

**CITY OF MADISON  
INTER-DEPARTMENTAL  
CORRESPONDENCE**

February 18, 2026

To: City of Madison Common Council Alders  
From: John Patterson, Chief of Police  
Subject: Quarterly Report (4<sup>th</sup>, 2025)

This document provides an update on selected MPD topics for the fourth quarter (October, November, and December) of 2025.

[Please consider the data included in this update as preliminary and subject to modification.](#)

**Emergency and Priority Calls**

During the 4<sup>th</sup> quarter, MPD patrol response was limited to emergency and priority calls 13.5% of the time. This is a slight decrease from the 3<sup>rd</sup> quarter of 2025 when our response time was limited 14.4% of the time. Given the volume of 9-1-1 calls or the severity of calls requiring multiple resources, there were 105 instances where MPD's patrol response was limited. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the city. The 105 instances occurred on 69 dates (some days required limited call response multiple times); this means that at some point on 75% of the days during the 4<sup>th</sup> quarter MPD patrol response was limited. The 105 instances spanned about 298.5 total hours of limited call response, an average of 2.8 hours per instance.

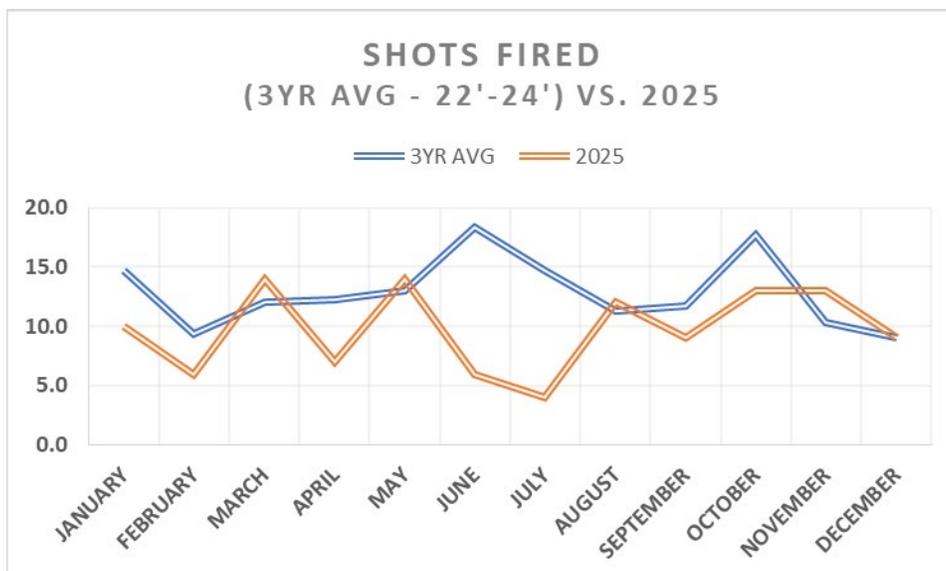
**Significant Incidents**

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

**Shots Fired –**

There were 35 reports of shots fired in October, November, and December of 2025. Year-to-date there were 117 reports of shots fired (**10.7% decrease compared to YTD in 2024**).

Below is a graph showing the year-to-date incidents of shots fired (117) compared to the 3-year-average (154: 2022-2024) by month. Through Q4 there was a **24.2% decrease** compared to the 3-year average.



Shots fired are broken down into the following categories with data provided for October, November and December of 2025:

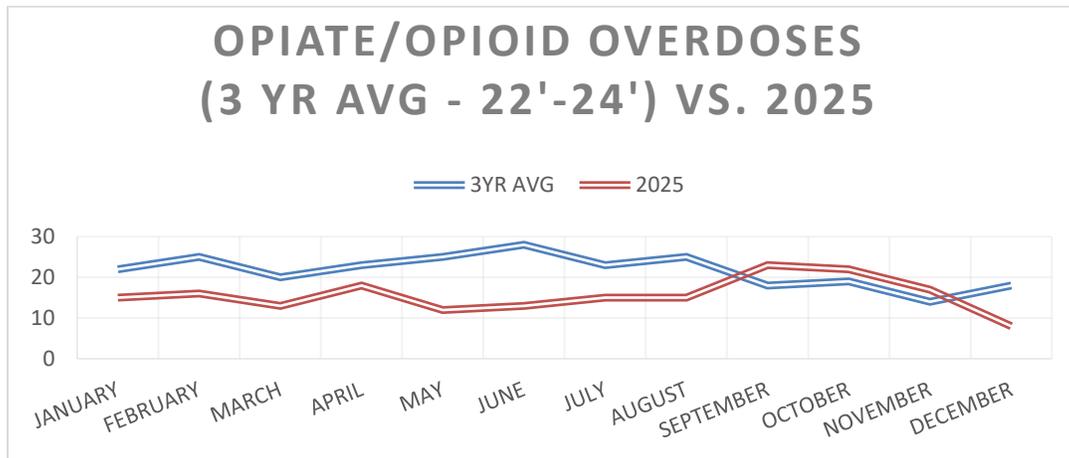
Property Damage	18 (YTD 51)
Subjects Struck by Gunfire (excludes accidental discharge & self-inflicted)	8 (YTD 19)
Accidental Discharge	0 (YTD 18)
Self-Inflicted (intentional)	5 (YTD 19)

There were 121 casings recovered in October, November, and December of 2025. Year-to-date 323 casings were recovered (**22.9% decrease from 2024**).

**Opiate/Opioid Overdoses –**

Officers responded to 47 known opiate/opioid in overdoses in October, November, and December of 2025. Year-to-date there were 187 known opiate/opioid overdoses (**16.5% decrease from 2024**).

Below is a graph showing the year-to-date incidents of known opiate/opioid overdoses (187) compared to the 3-year-average (259: 2022-2024) by month. Through Q4 there was a **27.8% decrease** compared to the 3-year average.



There were 4 suspected opiate/opioid overdose deaths in October, November, and December of 2025. Year-to-date there were 19 suspected opiate/opioid overdose deaths (**38.7% decrease from 2024**).

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

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

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

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

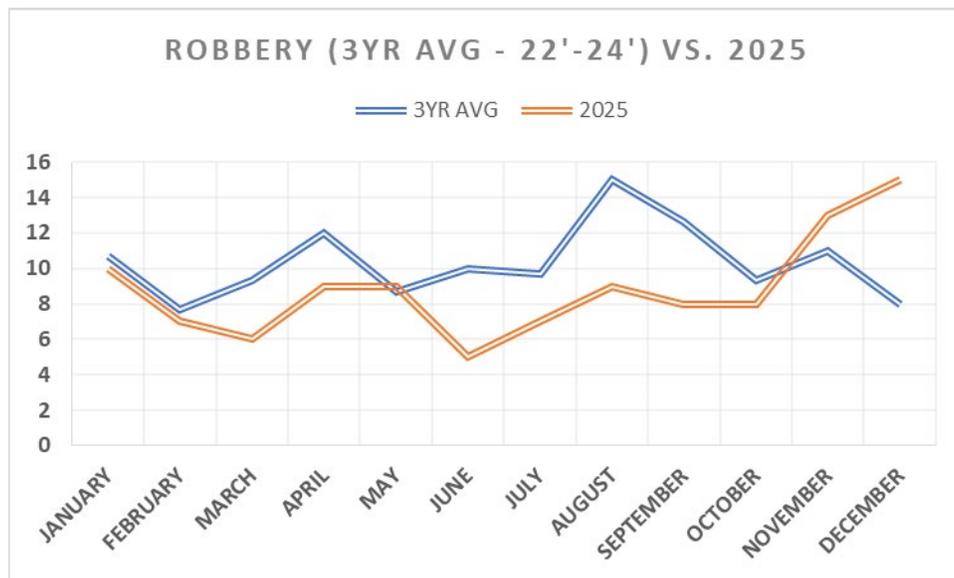
**Madison Area Recovery Initiative (MARI)** is a program for individuals living with substance use disorders who have committed eligible, non-violent offenses stemming from their disease of addiction. The program offers six months of individualized treatment and coaching to participants. Participants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

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

**Robberies –**

There were 36 robberies reported in October, November, and December of 2025. Year-to-date 106 robberies were reported (**2% decrease from 2024**).

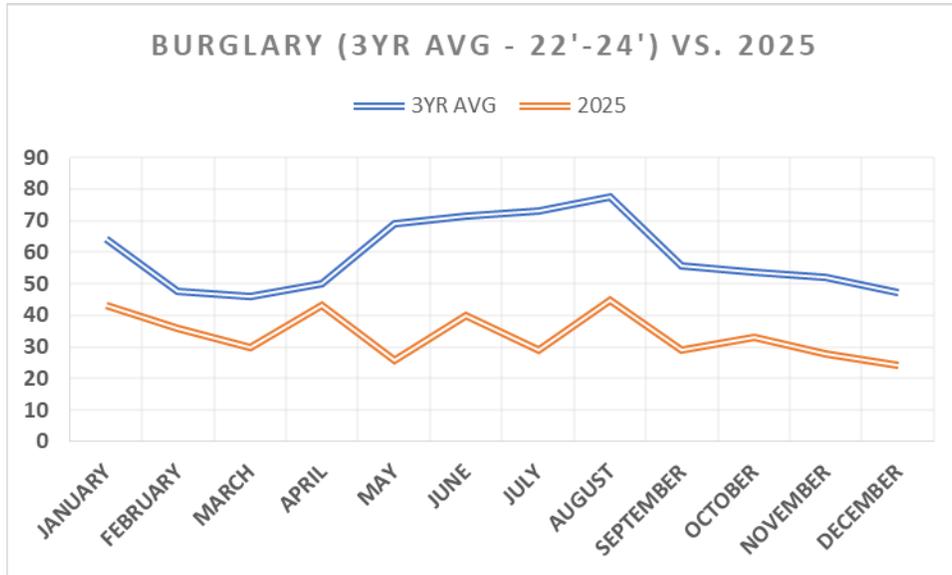
Below is a graph showing the year-to-date reported robberies (106) compared to the 3-year average (124: 2022-2024) by month. Through Q4 there was a **14.5% decrease** compared to the 3-year average.



**Burglaries –**

There were 85 burglaries reported in October, November, and December of 2025. Year-to-date there were 406 burglaries (**16.1% decrease from 2024**).

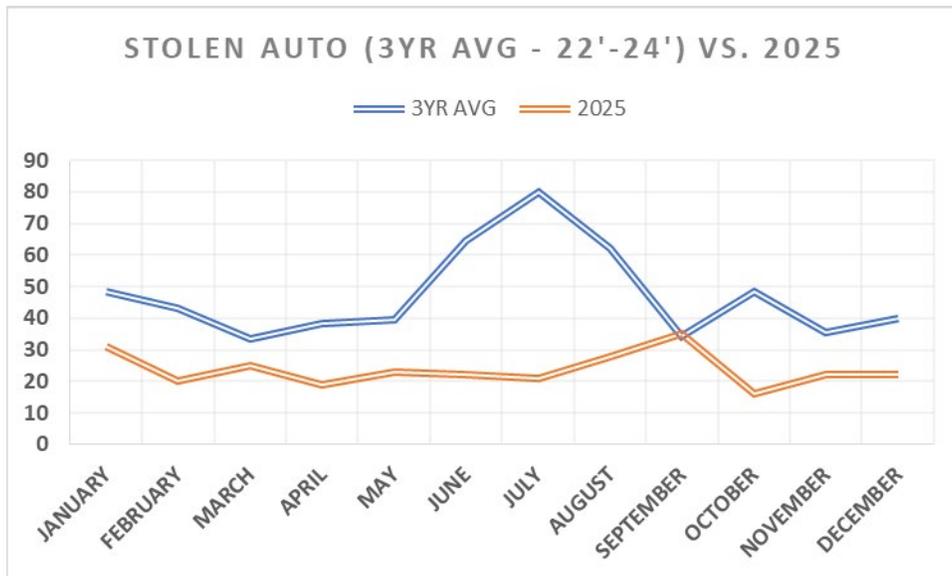
Below is a graph showing the year-to-date reported burglaries (406) compared to the 3-year average (707: 2022-2024) by month. Through Q4 there was a **42.6% decrease** compared to the 3-year average.



**Stolen Autos –**

There were 60 vehicles reported stolen in October, November, and December of 2025. Year-to-date there were 284 vehicles reported stolen (23.7% decrease from 2024).

Below is a graph showing the year-to-date reported stolen autos (284) compared to the 3-year average (568: 2022-2024) by month. Through Q4 there was a 50% decrease of stolen autos reported compared to the 3-year average.

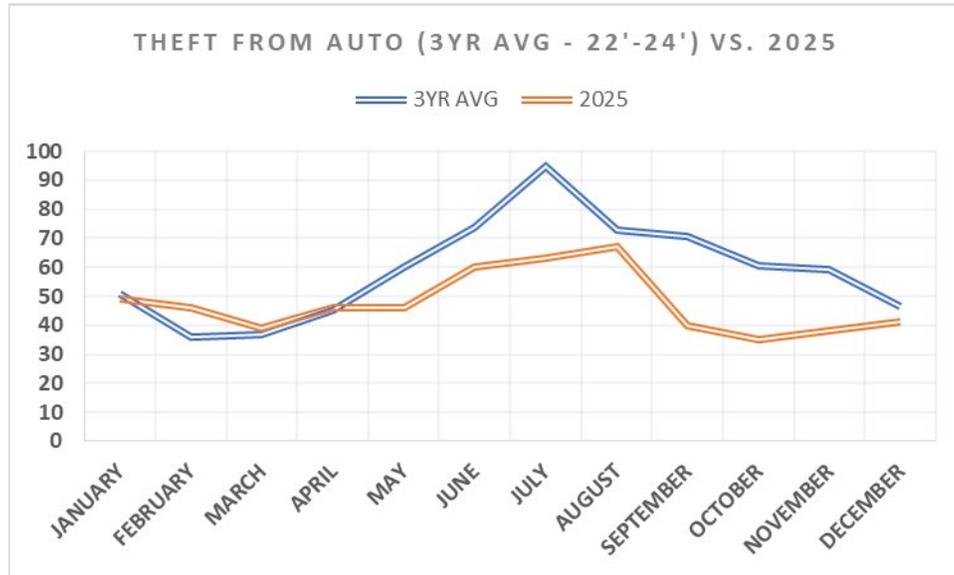


**Thefts from Autos –**

There were 114 reports of theft from autos in October, November, and December of 2025. Year-to-date there were 570 theft from autos (23.4% decrease from 2024).

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

Below is a graph showing the year-to-date reported thefts from autos (570) compared to the 3-year average (706: 2022-2024) by month. Through Q4 there was a **19.3% decrease** compared to the 3-year average.



**Arrest Data**

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

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

In the 4<sup>th</sup> quarter of 2025, MPD responded to **33, 054 calls for service**. Of this total, there were 1,357 physical arrests and 518 citations issued (Group A and Group B offenses).

Fourth quarter **physical arrest** data:

Sex	Q4 Adults	%	Q4 Youth	%
Male	953	74.7%	52	73.2%
Female	323	25.3%	19	26.8%
<b>Total</b>	<b>1,276</b>	<b>100%</b>	<b>71</b>	<b>100%</b>

Race	Q4 Adults	%	Q4 Youth	%
Asian	19	1.5%	0	0%
African American	604	47.3%	56	78.9%
Native American	7	0.5%	0	0%
Other	12	0.9%	2	2.8%
Caucasian	634	49.7%	13	18.3%
<b>Total</b>	<b>1,276</b>	<b>100%</b>	<b>71</b>	<b>100%</b>
Hispanic*	147	11.5%	4	5.6%

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

**1,130** distinct adult individuals accounted for the **1,276** instances of physical arrests in the 4<sup>th</sup> quarter of 2025. **146** individuals were physically arrested more than one time in the 4<sup>th</sup> quarter of 2025. These “repeat arrestees” accounted for **13%** of all adult arrests during this timeframe.

62 distinct youth accounted for the 71 instances of physical arrests in the 4<sup>th</sup> quarter of 2025. 9 youth were physically arrested more than one time in the 4<sup>th</sup> quarter of 2025. These “repeat youth arrestees” accounted for 15% of all youth arrests during this timeframe.

Fourth quarter **citation** data:

Sex	Q4 Adults	%	Q4 Youth	%
Male	299	58.9%	4	40%
Female	208	40.9%	6	60%
Unknown	1	0.2%	0	0%
<b>Total</b>	<b>508</b>	<b>100%</b>	<b>10</b>	<b>100%</b>
Race	Q4 Adults		Q4 Youth	%
Asian	9	1.8%	0	0%
African American	143	28.1%	4	40%
Native American	2	0.4%	0	0%
Other	20	3.9%	0	0%
Caucasian	334	65.7%	6	60%
<b>Total</b>	<b>508</b>	<b>100%</b>	<b>10</b>	<b>100%</b>
Hispanic*	57	11.2%	4	40%

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

Resources:

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

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

<b>Group A Offenses</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Animal Cruelty	6	0	4	2	12	0.1%
Arson	2	3	0	0	5	0%
Assault Offenses	309	352	394	303	1,358	12.6%
Bribery	1	0	0	0	1	0%
Burglary	23	35	17	24	99	0.9%
Counterfeiting/Forgery	2	2	2	3	9	0.1%
Damage to Property	90	105	89	68	352	3.3%
Drug/Narcotic Offenses	163	195	155	144	657	6.1%
Embezzlement	0	1	1	3	5	0%
Extortion	1	1	0	0	2	0%
Fraud Offenses	19	15	16	9	59	0.5%
Gambling Offenses	0	0	2	0	2	0%
Homicide Offenses	0	1	1	6	8	0.1%
Human Trafficking Offenses	0	0	0	0	0	0%
Kidnapping/Abduction	22	24	24	20	90	0.8%
Larceny/Theft Offenses	114	133	104	118	469	4.4%
Motor Vehicle Theft	18	14	20	8	60	0.6%
Pornography/Obscene Material	3	1	8	4	16	0.1%
Prostitution Offenses	0	0	2	1	3	0%
Robbery	18	17	11	15	61	0.6%
Sex Offenses, Forcible	17	10	12	11	50	0.5%
Sex Offenses, Non-Forcible	1	1	1	0	3	0%
Stolen Property Offenses	7	7	6	3	23	0.2%
Weapon Law Violations	38	38	52	49	177	1.6%
<b>Group B Offenses</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Bad Checks	0	0	2	0	2	0%
Curfew/Loitering/Vagrancy Violations	0	0	0	0	0	0%
Disorderly Conduct	598	617	719	577	2,511	23.3%
Driving Under the Influence	76	63	52	68	259	2.4%
Drunkenness	0	0	0	0	0	0%
Family Offenses, Nonviolent	10	14	7	10	41	0.4%
Liquor Law Violations	3	14	6	2	25	0.2%
Peeping Tom	0	0	0	0	0	0%
Runaway	0	0	0	0	0	0%
Trespass of Real Property	132	91	73	82	378	3.5%
All Other Offenses	1,021	1,071	1,059	885	4,036	37.5%
<b>Total</b>	<b>2,694</b>	<b>2,825</b>	<b>2,839</b>	<b>2,415</b>	<b>10,773</b>	<b>100%</b>

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

### Use of Force Overview

During the fourth quarter of 2025, MPD officers responded to **33,054** calls for service. In that time, there were 86 contacts in our community in which officers used recordable force during the encounter. This means that in the fourth quarter, MPD officers used recordable force **0.26%** (approximately one quarter of 1%) of the time when engaging with members in our community. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total/%
Calls for Service	35,167	38,359	37,405	33,054	154,799
Contacts Where Force Was Used	86	86	102	86	360
% of CFS Where Force Was Used	<b>0.24%</b>	<b>0.22%</b>	<b>0.27%</b>	<b>0.26%</b>	<b>0.23%</b>
<b>Force</b>					
Decentralization/Takedown (e.g. officer pushing or pulling a subject to the ground)	68	65	83	72	288/60%
Active Counter Measures (e.g. officer striking a subject with hand, forearm, foot or knee)	10	12	16	10	48/10%
Taser Deployment	11	11	13	8	43/9%
Hobble Restraints (a belt system that restricts a subject's ability to kick at officers, squad windows, etc.)	7	17	9	11	44/9.2%
OC (i.e. Pepper) Spray Deployment	13	13	10	7	43/9%
Baton Strike	0	0	0	0	0%
K9 Bite	1	0	1	4	4/0.8%
Firearm Discharged Toward Suspect	0	0	0	0	0%
Impact Munition (firearm delivered projectile launched at a lower-than-normal velocity)	3	3	2	10	10/2.1%
Specialty (SWAT/SET)	0	0	0	0	0%
<b>Total</b>	<b>113</b>	<b>121</b>	<b>134</b>	<b>480</b>	<b>100%</b>
Firearm Discharged to Put Down a Sick or Suffering Animal	48	51	15	11	125

\*Please refer to the MPD SOP on use of force data collection for the definition of recordable force and distinction between reportable and recordable use of force: <http://www.cityofmadison.com/police/documents/sop/UseOfForceData.pdf>

The 86 incidents of recordable force in Q3 are broken down by call type as follows:

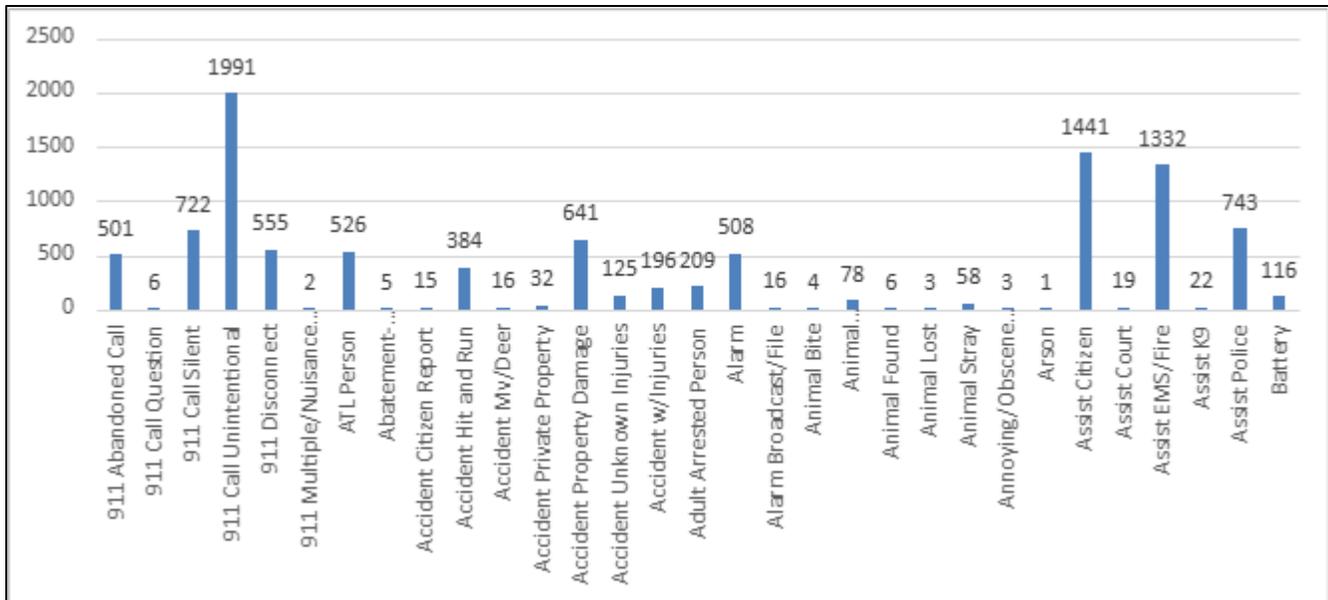
Call type (as indicated in CAD)	Amount
Adult Arrested Person	14
Attempt to Locate Person	5
Check Person	4
Disturbance	21
Disturbance/Unwanted Person	6
Domestic Disturbance	12
Fight Call	3
Intoxicated Driver	2
Phone	1
PNB/AED Response	1
Road Rage	1
Robbery – Strong Armed	1
Safety Hazard	1
Suspicious Person	2
Theft	1
Theft from Auto	1
Threats Complaint	1
Theft – Retail	2
Traffic Proactive	1
Trespass	4
Weapons Offense	2

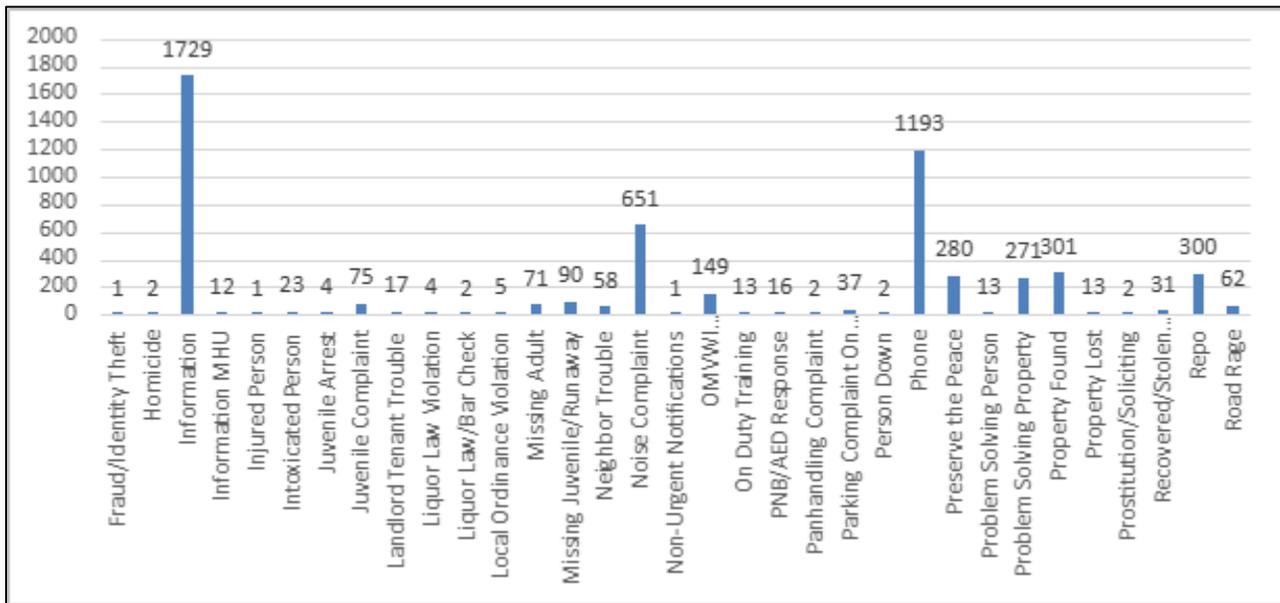
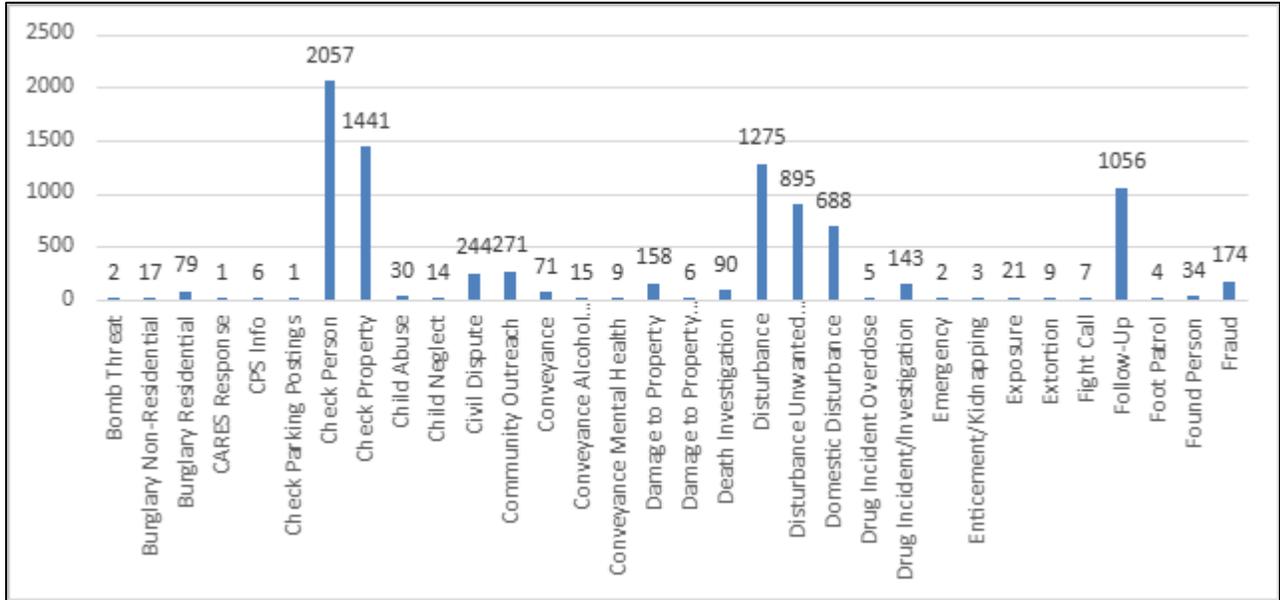
Fourth quarter use of force data by district and time of day:

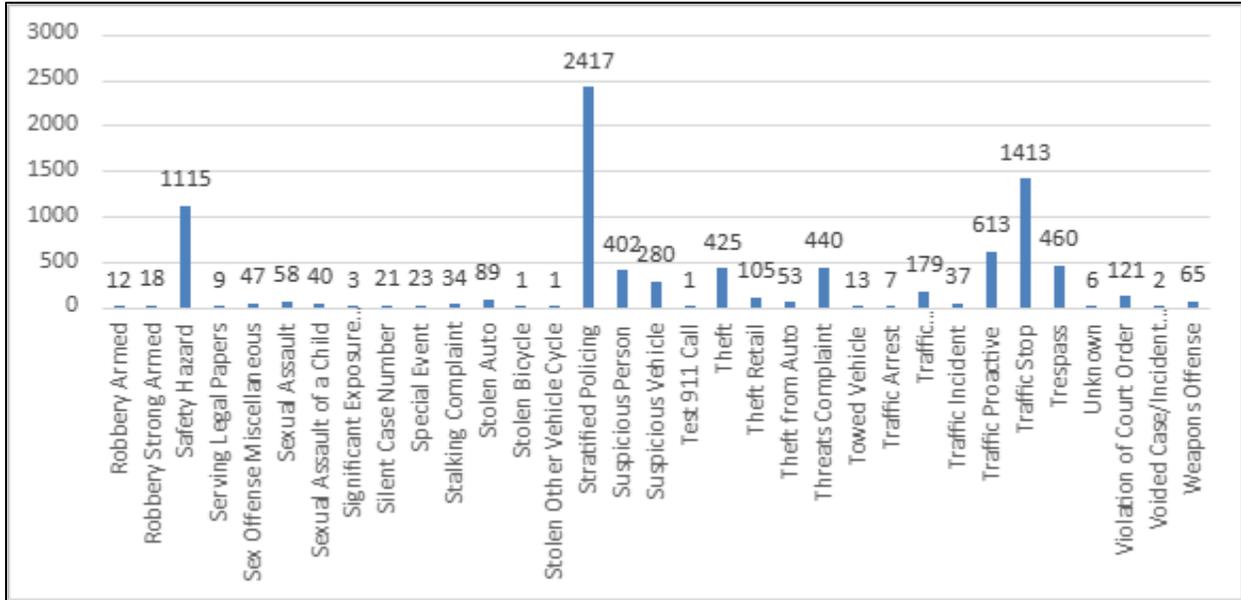
District	Q1	Q2	Q3	Q4	Total	%
West	8	4	7	5	24	6.7%
Midtown	15	12	16	12	55	15.3%
South	4	2	8	8	22	6.1%
Central	24	39	34	32	129	35.8%
North	11	13	13	11	48	13.3%
East	21	14	22	17	74	20.6%
Out of County	0	0	0	0	0	0%
Within County - Assist	3	2	2	8	8	2.2%
<b>Total</b>	<b>86</b>	<b>86</b>	<b>102</b>	<b>86</b>	<b>360</b>	<b>100%</b>
Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1 <sup>st</sup> Detail (7am – 3pm)	20	9	31	18	78	21.7%
3 <sup>rd</sup> Detail (3pm – 11pm)	36	47	35	29	147	40.8%
5 <sup>th</sup> Detail (11pm – 7am)	30	30	36	39	135	37.5%
<b>Total</b>	<b>86</b>	<b>86</b>	<b>102</b>	<b>86</b>	<b>360</b>	<b>100%</b>

**Calls for Services (4<sup>th</sup> Quarter, 2025)**

There were 33,054 total calls for service in the fourth quarter of 2025. Here is a breakdown of the incident types:







**Diversion Data (4<sup>th</sup> Quarter, 2025)**

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

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

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

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

12–16-Year-Old Youth Data from YWCA	17–25-Year-Old Data from CRC
Total referrals issued: 60 Opted-in: 47 Opted-out: 1 Pending: 12  Offenses: <ul style="list-style-type: none"> <li>Disorderly Conduct: 27</li> <li>Retail Theft (inc. PTAC): 12</li> <li>Battery: 9</li> <li>Damage to Property: 4</li> <li>Resist/Obstruct: 2</li> <li>Underage Alcohol Violations: 2</li> <li>Unlawful Trespass to Vehicle: 2</li> <li>Theft: 1</li> <li>Light Motor Vehicle Noise: 1</li> </ul>	Referrals from October 1 through December 31, 2025  Total MPD Referrals = 56  Offenses: <ul style="list-style-type: none"> <li>Battery: 2</li> <li>Damage to Property: 3</li> <li>Disorderly Conduct: 24</li> <li>Resist/Obstruct: 3</li> <li>Retail Theft: 10</li> <li>Theft: 1</li> <li>Trespass: 13</li> </ul>

**Traffic**

**Traffic Complaints –**

Community members may submit a traffic complaint or concern to the Madison Police Department by utilizing [online submissions](#) or calling the Speeder’s Hotline (608-266-4822). In the 4<sup>th</sup> quarter of 2025, MPD received 167 traffic complaints.

**Serious/Fatal Crashes**

In the 4<sup>th</sup> quarter of 2025, MPD responded to 970 crashes. These crashes resulted in 7 fatalities, 20 serious injuries, and 126 minor injuries.

**Traffic Citations and Warnings**

Fourth quarter **all traffic stops** data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	3,538	3,839	3,484	3,018	13,879	62%
Female	2,173	2,342	2,172	1,766	8,453	37.8%
Unknown	14	13	11	8	46	0.2%
<b>Total</b>	<b>5,725</b>	<b>6,194</b>	<b>5,667</b>	<b>4,792</b>	<b>22,378</b>	<b>100%</b>

Race	Q1	Q2	Q3	Q4	Total	%
Asian	236	265	237	203	941	4.2%
African American	1,647	1,649	1,533	1,199	6,028	26.9%
Native American	18	26	31	17	92	0.4%
Other	338	417	337	252	1,344	6%
Caucasian	2,452	2,716	2,569	2,256	9,993	44.7%
<b>Total</b>	<b>5,725</b>	<b>6,194</b>	<b>5,667</b>	<b>4,792</b>	<b>22,378</b>	<b>100%</b>
Hispanic*	1,034	1,121	960	865	3,980	17.8%

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

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

Sex	Q4 Citations	Q4 Warnings	Total
Male	1,864	1,154	3,018
Female	1,062	704	1,766
Unknown	3	5	8
<b>Total</b>	<b>2,929</b>	<b>1,863</b>	<b>4,792</b>

Race	Q4 Citations	Q4 Warnings	Total
Asian	121	82	203
African American	707	492	1,199
Native American	15	2	17
Other	123	129	252
Caucasian	1,391	865	2,256
<b>Total</b>	<b>2,929</b>	<b>1,863</b>	<b>4,792</b>
Hispanic*	572	293	865

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**Training**

In mid-November, all 32 members of the MPD Pre-Service Academy graduated and began the Field Training Process. In the first week of January, our 2 Accelerated Academy members graduated and also began Field Training. MPD is currently preparing for its Spring Professional Development season. MPD personnel will be working with MFD personnel in joint Active Shooter Incident Management (ASIM) drills designed to enhance interagency cohesiveness and performance. Additionally, MPD personnel will be receiving training in Procedural Justice and Professional Communication Skills. MPD Sergeants are scheduled to receive supplementary training in investigations involving vulnerable/high-risk victims as well as Threat Assessment training.

**Mental Health Update**

Update from Sergeant Jared Prado, Mental Health Unit:

MPD’s Mental Health Unit (MHU) is one of only fifteen Police-Mental Health Collaboration (PMHC) learning sites selected by the Council of State Governments Justice Center. As a learning site, our unit fields inquiries and hosts visitors from law enforcement agencies around the county who seek support to begin or advance behavioral health units of their own. MPD’s MHU has a role in educating internally (within MPD) and also externally.

**Internal Engagement**

**In Q4 of 2025,**

- MPD’s MARI Team, in partnership with Safe Communities, led 2 hours of Madison Area Recovery Initiative content within the MPD Pre-Service Academy.
- MHOs and LECWs led 6 hours of Crisis Management training within the MPD Accelerated Academy. This curriculum was intended for officers who are already experienced law enforcement officers.
- MPD’s MARI Team, in partnership with Safe Communities, led 1 hour of Madison Area Recovery Initiative content within the MPD Accelerated Academy.
- MHOs and LECWs led 1 hour of Mental Health Unit refresher training for Sergeant Check-in. This curriculum reached all current first-level supervisors.

## **External Engagement**

In **Q4 of 2025**, our **MHU logged 5 instances of community-facing presentations**. These presentations were for Community Organizations, Mental Health Service Providers, or for other Law Enforcement or Government agencies. With those presentations, we provided education to 48 distinct organizations/agencies and reached approximately 182 community members.

Most notably in Q4, MARI did a joint presentation (MPD, Tellurian and Safe Communities) at the Police, Treatment, and Community Collaborative Summit in New Orleans, LA. It was an extremely well-attended conference session and included social workers, law enforcement officers, and providers from around the country, many of whom learned about MARI for the first time.

**In total in 2025**, our **MHU logged 33 instances of community-facing presentations**. These presentations were for Community Organizations or for other Law Enforcement or Government agencies. With these presentations, we provided education to 134 distinct organizations/agencies and reached approximately 822 community members.

### **SOP Updates**

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

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

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

MPD did not acquire any property through DLA/LESO during the fourth quarter of 2025.

### **2025 – Fourth Quarter Promotions**

Officer Lisa Wedekind to Detective  
Detective Chark Vang to Detective Sergeant

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

[Q4 Discipline Summary](#)

[Q4 Employee Recognitions](#)

## Updated/New SOPs for MPD: October-December, 2025

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

Abatement Documentation: 10/23/2025

Calls for Service (CFS) Dispatch Guidelines: 11/17/2025

City-Owned Property – Use and Care: 11/06/2025

Court Overtime: 10/23/2025

Custody of Newborn: 11/24/2025

Domestic Abuse: 11/24/2025

Enforcement of Immigration Laws: 12/30/2025

Evidence-Based Problem Oriented Policing: 11/06/2025

Guidelines for Case Assignment and Management: 12/04/2025

Hours Worked: 11/24/2025

In-Car Video System: 12/04/2025

Investigation of Cases Involving Officers as Victims of Serious Crimes: 11/24/2025

Investigations of Incidents Involving Shots Fired: 11/24/2025

Life Threat Emergency at Facility Public Windows: 11/24/2025

Line of Duty Death of an Employee: 11/24/2025

Missing Child: 11/24/2025

Mobile Data Computers – Use of: 11/24/2025

Naloxone (Narcan) Protocol: 11/24/2025

Off-Duty Officer Responsibilities: 10/23/2025

Officer Involved Deaths and Other Critical Incidents: 11/24/2025

Outside Employment: 11/06/2025

Overtime Protocols for Police Report Typists: 12/04/2025

Patrol Staffing Hold Guidelines for Special Events and Special Assignment Scheduling: 11/24/2025

## Updated/New SOPs for MPD: October-December, 2025

Precautionary Measures and Significant Exposure to Infectious Pathogens: 11/24/2025

Probation and Parole Searches: 12/02/2025

Professional Standards & Internal Affairs Electronic Complaint File Management System: 12/04/2025

Records Inspection and Release: 12/4/2025

Sexual Assault Investigations: 11/17/2025

Social Media – Investigative Use: 11/11/2025

Special Duty: 11/06/2025

Stratified Policing Operations and Responsibilities: 11/06/2025

SWAT Body Worn Cameras: 11/24/2025

Tours Visitors and Ride-Alongs: 11/11/2025

U Visa Program Participation: 11/06/2025

Update of Payroll Status for Promoted Employees: 10/31/2025

Vehicle Escorts: 11/11/2025



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Abatement Documentation

Eff. Date ~~02/06/2023~~ 10/23/2025

## Purpose

The purpose of this SOP is to outline the proper procedure for documenting actions related to abatement in any of the following categories:

- **Chronic Nuisance Premises Ordinance** (25.09, MGO)
- **Drug Abatement** (823.113, Wis. Stats.)
- **General Public Nuisance Action** (823.02, Wis. Stats.)
- **Nuisance Party** (25.10, MGO)

## Procedure

Prior to declaring a nuisance or identifying a qualifying address for abatement, a district commander shall consult with the Assistant Chief of Operations. The district commander who authors the warning letter or declares the nuisance to be abated is responsible for ensuring the following documentation occurs in a timely manner. The Assistant Chief of Operations is responsible for authoring the Nuisance Premises Ordinance Summary as required by M.G.O 25.09(12).

