



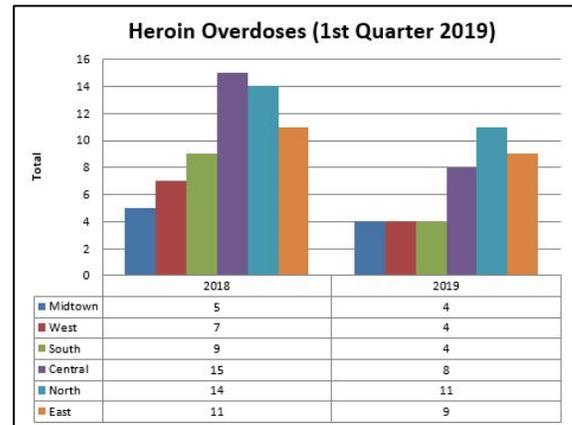
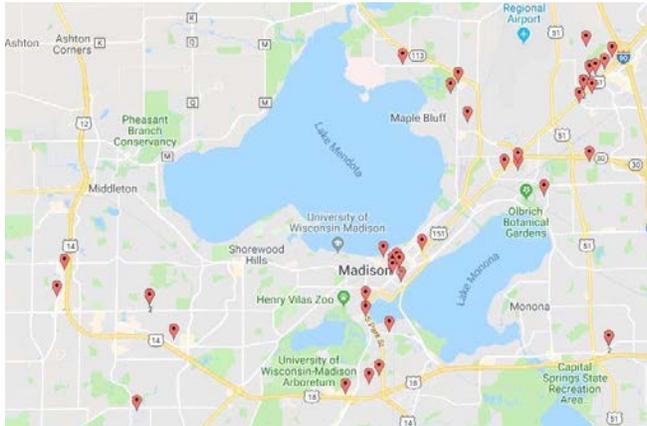
|                                     | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter | Total |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------|
| <b>Property Damage</b>              | 9                       |                         |                         |                         | 9     |
| <b>Subjects Struck by Gunfire*</b>  | 4                       |                         |                         |                         | 4     |
| <b>Accidental Discharge</b>         | 1                       |                         |                         |                         | 1     |
| <b>Self-Inflicted (intentional)</b> | 0                       |                         |                         |                         | 0     |
| <b>Casings Recovered</b>            | 39                      |                         |                         |                         | 39    |

\*Excludes accidental discharge & self-inflicted

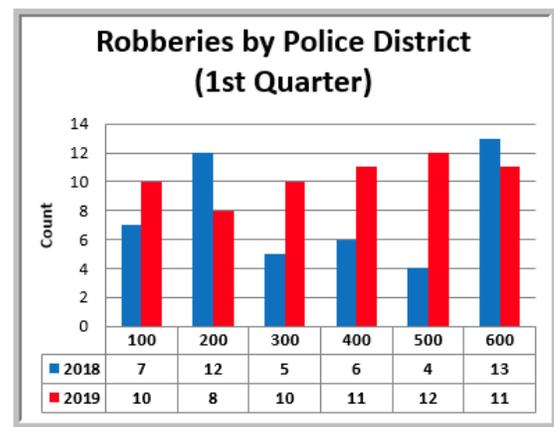
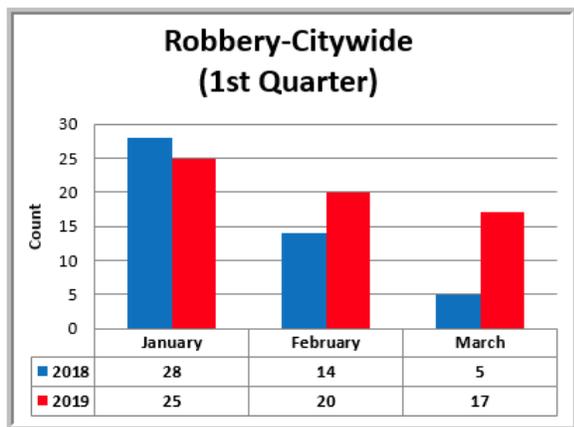
Shots fired incidents decreased 16% from 2017 to 2018, and the first quarter of 2019 continues that trend.

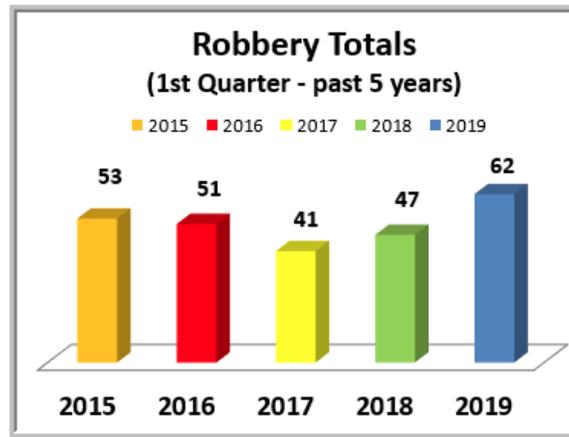
*Heroin Overdoses* – MPD responded to forty (40) known heroin overdoses during the first quarter of 2019. This is a decrease of 34% from the first quarter in 2018. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

There were eight (8) overdose deaths during the first quarter of 2019. This is an 11% decrease from the first quarter in 2018 [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].



