposure supervisor checklist is followed. (A to Z Forms)
2. All documents are complete and accurate.
3. Documents are properly used and are dispositioned.

Protocol

Significant Exposure Protocol for Obtaining Source Blood and Test Results

*Officer has the right to not participate in this Protocol

1. **Take officer to hospital**
 - a. Officer should clean exposed area as soon as possible after incident.
 - b. Meriter Hospital is the preferred hospital as they are most familiar with our process, however the other hospitals can also assist in this process.
 - c. Officer must be checked in as a patient. This creates a medical record that will house test results.
2. **Pull separate Case Number for Significant Exposure to document this process**
 - a. This case number should be placed on all forms.
 - b. Route report(s) to MPD Medical Director, Dr. Ashley Anderson.
 - c. Separate case number is needed because the medically protected information produced through this process should not be documented in the original incident during which the significant exposure occurred. On rare occasion, when the source knows they are infected and intentionally exposes the officer, it is necessary to document those criminal elements under the case number assigned to the original incident during which the exposure occurred for proper charging. Extreme caution shall be taken to balance the protection of the officer's medically protected information with the information necessary to accurately document the circumstances supporting the criminal activity. Charging consideration - Wisconsin Statute 941.375.
 - d. **Complete - Accident Report/Workers Comp Form**
 - i. **Supervisor** shall complete both pages of this form during this process.
 - ii. Officer must sign form.
 - iii. This can be completed upon return to a station. Remember – it must be signed by the officer.
 - iv. Supervisor shall make Telestaff entry for injured officer. Telestaff Work Code – INJURED. Entry should be for 15 minutes and the start of that 15 minute entry needs to match the time of the injury written on the Workers Comp Form.
 - v. Disposition of Workers Comp Form – Supervisor shall scan and email to PDMedical for placement in the employee's MPD Medical File.
 - e. **Complete - City of Madison Medical Status Report Form**
 - i. **Physician** completes this form with the Officer.
 - ii. This form must be completed while at the hospital, at the end of the appointment before discharge. Not completing this form at the time the officer is seeking medical treatment for the significant exposure will force the officer to re-contact the doctor at a later time to have it completed.
 - iii. This form must be completed even if officer does not miss any work.
 - iv. Disposition of Form – officer must scan and email to PDMedical for placement in the employee's MPD Medical File.

3. **Doctor evaluates officer for Significant Exposure**
 - a. **Determination of Exposure to Blood/Bodily Fluids Form**
 - i. This form should be available at the hospital.
 - ii. This form documents if the Physician determined if there was a Significant Exposure or not.
 - iii. **Officer** completes sections I, II, and III. Officer signs in section III.
 - iv. **Physician** will complete section IV. Make sure box 'IV' is completed by checking Yes or No. Document the Physician's finding in the Significant Exposure Report. If Physician selects, "No", they deem a Significant Exposure to have not occurred. Officer can seek a second opinion with their personal physician or MPD Medical Director.
 - b. **If there are issues with the medical determination, contact Dr. Ashley Anderson.**
4. **Consent from Source for Blood Draw and Testing**

THE FOLLOWING STEPS SHOW HOW TO OBTAIN THE BLOOD

Source is DECEASED

1. Contact the ME's Office immediately. M.E. at 608-284-6000
2. The ME can perform HIV Testing and disclose the results to the Officer as long as the evaluating doctor from #3 above has deemed the event a Significant Exposure on the - **Determination of Exposure to Blood/Bodily Fluids Form**. §252.15(5m)

Source provides CONSENT

1. Complete **Consent for Laboratory Testing and Consent to Release of Test Results Form**. Use significant exposure case number.
2. It is best practice to have someone who was not involved in the original event related to the significant exposure to work with the source. The exposed officer should not have contact with the source during this time.
3. The expiration date for this form is 6 months from the date of the blood draw.
4. The officer's primary care physician name and clinic address must be completed on the bottom of this form. This identifies to whom and where the blood test results are sent. If the officer does not have a primary care physician, the MPD Medical Director may be used.
5. Read the form to the source, preferably with a witness present.
6. A consenting source signs the form.
7. Form is signed and dated by person reading the form and any witnesses.
8. The hospital/physician will need a copy of this form to go with the drawn blood as this indicates where the results are to be sent (i.e., the exposed officer's personal physician).

Source REFUSES CONSENT OR is UNABLE TO CONSENT or is AT-LARGE****IMPORTANT –***

- ~~Ask the officer if they routinely use universal precautions in the course of their duties.~~
- Ask the officer if they used universal precautions in this instance.
- If the officer did not use universal precautions, then in order for the court order compelling the testing to proceed, it must be documented what emergency prevented the officer from using universal precautions. This emergency must rise to the level of endangering the life of the individual. See State Statute §252.15(5g)(b).

- Document the answers to these questions in the report.
1. **Start of the court order process.** Let officer know this process will take at least three, and up to twenty days to complete.
 - a. Officer should consult with their personal physician or MPD Medical Director to determine whether treatment should commence while the court order process is underway. **When there is a significant risk of transmission of HIV, post-exposure prophylaxis should begin as early as possible (and no later than 48 hours after exposure).**
 2. **Physician** will need to complete **Physician Affidavit.**
 - a. Supervisor shall have a notary public present to view the physician sign the form. Check with the hospital for a notary public. Alternatively, some MPD PRTs are notary publics. See list of MPD notaries in employeeenet, A to Z Forms, significant E=exposure.
 - b. Petitioner is the exposed officer. Respondent is the source.
 3. Try to get a detective for the following, if not already involved.
 4. Complete **Application for Order Compelling Testing and Disclosure of Results.**
 - a. As indicated on the form, the exposed officer must request this application be made.
 - b. This must be signed by the District Attorney or Assistant District Attorney.
 5. Complete **Notice of Hearing on Application for Order Compelling Testing and Disclosure of Results.**
 - a. This must be signed by a Judge. Work with the DA to get on a judge's calendar.
 - b. This form must then be served on the source at least 72 hours before the date of the hearing established by the Judge.
 6. Complete Legal Service to Source
 - a. Serve the source with the **Notice of Hearing** from #5 above no less than 72 hours before the scheduled court hearing. Show the source the original signed Notice. Provide the source with a copy of the Notice
 - b. Provide the Source with a copy of the **Application for Order** from #4 above.
 - c. If the legal service is not given to the source prior to 72 hours before the hearing, a new court date will be needed.
 7. Complete the **Affidavit of Service** after the source has been served.
 - a. Sign this only in front of a Notary Public.
 8. Attend the hearing on the date provided on the Notice of Hearing.
 - a. Show up to court with the exposed officer, who may have to testify.
 - b. Make sure to have the completed the **Order Compelling Testing and Disclosure of Results Form** and bring it with you so the Judge can sign it at this hearing.
 - c. If order compelling is not granted by the Judge, Contact MPD Medical Director - Dr. Ashley Anderson.
 9. If order compelling is granted by the Judge;
 - a. Arrange for the blood draw with the hospital. Call ahead.
 - b. Show up with the original documents ready to show to hospital staff.
 - c. If hospital draws blood, they will follow up with test results.
 10. In either case, the original court documents and a copy of those same documents need to be taken to the Dane County Clerk of Courts. Both the original and the copy need to be stamped by the Clerk of Courts and the copy version is left with that office. The original copy (with the stamp) is then copied again. That copy is placed into LERMS, and the original documents are property tagged under the significant exposure case number.
5. **Procedure for Obtaining Blood Draw from a Source inside the Dane County Jail**
- As of this time, the current procedure for obtaining a blood draw from a source person housed in the Dane County Jail is to arrange for that person to be removed from the jail and taken to Meriter Hospital for the draw.
 - As of this time, this is the procedure for both the voluntary and compelled blood draws.