### Chronic Nuisance Premises Ordinance (25.09, MGO)

First, consider issuing a Warning Letter. A warning letter is not required by ordinance.

#### Warning Letter

1. Call dispatch to generate a case number for: Abatement: chronic/drug/general
2. Go to the MPD Intranet: A to Z Forms / Command Letters / Nuisance Warning and fill in the appropriate information; add the case number from step 1 to the "Warning case number" at the top right portion of the letter
3. Mail the warning letter first class mail.
4. Email a copy of the warning letter to:
  - i. Assistant City Attorney Jennifer Zilavy
  - ii. Assistant Chief of Operations
  - iii. Alder
  - iv. Section 8 (~~Tom Conrad~~ Sadie L. Villegas)
5. Send a copy of the completed warning letter to MPD Records as an attachment
6. Document in a written report(s) under the case number pulled in Step 1 the outcome of interactions with the property representative until the nuisance is abated.

A Chronic Nuisance Premises may be declared when the criteria in MGO 25.09 is met.

#### Declare a Nuisance

1. Declare the property a chronic nuisance by issuing the Chronic Nuisance Declaration letter, located in the MPD Intranet: A to Z Forms / Command Letters / Nuisance Chronic; add the case number from step 1 to the "Chronic Nuisance case number" at the top right portion of the letter.
2. Mail the declaration letter first class mail.
3. Email a copy of the declaration letter to:
  - i. Assistant City Attorney Jennifer Zilavy
  - ii. Assistant Chief of Operations

- iii. Alder
  - iv. Section 8 (Sadie L. Villegas Tom Conrad)
4. Send a copy of the completed declaration letter to MPD Records as an attachment
  5. Document in a written report(s) under the case number pulled in Step 1 the outcome of interactions with the property representative until the nuisance is abated. (The nuisance is deemed abated when no enforcement action to address Nuisance Activities occurs for a period of 6 consecutive months from the date on the chronic nuisance declaration.)
  6. The final report must contain the following information:
    - a. Month and year of the nuisance declaration
    - b. The address of the chronic nuisance
    - c. The type of building: single-family residence, multi-unit apartment complex, etc.
    - d. Month and year the nuisance was abated
    - e. If the cost recovery provision was exercised, and if so, how much was collected

### **Drug Abatement (823.113, Wis. Stats.)**

1. Call dispatch to generate a case number for: Abatement: chronic/drug/general
2. Go to the MPD Intranet: A to Z Forms / Command Letters / Nuisance Drug and fill in the appropriate information; add the case number from step 1 to the "Drug Abatement case number" at the top right portion of the notice letter
3. Mail the notice letter first class mail.
4. Email a copy of the notice letter to:
  - i. Assistant City Attorney Jennifer Zilavy
  - ii. Assistant Chief of Operations
  - iii. Alder
  - iv. Section 8 (Sadie L. Villegas Tom Conrad)
5. Send a copy of the completed declaration letter to MPD Records as an attachment
6. Document in a written report(s) under the case number pulled in Step 1 the outcome of interactions with the property representative until the nuisance is abated

### **General Public Nuisance Action (823.02, Wis. Stats.)**

1. Contact and consult with Assistant City Attorney Jennifer Zilavy regarding the statutory requirements and for assistance in authoring a letter of notice for a general public nuisance to the property representative.
2. Call dispatch to generate a case number for: Abatement: chronic/drug/general
3. Document in a written report(s) under the case number pulled in Step 1 the outcome of interactions with the property representative until the nuisance is abated

### **Nuisance Party (25.10, MGO)**

If a police officer determines on scene that the elements of a nuisance party are met, they may declare a nuisance party on scene and order all nonresidents to immediately cease and disburse. A formal nuisance party declaration must be sent within 10 days of the party. Prior to MPD sending a formal nuisance party declaration to the premise owner, all reports relating to the incident shall be reviewed by the district captain or their designee to determine, given the totality of the circumstances, the facts alleged support a nuisance party declaration notice.

1. Call dispatch to generate a case number for: Abatement: chronic/drug/general
2. Go to the MPD Intranet: A to Z Forms / Command Letters / Nuisance Party and fill in the appropriate information; add the case number from step 1 to the "Nuisance Party case number" at the top right portion of the declaration letter

3. Mail the declaration letter first class mail.
4. Email a copy of the declaration letter to:
  - i. Assistant City Attorney Jennifer Zilavy
  - ii. Assistant Chief of Operations
  - iii. Alder
5. Send a copy of the completed declaration letter to MPD Records as an attachment
6. Document in a written report(s) under the case number pulled in Step 1 the outcome of interactions with the property representative until the nuisance is abated

Original SOP: 02/06/2023

(Revised: 10/23/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Calls For Service (CFS) Dispatch Guidelines

Eff. Date ~~1/22/2024~~ 11/17/2025

## Purpose

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

## Procedure

### CATEGORIES OF CALL TYPES

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

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

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

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

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

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

### DISPATCHING OFFICERS

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

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

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

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

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

### CALL REPORTING LOCATIONS

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

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

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

### DISPATCH PROTOCOLS AT SHIFT CHANGE

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

- **Priority calls:** Shall be dispatched to an officer the dispatcher reasonably believes is closest regardless of district or shift assignment.
- **Routine calls:** Shall be dispatched for service when an early first detail officer responsible for the sector or district assigned officer is available; early first detail officers start their regular shift at 6:00am. Late fifth detail officers may be required to assist as backup in the last hour of the shift; late fifth detail officers end their regular shift at 7:00am.
- **Low priority calls:** Shall be held until late first detail cars are in service.

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

## OFFICERS IN THE LAST HOUR OF SHIFT

During the last hour of their shift, officers will be expected to be available in their assigned area. Officers should not be dispatched to low priority calls during the last hour of their shift (except to back up an officer if no other district officers are available) and should not be dispatched to routine calls in the last 30 minutes of their shift (except to back up an officer if no other district officers are available). When appropriate, an officer may go into the station prior to the end of their shift to complete necessary tasks when approved by the OIC. Approval should be requested via Mobile Data Computer (MDC) message or telephone, rather than through dispatch. Officers are reminded that the Madison Professional Police Officer Association (MPPOA) contract provides for eight minutes prior to the end of the tour to file reports and to clean and store equipment.

## CFS RESPONSE LEVELS

Generally, MPD commissioned personnel will respond to calls for police service received by the Dane County 911 Center based on officer availability and prioritization of calls. However, on occasion it is necessary for a restricted response protocol.

MPD will have two levels of response:

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

The OIC or a field commander can set this response level city-wide or can limit it to a specific radio channel response area (Central, East, and North/Channel 1 or Midtown, South, and West/Channel 3). Factors to be considered by OICs or field commanders when determining whether to modify MPD call response include the following: resource-intensive calls requiring a substantial number of assigned officers (i.e., tactical calls, large scenes, etc.), volume of calls requiring prolonged officer engagement (i.e., emergency detention conveyances, Operating While Intoxicated (OWI) warrant processing, etc.), staffing levels, special events, extreme weather conditions, or other unusual situations requiring significant MPD resources.

Before going to priority call response, the OIC should assess the availability of other MPD resources (Community Policing Team (CPT) officers, Neighborhood Police Officers (NPOs), Neighborhood Resource Officers (NROs), etc.) to supplement call response. When needs exceed resources, the OIC can request mutual aid, or require a shift holdover, or personnel call-in, or Special Event Team (SET) or Special Weapons and Tactics (SWAT) activation. Additionally, OICs should refrain from going to priority call response for on-duty trainings and patrol officers should refrain from pro-active activity to be available for calls.

## OIC EXPECTATIONS FOR PRIORITY CALL RESPONSE

When an OIC or field commander determines that MPD response will be temporarily modified to priority call response the OIC should immediately notify the 911 Supervisor by telephone (608) 267-3913 (supervisor phone). The 911 Supervisor will immediately inform the primary MPD dispatchers who will notify their respective MPD personnel via radio.

The 911 Supervisor will create an "Information" incident and assign the Priority Call for Service ("PRCFS") unit. The OIC will notify the 911 Supervisor of the specific reason for the modified call response

(resource-intensive call with case number, snowstorm, etc.) and any changes in modified call response (from a city-wide limit to specific radio channel response area only, etc.) and this information shall be documented in the incident notes. If an OIC wishes to have the ability to add call notes, the OIC will need to specifically request to have their unit number added to the incident as an additional assigned unit. The OIC will notify the 911 Supervisor via telephone when MPD response will be returned to routine response and clear the Information incident on the CAD without a report.

The purpose of this incident is to capture via the Computer Aided Dispatch (CAD) system the amount of time MPD spends on a modified call response. The 911 Supervisor and the OIC are encouraged to work together to evaluate the need for priority call or limited crash response status as conditions warrant.

## 911 CENTER EXPECTATIONS

### Priority Call Response

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

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

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

## GUARD DUTY

If MPD personnel are needed to perform the function of guarding a prisoner at a medical facility, the OIC or their designee, should generate a new case number (incident type: Assist – Guard Duty) after 24 hours. The new case number should use the medical facility as the address of occurrence. All subsequent guard duty assignments should be assigned on the CAD to the new case number.

## CFS AT THE PUBLIC SAFETY BUILDING

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

## DANE COUNTY COURTHOUSE AND CITY-COUNTY BUILDING

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

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

## DETOX CONVEYANCES FROM HOSPITAL EMERGENCY ROOMS

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

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

**Subject Conveyed to Emergency Room by Other Means** – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, MPD officers should respond (if requested) to evaluate the subject and determine whether the subject is incapacitated by alcohol. If the subject is deemed to be incapacitated by alcohol, the subject will be placed under protective custody and conveyed to Detox. This includes subjects conveyed to Madison emergency rooms by ambulance from other jurisdictions. If a subject from Madison was conveyed to an emergency facility outside of MPD's jurisdiction without MPD, the jurisdiction where the emergency facility is located with the subject will respond and determine if the subject is incapacitated by alcohol. MPD will not make conveyances to Detox under these circumstances.

Deviations from these procedures must be approved by a supervisor.

## EMERGENCY DETENTIONS FROM HOSPITAL EMERGENCY ROOMS

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

**Subject Conveyed to Emergency Room by Other Means** – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, responsibility for processing the emergency detention lies with the agency where the dangerous behavior (providing the basis for the emergency detention) occurred. If this is not immediately clear, MPD officers should respond (if requested) to evaluate the subject and determine where the dangerous behavior providing the basis for the emergency detention occurred. If that behavior occurred in another jurisdiction, it is the expectation of

MPD that personnel from the outside agency would respond and complete the Emergency Detention process.

Deviations from these procedures must be approved by a supervisor.

### **Detox**

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

### **JRC**

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

### **ALARM RESPONSE**

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

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

### **NOISE COMPLAINTS**

If it has not been possible for MPD officers to respond to a noise complaint (call type L49) for one hour and the 911 Center has not received any additional calls on the incident, the call should be canceled from the pending queue and cleared with a disposition code of D. Noise complaints should not be dropped if multiple calls are received reporting the same problem, or if a complainant requests contact with an officer.

## RETAIL THEFTS

### Active Retail Thefts (Suspects on scene)

1. Officer will be dispatched as soon as possible per CFS guidelines if:
  - a. Theft is over \$50.00
  - b. Suspect is on-scene (or immediately in the area)
  - c. Store can articulate a willingness to pursue charges
2. Dollar amount requirement may be negated if theft involved another citable offense
3. If suspect is fleeing but no officer is available:
  - a. Dispatch should provide the Loss Prevention Officer (LPO) with case number
  - b. Dispatch will announce the information over the air in case any officers are nearby and want to break
  - c. LPOs will call back with the case number when documentation is ready for pickup
4. LPOs may pre-call if:
  - a. Suspect is utilizing an edged weapon to remove anti-theft devices
  - b. Suspect has fled in the past
  - c. Individual(s) concealing felony amount

### Cold Scene Retail Thefts (Suspects not on scene)

1. Officer will be dispatched as soon as possible per CFS guidelines if all of the following exist:
  - a. Theft is over \$50.00
  - b. Store has suspect info that readily identifies the suspect (name, license plate, quality pictures)
  - c. Store can articulate a willingness to pursue charges
  - d. LPO has completed the store documentation and has two copies of video ready to turn over to officer
    - i. If not ready upon initial call, LPO should obtain the case number from Dispatch and call back when documentation is available
  - e. Exceptions:
    - i. The Retail Theft involves theft of a firearm
    - ii. LPO is injured

### Self-Report Retail Theft

1. Retail thefts should be routed to the Self-Reporting System only if:
  - a. Loss is less than \$50, even with video evidence or cooperative suspect on scene
  - b. Theft over \$50, but not in progress and no readily identifiable suspect information
  - c. Incident does not involve multiple offenses or multiple stores
  - d. Does not involve theft of a firearm
  - e. Does not involve the use of force or the threat of force

## SERVING WARRANTS FOR OTHER JURISDICTIONS

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

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

- Felony warrants, where violence was involved.
- To locate subjects named in a probable cause affidavit if the probable cause affidavit is related to domestic violence.
- To serve a misdemeanor warrant related to domestic violence if exigent circumstances exist related to domestic violence.

- To serve apprehension requests from the Wisconsin Department of Corrections for probation and parole violations.

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

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

Deviations from these guidelines must be approved by a supervisor.

### **OUTSIDE AGENCY TRANSLATION REQUESTS**

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

### **OUTSIDE AGENCY VEHICLE PURSUITS**

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

### **CRASHES INVOLVING CITY EMPLOYEES**

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

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

- Officers should be dispatched to vehicle crashes involving injury, road blockage, or when other circumstances warrant a response (impaired driver, disturbance, hit and run, uncooperative driver, etc.). This includes vehicle crashes on private property.
- ~~• Officers should generally not be dispatched to vehicle crashes unless an injury is involved or there is road blockage unless other circumstances warrant a response (impaired driver, disturbance, hit and run, uncooperative driver, etc.). This includes vehicle crashes on private property.~~
- Officers should not be dispatched to vehicle crashes if all the vehicles/pedestrians involved in the crash have left the scene prior to contacting police, unless special circumstances prompted their leaving (following a hit and run suspect vehicle, seeking medical treatment, moving out of traffic, etc.)
- Officers will respond to vehicle crashes involving City Government (local, State, and Federal)-owned vehicles, Government (local, State, Federal)-owned property, or and off-duty MPD commissioned personnel regardless of injury or road blockage status.

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

## DISPATCH PROTOCOL FOR COMMUNITY POLICING TEAMS

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

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

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

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

Calls most suitable for the CPTs to be utilized are as follows:

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

## DISPATCH PROTOCOLS FOR K9 TEAMS

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

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

## SPECIAL DUTY RADIO NUMBERS

MPD officers working special duty assignments are required to have a portable radio and to check in with dispatch at the start and end of their assignments. Each special duty assignment will have an accompanying special duty radio/unit number assigned. Officers who are unaware of their assigned radio/unit number, or who were not assigned one, should contact the 911 Center data operator for their special duty radio number.

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

## OFFICER SELF-INITIATED ACTIVITY

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

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

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

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

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

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

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

### Video Evidence

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

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

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

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

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

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

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

Officers should be dispatched to all graffiti complaints.

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**Theft of Electronic Devices**

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

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**Obscene/Annoying Phone Calls**

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

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

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**Lost Property**

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

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

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

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**Worthless Checks**

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

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**Panhandling**

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Officers should generally not respond to complaints of panhandling unless other criminal activity is involved.

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**Forgery and Frauds**

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

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

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

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

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

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MPD staff may be generating case numbers for "self-report" calls (e.g., walk-in customers to the district stations). Therefore, should MPD support staff call the 911 Center and request a case number for a self-

report, MPD staff will request that the 911 Center staff use the employee's assigned radio number to generate the case number and upon clearing the call, use a disposition code of S for "self report."

\*\*For 911 Center staff: place the unit on duty, assign them, clear them, and return the unit to off-duty status.

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

### Disposition Codes

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The following CAD/Law Enforcement Records Management System (LERMS) disposition codes should be used as indicated:

- A** – Crash report (the officer completes DT4000 or MPD4000 crash report, or an involved driver completes a DT4002).
- C** – Citation issued (the officer completes and issues at least one citation without completing a report)
- D** – Dropped incident number (used for traffic crashes to which officers do not respond during priority call response periods, noise complaints to which officers are unable to respond within one hour, or any other incident to which officers are unable to respond due to limited resources, workload, etc. This includes calls cancelled by complainants, if the cancellation is due to lack of a timely MPD response).
- F** – Field Report (the officer completes a field report)
- N** – No report (the incident does not require a report)
- R** – Report (the officer completes a report, excluding accident reports and field reports)
- S** – Self report (the incident is referred to the self-reporting system)
- U** – Unfounded report (the incident is unfounded; no report is completed)

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

### PARKING ENFORCEMENT DISPATCH PROTOCOLS

Dane County 911 Dispatch personnel will use the Parking Enforcement Dispatch Protocols provided by the City of Madison Parking Division to dispatch Parking Enforcement Officers (PEOs) to parking calls for service within the City of Madison. During rare times when a Parking Enforcement Officer is not on duty and an imminent parking call for service arises, a Madison Police Officer may be dispatched to service the call. When necessary, MPD personnel will issue paper parking tickets to illegally parked vehicles. MPD Court Services personnel maintain MPD's supply of paper parking tickets.

Original SOP: 03/01/2014

(Revised: 10/03/2016, 11/16/2016, 05/12/2017, 08/18/2017, 01/25/2018, 07/05/2018, 09/24/2018, 01/15/2019, 07/22/2019, 03/23/2020, 02/25/2021, 01/16/2023, 1/22/2024, 11/17/2025)

(Reviewed only: 02/09/2025)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## City-Owned Property - Use and Care

Eff. Date ~~12/01/2023~~ 11/06/2025

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

City-owned equipment, assigned to an individual employee for duty use, shall be returned to the commander of the responsible unit, or their designee at the conclusion of the assignment. Other employees are not authorized to take another individual employee's assigned equipment.

### Member Responsibilities upon Separation from Employment

MPD members separate from employment via the following separation methods:

- Retirement
- Resignation
- Termination

All sworn law enforcement personnel members separating their employment from the Madison Police Department, regardless the circumstances (refer to list above if applicable), shall provide proper notification to affected functional areas (i.e., Special Weapons and Tactics (SWAT), Special Events Team (SET), Drone Team, etc.) and shall account for all Department-issued property. The required Department-issued property to be turned in upon separation from employment will be determined by either the Pre-35 Year Employment Resignation form or the Retirement/Post-35 Year Employment Resignation form (located on the MPD's intranet site).

Pre-35 Year Employment Resignation Uniform Account items shall also be turned in. Footwear will not be required to be returned unless ordered and/or received within the last three (3) months of employment.

The commander of the separated employee will obtain the applicable resignation/retirement equipment form from the intranet and schedule a date with the employee to turn in their equipment. Separating members, or in the case of termination, the Commander of the terminated member, shall contact the Captain of Training or designee to request a copy of their assigned equipment list(s) and to schedule a date to turn in their equipment. The Commander or the Captain of Training or designee shall contact PD Purchasing will send a to request a copy of the separating member's uniform account purchases to the separating member's commander. The separated employee member shall turn in all required Department property/equipment assigned to them by the last day worked as listed on the member's separation record.

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

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

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

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

Original SOP: 03/13/2015

(Revised: 08/04/2015, 03/01/2016, 12/28/2021, 12/01/2023, 11/06/2025)

(Reviewed Only: 01/09/2017, 12/26/2017, 01/31/2020)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Court Overtime

Eff. Date ~~06/28/2024~~  
10/23/2025

### Purpose

To clarify the contractual compensation and payroll entries associated with court testimony, trial preparations, court standby, as in person and via telephone as well as court cancellation provisions.

### Procedure

#### WHEN AN EMPLOYEE IS SUBPOENAED FOR COURT DURING NON-DUTY TIME

- Employees who are under subpoena and physically to appear in at court to provide testimony, including revocation hearings, will use the overtime work code **OT Court**. This includes subpoenaed testimony in person, virtually, or via telephone.
- ~~Effective January 2019, the Court Standby Memorandum of Understanding (MOU) with the Madison Professional Police Officers Association (MPPOA) codified that employees who are under subpoena and directed to provide testimony by telephone will be compensated pursuant to standard contract provisions as if they had reported for duty to testify.~~
- When employees are asked to meet in-person with the prosecutor to prepare in advance of subpoenaed testimony, the work code is OT General and the detail code is TRP ~~(or PTRP)~~.
- If MPD employees officers are called to testify in either an emergency detention or emergency detention return hearing, the appearance will be compensated in the same manner as other court testimony regardless of the issuance of a subpoena.

#### Regular Day Off (RDO), Bereavement, or Vacation Day:

- If court attendance is on a regular day off (RDO), bereavement leave day, or vacation day, the correct detail code is CRDO ~~or PCRDO~~.

#### Regularly Scheduled Workday Day (including leave usage other than Vacation and Bereavement Leave) or Compensatory Overtime Accrued (COA/Comp) Day

- For any shift beginning before 8:00 PM (1st, 2<sup>nd</sup>, or 3rd detail personnel), the appropriate detail code is COU ~~either COU or PCOU~~.
- For any shift beginning 8:00 PM or later (4th or 5th detail personnel), the appropriate detail code is COU3 ~~or PCOU3~~.
- If an employee is scheduled for court during regular work hours when leave time (other than vacation or bereavement leave) is used, no overtime is earned. Instead, the leave time will be reduced to accommodate court attendance during regularly scheduled work time.
- Examples of leave types other than vacation and bereavement leave include the following: sick, exigent, administrative, Family Medical Leave Act (FMLA), City-paid parental leave, military, earned time, worker's comp, Field Training Officer (FTO), and wellness days (referring to MPD wellness days accompanied by an appointment with a provider). For guidance on, which is different from the Floating Wellness Days for MPPOA and AMPS members, please see the section below.

#### Floating Wellness Day:

- If on a floating wellness day approved outside of the vacation pick process and if court occurs during regular shift or ordered in for an emergency during regular shift, leave time ~~will would~~ be adjusted accordingly (time worked becomes regular time and leave time ~~will would~~ be reduced by the amount of time worked).

- If the floating wellness time was scheduled during the annual vacation pick process as part of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> pick vacation, court-related overtime is the only type of overtime which can overlap with floating wellness time.
- Phone calls are covered under Article VIII, E, 5 of the **Madison Professional Police Officers Association (MPPOA)** contract that covers payment for off-duty phone calls regarding testimony. When contacted by phone **or via any virtual meeting platform by the prosecutor**, for trial prep or scheduling, the employee is eligible for overtime if the call is longer than 10 minutes. The employee enters the exact duration of the phone call as follows:
  - The appropriate overtime code options are **OT Misc OT 1.5 – Comp or OT Misc OT 1.5 – Pay for MPPOA members and OT Misc 1.0 – Comp or OT Misc OT 1.0 – Pay for Association of Madison Police Supervisors (AMPS)**; the detail code **for any of these code options is TRP or PTRP.**
  - The employee is paid for the exact time of the phone call only - no minimum call back to duty times apply.
  - Trial prep which occurs virtually will be treated the same as if it had occurred over the phone, and thus should be entered **as using the applicable OT Misc OT listed above with the Pay (TRP detail code, or PTRP).** Trial prep which occurs in-person should be coded as OT General (TRP **or PTRP**).
- If an employee is under subpoena **and is but** placed on “stand-by” (not required to physically appear for the duration of the subpoena but must be available during certain periods), the correct overtime code is **OT Standby – Court: Standby 1.5 - Comp or OT Court: Standby 1.5 - Pay.** The detail code is **STB or PSTB.**
  - a) Officers will receive a minimum two (2) hours of pay or compensatory time at the rate of time-and-one-half their regular rate of pay for each calendar day that they are under subpoena and put on “stand-by” (“Stand-by” time periods may not directly reflect the time periods on the written subpoena).
  - b) If an officer is on “stand-by” for a period that extends beyond two (2) hours, the officer is entitled to an additional one-third (1/3) of an hour of compensation (rate of time-and-one-half their regular rate of pay) for each hour that they are under subpoena and on “stand-by.” If the officer is not contacted and released from their “stand-by” status, they are presumed to be released at 4:30pm, unless specifically directed otherwise.
  - c) If an officer is under subpoena and on “stand-by” and is then called to physically appear, standard contractual compensation provisions will apply. The officer will receive hourly compensation under (b) for time on “stand-by” prior to court appearance, but will not receive the two (2) hour minimum compensation mentioned above under (a).
  - d) If an officer is under subpoena and on “stand-by” during a time period immediately before or after their regular shift for a period of two (2) hours or less, they will not receive the minimum compensation under (a), but will receive compensation only for the actual time on “stand-by” (rate of time-and-one-half their regular rate of pay).
  - e) Employees receiving compensation for “stand-by” are not eligible for court cancellation compensation.
  - f) If an officer is under subpoena and is directed to provide testimony by telephone, they will be compensated pursuant to standard contract provisions as if they had reported for duty to testify. This only applies to testimony provided by telephone pursuant to a subpoena and does not apply to other telephone communication (trial preparation, scheduling, etc.).
  - g) An OT **Court: Standby 1.5 Comp or OT Court: Standby 1.5 - Pay – Court** entry will need to be entered in TeleStaff by an officer for each calendar day directed to be on “stand-by”. The work code defaults to the hours 08:00 to 16:30, requires a detail code, a case number and name in the note field, and will need to be approved by a supervisor.
- **Court for OT Extraordinary cases:**
  - When a case number is designated as OT Extraordinary, all overtime for this case number – including overtime earned at a later date for investigations, court, and debriefings – should be classified under the extraordinary case code. The one exception is court cancellation,

- which would always be OT Court 1.5 – Comp or OT Court 1.5 – Pay with the COL detail code. ~~/COL or PCOL.~~
- For in-person trial prep, the work code should be OT Extraordinary with the same detail code as the original case (example: OT Extraordinary/HOM).
  - For virtual/phone trial prep, the work code should be OT Misc OT 1.5 – Comp or OT Misc OT 1.5 - Pay for MPPOA and OT Misc OT 1.0 – Comp or OT Misc OT 1.0 – Pay for AMPS with the same detail code as the original case (example: OT Misc OT 1.5 Pay/HOM).

### LESS THAN 24 HOUR NOTICE OF COURT CANCELLATION

- If an employee is subpoenaed to attend court and is later notified that they will be testifying by phone, they ~~employee~~ can enter overtime for court cancellation if the notification was less than 24 hours notice. Note: an employee is only eligible for court cancellation overtime if court was scheduled outside of normal working hours, on a regular day off, ~~or on a~~ vacation day, or bereavement leave day.
- If an employee has a court cancellation and then testifies by phone, they ~~employee~~ can only enter one type of overtime. Either they ~~employee is are~~ paid the minimum 2 hours for a court cancellation or they ~~employee is are~~ paid the time of the phone testimony - the employee cannot request both.
- Court cancellations are as follows:
  - The work code is OT Court 1.5 – Comp or OT Court 1.5 Pay and the detail code is COL ~~or PCOL.~~
  - An employee is eligible if they are notified that court has been canceled less than 24 hours before they ~~employee is are~~ scheduled to testify. If the start time for court is moved, but the appearance remains on the same date originally scheduled, then the employee is not eligible for court cancellation overtime.
  - **Court cancellation cannot be earned overlapping an employee's regular shift.** If court is scheduled to start during an employee's regular work shift, even if that is the end time for the work shift, then the employee is not eligible for court cancellation overtime. An employee's regular duty shift includes their normal work hours and any continuous work beyond their scheduled shift.
  - The overtime entry should be made with a start time that is the same date and time that appears on the subpoena or, when required, an earlier time as directed by the City Attorney, District, ~~or of~~ United States Attorney. The entry is always for 1 hour, unless the 1 hour overlaps the start of a work shift or any other overtime. In that situation, the end time is the start of the shift or overtime to avoid overlapping.
    - Example: if an employee's subpoena states testimony begins at 08:00, but is notified of cancellation within 24 hours, the entry would be made on the subpoenaed date from 08:00-09:00 (1 hour) using OT Court 1.5 – Comp or OT Court 1.5 - Pay (COL).

MPPOA Earned Time Off cannot be used during the time an employee is subpoenaed for court.

Original SOP: 06/10/2014  
 (Reviewed Only: 02/22/2016, 01/09/2017, 12/26/2017)  
 (Revised: 04/17/2020, 10/06/2020, 01/31/2023, 06/28/2024, 10/23/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Custody of Newborn

Eff. Date ~~01/27/2016~~ 11/24/2025

**Procedure**

Wisconsin Statute 48.195 allows a parent to relinquish custody of a child 72 hours old or younger to a law enforcement officer, EMS worker or hospital staff worker, while remaining anonymous.

When an officer is contacted by a parent wishing to relinquish custody of their child who is believed to be 72 hours old or younger, the officer shall take custody of the child and:

1. The officer shall not attempt to identify the parents (or anyone assisting the parents) unless they offer to have their identities known.
2. The officer shall not attempt to detain the parents (or anyone assisting the parents) unless the officer has reason to believe that the child has been the victim of abuse or neglect, or that the person assisting the parent has coerced the parent into relinquishing custody of the child.
3. The officer shall attempt to obtain information about the child's date of birth, medical history or health concerns. The officer shall advise the parent of which local hospital the child will be taken to in case the parent wants to provide health information to hospital personnel. Any information obtained from the parents shall be confidential and released only to medical staff or DCHS.
4. The officer shall make available to the parent the maternal and child health toll-free telephone number maintained by the department
5. The officer shall arrange to have the child transported to a local hospital. This may be done either by Fire Rescue or the officer using an appropriate child safety seat.
6. The officer shall notify DCHS within 24 hours.

Original SOP: 02/25/2015  
(Revised: 01/27/2016, 11/24/2025)  
(Reviewed Only: 11/01/2016, 12/26/2017, 01/31/2020, 01/31/2023)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Domestic Abuse

Eff. Date 02/03/2025  
11/24/2025

**Purpose**

This outlines procedures to be used for conducting investigations of domestic abuse pursuant to Wisconsin State Statute 968.075(1)(a).

**Procedure**

**MANDATORY ARREST (WI STATE STATUTE 968.075)**

The officer shall arrest and take a person into custody if ALL of the following apply:

1. The officer, after investigating the incident, has **probable cause\*** to believe that the person's actions constitute the commission of a crime, and
2. The relationship is considered domestic under the law:
  - Spouse
  - Former spouse
  - Adults residing together
  - Any adults who have EVER lived together
  - Adults with children in common; and
3. The suspect's acts constitute **DOMESTIC ABUSE**:
  - Intentional infliction of physical pain, physical injury, or illness **OR**
  - Intentional impairment of physical condition **OR**
  - 1st, 2<sup>nd</sup>, or 3rd Degree Sexual Assault **OR**
  - A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subs 1, 2, or 3.
4. The officer has evidence of **PHYSICAL INJURY** to a victim or reasonably believes there is a likelihood of continued abuse.
5. Crime was reported within 28 days of its occurrence.

\*Probable Cause can be used interchangeably with "reasonable grounds" and justify an arrest without a warrant when an officer in good faith believes that a crime has been committed and that the person in question committed it; and when the officer's belief is based on grounds which would induce an ordinarily prudent and cautious person, under the circumstances, to believe likewise. Mere "suspicion" alone is never sufficient to authorize an arrest without a warrant

***In circumstances meeting the mandatory arrest requirements, the suspect SHALL be taken to the Dane County Jail (DCJ) for booking if the suspect is placed under arrest. Citations shall NOT be issued in these cases. If officers have a question about whether an arrest is mandatory, they shall contact a supervisor.***

**AT LARGE SUSPECTS**

1. Officers should attempt to locate and take domestic abuse suspects into custody.
2. When probable cause exists to arrest a domestic abuse suspect who is at large, and could not be located, the reporting officer will:
  - a. Enter suspect information and charges into SharePoint.
  - b. Complete a probable cause (PC) affidavit and if practical, have a sergeant or commander review the probable cause affidavit. Contact the Officer in Charge (OIC) to review the

- charging decision. The OIC will post the incident in the OIC Notes if the suspect remains at large.
- c. Complete the 72 Hour No-Contact paperwork. The date and time of arrest should be left blank on the 72-Hour No Contact Provision if the suspect is not in custody.
  - d. Complete a Dane County Booking form.
  - e. Complete the required Law Enforcement Advocate Program (LEAP) Referral Form and Danger Assessment Form in instances of Intimate Partner Violence (IPV) (See below).
  - f. Forward the Booking form, 72 Hour No Contact paperwork, and Probable Cause Affidavit to the OIC.
3. When the suspect is taken into custody, the arresting officer will read the probable cause affidavit and attempt to interview the suspect regarding the incident. If probable cause still exists after this interview, the suspect shall be taken to the Dane County Jail (DCJ) and booked into jail.
  4. Once the suspect is taken into custody, the date and time of arrest should be completed on the 72-Hour No Contact Provision. The victim should be notified of the date and time of arrest and this notification should be documented on the 72-Hour No Contact Provision. If unable to contact victim to make this notification, then the officer shall document the attempt to contact the victim in the officer's police report.

### ARREST FACTORS

1. An officer's decision not to arrest under this section may not be based solely upon the absence of visible indications of injury or impairment.
2. Additionally, the victim's consent, willingness to engage in prosecution, or relationship with the suspect are NOT factors in the arrest decision.

### PHYSICAL EVIDENCE

1. When there is physical evidence observed in relation to a domestic abuse crime, an Investigator should respond to the scene for photographs/processing of injuries or damage.

### DISCRETIONARY ARREST (INTIMATE PARTNER VIOLENCE)

1. Madison Police Department (MPD) officers are encouraged to take a pro-arrest approach when officers are investigating Intimate Partner Violence between adults, but have not met the State of Wisconsin's statutory mandatory arrest requirements, as outlined above.
2. The following factors should be considered when making this decision:
  - a. Probable Cause exists that a crime of violence has occurred,
  - b. Physical injury exists, or
  - c. The officer reasonably believes there is a likelihood of continued abuse.
3. In cases of Intimate Partner Violence (IPV) when a physical arrest is made, officers shall also complete the Danger Assessment form and LEAP Referral form.

### REPORT REQUIRED WHERE NO ARREST

1. Officers shall complete a case report on all domestic abuse calls for service. The incident report is not an option for reporting. The report shall be completed prior to the end of their shift unless a supervisor approves for the report to be held. Calls for service dispatched as a domestic abuse incident shall not be changed to a call type that requires no report without the authorization of a supervisor.
2. The domestic abuse arrest law requires a law enforcement officer who does not make an arrest in a domestic abuse incident, but has probable cause to make an arrest, to prepare a written report prior to the end of the officer's tour of duty stating why the person was not able to be taken into custody.
3. The District Detective Lieutenant will review the case and, if necessary, request that the Criminal Intake Unit (CIU) send the officer's report to the Dane County District Attorney's Office for review to determine whether the person involved in the incident should be charged with the commission of a crime.

4. While Wisconsin State Statute 968.075 (Domestic Abuse Incidents) compels reasonable efforts to locate and arrest suspects who have committed acts of domestic abuse, there will be limited instances when this is not possible (hence, the need to forward a copy of the officer's incident report to the Dane County District Attorney's Office). Examples where an arrest may not be immediately plausible include the following:
  - a. Reasonable efforts to locate and arrest the suspect are unsuccessful.
  - b. The suspect is located, but due to incapacitation from alcohol and/or drug use, the suspect is placed under protective custody and is conveyed to Detox.
  - c. The suspect has been committed under the standard for an emergency detention.
  - d. The suspect has received injuries necessitating an overnight admission to a hospital. Consult with the Officer-in-Charge (OIC) to determine whether a guard should be posted.
5. Please refer to the "AT LARGE SUSPECTS" portion for procedure.

## MUTUAL DOMESTIC ABUSE

When the officer has **probable cause** to believe that persons in a domestic relationship are committing or have committed domestic abuse against each other, the officer should not arrest both persons, but should only arrest the predominant aggressor.

**Predominant Aggressor** means the most significant, but not necessarily the first, aggressor in a domestic abuse incident. In determining who the predominant aggressor is, an officer should consider the following:

1. The intent of the law to protect victims of domestic violence;
2. The relative degree of injury or fear inflicted on the persons involved;
3. Any history of domestic abuse between these persons, if that history can reasonably be ascertained by the officer;
4. Statements of witnesses; and
5. Whether either party acted in self-defense or in defense of any other person.

**Self-defense:** A person may use force against another for the purpose of preventing or terminating what the person reasonably believes to be an unlawful interference with their person.

## PAPERWORK

When a DOMESTIC ABUSE arrest occurs, officers shall complete a 72-Hour No Contact Provision and provide the victim with a Victim Rights Information (VRI) Form. In cases of Intimate Partner Violence (IPV), officers shall also complete the Danger Assessment and Law Enforcement Advocate Program (LEAP) Referral.

## 72-HOUR NO CONTACT PROVISION

1. Unless there is a waiver by the domestic abuse victim, during the 72 hours immediately following an arrest for a domestic abuse incident, the arrested person is required to:
  - a. Avoid the residence of the domestic abuse victim of the domestic abuse incident and, if applicable, any premises temporarily occupied by the domestic abuse victim; and
  - b. Avoid contacting or causing any person, other than law enforcement officers and either party's attorney to contact the domestic abuse victim.
2. At any time during the 72-hour period specified above, the domestic abuse victim may sign a written waiver of the 72-hour No Contact Provision. The Madison Police Department (MPD) will have Change of Status forms available for this purpose. Copies of the 72-hour No Contact Provision and the Change of Status forms shall be provided to the suspect, Dane County Communication Center, Dane County Jail, and MPD Records.
3. The officer responsible for the arrest of a person for a domestic abuse incident will ensure that the domestic abuse victim is notified of the No Contact Provision.

4. A 72-hour No Contact Provision form should be completed even if the domestic abuse crime occurred outside of the 28-day mandatory arrest timeframe.

## **VIOLATION OF 72-HOUR NO CONTACT PROVISION**

1. Violation of the 72-Hour No Contact Provision is a new crime. If an officer has probable cause to believe the 72-Hour No Contact Provision has been violated (968.075(5)(a)1), the offender shall be arrested and taken to the Dane County Jail.
2. A new case number is required for the new violation.
3. Do not complete a new 72-Hour No Contact Provision if the no contact provision is the only violation (i.e. no new additional domestic abuse crimes).
4. If the Danger Assessment and LEAP were completed following the initial arrest, those forms do not need to be completed again.
5. If there is a new domestic abuse crime (see definition above on page 1) within the 72 hours, that new crime has a felony enhancer of 939.621. Furthermore, a new domestic abuse crime requires a NEW 72-hour No Contact Provision form should be completed. This felony enhancer applies even if there is a *different* domestic abuse victim of the new domestic abuse crime and not just for new domestic abuse crimes against the original victim.

Arrest for a Violation of 72-Hour No Contact is mandated by Wisconsin State Statute 968.075.

## **NOTIFICATION TO VICTIMS-VICTIM RIGHTS' INFORMATION FORM**

These requirements are mandated by Chapter 950 of the Wisconsin State Statutes.

If law enforcement has reasonable grounds to believe that a person is committing or has committed domestic abuse, they must inform the victim of the following:

1. The availability of all shelters and services dealing with domestic violence and sexual assault issues in the victim's community.
2. Providing the victim with a statement that reads substantially as follows: "If you are the victim of domestic abuse, you may contact a domestic violence victim service provider to plan for your safety and to take steps to protect yourself, including filing a petition under 813.12 of the Wisconsin Statutes (domestic abuse or harassment injunction)."
3. Provide victims with written notice of their Chapter 950 rights within 24 hours of contact.
4. Chapter 950 of the Wisconsin State Statutes also allows law enforcement to share information with victim service organizations.