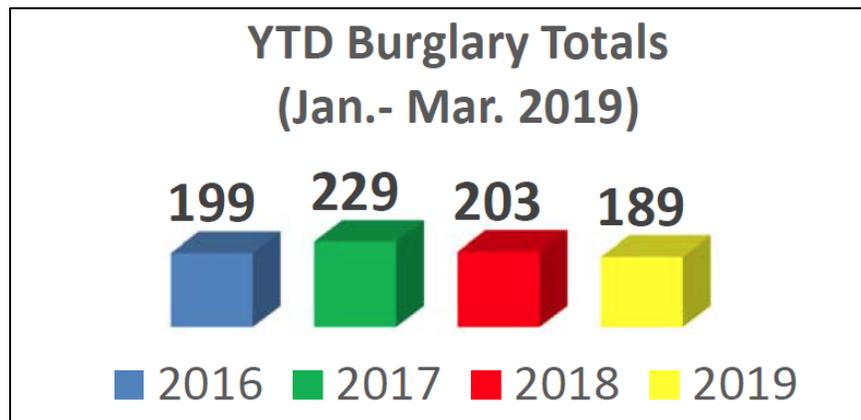
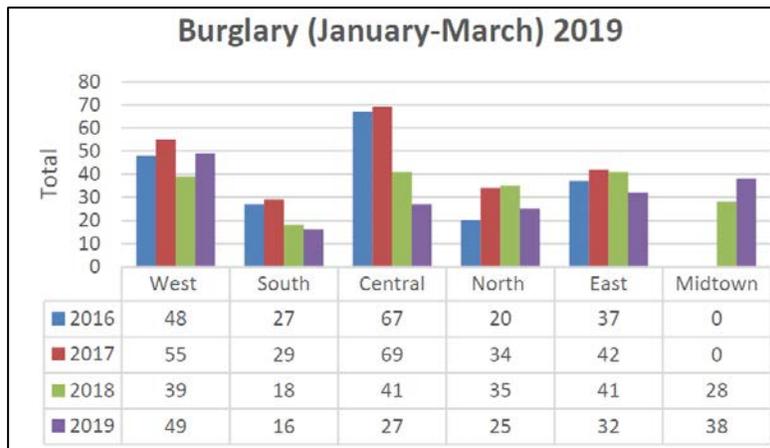
*Robberies* – sixty-two (62) robberies occurred in the City during the first quarter of 2019. This is a 32% increase from the first quarter of 2018.





*Burglaries* – MPD responded to 189 burglaries during the first quarter of 2019. This is a 7% decrease from the first quarter in 2018, and a 23% decrease from the fourth quarter of 2018.

Of the burglaries occurring during the first quarter, at least 65 burglaries occurred when a resident was at home and/or asleep, and at least 53 burglaries occurred with the help of an unlocked door or an open garage. Nine (9) firearms and eight (8) vehicles were taken during first quarter burglaries.



## Arrest Data

First quarter arrest data:

| Sex          | Q1           | Q2 | Q3 | Q4 | Total       | %             |
|--------------|--------------|----|----|----|-------------|---------------|
| Male         | 1,261        |    |    |    | 1261        | 71.1%         |
| Female       | 511          |    |    |    | 511         | 28.8%         |
| Unknown      | 1            |    |    |    | 1           | 0.1%          |
| <b>Total</b> | <b>1,773</b> |    |    |    | <b>1773</b> | <b>100.0%</b> |

| Race             | Q1           | Q2 | Q3 | Q4 | Total        | %             |
|------------------|--------------|----|----|----|--------------|---------------|
| Asian            | 38           |    |    |    | 38           | 2.1%          |
| African-American | 780          |    |    |    | 780          | 44.0%         |
| Native American  | 7            |    |    |    | 7            | 0.4%          |
| Other            | 32           |    |    |    | 32           | 1.8%          |
| Caucasian        | 916          |    |    |    | 916          | 51.7%         |
| <b>Total</b>     | <b>1,773</b> |    |    |    | <b>1,773</b> | <b>100.0%</b> |
| <b>Hispanic</b>  | <b>105</b>   |    |    |    | <b>105</b>   | <b>5.9%</b>   |