Significant Exposure – Summary of Forms Involved

Source and Officer should not have contact.

Form	When Used	Persons Involved
Accident Report/Workers Comp Form – both sides	Always	Supervisor/Officer
City of Madison Medical Status Report	Always	Officer/Physician
Determination of Exposure to Blood/Bodily Fluids	Always	Officer/Physician (Available at Hospital)
Consent for Laboratory Testing and Release of Test Results	Compliant OR At-Large Source	Source/Officer
Physician Affidavit of Exposure	Non-Compliant Source OR Source Unable to Comply OR Source is At-Large	Physician/Notary Public
Application for Order Compelling Testing and Disclosure of Results	Non-Compliant Source	Detective/DA or ADA
Order Compelling Testing and Disclosure of Results	Non-Compliant Source	Detective/Judge
Notice of Hearing on Application for Order Compelling Testing and Disclosure of Results	Non-Compliant Source	Detective/Judge
Affidavit of Service	Non-Compliant Source	Detective/Notary Public

<u>DISPOSITION OF SIGNIFICANT EXPOSURE FORMS</u>	Scan and Email to PD Medical	Originals placed in Detective Lt. Mailbox of District where Exposure occurred	Property Tag Original	Copy for LERMS	Copy for Source	Copy for District Attorney	Copy for Clerk of Courts (To be REDACTED by Records Supervisor)
Accident Report/Workers Comp Form – both sides	X						
City of Madison Medical Status Report	X						
Determination of Exposure to Blood/Bodily Fluids	X	X					
Consent for laboratory Testing and Release of Test Results		X		X			
Physician Affidavit of Exposure		X		X			X
Application for Order Compelling Testing and Disclosure of Results			X	X		X	X
Order Compelling Testing and Disclosure of Results			X	X	X	X	X
Notice of Hearing on Application for Order Compelling Testing and Disclosure of Results			X	X	X	X	X
Affidavit of Service			X	X		X	X

*The original forms (top 2 above) can remain with the officer after emailing to PD Medical.

Original SOP: 11/16/2015
(Reviewed Only: 02/22/2016, 01/09/2017)
(Revised: 12/14/2018)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Professional Standards and Internal Affairs Complaint Investigation

Eff. Date ~~06/18/2018~~ 05/31/2019

Complaint Acceptance and Investigation

1. General Purpose

It is essential that public and employee confidence be maintained in the ability of the Madison Police Department (MPD) to investigate and properly resolve complaints against its employees, policies or procedures. It is also essential that the rights of the employee, as well as those of the public, be preserved. Therefore, the MPD is committed to investigating complaints in a fair manner with the truth as the primary objective.

Citizen complaints of code of conduct or procedural violations or alleged officer misconduct will be entered into the Professional Standards & Internal Affairs (PSIA) records system, including service complaints. All complaints will be given a PSIA investigation number.

2. Employee's Responsibility

When involved in an investigation, employees are required to cooperate fully, answer questions truthfully, and to provide material and relevant statements to the investigating officer.

3. Supervisory Responsibility

Supervisors assigned to investigate a complaint against an employee are responsible for conducting a thorough and fair investigation, and for respecting the dignity of all persons involved.

4. Guideline for Complaint Acceptance

All citizen complaints will be reviewed and/or investigated as appropriate. Where a significant time delay has elapsed from the time of the incident to the time of the complaint, the complaint will be reviewed/investigated as best as possible given the available information (witness recollection, physical evidence, etc.).

5. Prompt Disposition of Complaints

Investigations of complaints against employees will be prompt. The disposition of PSIA investigations will be within 90 days of the assignment of the complaint. An extension of these time limits may be granted by the Chief of Police.

6. False Complaints of Police Misconduct

Per WI Statute 946.66(2), whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.

Responsibility For Accepting/Referring Complaints

Every employee has the responsibility to insure that a citizen complaint is received and referred to the appropriate unit or supervisor.

Methods Available For Receiving Citizen Complaints

The methods available for receiving complaints from citizens are listed below:

1. Verbal complaints can be tendered by a complainant either personally or by telephone.
2. A complainant may tender a complaint in writing or online on the MPD's website. Citizens will not be required to submit a complaint in writing.
3. A citizen may file a complaint against a commissioned employee with the Board of Police and Fire Commissioners, as provided in Wis. Statute Section 62.13.
4. Citizens who have complaints against any MPD Code of Conduct provision or standard operating procedure of MPD will be directed to submit their complaint in writing to the office of the Chief of Police.

Anonymous complaints will be accepted and investigated based on the available information.

Responsibility of Supervisor Receiving Citizen Complaints

1. Supervisors receiving citizen complaints will obtain the nature of the complaint and a description of the events in question.
2. If the incident in question can be readily resolved because there are no disputed facts, and there is not an allegation of a significant Code of Conduct violation (i.e., alleged criminal conduct, excessive use of force, or other violations that if sustained would result in a letter of reprimand or more severe disciplinary action), the supervisor may document the circumstances, and forward their investigative documentation/recommendation to their command staff for review. Command staff will review the investigation and forward to PSIA for final disposition. ~~make a preliminary finding on the complaint. A written record of the complaint and predetermined disposition will then be forwarded to PSIA for review.~~
3. A supervisor taking a complaint with an allegation of significant misconduct shall document the nature and description of the allegation, as well as the contact information for witnesses. This will be submitted to PSIA by entering it into the PSIA records system. The supervisor should then follow the appropriate command notification protocol.