***These mandated requirements are met by providing victims with a Victim Rights Information (VRI) Sheet. Notifications to victims shall be documented in the report.***

## **LEAP REFERRAL**

Law Enforcement Advocate Program (LEAP) referrals should be made for victims of Intimate Partner Violence (IPV). IPV can be physical, sexual, or psychological harm involving current or former spouses/significant others, individuals who have a child in common, and/or stalking victims. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

1. If there is probable cause to make an arrest for an intimate partner domestic violence incident, the LEAP Referral Form should be completed.
2. At the end of the arresting officer's shift, the LEAP referral form should be placed in the LEAP mailbox in the arresting officer's respective district. A Domestic Abuse Intervention Services (DAIS) advocate will contact the victim as soon as possible after DAIS receives the referral.
3. The district Police Report Typist (PRT) will scan the LEAP form to the LEAP folder on the O:\network drive. The scanned LEAP form will be forwarded by the Executive Section PRT to the DAIS Crisis Response Advocate and to the Crisis Intervention Services Manager.

- a. A District Detective Lieutenant will retain possession of the LEAP referral form for 30 days, or until acknowledgement from a DAIS advocate that the referral form has been received. Once acknowledgement is received, the LEAP referral form will be destroyed.

## **DANGER ASSESSMENT**

A Danger Assessment Form should be completed for victims of Intimate Partner Violence (IPV). IPV can be physical, sexual, or psychological harm involving current or former spouses/significant others, individuals who have a child in common, and/or stalking victims. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

The Danger Assessment is a predictor of lethality for the victim and the relationship. The more behaviors noted by the victim, the higher the danger is for the victim. The five questions at the top of the Danger Assessment Form are the highest predictors of lethality.

1. The completed Danger Assessment Form will be included with the arresting officer's original report as an attachment.
2. The Danger Assessment Form will be forwarded to the Dane County District Attorney's Office along with the case intake.
3. The responses on the Danger Assessment should be taken into consideration by detective lieutenants reviewing the case to determine appropriateness of case assignment.

## **INCREASED PENALTY FOR CERTAIN DOMESTIC ABUSE OFFENSES 939.621**

If a person commits an act of domestic abuse as defined in Wisconsin State Statute 968.075(1)(a) and the act constitutes the commission of a crime, the maximum term of imprisonment for that crime may be increased by not more than two years if the crime was committed during the 72 hours immediately following an arrest for a domestic abuse incident as set forth in Wisconsin State Statute 968.075(5)(c). As stated previously, the victim of the domestic abuse crime does not have to be the same as the victim of the domestic abuse incident that resulted in the arrested person's original arrest. The penalty increase under this section changes the status from a misdemeanor to a felony (Wisconsin State Statute 939.621).

## **CHILDREN PRESENT DURING DOMESTIC ABUSE CRIMES**

If children are present during domestic abuse crimes, officers shall:

1. Note the names, ages, custodial parents, and addresses of all children and whether they were present when the domestic incident occurred. **It is also helpful to identify the school each child attends.**
2. Interview children as potential witnesses and ask the children about the current incident, history of abuse, and abuse toward any other members of the household.
3. If the disposition of a domestic abuse incident leaves minors in the home without a responsible adult, the officers are to contact the Dane County Department of Human Services for temporary child placement arrangements.
4. Due to the high correlation between domestic violence and child abuse, officers should check the children for signs of child neglect or abuse. In the event that a minor child appears to be the victim of physical and/or sexual abuse, it is the responsibility of the officer to take immediate action, including notifying the Dane County Department of Human Services (261-KIDS) within 12 hours of report of the incident per Wisconsin State Statute 48.981(3).

## **WEAPONS SEIZURE**

1. Weapons used in the commission of a crime shall always be seized as evidence.
2. Weapons shall be seized from any individuals prohibited from possessing a firearm.
3. Possession of a firearm by a convicted felon is prohibited by Wisconsin State Statute 941.29 and Federal Regulation 18USC 922(g).

4. Possession of a firearm by a domestic abuse or child abuse respondent is prohibited for the duration of a granted injunction. If a respondent is in possession of a firearm, this is a felony offense. The respondent should be arrested for Possession of a Firearm (941.29(1m)(f)) and the weapon should be seized and photographed.
5. Safekeeping: If the officer is on the scene of a domestic and no weapons were used in the commission of a crime the officer should still ask about access to weapons. If the victim is a spouse of the suspect, the officer should ask if they would like officers to take the weapons (marital property) for safekeeping while the case is pending.
6. Possession of a firearm OR ammunition by a person prohibited from possession by federal regulations. (See below)

### FEDERAL GUN VIOLATIONS

It is a federal offense for a person, **convicted** of a crime classified as a crime of domestic violence, to possess a firearm; Federal Regulations 18 U.S.C.922(g)(9).

Under this law, qualifying domestic violence crimes are those where:

- There was use or attempted use of physical force
- There was threatened use of a deadly weapon
- It is a crime against a partner in a domestic relationship
- It is a child abuse crime

***A Wisconsin misdemeanor conviction for Domestic Disorderly Conduct is not a qualifying crime under federal law.***

The law was effective September 30, 1996 and convictions are retroactive from that date.

Mandatory arrest does not apply to violations of the federal gun regulation. If the officer has information that the subject has been arrested for a crime prohibiting possession of a firearm and is in possession of or owns a firearm, the officer should:

1. Document evidence of the previous domestic violence conviction in their report.
2. Seize the weapon IF the officer has legal access to the weapon.
3. Document evidence that the subject knowingly possessed the firearm.
4. Photograph the firearm that was seized.

A copy of the report should be forwarded to the appropriate federal agency.

### LAW ENFORCEMENT INVOLVED DOMESTIC VIOLENCE

The following procedure shall be adhered to when investigating domestic abuse that involves law enforcement personnel.

Responding to domestic abuse incidents involving law enforcement personnel poses increased dangers to responding officers due to the involved personnel's potential access to firearms, as well as knowledge by the potentially involved law enforcement personnel regarding police tactics and the law.

When responding to domestic abuse incidents involving law enforcement, the following procedures shall be followed:

1. Once officers arrive on scene of a domestic abuse incident involving law enforcement, the officer should contact dispatch and request a supervisor, regardless of the involved officer's jurisdiction.
2. A supervisor of higher rank than the **officers(s)** involved **officer(s)** should respond to the scene.
3. When an officer is arrested, the supervisor shall attempt to seize firearms.

4. If the incident involves the chief of police, an outside agency should be contacted to take lead on the investigation.
5. In responding to domestic violence incidents where the victim is a law enforcement officer, standard domestic violence response and investigation procedures shall should be followed.

### **TEMPORARY RESTRAINING ORDERS AND INJUNCTIONS (WI STATE STATUTE 813.12)**

There are four different types of injunctions that can be granted in Dane County: Domestic Abuse, Harassment, Child Abuse, and Individuals at Risk.

Domestic Abuse injunctions are typically granted for four years, but can be granted for up to 10 years. Ten-year injunctions are granted where the petitioner has presented a preponderance of evidence that there is a substantial risk that the respondent may commit 1<sup>st</sup> or 2<sup>nd</sup> Degree Homicide, 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Degree Sexual Assault, or 1<sup>st</sup> Degree or 2<sup>nd</sup> Degree Sexual Assault of a Child against the petitioner.

Knowingly violating a Temporary Restraining Order (TRO) or Injunction is a misdemeanor under Wisconsin law and the police officer should:

1. Verify that the TRO/injunction exists, either through the Dane County Public Safety Communications (PSC) Data Operator or Dane County Jail (DCJ) records.
2. Determine whether the TRO/injunction has been served. This information can be obtained through the PSC Data Operator or DCJ records.
3. Determine the specific restriction(s) granted in the TRO/injunction.
4. Serve the TRO/injunction to the suspect if it has not been served, noting date, time of service, and officer name on the back of the TRO copy. Additionally, notify dispatch of the date and time of service. Attach a copy of this form to your report. The victim's copy of the TRO/Injunction can be used to serve notice to the suspect.
5. **CONSTRUCTIVE KNOWLEDGE:** In cases where the suspect was served with the TRO and failed to show for the injunction hearing, the injunction is automatically granted. If the suspect had been served with the TRO, then the suspect has constructive knowledge that an injunction was granted. Therefore, the suspect should be considered on notice of the injunction and shall be arrested for any violations.
6. The officer will make an arrest for a violation of the order when there is an order in existence, when the order has been served, and when there is probable cause to believe that it was knowingly violated.
7. A Violation of a TRO or injunction may or may not constitute a new domestic abuse crime under Wisconsin State Statute 968.075. If the nature of the contact is benign, then it might result in only a charge for the violation of the injunction or TRO. If the nature of the contact involves additional crimes, then the Mandatory Arrest procedures shall be followed.
  - a. Knowingly Violate Domestic Abuse Injunction, 813.12(8)(a).
  - b. Officers may also review 813.12(7)(am) regarding mandatory arrests specifically for Domestic Abuse Injunction violations.
8. If the officer is arresting a suspect for the violation of a Domestic Abuse Injunction AND additional domestic abuse crimes have occurred, a 72-Hour No Contact Provision shall be completed.
9. If an officer has probable cause to believe the injunction has been violated more than once, then a charge of stalking should be considered. The officer should obtain a new case number and offer the Danger Assessment and LEAP forms.

### **STALKING (WI STATE STATUTE 940.32(2))**

If an officer develops probable cause that a stalking has occurred and mandatory arrest requirements are met, then an arrest shall be made in accordance with Wisconsin State Statute 968.075. Stalking behaviors are an indication of high lethality of the relationship and should be taken seriously.

### **STALKING WARNING LETTER**

In cases where mandatory arrest does not apply, a Stalking Warning Letter may be issued to the suspect. The Stalking Warning Letter can be issued by other jurisdictions or by telephone. Officers shall document in the report that the Stalking Warning Letter was issued and a copy should be attached to the officer's report.

It is **NOT** necessary that the Stalking Warning Letter be issued prior to an arrest for Stalking. The safety of the victim should be considered when determining **whether** to make an arrest or not for an offense of Stalking.

Officers shall document and collect **known any and all** evidence related to the stalking behavior, including but not limited to, text messages, emails, voicemails, social media posts, letters, cards, gifts, and video.

Other offenses related to, or potentially involved in Stalking, include, but are not limited to, Criminal Damage to Property, Unlawful Use of the Telephone or Computerized System, Intimidation of a Victim, Harassment, Representations Depicting Nudity, Invasion of Privacy, and Violation of a Domestic Abuse Injunction.

### **STRANGULATION/SUFFOCATION (WI STATE STATUTE 940.235)**

In cases of Strangulation that meet the mandatory arrest criteria, officers shall make an arrest. Officers should consider that consent is not a criminal element of Strangulation.

#### **Procedure**

1. Victims of strangulation should be encouraged to respond to Meriter Hospital Emergency Room (ER) for medical assistance and for a Forensic Nurse Exam (FNE). Strangulation injuries are often not visible, so medical care is important for the victim's well-being. The forensic exam is important for prosecution of offenders. Officers shall assist transporting victims to Meriter Hospital ER if needed.
2. Visible injuries should be documented **by the Officer** and photographed **by the Forensic Nurse**. Ligatures, or any other type of physical evidence used in the commission of a **sStrangulation or sSuffocation**, should be collected.
3. Documentation of all signs and symptoms of strangulation is critical due to the lack of visible injuries in the majority of strangulation cases. A list of signs and symptoms of strangulation can be found on the back of the Danger Assessment Form. This guide can be used to facilitate a detailed interview of the victim.
4. **If the victim refuses a FNE, officers should ask the victim if they are willing to have any visible injuries photographed and the area where they were strangled swabbed for DNA by an Investigator. If consent is obtained, an Investigator should respond to the victim's location for processing. The Investigator should also obtain a buccal swab from the victim for exclusion purposes.**
5. If the suspect is present on scene and willing, a buccal standard should be obtained from the suspect when it is known that the victim will be responding to Meriter Hospital ER for an FNE.
6. Officers sent to Meriter Hospital to collect a strangulation FNE kit shall place the kit into MPD property according to the MPD property room guidelines.

### **MANDATORY DOMESTIC ARREST AND EMERGENCY DETENTION**

#### ***Responsibilities of the Investigating officer/detective:***

When officers are investigating crimes of domestic abuse and mental health appears to be a contributing factor to the crimes alleged, officers should:

1. Determine if the probable cause exists for a crime of domestic abuse as outlined above.
2. Evaluate/Assess the potential for an Emergency Detention (see Mental Health Incidents/Crises SOP).
3. If the underlying offense for which probable cause exists is a mandatory arrest under Wis. Stat. 968.075, the disposition of the subject must be an emergency detention, protective custody, or arrest (voluntary admissions are not an option).

4. If probable cause exists for an otherwise mandatory arrest for a crime of domestic abuse and Journey Mental Health supports an Emergency Detention (ED) for the suspect/patient, officers shall:
  - a. Process the Emergency Detention and transport the suspect/patient to the appropriate medical facility.
  - b. Complete the required domestic paper work to include the Probable Cause affidavit, the 72-hour No Contact Provision (time enforced begins at the time of detention for the ED), the Domestic Violence Danger Assessment Form, and the LEAP referral.
  - c. Complete the necessary paperwork and police report before the end of the officer's tour of duty, unless an MPD commander approves the reports being held.
  - d. Request that the destination facility where the subject is conveyed contact MPD when the subject is released to facilitate conveyance/booking.

#### ***Responsibilities of the Criminal Intake Unit:***

When officers or detectives working within the Madison Police Department Criminal Intake Unit (CIU) are made aware of a mandatory arrest under Wis. Stat. 968.075 which resulted in an Emergency Detention, the following shall occur:

1. Complete the electronic criminal intake referral and note that the suspect is located at a secured mental health medical detention facility.
2. Monitor/Review the Dane County District Attorney's criminal intake return for a charging decision.
3. Communicate with the Office of the Dane County District Attorney and MPD Mental Health Unit. The Mental Health Unit will work with the "hospital discharge planner" for Journey Mental Health regarding the criminal intake referral and the potential transport of the suspect/patient to the Dane County Jail for a booking.
4. If the Office of the Dane County District Attorney issues criminal charges for crimes of Domestic Abuse as outlined under Wis. Stat. 968.075 and requests a booking into the Dane County Jail, then arrangements shall be made for transport of the suspect to the Dane County Jail by the Madison Police Department.
5. If the Office of the Dane County District Attorney issues criminal charges and chooses to summons the offender/patient to Court, then transport to the Dane County Jail is not required.
6. If the Office of the Dane County District Attorney declines criminal charges, then the Madison Police Department should remove the Probable Cause Affidavit from the OIC's office.

#### ***Responsibilities of the Officer-In-Charge:***

When notified by the MPD Criminal Intake Unit, Journey Mental Health, or any secure mental health facility such as Winnebago Mental Health Institute (WMHI) that a patient is to be released and outstanding criminal charges exist that necessitate transport to the Dane County Jail, the Officer-in-Charge shall assist in coordinating MPD's transportation response plan.

When notified by an investigating officer that probable cause exists for a crime of domestic abuse and the suspect/patient is being medically admitted to a hospital, the Officer-in-Charge shall determine if MPD will continue to guard the suspect/patient until the suspect's/patient's release from the hospital (see Guard Duty SOP).

Original SOP: 07/01/2015

(Revised: 02/24/2016, 03/31/2016, 01/15/2019, 02/28/2020, 01/15/2021, 06/14/2021, 12/28/2021, 09/20/2022, 01/31/2023, 02/08/2024, 02/03/2025, 11/24/2025)

(Reviewed Only: 01/09/2017, 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Enforcement of Immigration Laws

Eff. Date ~~01/31/2023~~ 12/30/2025

## Purpose

MPD is committed to community policing. Therefore, it is imperative that all our constituents come to expect that MPD will provide access to anyone seeking our services. An individual's immigration status is immaterial with respect to MPD's mission statement, vision statement, core values, and operational systems. Immigration status is only relevant when an officer reasonably believes that an individual has committed serious crimes directly related to public safety (as outlined below).

## Procedure

The enforcement of immigration law is primarily the responsibility of the federal government, through the United States Immigration and Custom Enforcement Agency (ICE). Accordingly, MPD will not undertake any immigration-related investigation unless said operation involves an individual who has committed serious crimes directly related to public safety (as outlined below). Section 287(g) agreements under 8 U.S.C. § 1357 are voluntary agreements which require local consent. MPD will refrain from entering into Section 287(g) agreements as they are not consistent with furthering MPD's policing philosophy.

Officers shall not detain or arrest an individual solely for a suspected violation of immigration law. When time and circumstances permit, an officer should obtain approval from a commander or Officer in Charge (OIC) prior to detaining any individual for the below-outlined reasons. Any notification or contact with ICE for the purposes of detaining or apprehending individuals should only be made with the approval of a Commanding Officer and only after contacting the Assistant Chief of Support and Community Outreach.

MPD will only cooperate with a lawful request of ICE under the following circumstances:

1. The individual is engaged in or is suspected of terrorism or espionage; or
- ~~2. The individual is reasonably suspected of participating in a criminal street gang; or~~
- ~~2.3.~~ 3. The individual is arrested for any violent felony; or
- ~~3. The Chief of Police has determined that the individual poses a serious threat to public safety; or~~
4. The individual is a previously deported felon, under circumstances for which there is an independent basis for officers to detain or arrest the individual.

An individual's right to file a police report or otherwise receive services from MPD is not contingent upon their citizenship or immigration status. MPD officers shall strive to treat all individuals equally and fairly regardless of their immigration status. Therefore, officers shall not routinely inquire into the immigration status of persons encountered during police operations.

Officers shall not ask any individual to produce a passport, Alien Registration Card (Green Card), or any other immigration documentation in the normal course of business. This does not prohibit an officer from considering these documents as appropriate forms of identification when voluntarily provided by the individual.

Original SOP: 01/30/2017

(Revised: 10/09/2017, 12/16/2019, 01/31/2023, 12/30/2025)

(Reviewed Only: 12/26/2017, 01/30/2019, 01/11/2021, 02/04/2022, 02/05/2024, 02/09/2025)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Evidence-Based Problem Oriented Policing

Eff. Date: ~~03/28/2022~~ 11/06/2025

### Purpose

The purpose of this standard operating procedure is to provide guidance for evidence-based Problem-Oriented Policing (POP).

Evidence-based policing considers research, evaluation, analysis, and the scientific process.

Herman Goldstein, an American criminologist and Professor at the University of Wisconsin Law School, developed POP in 1979. POP is an evidence-based policing model that emphasizes identifying the underlying causes of crime and disorder and developing a specific response and then evaluating the response. asserts that law enforcement needs to be proactive about preventing crime instead of only being focused on responding to it.

POP is an evidence-based policing model that encourages Combining evidence-based policing and POP allows practitioners to gather high-quality, accurate information and to tailor an approach to a problem of crime or disorder. ensuring that performance falls into line with community, agency and mission expectations.

### Problem-Solving Approach

Most calls for service fit into one of three categories: individual incidents, patterns, or problems. The problem-solving approach is intended to address identified short-term and long-term problems. Problems are more complex and persistent than individual incidents and patterns. Due to their complexity, solving problems often requires police to draw not only on criminal law, but also rely on other municipal and community resources. Within the Madison Police Department (MPD) organization, once a problem is identified, commanders are responsible for organizing and directing resources toward a solution.

Commanders should use the SARA model (Scanning, Analysis, Response, Assessment) for problem-solving. The SARA model consists of four steps:

#### Scanning

- Identifying recurring problems of concern to the public and to the police
- Identifying the consequences of the problem for the community and for the police
- Prioritizing those problems
- Developing broad goals
- Confirming that the problems exist
- Determining how frequently the problem occurs and how long it has been taking place
- Selecting problems for closer examination

#### Analysis

- Identifying and understanding the events and conditions that precede and accompany the problem
- Identifying relevant data to be collected
- Researching what is known about the problem type
- Taking inventory of how the problem is currently addressed and the strengths and limitations of the current response
- Narrowing the scope of the problem as specifically as possible
- Identifying a variety of resources that may be of assistance in developing a deeper understanding of the problem
- Developing a working hypothesis about why the problem is occurring

### Response

- Brainstorming for new interventions
- Searching for what other communities with similar problems have done
- Choosing among the alternative interventions
- Outlining a response plan and identifying responsible parties
- Stating the specific objectives for the response plan
- Carrying out the planned activities

### Assessment

- Determining whether the plan was implemented (a process evaluation)
- Collecting pre- and post-response qualitative and quantitative data
- Determining whether broad goals and specific objectives were attained
- Identifying any new strategies needed to augment the original plan
- Conducting ongoing assessment to ensure continued effectiveness

## **Procedure**

- Once a problem has been identified by district/unit command, a district/unit commander will complete SARA Planning Form A. At the conclusion of the problem-solving effort, or after at least 90 days, a district/unit commander will complete SARA Assessment Form B. Also see Problem- Oriented Policing Initiatives below.
- Commanders will request a case number from dispatch to assign to each Problem-Solving initiative.
- All SARA planning forms, operational plans, Incident Command System (ICS) documents and reports shall be completed under the original problem-solving case number. Planning forms, operational plans and ICS documents shall be electronically submitted/scanned into the Law Enforcement Records Management System (LERMS) for documentation purposes.
- Patrol officers responding to the problem, will use the assigned problem solving case number to capture their activities to resolve the problem.
- If the response to a problem requires the use of a shared Community Policing Team (CPT) or resources outside of the district/unit, the requesting commander will bring the request to the appropriate lieutenants' meetings to coordinate the use of shared resources. CPT and district personnel requests should be made at the Operations Lieutenants' meetings; specialty team personnel requests should be made at the Detective Lieutenants' meetings.
- CPTs may play a significant role in many problem-solving efforts. CPT members are expected to regularly document their work on the problem through the completion of standard police reports and the use of the Computer Aided Dispatch (CAD) records. Units are expected to reassign themselves to the original Problem-Solving case number for tracking purposes.
- Commanders are responsible for tracking all progress on the problem they have identified. This includes reviewing and monitoring completed police reports associated with the problem, tracking time officers/units spend on solving the problem and completing a final assessment. This assessment is completed on a final SARA problem-solving template and will be electronically submitted/scanned into LERMS for record management.
- District / unit captains are responsible for approving problem-solving initiatives in their district or purview.

## Problem-Oriented Policing Initiatives

The safety of community members and of police is of paramount importance. Deliberate planning coupled with written communication of goals, strategies, and tactics reduces uncertainty and increases opportunities for success. Additionally standardized record keeping creates organizational efficiencies and enhances efforts to recreate activities.

All pre-planned initiatives involving 10 or more officers shall have a completed Operational Plan, an ICS 202 and an ICS 204. These forms should all be completed under the original problem-solving case number and shall be electronically submitted/scanned into LERMS for records management.

All initiatives with pre-planned overtime shall be approved by an Assistant Chief prior to the implementation of the initiative.

Notification of the initiative prior to the implementation of the operational plan shall include the following:

- OIC
- Dispatch
- On duty patrol supervisor (if available)

Original SOP: 03/28/2022

(Reviewed Only: 01/31/2023, 02/05/2024, 02/09/2025)

(Revised: 11/06/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Guidelines for Case Assignment and Management

Eff. Date ~~01/29/2024~~ 12/04/2025

Purpose

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

Violent Crimes Unit – VCU	Assignment Criteria
<b>Homicide or Attempted Homicide</b>	<ul style="list-style-type: none"> <li>All cases excluding child deaths (Sensitive Crimes specialty), traffic related homicides/fatalities, and overdose deaths.</li> <li>Officer involved shootings where a suspect/victim/uninvolved community member is deceased will be investigated by Department of Criminal Investigations (DCI)/other outside agency with assistance of the Officer Involved Critical Incident Team.</li> <li>A District Detective will be assigned to work with the assigned traffic specialist in cases of vehicular homicide, if requested by the Traffic Section.</li> </ul>
<b>Firearm Violations</b>	<ul style="list-style-type: none"> <li>Cases involving the discharge of a firearm that result in injury, that intentionally target another (even if no injury), or that result in damage to buildings/vehicles will generally be assigned to VCU.</li> <li>Other firearm related cases will generally be assigned to <b>Persons Crimes Unit (PCU) – the District of Occurrence</b>. These include suicide, clearly accidental discharges with no criminal charges, and incidents lacking evidence of an intended target.</li> <li>All shots fired cases will initially be routed to VCU for review.</li> </ul>
<b>Violent Pattern Felonies</b>	<ul style="list-style-type: none"> <li>Includes robberies, armed home invasions, and weapons offenses; will be assigned to VCU as resources permit.</li> <li>Cases that do not meet the criteria of “violent pattern felonies” will be referred to the <b>PCU District</b>.</li> <li>Cases may be reviewed on a case-by-case basis if additional circumstances exist.</li> </ul>
<b>Kidnapping - Adult</b>	<ul style="list-style-type: none"> <li>Will assign all cases <del>unless they fall under the Wisconsin Department of Justice Child Abduction Response Team (CART) guidelines or are familial custody disputes.</del></li> </ul>
<b>High Profile Cases/Special Circumstances</b>	<ul style="list-style-type: none"> <li>Assigned to VCU at Chief’s discretion.</li> </ul>
Burglary/ <b>Property</b> Crimes Unit – <b>BPCU</b>	Assignment Criteria
<b>Burglary</b>	<ul style="list-style-type: none"> <li>All cases will be reviewed by the <b>BPCU</b> Detective Sergeant for assignment/follow-up.</li> </ul>
<b>Property Theft (including pattern Package Theft, pattern Theft From Auto, pattern Retail Theft)</b>	<ul style="list-style-type: none"> <li>All cases will be reviewed by the <b>BPCU</b> Detective Sergeant for assignment/follow-up based on solvability factors and investigative resources</li> </ul>

<b>Graffiti, Criminal Damage to Property</b>	<ul style="list-style-type: none"> <li>All cases will be reviewed by the BPCU Detective Sergeant for assignment/follow-up based on solvability factors and investigative resources</li> </ul>
<b>Domesticated Animal Abuse/Theft</b>	All cases will be reviewed by the BPCU Detective Sergeant for assignment/follow-up based on solvability factors and investigative resources
<b>Stolen Vehicle</b>	<ul style="list-style-type: none"> <li>All cases will be assigned to a Detective</li> </ul>
<b>Arson/Fire Investigation</b>	<ul style="list-style-type: none"> <li>Assignments will be made in conjunction with or at the request of the Madison Fire Department (MFD) personnel and/or the Detective Lieutenant.</li> </ul>

Special Victims Unit - SVU	Assignment Criteria
<b>Infant/Child Death Investigation</b>	<ul style="list-style-type: none"> <li>All cases where the death was unrelated to either the use of firearms or an adult victim homicide.</li> </ul>
<b>Sexual Assault of a Child</b>	<ul style="list-style-type: none"> <li>All cases involving children will be reviewed by the Detective Lieutenant and/or the Detective Sergeant, and assigned as appropriate. SVU will take cases depending upon available resources; District will be responsible for all others.</li> </ul>
<b>Physical Abuse of a Child</b>	<ul style="list-style-type: none"> <li>Will assign cases that involve significant injury based on available resources.</li> <li>Will assign other cases based on individual factors such as injury, previous contact with family, age of child, or need for follow-up. All other cases will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> </ul>
<b>Child Neglect</b>	<ul style="list-style-type: none"> <li>Will assign cases that involve significant injury, based on available resources.</li> <li>Will assign other cases based on individual factors such as presence of narcotics, length of caregiver abuse, presence of needed resources, dangerousness of living circumstances, etc. All other cases will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> </ul>
<b>Internet Crimes Against Children (ICAC)</b>	<ul style="list-style-type: none"> <li>Will assign all tips vetted through DCI.</li> <li>May proactively work cases as time and resources allow.</li> </ul>
<b>Child Protective Services (CPS) Screen-Out Reports</b>	<ul style="list-style-type: none"> <li>SVU Supervisors will review all CPS screen-out reports forwarded to MPD and will make an assignment determination on appropriate disposition.</li> <li>Disposition includes assigned follow-up by Patrol, District Detectives or SVU Detectives or outreach by SVU Supervisors.</li> <li>If no follow-up is needed, SVU Supervisor or SVU Detectives will generate a case number for the CPS report and enter report contact information into MPD Law Enforcement Records Management System (LERMS) under case incident type "CPS Information".</li> </ul>
<del>Other sensitive cases</del> <b>Kidnapping – Child Victim</b>	<ul style="list-style-type: none"> <li><del>Assigned to SVU at Chief's discretion.</del></li> <li>Will assign all cases involving the non-familial abduction of children</li> </ul>

	<ul style="list-style-type: none"> <li>Will review and assign cases of familial abduction/significant custody dispute based on individual factors to include concern for the welfare of the child(ren), exhaustion of family court process, parent is in violation of court order(s), and/or child(ren) welfare is unable to be independently verified</li> </ul>
<b>Missing/Runaway Juvenile</b>	<ul style="list-style-type: none"> <li>Will be assigned to a Detective if any of the following are present:                     <ul style="list-style-type: none"> <li>The juvenile has a mental/physical disability that could subject the juvenile to risk.</li> <li>The juvenile is under the age of 12.</li> <li>There is any indication that the juvenile’s missing status is involuntary.</li> <li>The juvenile is part of a custody dispute.</li> <li>The juvenile’s missing status is unusual or unexpected.</li> <li>The juvenile has been missing more than one week.</li> <li>Juvenile has a history of sexual abuse (i.e., at risk for human trafficking).</li> </ul> </li> <li>Will otherwise be assigned a Patrol officer.</li> </ul>
<b>Enticement</b>	<ul style="list-style-type: none"> <li>Will be assigned to a Detective.</li> </ul>
<b>Other sensitive cases</b>	<ul style="list-style-type: none"> <li>Assigned to SVU at Chief’s discretion.</li> </ul>

Persons Crime Unit – PCU	Assignment Criteria
<b>Reckless Endangering</b>	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and injuries resulted, case will be assigned to a Detective</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.)</li> <li>If suspect is at large and is known, case will be assigned to a Detective.</li> </ul>
<b>Robbery</b>	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and injuries resulted, case will be assigned to a Detective.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.)</li> <li>If suspect is at large and is known, case will be assigned to a Detective.</li> <li>Communication between VCU and PCU will occur before any cases currently investigated by PCU are assigned to VCU; see VCU - Violent Pattern Felonies assignment criteria.</li> </ul>
<b>Death Investigation – deemed “suspicious”</b>	<ul style="list-style-type: none"> <li>Death Investigations (non-OD-related) that are deemed suspicious (i.e., based on witness statements, physical evidence, unusual circumstances, etc.) will be assigned to a Detective.</li> <li>Non-suspicious deaths involving the elderly, people with medical issues, or obvious suicides will not be assigned.</li> </ul>

<b>Missing Persons - Adult</b>	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective on a case-by-case basis, if unusual circumstances exist (i.e., missing person is endangered, presence of unusual behavior, etc.)</li> <li>• Will be assigned to VCU if it is determined that the subject is a victim of foul play.</li> </ul>
<b>Battery</b>	<ul style="list-style-type: none"> <li>• Cases will only be assigned to a Detective if unusual circumstances are present or victim is elderly or vulnerable adult.</li> <li>• Cases may be returned/assigned to Patrol/Neighborhood Police/Resource Officer for additional follow-up.</li> </ul>
<b>Substantial/Aggravated Battery</b>	<ul style="list-style-type: none"> <li>• If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>• If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.)</li> <li>• If suspect is at large and is known, case may be assigned to Detective/Patrol or NPO/NRO for additional follow-up.</li> </ul>
<b>Hate Crimes</b>	<ul style="list-style-type: none"> <li>• May be assigned to a Detective on a case-by-case basis depending on circumstances (felony offense, potential for continuing behavior, etc.)</li> </ul>
<b>Threats Complaints (to include Extortion related to threats)</b>	<ul style="list-style-type: none"> <li>• Assigned only if unusual circumstances are present (victim is a public figure, continuing/repeated threats, etc.) Case may be assigned to Patrol/NPO/NRO for additional follow-up.</li> </ul>
<b>Weapons Offenses</b>	<ul style="list-style-type: none"> <li>• May be assigned to a Detective if a firearm or other weapon was displayed or other unusual circumstances are present.</li> </ul>
<b>Felon in Possession</b>	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective.</li> </ul>
<b>Crimes Against Officers (Battery to PO, Significant Exposure, Felony Resist)</b>	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective.</li> </ul>
<b>False Imprisonment (Non Domestic)</b>	<ul style="list-style-type: none"> <li>• If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>• If suspect is at large and is unknown, case will be assigned to a Detective.</li> <li>• If suspect is at large and is known, case will be assigned if unusual circumstances are present (injuries, continuing threat, etc.).</li> </ul>

<b>Sensitive Crimes East/West</b>	<b>Assignment Criteria</b>
<b>Sexual Assaults (1st, 2<sup>nd</sup>, and 3rd Degrees)</b>	<ul style="list-style-type: none"> <li>• All cases will be assigned to a Detective, even if an arrest has been made, as most will require additional follow-up.</li> <li>• Cases involving sexual activity between juveniles will be assigned based on District Attorney's (DA's) office prosecution criteria.</li> </ul>
<b>Sexual Assault (4th Degree)</b>	<ul style="list-style-type: none"> <li>• Cases will only be assigned to a Detective if unusual circumstances are present.</li> <li>• May be returned to Patrol/NPO for follow-up.</li> </ul>

<b>Lewd &amp; Lascivious</b>	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis, depending upon good suspect information, solvability factors, or serial/pattern cases.</li> </ul>
<b>Stalking</b>	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
<b>Domestic Cases</b>	<ul style="list-style-type: none"> <li>Felony domestic cases involving intimate partners will be assigned.</li> <li>Cases may be assigned to a Detective if unusual or extreme circumstances exist (i.e. repeat offenders).</li> <li>Intimate partner domestic cases may be assigned to a Detective or NPO to re-contact the victim as a resource.</li> <li>At-large suspect information will be provided to Patrol/Community Policing Team (CPT)/NPO personnel.</li> </ul>
<b>Court Order Violations (Harassment/DV)</b>	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
<b>False Imprisonment (Domestic)</b>	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and is unknown, case will be assigned to a Detective.</li> <li>If suspect is at large and is known, case will be assigned if unusual circumstances are present (injuries, continuing threat, etc.).</li> </ul>

<b>Financial Crimes Unit</b>	<b>Assignment Criteria</b>
<b>Financial Crimes (Credit Card/Internet Fraud, Worthless Checks, Counterfeit Currency, Embezzlement, Forgery)</b>	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis.</li> <li>Factors to consider:                             <ul style="list-style-type: none"> <li>Total loss suffered by the victim</li> <li>Solvability factors</li> <li>Available investigative resources</li> <li>Locality of involved parties</li> <li>Charging probability</li> <li>Other positive outcomes</li> <li>Prevention of continuing criminal activity</li> <li>Possibility of reimbursement of lost funds</li> <li>Special victim considerations</li> <li>Others as appropriate</li> </ul> </li> </ul>
<b>Extortion (Financial)</b>	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis, depending upon the circumstances.</li> </ul>

<b>Other Case Types</b>	<b>Assignment Criteria</b>
<b>Officer Involved Critical Incident</b>	<ul style="list-style-type: none"> <li>See Officer Involved Critical Incident SOP.</li> </ul>
<b>Court Order Violations</b>	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
<b>Annoying Phone Calls</b>	<ul style="list-style-type: none"> <li>Not assigned to a Detective unless unusual or extreme circumstances are present.</li> </ul>

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

<p>Missing Adult</p>	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis if unusual circumstances exist (i.e. missing person is endangered, presence of unusual behavior, etc.).</li> <li>Will be assigned to VCU if it is determined that the subject is a victim of foul play.</li> </ul>
<p>False Imprisonment</p>	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and is unknown, case will be assigned to a Detective.</li> <li>If suspect is at large and is known, case will be assigned if unusual circumstances are present (injuries, continuing threat, etc.).</li> </ul>
<p>Threats</p>	<ul style="list-style-type: none"> <li>Assigned only if unusual circumstances are present (victim is a public figure, continuing/repeated threats, etc.).</li> </ul>
<p>Weapons Violations</p>	<ul style="list-style-type: none"> <li>May be assigned to a Detective if a firearm or other weapon was displayed or other unusual circumstances are present.</li> <li>All shots fired cases will initially be routed to VCU for review.</li> </ul>
<p>Battery</p>	<ul style="list-style-type: none"> <li>Cases will only be assigned to a Detective if unusual circumstances are present or victim is elderly or a vulnerable adult.</li> <li>Cases may be returned to Patrol/Neighborhood Police Officer (NPO) for additional follow-up if needed.</li> </ul>
<p>Substantial/Aggravated Battery</p>	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>If suspect is at large and is known, case may be assigned to a Detective/Patrol or NPO for additional follow-up.</li> </ul>
<p>Arson/Fire Investigation</p>	<ul style="list-style-type: none"> <li>Assignments will be made in conjunction with the Arson Lieutenant or at the request of Madison Fire Department (MFD) personnel and/or the Detective Lieutenant.</li> </ul>
<p>Sexual Assaults (1st, 2<sup>nd</sup>, and 3<sup>rd</sup> Degrees)</p>	<ul style="list-style-type: none"> <li>All cases will be assigned to a Detective, even if an arrest has been made, as most will require additional follow-up.</li> <li>Cases involving sexual activity between juveniles will be assigned based on District Attorney's (DA's) office prosecution criteria.</li> <li>All cases involving children will be assigned. SVU will assign cases depending upon available resources. District will be responsible for all others; see above.</li> </ul>

Sexual Assault (4th Degree)	<ul style="list-style-type: none"> <li>• Cases will only be assigned to a Detective if unusual circumstances are present.</li> <li>• May be returned to Patrol/NPO for follow-up.</li> </ul>
Physical Abuse of a Child	<ul style="list-style-type: none"> <li>• Will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> <li>• Cases involving serious injury will be assigned to SVU, based on available resources; see above.</li> </ul>
Child Neglect	<ul style="list-style-type: none"> <li>• Will be assigned to a District Detective on a case-by-case basis depending on circumstances (need for follow up, presence of injuries, ages of involved parties, etc.).</li> <li>• Cases involving serious injury will be assigned to SVU, based on available resources; see above.</li> </ul>
Lewd & Lascivious	<ul style="list-style-type: none"> <li>• May be assigned to a Detective on a case-by-case basis, depending upon good suspect information, solvability factors, or serial/pattern cases.</li> </ul>
Stalking	<ul style="list-style-type: none"> <li>• May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
Domestic Cases	<ul style="list-style-type: none"> <li>• Felony domestic cases involving intimate partners will be assigned.</li> <li>• Cases may be assigned to a Detective if unusual or extreme circumstances exist (i.e. repeat offenders).</li> <li>• Intimate partner domestic cases may be assigned to a Detective or NPO to re-contact the victim as a resource.</li> <li>• At large suspect information will be provided to Patrol/Community Policing Team (CPT)/NPO personnel.</li> </ul>
Court Order Violations	<ul style="list-style-type: none"> <li>• May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
Enticement	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective.</li> <li>• Cases involving special circumstances (i.e. pattern offenses) will be reviewed with the SVU Lieutenant.</li> </ul>
Missing/Runaway Juvenile	<p>Will be assigned to a Detective if any of the following are present:</p> <ul style="list-style-type: none"> <li>• The juvenile has a mental/physical disability that could subject the juvenile to risk.</li> </ul>

	<ul style="list-style-type: none"> <li>• The juvenile is under the age of 12.</li> <li>• There is any indication that the juvenile's missing status is involuntary.</li> <li>• The juvenile is part of a custody dispute.</li> <li>• The juvenile's missing status is unusual or unexpected.</li> <li>• The juvenile has been missing more than one week.</li> <li>• Juvenile has a history of sexual abuse (i.e., at risk for human trafficking).</li> <li>• Will otherwise be assigned a Patrol officer.</li> </ul>
Animal Abuse or Suspicious Death	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective on a case-by-case basis, dependent upon solvability factors and available investigative resources.</li> </ul>
Stolen Vehicles	<ul style="list-style-type: none"> <li>• Assigned to a Detective. Each District Stolen Auto Detective will attend a weekly meeting with BCU to discuss cases, and if necessary, BCU will adopt more complex cases involving the same suspect(s).</li> </ul>
Annoying Phone Calls	<ul style="list-style-type: none"> <li>• Not assigned to a Detective unless unusual or extreme circumstances are present.</li> </ul>
Theft From Auto	<ul style="list-style-type: none"> <li>• Predominately a Patrol responsibility.</li> <li>• May be assigned to a Detective if a suspect is identified and/or patterns develop.</li> </ul>
Retail Theft	<ul style="list-style-type: none"> <li>• Not assigned to a Detective unless unusual circumstances or a pattern are present.</li> </ul>
Crimes Against Officers (Battery to PO, Significant Exposure, Felony Resisting)	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective.</li> <li>•</li> </ul>
Financial Crimes (Credit Card/Internet Fraud, Worthless Checks, Counterfeit Currency, Embezzlement, Forgery)	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective on a case-by-case basis, dependent upon solvability factors and available investigative resources.</li> <li>• Generally, a minimum loss of \$5,000, actually suffered by victim, is needed for assignment. Exceptions may be made for special circumstances (elderly victim, etc.)</li> </ul>

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

- Solvability Factors:
  - A reliable victim or witness is available
  - A suspect has been named or identified
  - A workable description of the suspect has been recorded via video or from an eyewitness statement
  - Significant information about the suspect(s) location has been recorded (local community member or longtime customer, etc.)
  - The suspect has been previously seen at the scene of the crime
  - A suspect vehicle that contains a partial plate or unique physical characteristics is reported to law enforcement

- Stolen property that is traceable to the owner (cell phone, serial numbers, photos of the property, etc.)
- A significant or distinctive modus operandi (M.O.)
- Useable physical evidence (deoxyribonucleic acid (DNA), fingerprints, bullet casings, etc.)
- Seriousness or type of crime and value of loss
- Additional factors that could lead to a case assignment in the event the case lacks few or any solvability factors:
  - Cases that have a major impact on the community.
  - Cases that have a linked M.O. that occurred outside the jurisdiction.
  - Management decision to have the case investigated.