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

| IBR Arrest Charges           |     |    |    |    |       |      |  |
|------------------------------|-----|----|----|----|-------|------|--|
| Group A Offenses             | Q1  | Q2 | Q3 | Q4 | Total | %    |  |
| Animal Cruelty               | 3   |    |    |    | 3     | 0.1% |  |
| Arson                        | 1   |    |    |    | 1     | 0.0% |  |
| Assault Offenses             | 273 |    |    |    | 273   | 9.7% |  |
| Bribery                      | 0   |    |    |    | 0     | 0.0% |  |
| Burglary                     | 27  |    |    |    | 27    | 1.0% |  |
| Counterfeiting/Forgery       | 8   |    |    |    | 8     | 0.3% |  |
| Damage to Property           | 91  |    |    |    | 91    | 3.2% |  |
| Drug/Narcotic Offenses       | 176 |    |    |    | 176   | 6.2% |  |
| Embezzlement                 | 7   |    |    |    | 7     | 0.2% |  |
| Extortion                    | 0   |    |    |    | 0     | 0.0% |  |
| Fraud Offenses               | 30  |    |    |    | 30    | 1.1% |  |
| Gambling Offenses            | 0   |    |    |    | 0     | 0.0% |  |
| Homicide Offenses            | 1   |    |    |    | 1     | 0.0% |  |
| Human Trafficking Offenses   | 0   |    |    |    | 0     | 0.0% |  |
| Kidnapping/Abduction         | 24  |    |    |    | 24    | 0.9% |  |
| Larceny/Theft Offenses       | 261 |    |    |    | 261   | 9.3% |  |
| Motor Vehicle Theft          | 41  |    |    |    | 41    | 1.5% |  |
| Pornography/Obscene Material | 2   |    |    |    | 2     | 0.1% |  |
| Prostitution Offenses        | 4   |    |    |    | 4     | 0.1% |  |
| Robbery                      | 30  |    |    |    | 30    | 1.1% |  |
| Sex Offenses, Forcible       | 23  |    |    |    | 23    | 0.8% |  |

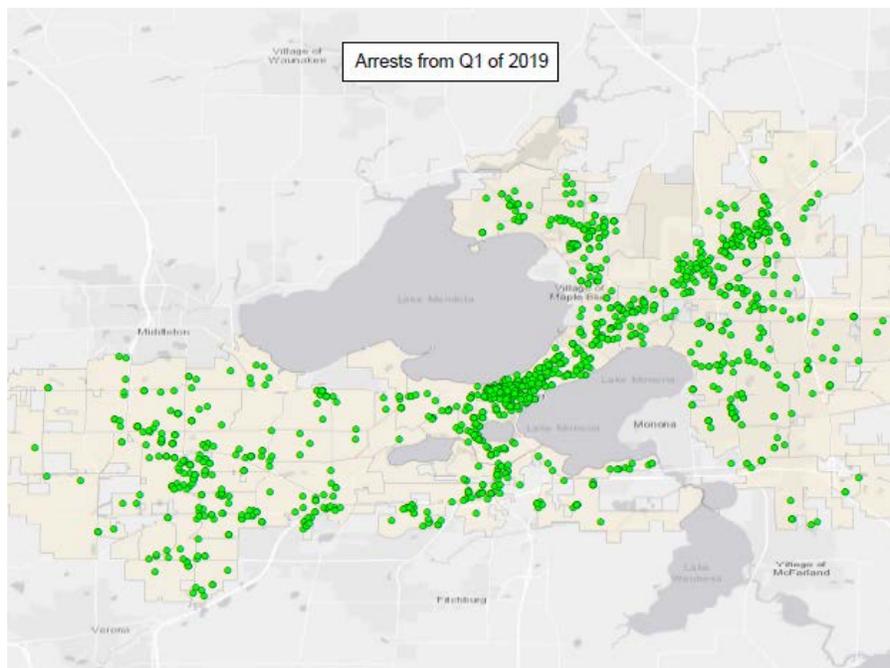
|                                      |              |           |           |           |              |               |
|--------------------------------------|--------------|-----------|-----------|-----------|--------------|---------------|
| Sex Offenses, Non-Forcible           | 0            |           |           |           | 0            | 0.0%          |
| Stolen Property Offenses             | 6            |           |           |           | 6            | 0.2%          |
| Weapon Law Violations**              | 29           |           |           |           | 29           | 1.0%          |
| <b>Group B Offenses</b>              | <b>Q1</b>    | <b>Q2</b> | <b>Q3</b> | <b>Q4</b> | <b>Total</b> | <b>%</b>      |
| Bad Checks                           | 1            |           |           |           | 1            | 0.0%          |
| Curfew/Loitering/Vagrancy Violations | 3            |           |           |           | 3            | 0.1%          |
| Disorderly Conduct                   | 551          |           |           |           | 551          | 19.5%         |
| Driving Under the Influence          | 106          |           |           |           | 106          | 3.8%          |
| Drunkenness                          | 0            |           |           |           | 0            | 0.0%          |
| Family Offenses, Nonviolent          | 8            |           |           |           | 8            | 0.3%          |
| Liquor Law Violations                | 61           |           |           |           | 61           | 2.2%          |
| Peeping Tom                          | 0            |           |           |           | 0            | 0.0%          |
| Runaway                              | 0            |           |           |           | 0            | 0.0%          |
| Trespass of Real Property            | 155          |           |           |           | 155          | 5.5%          |
| All Other Offenses                   | 899          |           |           |           | 899          | 31.9%         |
| <b>Total</b>                         | <b>2,821</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>2,821</b> | <b>100.0%</b> |