Allegations of Criminal Activity, Serious Misconduct and Critical Incidents

1. In all cases where a felony or other serious misconduct is alleged, the following individuals will be contacted as soon as possible:
 - a. The Chief of Police.
 - b. The PSIA Lieutenant.
 - c. The employee's commanding officer.
2. The investigation into significant allegations will begin as soon as possible upon receipt of the complaint.
3. Employee statements will generally not be compelled until after review by the District Attorney's Office in any case with the potential for criminal liability.
4. If the investigating supervisor determines that there may be probable cause for a criminal violation, the case shall be forwarded to the District Attorney's Office for review. This does not preclude an immediate physical arrest if there is a threat to public safety.
5. Allegations of criminal conduct that are unclear may be taken to the District Attorney's Office for informal review at the investigator's discretion.
6. The same legal standards regarding Miranda warnings shall be applied to employees as would be applied to individuals not employed by the MPD.

7. Employees involved in significant misconduct, which could result in discipline, termination or criminal charges, shall be offered services from the City's Employee Assistance Program (EAP). This does not preclude offering employee assistance services in other disciplinary matters

Investigative Responsibility

1. PSIA will review, document and assign complaints.
2. PSIA will ensure that the Chief of Police and the employee's commanding officer have been notified of significant complaints.
3. **Category A** (as listed in PSIA Discipline Matrix (Matrix)) allegation investigations will generally be assigned to the employee's assigned work group supervisor or district command for investigation. Upon completion of the investigation, the investigating supervisor will contact PSIA to ensure consistency with similar investigations and that matrix guidelines have been followed.
4. **Category B** (as listed in the Matrix) allegation investigations **may** be sent to the assigned employee's work group supervisor or district command for investigation. PSIA will confer with the employee's commanding officer or supervisor to determine the most appropriate venue for investigation.
5. PSIA will typically investigate all **Category C, D and E** (as listed in the Matrix) allegations.
6. When the PSIA investigator is unavailable or unable to conduct an investigation, a commanding officer assigned by the Chief of Police or his/her designee will be responsible for the investigation.
7. The Chief of Police reserves the right to request PSIA investigate allegations at any category level when circumstances merit.
8. Notification of the involved employee will be completed at the discretion of the investigating supervisor in order to protect the integrity of the investigation.
9. In cases where citizen complaints are filed against arresting officers, the investigation of an allegation will generally be conducted promptly. However, the investigation may be suspended, only at the discretion of the Chief of Police, until the court proceedings are completed. In these cases, a notice will be placed in the case file and the involved employee and their commanding officer shall be notified.
10. In cases of potential criminal conduct when it is necessary to assign additional investigators, the PSIA unit will be kept informed as to the progress and details of the investigation and assigned investigators.
11. When there are allegations of insubordinate or disrespectful behavior towards a supervisor, the commanding officer of the involved employee will designate someone other than the directly involved supervisor to investigate. In other instances when the appearance of an interpersonal conflict exists, the commanding officer of the involved employee may designate a non-involved supervisor to conduct the investigation.
12. The investigating supervisor will forward the file to the employee's commander for review. PSIA will review all complaint investigations/dispositions, and brief the Chief (or designee) of final disposition.
13. For all internal investigations, PSIA will ensure that:
 - a. The investigation was conducted in a fair, dignified and thorough manner in accordance with Chapter 164 and Sec. 62.13, Wis. Stat.
 - b. All documents of a completed investigation shall be forwarded through the chain of command to the PSIA office for review and entry into the PSIA records system.

- c. The investigation was completed within the allowable time period.

Steps in a Complaint Investigation

1. Complaint received.
2. Complaint entered into the PSIA records system. Contact PSIA to discuss the case and determine investigative venue.
3. Conduct investigation. Interview witnesses, review police reports, etc.
 - a. In all cases, the investigator shall review available information to determine if a Code of Conduct violation occurred. When a complainant or witness fails to follow through with the investigating supervisor, the attempts to contact the complainant/witness shall be documented in the record.
 - b. Interview notice should be sent to the employee(s) alleged to have committed the violation with at least 48 hours notice, when appropriate. An employee must be allowed to contact a representative in any interview if desired. Interview notice is not required for coaching, mentoring, training, feedback, interviews of employee witnesses or basic fact finding.
 - c. In cases where the allegations, if proven true, would likely result in discipline, interviews with the officer(s) alleged to have committed the violation will be audio recorded. This does not apply to instances where the factual circumstances of the incident are clear and undisputed, or if recording the interview is impractical. Interviews may also be recorded at the employee's request or if other circumstances indicated that recording is appropriate.
 - d. The decision to audio record interviews with victims, witnesses or complainants will take the following factors into account:
 - i. The severity of the allegation.
 - ii. The complexity of the allegation.
 - iii. The location of the interview.
 - iv. The relevance of the interview to the investigation/allegation.
 - v. The willingness of the interviewee to have the interview recorded.

When the allegations, if proven true, would likely result in discipline, complainant interviews should be recorded unless it is impractical to do so or the complainant declines to have the interview recorded.
 - e. Interviews of key witnesses in significant investigations should be recorded when possible.
 - f. Employees should be informed and referred to the City's EAP.
 - g. Employees may be ordered to not discuss their involvement in an investigation with others. Such an order should only be imposed for the length of time reasonably necessary. It is not the MPD's intent to restrict employee rights to prepare a defense to a complaint filed against them.
4. **If the case does not reach the level of discipline (i.e., a Letter of Reprimand or higher), then the case may be resolved with verbal counseling or documented counseling if deemed appropriate by the employee's district/section Captain. PSIA must review the investigation and proposed disposition and receive approval from the Chief (or designee) prior to final resolution/disposition. If the preliminary finding is a sustained SOP or Code of Conduct violation that may result in discipline, a pre-determination hearing will be scheduled.**

- a. ~~Once the investigation is completed, A pre-determination notice will be sent out if there is a preliminary finding of an SOP or code of conduct violation that meets the level of discipline. The notice should be sent to the employee (and representative if a representative has previously been involved) at least one (1) week before the hearing.~~
 - b. ~~Pre-determination hearing / pre-determination response from employee:~~ In lieu of a ~~personal appearance/hearing~~, the employee can opt to submit a written response. The employee is allowed to have a representative present during the hearing if so desired.
 - c. Pre-determination findings should document any mitigating or aggravating factors that employee discussed in pre-determination response.
5. The ~~district/section Captain commander~~ of the employee shall conduct a command review of the final investigation. The ~~Captain~~ will review the investigation and may direct further investigative steps if warranted. Once reviewed, the ~~district/section Captain~~ will forward the investigation and recommended finding to PSIA for final review with the Chief.
 - ~~6. Prior to making disciplinary action, the recommendation will be forwarded through the chain of command to the PSIA unit to ensure consistency and uniformity of discipline within the MPD.~~
 6. A discipline meeting will be held with ~~PSIA~~, the employee's command staff and the Chief of Police.
 7. The Chief of Police has final authority on all discipline decisions.
 8. The employee will be notified in writing of any discipline. The complainant will be notified of the final outcome of the case as well (in the manner in which they prefer to be contacted).
 9. If a complainant is not satisfied with the outcome of the investigation, they should be advised that they have the option to pursue their complaint to the Police and Fire Commission.