### **Case Load Management**

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

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

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

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

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

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

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

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

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

Original SOP: 06/08/2017

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

(Revised: 01/25/2018, 02/18/2019, 01/24/2022, 01/29/2024, 12/04/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



## Hours Worked

Eff. Date ~~02/06/2023~~ 11/24/2025

### Purpose

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

### Procedure

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

- More than sixteen (16) hours of work per day
- Overtime that results in less than 6 hours of consecutive leave time between normal duty shifts
- More than eighty-four (84) hours of work per calendar week

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

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

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

### Time Off Between Work Periods

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

Original SOP: 01/25/2018  
(Revised: 01/15/2020, 02/06/2023, 11/24/2025)  
(Reviewed Only: 02/04/2022)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**In-Car Video System**

Eff. Date ~~07/29/2024~~ 12/04/2025

**Purpose**

The utilization of the Madison Police Department's (MPD) in-car video system can provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts. The use of the in-car video system shall be limited to trained employees and be in accordance with MPD procedures and applicable laws. All video files recorded by MPD in-car video systems are official police records which are subject to Wisconsin Open Records laws. Officers are required to select the appropriate Classification Tag and to enter the corresponding case number (or their pd+initials when applicable) in the Case File Number field of the video recording tagging window for each video file they generate during the course of their work shifts.

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

**Procedure**

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

1. Officers shall be responsible for the proper care and operation of their individually assigned wireless microphone, charging dock, and optional lapel microphone. Microphones shall be properly charged prior to the start of each shift.
2. Officers shall not remove, dismantle, or tamper with in-car video (ICV) equipment and/or microphone(s).
3. At the beginning of each shift or assignment, officers operating a squad equipped with an ICV shall complete the following procedures:
  - a. Log into the ICV application.
  - b. Confirm that the correct date, time, and live video display appear in the ICV application.
  - c. Officers shall synchronize and wear the synchronized wireless microphone (and optional lapel microphone) in a position where it can effectively record audio throughout the duration of the officer's shift. In the event two officers are assigned to a single squad (i.e. Field Training, Special Events), one officer is required to synchronize that officer's wireless microphone to the ICV system of the shared squad.
  - d. Perform a short test to confirm video and audio recording.
4. Officers shall be logged into the ICV application throughout the duration of the shift or assignment. In the event of unexpected application closures or laptop restarts, officers shall log back into the ICV application as soon as practical.
5. If an officer is required to respond to a call prior to being able to complete the steps listed above then the above should be completed at the first available opportunity.
6. Officers who are operating a squad in a non-operational capacity (for example, when using a squad for training, shuttling squads between districts, or shuttling squads to/from Fleet Services) where they are not logging into Mobile/Computer Aided Dispatch (CAD) are not required to utilize the in-car video system.
7. When problems with the in-car video system are identified, officers are required to report the issue to Information Management and Technology (IMAT) by calling the IMAT support line Monday-Friday 8:00am-4:30pm at 608-261-9655 or by sending an email containing the vehicle number and description of the problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com). If the identified problem could impact subsequent officers' ability to use a particular squad, officers are encouraged to note the squad number and its identified problem on the appropriate Police District vehicle dry erase marker board.

Officers may operate squads with non-functional in-car video systems when no other squad is reasonably available.

### OPERATION OF THE IN-CAR VIDEO SYSTEM

1. The in-car video system is set to automatically start video recordings (including a 30-second video only pre-event) when any of the following actions occur or thresholds are exceeded:
  - a. The squad's emergency lights are activated.
  - b. The wireless microphone's record (REC) button or auxiliary (AUX) button is depressed.
  - c. The record button is depressed on the back of the front camera.
  - d. The record button is selected in the in-car video software on the Mobile Data Computer (MDC).
  - e. The vehicle crash sensor is triggered.
  - f. The vehicle speed trigger threshold has been exceeded (80mph).
2. In-car video equipment shall be used to record the following:
  - a. All emergency vehicle operations.
  - b. All traffic stops.
  - c. All transports of persons either in or out of custody.
  - d. All interviews as required by Wisconsin State Statutes when other established recording facilities are not available, practical, or preferred.
  - e. When an officer attempts to place an individual into physical custody (either criminal or protective) when safe to do so.
  - f. When approaching an individual the officer reasonably anticipates may be taken into custody when safe to do so.
3. In-car video equipment may also be utilized to record any other official police contacts or actions beyond those listed in point #2 above.
4. Officers should make reasonable efforts to position the front squad camera to accurately capture events outlined in #2 above, unless circumstances dictate a different squad positioning for officer safety purposes.
5. Once initiated, video and audio recordings should remain activated until the incident or event has concluded or until deactivation is permissible. The conclusion of an incident or event has occurred when any arrest(s) related to the incident have been made and arrestee(s) have been transported, after a stopped motor vehicle driver is released from a traffic stop, or when no further law enforcement action is likely to occur related to the incident or event. Deactivation of video and audio recordings prior to the conclusion of the incident or event is permissible:
  - a. When an officer is not directly involved in activity related to the incident or event (i.e., blocking traffic at a position not near the scene of an incident); officers not directly involved in the incident or event do not need to complete a report if the purpose is to just document the cessation of their recording;
  - b. When an officer reasonably believes there is no evidentiary value in collecting further video and audio; for transparency purposes, officers shall document in a report or in call notes the assessment for the cessation of any recording.
6. Officers may temporarily mute audio recording of conversations between police personnel for administrative reasons including, but not limited to, the following:
  - a. Employee to employee training (e.g., during Field Training, incident debriefings, etc.);
  - b. Officer to supervisor discussions about incident dispositions and/or charging decisions;
  - c. Employee to employee discussions involving response strategy or tactics; or
  - d. Personal conversations unrelated to the incident or event being investigated.
7. Reasons for any **intentional** interruptions/microphone muting during video recordings shall be audibly noted prior to the muting and documented within official reports, narrative sections of citations, or in call notes. After the purpose of a temporary mute of an audio recording has concluded, officers shall reactivate the audio recording.
8. Upon completion of a recording, **the officer shall select the applicable classification tag** from the available menu options listed in the "Classify Tag" field of the recording window. Officers shall not intentionally close the recording window on the MDC without making a selection from the classification choices. The current classification tag options include the following: Non-Evidence,

- Equipment Check, Traffic Stop, Arrest/Transport, OWI, Evidence (default tag), and Crash/Pursuit. In the event of multiple, successive recordings that result in multiple files to classify and tag, officers shall locate and add tagging information to the untagged files when they can safely do so, but prior to the conclusion of their work day. Exceptions to this shall be approved by the OIC or other supervisor. Officers can locate these files in the Archive area of the Arbitrator program on their MDC prior to the files being uploaded to the server or they can sign into the Back End client on a district workstation.
9. **Officers shall ensure that the “Classify Tag” and “Case File Number” fields of the recording window are filled out properly for each recording.** If there is no case number associated with the recording, officers shall type their respective pd+initials in the Case File Field. Officers may enter any additional information (e.g., license plate, name, suspect information, etc.) deemed pertinent to the investigation in the “Note” field. The classification tag, case file number, and additional information entered by the officer will serve as the initial selection for the duration of video retention of each video recording.
  10. Officers are only responsible for tagging the videos that are created when signed into arbitrator during their assigned shifts.

### VIDEO TRANSFER AND DOCUMENTATION

1. Video recording(s) shall be transferred at least once during the course of each work shift or assignment. Exceptions to this must be approved by the OIC or other supervisor. Transfer of video may be accomplished by wireless transfer at MPD district stations or other identified wireless access points. Officers can check the status of video files in the Archive area of the Arbitrator program on their MDC or they can sign into **Genetec Clearance** ~~the Back End client~~ on a district workstation to confirm upload.
2. Officers should make every attempt to transfer video recording(s) deemed to be evidence prior to the end of their shift. If this process requires the employee to be on overtime, the employee shall obtain prior approval for the overtime from a supervisor or from the OIC. If the video does not transfer, contact IMAT through the support line Monday-Friday 8:00am-4:30pm at 608-261-9655 or send an email containing the vehicle number and description of the problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com) prior to the end of the employee's shift.

### IN-CAR VIDEO MANAGEMENT

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

<b>Tag / Retention</b>	<b>Definition/Use Case</b>
Non-Evidence (180 days)	Not categorized by any other tag
Evidence (30 years) – Default Tag	All other evidence
Equipment Check (7 days)	Lightbar checks at the start of a shift
Crash/Pursuit (30 years)	Squad crashes and vehicular pursuits
OWI (30 years)	OWI incidents
Traffic Stop (180 days)	Standard traffic stops
Arrest/Transport (30 years)	Transporting arrestees to Jail, JRC, Detox, etc.

Original SOP: 02/25/2015

(Reviewed Only: 02/04/2016, 02/05/2024)

(Revised: 12/22/2016, 06/15/2017, 11/30/2017, 04/09/2021, 12/28/2021, 07/29/2024, 12/04/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
Investigation of Cases Involving Officers as  
Victims of Serious Crimes



Eff. Date ~~01/03/2020~~ 11/24/2025

## Purpose

The purpose of this procedure is to establish more consistent guidelines for the investigation of cases where Madison Police Department (MPD) Officers are the victims of serious crimes and to deal with aftercare issues for those officers.

## Procedure

### Definitions -

**CISM Provider:** A select group of mental health professionals that are contracted to provide Critical Incident Stress Management services in response to critical incidents.

**Victim Officer:** Sworn Personnel who are on-duty, or off-duty but acting within the scope of their duties as Law Enforcement Officers, who are targeted with intentional violence which results in serious injury or the potential for death or great bodily harm to the officer. Any incident that is considered a serious physical or psychological threat to an officer in the line of duty, where the involved officer is considered a victim of a crime.

Uninjured Victim Officers shall report the incident to a supervisor at the earliest opportunity.

## Notifications

OICs should follow the Notification of Commanding Officers and the Standard Operating Procedure as well as Line of Duty, Life-Threatening Injury or Death of an Employee Standard Operating Procedures as appropriate. In addition to line #6 in the Notification of Commanding Officers SOP, district command and the Chief should be notified whenever an officer is the victim of an attempted serious violent crime where likelihood of significant injury or death would have been high if the act had been carried out (e.g., an officer who was shot at but not struck or an officer who the suspect attempted to run over with a vehicle). These examples are meant to be illustrative only and not all inclusive.

## Immediate Considerations

Victim Officers shall be extracted from the active investigation of the suspect as soon as it is practical.

Investigative personnel/detectives should be assigned to actively work the case as soon as it is practical.

Depending on the seriousness of the incident, Victim Officers or officers directly witnessing the event may be interviewed by investigators in lieu of completing a report on the incident. This decision will be made by the investigative supervisor managing the case, and should be communicated to the Victim Officer as soon as possible.

In the event that the officer completes their own report rather than being interviewed by a ~~D~~etective, the ~~I~~nvestigative supervisor will review the officer's report to make sure that the report addresses the incident properly. ~~(For example,~~ typically officers are taught not to include their own feelings and impressions in their reports ~~but are trained to elicit those details from crime victims in interviews. if we were interviewing a crime victim we would be asking for those things.~~ Additionally, ~~m~~any officers might downplay or not address their feelings of being fearful, etc.).

Personnel should remain cognizant of Victim Officer's status as a crime victim, and the associated rights provided under SS950. Contact with the Dane County Victim/Witness program will be made by

investigators as early as practical. The Victim/Witness staff can assist with coordinating suspect bail conditions, and requests for things like bail monitoring. Assigned investigators should verify that Victim Officers have been informed about victim impact statements (such as the benefits of completing them, their timeline, etc.) and that the Victim Officer(s) are kept apprised of the case status.

## Follow up aftercare

Upon being notified, district command staff will be responsible for checking in with involved officers prior to their next work shift. Officers will be offered the chance to take administrative leave if needed due to the physical/emotional after effects of the incident.

Every attempt should be made to have the Victim Officer(s) contacted by the CISM (Critical Incident Stress Management) provider prior to their return to duty. Exceptions can be made to this if the Victim Officer(s) feel strongly that it is not necessary. If contact with the CISM provider does not occur prior to return to duty, contact with the CISM provider will still need to occur in accordance with the Officer Involved Deaths and Other Critical Incidents ~~critical incident~~-SOP (specifically, the "Officer Involved Critical Incident Mental Health Response" section).

When an officer becomes the victim of a crime through the course of a call for service, someone from the Victim/Witness Unit at the DA's Office will send a victim packet for the officer to the PD Subpoenas group ([pdsupoenas@cityofmadison.com](mailto:pdsupoenas@cityofmadison.com)). The Executive section PRT will forward it to the Victim Officers and to the Victim Officers captain. The captain will then be responsible for checking in with the Victim Officers to make sure they have received the package and assign it to the Victim Officers supervisor who will help the Victim Officers understand the process. The Victim Officers will need to request restitution and/or services by checking the right box and returning the form to the Victim/Witness Unit in the DA's Office.

## Records

All MPD reports and records, including relevant entries in LERMS, should not include individual officers' date of birth, home address or other personal information. Reports regarding Victim Officer victims should note the officer's age and use 211 South Carroll Street as a contact address.

## Medical Records

Where medical records are needed for a criminal investigation into an incident where an officer is a victim, the assigned detective will coordinate the appropriate collection and processing of the records. The Victim Officer will be asked to sign a consent for release of medical records, with the scope of the consent limited to that needed for the criminal case.

If consent is provided and the records are obtained, the assigned detective will meet with the Victim Officer, review the records and ensure that any information outside the scope of their consent is redacted. The redacted records will become part of the case file and be scanned into LERMS. The assigned detective shall notify the assigned prosecutor that redacted medical records have been scanned into LERMS. The unredacted version of the medical records should be destroyed.

Original SOP: 01/17/2017  
(Revised: 11/02/2017, 01/03/2020, 11/24/2025)  
(Reviewed Only: 02/04/2022, 02/05/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Investigation of Incidents Involving Shots Fired**

Eff. Date ~~01/03/2022~~ 11/24/2025

**Purpose**

To provide guidelines and expectations for the Madison Police Department (MPD) response to incidents of possible shots fired.

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

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

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

**Initial Response**

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

## Investigative Follow Up

- All reports of shots fired incidents will be completed prior to the end of shift and routed to the Violent Crime Unit (VCU) for initial review/assignment.
- VCU will ensure that the appropriate District command staff (Detective Lieutenant) is notified of the incident. VCU will generally have responsibility for assignment and investigative follow-up for shots fired incidents involving injury, intentional targeting of a person (if no injury), or damage to buildings/vehicles. Districts will generally have responsibility for assignment and investigative follow-up for shots fired incidents involving suicide, clearly accidental discharges with no criminal charges, and incidents lacking evidence of an intended target. The Investigative Services Lieutenant who oversees VCU will coordinate with the appropriate District on deviations from this or assignment of other shots fired cases.
- FSU will triage all casings to determine appropriate candidates to enter into the National Integrated Ballistic Information Network (NIBIN) system in a timely manner. In major cases, FSU and case detectives will work together to determine if further analysis needs to be completed on the casings prior to testing.
- All recovered firearms will be reviewed by FSU for consideration of test firing for entry into the NIBIN system. Firearms will be swabbed prior to test firing. FSU and case detectives will work together to determine if further analysis needs to be completed on the firearm prior to test firing.
- CIS will track all shots fired incidents.

Original SOP: 01/25/2018  
(Revised: 05/02/2018, 01/15/2020, 01/03/2022, 11/24/2025)  
(Reviewed only: 02/05/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Life Threat Emergency at Facility Public Windows

Eff. Date ~~04/22/2015~~ 11/24/2025

**Purpose**

The purpose of this SOP is to provide an emergency procedure for civilian staff at public access windows when they are presented with an emergency that would put them in danger of a life threat emergency during the course of their duties.

**Procedure**

**CIVILIAN PUBLIC WINDOW EMPLOYEE**

Each ~~work station~~ workstation at a public access window will have an assigned radio on the police radio system, if no panic button is available. The radio will be immediately accessible to the employee staffing the public window.

A life safety emergency occurs when an employee's life would be placed in jeopardy of death or great bodily harm if the suspect who is equipped to cause this level of harm is attempting or threatening to gain entry past protective measures at public windows.

The employee at the public window should take the police radio or activate the panic button and evacuate the window area to the predetermined safe shelter area for the ~~work station~~ workstation. Other civilian employees in the immediate area should be verbally notified to evacuate to the safe area.

Once the employee is sheltered in the safe zone, if applicable, they should activate the radio alarm on the radio and wait for the dispatcher to acknowledge the alarm. The radio will then be used to respond to dispatch questions to inform officers of the nature of the threat as directed by officers or dispatch. Radio traffic during emergency situations can be very chaotic, and strict radio discipline must be adhered to.

The employee will monitor the radio for directions and stay sheltered in place until advised by a responding officer or dispatcher that it is safe to leave. The employee without a radio should stay sheltered in place until advised by a responding officer that it is safe to leave.

**RESPONDING OFFICERS**

A response to a facility radio alarm or panic button shall be considered an emergency life safety response. Officers shall respond per their training to address the threat.

Once a contact team has addressed the threat, the security and rescue teams should make provisions to check civilian staff in the predetermined shelter location.

Original SOP: 04/22/2025  
(Reviewed Only: 02/02/2016, 12/20/2016, 12/26/2017, 01/31/2020, 01/31/2023)  
(Revised: 11/24/2025)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Line of Duty Death of an Employee

Effective Date: ~~01/31/2025~~

11/24/2025

### Purpose

The purpose of this SOP is to outline the Madison Police Department's response to a line of duty death.

The Madison Police Department (MPD) recognizes that a line of duty death will likely have far-reaching ~~effects~~ ~~affects~~ across the agency and the community and will require a timely and sensitive response to the needs of the involved officers, surviving family members, the organization, and the community.

The Madison Police Department recognizes that adhering to an incident command model, with clearly defined assignments/roles, will greatly assist the surviving family members and the organization in the aftermath of a line of duty death.

The Madison Police Department recognizes that proper "notification" is a critical component of the survivors' ability to adjust to the loss of a family member.

The Madison Police Department recognizes that ensuring survivor benefits are in order and quickly addressed will assist the surviving family in the aftermath of their loss.

The Chief of Police may institute any part of this policy for a non-commissioned employee of the Madison Police Department, or for any death of a Madison Police Department Public Safety Officer.

### Definitions

**Public Safety Officer:** An individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer.

**Line of Duty Death (LODD):** Any action, felonious or accidental, which claims the life of a Madison Police Department sworn employee, while on duty. This definition is for the purposes of this policy only. Also:

Pursuant to 34 U.S. Code SUBCHAPTER XI— PUBLIC SAFETY OFFICERS' DEATH BENEFITS, a line of duty death is presumed when a public safety officer dies from a heart attack, stroke, or vascular rupture while engaged in, on duty, or within 24 hours of participating in a non-routine stressful or strenuous physical law enforcement service, or a training exercise involving non-routine stressful or strenuous physical activity.

**Survivors:** Primary family members of the deceased employee, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé, and/or significant others.

**LODD Involved Officer:** An officer who is directly involved in the line of duty death of another officer.

**Family Liaison Officer:** A member of the Madison Police Department who is assigned to the survivors of the officer killed in the line of duty, for the purposes of coordinating communication between the survivors and the involved agency to include funeral arrangements, benefits, and investigative updates. In most cases, this will be a member of the MPD Peer Support Team who has received specialized training in dealing with line of duty deaths and the role of a Family Liaison Officer.

**Employee Designated Representative (EDR):** A pre-identified person, of the deceased officer's choosing, who can act as a liaison between the survivors, the Family Liaison Officer(s), and the Madison Police Department.

**Law Enforcement Death Response Team (LEDR):** The Wisconsin Department of Justice Law Enforcement Death Response team is an available resource/team that is trained to assist with all details surrounding the death of a law enforcement officer, regardless of the circumstances. LEDR's response is willing to assist any agency in any manner requested and can include: Death Notification, Critical Incident Debriefings, Peer Counseling, Funeral Service Preparations, Public Safety Officer Benefits (PSOB), Family Support, Media Coordination, and Department logistics. LEDR can be reached 24/7 at: (866) 410-5337.

**Notification Team:** The personnel responsible for notifying the next of kin of a deceased employee. Ideally, this team consists of the Chief of Police or designee, the person(s) designated in the employee's emergency notification packet, and a representative from the county medical examiner's office, with emergency medical technicians (EMTs) standing by; however, the time necessary to fully assemble and deploy this team must be balanced against the prompt notification of survivors, with special consideration given to any possibility that a survivor might be able to reunite with an employee before their passing.

## Procedures

### Pre-Incident

1. All employee photographs shall be kept up-to-date.
2. Employees will meet with their supervisor annually to review and edit (if necessary) all paperwork related to critical incidents and emergency notifications.
  - a) In order to make prompt notification to an employee's family, in the case of a death, an Employee Emergency Notification packet is saved to the employee's personnel file in LERMS. This packet will contain a notification sequence for each employee of the Madison Police Department, indicating who should be notified first, second, third etc., their addresses, and phone numbers. Employees should include in this sequence someone who would be able to contact/locate dependents who are in school or additional people to contact. Employees may also identify an Employee Designated Representative. See Employee Emergency Notification Information Packet (Form A).
  - b) All employees are encouraged to make sure they have up-to-date beneficiary designations in place.
  - c) Employee Emergency Notification packets shall only be viewed for official purposes related to a notification, or for administrative purposes by the supervisor responsible to ensure the form has been reviewed annually. Access history to Employee Emergency Notification packets will be audited to ensure that only appropriate access occurs.
3. Peer support officers who can act as Family Liaison Officers should attend training that teaches best practices in dealing with line of duty deaths.

### In the Event of a Line of Duty Death

#### A. Duties of LODD Involved Officer(s)

1. Immediately notify dispatch of incident and location. When practical, any radio communication should be done over an encrypted radio channel.
2. Render first aid and request response by emergency medical services.
3. Officer(s) shall inform a supervisor or the Officer-in-Charge of the incident as soon as possible.
4. Protect and secure the scene until relieved.
5. Identify witnesses for subsequent interviews. The LODD involved officer(s) shall not participate in the interviews of witnesses.
6. Brief the first arriving supervisor of the nature of the incident.

7. Reporting requirements for LODD involved officer(s) will be completed by investigators assigned to the incident. LODD involved officers will not be required to prepare a written report.

#### B. Duties of the On Scene Supervisor

1. Assume responsibility for the security and preservation of the scene. The involved agency is responsible for the initial response unless relieved by an outside agency lead investigator.
2. Notify the Officer-in-Charge.
3. Ensure that a LODD non-involved supervisor, if not already at the scene, responds immediately to the scene of the incident (A LODD non-involved supervisor is defined as one who has not been involved specifically at the scene, or involved in any tangential fashion, e.g., operation planning, drafting of search warrants, surveillance officers, intelligence gathering, etc.).
4. If necessary, establish a scene command post and give location to the Dane County Public Safety Communications (911 Center).
5. As soon as practical, relieve the officers directly involved in the line of duty death of any further responsibilities at the scene.
6. Identify and separate witnesses until the arrival of the lead investigator and/or other outside investigators.
7. If an outside agency lead investigator is involved, provide all necessary information to the outside agency lead investigator, and then relinquish control of the investigation to the outside agency lead investigator.

#### C. Duties of the Officer-in-Charge (OIC)

1. The Officer-in-Charge shall retrieve all employee paperwork completed by the deceased officer, which is maintained in the employee's personnel tab in LERMS. The OIC will review the packet for the names of any on-duty officers who are requested to be part of the Notification Team. If possible, those officers will be taken out of service and immediately assigned to the Notification Team.
2. Notify the Officer Involved Critical Incident (OICI) team commander or designee, and the Forensic Services Sergeant.
3. Notify the Chief, the Assistant Chief of Operations, and the Assistant Chief of Investigative and Specialized Services.
4. Notify Commanders of the District where the incident occurred. If the incident occurred outside of the employee's assigned district, the District Commanders of the involved employees should also be notified.
5. In the event of an Officer Involved Death or Other Critical Incident, refer to that SOP.
6. Notify the Captain of the "back-up" District where the incident occurred. For example, West District is backed up by Midtown District. In most cases, this commander will eventually become the Hospital Supervisor.
7. Contact Dane County Public Safety Communications (911 Center) Supervisor to inform on-duty officers of the status of the incident (e.g., injuries to officers and community members, or other important information). This should be done via silent dispatch, utilizing the Mobile Data Computer (MDC) and/or email, and should contain the following information:
  - a. Name of the deceased officer(s);
  - b. Name of LODD involved employee(s) and their status;
  - c. Directive to on-duty officers to refrain from any information sharing outside of MPD, including social media posting;
  - d. Advise on-duty officers it is appropriate to communicate to their own families their current status, but they should refrain from sharing any other information until authorized by a commander. It is critically important that information is not inadvertently shared with survivors.

- e. Advise personnel that they may gather at an MPD facility (such as Midtown or the MPD Training Center) for support; but they shall not assemble at the hospital. Only officers who have been directed to go to the hospital as a result of being assigned a necessary and specific law enforcement task by a supervisor should go to the hospital, and they shall check-in with the Hospital Supervisor upon arrival.
8. Notify the Madison Professional Police Officers Association (MPPOA) or Association of Madison Police Supervisors (AMPS) President, or another member of the MPPOA/AMPS board if the President is not available.
9. Notify the Peer Support Team Coordinator and deploy any on-duty Peer Support Officers to initiate the Critical Incident Stress Management protocol.
10. After formal notification to the involved officer's family has been made and in coordination with the Incident Commander, notify the department, via phone chain, followed by an email (sent to PD Group), that an MPD employee/officer was killed in the line of duty. The OIC will identify the officer by name, rank, and the location of the event, the location for all employees to assemble at if they decide to come in to work for support purposes. This email notification shall direct all employees to refrain from making social media notifications about this incident.
11. All media releases shall be cleared through the Internal Communications Commander and/or the Incident Commander. The name of the deceased employee will not be released to the media by the Department before the immediate family is notified. If the media obtains the employee's name prematurely, the Chief of Police or designee will request the name to be withheld until proper notification can be made to the survivors.

#### D. Duties of the Notification Team

1. It is the responsibility of the Notification Team to properly notify the next of kin of an employee who has died in the line of duty. Consideration should be given to immediate family, extended family, significant others, and relevant military branches. The deceased employee's *Emergency Notification Packet* must first be consulted. Prompt notification must be balanced with the wishes of the employee, if noted in their packet, with special consideration given to any possibility that a survivor might be able to reunite with an officer before their death. Additionally, expedience is of the utmost concern in consideration of instant social media, instant messaging, and other means in which the survivor family could learn of the tragedy before proper notification can take place.
2. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be immediately available at the time of notification.
3. Notification will be made in person and ideally never alone. At least two vehicles should be used so someone can stay with the family, if necessary.
4. Never make a death notification on the doorstep. Ask to be allowed into the residence and gather the survivors together. If the survivor is at work, the Notification Team should request that the survivor be brought to a private room. Members shall not inform the workplace supervisor of the purpose of the visit other than to indicate that it is a family emergency.
  - a. Inform survivors slowly and clearly of the information that you have.
  - b. If specifics of the incident are known, the Notification Team should relay as much information as possible to the family.
  - c. Be sure to use the deceased officer's name during the notification. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away." Experience has shown that survivor family members want and need straightforward talk. State the facts as known. Be clear on what information is known and what is not yet known.
5. If the family requests to visit the hospital, they should be transported by police vehicle.
  - a. It is highly recommended that survivors not drive themselves to the hospital.
  - b. If the survivor insists on driving, someone should accompany them in the family car.

- c. If young children are at home, and the survivor's decision is for those children to remain at the home, the Notification Team should arrange for babysitting needs. This may involve a co-worker's family, transportation of children to a relative's home, or similar arrangements.
6. Do not be overly protective of the family. This includes sharing specific information as to how the employee died.
7. Any promises, such as, "We will promote them posthumously," or "We will retire their badge," shall not be made to the family by any person except the Chief, and even then, strong consideration should be made to withhold such promises and actions until the emotion of the incident is under control.
8. Prior to departing for the hospital, the Notification Team should notify the Hospital Supervisor (by telephone, if possible) that survivors are en route so that arrangements can be made for their arrival.
9. The deceased employee's parents should also be afforded the courtesy of a personal notification whenever possible and practical. Be aware of any medical problems of the parents that may exist. If immediate survivors live beyond the Dane County area:
  - a. The Notification Team will ensure that a teletype message is sent to the appropriate jurisdiction, requesting a personal notification.
  - b. The Notification Team may choose to call the other jurisdiction by telephone, in addition to the teletype (TTY) message.
  - c. Arrangements should be made through the notifying agency to facilitate a conference call with the Notification Team, so details of the incident can be relayed directly from the Notification Team to the survivor family.
10. During a line of duty death, the external monitoring of police frequencies may be extensive. Whenever possible, communications regarding notifications should be restricted to the telephone or to encrypted channels.
11. The Notification Team should complete written details specifying the identity, time, and place of the survivor notifications.
12. The Notification Team should remain at the hospital while the family is present until adequately relieved by the family liaison(s).

#### E. Duties of the Hospital Supervisor

1. The Hospital Supervisor is responsible for coordinating the law enforcement activities at the hospital where the injured or deceased officer has been transported. This on-scene role should be initially filled by the first available supervisor, who may be supplemented by a commander from the back-up district of **the** injured or deceased officer. It is essential this role is filled without delay in order to prevent significant disruption at the hospital. These responsibilities include, but are not limited to the following:
  - A. Announcing to Dispatch over the radio that they have assumed the role of Hospital Supervisor
  - B. As soon as reasonably practical, identify who from the hospital will be MPD's primary point of contact for exchange of information
  - C. Contacting the head of security to ensure patient privacy and the normal functioning of the hospital
  - D. Whenever possible, wearing a traffic vest when in this role, which helps hospital staff know who is in charge from MPD for communication purposes
  - E. Coordinating the arrival of the Notification Team with hospital staff
  - F. Coordinating with the OICI Hospital Supervisor, if applicable
  - G. Limiting the number of MPD personnel at the hospital to only those with a specifically assigned, critical law enforcement task
  - H. Redirecting MPD personnel without an assigned task to the designated place of assembly, like the MPD Training Center. Officers shall not assemble at the hospital.
2. Do not be overly protective of the family. This includes sharing specific information as to how the employee died.

3. Any promises, such as, "We will promote them posthumously," or "We will retire their badge," shall not be made to the family by any person except the Chief, and even then, strong consideration should be made to withhold such promises and actions until the emotion of the incident is under control.

F. Duties of Assistant Chief of Investigative & Specialized Services

1. Will make the request for an outside agency lead investigator, or outside agency observer. If an outside agency lead investigator is unavailable, MPD will oversee the criminal investigation and assign a lead investigator.
2. Will evaluate the need for an administrative review and/ or the need for Professional Standards & Internal Affairs (PSIA) investigation.

G. Duties of the Investigative Commander

1. This position is typically assigned to an MPD Assistant Chief or Captain and is responsible for coordinating investigative resources related to the line of duty death. This person will typically be the Captain of Investigative Services.
2. Contact Assistant Chief of Investigative & Specialized Services and notify them of the line of duty death.
3. In the event of an outside agency criminal investigation, coordinate with the investigating agency to make certain they have access to all necessary MPD resources to conduct the investigation.
4. Make investigative assignments and coordinate investigative efforts.
5. Management of investigative personnel (assignments, monitoring hours worked, etc.).
6. Managing overtime and arranging relief for investigative staff.
7. Communicate investigative updates to the Assistant Chief of Investigative & Specialized Services and the Incident Commander.
8. Designate case as "Extraordinary" for Telestaff/payroll purposes (if appropriate).

H. Duties of the Incident Commander

1. This position is typically assigned to an MPD Assistant Chief or Captain and is responsible for coordinating MPD operational resources. This person should not be in charge of any investigation related to the line of duty death. This person will typically be the Operations Captain.
2. Establish and staff a Department Command Post (CP), if necessary, to coordinate information and response to the tragedy.
3. Ensure a Hospital Supervisor has been assigned.
4. Ensure an Honor Guard Commander has been designated and the duties fulfilled.
5. Ensure that at least one Family Liaison Officer has been designated and the duties fulfilled.
6. Ensure a Staffing Commander has been designated and the duties fulfilled.
7. Designate an Internal Communications Commander.
8. In conjunction with the Honor Guard Commander, ensure the issuance of a teletype message to formally announce the line of duty death. As soon as practical, an initial TTY may be distributed with the announcement and that arrangements are pending. Details of arrangements should be withheld until completely verified; once that happens, subsequent TTY and email release should be considered. Extreme care should be given to releasing a TTY with information that will need to be changed or withdrawn. A follow-up TTY shall include the following:
  - a) Name of deceased.
  - b) Date and time of death.
  - c) Circumstances surrounding the death.
  - d) Funeral arrangements (state if service will be private or a police funeral).
  - e) Expressions of sympathy in lieu of flowers.

- f) Contact person and phone number for visiting departments to call to indicate their desire to attend or to obtain further information.
  9. Direct the wearing of badge mourning bands and any other Agency memorials.
- I. Duties of the Peer Support Commander of the Family Liaison Officers
1. This person will assign and oversee the Family Liaison Officer and will monitor the wellbeing of any designated Employee Designated Representative (EDR) from MPD. Typically, this person will be a lieutenant assigned to the Peer Support program. The Peer Support Commander of the Family Liaison Officers will report directly to the Incident Commander until the completion of ceremonial events related to the line of duty death; the Peer Support Commander will then report to the Commander of Support Services.
  2. Designate at least one Family Liaison Officer with consideration not to designate someone so close to the survivor family that they would not be able to handle the responsibilities of this role.
  3. Coordinate the schedules of the Family Liaison Officers to provide as much daily availability to survivors as possible.
  4. Place the Family Liaison Officers on special assignment in order to fulfill their duties.
  5. Ensure that the Family Liaison Officers have department issued cell phones and that the phone numbers are shared with the Incident Commander and the Honor Guard Commander.
  6. Work with the Family Liaison Officer to coordinate Employee Assistance Program (EAP) and Critical Incident Stress Management (CISM) responses for the survivors.
  7. If an MPD Employee Designated Representative (EDR) is working with survivors, monitor the wellbeing of the EDR with recognition that this is an extremely emotionally taxing role.
  8. Place the Critical Incident Partner (CIP) on special assignment in order to fulfill their duties.
- J. Duties of the Family Liaison Officer
1. This person is a facilitator between the survivors and the MPD. It is important that this person not be someone so close to the survivor family that they would not be able to handle the responsibilities of this role. This person(s) will report directly to a Peer Support Supervisor.
  2. The Family Liaison Officer is not a decision-making position, but a “facilitator” between the survivors and the MPD. It is important that the person(s) assigned this role realize they are not to make decisions on behalf of the MPD. The Family Liaison Officer will have immediate access to the Department Incident Commander, the Honor Guard Coordinator, and the Benefits Coordinator so necessary decisions can be made immediately.
  3. In conjunction with the Honor Guard Commander or their designee, assist the survivors with funeral arrangements and making them aware of what the Department can offer if they decide to have a law enforcement funeral.
  4. Apprise the survivors of information concerning the death and the continuing investigation.
  5. Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting childcare and transportation needs, etc. The Peer Support Commander should contact the MPPOA or AMPS President, or board member if the President is unavailable, to discuss and coordinate financial and other logistics associated with these needs.
  6. Work with the Benefits Coordinator to obtain needed information from the family for benefit processing, as well as keeping the family apprised of the progress with the death benefits.
  7. Work with the deceased officer's district command to ensure that the officer's personal property is returned to the family.

8. Work with the department coordinator regarding "Donations" to the family.
9. If no court proceedings surround the circumstances of the member's death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity. If criminal violations surround the death, the Family Liaison Officer will:
  - a. Inform the family of all new developments prior to press release.
  - b. Keep the family apprised of legal proceedings.
  - c. Introduce the family to the Dane County Crime Response Program and the Dane County Victim/Witness coordinator.
  - d. Arrange for investigators and prosecutor(s) to meet with the survivors, at the earliest opportunity before and following any trial, to answer all their questions.
10. The Family Liaison Officer acts as a long-term liaison with the survivors to ensure that, if desired, close contact is maintained between the MPD and the survivors and that their needs are met.

K. Role of the Employee Designated Representative (EDR)

1. This person is predetermined and of the deceased officer's choosing.
2. This person is identified when MPD commanders access your Emergency Death Information Packet (Form A), which is stored in the employee's personnel file in LERMS.
3. If an officer did not identify an Employee Designated Representative on the Emergency Notification Form, the department may appoint one if requested.
4. The Employee Designated Representative will coordinate with the Family Liaison Officer.

L. Duties of the Honor Guard Commander

1. This is the person who will oversee and coordinate the planning and implementation of all aspects of the funeral arrangements. The Honor Guard Commander will also be primarily responsible for external communications to the greater law enforcement community. This person will report directly to the Incident Commander.
2. Notify the Law Enforcement Death Response Team (LEDR). This notification can be made by contacting LEDR via the phone number (866) 410-5337, or by contacting the Wisconsin State Patrol Regional Post, where all contact information for the LEDR Team is maintained. LEDR Team contact information is also located at [www.wichiefs.org](http://www.wichiefs.org).
3. Work with the Incident Commander and the Notification Team with regard to timely release of initial information via TTY and email. Details of arrangements should be withheld until completely verified; once that happens, subsequent TTY and email release should be considered.
4. Coordinate all movement of the deceased in a ceremonious fashion. This includes any procession from the hospital to the morgue.
5. As soon as possible, arrange for a 24-hour guard that is posted to stay with the fallen officer. While this is a function of the Honor Guard, other sworn employees of the agency can be assigned this role. This 24-hour-a-day posting should start at a minimum following the release of the deceased by the Medical Examiner.
6. As soon as feasible and practical, in conjunction with the Family Liaison Officers, meet with the survivors to determine their wishes regarding MPD participation in the preparation of the funeral or services. Any information in the employee packet shall be shared with the family at this time. The family shall be assured that the MPD is willing and able to coordinate all arrangements, but no decisions will be made without their input and approval (Should the family elect to not have a law enforcement funeral, the Chief must consider holding a Department memorial service in recognition of the need for co-workers to grieve and experience some closure to the line of duty death).
7. Work closely with the family-identified Funeral Director and Clergy to develop arrangements. Attention will be given to selecting venues that will be capable of accommodating the large law enforcement response, and in the absence of such venues, developing contingency plans, as needed.

8. In accordance with Honor Guard Policy, ceremonial aspects of the visitation and funeral arrangements will be planned by the Honor Guard Coordinator.
9. Determine what public safety, church, fraternal, and labor organizations will provide in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.
10. Evaluate the necessity of reaching out other Honor Guard resources.
11. For the funeral, if necessary:
  - a. Designate a *Logistics Lead* whose responsibilities include the following:
    - I. Arrange for adequate water/food at each venue.
    - II. Arrange for portable restrooms, if needed.
    - III. If deemed necessary, arrange for bus transportation from alternate staging/parking locations to venues.
    - IV. Responsible for copying and distribution of funeral instructions for visiting agencies.
    - V. Responsible for documenting all visiting agencies and dignitaries.
    - VI. If directed, coordinate having someone video record services and document agencies present.
  - b. Designate a *Traffic Coordinator* whose responsibilities include the following:
    - I. Coordinate/Manage traffic and parking at each venue including visitation, funeral, cemetery, and any fellowship function.
    - II. Collaborate with any involved jurisdictions for needed traffic control for visitation, funeral, and procession.
    - III. Under direction of the Honor Guard Commander, direct the assembly of the squad and vehicle procession.
    - IV. Pre-plan and designate the procession route in consultation with the Honor Guard Commander.