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

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

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

First quarter arrests reflected geographically:



Comparison of 2018 to 2019 first quarter arrest data:

| Sex          | 2018 (Q1)    | 2019 (Q1)    |
|--------------|--------------|--------------|
| Male         | 1,232        | 1,261        |
| Female       | 550          | 511          |
| Unknown      | 0            | 1            |
| <b>Total</b> | <b>1,782</b> | <b>1,773</b> |

| Race             | 2018 (Q1)    | 2019 (Q1)    |
|------------------|--------------|--------------|
| Asian            | 25           | 38           |
| African-American | 840          | 780          |
| Native American  | 11           | 7            |
| Other            | 30           | 32           |
| Caucasian        | 876          | 916          |
| <b>Total</b>     | <b>1,782</b> | <b>1,773</b> |

|           |            |            |
|-----------|------------|------------|
| Hispanic* | <b>104</b> | <b>105</b> |
|-----------|------------|------------|

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

**Use of Force Overview**

During the first quarter of 2019, MPD officers responded to 32,640 incidents. In that time, there were sixty-five (65) citizen contacts in which officers used recordable force during the encounter. Each of these force incidents documented by officers was reviewed for compliance with MPD standard operating procedures.

| Description   | Q1        | Q2 | Q3 | Q4 | Total     |
|---|-----------|----|----|----|-----------|
| Calls for Service   | 32,640    |    |    |    | 32,640    |
| Citizen Contacts Where Force Was Used                     | 65        |    |    |    | 65        |
| % of CFS Where Force Was Used                             | 0.20%     |    |    |    | 0.20%     |
| <b>Force</b>  |           |    |    |    |           |
| Decentralization/Takedown                                 | 44        |    |    |    | 44        |
| Active Counter Measures                                   | 18        |    |    |    | 18        |
| Taser Deployment  | 13        |    |    |    | 13        |
| Hobble Restraints   | 13        |    |    |    | 13        |
| OC (i.e. Pepper) Spray Deployment                         | 2         |    |    |    | 2         |
| Baton Strike  | 0         |    |    |    | 0         |
| K9 Bite   | 1         |    |    |    | 1         |
| Firearm Discharged Toward Suspect                         | 0         |    |    |    | 0         |
| Impact Munition   | 2         |    |    |    | 2         |
| Specialty   | 2         |    |    |    | 2         |
| <b>Total</b>  | <b>95</b> |    |    |    | <b>95</b> |
| Firearm Discharged to Put Down a Sick or Suffering Animal | 3         |    |    |    | 3         |

\*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>

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

| Decentralized/Takedown     |   | Active Counter Measures   |   | Hobble Restraints           |   |
|----------------------------|---|---------------------------|---|-----------------------------|---|
| Adult Arrest- Resisting    | 2 | Disturbance               | 1 | Battery                     | 2 |
| Battery                    | 3 | Check Person              | 1 | Adult Arrest                | 2 |
| Disturbance                | 8 | Local Ordinance Violation | 1 | Domestic Disturbance        | 3 |
| Disorderly Conduct         | 1 | Adult Arrest-Resisting    | 1 | Reckless Endangering        | 1 |
| Check Person               | 2 | Battery                   | 5 | Disturbance                 | 4 |
| Domestic Disturbance       | 4 | Adult Arrest              | 2 | Stolen Auto                 | 1 |
| Adult Arrest               | 1 | Domestic Disturbance      | 3 |                             |   |
| Drug Investigation         | 1 | Conveyance                | 1 | <b>OC Spray Deployed</b>    |   |
| Retail Theft               | 1 | Unwanted Person           | 1 | Adult Arrest                | 1 |
| Civil Dispute              | 1 | Trespass                  | 2 | Fight Call                  | 1 |
| Conveyance                 | 2 |                           |   |                             |   |
| Mental Health Conveyance   | 2 | <b>TASER Deployment</b>   |   |                             |   |
| Accident – Property damage | 1 | Adult Arrest              | 3 |                             |   |
| Juvenile Arrest            | 2 | Disturbance               | 4 | <b>K9 Bite</b>              |   |
| Trespass                   | 2 | Domestic Disturbance      | 2 | Trespass                    | 1 |
| Assist Police              | 2 | Mental Health Conveyance  | 2 |                             |   |
| Runaway juvenile           | 1 | Preserve the Peace        | 1 |                             |   |
| 911 disconnect             | 1 | Weapons Offense           | 1 |                             |   |
| Intoxicated Person         | 1 |                           |   | <b>Specialty (SWAT/SET)</b> |   |
| Weapons Offense            | 1 | <b>Impact Munitions</b>   |   | Check Person                | 1 |
| Stolen auto                | 2 | Check Person              | 1 | Domestic Disturbance        | 1 |
| Check Property             | 1 | Domestic Disturbance      | 1 |                             |   |
| Unwanted Person            | 1 |                           |   |                             |   |
| Reckless Endangering       | 1 |                           |   |                             |   |