Complaint Disposition

Upon completion of an investigation, the investigating supervisor will make a conclusion for each allegation from among the following dispositions:

1. Exonerated: The alleged incident occurred, but was lawful and in accordance with MPD Code of Conduct and standard operating procedures.
2. Unfounded: The evidence shows that the alleged conduct did not occur.
3. Not Sustained: The allegation is not supported by a preponderance of evidence.
4. Sustained: A preponderance of evidence shows that the action of the employee was not consistent with MPD Code of Conduct, standard operating procedure or City of Madison Administrative Procedure Memoranda (APM).

Seven Tests For Just Cause

The Chief of Police must show "Just Cause" when issuing discipline to a sworn employee. In any internal investigation resulting in discipline, per Wis. Stat. Sec. 62.13, there are seven "Just Causes" that must be met:

1. Whether the subordinate could reasonably be expected to have had knowledge of the probable consequences of the alleged conduct.
2. Whether the rule or order that the subordinate allegedly violated is reasonable.

3. Whether the Chief of Police, before filing the charge against the subordinate, made a reasonable effort to discover whether the subordinate did, in fact, violate a rule or order.
4. Whether the effort described under sub. 3 was fair and objective.
5. Whether the Chief of Police discovered substantial evidence that the subordinate violated the rule or order as described in the charges filed against the subordinate.
6. Whether the Chief of Police is applying the rule or order fairly and without discrimination against the subordinate.
7. Whether the proposed discipline reasonably relates to the seriousness of the alleged violation and to the subordinate's record of service with the Chief of Police's department.

Police Bill of Rights

Wis. Stat. Sec. 164.02 provides guidance on police interviews as it relates to the Police Bill of Rights.

- (1) *If a law enforcement officer is under investigation and is subjected to interrogation for any reason which could lead to disciplinary action, demotion, dismissal or criminal charges, the interrogation shall comply with the following requirements:*
 - (a) *The law enforcement officer under investigation shall be informed of the nature of the investigation prior to any interrogation.*
 - (b) *At the request of any law enforcement officer under interrogation, he or she may be represented by a representative of his or her choice who, at the discretion of the officer, may be present at all times during the interrogation.*
- (2) *Evidence obtained during the course of any interrogation not conducted in accordance with sub. (1) may not be utilized in any subsequent disciplinary proceeding against the law enforcement officer.*

Civilian Employees

All employees are expected to adhere to MPD Code of Conduct, standard operating procedures, and City of Madison Administrative Procedure Memoranda (APM). This SOP describes the complaint investigation process for all employees; however, discipline matters resulting from a sustained finding involving non-commissioned personnel follow the overall City of Madison Personnel Rules.

Cooperation With Investigations Required Notice

In some cases where there is a possibility of criminal liability, and an employee is interviewed, the employee shall be given an MPD memo called "**Cooperation with Investigation Required.**"

This memo advises that although employees are required to cooperate in an internal investigation (Code of Conduct #20), that the employee's statement cannot be used against the employee in any subsequent criminal proceedings. If a statement is going to be ordered from an employee, the following procedure will be adhered to:

1. PSIA will order the officer(s) to provide a statement. The order will be documented in writing.
2. The interview will be audio recorded and transcribed.

Suspension

Should an employee be suspended without pay, the order shall be issued by the Chief of Police. Disciplinary actions against commissioned personnel requesting demotion or dismissal will be filed by the Chief of Police with the PFC, pursuant to Wis. Stat. Sec. 62.13.

Disciplinary actions against civilian employees will be in accordance with the relevant City Ordinances.

Notification/Documentation

After the imposition of a sanction or discipline, the imposing supervisor will direct a memorandum to the employee with a copy to PSIA indicating the complaint number, employee involved, policies violated, date and the type of sanction or discipline imposed. A copy of this memorandum will be placed in the employee's PSIA file.

Notification of Decision

Following completion of a complaint investigation, the employee who is the subject of the complaint, and the complainant(s), shall be informed in writing of the disposition by PSIA or the Commander/Manager of the employee. This notification should be made as soon as possible, but not later than 10 days following completion of the investigation and command review procedure. Notification to the complainant shall be documented and attached to the PSIA case file.

The Police and Fire Commission will be notified of any dispositions involving suspension of a sworn employee. Such notification will be made immediately upon issuing the suspension to the employee.

Professional Standards & Internal Affairs Records

1. PSIA will maintain secure, electronic records of:
 - a. All PSIA complaints.
 - b. All received complaints, including dispositions.
 - c. Complaints against civilian employees.
 - d. Expired work rules/performance improvement plans.
 - e. Documentation of verbal and documented counseling.
2. A record of dispositions of investigations finding a sustained violation resulting in a letter of reprimand or greater sanction will be maintained in an employee's personnel file.
3. No records of complaints resulting in the dispositions of unfounded, exonerated or not sustained will be maintained in an employee's personnel file.
4. PSIA records will not be released from the MPD without approval from the Chief of Police.

Administration of Sanctions/Discipline

Methods of correcting inappropriate behavior may range from counseling, where the immediate effect is on the individual, to corrective sanctions, or termination of employment, where the positive effect is in the reassurance to other employees and the community that unacceptable conduct will not be tolerated. In each case, care must be exercised to obtain a desired and just result and the uniform application of corrective action, including discipline, department-wide.

Role of the EAP

MPD recognizes that problems in the workplace may be related to alcoholism, other drug dependency, emotional disorders, or other personal problems. In order to address problems such as these, MPD has an EAP. Employees are encouraged to use the program as a prevention measure, as well as, a parallel system to the disciplinary process.

PSIA Summaries

Quarterly summaries will be sent out to all MPD personnel, as well as, to the local media on all PSIA cases regarding sustained complaints that result in discipline. Employees will not be named in these summaries. The summaries will include the PSIA case number, allegation, description, disposition and discipline.

An individual summary may be sent out in cases that are deemed to be significant in nature. If an employee's alleged conduct is serious and "public" in nature, and it is determined to be a sustained violation, the MPD may release the employee's name in a separate, individual summary. The Madison City Attorney's office will be consulted and will review the summary. This will be weighed on a case-by-case basis in determining the public's right to know about the conduct.

Rules of Wis. Stat. Sec. 19.356 "Notice to Record Subject" will be followed if employee's name is to be released. This statute requires that an employee be notified in writing if the employee's name is to be released. A copy of the record released will be provided at the time of the notification to the employee. The notification may occur in person or by certified mail. This statute also allows for an employee to challenge the records release in circuit court. The notice will be served on the employee according to statutory time requirements.