M. Duties of the Internal Communications Commander

1. This person will coordinate the internal communications related to the line of duty death including, but not limited to, support services updates, investigative updates, and ceremonial activities. This person will report to the Incident Commander, but will also be in regular contact with the Investigative Commander, and the Support Commander and will share and coordinate information from these branches to MPD personnel at regular intervals.
2. Coordinate timely department-wide notifications, releasing factual information with directives regarding confidentiality.
3. This person will coordinate with the Public Information Officer (PIO) regarding external communications.

N. Duties of the PIO

1. This person will be responsible for external communications regarding the incident.
2. This person must coordinate all external releases of information regarding the incident with the Internal Communications Commander.
3. The name of the decedent should be withheld until survivors are notified.
4. If the media learns the identity of the decedent prior to notifications, the PIO will request the name be withheld until proper notification can be made to the survivors.

O. Duties of the Staffing Commander

1. This person is responsible for ensuring the staffing of all critical department assignments through the conclusion of ceremonies related to the line of duty death.
2. If necessary, coordinate deployment of outside law enforcement agencies to cover functions of patrol services at the time of the funeral, if deemed necessary.

3. Coordinate extra patrol of family residence throughout all phases of the planning, visitation, and funeral.

P. Duties of the District

1. Ensure that involved personnel have had appropriate opportunities to contact family members, Union officials, and/or attorneys.
2. Coordinate with the Support Commander to ensure that EAP and trauma services have been offered.
3. Ensure that regular command updates are given to the Chief and Assistant Chief of Operations.
4. If applicable, ensure that the Significant Exposure to Blood Borne Pathogens SOP is followed.
5. Responsible for Community Care tasks.
6. Arrange for the cleaning out of the employee's workspace and/or locker, as well as the delivery of the employee's personal belongings to the family at an appropriate time. This should be coordinated through the Family Liaison Officer.

Q. Duties of the Support Commander

1. This position is typically assigned to an MPD Assistant Chief or Captain and will be primarily focused on providing support to commissioned and non-commissioned personnel. This support will come in many forms including, but not limited to, Peer Support, EAP, LEDR, and Finance (Benefits). This person will typically be the Peer Support Captain.
2. Ensure that the Wisconsin Law Enforcement Death Response (LEDR) Team has been contacted at (866)410-5337. Contact can also be made through the Wisconsin State Patrol Regional Post, and LEDR team information can be found at [www.wichiefs.org](http://www.wichiefs.org).
3. Designate a Peer Support Commander of the Family Liaison Officers.
4. Designate an Internally Focused Peer Support Supervisor and ensure that Peer Support is immediately activated.
5. Notify City of Madison Risk Management within 24 hours of the event.

R. Duties of the Internally Focused Peer Support Supervisor

1. This person is responsible for coordinating MPD's internal EAP, Peer Support, and CISM resources in response to a line of duty death. This assignment reports to the Support Commander.
2. Ensure that police witnesses and other employees, who may be emotionally affected by the death of another employee, will be afforded the opportunity to attend a Critical Incident Stress Management (CISM) debriefing held by a trained mental health professional (EAP).
3. Ensure that services of the LEDR Team, as well as the Department's contracted Employee Assistance Program (EAP) provider is activated immediately.
4. Coordinate all EAP, Peer Support and CISM response.
  - i. EAP responsibilities:
    1. Coordinate a CISM response for the involved officers.
    2. Coordinate a CISM response for MPD command staff.
    3. Provide grief support services for all impacted MPD employees (civilian and commissioned)
  - ii. Peer Support Responsibilities:
    1. Assist EAP staff in identifying impacted MPD personnel and coordinating CISM response.
    2. Provide a supportive presence at the Districts.
    3. Conduct follow up check-ins as requested.

4. Provide grief support to impacted MPD personnel if/when requested.

S. Duties of the Benefits Coordinator

1. This role will typically be filled the MPD Human Resources Coordinator.
2. This person will work with benefits specialists from LEDR and Concerns of Police Survivors (COPS) to ensure every available survivor benefit is explored.
3. This person will coordinate with the Family Liaison Officer(s) to share benefits information with the appropriate survivors.
4. This person's responsibilities will continue well after the immediate event.
5. This person will report directly to the Department Support Commander.
6. This person will be responsible for the following:
  - a. Filing Workers' Compensation claims and related paperwork.
  - b. Contacting the appropriate agencies immediately to ensure that the beneficiary receives death and retirement benefits, the employee's remaining paychecks, and payment for remaining annual and compensatory time.
  - c. Gathering information on all benefit/funeral payments, to include the Federal Public Safety Officers Benefits Act that is available to the family.
  - d. Notifying police organizations, such as Wisconsin Professional Police Association (WPPA), and any other fraternal organizations of which the employee was a member. These organizations may also offer financial assistance with logistical needs of the funeral services.
  - e. Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries and contacts at various benefits offices and when they can expect to receive payment.
  - f. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive, what has been done, as well as what has yet to be completed. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
  - g. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.
  - h. Attention should be given to the revocation of health care benefits. Many providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.
  - i. Continue meeting with the family until benefit applications are well underway. Then, meet with the family in four to six months to ensure they are receiving benefits.

T. Public Safety Officer Death Benefit (PSOB)

1. Public Safety Officer Death Benefit (PSOB) is a program that provides a death benefit to eligible survivors of a public safety officer whose death is the direct and proximate result of a traumatic injury sustained in the line of duty or certain work-related heart attacks or strokes. To receive a death benefit, the claimant must establish that the public safety officer died as the direct and proximate result of an injury sustained in the line of duty. Under the program, it is presumed that a public safety officer who dies from a heart attack, stroke, or vascular rupture, while engaged in, on duty after, or within 24 hours of participating in a non-routine stressful or strenuous physical law enforcement activity, or other emergency response activity, or a training exercise involving non-routine stressful or strenuous physical activity, has died in the line of duty for death benefit purposes. The PSOB program pays a one-time lump sum death benefit to eligible survivors of a public safety officer killed in the line of duty. The amount paid to the officer's survivors is the amount authorized to-be paid on the date that the officer died, not the amount authorized to-be paid on the date that the claim is approved.

2. PSOB death benefits are paid to eligible survivors in the following order:
  - a) If the officer is survived by only a spouse and no children, 100% of the death benefit goes to the spouse.
  - b) If the officer is survived by a spouse and children, 50% of the death benefit goes to the spouse and the remaining 50% is distributed equally among the officer's children.
  - c) If the officer is survived by only children and not a spouse, the death benefit is equally distributed among the officer's children. If the officer is survived by neither a spouse nor children, the death benefit is paid to the individual(s) designated by the officer in the most recently executed designation of beneficiary on file at the time of the officer's death. If the officer does not have a designation of beneficiary on file, the benefit is paid to the individual(s) designated by the officer in the most recently executed life insurance policy on file at the time of the officer's death.
  - d) If the officer is survived by neither a spouse nor eligible children and the officer does not have a life insurance policy, the death benefit is equally distributed between the officer's surviving parents.
  - e) If the officer is survived by neither a spouse, nor eligible children, nor parents, and the officer did not have a designation of beneficiary or a life insurance policy on file at the time of their death, the benefit is paid to surviving adult, non-dependent, children of the officer.
  - f) A death or disability benefit will not be paid:
    - i. If the fatal or catastrophic injury was caused by the intentional misconduct of the public safety officer or the officer's intention to bring about their death, disability, or injury;
    - ii. If the public safety officer was voluntarily intoxicated at the time of their fatal or catastrophic injury;
    - iii. If the public safety officer was performing their duties in a grossly negligent manner at the time of their fatal or catastrophic injury;
    - iv. If an eligible survivor's actions were a substantial contributing factor to the officer's fatal or catastrophic injury.

#### U. Continued Support for the Family

1. Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
2. Holidays may be especially difficult for the family, particularly if small children are involved. Increase contact with the survivors, as additional support is important at these times.
3. The Chief of Police or a designee should observe the member's death date with a short note to the family, flowers on the grave, and/or wreath placement at the Wisconsin Law Enforcement Officers Memorial.

Original SOP: 05/13/2015

(Reviewed Only: 03/04/2016, 12/20/2016, 12/26/2017, 02/04/2022)

(Revised: 01/15/2019, 01/28/2020, 01/31/2023, 1/23/2024, 09/20/2024, 01/31/2025, 11/24/2025)

(Name Change and Overhaul of SOP: 01/28/2020 – previously known as Line of Duty, Life-Threatening Injury or Death of an Employee SOP)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Missing Child

Eff. Date 02/03/2020  
11/24/2025

### Purpose

The purpose of this procedure is to establish guidelines and responsibilities regarding Madison Police Department's (MPD) response to reports of missing children.

The term "missing child" typically refers to a person who is younger than 18 years of age. However, federal law requires NCIC notification when a person between the ages of 18-21 is reported missing as well. Anyone under the age of 21, reported as missing shall be investigated accordingly and without delay.

MPD investigates all reports of missing children. Each case will be assessed to determine the risk to the child. In cases with an increased risk to the child, additional resources will be allocated as deemed appropriate for the specific details of the case.

Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in, or was last seen in this jurisdiction, this agency will immediately initiate the required reporting process. If a child resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child report, this agency will assume reporting responsibility and work cooperatively with other agencies.

Questions concerning parental custody occasionally arise in relation to missing child reports. MPD officers shall accept the report of a missing child even if custody has not been formally established. Reporting parties will be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child(ren) is paramount, members of this agency will open a case when it can be shown the child has been removed, without explanation, from his or her usual place of residence. If the court has not established custody, then the law enforcement responsibility is to ensure the child is safe.

### Procedure

#### DEFINITIONS

Missing child cases may fall into one of the below types:

- The **non-family abduction**, in which a child is taken by an unknown individual through force or persuasion, usually in furtherance of additional victimization.
- The **family abduction**, in which a non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement. These cases have proven to be fatal. The child should not be assumed to not be in danger simply because he/she is with a parent.
- The **runaway child**, most often a teenager, who leaves home voluntarily for a variety of reasons.
- The **lost or otherwise missing child**, who becomes separated from parents or caretakers under circumstances not indicating the likelihood of an abduction or voluntary absence. (e.g., cognitively/emotionally disabled, endangered due to medical condition).

As soon as it is verified that the child is missing, an immediate city-wide radio alert to all other patrol units and neighboring law enforcement agencies shall be made. The child shall be entered into NCIC by the primary responding officer, and this entry shall not exceed two hours from the time of original officer dispatch.

Each case represents a unique set of circumstances. It is important for initial responding officers to evaluate a multitude of factors that will help determine the level of risk or danger to a missing child.

## RISK FACTORS

Missing children cases that present risk factors indicating a heightened likelihood of danger to the child require an intensive response. The following risk factors or unusual circumstances that may be present include:

- Child is ~~is~~ out of the zone of safety for his or her age and developmental stage or physical condition. (examples - a toddler has gone far beyond the boundaries of their yard, an 8-year-old is missing overnight, a child with significant medical needs is missing during a time when they should be receiving medication, etc.).
- Child is ~~d~~Developmentally disabled, cognitively disabled or other mental or physiological impairment.
- Child is ~~is~~ drug medically dependent and the dependency is potentially life-threatening.
- Child is ~~is~~ in a life-threatening situation.
- Child is ~~is~~ absent in a manner inconsistent with established patterns of behavior and the deviation cannot be readily explained.
- ~~Is involved in a situation causing a reasonable person to conclude the child should be considered at risk.~~
- Child is ~~Reasonable belief that they are~~ with others who could endanger his or her welfare.

If it is determined that **risk factors** are involved in the report of a missing child, an expanded investigation will immediately commence, and the OIC shall be briefed on the situation.

The OIC shall initiate command notification protocols and consult with the Special Victims Unit Lieutenant for potential deployment of specialized resources. The Special Victims Unit Lieutenant will, in consultation with the Captain of the Investigative Services Bureau, determine if the Wisconsin DOJ-DCI CART Team will be requested to mobilize.

The OIC may initiate the review protocol for an AMBER Alert by contacting the Wisconsin State Patrol's Traffic Management Center at **1-844-977-4357 (844-WSP-HELP)**.

## Initial Responding Patrol Officers

1. Respond promptly to the scene. Verify that the child is in fact missing by searching the scene; an upset/panicked parent can miss a child.
2. Air a city-wide radio alert to all other patrol units and all neighboring law enforcement agencies that there is a missing child. Provide physical descriptors, clothing description, and the last known location of the child. Request additional units respond to check the immediate area where the child was last seen.
3. Interview the parent(s) or person(s) who made the initial report.
4. Determine when, where, and by whom the missing child was last seen.
5. Interview the individual(s) who last had contact with the missing child.
6. Confirm the child's custody status.
7. Identify the child's zone of safety for his or her age, developmental stage, physical and mental state.
8. Brief street supervisor; make initial determination of the type of incident and determine if K9 response is needed.
9. Brief OIC.
10. Obtain a complete description of the missing child, including photographs (multiple images) and/or video as well as air the last known location.
11. If suspicious circumstances are identified, obtain suspect and vehicle description along with other pertinent information to locate the person.
12. Provide detailed descriptive information to Dane County 911 for broadcast updates.
13. Contact Dane County 911 to enter the child in the NCIC Missing Person File within two hours of the officer's initial dispatch time.
14. Identify and interview everyone at the scene.
15. Secure and safeguard the area (place last seen) as a potential crime scene.

16. Determine if the child has access to an online computer, cellular telephone or other device. Obtain relevant email, online names and passwords.
17. Written reports, original and supplements shall be completed as a priority report prior to the end of the tour. A report must be completed on all missing children even if the missing child returns a short time after they are reported as missing.
18. If missing/runaway child returns, the dispatched officer shall respond in person to verify that the missing child has indeed returned. After verification, the officer shall contact dispatch and cancel the missing status. The return/cancellation must be documented in a report.

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### Initial Responding Sergeant

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1. Obtain a briefing from the responding officers and/or other agency personnel at the scene.
2. Ensure a search of home and place last seen has been conducted.
3. Ensure that K9 resources have been considered for the home and place last seen. For additional resources, contact the OIC to make the request to the K9 supervisor.
4. Notify the OIC to determine if additional personnel and resources are needed to assist in the investigation-such as SVU notification and/or CART activation.
5. Consult with OIC to determine if AMBER Alert is appropriate. See AMBER Alert Protocol at end of document.
6. Establish a field command post (should be an appropriate distance from the residence of the missing child).
7. Determine the size of the perimeter and canvass area.
8. Organize and coordinate the initial canvass/search efforts using a map/grid of the area. Identify potential search areas.
9. Document canvass and/or searched areas.
10. If any suspicious circumstances exist, designate a co-supervisor to supervise perimeter.
11. All persons leaving the inner perimeter should be contacted and identified. All vehicles attempting to leave the inner perimeter should be detained and searched for the missing child.
12. Assign an officer to document all parked vehicles within a reasonable area around the inner perimeter.
13. Conduct initial methodical hasty searches of last known location of child
14. Coordinate exchange of information with the non-scene Command Post that includes the canvass documents, canvass/searched areas, and maps.
15. Brief responding SVU or CART members and/or investigative resources.
16. Direct the staging of media for the District Commander or PIO.
17. Release the canvass/search operation to the designated Search Operations Coordinator.

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### Officer-In-Charge

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1. Assess the need for additional resources, equipment, personnel and/or outside resources.
2. Notify District Command and the Special Victims Unit Lieutenant.
3. Ensure that the required NCIC entry has been made.
4. Include the Missing Child information to the OIC Daily Log in SharePoint for MPD-wide dissemination. This includes runaways.
5. Consider the use of Dane County Emergency Telephone Notification. Designate the geographic area to be notified, preferably bounded by streets or other known geographic landmarks.
6. Consider activation of the non AMBER Alert community notification and/or Wisconsin's AMBER Alert System. See AMBER Alert Protocol at end of document.
7. Contact PIO to facilitate media issues.

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### Special Victims Unit Lieutenant

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1. Assess the need for additional resources, equipment, personnel and/or outside resources.
2. Consult with the Captain of the ISB to determine if the DOJ-DCI CART should be requested.
3. Contact SVU detectives and request they respond to the District Command Post.

4. Establish a command post at the appropriate MPD District Station.
5. Serve as the MPD liaison to the DOJ-DCI CART Commander.
6. Call in and coordinate additional investigative resources as needed.

### **Investigative Services Captain**

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1. Determine if DOJ-DCI CART resources should be requested.
2. Contact the Director of the Special Operations Bureau of DCI and request CART mobilization by calling 608-266-1671.
3. Notify the Assistant Chief of Operations of CART mobilization.

Original SOP: 02/25/2015  
(Reviewed Only: 01/09/2017, 12/26/2017, 02/04/2022, 02/05/2024)  
(Revised: 02/03/2020, 11/24/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Mobile Data Computers - Use of

Eff. Date ~~11/30/2017~~ 11/24/2025

**Purpose**

Madison Police Department (MPD) mobile data computers will be operated and utilized in accordance with this policy. Officers are expected to use mobile computers, systems, and applications properly, and in compliance with City APM 3-9. All dispatching of, acknowledgment of, and disposing of calls for service will continue to be done verbally over the air as well as on the mobile computer. Silent dispatching of calls by mobile computer is not authorized except with permission from the Officer-in-Charge.

All commissioned personnel expected to use mobile computers, systems and applications in the course of their duties will be provided training of proper usage.

**Procedure**

**MANDATORY FUNCTIONS**

In addition to radio confirmation, patrol personnel must use the mobile data computer for the following, if possible:

**Mobile**

- En-route to Call: Indicates an officer was dispatched and is en-route.
- Arrived at Scene: Indicates the officer has arrived.
- In Service: Indicates the officer has cleared from a call. The primary officer will enter the disposition code, designating whether a report will be completed on the incident.
- Off-Shift: Indicates the officer has cleared their mobile unit in CAD. Officers must still provide radio communications regarding 10-42 status.

**TraCS**

- Completion of TraCS ELCI and NTC citations, warnings, and crash forms.

**Arbitrator**

- Review, tagging, and uploading of in car video.

**OPTIONAL USE OF MOBILE COMPUTERS**

**Mobile**

- The use of other mobile computer functions (10-6 and 10-7 out of service statuses, secondary locations, etc.).
- Call notes can be added real time during calls for service.
- Data Checks – TIME/NCIC and local (LERMS) of persons and vehicles.
- Information: Person ALERTS, prior CAD Calls, LERMS Incidents, LERMS Cases (including reports), LERMS Property, and Preplan information can also be accessed.
- Officers may use Mobile CHAT messaging for communications that would not require radio air time.

## Field Reporting

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- Completion of reports through the Mobile Field Reporting application.

## Applications

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Various other systems and information may be accessed through the connectivity to the City Network from the MDC – Examples:

- SharePoint: Briefing, SIU, etc.
- Genetec Clearance (for ICV, BWC, etc.)
- Websites: Employeeenet, MPD Intranet, CCAP, WILENET/e-TIME, Google Maps, etc.
- TeleStaff
- Outlook
- New World Records Management System- LERMS
- Documents: City Maps, Hazmat Guide, etc.

## RULES FOR MOBILE COMPUTER USE

1. Inappropriate or unprofessional messages will not be sent via mobile computer.
2. Inappropriate or unprofessional intranet usage will not be accessed via mobile computer.
3. While operating a motor vehicle, officers shall use due caution in the utilization of mobile computers and limit their use to circumstance which require mobile computer usage in order to meet core business functions and communications. Officers shall refrain from protracted typing or viewing of the mobile computer while operating, insomuch as it presents a potentially hazardous distraction while driving.
4. Limited personal use is tolerated, and limited to individualized communication that is not in violation of City APM 3-9.

Original SOP: 02/25/2015

(Revised: 02/10/2016, 12/22/2016, 11/30/2017, 11/24/2025)

(Reviewed Only: 01/31/2020, 01/31/2023)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Naloxone (Narcan) Protocol

Eff. Date ~~12/16/2019~~ 11/24/2025

## Definition

Naloxone is a medication that acts to combat the effects of opiate drugs, primarily the depression of the respiratory system. First Responder administration is intended to restore adequate respiratory effort.

## Administrators

Naloxone may be administered in the field by Madison Police Department (MPD) personnel who have received the appropriate in-house training and approval from the Medical Director of MPD.

## Availability

Commissioned employees trained and approved in the administration of naloxone **shall** carry their assigned medication on their person or with their equipment (squad car, squad box, bike bag, etc.) when on duty.

## Indications for Naloxone Administration

- The patient is unconscious and not responding to any verbal **or physical** stimuli.
- The patient has no detectable breathing, OR has poor respiratory effort such as: agonal breaths, loud snoring respirations, occasional gasping breaths, or cyanosis.
- There is evidence that the patient is suffering from an opiate overdose including, but not limited to:
  - Bystanders have given information that the patient has taken or may have taken an opiate of some kind.
  - There is physical evidence of opiate use, such as drug paraphernalia or prescription bottles.
  - The patient has a known history of opiate abuse.
  - The patient has pinpoint pupils along with the respiratory depression or arrest.
  - The totality of the circumstances lead the officer to believe the patient's condition is more likely caused by an opiate overdose than not.

## Contraindications for Naloxone Administration

- Patients who are conscious or semi-conscious and responding to verbal stimuli.
- Patients who are breathing normally and adequately.
- Known allergy to naloxone. (Check for medical alert bracelet.)

## Administration

Naloxone shall be administered nasally **or through an injection (IM or SQ)**, in strict accordance with naloxone training guidelines and protocol. An ambulance **shall** be requested for any person who has received naloxone from a Madison Police Officer, if not already en route.

If MFD or other advanced life support has not yet arrived on scene and the patient has not returned to a normal breathing status, subsequent doses may be administered every **2-3 3** minutes.

Upon MFD or other advanced life support arrival, advise advanced life support personnel of the patient's original condition prior to naloxone use, the fact that naloxone was administered, the time of administration, and the observed response of the patient.

## Considerations

Naloxone is a short acting drug and opiates are longer acting drugs. The naloxone will leave body systems faster than the opiate, so respiratory depression may return in a short period of time. Continue to assess respiratory status until advanced life support arrives. Rescue breathing may be indicated if breathing is absent or ineffective. CPR may be necessary if there is no pulse or breathing.

Naloxone can be administered to a patient of any age, however, pediatric patients should warrant closer monitoring and may need airway management and support as well a rescue breaths or even CPR should they become pulseless

Naloxone may work rapidly and send the patient into immediate withdrawal. They may feel very sick and may become combative. Other side effects include flushing, sweating, agitation, dizziness, and acute pain that may have been masked by the effects of opiates.

There have been a few documented case of sudden pulmonary edema associated with naloxone use in a resuscitation situation. Always continue to monitor patient's airway and breathing status and be ready to begin rescue breathing and/or CPR if needed. The risk of cardiac arrest due to the respiratory depression caused by opiate use outweighs the risk of possible flash pulmonary edema.

## Documentation Requirements

If naloxone is administered, its use shall be documented in a police report. The following information **shall** be included in the documentation:

- Who administered the dose.
- Time or estimated time that drug was administered.
- Administration route, i.e. Intranasal. (~~Intranasal or IM~~).
- Where the drug was administered into the body.
- Condition of patient prior to administration including signs that indicated the need for naloxone.
- Condition of the patient after administration including signs that naloxone may have been effective or ineffective.
- Time or estimated time of arrival of advanced life support.
- Any complications that may have occurred.

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(Reviewed Only: 02/04/2022, 02/05/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Off-Duty Officer Responsibilities

Eff. Date ~~11/02/2016~~ 10/23/2025

## Purpose

This procedure outlines off-duty expectations for Madison Police Department (MPD) personnel.

## Procedure

Off-duty officers, while within the ~~City~~ ~~city~~ of Madison, have the same peace officer authority under Wisconsin Statute 62.09(13) as they have when on-duty. Off-duty officers should first consider notifying on-duty local ~~law enforcement police~~ and avoid, when possible, inserting themselves into situations and remain good witnesses. However, when encountering a situation in which a crime has been committed, or where there is probable cause to believe a crime has been committed, or where there is an immediate danger to person or property and the perpetrator of such offense is likely to escape, off-duty officers may take action.

However, off-duty officers should:

1. Not take advantage of their police authority in circumstances arising from their own quarrels, those of their families, or those of their neighbors, unless serious circumstances exist.
2. Be aware of provisions for properly identifying themselves prior to taking any enforcement or corrective action.
3. Not arrest traffic violators on sight, except when the violation is especially flagrant or involves an accident or driving under the influence of intoxicants.
4. Be aware that when an officer elects to take action pursuant to those circumstances enumerated in this procedure the officer is actively engaged in the performance of his/her duties, and conduct is governed by MPD's Code of Conduct and Standard Operating Procedures.
5. Comply with MPD procedures on off-duty weaponry.

## Enforcement Action out of Jurisdiction

Off-duty officers outside of the City of Madison, pursuant to section 175.40 of the Wisconsin Statutes, may make an arrest or provide aid/assistance anywhere in the ~~State~~ ~~state~~ of Wisconsin if:

1. The officer is taking action that he/she would be authorized to do within the ~~City~~ ~~city~~ of Madison and under MPD procedures.
2. The officer is responding to an emergency situation that poses a significant threat to life or bodily harm, or to acts that the officer reasonably believes constitute a felony.

Officers should only take action if the situation is urgent and immediate action is needed, and if notifying the law enforcement agency of the jurisdiction where they are located would constitute an insufficient response.

Otherwise, off-duty officers, or persons with them, should make a reasonable attempt to notify the ~~911 center~~ ~~911-Center~~ for the area covered as soon as possible and advise them of the emergency, location and that the off-duty officer will be taking action. Officers should consider whether they have the appropriate capabilities (identification, equipment, communication, etc.) to intervene and/or make an arrest.

Off-duty officers are expected to fully cooperate with any investigation into the incident, and, when possible, notify the MPD OIC of their off-duty involvement in enforcement activities out of jurisdiction.

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(Revised: 04/12/2016, 11/02/2016, 10/23/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Officer Involved Deaths and Other Critical Incidents**

Eff. Date ~~02/03/2025~~ 11/24/2025

**Officer Involved Death (OID):** An incident involving the death of an individual that results directly from an action or an omission of a law enforcement officer while the officer is on duty or while the law enforcement officer is off duty but performing activities that are within the scope of the officer's law enforcement duties.

**Other Officer Involved Critical Incident (OICI):** An event in which an officer is involved as a principal, as a victim, or is the custodial officer where significant injury likely to cause death occurs or when an officer intentionally discharges their firearm at another person.

**Criminal Investigation:** An investigation of a critical incident to ascertain all the relevant evidence as to whether or not anyone committed a crime during the course of the event that led up to and included the critical incident. The criminal investigation is separate and precedes the internal and civil investigation.

**Involved Officer:** An officer who is directly involved in the critical incident as a principal, a victim, or is the custodial officer.

**Involved Agency:** The "involved agency" is the law enforcement agency that employs the officer(s) who is (are) directly involved in the officer-involved death. In the event that officers from more than one agency are directly involved, there can be multiple involved agencies. In such cases, the second agency should be considered an involved agency depending on their level of involvement, if any, in the incident.

**Outside Agency Lead Investigator:** The outside agency lead investigator has statutory authority to oversee and direct the investigation. The outside agency lead investigator will work with the supervisors of the involved agency in order to accomplish the investigation. The involved agency supervisor(s) will use their formal authority within the agency to assist the lead investigator.

Pursuant to Wis. Stat. 175.47, the Madison Police Department (MPD) will request that an outside agency conduct the criminal investigation of any officer involved death where an MPD officer is a principally involved officer. MPD, if requested, may conduct the criminal investigation of another agency's officer involved death if approved by the Chief or designee.

**A. Officer Involved Death: Duties of Involved Officer(s)**

1. Immediately notify dispatch of incident and location.
2. Render first aid and request response by emergency medical services.
3. Officer(s) shall inform a supervisor or the Officer-in-Charge (OIC) of the incident as soon as possible.
4. Protect and secure the scene until relieved.
5. Identify witnesses for subsequent interviews. The involved officer(s) shall not participate in the interviews of witnesses.
6. Brief the first arriving supervisor of the nature of the incident and consider providing a voluntary Public Safety Statement according to Section C below.
7. When relieved of duties at the scene by a supervisor, remain with assigned uninvolved officer and proceed to a local hospital.
8. Upon request, surrender all weapons and equipment used in the incident in the officer's possession at the time of the incident. Replacement of weapons and equipment will occur as soon as practical.
9. The Involved Officer(s) will be required to provide a blood sample. The blood draw and subsequent testing will be in accordance with Attachment B.
10. Reporting requirements for involved officer(s) will be completed by investigators assigned to the incident. Involved Officers will not be required to prepare a written report.
11. Review for content and accuracy the OID report(s) detailing their statement(s).

12. Unless exigent circumstances related to an on-going threat require it, involved officers shall not watch video related to the incident until their formal interview with the outside agency lead investigator, or upon receiving approval from the lead outside agency investigator.
13. Unless exigent circumstances related to an on-going threat require it, involved officers shall not discuss the incident with other involved officers until after the completion of their formal interview with the outside agency investigator.

**B. Officer Involved Death: Duties of On-Scene Supervisor**

1. Assume responsibility for the security and preservation of the scene. The involved agency is responsible for the initial response until relieved by the outside agency lead investigator.
2. Contact the officer(s) involved to obtain a Public Safety Statement.
3. Notify the dispatcher to broadcast a message if no officer(s) have been injured.
4. In the event an officer is injured, immediately notify the Officer-in-Charge.
5. Ensure that a non-involved supervisor, if not already at the scene, responds immediately to the scene of the incident. (A non-involved supervisor is defined as one who has not been involved specifically at the scene, or involved in any tangential fashion, e.g., operation planning, drafting of search warrants, surveillance officers, intelligence gathering, etc.)
6. Establish a scene command post and give location to the Dane County Public Safety Communications (911 Center)
7. As soon as practical, relieve the officers directly involved in the critical incident of any further responsibilities at the scene. A non-involved fellow officer shall be assigned to accompany the involved officer(s) until such time that the lead investigator or designee is able to assume responsibility. If the involved officer elects to speak about the incident with the non-involved officer, those conversations are not privileged and may become part of the investigation.
8. Identify and separate witnesses until the arrival of the outside agency lead investigator and / or other outside investigators.
9. Provide an opportunity for the involved officer to contact Union officials or legal counsel as soon as practical. Provide phones and numbers as needed.
10. Provide all necessary information to the outside agency lead investigator and then relinquish control of the investigation to the outside agency lead investigator.

**C. Public Safety Statement**

1. Response to Public Safety Statement questions is voluntary.
2. The first arriving supervisor not involved in the incident will seek a Public Safety Statement from the involved officer. This is not an interview, but will address only the most basic information regarding the incident, to include the following:
  - a. Injuries requiring immediate medical intervention
  - b. Location and description of offenders
  - c. Identify evidence in order that it be protected from loss
  - d. Identity of witnesses
  - e. Has the scene changed or been altered in any way since the incident
  - f. Use of force, what type of force was used
  - g. A minimal summary of the event in order to address and better understand the first six investigative points
3. If practical, the Public Safety Statement should be done with a Forensic Services Unit (FSU) Investigator present.
4. In the event a supervisor is not available, a detective or investigator also may take the Public Safety Statement from the involved officer(s).
5. The supervisor, detective or investigator obtaining the Public Safety Statement will document the information in a report.

**D. Officer Involved Death: Duties of the Officer-In-Charge (OIC)**

1. Notify the OICI Team Commander or designee and the Forensic Services Lieutenant.
2. Contact the District Commanders of the district where the incident occurred. If the incident occurred outside of the employee's assigned district, the District Commanders of the involved employees should also be notified.
3. Notify the Chief, Assistant Chief of Operations, and Assistant Chief of Investigative & Specialized Services.
4. Contact Dane County Public Safety Communications (911 Center) and direct them to inform officers of the status of the incident (e.g., injuries to officers and community members, important information). This should generally be done in a private manner (email, phone, Mobile Data Computer (MDC) message, etc.).
5. In the event of an injury or death of an employee, notify the immediate family per the Line of Duty, Life Threatening Injury, or Death of an Employee SOP.
6. Notify the Professional Standards and Internal Affairs Unit (PSIA) and the Public Information Officer (PIO).
7. Notify the Peer Support Team Coordinator and deploy any on-duty Peer Support Officers to the scene to initiate the Critical Incident Stress Management protocol.
8. Follow the Aftercare Protocol and deploy Critical Incident Partner officers to the scene.
9. All media releases shall be cleared through the OICI Commander and the Office of the Chief of Police.

**E. Officer Involved Death: Duties of the OICI Commander**

1. Contact the Assistant Chief of Investigative & Specialized Services and make notification of the critical incident.
2. Ensure that services regarding the involved personnel have been provided.
3. Liaison with the outside agency lead investigator to ensure the lead investigator has access to all necessary resources to conduct the investigation.
4. Communicate with the OIC.
5. Communicate with Command Staff.
6. Make appropriate notifications as needed:
  - Chiefs
  - District Command
  - District Attorney's Office (if appropriate and in all homicide cases)
7. Communicate with MPD Finance Unit staff for case number cost accounting.
8. Designate case as "Extraordinary" for Telestaff/payroll purposes (if appropriate), including an email notification to PD Payroll with the required details.
9. Management of personnel (assignments, monitoring hours worked, etc).
10. Managing overtime and arranging relief for staff.
11. Evaluate need for support staff.

**F. Officer Involved Death: Outside Agency Lead Investigator**

1. Per Wis. Stat. § 175.47, the investigation into an officer-involved death must be led by at least two investigators employed by outside agencies, one of whom is designated as the outside agency lead investigator.
2. The outside agency lead investigator is not required to personally accomplish every single task involved in the investigation. The role of the outside agency lead investigator is one of oversight and supervision; personally performing critical tasks while delegating and overseeing other tasks. If MPD is investigating another agency's officer involved death, the OICI Commander will determine to what extent personnel from the involved agency will be asked to assist.
3. The outside agency lead investigator is in charge of the investigation. The outside agency lead investigator of an officer-involved death must be responsible for the investigation and have hands-on leadership of investigation activities. If MPD is

investigating another agency's officer involved death, members of the OICI team will be assigned to the investigation.

4. The outside agency lead investigator will direct the overall investigation and shall coordinate with the lead officer/agency conducting any underlying criminal investigation of the event, or events, which led to the officer-involved death. They shall take possession of, or direct the collection of, all evidence, take or direct the taking of statements of witnesses and police officers, and act as the primary contact for prosecutors.
5. The outside agency, when practicable, will provide a supervisory officer with sufficient training and experience in conducting major investigations. This supervisory officer will respond to the scene along with the investigators and will interface with the command staff of the involved agency. If MPD is investigating another agency's officer involved death, the OICI Commander will oversee the investigation.
6. MPD's expectations are that the outside agency will accomplish (personally or by delegation) the following tasks related to the investigation:
  - a. Supervise the crime scene investigation and ensure that all involved parties and witnesses are kept separate during the scene investigation. If these parties are moved to another location, this responsibility is transferred to the investigator at that location.
  - b. Liaison with the involved agency supervisor and/or incident commander to ensure the necessary equipment and/or personnel are brought to the scene and utilized efficiently.
  - c. In conjunction with the involved agency supervisor, ensure that the integrity of the scene is maintained. The involved agency supervisor shall continue to manage that agency's resources committed to the investigation.
  - d. Act as a liaison between the department and investigators from the Dane County District Attorney's Office.
  - e. Make contact with the deceased person's next-of-kin for the purpose of notifying them of the death, providing them with notification of services, furnishing them with required documents regarding victim rights, identifying witnesses, suspects, evidence, or crimes, and serving as the point of contact with them throughout the investigation.
  - f. Facilitate a walk-through of the secure and intact scene for personnel from the DA's office, as well as the command staff and/ or internal investigators of the involved agency as needed. The purpose of the walk-through is to give these representatives an understanding of the conditions and layout of the scene for future proceedings.
  - g. Ensure that a complete copy of the criminal investigation is provided to the Dane County District Attorney's Office for review within a reasonable amount of time.
  - h. Participate in all necessary district attorney appearances to include any future inquest proceedings.

#### **G. Officer Involved Death: Duties of OICI Investigation Team**

1. Review the Officer Involved Critical Incident Investigation Conflict of Interest Checklist and report to OICI Commander if there is the potential for a conflict of interest. See Attachment A for the checklist.
2. Assist as directed by the OICI Commander.
3. If MPD is investigating another agency's officer involved death, fulfill responsibilities of the outside agency lead investigator as described in this SOP.

#### **H. Officer Involved Death: Duties of the Hospital Assignment**

The involved agency is responsible for the initial hospital response until relieved by the outside agency lead investigator. If the incident results in an officer, community member, or suspect being

transported to a medical facility, the outside agency lead investigator, or designee, shall respond to the facility and be responsible for the following:

1. Serve as a liaison with hospital staff to ensure that all involved officers are kept separate from suspects, witnesses, or other injured parties and that the investigation does not unduly disrupt the normal operations of the hospital.
2. In conjunction with the involved agency, establish appropriate security for suspects and/or department member(s).
3. Establish a liaison with the involved agency's administration to ensure that an injured officer's family members, spouse, or significant other are notified, and if practicable, transported to the medical facility, pursuant to the officer's wishes.
4. Ensure that investigators are assigned to interview any witnesses present and that all evidence is collected. If possible, an investigator who has not been to the crime scene will conduct evidence gathering at the hospital. Care should be taken to preserve the integrity of physical evidence present on the involved officer's equipment, person, or clothing until investigators can collect it. It may be inappropriate to wait for an FSU investigator to photograph the involved officer or to collect evidence under certain circumstances (such as to facilitate medical treatment, or to address significant exposure concerns, etc.).
5. Ensure that the names of treating Madison Fire Department (MFD) and hospital staff are documented.
6. Brief the command staff of the involved agency and/or family members of any injured officers as soon as circumstances allow.

#### I. **Officer Involved Death: Interviewing Involved Officers**

1. Involved officer(s) will be given the opportunity to provide voluntary statements. The Outside Agency Lead Investigator or their designee will communicate with the officer(s)' Union Representative or legal counsel on this issue. No officer will be disciplined for declining to make a voluntary statement. If the officer(s) declines to provide voluntary statements, the criminal investigation will proceed without the officer(s)' statements.
2. Detailed interviews should be delayed to allow the involved officer(s) time to overcome the initial stress of the incident. Whenever practical, the involved officers should give one formal statement with all needed parties present.
3. Involved officers are not to file any reports.
4. Involved officers shall not participate in any group debriefings until they have completed their detailed interview.
5. If the interview is to be observed by personnel other than those directly involved, the officer and any representatives will be notified.
6. If audio and/or visual records are available and are relevant to the involved officer's point of reference of the incident, the involved officer(s) may be allowed to review the recordings prior to or during their formal statement.
  - a. Generally, the formal statement should begin with the involved officer providing a statement based on the officer's recollection of the incident. Relevant video/audio may then be reviewed (in the presence of a member of the OICI team) prior to the completion of the formal statement.
  - b. Deviation from this guideline is at the discretion of the OICI Commander.
  - c. Interviews of MPD officers by an outside agency will be in accordance with the outside agency's standard procedures.
7. The involved officer will have an opportunity to review for accuracy the report detailing their statement before it is submitted.
8. All interviews of involved officers will be audio recorded unless impractical or the officer refuses.
9. The Assistant Chief of Investigative & Specialized Services (or designee), after consulting with the Assistant Chief of Operations (or designee), Professional Standards & Internal Affairs (PSIA), and the OICI

Commander, will determine whether the officer(s) will be ordered to provide statements. If the officer(s) is (are) ordered to provide statements, adhere to the following procedure:

- a. PSIA will order the officer(s) to provide a statement and the order will be documented in writing.
- b. The compelled interview will be audio recorded and transcribed, and will be documented under the PSIA case number for the critical incident review.
- c. PSIA will coordinate the compelled interview of the involved officer(s) with the goal of obtaining a complete and accurate statement from the officer(s). This may involve the utilization of Detectives as primary interviewers. If Detectives are utilized, the OICI Commander, after consultation with PSIA, will assign Detectives that have not been involved in the criminal investigation to be the primary interviewers.
- d. Detectives conducting the compelled interviews will report directly to PSIA and the original reports will be maintained by PSIA. Content of the compelled interview (and reports documenting the compelled interview) will only be used for internal investigation/review of the incident and will not be released to the District Attorney's Office (or other prosecuting entity), to the OICI Investigation Team, or to any member of the public. Compelled statements will only be subject to release when no possibility for criminal prosecution (of the subject of the compelled interview) remains.
- e. If a compelled statement is made prior to the resolution of a district attorney review of a criminal investigation, then a second Assistant Chief will be involved to oversee the criminal investigation.
- f. Deviations from this procedure may only occur with the approval of the Chief (or designee).