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

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

| District*                     | Q1        | Q2 | Q3 | Q4 | Total     | %             |
|-------------------------------|-----------|----|----|----|-----------|---------------|
| West                          | 6         |    |    |    | 6         | 9.2%          |
| Midtown                       | 8         |    |    |    | 8         | 12.3%         |
| South                         | 9         |    |    |    | 9         | 13.8%         |
| Central                       | 19        |    |    |    | 19        | 29.2%         |
| North                         | 11        |    |    |    | 11        | 16.9%         |
| East                          | 10        |    |    |    | 10        | 15.4%         |
| Out of County                 | 1         |    |    |    | 1         | 1.5%          |
| Within County - Assist Agency | 1         |    |    |    | 1         | 1.5%          |
| <b>Total</b>                  | <b>65</b> |    |    |    | <b>65</b> | <b>100.0%</b> |

| Time of Day/Patrol Shift                  | Q1        | Q2 | Q3 | Q4 | Total     | %             |
|---|-----------|----|----|----|-----------|---------------|
| <b>1<sup>st</sup> Detail (7am – 3pm)</b>  | 14        |    |    |    | <b>14</b> | <b>21.5%</b>  |
| <b>3<sup>rd</sup> Detail (3pm – 11pm)</b> | 30        |    |    |    | <b>30</b> | <b>46.2%</b>  |
| <b>5<sup>th</sup> Detail (11pm – 7am)</b> | 21        |    |    |    | <b>21</b> | <b>32.3%</b>  |
| <b>Total</b>                              | <b>65</b> |    |    |    | <b>65</b> | <b>100.0%</b> |

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

| Force                             | 2018 (Q1) | 2019 (Q1) |
|-----------------------------------|-----------|-----------|
| Decentralization/Takedown         | 37        | 44        |
| Active Counter Measures           | 18        | 18        |
| Taser Deployment                  | 4         | 13        |
| Hobble Restraints                 | 8         | 13        |
| OC (i.e. Pepper) Spray Deployment | 5         | 2         |
| Baton Strike                      | 0         | 0         |
| K9 Bite                           | 0         | 1         |
| Firearm Discharged Toward Suspect | 0         | 0         |
| Impact Munition                   | 0         | 2         |
| <b>Total</b>                      | <b>72</b> | <b>65</b> |

### Mental Health Related Workload

During the first quarter MPD personnel spent more than **5,400** hours of work on cases/incidents involving the mentally ill. This is an average of more than **60** hours per day. The bulk of this workload was handled by patrol officers.

This work includes **fifty-eight (58)** emergency detentions. It took an average of about **21** officer hours for each of these cases.

### Training

MPD's 2018 academy class finished field training and moved to solo patrol in February. A graduation ceremony for thirty-seven new officers was held on March 22<sup>nd</sup>. The Training Staff is preparing for the start of MPD's 2019 pre-service academy in May, with a projected class size of fifty (50). This will be the largest class in MPD's history, and will create a number of scheduling and logistic challenges.

Other training updates:

- The first of two annual sergeant "check-ins" was held. All MPD sergeants attend these; this session focused on response to active shooter/mass casualty incidents.
- MPD Spring inservice training began. All sworn MPD personnel will attend; this session focused on response to active shooter/mass casualty incidents.
- MPD provided/sponsored a basic SWAT course, attended by MPD and outside agency officers.
- MPD's training center hosted a number of State instructor courses (instructor development, firearms, vehicle contacts, etc.) and a course on investigating crimes against the elderly.

## **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.

A handful of sensitive MPD SOPs have historically not been shared on the MPD website. The OIR Report recommended that the department review this practice. Some of these SOPs are now shared in their entirety on the MPD website, and redacted versions of the others are available.

## **Additional Updates**

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

During the first quarter, there were seventy-two (72) instances where MPD’s patrol response was limited to emergency and priority calls. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the City.

The seventy-two instances occurred on fifty (50) dates (some days required limited call response multiple times); this means that at some point on 56% of the days during the first quarter MPD patrol response was limited. The seventy-two instances spanned just over 270 total hours of limited call response, an average of 3.75 hours per instance.

*Accountability Report* – The department will begin publishing an annual “accountability report” this year. The report will provide an overview of MPD’s complaint process (including numbers of complaints and dispositions), use of force, vehicle pursuits and vehicle crashes. The 2018 report should be released later this month.

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

<http://www.cityofmadison.com/police/documents/psiaSummary2019JanMar.pdf>

<http://www.cityofmadison.com/police/documents/psiaRecognition2019JanMar.pdf>



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Active Shooter Incidents

Eff. Date ~~11/02/2016~~ 01/14/2019

**Purpose**

Establish standard procedure for MPD response to incidents involving active shooters.