Original SOP: 02/25/2015

(Reviewed Only: 02/15/2016, 01/30/2019)

(Revised: 03/21/2016, 03/24/2016, 01/06/2017, 06/19/2017, 12/06/2017, 06/18/2018, 05/31/2019)



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



Professional Standards and Internal Affairs Discipline Matrix

Eff. Date ~~06/08/2018~~ **05/31/2019**

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

Category A	Category B	Category C	Category D	Category E
<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"> • Verbal Counseling • Mediation • Documented Counseling <p>A single sanction or a combination of the above listed sanctions may be deemed appropriate.</p> <p>Training and/or Work Rules 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 thereof:</p> <ul style="list-style-type: none"> • Verbal Counseling • Mediation • Documented Counseling • Letter of Reprimand (First Level of Discipline) <p>A single sanction or a combination of the above listed sanctions may be deemed appropriate.</p> <p>Training and/or Work Rules 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"> • Letter of Reprimand • Suspension without pay for one to five days <p>A single sanction or a combination of the above listed sanctions may be deemed appropriate. Training and/or Work Rules 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"> • Suspension without pay for five to fifteen days <p>Training and/or Work Rules 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"> • Suspension without pay for fifteen days or more • Reduction in rank • Separation from service <p>Training and/or Work Rules 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
2.	Truthfulness					
	Failure to be truthful.					X
	Employees shall not make false reports or knowingly enter false information into any record.					X
3.	Performance of Duties					
	Failure to respond to dispatch.		X			
	Failure to properly perform duties assigned.		X			
	Failure to respond to subpoena or scheduled training.	X				
	Failure to comply with SOPs (excludes property handling code of conduct).	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 backup officers.			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		
4.	Absence from Duty					
	Employees shall not be late or absent from duty without prior permission from a supervisor or the Officer in Charge (OIC).		X			

Corresponding Code of Conduct Manual Listing <i>Categories skipped have not had recent previous discipline associated.</i>		Category				
		A	B	C	D	E
5.	Unlawful Conduct				X	
	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	
	Employees convicted of first offense OWI.			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		
6.	Notification Required of Law Enforcement Contact		X			
	Failure to notify of contact by any law enforcement agency regarding their involvement as a suspect, witness, victim or contact in criminal conduct, 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			
7.	Equal Protection		X			
	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			
9.	Harassment			X		
	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		
10.	Courtesy, Respect and Professional Conduct		X			
	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, radio only for official police business and shall exhibit courtesy during the transmission of all messages.		X			
11.	Public Criticism		X			
	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			
12.	Use of Force					X
	9A Employees shall not use deadly force when a lesser degree of force was reasonable.					X
	9B Employees shall not use excessive force when a lesser degree of force was objectively reasonable.			X		
13.	Vehicle Operation			X		
	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.	Insubordination			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.			X		
16.	Criminal Association			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.			X		
20.	Cooperation with Investigations Required					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.					X
21.	Access to Police Records			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		
STANDARD OPERATING PROCEDURES						
SOP	Transportation and Treatment of Prisoners		X			
	Failure to take all reasonable precautions necessary to secure and safely transport prisoners in accordance with SOP.		X			
SOP	Status Changes	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.	X				
SOP	Search and Seizure		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.		X			
SOP	Police Weaponry		X			
	Failure to adhere to the specifics of this procedure as described in the SOP.		X			
SOP	Firearms Safety			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	Use and Care of City-Owned Property		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 (documented counseling).	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	Property Handling		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	Personal Appearance					
	Failure to adhere to personal appearance code of conduct described in the SOP.	X				
SOP	Identification of Employees					
	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	Reporting					
	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	TIME System Access					
	TIME system access will be in strict compliance with their procedures and information gleaned shall be disseminated in accordance with the SOP.		X			
SOP	Stop and Frisk					
	Failure to adhere to the specifics listed in this SOP.	X				
SOP	Searches					
	Failure to adhere to the specifics listed in this SOP.		X			
SOP	Handling of Evidence, Contraband, Found or Lost Property					
	Failure to adhere to the specifics listed in this SOP.	X				
SOP	Use of Mobile Data Computers					
	Failure to adhere to the specifics listed in this SOP.		X			
SOP	Off-Duty Officer Responsibilities					
	Failure to adhere to the specifics found in the SOP.		X			
SOP	Traffic/Parking Enforcement and Crash Investigation					
	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	Outside Employment					
	Failure to adhere to the specifics as described in the SOP.	X				
SOP	In-Car Video System					
	Failure to log into squad video system		X			
	Failure to sync in-car video microphone		X			
	Failure to wear 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
SOP	Social Media – Off Duty 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			
SOP	Emergency Vehicle Operation					
	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			
SOP	Police Vehicle Parking					
	Failure to adhere to the specifics listed in this SOP.		X			
SOP	Domestic Abuse					
	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.

Restorative Performance Initiative

MPD employees who have received a Letter of Reprimand (considered discipline) may be eligible for Restorative Performance ~~if they have not received documented sanctions in the past. This is~~ 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~~
- 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 for 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.

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, 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)

(Reviewed Only: 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Reporting Procedure

Eff. Date ~~01/19/2017~~ 05/31/2019

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 UTC, municipal, electronic, 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. Protective Custody Conveyance Form.
5. Subpoena - (Case Number, Date, Time and Officer, top right).
6. Summons - (Case Number, Date, Time and Officer, top right).
7. Fire Station Violation Complaint - (Case Number and date on top right).
8. Boom Car Violation Complaint.

SUPPLEMENTAL REPORTS, ATTACHMENTS, AND OTHER FORMS

The following 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 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 shall be left in district for the detective lieutenant.

Victim Rights Information (VRI), Municipal Rights Pamphlet, Juvenile Arrest Notification forms, and Stop 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 OIC or a supervisor or if the city has gone to Priority dispatching.

REPORT COMPLETION TIMELINES

Reports will be completed based on the already established dictation priority code list of report types. These guidelines encompass all report types; dictated, field, citation, etc. Reports that indicate they must be completed prior to end of shift 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, but must remain out of service until the report is finished unless there is an emergency call.

1. Custody Juvenile – Complete before end of shift
 - In custody at JRC or other secure facility
2. Custody Adult – Complete before end of shift
 - In custody
 - New criminal arrests and are at DCJ, Detox, or Hospital
 - Emergency detentions
3. Priority Report – Complete before end of shift
 - In custody arrest for P&P holds, muni arrest, warrants
 - Domestic with PC 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
4. Felony Cases – OIC or Supervisor discretion
 - Felony crimes without known suspects
 - Stolen/recovered autos
 - Burglaries/B&E or attempted
 - Felony weapons offenses
 - Substantial batteries
 - Felony person crimes
5. OWI – Can be held to the next day, including 12 hour holds. **Felony arrests must be completed before end of shift.**
6. Citation Arrests
 - Misdemeanor – complete within five days of cite
 - Traffic – complete within 10 days prior to court date
 - City Ordinance – complete within 10 days prior to court date
7. Crashes – Complete within five days of crash/accident
8. All Others – Complete promptly

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, DCMH) may be used. Abbreviations of commonly used terms (e.g., w/o, veh, approx) may not be used.
4. Reported information must be legible including members' signatures, where required.
5. Unreadable documents shall be returned to the responsible officer for correction.
6. A black ballpoint pen must be used for completing all citations/required forms so that readable copies can be made (exception – DT4000).
7. All names, addresses, 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 must be useful to persons other than the writer, and should be a word picture about what occurred. It must be used to describe a wide variety of actions, and become an official statement of facts.