#### J. **Officer Involved Death: Scene Investigation**

The Outside Agency Lead Investigator or designee is responsible for the investigation of the scene, to include documentation and recovery of all evidence. At the discretion of the outside agency lead investigator, the physical tasks (measuring, photographing), may be delegated to another agency, including the involved agency, but in all cases, will be overseen by the outside agency lead investigator (unless circumstances require immediate evidence collection to avoid loss or contamination).

1. The Outside Agency Lead Investigator will take possession of or direct the collection of all evidence. The Outside Agency Lead Investigator will work with the assisting agency(s) to determine which items of evidence will be conveyed for analysis (to the crime lab or elsewhere).
2. The Outside Agency Lead Investigator, or scene investigator designee, is responsible for maintaining the integrity of the crime scene(s) until the initial investigation is concluded.
3. The scene investigator designee shall regularly communicate their findings to the outside agency lead investigator. At the appropriate time, they will facilitate a walk through for personnel from the district attorney's office and the involved agency's command staff as needed.

#### K. **Officer Involved Death: Interviews of Community Member Witnesses**

1. All key community member witnesses should be audio recorded when possible.
2. Photographs should be taken from the vantage point of key witnesses.

#### L. **Officer Involved Death: Canvass**

1. A canvass should be completed only at the direction of the lead investigating agency. Ultimately, it is important that all community member witnesses be located, identified,

and thoroughly interviewed. However, full community member interviews should not be completed by MPD personnel unless the lead investigator requests it, or the information is perishable (as determined by the on-scene MPD supervisor or the OICI Commander).

2. Consider documenting vehicle plates and descriptions from the canvass area.
3. Consider documenting names on mailboxes if appropriate.

**M. Officer Involved Death: Duties of the District**

1. Ensure that involved personnel have had appropriate opportunities to contact family members, Union officials, and/or attorneys.
2. Ensure that Employee Assistance Program (EAP) services have been offered.
3. Officers directly involved in the incident shall be placed on Administrative Leave with Pay. This leave is not a suspension and is no way to be construed as disciplinary action or any indication of wrongdoing on the part of the officer(s).
4. Ensure that within 72 hours of the incident, the involved officer(s) are contacted by an MPD approved traumatic stress professional.
5. Ensure that regular command updates are given to the Chief and to the Assistant Chief of Operations.
6. If applicable, ensure that the Significant Exposure to Blood Borne Pathogens SOP is followed.
7. Responsible for Community Care tasks.
8. Ensure the City's external medical call-in line (Paradigm, 844-847-8709) is contacted for each involved officer noting the reporting is to document exposure to a critical incident event. The employee's supervisor will call this external line on the employee's behalf.

**N. Officer Involved Death: Duties of Assistant Chief of Investigative & Specialized Services**

1. Will make request for an outside agency lead investigator.

**O. Officer Involved Death: Duties of the Chief or Highest Ranking Officer**

1. The Chief or highest ranking officer available should provide a press conference or briefing within four (4) hours of the case time when officer actions result in the death or great bodily harm of a member of the community or a member of the Department.

**P. Officer Involved Death: District Attorney**

1. Will have the option to view the scene (walk through).
2. Observe the investigation from the Command Post.

**Q. Officer Involved Death: Lead Investigator's Report**

1. Per Wis. Stat. § 175.47(5)(a), "The investigators conducting the investigation under sub. (3)(a) shall, in an expeditious manner, provide a complete report to the district attorney of the county in which the officer-involved death occurred. (b) If the district attorney determines there is no basis to prosecute the law enforcement officer involved in the officer-involved death, the investigators conducting the investigation under sub. (3)(a) shall release the report...."
2. The Outside Agency Lead Investigator shall prepare a written report as required above. This report will summarize the entire investigation, including the actions performed by the Outside Agency Lead Investigator, as well as those actions performed by other investigators to whom those tasks were delegated.
3. Prior to submitting their report, the Outside Agency Lead Investigator will gather and review all reports generated by other investigators, as well as other available relevant reports such as the autopsy report, crime lab results, and medical records.

4. A complete copy of all reports, photographs, audio/video recordings, and other records collected by the Outside Agency Lead Investigator will be given to the district attorney along with the Outside Agency Lead Investigator's report.
5. The Outside Agency Lead Investigator, along with a representative of the involved agency, shall meet with the district attorney at the conclusion of the investigation for a formal review of the incident.

**Other Officer Involved Critical Incident (OICI):** An event in which an officer is involved as a principal, a victim, or is the custodial officer, where significant injury likely to cause death occurs or when an officer intentionally discharges their firearm at another person. In the event of an other officer involved critical incident involving an MPD officer as the principal officer, the Chief of Police will determine whether the criminal investigation will be handled by MPD or whether an outside agency will be requested. If an outside agency is requested, the investigation will be conducted consistent with the officer involved death investigation procedures in this SOP (except where inapplicable). If MPD conducts the investigation, a qualified observer from an outside agency will be requested to monitor the investigation.

**A. Other Critical Incidents: Duties of Involved Officer(s)**

1. Immediately notify dispatch of incident and location.
2. Render first aid and request response by emergency medical services.
3. Officer(s) shall inform a supervisor or the Officer-in-Charge of the incident as soon as possible.
4. Protect and secure the scene until relieved.
5. Identify witnesses for subsequent interviews. Involved officer(s) shall not participate in the interviews of witnesses.
6. Brief the first arriving supervisor of the nature of the incident and consider providing a voluntary Public Safety Statement consistent with Section C below.
7. When relieved of duties at the scene by a supervisor, remain with assigned uninvolved officer and proceed to a local hospital.
8. Upon request, surrender all weapons and equipment used in the incident in the officer's possession at the time of the incident. Replacement of weapons and equipment will occur as soon as practical.
9. The Involved Officer(s) will be required to provide a blood sample. The blood draw and subsequent testing will be in accordance with Attachment B.
10. Reporting requirements for involved officer(s) will be completed by investigators assigned to the incident.
11. Review for content and accuracy the report(s) detailing their statement(s).
12. Unless exigent circumstances related to an on-going threat require it, involved officers shall not watch video related to the incident until their formal interview with OICI detectives or upon receiving the approval of the OICI Commander.
13. Unless exigent circumstances related to an on-going threat require it, involved officers shall not discuss the incident with other involved officers until after the completion of their formal interview with OICI detectives.

**B. Other Critical Incidents: Duties of On-Scene Supervisor**

1. Assume responsibility for the security and preservation of the scene.
2. Contact the officer(s) involved to obtain a Public Safety Statement.
3. Notify the dispatcher to broadcast a message if no officer(s) have been injured.
4. In the event an officer is injured, immediately notify the Officer-in-Charge.
5. Ensure that a non-involved supervisor, if not already at the scene, responds immediately to the scene of the incident. (A non-involved supervisor is defined as one who has not been involved specifically at the scene, or involved in any tangential fashion, e.g., operation planning, drafting of search warrants, surveillance officers, intelligence gathering, etc.).

6. Establish a scene command post and give location to the Dane County Public Safety Communications (911 Center).
7. As soon as practical, relieve the officers directly involved in the critical incident of any further responsibilities at the scene. A non-involved fellow officer shall be assigned to accompany the involved officer(s), until the appropriate evidence collection has occurred. If the involved officer elects to speak about the incident with the non-involved officer, those conversations are not privileged and may become part of the investigation.
8. Provide an opportunity for the involved officer to contact Union officials or legal counsel as soon as practical. Provide phones and numbers as needed.
9. Protect the scene and separate and secure witnesses until the arrival of investigative personnel.

### C. **Public Safety Statement**

1. Response to Public Safety Statement questions is voluntary.
2. The first arriving supervisor not involved in the incident will seek a Public Safety Statement from the involved officer. This is not an interview, but will address only the most basic information regarding the incident, to include the following:
  - a) Injuries requiring immediate medical intervention
  - b) Location and description of offenders
  - c) Identify evidence in order that it be protected from loss, etc.
  - d) Identity of witnesses
  - e) Has the scene changed or been altered in any way since the incident
  - f) Use of force, what type of force was used
  - g) A minimal summary of the event in order to address and better understand the first six investigative points
3. If practical the Public Safety Statement should be done with a Forensic Services Unit (FSU) Investigator present.
4. In the event a supervisor is not available, a detective or investigator also may take the Public Safety Statement from the involved officer(s).
5. The supervisor, detective or investigator obtaining the Public Safety Statement will document the information in a report.

### D. **Other Critical Incidents: Duties of the Officer-In-Charge (OIC)**

1. Notify the OICI Team Commander or designee and the Forensic Services Sergeant.
2. Contact the District Commanders of the District where the incident occurred. If the incident occurred outside of the employee's assigned district, the District Commanders of the involved employees should also be notified.
3. Notify the Chief, Assistant Chief of Operations, and Assistant Chief of Investigative & Specialized Services.
4. Contact Dane County Public Safety Communications (911 Center) and direct them to inform officers of the status of the incident (e.g., injuries to officers and community members, important information). This should generally be done in a private manner (email, phone, MDC, etc.).
5. In the event of an injury or death of an employee, notify the immediate family per the Line of Duty, Life Threatening Injury, or Death of an Employee SOP.
6. Notify Professional Standards and Internal Affairs Unit (PSIA) and the Public Information Officer (PIO).
7. Notify the Peer Support Team Coordinator and deploy any on-duty Peer Support Officers to the scene to initiate the Critical Incident Stress Management protocol.
8. Follow the Aftercare Protocol and deploy Critical Incident Partner officers to the scene.
9. All media releases shall be cleared through the OICI Commander and the Office of the Chief of Police.

**E. Other Critical Incidents: Duties of the OICI Commander**

1. Contact Assistant Chief of Investigative & Specialized Services and make notification of the critical incident.
2. Ensure that services regarding the involved personnel have been provided.
3. Overall management of the case. Communicate and coordinate with the Violent Crime Unit (VCU) Supervisor as necessary. Make investigative assignments and coordinate investigative efforts to include the following:
  - a. Designate a lead detective
  - b. Designate a scene detective to oversee each scene
  - c. Designate a canvass detective
  - d. Designate an involved officer detective
  - e. Designate a subject/decedent detective
  - f. Designate a detective to serve as a liaison to the subject/decedent family, if appropriate
  - g. Coordinate investigative response to the hospitals, if appropriate
4. Communicate with the OIC.
5. Communicate with Command Staff.
6. Make appropriate notifications as needed:
  - Chiefs
  - District Command
  - DA's office (if appropriate and in all homicide cases)
7. Communicate with MPD Finance Unit staff for case number cost accounting.
8. Designate case as "Extraordinary" for Telestaff/payroll purposes (if appropriate).
9. Communicate with the Involved Agency
  - a. When MPD is the involved agency, facilitate the release of information to MPD personnel.
  - b. When MPD is the investigating agency, the OICI Commander may provide investigative status updates (i.e., progress, timeline, things completed) to the chief executive (or their designee) of the involved agency. Specific details regarding information obtained during formal interviews of the involved officer(s) may be shared with the involved agency after the completion of all formal interviews.
10. Management of personnel (assignments, monitoring hours worked, etc).
11. Managing overtime and arranging relief for staff.
12. Evaluate need for support staff.
13. Evaluate the need for the Focused Interruption Coalition (FIC).
14. Notify Property Room staff and evaluate needs (if appropriate).
15. Ensure phone calls made to the command post are answered and information recorded.
16. Arrange for special equipment or needs of the investigation.
17. Keep Chief and Assistant Chiefs apprised of investigation.
18. Facilitate a walkthrough of the secure and intact scene for personnel from PSIA and/or from the DA's office, as well as involved personnel (if appropriate). The purpose of this walkthrough is to give these representatives an understanding of the conditions and layout of the scene for future proceedings.
19. Ensure that a copy of the criminal investigation is provided to the Dane County District Attorney's Office, to include all reports, attachments, and videos.

**F. Other Critical Incidents: Duties of the Outside Law Enforcement Agency Observer**

1. Will view the scene.
2. Will be partnered with the OICI Commander
3. Will observe the investigation with the OICI Commander.
4. Will report to their Executive Officer designee.
5. Will do a summary memo to their Executive Officer on the integrity of the investigation. This should not be a summary of the facts of the case, but rather an overview as to

whether the investigation was thorough, objective, impartial, and consistent with best practices relating to the investigation of law enforcement critical incidents.

6. The Executive Commanding Officer or their designee will share the memo with the Chief of the Madison Police Department. The memo will become part of the case file.

#### G. Other Critical Incidents: Duties of OICI Investigation Team

1. Review the Officer Involved Critical Incident Investigation Conflict of Interest Checklist and report to OICI Commander if there is the potential for a conflict of interest. See Attachment A for the checklist.
2. Assist with the criminal investigation of incidents within the City of Madison and conduct OICI investigations outside the City of Madison as directed by the Chief of Police.
3. Detectives will be assigned a specific function by the OICI Commander that may include any of the following:
  - a. Lead Detective - see major case protocol
  - b. Scene Detective - see major case protocol
  - c. Canvass Detective
    - i. Conduct canvass as directed by the OICI Commander in the case of MPD investigating the incident, OR only as directed by the lead investigating agency. It is important that all community member witnesses be located, identified, and thoroughly interviewed. These interviews may be conducted by police officers or detectives. All key community member witnesses shall be audio recorded when possible. Detectives should be equipped with portable audio recorders for this purpose. Photographs should be taken from the vantage point of key witnesses.
    - ii. Utilize Canvass form and questions as a guideline for the canvass.
    - iii. Screen contacts for persons requiring more detailed interviews.
    - iv. Consider documenting vehicle plates and descriptions from the area.
    - v. Consider documenting names on mailboxes if appropriate.
    - vi. Search for and document all video cameras within the canvass perimeter and notify the scene lieutenant.
    - vii. Share canvass results with scene lieutenant and OICI Commander and complete a report.
    - viii. When appropriate, work with the OICI Commander to designate a Video Detective. The Video Detective is responsible for ensuring that all video is collected as evidence according to best practices. The Video Detective shall write a report detailing the contents of all collected video.
    - ix. Work with the assigned Crime Analyst to ensure a complete canvass of the designated area.
  - d. Involved Officer Detective
    - i. Work with FSU Investigators to ensure that evidence on the involved officer is collected and that needed photographs of the involved officer are taken.
    - ii. Ensure that an FSU Investigator retrieves and takes custody of the weapon(s) used by the officer(s) at the hospital if possible or at a neutral site. The OICI Commander shall determine whether the circumstances of the incident require that the officer's duty weapon be taken for laboratory analysis. When the duty weapon is taken, the FSU Investigator shall take custody of the officer's weapon in a discrete manner and it should be replaced with another weapon, or the officer will be advised that it will be returned or replaced at a later time as appropriate. (When processing an officer's personal weapon as evidence, consideration shall be given to marking the

- weapon with the necessary information as inconspicuously as possible.) FSU Investigators will also take needed photographs and collect evidence from the officer (s) involved at the scene, hospital, or other neutral site.
- iii. Inform the OICI Commander if the officer has suffered a Significant Exposure.
- f. Suspect / Injured Party / Decedent Detective
- i. Ensure the presence of an FSU investigator for appropriate evidence collection.
  - ii. Notify the Dane County DA's Crime Response Program
  - iii. If the injury is serious and / or incapacitating, confirm that a family member or next-of-kin has been contacted.
    1. Establish a rapport, provide notification of services, and provide required documents regarding victim rights.
    2. Establish a timeline for the Suspect / Injured Party / Decedent's activities for the recent past.
    3. Gather additional investigative information: Identify witnesses, suspects, evidence, or crimes.
    4. Obtain the family's statements regarding Suspect / Injured Party / Decedent.
  - iv. Maintain communication with the family or next-of-kin throughout the investigative process, with attention paid to working with Dane County's Crime Response Program to explain the process and procedure to the next of kin while recognizing the unique emotional needs that may be present in an OICI incident.

#### H. Other Critical Incidents: Crime Analysts

1. The primary responsibility of the Crime Analyst will be to partner with the canvass detective to ensure a thorough and complete canvass for witnesses and video evidence.

#### I. Other Critical Incidents: Hospital Supervisor

1. Serve as a liaison with hospital staff to ensure that all involved-officers are kept separate from suspects, witnesses, or other injured parties, and that the investigation does not unduly disrupt the normal operations of the hospital.
2. In conjunction with the involved agency, establish appropriate security for suspects and/or department member(s).
3. Work with the OIC to ensure that an injured officer's, or department member's, family members, spouse, or significant other are notified, and if practicable, transported to the medical facility, pursuant to the member's wishes. See Line of Duty, Life-Threatening Injury, or Death of an Employee SOP.
4. Work with the OICI Commander to ensure detectives are assigned to interview any witnesses present and that all evidence is collected. If possible, an FSU Investigator who has not been to the crime scene will conduct evidence gathering at the hospital. Care should be taken to preserve the integrity of physical evidence present on the involved officer's equipment, person, or clothing until investigators can collect it. It may be inappropriate to wait for an FSU investigator to photograph the involved officer or to collect evidence under certain circumstances (such as to facilitate medical treatment, or to address significant exposure concerns, etc.).
5. Ensure that an FSU Investigator collects a blood sample from the involved officer(s) in accordance with Attachment B.
6. Ensure that the names of treating MFD and hospital staff are documented.
7. Brief the command staff and/or family members of any injured department member(s) as soon as circumstances allow.

8. Ensure the City's external medical call-in line (Paradigm, 844-847-8709) is contacted for each involved officer noting the reporting is to document exposure to a critical incident event. The employee's supervisor will call this external line on the employee's behalf.
9. Check in with the Command Post before leaving the hospital

**J. Other Critical Incidents: Interviewing Involved Officers**

1. Involved officer(s) will be given the opportunity to provide voluntary statements. The OICI Commander or Lead Detective will communicate with the officer(s)' Union Representative or legal counsel on this issue. No officer will be disciplined for declining to make a voluntary statement. If the officer(s) decline to provide voluntary statements, the criminal investigation will proceed without the officer(s)' statements.
2. Detailed interviews should be delayed to allow the involved officer time to overcome the initial stress of the incident. Whenever practical, the involved officers should give one formal statement with all needed parties present.
3. Involved officers are not to file any reports.
4. Involved officers shall not participate in any group debriefings until they have completed their detailed interview.
5. If the interview is to be observed by personnel other than those directly involved, the officer and any representatives will be notified.
6. If audio and/or video records are available and are relevant to the involved officer's point of reference of the incident, the involved officer may be allowed to review the recordings prior to or during their formal statement.
  - a. Generally, the formal statement should begin with the involved officer providing a statement based on their recollection of the incident. Relevant video/audio may then be reviewed (in the presence of a member of the OICI team) prior to the completion of the formal statement.
  - b. Deviation from this guideline is at the discretion of the OICI Commander.
7. The involved officer will have an opportunity to review for accuracy the report detailing their statement before it is submitted.
8. All interviews of involved officers will be audio recorded unless impractical or the officer refuses.
9. The Chief of Police is the sole authority as to when an officer is arrested unless exigent circumstances exist.
10. The Assistant Chief of Investigative & Specialized Services, after consulting with the Assistant Chief of Operations (or designee), PSIA, and the OICI Commander, will determine whether the officer(s) will be ordered to provide statements. If the officer(s) are ordered to provide statements, the following procedure will be adhered to:
  - a. PSIA will order the officer(s) to provide a statement and the order will be documented in writing.
  - b. The compelled interview will be audio recorded and transcribed and will be documented under the PSIA case number for the critical incident review.
  - c. PSIA will coordinate the compelled interview of the involved officer(s) with the goal of obtaining a complete and accurate statement from the officer(s). This may involve the utilization of Detectives as primary interviewers. If Detectives are utilized, the OICI Commander, after consultation with PSIA, will assign Detectives that have not been involved in the criminal investigation to be the primary interviewers.
  - d. Detectives conducting the compelled interviews will report directly to PSIA and the original reports will be maintained by PSIA. Content of the compelled interview (and reports documenting the compelled interview) will only be used for internal investigation/review of the incident and will not be released to the District Attorney's Office (or other prosecuting entity), to the OICI Investigation Team, or to any member of the public. Compelled

statements will only be subject to release when no possibility for criminal prosecution (of the subject of the compelled interview) remains.

- e. If a compelled statement is made prior to the resolution of a District Attorney review of a criminal investigation, then a second Assistant Chief will be involved to oversee the criminal investigation.
- f. Deviations from this procedure may only occur with the approval of the Chief (or designee).

**K. Other Critical Incidents: Duties of the District**

1. Ensure adequate supervision at all scenes.
2. Ensure that involved personnel have had appropriate opportunities to contact family members, Union officials, and/or attorneys.
3. Ensure that EAP services have been offered.
4. Officers directly involved in the incident shall be placed on Administrative Leave with Pay. This leave is not a suspension and is no way to be construed as disciplinary action or any indication of wrongdoing on the part of the officer(s).
5. Ensure that within 72 hours of the incident, the involved officer(s) are contacted by an MPD approved traumatic stress professional.
6. Ensure that regular command briefings are given to the Chief and to the Assistant Chief of Operations.
7. If applicable, ensure that the SOP regarding Significant Exposure to Blood Borne Pathogens is followed.
8. Responsible for Community Care tasks.
9. Ensure the City's external medical call-in line (Paradigm, 844-847-8709) is contacted for each involved officer noting the reporting is to document exposure to a critical incident event. The employee's supervisor will call this external line on the employee's behalf.

**L. Other Critical Incidents: Duties of Assistant Chief of Investigative & Specialized Services**

1. Oversight of the criminal investigation.
2. Coordinate media releases until such time that this responsibility is delegated back to the District.
3. Will make the request from for an outside agency lead investigator, or outside agency observer.

**M. Other Critical Incidents: Duties of the Chief or Highest Ranking Officer**

1. The Chief or highest ranking officer available should provide a press conference or briefing within four (4) hours of the case time when officer actions result in the death or great bodily harm of a member of the community or a member of the Department.

**N. Other Critical Incidents: District Attorney**

1. Will have the option to view the scene (walk through).
2. Observe the investigation from the Command Post.
3. All reports, attachments, videos, etc. involving the critical incident shall be submitted to the District Attorney's Office for review.

**PS&IA Function – Officer Involved Deaths and Critical Incidents**

**A. Officer Involved Death and Other Critical Incidents: PSIA Lieutenant**

1. The PSIA Lieutenant will coordinate with the OICI Commander and designate a supervisor to make the Use of Force Blue Team entry.
2. Will determine which officers will be required to undergo an administrative blood draw.

3. Will receive the results of the **any** administrative blood draw and will notify the officer of The results of any testing.
4. Will notify the criminal investigation that blood results are available.

**B. Officer Involved Death and Other Critical Incidents: MPD Policy Compliance Review**

All Officer Involved Deaths and Other Critical Incidents shall be reviewed for compliance with MPD Policy.

1. Professional Standards and Internal Affairs Unit (PSIA)
  - a. PSIA has the primary responsibility for conducting the internal investigation to ensure compliance with MPD Policy, Procedures, Regulations, Work Rules, and Training and Standards.
  - b. PSIA may be present in the command post and at key steps in the investigation (scene walk through, interviews, etc.) as appropriate. The OICI Commander retains responsibility for directing the investigation.
  - c. PSIA may observe the interviews of involved officers conducted by OICI personnel.
  - d. PSIA shall have access to all reports and interview transcripts.
  - e. Additional supervisory personnel may be assigned to PSIA as needed.
  - f. If the criminal investigation has not obtained a full account of the observations of the on-scene emergency medical providers, PSIA will interview them as part of the administrative investigation
  - g. The PSIA internal review/investigation of the incident shall be concluded as soon as practical.
  - h. The PSIA findings of the incident may be utilized as the basis for future training.
  - i. PSIA will report the findings of the internal investigation directly to the Assistant Chief of Support Services.
2. Assistant Chief of Investigative & Specialized Services
  - a. Oversee all internal investigations resulting from the Officer Involved Critical Incident that results in death or serious injury.
  - b. Review administrative command decisions of the internal investigation.

## Officer Involved Critical Incident Mental Health Response

### DEFINITIONS

**Officer Involved Critical Incident (OICI):** An event in which an officer is involved as a principal, a victim, or is the custodial officer, where death or injury likely to cause death occurs or when an officer intentionally discharges their firearm at another person. This includes all in-custody deaths, use of deadly force, or serious motor vehicle crash involving a squad car.

**Critical Incident Partner (CIP):** A co-worker, of an involved officer's choosing, who is assigned to the officer involved in a critical incident. The CIP will act as a liaison between the officer, their family, and the MPD.

**Peer Support Officer (PSO):** Selected and trained Commissioned personnel who confidentially support MPD employees (Civilian and Commissioned), MPD retirees, and their families, who are confronting challenging stressors of everyday life. Peer Support Officers will also ensure that MPD's Critical Incident Stress Management (CISM) process is activated in the aftermath of a critical incident and will work with Critical Incident Partners (CIP) to provide aftercare to involved officers in a critical incident.

**CISM Provider:** A select group of mental health professionals that are available through the City's Employee Assistance Program (EAP) to provide Critical Incident Stress Management services in response to critical incidents. These services may include, but are not limited to, assessment, defusing, debriefing, follow up, and outreach to affected officers and family members/significant others.

**Consultant:** A licensed mental health professional whose practice includes the treatment of officers who experience a critical incident.

### Aftercare Response

- A. **Peer Support** – MPD SOP: Employee Assistance Program outlines the role of the Peer Support Officers in facilitating the CISM response, to include providing information about the stresses often induced by critical incidents, coordinating the defusing process immediately following the incident and prior to involved officers going home, and finally scheduling and facilitating any subsequent Critical Incident Debriefing. The role of the PSO in an OICI is to ensure that the MPD Employee Assistance Program SOP is observed and to facilitate our CISM protocol. The Peer Support Coordinator will be responsible for the oversight/monitoring of the aftercare process.
- B. **Critical Incident Partner (CIP)** – The CIP is an officer pre-designated by the involved officer to be deployed to focus exclusively on the emotional welfare of the involved officer. Each officer will designate one or two officers in order of preference in advance of any involvement in a critical incident. Officers' pre-designated list of CIP officers will be housed confidentially in LERMS be consulted and activated upon an officer's involvement in a critical incident. The form will be completed/updated annually during the Employee Feedback process. The CIP will be pulled from their regular assignment and/or called in to work to support the involved officer. Guidelines for the role of the CIP are as follows:
  - The CIP will serve as a liaison for the involved officer and other MPD personnel throughout the investigative process.
  - The CIP may be put on Administrative Leave with Pay with the involved officer to whom they are assigned as support. The length of time that a CIP will be placed on Administrative Leave with Pay will be evaluated on a case-by-case basis and approved through chain of command.
  - The CIP will review the "OICI Aftercare Information" packet outlining MPD expectations and procedures with the involved officer following the incident.
  - The CIP will coordinate continued support and CISM care with the assigned PSO.

- Communications between the CIP and the involved officer regarding the critical incident are not privileged and therefore not confidential.
- C. **Critical Incident Stress Management (CISM)** – Recognizing that officers involved in a critical incident are likely to experience compounded stress related to the incident and any ongoing investigation(s) into their actions, the MPD CISM response to officers involved in an OICI will include additional formalized support as outlined in this SOP beyond that which is covered in the MPD Employee Assistance Program SOP. Support systems already in place under the MPD Employee Assistance Program SOP include a mandatory Defusing and optional attendance at any subsequent Critical Incident Debriefings.
- D. **Clinical Consultation** - Officers involved in a critical incident will be required to attend mandatory consultations with a Clinical Consultant. The first of these consultations will occur within 24-72 hours following the incident. Subsequent required sessions will be scheduled prior to the officer's return to work or at three (3) months, six (6) months post-incident; at one (1) year post-incident; and annually thereafter up to five (5) years post-incident (as indicated by the Clinical Consultant). The District/Unit Commander and the MPD Human Resource Coordinator will work with the involved officer(s) to schedule these mandatory consultations. Officers attending Clinical Consultation appointments outside of scheduled work hours shall make Telestaff entries that reflect the original case number and OT Extraordinary Event.

The only feedback provided to MPD regarding the mandatory consultations is an acknowledgement from the Clinical Consultant that a meeting with the officer took place. No substantive information regarding the officer's medical or mental health condition will be shared with the MPD.

- E. **Administrative Leave with/Pay** – Involved Officers (as defined in this SOP) in an OICI shall be placed on Administrative Leave with Pay for a minimum of two rotations, beginning with the first work day following the incident and will be placed on a Monday-Friday, 8 AM to 4 PM schedule. This leave is not a suspension and is in no way to be construed as disciplinary action or any indication of wrongdoing on the part of the officer. Officers on Administrative Leave with Pay should not be recognizable as police officers during contact with the public. They can go armed (including to court) as long as they receive permission through the Training Division.
- F. **Restricted Duty** - Involved officers may transition from Administrative Leave with Pay to a full or part-time restricted duty assignment. Officers on restricted duty should not be recognizable as police officers during any contact with the public. They can go armed (including to court) as long as they receive permission through the Training Division.
- a. Before transitioning to a restricted duty assignment, the involved officer's District/Unit Command, the MPD Human Resource Coordinator, and the involved officer will ensure that:
    - The involved officer has a desire to return to work in a Restricted Duty capacity.
    - An agreed upon work schedule has been communicated to and approved by the appropriate Assistant Chief and Human Resource Coordinator.
    - The involved officer has a clearly identified supervising commander.
    - Work responsibilities and/or assignments are clearly defined and approved.
    - The involved officer has attended required meetings with the clinical consultant.
    - Re-familiarization training has occurred before participation in activities that may require emersion into stressful scenarios, such as special team training or in-service.

- G. **Return to Full Duty** – The Chief of Police must approve an involved officer's return to full duty. Before becoming eligible for return to full duty, the involved officer's District/Unit Command, the MPD Human Resource Coordinator, and the involved officer will ensure that:
1. The office of PSIA has completed their review of the incident and final dispositions have been determined by the Chief of Police.
  2. The investigation has been submitted to the District Attorney for review.
  3. The involved officer has attended required meetings with the clinical consultant.
  4. The involved officer has participated in a relevant re-familiarization training scenario as appropriate and depending on the circumstances surrounding the critical incident in which they were involved. For example, if an officer was involved in a critical incident that included the use of deadly force by use of a firearm, the officer would participate in a firearms course of fire facilitated by Personnel & Training staff. The purpose in this case is not to qualify the officer, but rather it is intended only to provide the officer with the opportunity to assess their own readiness and comfort level with respect to deadly force decision making and weapons handling.
    - a. Re-familiarization training scenarios will be coordinated by Training staff as needed and will be tailored to provide the officer with a useful opportunity for self-assessment based on their specific incident.
    - b. District/Unit command is responsible for coordinating this re-familiarization training for the involved officer with the Training team. After the re-familiarization/scenario based training has taken place, the District/Unit Commander shall ensure that the involved officer and the training team feel that restricted duty is appropriate/approved.
  5. The officer has met with their District/Unit Captain or Lieutenant to establish a Return to Duty Plan.

**Return to Duty Plan** – It is important for officers involved in critical incidents to participate in developing their individual Return to Duty Plan. While the MPD will set minimum requirements, the involved officer, the MPD Human Resources Coordinator, and the officer's chain of command should all work together to create a plan that best meets the needs of the officer and facilitates a successful return to duty transition. Options to consider include:

- Graduated return schedule that allows for a paced re-entry.
- Return in a temporary Restricted Duty capacity or inside assignment for a period of time.
- Temporary change of assignment to a non-patrol work unit such as Traffic Enforcement Safety Team (TEST), Community Policing Team (CPT), partnering with a Neighborhood Police Officer (NPO), etc.
- Ride with a partner officer for a period of time.
- Return to regular assignment under close supervision.

No two officers react the same to involvement in a critical incident and each incident in and of itself brings to bear unique circumstances. For this reason, it is important to allow for flexibility in developing a return to duty plan. The key is that a clear plan should be developed and put in writing with all interested parties participating in its development so that all share the same understanding of the expectations and timeline set forth.

Officers involved in an OICI will be afforded the option of using Administrative Leave with Pay on the one-year anniversary date of the incident, regardless of staffing levels. Officers should work with their chain of command to facilitate this leave if desired.

- H. **District Command Responsibilities** – In addition to the responsibilities discussed in the investigative portion of this SOP, District Command will ensure the following officer aftercare issues are addressed:

1. Coordinate Administrative Leave with Pay as appropriate and make all necessary Telestaff entries for this leave.

2. Establish a plan for regular contact with the officer while they are on administrative leave.
3. Work with the CIP to provide ongoing updates to the officer regarding the status of the investigation, DA, and internal administrative reviews.
4. Monitor the behavior of officers involved in critical incidents for symptoms of acute or prolonged stress.
5. Coordinate with the Human Resource Coordinator that clinical consultation appointments are scheduled in accordance with the timing outlined in this SOP.
6. Coordinate with the Captain of Training and their designee in identifying a training team member that will facilitate re-familiarization training.
7. Consult with the Clinical Consultant regarding "readiness" for either a return to Restricted Duty and/or a Return to Full Duty.
8. Meet with the officer and their CIP or other chosen support person to develop and document a Return to Duty Plan.

**I. Responsibilities of the Madison Police Department Training Captain:**

1. Assign an MPD training team member to provide a replacement handgun to the involved officer(s).
2. Ensure that an identified training team member is assigned to review incident specifics to identify any possible training concerns and to work with the officer to provide any necessary review or clarification.
3. Ensure that a training team member is assigned to the involved officer(s) to coordinate re-familiarization training or scenario based training for the involved officer as they work through an identified return to duty plan. The purpose in this case is not to qualify the officer, rather it is intended only to provide the officer with the opportunity to assess their own readiness and comfort level with respect to deadly force decision-making and weapons handling.
4. Ensure that a training team member is assigned to consult with PS&IA during their internal review of the incident.
5. Ensure that a training team member is assigned to receive the involved officer(s)' firearm(s) from an OICI Team member in order to have it function tested and inspected prior to returning it to the officer(s).

**J. Responsibilities of the MPD Human Resource Coordinator:**

1. Coordinate with the District/Unit Commander regarding all appropriate Telestaff entries.
2. Ensure that all clinical consultation appointments are scheduled and attended.
3. Ensure each employee's exposure to a critical incident has been documented with Paradigm.
4. Ensure that any invoices received for medical treatment of involved officer(s) are appropriately addressed.

**K. Ongoing Care/Post-Traumatic Stress Disorder Prevention – Officers involved in critical incidents are at risk of developing and suffering from post-traumatic stress disorder (PTSD). Symptoms of PTSD may not arise immediately and in some cases, officers may attempt to hide the problem.**

Because of the significant impact that these types of incidents can have on an officer's wellbeing over time and in an effort to provide ongoing support to mitigate the cumulative stress that often occurs in the aftermath of a critical incident, all supervisors and co-workers should monitor the behavior of officers involved in a critical incident for symptoms of acute or prolonged stress. All officers should be informed of and trained as appropriate regarding the nature of these incidents, potential symptoms of critical incident stress, as well as how the necessary investigations that often accompany an OICI are conducted. For this reason, ongoing communication with the officer throughout the process and following their return to duty is essential in stemming any long-term stress related to an OICI.

Original SOP: 11/06/2013

(Revised: 04/24/2014, 07/15/2014, 11/23/2015, 6/10/2016, 06/06/2017, 12/21/2017, 06/08/2018, 09/08/2020, 06/01/2022, 1/23/2024, 02/03/2025, 11/24/2025)

(Reviewed Only: 02/25/2016, 01/30/2019, 1/31/2023)

## Attachment A

## Officer Involved Critical Incident Investigation Conflict of Interest Checklist

**Involved Officer:** An officer who is directly involved in the critical incident as a principal, a victim or is the custodial officer.

If any of the below criteria apply to you, you will not be eligible to participate as an investigator of the incident. You shall notify the OICI Commander immediately. If you have a potential conflict of interest, you shall discuss this with the OICI Commander before participating in the investigation.

1. You are a direct relative or are related by marriage to the involved employee(s).
2. You have been involved in a romantic or sexual relationship with the involved employee(s).
3. A former spouse or domestic partner of yours is currently or has been involved in a relationship with the involved employee(s).
4. You have been involved in an internal investigation as a complainant or subject of an investigation involving the employee(s).
5. Any other possible conflict of interest that would create a potential appearance of unfairness in your ability to conduct an objective investigation (close friendship with the involved officer(s), etc.).

## Attachment B

## Post-Incident Alcohol/Drug Testing

Any employee involved as the principal officer in an officer involved critical incident will be required to submit to chemical testing for alcohol and drugs as provided for in this document. The collection and testing will be in accordance with these guidelines:

1. The primary means of testing will be a blood draw conducted at a medical facility (in the event that a blood draw is not practical, urine may be used as an alternate test). If it is not practical for the sample to be collected at a medical facility, an alternate means of collection—utilizing an appropriately trained professional—may be used.
2. The sample will be collected as soon as is reasonably practical after the incident, taking other needed post-incident tasks into account (collecting other evidence, medical treatment, etc.).
3. The sample should be collected in the presence of an FSU Investigator. The FSU investigator will ensure that the sample is handled, transported, and shipped in accordance with proper evidence handling practices. In the event that an Investigator is not available to monitor the sample collection within a reasonable time frame, the OICI Commander may assign an MPD supervisor or OICI Team Member to do so. The sample will be turned over to an FSU Investigator as soon as possible for further handling.
4. A sufficient sample will be collected to allow for additional testing in case of an initial positive test.
5. The sample will be sealed and transported to a testing facility using proper evidence handling practices. MPD will not retain any portion of the sample.
6. MPD will request a report from the testing facility that shows the presence and concentration of the following substances and derivatives:
  - a. Alcohol
  - b. Marijuana/THC (Tetrahydrocannabinol)
  - c. Cocaine
  - d. Opiates
  - e. Amphetamines
  - f. LSD (lysergic acid diethylamide)
  - g. PCP (phencyclidine)
7. The test result report will be directed to the PSIA Lieutenant and will be placed in the internal investigative file. The OICI commander will notify the outside investigating agency (if applicable) and the District Attorney's office that the test results are available. The test result report will be provided to the outside investigating agency and/or to the District Attorney's office if requested.
8. The PSIA Lieutenant or designee will share the test results with the involved employee. A copy of the results will go in the PSIA investigation file. The lab will automatically destroy any remaining sample six (6) weeks after the test results become available. The involved employee may request additional testing with the remaining sample. In that event, it is the responsibility of the involved employee to notify the PSIA Lieutenant that the employee would like any remaining sample to be preserved by the lab.
9. Other testing protocols as permitted by policy, APM, or law remain in effect.



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Outside Employment

Eff. Date ~~09/16/2015~~ 11/06/2025

**Purpose**

Part-time employment for Madison Police Department (MPD) employees is subject to the provisions of Sections 5.03(2), 3.53(19) and 3.35(5)(c) of the Madison General Ordinances. The following policies and procedures will be employed to implement the mandates of the Ordinance.

**Procedure**

It is the policy of the MPD to permit employees to engage in part-time employment only if the employment does not interfere with, nor diminish, their ability to perform MPD duties, and is in keeping with the high standards and dignity expected of City employees. Employment by other law enforcement agencies in a police capacity will not be allowed.

**Before any employee is permitted to engage in part-time employment, permission of the MPD must be obtained through the following approval process:**

**APPROVAL PROCESS**

Requests for permission to engage in outside employment must be submitted on an "Outside Employment Form" (located on MPD's intranet site) to their Commanding Officer. The Commanding Officer will determine if the request is in keeping with the MPD policies. The following will be considered:

1. The nature of the employment, including the hours, location and the personal and professional hazards involved.
2. The anticipated effect, if any, the employment will have on the employee's ability to perform departmental duties.

Requests to engage in outside employment for an establishment holding any Class A, B, or C alcohol beverage license of any type, for employment as a cab driver, insurance investigator, or for employment with a company that holds a municipal license, shall receive careful review to assure the employment does not conflict with public interest or present the appearance of favoritism towards the company. Employment will not be approved in any other capacity that is not in keeping with the high standards expected from a MPD employee.