**Policy**

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

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

**SAFETY PRIORITIES**

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

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

In situations where ongoing deadly force is reasonably likely to be employed by a suspect—and delay in taking police action could result in injury or death—rapid intervention of officers at the scene is authorized and expected when such actions are deemed reasonable to prevent further injuries or loss of life.

**Definitions**

**Active Shooting:** An incident, normally in a confined and populated area, in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons. This includes all situations where there is an active, ongoing deadly threat, to include those from firearms, explosives, knives, and other weapons.

**Rapid Intervention:** Immediate response by one or more officers to an active shooting based on a reasonable belief that failure to take action pending the arrival of additional officers would result in death or serious bodily injury.

**Hot Zone:** Physical location(s) under direct threat by a person(s) or other mechanism (improvised explosive devices, etc.).

**Warm Zone:** Physical location not believed to be under direct threat but where there is potential for hazard. Cleared and occupied by law enforcement but not secured.

**Cold Zone:** Area outside the immediate warm zone.

**Contact Team:** The first officer(s) at the scene of an active shooting tasked with locating the suspect(s) and neutralizing the threat.

**Rescue Team:** An organized team of officers who make entry after the contact team to provide first aid and evacuate persons from a hostile environment. May include a mixture of law enforcement and fire/EMS elements operating in a warm zone environment to triage patients, provide medical care and coordinate casualty evacuation.

**Staging:** A physical location established in the cold zone and staffed by a law enforcement and fire/EMS representative.

## Response Procedures

### INITIAL RESPONSE

Personnel initially responding to an active shooter incident will make an initial assessment by:

- [REDACTED]
- [REDACTED]

Upon completion of the initial assessment,

- [REDACTED]
- [REDACTED]
- [REDACTED]

In some instances, an individual officer may be present within or nearby the active shooting location, such as a mall or school.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

As soon as practical, officer(s) shall notify communications that an active shooter situation exists. The officer should provide the following information and updates as available:

- The identity, location, manner of dress (if not in uniform), and proposed actions of the officer(s) at the scene;
- Information on the suspect to include a physical description, weapons, equipment such as body armor, and current location and actions; and
- Available information on persons injured or under threat, their locations, emergency resources required, and [REDACTED]

- [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**INTERVENTION—CONTACT TEAM RESPONSE**

A contact team response to an active shooter situation is preferred in nearly all active shooter situations—irrespective of any initial actions that may have been taken. Even if the threat seemingly has been terminated, [REDACTED]

Normally, [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**RESCUE TEAM RESPONSE**

- [REDACTED]
- [REDACTED]

- 
- 
- 

## STABILIZATION

Once the contact and rescue teams have been deployed, the scene supervisor/incident commander will:

1. Establish an inner perimeter.
2. Establish a command post and unified command structure with other agencies (MFD, etc.).
3. Establish a staging area for responding emergency personnel.
4. In conjunction with the Madison Fire Department, identify a casualty collection point (CCP) for injured parties to be taken for triage, treatment and transportation.
5. Determine a collection point/evacuation center for non-injured evacuees from the location.
6. Establish a staging area/contact point for friends and family members of potential victims.
7. Select a location for media response and designate a person to interact with them prior to the arrival of the agency public information officer.
8. Establish and outer perimeter and traffic plan.
9. Establish and maintain a log that documents the activities that have occurred and the location and identification of the assigned personnel.
10. Ensure that the appropriate personnel have been notified and briefed (OIC, District Command, etc.).
11. Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.

Officers assigned to the evacuation center shall maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.

## SWAT RESPONSE

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

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

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

Original SOP: 08/18/2014  
(Reviewed Only: 02/17/2016, 12/26/2017)  
(Revised: 11/02/2016, 01/14/2019)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Barricaded Person Incidents**

Eff. Date 01/20/2017

**Purpose**

Establish standard procedure for MPD response to incidents involving barricaded subjects or suspects.

**Policy**

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

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

**SAFETY PRIORITIES**

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

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

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



**Definitions**

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

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

**Resolution Techniques:** Primary police action geared toward resolving a barricaded suspect or subject situation



**Resolution Tactics:** Secondary police action geared toward resolving a barricaded suspect or subject situation [REDACTED]

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

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

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

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

## Response Procedures

### INITIAL RESPONSE

Personnel initially responding to a barricaded subject/suspect incident will assess the situation and request the appropriate resources. The initial priorities are to:

### STABILIZATION

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

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

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

### RESOLVING THE SITUATION

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

1. Establish an outer perimeter and initiate the evacuation and handling process for those inside. Special consideration must be given to the handling of those who refuse to be evacuated.
2. Establish a command post location [REDACTED]