1. Detective Lieutenants or their designee's 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 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.

REQUIRED REPORTS CAD/MDC CALL NOTES

Employees should complete reports on incidents when circumstances indicate an investigation indicates a report is warranted, to include all criminal investigations and reports required by other MPD standard operating procedures. however, employees Employees are not required to complete reports on incidents identified below. 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. CAD/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.

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., traffic accident, 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 Verified Response. False fire alarms always require a report.

Assist Calls

Requiring no follow-up action.

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.

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 citizens 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 citizens' concerns. Officers may take enforcement action if appropriate (e.g., driving complaints, extra patrol, etc.).

Simple Conveyances

Unrelated to offense or intoxication.

Original SOP: 11/18/2015
(Reviewed Only: 02/22/2016, 12/26/2017)
(Revised: 01/19/2017, 05/31/2019)



Supervision and the Early Intervention System

Eff. Date: 5/16/2019

Purpose

The Madison Police Department's members are its greatest asset. The Department has a responsibility to its employees and the community to identify and assist employees who may be experiencing job stress and/or personal problems that may adversely impact job performance.

Members of the MPD understand that that as police officers and civilian employees, they are frequently exposed to stressors unique to most other professions. While the effects of significant singular stressful incidents are more well known, the cumulative effects of daily stressors can also have a significant impact on employees.

The MPD's peer support program provides a core group of personnel who are trained to provide support, information and referrals to employees and family members who are seeking assistance whether it is related to a critical incident, day-to-day work stress or personal life stress. The City of Madison also maintains and promotes an Employee Assistance Program (EAP) that helps employees and their family members/significant others deal with personal, behavioral, or medical problems.

The Madison Police Department's Early Intervention System (EIS) attempts to support and guide an employee, before problems evolve, and mitigate behaviors that may result in performance related problems by individual members. The EIS depends on and includes:

- Pro-active supervisory involvement.
- Sharing data pertaining to work stressors specific to individual employees within the supervisory chain of command.
- When stressors or concerns are identified, supervisory interaction, follow-through, planning and documentation is required. Proactive supervision promotes not only health and well-being; it also ensures accountability for expectations in performance.

Definitions

- A. STRESSORS - Identified experiences that can challenge the resiliency of employees.
- B. CONCERN – A matter of interest that causes a supervisor or peer to feel unease, uncertainty or apprehension.
- C. INTERVENTION - A proactive supervisory engagement intended to provide resources, support, and coaching as needed.

Procedure

The EIS is a non-disciplinary process designed to support employees through regular, proactive supervisory engagement. All employees are encouraged to be good guardians to one another and to notify a supervisor if there are concerns about the welfare of another MPD employee.

Supervisors

It is the expectation that all supervisors actively engage subordinates, and offer support to them when they observe or identify opportunities to assist.

Supervisors shall regularly do the following:

- Participate in Management by Walking Around (MBWA) and engage their employees in meaningful conversation regarding their well-being and performance. This should occur once per quarter at a minimum.
- Review available employee data monthly (EIPro, Telestaff, etc.) and in conjunction with MBWA meetings, and provide support to their employees when a concern or opportunity is observed or identified.
- Supervisors should communicate any concerns and/or opportunities to assist to appropriate personnel in the chain of command. This communication should be done via email, written memorandum or verbally in person.
- While reviewing available data, supervisors will consider each employee's data in comparison to others they supervise and to other peers in considering whether a personnel check-in should occur. A personnel check-in should be considered if/when a concern is identified. A personnel check-in with the employee is in addition to the routine contacts occurring during MBWA, but may not be necessary if the supervisor has already discussed the incidents with the employee or if they are familiar with the circumstances.
- Regularly review other stressors beyond what is captured in EIPro (to include those listed below).
- Review shared information regarding employee stressors with others in the Command Team, so they are aware of issues that may have a negative impact on the well-being and performance of all of their subordinates.
- Update their Command Team each quarter via email or written memorandum to document that MBWA meetings are occurring and available data has been routinely reviewed.. The Command Team must ensure that MBWA meetings, personnel check-ins (as needed) and all related communication are occurring each quarter.

Stressors— Various MPD systems have data regarding common stressors for staff. The purpose of sharing this information is to ensure supervisors have a more thorough understanding of what additional stressors their subordinates are exposed to, and to prompt further discussion as to what action, if any, is appropriate. The lists below are some examples of what can contribute to employee stress.

Commissioned Personnel

- Vacation/Leave denials
- FMLA applications
- Worker's compensation/Injuries
- Bereavement leave
- Use of exigency leave
- Denied specialized training or assignments
- Excessive work volume
- Holdovers
- Invitations to participate in critical incident debriefings

Non-Commissioned

- Vacation/Leave denials
- FMLA applications
- Worker's compensation/Injuries
- Bereavement leave
- Use of exigency leave
- Denied specialized training or assignments
- Excessive work volume
- Vicarious trauma/exposure to critical/sensitive cases
- Vehicle crashes
- Audits (email)

- Cases involving death/significant injury
- Use of force
- Firearm discharges
- PSIA internal/external complaints
- On-duty crashes/pursuits
- Audits (MDC, email, Arbitrator, Use of Force reporting)
- PSIA internal/external complaints

Personnel Check-ins - For the purposes of this procedure, personnel check-ins are defined as a process in which a supervisory officer meets with an employee in a non-disciplinary setting to discuss the member's performance and well-being. This check-in may result in any of the following interventions:

- No Further Action – The meeting with the employee is all that is needed, and no further action is warranted.
- Supervisory Coaching – Coaching sessions are a pro-active, positive tool to assist employees in reaching a higher level of effectiveness and to improve their well-being.
- Recommendation for Authorized Departmental Training - Training may be provided to improve overall understanding that ultimately will aid in the professional or personal development of the employee.

An offer of EAP as a resource may be provided to the employee, but never mandated.

After a personnel check-in, the supervisor will consult with their command team to determine what, if any, additional action or communication will be required beyond what is expected for normal MBWA. When intervention strategies are recommended to assist the employee, the lieutenant on the Command Team shall work with the direct supervisor of the employee on implementation.

Communications of personnel check-ins should not include highly personal information or medical conditions. Any communication of personnel check-ins shall not be used or reviewed for the purposes of determining eligibility for participation in specialized positions or promotional processes.