The Commanding Officer will forward the request, together with a recommendation, to the Police Executive Office Supervisor who will consult with the appropriate Assistant Chief of Police. The Assistant Chief of Police who was consulted will provide a recommendation to the Chief of Police. The Chief of Police will confirm or deny the request and direct that the original copy be returned to the individual. One copy of the request will be placed in the personnel file. The Police Executive Office Supervisor will update the Outside Employment tracking spreadsheet with the information provided on the outside employment form. ~~one copy will also be maintained in the outside employment folder by the Captain of the Personnel and Training Team.~~

Any employee engaged in outside employment will submit a report to their Commanding Officer in January of each year, and at any other time there are any changes in the nature and conditions of employment. The Commanding Officer will review permitting said employment to continue. At any time, the Commanding Officer determines, for any reason, that it is not in the best interest of the MPD to permit an employee to continue outside employment, the Commanding Officer shall inform the employee of that fact. The Commanding Officer shall then prepare a report of the reasons for this determination, and submit the report to the Police Executive Office Supervisor to be reviewed by the Chief of Police. The employee involved will be permitted to submit a statement with the Commanding Officer's report. If the Chief determines that continued outside employment by that employee is not in the best interest of the MPD, the Chief shall order the employee to terminate the outside employment.

Original SOP: 02/25/2015  
(Revised: 09/16/2015, 11/06/2025)  
(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017, 01/31/2020, 01/31/2023)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Overtime Protocols for Police Report Typists

Eff. Date ~~05/12/2023~~ 12/04/2025

**Purpose**

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

**Procedure**

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

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

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

**1. OT to meet minimum staffing levels**

Control Point: (1) PRT on each shift every day

Procedure for Authorizing Full Shift Replacement Overtime:

- If an unexpected (last minute) vacancy occurs Monday through Friday, contact the Case Process Supervisor, or if unavailable, contact the Records Manager.
- If a shift vacancy is known in advance, the Case Process Supervisor or the Records Manager will schedule overtime.

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

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

Procedure for authorizing OT for Major Cases and Significant Events:

- The Officer in Charge will attempt to contact the Case Process Supervisor to help coordinate staffing; if the Case Process Supervisor is unavailable, the OIC will work directly with on-duty PRTs to evaluate staffing needs.
- Reports will generally not start coming into the report processing queues for three to four hours after the incident time so the Case Process Supervisor or on-duty PRTs will consult with the OIC and look at the schedule to determine how many PRTs may be needed beyond those already scheduled to work. The OIC can have last shift stay over first, or the Case Process Supervisor or the OIC may utilize in Telestaff the PRT CALL IN People filter and send an Outbound message to request overtime help from the PRTS included on the call-in list. Any PRTs who choose to work OT will be able to work from home if set up to do so or they may go to any District workstation to help process major case reports.
- Keep in mind PRTs are guaranteed a minimum of two hours if called in and three hours if called in between midnight and 6:00 am.

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

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

- OIC and PRTs will monitor the weekend arrests and priority reports.
  - Seek volunteers of staff already working to stay over.
  - The Case Process Supervisor or the OIC will utilize in Telestaff the PRT CALL IN People filter and send an Outbound message to request overtime help from the PRTs included on the call-in list. Any PRTs who choose to work OT will be able to work from home if set up to do so or may go to any District workstation to help process weekend arrest and priority reports.
  - Keep in mind, PRTs are guaranteed a minimum of two hours for being called in.
4. **OT for processing “Report Backlog”:** The management and monitoring of Winscribe, or the “reports to be typed” backlog, is the responsibility of the Case Process Supervisor or in their absence, the Records Manager. There is no specific number of reports in the “reports to be typed” queue that automatically necessitates overtime being used to complete this work. Rather, an analysis is done that takes into consideration such factors as the total number of reports needing to be typed, the oldest reports needing to be typed, and the total number of priority reports needing to be typed. As a general rule, all Priority and Felony reports (Baskets 3 & 4) are typed by 4:00 p.m. Monday through Friday. Next, all Operating a Motor Vehicle While Intoxicated (OMVWI) reports (Basket 5) are typed by Wednesday of each week to facilitate timely processing of the case records by Court Services personnel. Lastly, Citation and Other reports (Baskets 6 and 7) are typed throughout the week, ~~with part time “hourly” PRTs scheduled to assist in processing these reports.~~ Command staff should remember the priority or basket level assigned to any dictated report can be changed so that it gets processed sooner.

Procedure for authorizing OT for “Report Backlog” processing:

- Authorized by the Case Process Supervisor or the Records Manager.

Police reports move information throughout the department. When this movement is unnecessarily slowed or hindered, our ability to effectively clear cases, to solve crimes, to make arrests, and to address substantive problems is slowed and hindered as well.

Original SOP: 03/01/2014

(Revised: 02/05/2016, 12/22/2016, 11/20/2017, 11/29/2021, 05/12/2023, 12/04/2025)

(Reviewed Only: 01/31/2020)



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
Patrol Staffing Hold Guidelines/  
Special Events & Special Assignment Scheduling**



Eff. Date ~~01/15/2020~~ 11/24/2025

**Purpose**

This outlines the procedures to be followed when scheduling special events/assignments and requesting patrol staffing holds. ~~Some general guidelines applying to all hold requests.~~

**Procedure**

- Holds may only be requested by a commander.
- ~~Hold requests must be submitted on the appropriate form ("Patrol Staffing Hold Request").~~
- The hold request ~~form~~ must indicate the following information: who is requesting hold; who is responsible for scheduling; at what level staffing should be held; who is responsible for notifying affected officers; and who is responsible for lifting hold. ~~Hold requests should be emailed to the Executive Captain of Operations for discussion and approval.~~
- Those requesting holds must lift the hold (if appropriate) once scheduling has been completed (if need for hold no longer exists). Event/assignment scheduling should be completed in a timely manner so that the hold can be lifted (if appropriate).
- Hold requests should be made as far in advance as possible.

**THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED WHEN REQUESTING PATROL STAFFING HOLDS**

**Non-Elective Training Holds (Professional Development, In-Service, SWAT, SET, etc.)**

- Person coordinating training dates ~~sends the request through email to the Executive Captain – Operations for approval. completes "Patrol Staffing Hold Request" (form should be completed and submitted in fall of prior year).~~
- ~~Form is submitted to Executive Captain – Operations for approval.~~
- If approved, ~~the email form~~ is forwarded to the MPD scheduler.
- ~~The MPD Scheduler~~ makes Telestaff entries and enters a "Hold" on roster for date(s) in question.
- Once scheduling is done, scheduler notifies person coordinating training; hold should be lifted/modified as appropriate.

**Elective/Specialized Training Holds**

- Person coordinating training or requesting hold ~~sends the request through email for discussion and approval to the Executive Captain – Operations. This completes "Patrol Staffing Hold Request" (form should be completed and submitted at least 30 days prior to training date).~~
- ~~Form is submitted to Operations Lieutenants for discussion and approval.~~
- ~~If approved by Operations Lieutenants, form is submitted to Executive Captain – Operations for final approval.~~
- If approved, ~~the Executive Captain – Operations forwards the email form to the MPD scheduler.~~
- ~~The MPD Scheduler~~ makes Telestaff entries and enters a "Hold" on roster for date(s) in question.
- Once scheduling is done, scheduler notifies person coordinating training; hold should be lifted/modified as appropriate.

**Special Events/District Issues (More than 30 days out)**

Special Events/District Issues include major citywide events, such as Halloween, ~~Shake the Lake, etc.~~; smaller district events requiring additional citywide staffing, such as UW Football Saturdays, ~~the annual~~

Juneteenth Day celebration, etc.; and any other issues requiring additional citywide patrol staffing. Generally, once these events have been scheduled, overtime will be used to fill any unexpected patrol staffing shortages.

- Person requesting hold emails the request to the Executive Captain – Operations for discussion and approval. completes “Patrol Staffing Hold Request” (form should be completed and submitted at least 30 days prior to event date).
- Form is submitted to Operations Lieutenants for discussion and approval.
- If approved by Operations Lieutenants, form is submitted to the Executive Captain – Operations for final approval.
- If approved, the Executive Captain – Operations forwards the email form to the MPD scheduler.
- The MPD scheduler makes Telestaff entries and enters a “Hold” on roster for date(s) in question.
- Once scheduling is done, scheduler notifies person requesting hold; hold should be lifted/modified as appropriate.

### Special Events/District Issues (Less than 30 days out)

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- Person requesting hold emails the request to the Executive Captain – Operations for approval. completes “Patrol Staffing Hold Request.”
- Person requesting hold also notifies Operations Lieutenants and the Officer(s) in Charge (OIC) of affected shift(s) by email.
- Form is submitted to Executive Captain – Operations for approval.
- If approved, the Executive Captain – Operations forwards the email form is forwarded to the MPD scheduler.
- The MPD scheduler makes Telestaff entries and enters a “Hold” on roster for date(s) in question.
- Once scheduling is done, scheduler notifies person requesting hold; hold should be lifted/modified as appropriate.

### District Special Assignments (Generally less than 30 days out)

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These are dates where district commanders identify extra patrol staffing and schedule additional patrol personnel for special district initiatives, such as traffic enforcement, park patrol, etc.

- District commander identifies extra patrol personnel (above soft minimums).
- District commander notifies shift OIC, shift scheduler, and the Executive Captain – Operations of request and identifies – identifying individual officers to be utilized for special assignment.
- District commander notifies Operations Lieutenants affected shift by email.
- Shift OIC or shift scheduler schedules identified officers for a special assignment; a “hold” is not entered for the shift.
- **If staffing falls below hard minimums, OIC should generally move officers from special assignment back to a patrol assignment to avoid overtime.**

When scheduling special events, commanders should adhere to the following process:

- Identify personnel to be assigned to the event.
- Forward list of personnel working the event to MPD scheduler for Telestaff entries.
- Scheduling should occur at least 30 days ahead of the event in most cases.
- Commanders planning event are responsible for notifying employees assigned to event.
- Remember to use Telestaff work code “Event Planning: on Regular Time” to track planning/preparation time for event.

Original SOP: 03/01/2014  
(Revised: 02/24/2016, 01/15/2020, 11/24/2025)  
(Reviewed Only: 01/09/2017, 12/26/2017, 02/04/2022, 02/05/2024)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Precautionary Measures & Significant Exposure to Infectious Pathogens

Eff. Date ~~08/07/2023~~ 11/24/2025

### 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.

## 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 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 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)
- Occupational Safety and Health Administration (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 - Employee Injury Reporting Process**
    - i. When reporting a significant exposure while on duty, personnel are required to notify a supervisor, commander, civilian manager, or MPD's Officer in Charge immediately, and PD Medical. The employee must call the City's external medical call-in line (Paradigm) to report the injury. In the case of significant emergencies (e.g. a critical incident), the employee's supervisor will call this external line on the employee's behalf.
      1. Contact Information for External Call-In Line: 844-847-8709
    - ii. Supervisor shall make Telestaff entry for injured officer. Telestaff Work Code – INJURED and a detail code of EXPOSURE. Entry should be for 15 minutes and the start of that 15 minute entry should be listed as the start time the significant exposure occurred.
    - iii. After the employee contacts Paradigm, PD Medical will receive a report that summarizes the significant exposure. This report will be emailed to the employee

and their supervisor as noted on the report. This report is then placed in their 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 PD Medical 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.
      - v. Completed forms should be scanned and emailed to PD Medical.
    - b. **If there are issues with the medical determination, contact Dr. Ashley Anderson.**
  4. **Consent from Source for Blood Draw and Testing**

<b>THE FOLLOWING STEPS SHOW HOW TO OBTAIN THE BLOOD</b>
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#### **Source is DECEASED**

1. Contact the ME's Office immediately. 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 six (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 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 Police Report Typists (PRTs) are notary publics. See list of MPD notaries in employeenet, A to Z Forms, significant exposure.
    - b. Petitioner is the exposed officer; Respondent is the source.
  3. **Try to get a detective for the following, if not already involved. MPD's Officer in Charge will notify the Detective Lieutenant of the Persons Crimes Unit of a Source non-consent, unable to consent, or at-large status incident. The Detective Lieutenant of the Persons Crime Unit will allocate detective resources to respond, as needed.**
  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 Law Enforcement Records Management System (LERMS) and the original documents are property tagged under the significant exposure case number.

**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
EIR completed through Workers Comp call in line**	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 <b>OR</b> At-Large Source	Source/Officer
Physician Affidavit of Exposure	Non-Compliant Source <b>OR</b> Source Unable to Comply <b>OR</b> 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

<b><u>DISPOSITION OF SIGNIFICANT EXPOSURE FORMS</u></b>	Scan and Email to PD Medical	Originals sent to the Person Crimes Detective Lieutenant Mailbox-of-District-where	Property Tag Original	Copy for LERMS	Copy for Source	Copy for District Attorney	Copy for Clerk of Courts (To be REDACTED by Records Supervisor)
Employee Injury Reporting via the call in-line X**	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.

\*\*Effective June 1, 2022 all employees will need to report injuries by calling 1-844-847-8709

Original SOP: 11/16/2015

(Reviewed Only: 02/22/2016, 01/09/2017, 02/04/2022)

(Revised: 12/14/2018, 04/26/2019, 08/07/2023, 11/24/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Probation and Parole Searches

Eff. Date ~~11/19/2019~~ 12/02/2025

## Purpose

Wisconsin law (2013 Act 79) provides law enforcement officers with broad authority to search people who are on probation, parole or extended supervision. MPD officers are only authorized to conduct searches as authorized in the MPD Search Procedure and this standard operating procedure. Searches conducted pursuant to the authority granted by Act 79 may only be performed as outlined in this document.

## Procedure

The authority granted by Act 79 only applies to:

- Persons on probation for a felony.
- Persons on probation for a misdemeanor violation under Chapters 940, 948, or 961.
- Persons on parole.
- Persons on extended supervision.

The person's status must be a result of a Wisconsin conviction and the person must have been placed on probation or released to parole/extended supervision after December 14, 2013.

Prior to considering any search under this authority, the officer must verify that the person's status is one of those listed above and that they were placed on that status after December 14, 2013.

## Authority

Officers may search a probationer, parolee, or person under extended supervision (as limited above) if they have a reasonable suspicion that the person is committing, has committed, or is about to commit a crime or violation of their probation/parole/extended supervision. Reasonable suspicion must be based on specific and articulable facts that are documented in a report.

Searches may extend to any personal property under the control of the probationer, parolee, or person under extended supervision at the time of the search. This would include purses, backpacks, etc. It could also include a vehicle being driven by the person at the time of the encounter, though it would not include other subjects in the vehicle or property belonging to others in the vehicle.

Searches may also extend to the residence of the probationer, parolee, or person under extended supervision, with limitations:

- Any effort to effect a search of a residence under Act 79 authority must be approved by a supervisor (unless it is impractical to do so).
- If the probationer, parolee, or person under extended supervision lives with someone else, any search must be limited to common areas or those under the control of the probationer, parolee, or person on extended supervision.
- Officers may not use force to breach or damage a residence to gain entry to perform a search under Act 79 Authority.
- If there is a reasonable belief that there is a person or person(s) inside the residence to be searched pursuant to Act 79, the Searches SOP regarding Entry to Residence to Make an Arrest must be followed.

Searches conducted under this authority must not be conducted in a way that is arbitrary, capricious, or harassing. The search itself must be reasonable, and the scope of the search must be related to the reasonable suspicion possessed by the officer.

## Notification/Documentation

Any searches performed under Act 79 authority must be documented in an MPD report. Also, the Department of Corrections (DOC) must be notified of the search as soon as practicable. This notification must be done by email (as described below) and it is the responsibility of the primary searching officer to make the notification. A copy of the email to DOC must be sent to the MPD Assistant Chief of Operations.

### DOC EMAIL NOTIFICATION

A TIME system response will include a five digit agent number. The first number determines the region to which the agent is assigned. For example, Agent 58233 is assigned to Region 5. Consequently, the email would be sent to Region 5. Please put "Act 79 Search Notification" in the subject line of the notification email. In the body of the email, indicate the offender's name and date of birth as well as a brief description of the search and its results. The email address for each region is listed below.

Region 1: [DOCDCCRegion1Office@wisconsin.gov](mailto:DOCDCCRegion1Office@wisconsin.gov)  
Region 2: [DOCDCCReg2DOC44@wisconsin.gov](mailto:DOCDCCReg2DOC44@wisconsin.gov)  
Region 3: [DOCDCCReg3Intake@wisconsin.gov](mailto:DOCDCCReg3Intake@wisconsin.gov)  
Region 4: [DOCDCCReg4@wisconsin.gov](mailto:DOCDCCReg4@wisconsin.gov)  
Region 5: [DOCDCCReg5WorkFolder@wisconsin.gov](mailto:DOCDCCReg5WorkFolder@wisconsin.gov)  
Region 6: [DOCDCCReg6@wisconsin.gov](mailto:DOCDCCReg6@wisconsin.gov)  
Region 7: [DOCDCCReg7@wisconsin.gov](mailto:DOCDCCReg7@wisconsin.gov)  
Region 8: [DOCDCCReg8WorkFolder@wisconsin.gov](mailto:DOCDCCReg8WorkFolder@wisconsin.gov)

The MPD report should include the time/date that the notification to DOC was made.

Original SOP: 09/29/2014  
(Revised: 11/19/2019, 12/02/2025)  
(Reviewed Only: 02/22/2016, 01/09/2017, 12/26/2017, 02/04/2022, 02/05/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Professional Standards & Internal Affairs  
Electronic Complaint File Management System

Eff. Date ~~01/03/2020~~ 12/04/2025

### General Purpose

This Standard Operating Procedure establishes operational protocols for Professional Standards & Internal Affairs (PS&IA) to become a paperless unit, eliminating the need to create and maintain paper files except in unusual circumstances.

### File Creation and Maintenance

All administrative and investigatory documents may be submitted in either electronic or paper format. PS&IA personnel will electronically convert all necessary documents into a PDF. Documents should be appropriately titled (see below) and placed within both the F:\ drive and the official PS&IA Case Management Software. Once a document is placed into the relevant PS&IA electronic filing systems, the original paper documents can be destroyed as outlined below. It is unnecessary to retain a paper copy of electronically submitted original documents.

When a document is submitted in paper format (i.e., written complaint), PS&IA personnel will scan the document into the PS&IA folder in order to convert it into a PDF file. That PDF file should then be appropriately titled (see below) and placed within the F:\ drive, as well as within the PS&IA Case Management Software.

All paper documents should be maintained for a minimum of 48 hours in order to ensure that the document has not been lost due to a server malfunction. After 48 hours, a document can be destroyed, regardless if the document has an original signature. This process applies to all finalized documents submitted throughout the complaint process, including written complaints from the public and original signed discipline letters. The only paper documents which shall be maintained are handwritten documents considered to be evidence (i.e., a handwritten note by an employee). All other documents can be destroyed following the aforementioned guidelines; however, if there is an open records request pending on any document, this document may not be destroyed until after the request has been granted or until at least sixty days after the date that the request is denied. If any document is the subject of a pending legal action, it may not be destroyed without the express consent of the City Attorney.

### Signed Documents

In most circumstances, it is not necessary to sign the majority of administrative forms. Legal documents drafted by the Office of City Attorney and discipline letters for individual cases require a signature, although once scanned into a PDF, these original signed documents can be destroyed following the guidelines noted above. As noted above, all documents submitted in paper format should be retained for a minimum of 48 hours once the document has been converted into a PDF and stored within both the F:drive and the PS&IA Case Management Software.

### Document Titling

Each incident should be provided with a corresponding consecutive tracking number, and each document within those incidents should be appropriately titled.

Incident Type	Title
Audit – Arbitrator	20xxARB-0001
Audit – Use of Force	20xxUFA-0001
Awards & Commendations	20xxAC-0001
Civilian PSIA	20xxCPSIA-0001
Inquiry	20xxIQ-0001

Notice of Claim	20xx-NC0001
Performance Improvement Plan	20xxPIP-0001
PSIA	20xxPSIA-0001
Use of Force	20xxUOF-0001
Vehicle Accident	20xxSC-0001
Vehicle Pursuit	20xxP-0001
Work Rules	20xxWR-0001

If a consecutive tracking number is skipped or purged, PSIA will retain documentation listing the missing tracking number and the reason it was skipped or purged.

Supporting documents should be titled in the following manner, using the corresponding tracking number and document type:

Examples:

<i>INCIDENT NUMBER</i>	<i>DOCUMENT TYPE</i>
2019PSIA-0001	Written Complaint
2019PSIA-0001	Interview Notification
2019PSIA-0001	Interview Transcript
2019PSIA-0001	Investigation
2019PSIA-0001	Memo
2019PSIA-0001	PreD Notice
2019PSIA-0001	PreD Response
2019PSIA-0001	PreD+Findings
2019PSIA-0001	Command Review
2019PSIA-0001	Letter of Reprimand
2019PSIA-0001	Discipline
2019PSIA-0001	Restorative Performance
2019PSIA-0001	Media Summary

## Data Integrity

Sustained violations will only be entered and tracked under the PSIA incident type. If a sustained violation is discovered during the investigation of another incident type (i.e., during a pursuit review), a new PSIA incident type will be created to document the violation, and it will be linked to the original incident type within the PS&IA Case Management Software.

Likewise, if during the course of investigating an externally generated complaint a new allegation is discovered internally, the new allegations will be tracked via a separate PSIA incident type with “source of information” tab indicating those allegations originated from an internal source.

## Video Footage

PS&IA personnel will instruct the administrator for squad video to save any pertinent squad video onto the evidence server. Once saved onto the server, PS&IA personnel do not need to retain a hard copy for the file. This procedure does not apply to any video or audio footage obtained from an external source (e.g., a business security camera). In cases where external video is located, PS&IA will provide the video to FSU to upload the video to the server as evidence; the original video will only be maintained by PS&IA if it cannot be saved to the video server. The programs utilized by the administrator, Panasonic Arbitrator, along with Genetec Clearance, has the ability to index and track pertinent video, in addition to restricting access as prescribed by PS&IA on a case-by-case basis. PS&IA personnel will also make a notation within the PS&IA Case Management Software whenever there is video available in a case.

## Closing Cases

PS&IA personnel are responsible for officially closing all types of internal investigations. Prior to closing the case, PS&IA personnel will ensure that all finalized documents are located within the PS&IA Case Management Software and on the F: drive, unless otherwise noted.

Original SOP: 07/30/2015

(Reviewed Only: 02/15/2016, 01/30/2019, 01/11/2021, 02/04/2022, 01/31/2023, 02/05/2024, 01/10/2025)

(Revised: 01/19/2017, 11/30/2017, 01/03/2020, 12/04/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Records Inspection and Release

Eff. Date 01/31/2023 12/04/2025

## Purpose

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

## Procedure for Requesting a Record

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

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

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

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

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

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

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

## PERSONS WHO MAY CONSIDER REQUESTS FOR PUBLIC INSPECTION

The following officers of the MPD will consider requests for the inspection of public records and documents in the custody of the MPD: Chief of Police, Assistant Chiefs of Police, trained Records Custodians, Public Information Officers, PSIA Commander, and records staff assigned to the Records Unit.

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

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

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

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

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

## ACCESS TO POLICE RECORDS

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

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

## SUBPOENAS

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

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

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

## INSPECTION VS. NON-INSPECTION OF RECORD

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

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

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

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

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

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

## PUBLIC RECORDS OR DOCUMENTS WHERE RELEASE MAY BE DENIED

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

### 1. Juvenile Records

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

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

- Legal Guardian or Custodial Parent (or to any person designated in writing by a legal guardian or custodial parent)
- Subject of Report (if over 14 years of age)

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

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

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

## 2. Attorney-Client

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

Original SOP: 02/25/2015

(Revised: 03/16/2016, 02/03/2017, 11/30/2017, 02/14/2019, 12/20/2019, 04/29/2020, 11/29/2021, 01/31/2023, 12/04/2025)

(Reviewed Only: 01/11/2021, 02/05/2024, 01/10/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Sexual Assault Investigations

Eff. Date ~~02/03/2025~~ 11/17/2025

**Purpose**

To provide guidelines and expectations for the Madison Police Department (MPD) response to Sexual Assault Investigations involving adult and child victims. Consistent with our MPD Core Values and Mission Statement, we strive to deliver the highest service possible while following a victim-centered, trauma-informed approach to the investigation of these crimes.

Sexual Assault allegations will be investigated in an unbiased manner, free of assumptions and stereotypes about victims. Personnel investigating sexual assault allegations will keep in mind that victims of these crimes may present with a wide range of potential reactions to sexual assault, some of which may not be in line with an officer's investigative objectives.

When investigating sexual assault allegations, officers should work to build rapport with the victim, use trauma-informed and victim-centered practices, treat the victim with respect and dignity, and document the victim's statement as provided by the victim, using exact quotes when possible.

**Definitions**

**Victim-Centered:** Placing the crime victim's priorities, needs, and interests at the center of the investigation; ensuring ~~Ensuring~~ that restoring ~~victim's victims'~~ feelings of safety and security are a priority and safeguarding against practices that may inadvertently re-traumatize ~~them victims~~.

**Trauma-Informed:** Investigations are conducted with an understanding of the effects of trauma on survivors, including the many and varied emotional *and* physical responses victims may *or may not* have to a traumatic experience. Priority is placed on restoring the survivor's feelings of safety, choice, and control.

**Procedure**

**INVESTIGATING CASES INVOLVING ADULT VICTIMS OF SEXUAL ASSAULT**

1. Adult victims should be offered trauma-informed and culturally competent services and supports when possible.
  - a. The initial responding officer shall advise the victim they may request to be interviewed by an officer of the gender of their choice. Should the victim request an officer of ~~a the~~ gender different from the gender of the initial responding officer, the officer shall immediately notify a supervisor and a reasonable attempt will be made to honor the victim's request.
    - i. Once follow up has been assigned to a detective, the case will remain with the detective regardless of gender.
  - b. If the victim has Limited English Proficiency (LEP), the initial responding officer shall take reasonable steps to provide free language assistance services to that victim in accordance with MPD's Language Access Services Standard Operating Procedure (SOP).
    - i. Interviews of victims, particularly of sensitive crimes, should be ~~conducted done~~ in the victim's primary language.
    - ii. Children or other family members or friends of the victim should not be used to interpret the victim's statement.
    - iii. Victim Advocates and Dane County Social Workers should not be used to interpret the victim's statement, as that may run contrary to their professional mission and ethos.

- c. The initial responding officer shall, as soon as is practicable, offer to contact an advocate from the Rape Crisis Center to respond to support the victim throughout the reporting and evidence collection process.
- d. ~~In the event of a fresh occurrence, where a public danger exists, the initial responding officer shall make a reasonable attempt to obtain suspect, officer safety, and other relevant information to relay to other officers as soon as possible. If no public or victim safety concerns are present, consideration should be made to refrain from contacting the suspect to allow for later investigative strategies. Officers should consult a supervisor, the on-call Detective Lieutenant or OIC to discuss this option and its value. Flight risk should also be taken into consideration in this assessment.~~
- e. If the assault is recent (i.e. occurred no more than 120 hours prior to the time it is reported), the primary officer shall contact a supervisor who will consult with the Officer-in-Charge (OIC) regarding investigative strategies and potential suspect contact by patrol units. In cases such as this, prior to attempting an arrest, the OIC will ensure that the On-Call Detective Lieutenant (if after normal business day) or the appropriate Sensitive Crimes Lieutenant (adult victims) or the Special Victims Unit (SVU) Lieutenant/Detective Sergeant (child victims) are notified of the circumstances.
- f. The officer conducting the victim interview shall:
- i. Spend time building rapport with the victim, assuring their physical safety and getting them medical care as soon as practicable. Interview the victim using open-ended, narrative inviting questions.
  - ii. Allow the victim to provide their statement with as little interruption as possible. The officer should utilize natural breaks in the victim's statement to ask follow-up questions, recognizing that victims may not provide statements in chronological order due to the effects of trauma.
  - iii. Notify the Officer-in-Charge (OIC) of the circumstances of the incident. The OIC will determine if additional investigative resources or advice is needed. If so, the OIC will ensure that the On-Call Detective Lieutenant (if after normal business day) or the appropriate Family Justice/Sensitive Crimes (FJ/SC) Lieutenant (adult victims) or the Special Victims Unit (SVU) Lieutenant/Detective Sergeant (child victims) are notified of the circumstances. The exception to notification is an incident involving consensual sex between teenagers within 3 years of age.
  - iv. Collect any available evidence from the victim and scene(s), (e.g., photos, clothing, biological items, etc.), and also offer and recommend a forensic medical exam at a hospital for evidence collection if the assault occurred within the last 120 hours. ~~medical forensic hospital exam if the assault occurred no more than 120 hours prior to the time it is reported.~~ A forensic medical exam without evidence collection can still be conducted after 120 hours. Meriter Hospital's Forensic Nurse Examiner (FNE) program should be used for collection of biological evidence from the victim. Should the Meriter Hospital FNE program not be available ~~option, an alternative,~~ a licensed FNE program should be considered and utilized. Alternative FNE programs to be considered are listed below.
    1. Any time an officer is dispatched for a sexual assault and the victim is reporting, the officer should stand by outside the room while the exam is being done, in case the nurse needs to communicate with the officer, and to then take the evidence for processing.
    2. Please see the SOP on Searches, specifically the Strip Search section, for further details on the collection of evidence from the suspect.
    3. An Investigator, at the request of the interviewing officer or a supervisor, shall process the scene(s) of a sexual assault for evidence, including photos.
    4. All sexual assault FNE kits shall be physically or electronically submitted to the Wisconsin State Crime Lab (WSCL) by the assigned case detective. The submission form can found on the WSCL website, which is titled "DFS Transmittal":  
<https://www.doj.state.wi.us/dfs/evidence-submission-information>.

Alternative FNE programs to be considered in the event Meriter Hospital is not available are:

- UW Health Child Protection Program (juveniles), 1675 Highland Ave., Madison, WI 608-263-6400
- DaneMAC, (no walk-in availability) 608-492-2611
- UW Health Services (UW Students) (8:30AM-5:00PM), 608-852-9533
- Mercy Hospital 1000 Mineral Point Ave., Janesville, WI 608-756-6611
- Aurora 945 N. 12<sup>th</sup> St., Milwaukee, WI 414-219-5555
- Southwest Health Center (adults/adolescents only) 1400 Eastside Rd., Platteville, WI 608-348-2331

Electronic submissions to the WSCL Forensic Case Manager are permissible when the complexities and/or facts of the case may require WSCL input prior to the physical transport of the FNE kit. If submitted electronically and the WSCL will accept the FNE kit for analysis, the kit will then be physically submitted to the WSCL by the assigned case detective.

If WSCL denies the FNE kit, whether physically or electronically submitted, WSCL will provide the submitter **with** a letter of refusal stating why the FNE kit is not being accepted. This letter shall be scanned as an attachment into the case file and a report shall be completed by the submitter.

This SOP does not pertain to FNE kits collected in any other type of criminal investigation (e.g. strangulation).

For questions regarding the submission of evidence, refer to the [contact information](#) for the lab in our service area (Madison Crime Lab – 608-266-2031). For questions about Evidence Submission Guidelines, please contact the WSCL Forensic Case Manager (currently: Kathy Mahnke, via email at [mahnkeka@doj.state.wi.us](mailto:mahnkeka@doj.state.wi.us) or 608-609-6125) [most current contact information accessible online] – <https://www.doj.state.wi.us/dfs/evidence-submission-guidelines>

5. Even if the assault occurred more than 120 hours prior to the time of the report, victims should be told of the existence of the Meriter FNE program, specifically that the victim can be tested for sexually transmitted infections and/or treated for other injuries.

## **INVESTIGATING CASES INVOLVING CHILD VICTIMS (SEXUAL AND PHYSICAL ABUSE AND NEGLECT)**

1. Child victims should be offered trauma-informed and culturally competent services and supports when possible.
  - a. As with adult victims, if the child victim has Limited English Proficiency (LEP), the initial responding officer shall take reasonable steps to provide free language assistance services to that victim in accordance with MPD's Language Access Services SOP.
  - b. Family members, friends, Victim Advocates and Social Workers should not be used to interpret the child victim's statement.
2. The primary officer shall notify Dane County Human Services (DCHS) within 12 hours of the report of a sexual assault of a juvenile per state statute 48.981(1)(2)&(3).
3. The primary officer shall notify the parents or guardians, if appropriate, of the juvenile victim within 24 hours.
4. When investigating a sexual assault of a child under the age of 16, the investigating officer should collect as much information as possible without interviewing the victim. However, in some cases,

given the unique circumstances of an investigation, an officer may determine that it is necessary to obtain a limited statement from the child in order to identify and address immediate investigative needs (e.g. probable cause elements, location/venue, safety concerns, evidence collection, etc.). Further investigative and interview considerations are outlined in more detail later in this SOP. The officer shall notify the OIC of the unique investigative circumstances. Prior to interviewing a juvenile sexual assault victim, the officer shall consult with a sergeant and the OIC shall be notified of the unique investigative circumstances. The Special Victims Unit (SVU) Lieutenant or SVU Detective Sergeant may also be contacted for guidance prior to conducting an interview or physical exam of the child.

5.
  - a. The OIC shall contact the Special Victims Unit (SVU) Lieutenant (if after normal business day) or Special Victims Unit Detective Sergeant prior to conducting a detailed interview or physical exam.
  - b. The subsequent investigation will be at the direction of the SVU Lieutenant or SVU Detective Sergeant assigned to the case.
6. When the investigating officer or detective for cases involving child victims determines that probable cause exists that the suspect has committed crimes in violation of the statutes listed below, the cases will routinely be referred to the district attorney for criminal prosecution:
  - a. Sexual intercourse or sexual contact under s. 940.225, 948.02, 948.025 or 948.085
  - b. Sexual exploitation of a child under s. 948.05
  - c. Permitting, allowing, or encouraging a child to violate s. 944.30 (Prostitution)
  - d. Causing a child to view or listen to sexual activity s. 948.055
  - e. Causing a child to expose genitals or pubic area s. 948.10

## INVESTIGATIONS INITIATED BY HUMAN SERVICES

### Officer-in-Charge Information

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Child Protective Services (CPS) workers have been asked to make Dispatch the first point of contact for Madison Police Department (MPD) collaboration for the initial field investigation when responding to reports of child abuse and neglect. It is MPD's established procedure to respond to these initial reports with on-duty patrol officers.

### Responding Officer/Field Supervisor Considerations

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1. Determine who will lead the interview (Officer or DCHS CPS worker).
2. If CPS leads the interview, officer should take *detailed* notes of the interview for the purpose of completing a report.
  - a. Officer should document the child victim's own words, in quotation marks, whenever possible.
  - b. Officer should document, in quotation marks, questions asked of the child by the CPS DCHS worker.
3. Officer *can and should* ask questions pertaining to their investigation if those questions are not asked by CPS.
4. Officer must ensure they have explored the elements of alleged crime(s).
5. Officer should ask questions related to the preservation of evidence (clothing, bedding, video, etc.) if not covered by CPS.
6. CPS is ultimately responsible for conducting a safety assessment for the child (making sure the child is safe).
7. Regardless of who leads the interview, officers shall complete a detailed report.
8. Note: If Children are alleged victims of abuse by a caregiver or unknown person, the children can be interviewed without parental consent at any location police are legally authorized to be present (see Wisconsin statute 48.981(3)(c)1.b.).

## INVESTIGATIONS CONDUCTED WITHOUT CPS PRESENT

- A CPS worker will not respond out to the field to make contact with a child victim in every case. In order to assist CPS in determining whether or not a worker will respond to the field, the responding officer should attempt to obtain as much collateral information as possible from parties other than the child to inform CPS's decision to respond or not. Gathering this collateral information from other sources will also allow the officer to make an educated decision as to whether or not an interview of the child victim in the field is necessary should CPS not respond.
  - The responding officer should collect collateral information from the reporting party, the non-offending parent (if possible), any third parties that may have pertinent information (teachers, counselors, friends, etc.), and any witnesses to the alleged abuse.
  - After collecting this collateral information from sources other than the child, the officer should make phone contact with the on-call CPS worker and provide all collateral information gained from these sources. The responding officer should ask the CPS worker to share any other pertinent information CPS may have regarding the child victim or other involved parties. The responding officer should inquire with CPS if there are current open cases involving this child victim and/or the alleged offender, or if there were prior cases and/or screen-outs involving this child victim and/or the alleged offender. The responding officer should obtain any pertinent identification and contact information for the alleged offender and others involved in the present investigation.
  - If, after this information sharing with the on-call CPS worker, the CPS worker indicates they will respond to the field, the responding officer shall wait to continue their investigation with the CPS worker. If the CPS worker responds, follow the considerations listed above. If the CPS worker advises they will not respond to the field, the responding officer must consider whether or not to interview the child.
- ~~To assess the need to interview the child in the field, the responding officer must evaluate whether or not they have corroborated information of abuse, neglect, or that the child witnessed a serious crime (domestic violence, weapons offense, homicide) from their collateral information sources and their contact with CPS.~~
  - ~~If the responding officer has corroboration that the child is a victim of abuse or neglect, the officer must ensure the preservation and collection of pertinent evidence. The responding officer, in consultation with the OIC or the SVU Lieutenant/Detective Sergeant, should offer, explain, and provide an opportunity for a FNE exam if circumstances warrant it. The responding officer must also offer, explain, and provide an opportunity for photographs to be taken that capture any visible injuries, whether they appear fresh or to have healed. The responding officer should ensure that any weapons or implements alleged to have been used to injure the child are seized as evidence.~~
- Factors to consider when determining if an officer should conduct a child interview:
  - A. Do we have credible, corroborated information that the child is a victim of abuse or neglect?
  - B. Do we have credible, corroborated information that the child is a witness to a violent crime?
  - C. Do we believe physical evidence could be lost/destroyed if we don't talk to the child to gain further information?
  - D. Do we believe the child is at risk of being manipulated by others, or may be encouraged to recant their statement or not talk to us at a future date?
  - E. Does the child have information needed to apprehend the suspect?
- If A or B exists without C, D or E, there is not a need to interview the child in the field. The preferred method is to arrange for a forensic interview at a later date. If the officer determines an interview of the child in the field is necessary, the officer shall consult with their sergeant and contact the OIC to provide them with the basis for this decision. The OIC may contact the SVU Lieutenant or SVU Detective Sergeant for consultation and guidance.

- If the responding officer has corroboration that the child is a victim of abuse or neglect, the officer should ensure the preservation and collection of pertinent evidence.
  - The responding officer, in consultation with the OIC or the SVU Lieutenant/Detective Sergeant, should offer, explain, and provide an opportunity for a FNE exam if circumstances warrant it.
  - The responding officer, in consultation with the OIC or the SVU Lieutenant/Detective Sergeant, should offer, explain, and provide an opportunity for the child to be seen at the UW Children's Hospital for a Child Protection Program examination if circumstances warrant it.
  - The responding officer must also offer, explain, and provide an opportunity for photographs to be taken that capture any visible injuries, whether they appear fresh or to have healed.
  - The responding officer should ensure that any weapons or implements alleged to have been used to injure the child are seized as evidence.
  - Evidence of the conditions of neglect should be captured by photographs whenever possible.
- The responding officer should determine if the child is in need of immediate medical treatment and work with the non-offending parent or caregiver to obtain that treatment for the child. The officer should also make an assessment if the child is safe in its present placement situation.
- If the officer believes, based on their investigation, that the child victim is at risk of manipulation, threats, or pressure to recant their initial disclosure, or the officer can articulate that future access to the child victim may be limited by others, the officer may decide to interview the child in the field. If the officer determines an interview of the child in the field is necessary, the officer shall contact the OIC and provide them with the basis for this decision. The OIC shall contact the SVU Lieutenant for consultation and consideration of detective resources being called in.
- Should the responding officer interview the child in the field, the officer should utilize interviewing techniques shown to be most successful for interviewing children, including but not limited to:
  - Allowing children to provide a narrative of events in their own words
  - Using open ended questions as much as possible
  - Letting children use their own words for body parts, places or people, but seeking clarification as needed for legal purposes
  - Should the responding officer interview the child in the field, the officer should not do a "truth/lie" assessment, nor should they use any body diagrams/drawings. The "truth/lie" assessment is only necessary for a recorded forensic interview, which a field interview is not. Body diagrams/drawings should only be used post disclosure by a trained interviewer.
  - The officer must use open ended questions that allow the child to answer in narrative form, in the child's own words. An officer should spend some time building rapport with the child prior to transitioning to the topic of concern. The officer can ask the child questions like the following: "Tell me all about it." and "Do you know why I'm here to talk to you today." The use of "tell me" questions will allow the officer to obtain the elements of the crime, identify potential evidence, determine jurisdiction, and identify any witnesses. If the "tell me" questions, coupled with collateral information have not given the timeframe of the incident, the responding officer should attempt to ascertain "when" from the child. The responding officer should attempt to determine timeframe using developmentally appropriate words and open ended questions.
  - Officers should understand that a child's ability to sequence events and to provide timelines varies based on the child's developmental abilities, chronological age, and whether or not the child encoded that detail of the abuse. Officers should not ask a child to guess as to timelines of events. If the child provides information that the incident was not recent enough to raise evidentiary concerns (i.e. the need for a FNE, visible injuries, scene preservation), an estimate by the child is sufficient.