Supervisors should not wait for patterns or trends to emerge before checking-in with their employees. If a supervisor identifies and addresses any concerns with their officers as a result of a check-in, any follow-up shall be documented accordingly. Intervention services recommended and documented through this process are not considered discipline.

After an employee transfers into a new area, district or unit, that first line supervisor and command staff shall review the new employee's EIS data.

Records

All EIS records are personnel records subject to specific rules and law and therefore shall be retained per the established City of Madison records retention schedules.



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Threats of Targeted or Mass Casualty Violence

04/26/2019

Purpose

To provide a consistent and comprehensive response to threats of targeted or mass casualty violence, including in our schools, businesses and public places. Typically, these threats or warning behaviors require immediate action and investigative steps by first responding officers and investigators.

This procedure establishes the expectations for the initial response to a threat or report of concerning behavior in order to facilitate behavior-based threat assessment in an effort to best prevent incidences of targeted or mass casualty violence. This procedure governs communications received in person, telephonically and electronically to include communications via any social media platform.

Procedure

Each incident reporting threats of targeted or mass casualty violence should be taken seriously and be investigated fully and promptly. Responding officers shall notify a supervisor at the beginning of the investigation and should consider consultation with appropriate MPD resources (Mental Health Unit, Criminal Intelligence Section, etc.) as needed.

Although formal enforcement action is often indicated, investigating officers should consult with MHU if possible prior to taking enforcement action such as an arrest or citation. State charges should strongly be considered in most cases, to include physical arrests (jail, JRC), fingerprint/photo-release of juveniles to parent, or citations appropriate to the circumstances.

Responding officers shall identify the threat or concern with specificity and detail. Officers shall preserve all evidence, both physical and digital. This includes noting social media or other digital account names and passwords if available. Responding officers shall make all reasonable efforts to positively identify the source of the threat.

Officers should also identify the victims or targeted persons. This may be the complainant, another individual or group (such as a school class or work team), or a population affiliated with an institution or organization. All persons mentioned explicitly or reasonably believed to be the subject of a direct threat should be positively identified and contacted by law enforcement. Officers should assist potential victims or targeted persons in the creation of a safety plan where feasible/appropriate.

Once sufficient information has been obtained, investigating personnel will evaluate the imminence of the threat. In high imminence cases, responding officers should then transition their efforts from investigation to locating and apprehending the suspect (interception). In circumstances where information supports a lower imminence evaluation, officers should conduct an initial investigation into the suspect and behavior.

Imminence: Officers should examine the threat itself and ask the complainant and other available sources about the following factors to structure a professional judgment as to the imminence of the threat they are investigating.

In the threat itself, officers should examine if:

- The communication suggests all inhibitors to violence are gone; the person's life is rapidly changing in a manner that compels violence.
- The communication presents a time or violent action imperative.
- The communication suggests the author perceives that outside factors are closing the window of opportunity for an attack.

- A communication indicates that a breach or attack has already begun; claims credit for or rationalizes an attack; or establishes the author's legacy.
- A communication is written in such a way to imply the author is already dead.

Regarding a person of concern's behavior, officers should ask about evidence of the following behaviors:

- Acquisition of equipment or weapons, rehearsal or training.
- Circumventing security measures at a target location, probing security, approaching or stalking the target.
- Exhibiting an increased pace or rate of activities related to a potential target.
- A person exhibiting demonstrating increased distress, diminishing alternatives to violence, or a decompensation in self-care or hygiene.
- A person has taken concrete steps to prepare for the end of their life.
- A person who has recently withdrawn from normal life patterns and/or physically withdrawn to somewhere with increased privacy.
- A person who has suddenly ceased the use of regular medication or substance use.

Generally, the more of these imminence factors present, the more imminent the threat. An imminent threat may present with just one of these factors. An officer who determines a threat is imminent shall immediately notify the responding supervisor.

Interception: If a threat is imminent, all efforts should focus on locating, containing and arresting the suspect. Post-arrest investigative steps should be pursued in accordance with normal department practices.

Investigation: If the responding officer concludes a threat is not imminent, or, after the arrest of a suspect, they shall:

- Complete a thorough investigation to document the threatening behavior, identify the suspect(s) and potential victim(s), collect relevant physical evidence, etc.
- Notify a Mental Health Officer and Journey Mental Health while in contact with the suspect or prior to contacting the suspect (if possible).
- Consult with a supervisor.
- Complete a report documenting the investigation before the end of shift.

A field supervisor should respond to every reported threat of targeted or mass casualty violence. The supervisor will assist the investigating officer in evaluating the threat. If the responding officer and supervisor determine the threat is imminent, the supervisor shall direct resources to intercept the threat and to take the suspect into custody. In this situation, supervisors will direct the investigation with the goal of referring charges for any criminal violations present. The supervisor will also ensure that the OIC and district command staff are notified, and that any needed additional notifications occur (MHU, CIS, MMSD, private employer, etc.).

Follow-up investigators

Threats of targeted or mass casualty violence should generally be assigned for follow up by the appropriate district detective lieutenant. The assigned detective/officer should consult with CIS and MHU to determine appropriate investigative goals/tasks and to assess the ongoing risk posed by the suspect.

Follow up investigators should consider consent or compulsory searches of the suspect's vehicle and room, searching for weapons, plans, or statements and evidence speaking to the suspect's state of mind or veracity of the threat. Investigators should also generally interview the person of concern directly and in person.

Original SOP: 04/26/2019



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Uniform Standards

Eff. Date 4/30/2019

Purpose

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

Procedure

MILITARY STYLE UNIFORM GUIDELINES

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

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

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

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

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

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

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

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

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

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

31. External Body Armor Carrier

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

An approved medical/load-bearing external body armor carrier may be worn **over the uniform shirt with the Class B or Class C uniform**. ~~if an officer provides a note from a physician outlining a need. The medical/load-bearing external body armor carrier may be worn with the Class B or Class C uniform.~~ Officers **electing** approved to wear the medical/load-bearing external body armor carrier will have their equipment carrying configuration approved by the Training Section prior to field deployment.