- Responding officers can refer to the purple First Responder Contact Without CPS reference card for guidance when out in the field. The above information is summarized in the below outline, which is located on that reference card.

## REFERENCE CARD OUTLINE – FIRST RESPONDER CONTACT WITHOUT CPS

1. Collateral Information Collection from Others:
  - a. Reporting Party.
  - b. Non-offending parent (if possible).
  - c. 3rd Parties with information (teachers, counselors, friends, etc.).
  - d. Witnesses.
2. CPS Contact:
  - a. Provide CPS information obtained from #1.
  - b. Determine other collaborative information from CPS.
    - i. Other open/prior cases with subjects.
    - ii. Identification/contact information for offender and others.
  - c. Will CPS come out?
    - i. Yes – wait to continue investigation with CPS.
    - ii. No – proceed to #3.
  - d. If CPS responds, determine who will lead the interview (Officer or DCHS worker).
    - i. If CPS leads the interview, officer should take *detailed* notes of interview.
    - ii. Officer *can and should* ask questions pertaining to their investigation if those questions are not asked by CPS.
      - 1) Officer must ensure they have explored the elements of alleged crime.
    - iii. CPS is ultimately responsible for conducting a safety assessment for the child (making sure the child is safe).
3. Factors to Determine if Officer Should Conduct Child Interview:
  - a. Do we have corroborated information of abuse, neglect, or that child witnessed (CRIME) obtained by #1 and #2? No need for officer to interview child.
    - i. Preserve/collect pertinent evidence.
      - 1) FNE exam/photos/weapons/implements/etc.
      - 2) Determine if child is in need of immediate medical treatment.
      - 3) Determine if the child is safe in its present placement.
  - b. Even if 3.a. is present, officer articulates need for immediate child interview (manipulation of child's testimony, family dynamics/pressure, etc.).
4. Contact Sergeant/OIC:
  - a. Provide information obtained from #1, #2, and #3.
  - b. Determine if on-call Detective Lieutenant will be contacted (and presumably, a detective called in).
5. Officer Interview of the Child:
  - a. General guidelines:
    - i. Do NOT do truth/lie.
    - ii. Do NOT use body diagrams.
    - iii. Must use open-ended questions (i.e., "tell me all about it").
      - 1) "Tell me *what* happened." (elements of crime).
      - 2) "Tell me *how* it happened." (evidence – weapons, DNA).
      - 3) "Tell me *where* it happened." (jurisdiction).
      - 4) "Tell me *who* else was there." (witnesses).
      - 5) If the "tell me" questions, coupled with collateral information, have not given the "*when*," attempt to ascertain "*when*" from the child.
        - a) Developmentally appropriate words.

b) ~~If not recent enough to raise evidentiary concerns, close is good enough.~~

6. ~~See "Searches" SOP for guidance on suspect FNE exams.~~

Original SOP: 11/18/2015

(Revised: 04/05/2016, 12/06/2017, 05/02/2018, 10/05/2020, 01/14/2022, 01/31/2023, 02/03/2025, 11/17/2025)

(Name change only: 05/03/2016)

(Reviewed Only: 01/09/2017, 01/30/2019, 02/05/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Social Media - Investigative Use

Eff. Date ~~1/23/2024~~ 11/11/2025

**Purpose**

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

**Application**

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

**Definitions**

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

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

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

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

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

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

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

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

**Online Undercover Activity:** The utilization of an online alias to engage in interactions with a person via social media sites that may or may not be in the public domain. This includes sending personal messages to other users or posting content on the timeline of

other profiles. The act of simply joining an online group or sending or accepting a friend request would not be considered undercover activity unless messaging content accompanies said actions.

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

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

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

## Procedure

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

Social media as an investigative tool may be used by members of MPD for a valid law enforcement purpose consistent with this SOP. Unless such information is relevant to the individual or if the individual or organization is involved in an activity or event that may require advanced notice in order to coordinate adequate police resources to ensure public safety, maintain order, or protect property, the employee will not utilize social media to seek or retain information about the following:

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

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

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

### Online Alias

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

- A. When necessary, profile pictures or website images of humans purporting to depict the operator of the alias profile must be of an individual over the age of 18 who has provided written consent for the image to be used.
- B. Online alias usernames and passwords shall be made immediately available to supervisors upon request.
- C. Alias accounts should only be used with Department-issued devices while on duty, unless otherwise approved by a supervisor.

### Online Undercover Activity

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

- A. When necessary, profile pictures or website images of humans purporting to depict the operator of the alias profile must be of an individual over the age of 18 who has provided written consent for the image to be used.
- B. Online alias usernames and passwords shall be made immediately available to supervisors upon request.
- C. Undercover work should only be performed with Department-issued devices while on duty, unless otherwise approved by a supervisor.
- D. ~~For Internet Crimes Against Children (ICAC)-related online undercover investigations, those investigations must also conform to the ICAC Program Operational and Investigative Standards Manual.~~

All online undercover activity yielding actionable intelligence or leading to the development of probable cause will be documented. The commanding officer will regularly review all online undercover activity requests to ensure a continued need for the online undercover activity.

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

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

### **Documentation**

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

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

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

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

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

### **Dissemination**

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

### **Audit**

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

Original SOP: 02/25/2015  
(Revised: 02/05/2016, 03/26/2018, 05/02/2018, 1/23/2024, 11/11/2025)  
(Reviewed Only: 11/01/2016, 01/31/2020, 02/04/2022)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Special Duty

Eff. Date ~~05/26/2023~~ 11/06/2025

**Purpose**

Requests for Special Duty employment are subject to the provisions of this standard operating procedure (SOP) and the following procedures, scope, and guidelines.

**Procedure**

**SCOPE**

All police functions performed by members of the Madison Police Department (MPD) fall within the authority and responsibility of the Chief of Police, and will remain under the Chief's control at all times.

All requests, whether public or private, for commissioned personnel to act in their capacity as police officers for Special Duty employment will be directed to the **Chief's Office Program Assistant (Special Duty Coordinator) Chief** or designee and processed through official channels. For entities we have not previously provided Special Duty services for, the Chief's Office Program Assistant (Special Duty Coordinator) will review the request with the Captain of Traffic and Specialized Services, or their designee. The **Chief's Office Program Assistant (Special Duty Coordinator) Chief** or designee will review each request and determine the desirability of such employment and the conditions under which it will be performed. In no case will individual officers directly negotiate contracts for their services. All employment while functioning in the capacity of police officer is prohibited, unless specifically authorized by the Chief or designee.

**CRITERIA FOR ASSIGNMENT**

Each Special Duty request will be individually reviewed to ensure that employment is authorized and in compliance with this policy. In considering a Special Duty staffing request, **the Chief's Office Program Assistant (Special Duty Coordinator)**, Captain of Traffic and Specialized Services, or designee, will ensure a conflict with safety and the public's interest does not exist prior to the assignment of officers.

Special Duty employment will not be approved when:

1. A labor dispute is involved.
2. The Special Duty requestor would, in any way, restrict the officer from performing the duties of a police officer.
3. The officer would be involved in pictures or advertising endorsing commercial products while the officer is identified as a Madison Police Officer.
4. The requested Special Duty would have an adverse impact on the reputation of the MPD.
5. Employment is outside the city (exceptions may be made for other governmental agencies).

Careful review will be given to any request for Special Duty employment when the requestor holds any license or permit issued by the City of Madison, including, but not limited to, liquor licenses, street use permits, and park use permits, to ensure the requested service does not conflict with safety and the public's interest.

**REQUESTS FOR SPECIAL DUTY EMPLOYMENT**

All requests made to the MPD for Special Duty employment of police officers must be reviewed by the **Chief's Office Program Assistant (Special Duty Coordinator) or the** Captain of Traffic and Specialized Services prior to processing. It will be their responsibility to ensure that State Statutes, City Ordinances, and MPD Policies are adhered to in these assignments. The **Chief's Office Program Assistant (Special Duty Coordinator)**, Captain of Traffic and Specialized Services, or designee, will determine the desirability and necessity of making an assignment based on the type of service desired, the nature of the requesting organization, and the possibility of the need to assign regularly scheduled personnel to the request. If Special Duty employment

is appropriate, assignments will be given to the officers who have expressed interest in working the assignment who have the least amount of accrued Special Duty Overtime hours worked as determined by running a picklist in Telestaff.

## **RESPONSIBILITY FOR COMPENSATION**

Organizations who request commissioned personnel for Special Duty employment do so because of the need for authority vested in police officers. They request officers for specified periods of time, and at a specified rate of pay. The organization is then billed by the City for the work of the officers during the specified hours of the Special Duty employment.

MPD recognizes that certain police action that occurs during Special Duty employment may require the officer to work beyond the specified hours. In such cases, MPD will compensate the employee at time-and-one half for the actual time worked in excess of the hours of Special Duty employment, provided:

1. The completion of work is necessary prior to the employee's next work day; and
2. The completion of the work is authorized, in advance, by a supervisor.

In no case, however, will compensation be paid for both the Special Duty employment and regular duty employment for the same period of time.

## **RETURN TO DUTY**

If an on duty MPD supervisor must respond to a Special Duty assignment to take command and must garner additional resources, then the officer(s) assigned to Special Duty shall be considered called back to duty and shall be compensated at the overtime rate of pay. If a member must take police action that requires them to leave the job site to process an arrest or take some other type of exigent police action, that officer shall be considered called back to duty and shall be compensated at the overtime rate of pay (use Telestaff work code OT MISC OT PAY).

## **MPD POLICIES, REGULATIONS AND PROCEDURES**

All MPD regulations, policies, and procedures apply to Special Duty employment as they would if an officer was on regularly assigned duty. Officers are expected to perform the duties and job responsibilities as identified by the Special Duty employer.

## **TIMELY ARRIVAL TO SPECIAL DUTY JOB AND REGULAR TOUR OF DUTY**

Officers scheduled to work a Special Duty assignment shall allow adequate time to arrive at their Special Duty assignment on time after completing their regular work shift or another Special Duty assignment. Officers working a Special Duty assignment prior to the start of a regular work shift must allow adequate time to complete their scheduled Special Duty assignment and arrive for the start of their regular work on time.

## **SQUAD CAR USE AND PROCEDURES**

MPD squads may only be used when authorized by the Chief's Office Program Assistant Special Duty coordinator. ~~after review by the Captain of Traffic and Specialized Services.~~ Officers will obtain a squad from a district station and will respond directly to the job site. The officer will be paid beginning at the time they obtain the squad at a district station and check in with the Dispatch Center. The officer shall enter the actual start time in their TeleStaff entry. The maximum amount of time allowed for travel to the Special Duty assignment site shall be 30 minutes; however, officers should enter the most accurate time. When the job is completed, the officer will return to a district station directly. The ending time will be when the officer has returned the squad to the district station. The maximum amount of time permitted for travel back to a district station from a job site will be 30 minutes (this procedure does not apply to officers with a personal take home assigned squad car; for those employees, Special Duty compensation begins when the Special Duty assignment starts).

## **NO SHOWS AND CANCELLATIONS**

If an officer fails to show up for a Special Duty assignment (no show), it will be considered an absence from duty.

If an officer must cancel a Special Duty assignment that the officer has been awarded, the officer shall immediately notify the Special Duty Coordinator, or in their absence the Lieutenant of Traffic and Specialized Services.

If an officer cancels a Special Duty assignment within five (5) business days before the starting time of the assignment and that assignment remains unfilled, it will be considered a "no show" on the part of that officer.

## **TELESTAFF ENTRIES**

TeleStaff entries should be made immediately following completion of the assignment.

Original SOP: 02/25/2015  
(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017, 01/31/2020)  
(Revised: 06/02/2016, 05/26/2023, 11/06/2025)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Stratified Policing Operations and Responsibilities

Eff. Date: 10/06/2023  
11/06/2025

### Purpose

The purpose of this standard operating procedure is to define and illustrate the implementation of Stratified Policing, a method to address crime and disorder problems identified as immediate, short-term, and long-term patterns so they are addressed quickly and effectively by all personnel. Additionally, Stratified Policing provides a framework that clearly identifies the roles and responsibilities for all personnel in crime prevention and problem-oriented policing. Stratified Policing uses crime analysis, problem solving (see the Evidence-Based Problem-Oriented Policing SOP), evidenced-based police practices, and a structure for organization-wide accountability.

### Glossary

**Immediate Problems:** Isolated incidents that occur and are resolved within minutes, hours, or in some cases, days. Immediate activity is broken down into two distinct categories:

**Incidents:** Individual events to which a police officer typically responds to or discovers on patrol. Calls for service are generated by the community and the officer and are the initial indication of a potential problem. They include crime, disorder, or service related tasks such as: disturbances, robberies in progress, traffic accidents, subject stops, and traffic citations.

**Significant incidents:** Individual events that are deemed more serious, thus requiring additional investigation and/or a more extensive and immediate response. They occur within minutes and hours, but might take days, weeks, or possibly months, to resolve. Significant incidents will depend on the nature of the crime.

**Short-Term Problems:** Incidents that occur over several days or weeks and typically require short-term (not immediate) responses. They are broken down into two distinct categories:

**Repeat incidents:** Two or more incidents that occurred at the same place within a 28-day period. These are non-criminal disorder activity (e.g., disturbances, barking dogs, juveniles, or traffic crashes) or interpersonal disputes and crimes between individuals who know one another (e.g., bar fights, domestic violence, drug offenses, and neighbor disputes).

**Crime Patterns:** A crime pattern is a group of two or more crimes that share at least one commonality such as the behavior of the offenders or victims; characteristics of the offender(s)' victims or targets; the type of property taken; or locations of occurrence. Criminal activity is typically of limited duration, and the set of related crimes is treated as one unit of analysis and is addressed through focused police efforts and tactics. There are different types of crime pattern types:

**Series:** A group of similar crimes committed by the same individual or a group of individuals acting in concert. Series can also be crimes that occur within a short time frame with limited suspect information, but where it appears to be committed by the same person.

**Micro-Time Hot Spot:** A group of similar crimes committed by one or more individuals at locations within close proximity to one another.

**Other Crime Pattern Types:** These are less common than series and micro-time hot spots, but should still be identified. These are crime patterns in which the suspect is not known or involve different suspects. They could be crimes committed at one specific address or type of place, or

crimes in which a unique type of property is targeted. They could also be crimes involving victims who share similar physical characteristics and/or engage in similar behavior.

**Long Term Priority Areas:** Those areas can exist over several months, or years and stem from opportunities created by everyday behavior and environment. Problems can consist of common disorder activity as well as serious criminal activity.

**Priority Individuals:** An individual who is suspected of recently committing a focal crime.

**Priority Address(es):** Addresses or places at which there is a concentration of crime or problematic activity.

**Short-term Pattern:** Small areas with a disproportionate amount of crime or disorder activity that is related (also called hot spots).

## Procedure

The Stratified Policing Model distinguishes among different types of problems for which crime reduction strategies are implemented. By separating and distinguishing the types of problems, different personnel carry out the different analyses, responses, and accountability mechanisms within MPD which “stratifies” the workload, and responsibility for problem solving and crime reduction. Every MPD employee has a role in crime reduction.

### Agency Priorities:

The Chief sets crime reduction goals on an annual basis after reviewing crime trends and statistics. These goals become the priority of the agency for the year.

### Crime Analysis:

Crime and data analysis is generated on several levels:

- The Criminal Intelligence Section (CIS) works closely with analysts providing intelligence related to problems. Analysts will lead, present and participate in weekly and monthly accountability meetings.
- City-wide trends and patterns are identified across one or more years. This provides the information needed for the Chief to set goals and for the department to generate regular reports.
- Analysis is conducted on short-term problems and long-term priority areas.

### Accountability Meetings:

Accountability meetings are held to brief the agency on problems and status of response(s), and to identify what resources are needed. These meetings identify the needed tools, training, time and resources to develop a successful response plan. Types of meetings and responsibility include:

**Staff Briefings:** Facilitate action-oriented accountability for strategies implemented for immediate and short-term problems. The purpose of these meetings is to develop, monitor and assess strategies to address significant incidents, repeat incidents and patterns.

- The Officer in Charge (OIC) will present new or existing incidents and patterns, updates, or closures.
- Crime pattern bulletins will be posted and shared by CIS for agency access.

- District Commanders and Supervisors assigned a problem will:
  - Communicate with participating staff
  - Discuss assigned problems
  - Set, restate, or update the response plan, roles and activities.
  - Obtain feedback and ideas from assigned officers to help with a daily assessment of the response plan.

**Weekly District or Section Meetings:** Weekly meetings that are held at the district or section level and facilitate action-oriented accountability within and/or among sections (e.g., patrol, investigations, crime analysts, etc.). Officers and staff meet to develop, coordinate and assess strategies implemented for short-term problems

**Assistant Chief Meetings:** Weekly meetings are led by the Operations and Investigative Services Assistant Chiefs. They are action-oriented and include the Captains in Patrol, Investigative Services, and Community Outreach Section. Discussion and collaboration occurs with the response to significant incidents, short-term patterns, priority areas, priority address, and priority individuals.

- Crime Analysts, CIS, and invited personnel will attend.
- Outside stakeholders may be invited for transparency or partnership-based responses.

**Chief's Monthly Meetings:** These occur on a monthly basis and facilitate evaluation-oriented accountability across the entire agency. These meetings are used to assess the effectiveness of short-term crime reduction strategies, emerging priority areas, and the progress of current long-term crime reduction strategies.

- Chief will evaluate the crime reduction efforts of the entire command staff.
- Assistant Chiefs, Captains, and invited personnel will attend.
- Discussion will cover the period from meeting to meeting, not necessarily calendar month.
- Minutes should be taken.
- Crime Analysts:
  - Attend and present a set criteria of analytic products to assist in evaluating organizational crime reduction as well as emerging crime issues.
  - Produce a 12-month crime trend comparison presentation based on the most significant city-wide identified crime issues. The presentation will compare the current and previous year's crime data. The command staff will review overall crime trends and changes.
  - Produce a six-month crime trend comparison for each police district based on the most significant identified crime issues. This should compare the current and previous year's crime data. The command staff will review overall crime trends and changes.
  - Produce a six-month crime pattern comparison for each police district based on identified crime pattern bulletins. The command staff will evaluate the identified patterns to evaluate crime reduction efforts and to identify any emerging long-term problems within each district.
- Investigative Services Captain:
  - Attend and present on significant incidents under their purview.
  - Action items may be assigned and followed up prior to the next monthly meeting.
  - Cases may be presented until resolved (may be discussed for several meetings).
  - As needed, CIS, Gang and Neighborhood Crime Abatement Team (GNCAT), and Task Force actions are to be included. Presentation will include information about nature of and responses employed to address gangs, narcotics activity, and significant security issues as they relate patterns and problems.

- District Captains:
  - Will attend and present on significant incidents under their purview, and both short term and long term problems occurring in their respective districts.
  - Pattern Bulletin presentations include the following, as appropriate:
    - District Captains will present on crime patterns occurring in their respective districts.
    - Crime patterns that were updated and unresolved at weekly district or section meetings will be assigned to the Chief's monthly meeting agenda.
    - Presentation will focus on evidence based policing strategies and their results to include directed patrol hours, case reports, traffic stops, investigative follow-up, and crime prevention efforts.
  - Repeat Incident/Priority Addresses
    - District Captains present on identified repeat incident locations as well as long-term crime and disorder problems
    - Depending on the stage in the problem-solving process, the presentation will focus either on the problem analysis, response, or evaluation of the problem location.

Original SOP: 06/12/2023

(Revised SOP: 10/06/2023, 11/06/2025)



## SWAT Body Worn Cameras

Eff. Date ~~1/22/2024~~

11/24/2025

### Purpose

To outline the guidelines for the use of Body Worn Cameras (BWCs) by Madison Police Department (MPD) Special Weapons and Tactics (SWAT) personnel.

### Procedure

- ~~SWAT supervisors will assign body worn cameras to team members prior to tactical operations (unless it is impractical to do so or cameras are unavailable). Available BWCs will be assigned in such a way to maximize audio/video capture of the operation.~~
- SWAT supervisors will assign a BWC to each member of the tactical team. A list will be kept documenting which camera is assigned to each member of the tactical team.
- ~~Briefings for pre-planned operations will specify which personnel are assigned to wear BWCs.~~
- All tactical team members assigned to the operation will wear their assigned BWC, unless it is impractical to do so.
- For pre-planned search warrants, recording should begin during vehicle movement to the target location. Recording should continue until the warrant service is complete. For extended tactical operations, recordings should begin prior to anticipated tactical intervention and should capture any negotiations or other relevant activity when possible.
- ~~Team leaders or personnel wearing a BWC should advise other team members when recording is beginning and when it has ended (unless it is impractical to do so). The command post should also be advised when practical (if applicable).~~
- The command post should be advised, when practical, that recording has started.
- ~~Team members assigned BWCs for an operation will return the camera to the docking cradle for download upon conclusion of the operation, or notify a supervisor if unable to do so.~~
- Tactical team members will return their assigned BWC to the docking cradle for download upon conclusion of the operation or notify a supervisor if unable to do so.
- ~~Video files shall be tagged as evidence with the deployment case number by the team supervisor or commander within 48 hours or as soon as practicable. A copy of the video file may also be saved for training purposes.~~
- Video files shall be tagged as evidence with the deployment case number by each tactical team member at the conclusion of the operation. If tagging cannot be done at the conclusion of the operation, it should be done within 48 hours or as soon as practicable. A copy of the video file may also be saved for training purposes.
- Team members shall notify IMAT and a SWAT Supervisor as soon as practicable if the BWC fails to operate or download video.

- Video files are considered MPD records and may not be released or distributed except as provided for in MPD standard operating procedures.
- ~~A SWAT supervisor will document who wore the cameras in an MPD police report.~~
- A SWAT supervisor will document that each team member assigned to the operation was wearing their assigned BWC in a MPD police report. A SWAT supervisor should also document if a team member was not wearing their assigned BWC, and the reason for not wearing it.
- SWAT Tactical team leaders will periodically review video from tactical operations to ensure compliance with MPD's Code of Conduct and Standard Operating Procedures, and to identify areas for performance improvement or additional training.

Original SOP: 10/20/2016  
(Reviewed Only: 12/26/2017, 02/04/2022)  
(Revised: 02/24/2020, 1/22/2024, 11/24/2025)



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



**Tours, Visitors, and Ride-Alongs**

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Eff. Date ~~01/31/2023~~ 11/11/2025

**Purpose**

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

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

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

**Procedure**

**TOURS OF POLICE FACILITIES**

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

**VISITORS OF POLICE FACILITIES**

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

**RIDE-ALONG PROCEDURE**

**Ride-Along Program Responsibility of the Police Executive Office Supervisor**

The administration of the Ride-Along Program is the responsibility of the Police Executive Office Supervisor. Requests for permission to participate in a ride-along will be handled by this office unless the ride-along participant is a non-commissioned MPD employee or an intern, or the ride-along was initiated by an officer. Eligibility of each applicant will be determined by the Police Executive Office Supervisor. The Police Executive Office Supervisor will be responsible for collecting the name, address, date of birth, and home phone number of each person requesting to ride. The Police Executive Office Supervisor will conduct background checks on applicants. The Police Executive Office Supervisor will disseminate viable applications to district commanders who will schedule officers to accommodate ride-along assignments.

**Ride-Along Database**

A ride-along database will be maintained electronically by the Police Executive Office Supervisor. The data will contain a complete listing of those who have participated in the ride-along program including the date of their ride-along and the officer they were assigned to.

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

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## Voluntary Employee Participation

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

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## Waiver of Liability Form

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A Waiver of Liability must be completed by the person requesting a ride-along through our public website. ~~The Waiver of Liability form must be completed by the person requesting to ride and the employee performing the ride-along prior to the beginning of the ride-along. A supervisor must also sign the approval of the waiver prior to the start of the ride. The completed waiver form will be forwarded to the Police Executive Office Supervisor and completed waiver forms will be kept on file. These waiver forms will be purged in accordance to the MPD records retention schedule approved by the State Records Board.~~

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## Duration of Ride-Along

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

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## Juvenile Ride-Along

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

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

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## Employee Initiated Ride-Alongs

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MPD personnel will be allowed to initiate ride-alongs for relatives or friends. Employees should obtain the approval of their immediate supervisor or OIC. ~~MPD personnel will ensure that the respective ride-along has completed the Ride-Along Waiver form (located on the Intranet: A-Z forms, patrol category or Intranet: Resources).~~ ~~on the waiver form for employee initiated ride-alongs.~~

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

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

The number of ride-alongs determination will be made in conjunction with the Police Executive Office Supervisor and the officer's supervisor(s).

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## Non-Commissioned Employee Ride-Alongs

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

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## **Intern Ride-Alongs**

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

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## **Employee Participation**

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

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## **One Ride-Along Limit**

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

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## **Scene Guidelines**

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

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

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## **Ride-Along Personal Appearance**

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

1. Clothing shall not be torn, frayed, stained, excessively faded, or sheer to the skin.
2. Clothing shall not be excessively loose or tight fitting and must not pose a safety hazard when accompanying officers on calls for service.
3. Clothing, buttons, badges, or pins shall not have political or potentially offensive words, terms, logos, pictures, cartoons, or slogans.
4. Shorts may be worn as long as they are knee length or longer and are professional in appearance.
5. Undergarments shall not be visible.
6. Footwear should consist of closed toed shoes. Sandals, open toed shoes, or open back shoes could potentially be a safety hazard and shall not be worn.
7. Strapless, halter, spaghetti strap, low cut shirts, tank tops, or muscle shirts shall not be worn unless worn under another shirt.
8. Sweatpants, bib overalls, lounge pants, and athletic pants and shorts are not acceptable.

9. Headgear shall be appropriate for the assignment. Scarves and head covers that are required for religious or medical purposes shall be allowed.
10. Public Safety Cadets may not wear their Cadet uniform, Cadet t-shirt, or other Cadet or MPD apparel.

### **Restriction Applications**

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

Original SOP: 02/25/2015

(Revised: 02/12/2016, 11/09/2017, 08/13/2018, 09/02/2020, 10/19/2021, 01/31/2023, 11/11/2025)

(Reviewed Only: 12/20/2016)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Update of Payroll/Status for Promoted Employees

Eff. Date ~~01/31/2023~~ 10/31/2025

**Purpose**

This procedure outlines the process steps for the promotion of commissioned employees, from the designation of the Chief, through the approval of the Police and Fire Commission, and through the completion of the probationary period.

**Definitions**

- Acting A temporary limited-term fill of a crucial position or a temporary acting position prior to an anticipated open position vacancy. An employee serving in this role has not been designated for promotion for an anticipated open position vacancy. ~~This refers to employees receiving acting pay.~~ A designation of Provisional Full-Time will be entered into MUNIS for employees who are double-filling a position number in an acting capacity. Depending on the nature of the acting promotion, the employee will either return to their former position or their status will be updated to Permanent Full-Time in MUNIS once a promotional position number is vacated.
- Acting-Promotional A temporary status for an employee serving in the promoted role after the Chief's preliminary designation for promotion. The employee will serve in this status from the effective start date until the preliminary designation has been approved by the Police and Fire Commission (PFC). A designation of Provisional Full-Time will be entered into MUNIS for employees who are double-filling a position number in an acting capacity. The employee will be updated to Permanent Full-Time in MUNIS once a promotional position number is vacated.
- Effective Start Date This is the official start date of the promotional status and generally will set the date for the start of the required probationary period.

**Procedure**

1. The Chief designates an employee for promotion.
  - If there is more than one employee promoted on the same date, seniority is determined by the order the Chief designates. The memo sent out by the Police Executive Office Supervisor will list the promoted employees in seniority order.
2. Determination of Effective Start Date
  - The Police Executive Office Supervisor will work with the Assistant Chief of Support and ~~Executive Section/Operations Captain~~ will work with the Finance Manager to determine the effective start date of each employee in their promoted assignment. ~~The and notify the~~ Police Executive Office Supervisor will notify the promoted employee(s) and the Captain of Training of the start appropriate date. Memos related to the promotion and start date will be filed in the employee's personnel file by the Police Executive Office Supervisor.
  - The effective start date of the promoted assignment will not be initiated or started until the employee is on track to fill either an immediate or upcoming vacant position. ~~occur until an actual vacancy exists.~~ This would apply in cases of double-filling an upcoming vacancy, in which case the ~~If there is a critical need for a promotion prior to that date, the~~ appropriate City Personnel

Rules and/or labor contract will be followed. ~~in regard to obtaining approval for the "double fill" of the position.~~

- The effective start date does not include initial cross-training dates when the employee is not primarily responsible for the promoted assignment. For all promoted positions except for Sergeant promotions, cross-training will take place at the non-promoted rank. For Sergeant promotions, the first week of cross-training will take place at the non-promoted rank. The second and third weeks of cross-training will take place at the promoted rank.
- ~~It is preferred that p~~Promotional start dates should coincide with the start of a payroll period. Exceptions can be made if there is a critical need (the ~~Police Executive Office Supervisor Executive Section/Operations Captain~~ should consult with the Finance Manager to ensure that the correct date is used).
- ~~The Police Executive Office Supervisor will issue the appropriate memos regarding the notification of the promotion and the effective start date and will place the documents in the employee's personnel file.~~

### 3. ~~Payroll Status: Acting~~

~~Payroll staff will calculate the pay difference between the acting role and an employee's current rank. Any calculated pay will be added to an employee's biweekly paycheck for each pay period when they are in an acting role. Seniority and probation is not applied during this period.~~

~~As of 2020, if an acting Association of Madison Police Supervisors (AMPS) promotion extends longer than a period of six months, the employee will be entitled to the step increases outlined in the labor contract. If an employee is receiving acting pay for an acting promotion from a Madison Professional Police Officers Association (MPPOA) position to an AMPS position (i.e. moving from the sergeant rank to acting lieutenant), the acting lieutenant would receive the benefits to which an AMPS member is entitled. This would include a step increase if the acting AMPS promotion extends longer than a period of six months.~~

### 3.4. ~~Payroll Status: Acting Promotional Capacity~~

Payroll status will be updated in one of two methods:

- 1) If the employee is filling an open vacancy, Payroll staff will initiate a Personnel Action Entry in the finance system as a promotional salary change under the "Permanent Full-Time" reason, using the determined start date of the promoted assignment.
- 2) If the employee is double-filling an occupied position, Payroll staff will initiate a Personnel Action Entry in the finance system as a salary change under the "Provisional Full-Time" reason, using the determined start date of the promoted assignment, ~~to move the employee to the new rank in an "Acting Promotion" capacity as of the effective start date of the promoted assignment. When the open vacancy becomes available, Payroll staff will initiate a Personnel Action Entry in the finance system moving the employee to Permanent Full-Time.~~

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

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

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

- Step 1: The employee is introduced as a designated promotion and the employee's resume is provided. This introduction should occur at the first PFC meeting after the designation is made (at times, there are exceptions to when this would happen. An employee may not be

presented to the PFC if there is no actual vacancy, or if the position is part of a “pilot” project. In these situations, the Captain of Training will notify the Police Executive Office Supervisor and the Finance Manager that the employee will not be presented to the PFC as the position may not be permanent).

- Step 2: The PFC will meet in closed session as needed to discuss the review of the personnel file of the employee(s) designated for promotion(s).
- Step 3: Once a position has been vacated/created and is available for a promotion, the Chief officially requests through his/her designee approval by the PFC of the preliminary promotion designation. The PFC approves the official start date in rank that has been provided by the Captain of Training. This is usually the start of the pay period closest to the date the PFC makes its approval of the designation.
- It is requested that the PFC approves the official start date in rank that has been provided by the Captain of Training. This is usually the start of the pay period closest to the date the PFC makes its approval of the designation.

#### PFC Approval of the Preliminary Promotional Designation

- The Captain of Training will notify the Police Executive Office Supervisor of the approval.
- ~~The Police Executive Office Supervisor sends out the appropriate memos, which includes notification to Payroll. The Police Executive Office Supervisor also updates the seniority information with the date of the change in rank.~~

#### ~~6. Payroll Status Change from Acting Promotional~~

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

#### 7. Probationary Promotional Period

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

- The Captain of Training recommends the end date of probation, which is usually 12 months from the actual date they began in acting promotional status.
- This may or may not coincide with the introduction of the employee to the PFC as a promotional designation. If an employee starts as acting promotional prior to a position becoming available, the acting promotional time will count towards probation, but they cannot move forward with the PFC process until an actual vacancy exists.
- Prior to the end of a 12-month probationary period, the ~~Police Executive Office Supervisor Captain of Training~~ will request a memo from the promoted employee’s commander, directed to the Chief of Police. The memo should indicate one of three dispositions: satisfactory performance during the probationary period, the need for an extension due to ~~a variety of reasons (extended time off, performance concerns, etc.) use of leave time~~, or a recommendation to the Chief to rescind the promotion.
- The Chief will make the final determination on the status of the promotion.
- The employee must be notified if the Chief intends to either extend probation or rescind the promotion. The commander of the employee will be required to meet with the employee in these cases.
- At the closest PFC business meeting prior to the end of the employees probationary period,

the Captain of Training will request that the PFC make the promotion permanent, or inform the PFC of any needed extensions or rescinding decisions by the Chief of Police. This step must occur prior to the end of the probation.

- The Captain of Training will notify the Police Executive Office Supervisor of the final decision by the PFC regarding final promotional designation.

8. Promotional Memo to Employee

The Police Executive Office Supervisor will issue the appropriate memo indicating the final promotional designation and approval of the PFC.

Original SOP: 03/01/2014

(Revised: 03/31/2015, 04/03/2015, 02/12/2016, 01/06/2017, 02/02/2018, 02/01/2021, 01/31/2023, 10/31/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



U Visa Program Participation

Eff. Date ~~01/31/2023~~ 11/06/2025

**Purpose**

The purpose of this procedure is to establish guidelines and procedures for Madison Police Department (MPD) personnel who receive requests for a U Visa Certification.

The MPD is committed to prevent further victimization of victims, regardless of their immigration status. The Federal U Visa Program offers this protection and strengthens our ability to detect, investigate, and prosecute crimes. Law enforcement has a role in this process to certify that a qualifying crime was committed and that the victim was cooperative with the investigative and prosecutorial processes.

The U nonimmigrant status (U Visa) is set aside for victims of certain crimes who have suffered mental or physical abuse and who are helpful to law enforcement or government officials in the investigation or prosecution of criminal activity. Congress created the U nonimmigrant visa with the passage of the Victims of Trafficking and Violence Protection Act (including the Battered Immigrant Women's Protection Act) in October 2000. The legislation was intended to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence, sexual assault, trafficking of aliens, and other crimes, while also protecting victims of crimes who have suffered substantial mental or physical abuse due to the crime and who are willing to help law enforcement authorities in the investigation or prosecution of the criminal activity. The legislation also helps law enforcement agencies to better serve victims of crimes.

**Procedure**

**ELIGIBILITY REQUIREMENTS FOR A U VISA**

To be eligible for a U Visa, immigrant victims must meet the federal statutory requirements and they must include a certification from a certifying official or agency (law enforcement) that they have been, are being, or are likely to be helpful in the detection, investigation, or prosecution of a qualifying crime.

Law enforcement personnel only need to verify the content on the I-918 Supplement B. This is the form used to show that the nonimmigrant was the victim of a crime, suffered substantial mental or physical abuse, and was cooperative, or has shown no reason why they would not be cooperative with further investigation or prosecution of the crime.

**MPD Employee Receiving the Request**

Accept and direct the U Visa request to the ~~Police Executive Office Supervisor~~ District Command Staff where the crime was committed, including any information related to name of victim, date of incident, MPD case number, I-918 Supplement B, Status Certification Form if it was included. The Police Executive Office Supervisor will identify which district the crime was committed and forward the request to the appropriate commander for their review and recommendation for the Chief of Police.

**District Command Staff**

The law enforcement review is to certify that the qualifying crime occurred and, when requested, that the victim was cooperative with the process, or has not shown that they will not cooperate.

1. Review the case and make sure any attached I-918 Supplement B, Status Certification Form is accurately completed. Generally, a completed copy of the form will be included with the cover letter from the applicant or their representative. Additional blank current versions of this form are available online from the U.S. Citizenship and Immigration Service.

2. If a completed I-918 Supplement B, Status Certification Form was submitted, compare the case details against the form for accuracy. Parts 1-5 should all be checked for accuracy against the police report.
3. If needed, a blank form can be completed to summarize the case.
4. Once the form is verified as accurate, it should be forwarded to the Police Executive Office Supervisor along with any pertinent police reports.

### **Police Executive Office Supervisor**

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The Police Executive Office Supervisor will proceed with the verification process and will ensure that the necessary form is completed properly.

1. All requests will be submitted to the Chief, or the Chief's designee, for evaluation and decision on final approval.
2. The main copy of the U Visa form will be uploaded into the Law Enforcement Records Management System (LERMS) along with the case file.
3. A log of the associated case numbers for the U Visa certification requests will be maintained by the Police Executive Office Supervisor.

Original SOP: 02/25/2015

(Reviewed Only: 03/01/2016, 12/26/2017)

(Revised: 01/20/2017, 12/20/2019, 01/31/2023, 11/06/2025)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Vehicle Escorts

Eff. Date ~~01/31/2023~~ 11/11/2025

**PURPOSE**

The Madison Police Department (MPD) may, within the guidelines of Wisconsin Statute 346.215 and upon approval of the Chief of Police or the Chief's designee, provide a police escort to a vehicle or a procession of vehicles for purposes of expediency, safety, dignitary protection, or other special circumstances.

Escorts are provided to enhance public safety and traffic flow. Impact on the general public and traffic will be minimized to the degree that allows for the necessary mission of the escort.

**PROCEDURE**

**I. CONSIDERATION TO PROVIDE ESCORT:**

A. When considering ~~whether to provide~~ ~~the rationale or need for~~ a police escort, the following factors should be considered:

- Dignitary escort requested by an agency providing protective service.
- Known or potential threat to person(s) to be escorted.
- The need to keep a large group together, thus improving overall traffic safety and traffic flow.
- The movement of large vehicles through congested areas.
- Funeral Escorts approved and coordinated by MPD Honor Guard.

**II. ESCORT PROCEDURE**

A. A Commander, ~~or~~ Supervisor ~~or their designee~~ will plan and direct the escort following guidelines set forth by this procedure. ~~This will generally be the responsibility of the Traffic Section.~~

B. The following factors should be considered ~~when planning the~~ ~~in the decision making process for the potential~~ escort:

- The number and type of vehicles to be escorted.
- The personnel and resources needed and available.
- The distance and duration of escort.
- The impact on general traffic flow.
- The time of day the escort will take place.
- ~~Threats or other safety concerns.~~
- ~~Protest activity related to the escort.~~
- ~~Alternate routes if the primary route becomes unusable or unsafe.~~

C. With the above factors considered, ~~the manner in which~~ the escort ~~is provided~~ should be done safely, efficiently, and ~~in a manner consistent with the reason for the escort.~~ ~~effectively as possible.~~

- A minimum of one police vehicle shall lead the vehicle or procession of vehicles, and a minimum of one police vehicle shall be in the rear of the vehicle or procession of vehicles as required by Wisconsin Statute 346.215.
- The route of the police escort shall be planned, based in part, on considerations of the factors listed above. The people being escorted may request a specific route;

however, that route should be evaluated by the supervisor **planning the route or their designee**.

- All personnel involved in the escort will **be** thoroughly briefed on the intended route, as well as any alternate routes, should the primary route become unavailable or unsafe.
  - In the planning stages the Dane County Public Safety Communications Center will be notified of the escort route, **personnel agencies** involved (**and personnel assigned, if able**), and communication support needed.
  - The Officer in Charge will be notified of the escort logistics and provided with an **event escort plan**, if available.
  - In the case of a dignitary protection escort, a hospital and a safe house will be identified in case of emergency need.
- D. For cases that will have a significant impact on the public, consideration should be given to disseminating a press release notifying the public of the escort and alternative routes the public may consider.

Original SOP: 04/27/2016  
(Reviewed Only: 11/01/2016, 12/26/2017, 01/31/2020)  
(Revised: 01/31/2023, **11/11/2025**)