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

IN-SERVICE DRESS/EMPLOYEE DEVELOPMENT

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

SPECIAL DUTY JOB

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

BODY ARMOR

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

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

HEAVY BODY ARMOR

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

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

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

BADGES

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

PARKING ENFORCEMENT OFFICER UNIFORM

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

UNIFORM ACCOUNT

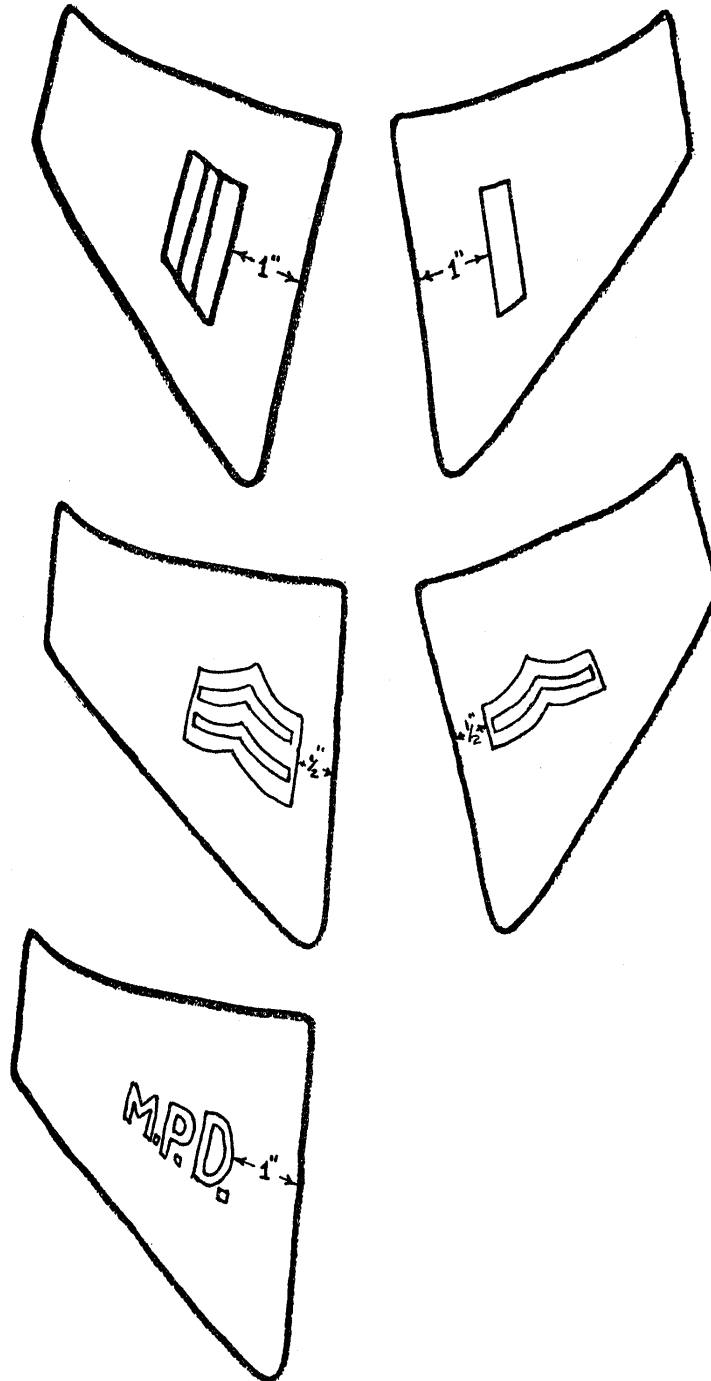
1. Existing agreements between the City of Madison and the labor unions which represent uniformed personnel of the MPD spell out current provisions for use and administration of uniform accounts.
2. Under no circumstances are employees permitted to exceed the amount available in their account. It is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

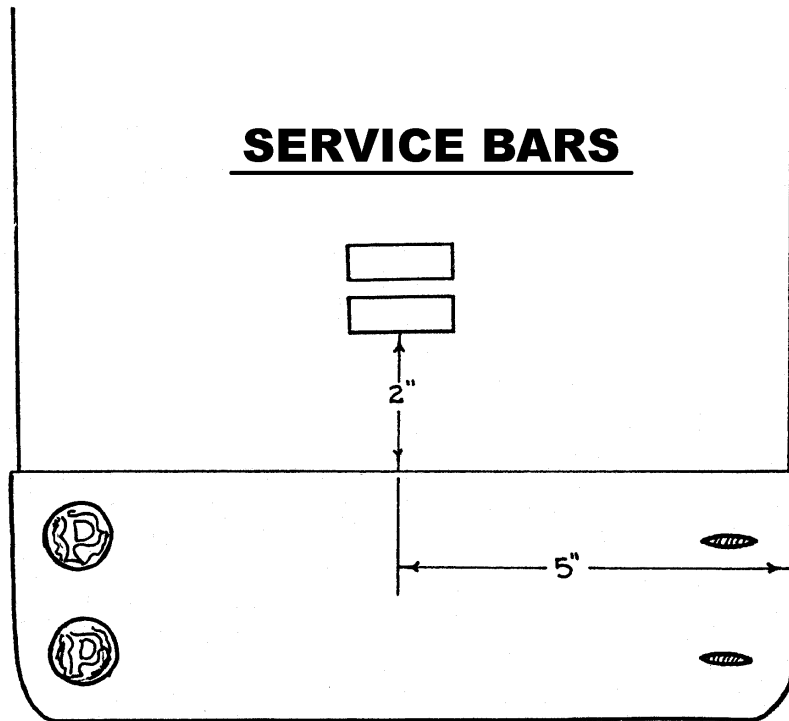
Original SOP: 02/25/2015
(Reviewed Only: 02/15/2016, 12/20/2016)
(Revised: 09/13/2016, 02/18/2018, 04/16/2018; 4/30/2019)

ADDENDUM A

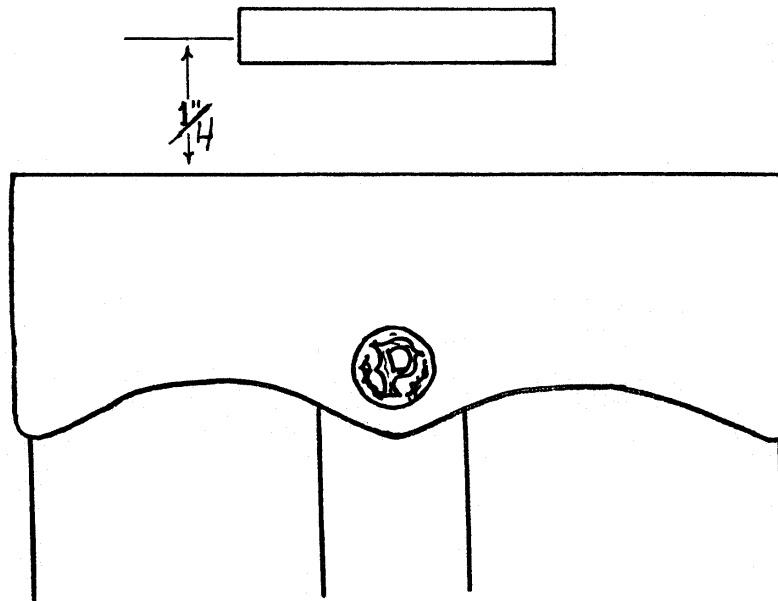
COLLAR INSIGNIAS

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





NAME TAG POSITION



COMMANDER'S OVERCOAT

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