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

### SWAT RESPONSE

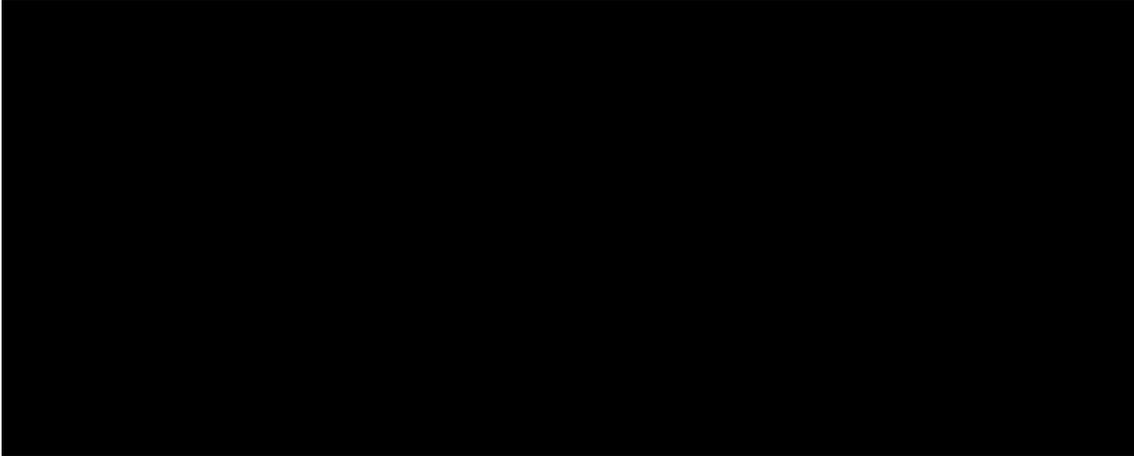
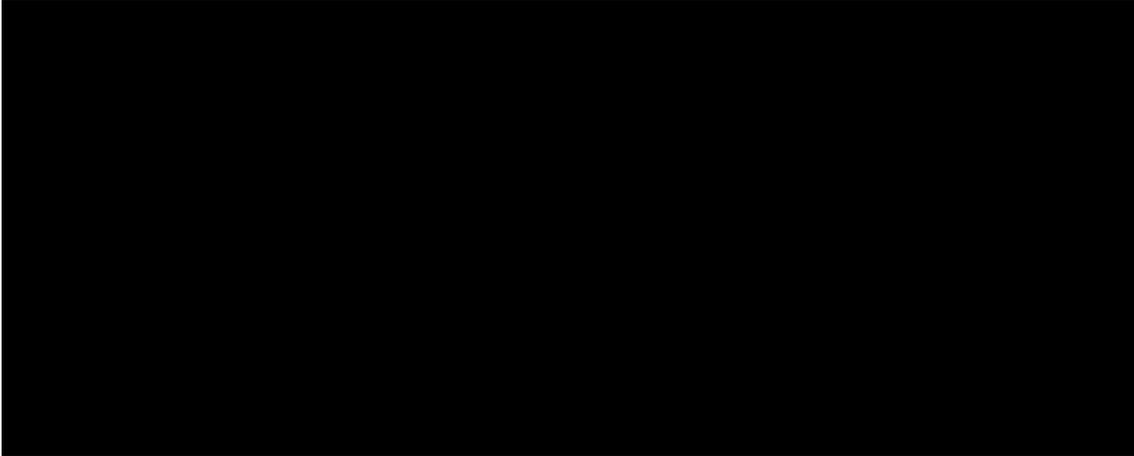
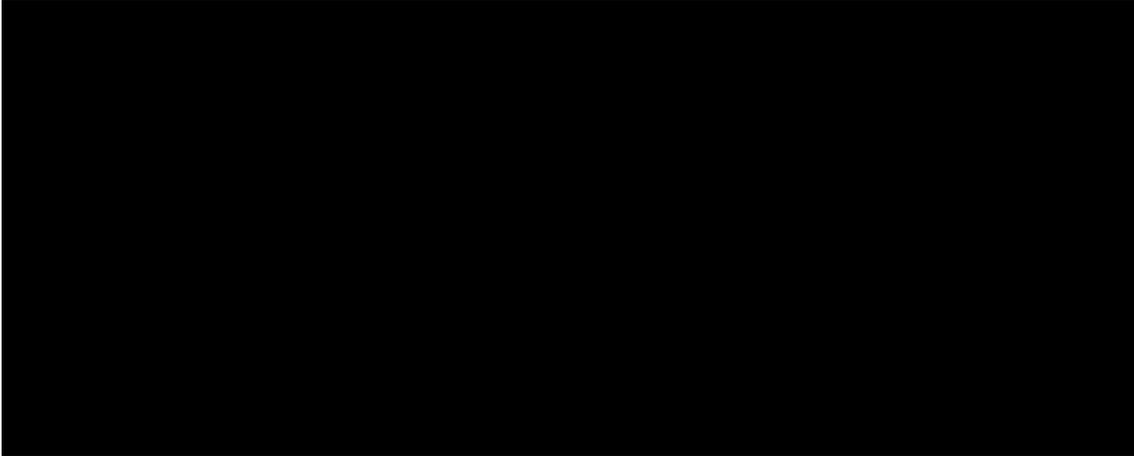
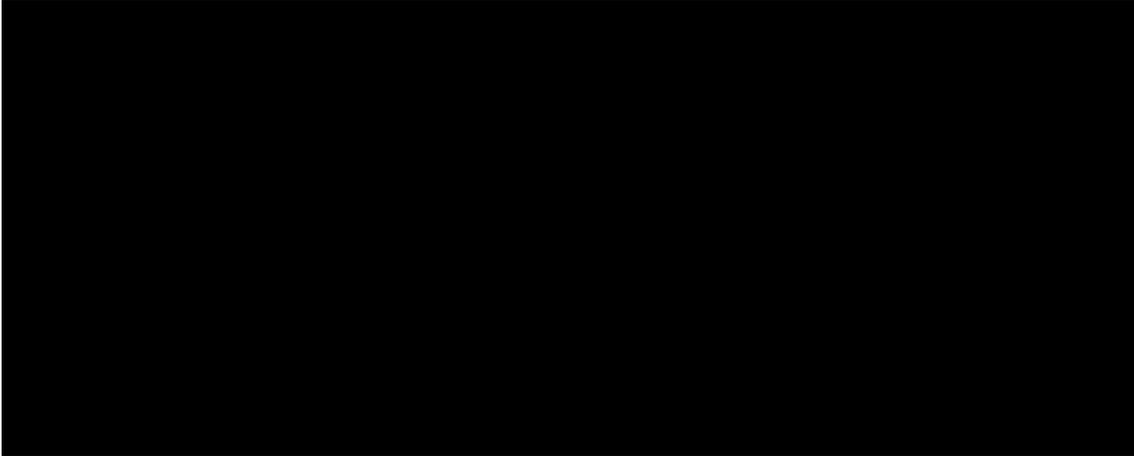
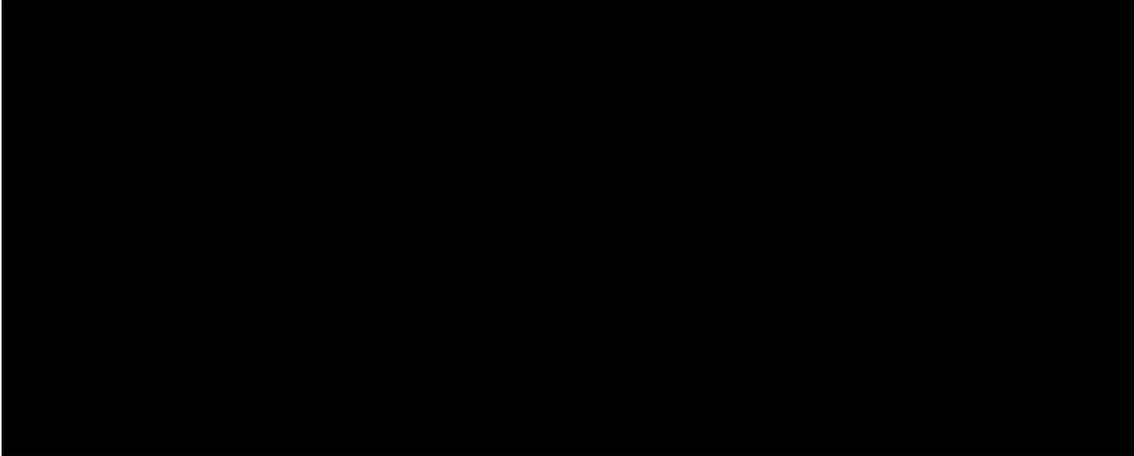
SWAT should be activated for barricaded person situations involving suspects/subjects believed to be armed. Initial requests for SWAT activation should be made to the SWAT tactical team lieutenant. A full-team SWAT activation should generally be approved by the SWAT Commander and designated Assistant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

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

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

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

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

6. 
7. Maintain a log to document incident activity.
8. The CNT commander will oversee the negotiation function and the gathering of all relevant intelligence. Information will be shared with perimeter units as appropriate, and CNT activity will be documented consistent with SWAT SOP's.
9. 
10. 
11. 
12. 
13. 
14. 
15. 
16. 
17. Ensure that appropriate legal authority exists prior to using tactics to enter the dwelling. Judicial authority to enter (a search warrant for the target location, an arrest warrant or commitment order for the subject known to be inside, and so on) is preferred.
18. Use a combination of techniques and tactics, in a manner consistent with approved training, until the situation is brought to a successful conclusion.

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



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



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

Eff. Date 05/28/2015

**Purpose**

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

**Procedure**

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

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

**Safety Priorities**

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

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

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

**Definitions**

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

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

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

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

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

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

**EOD:** Explosive Ordinance Disposal.

## Bomb Threat Response Procedures

### RECEIVING A BOMB THREAT

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

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

1. Remain calm to obtain as much information at the first point of contact. Do not put the caller on hold and do not interrupt the caller except to attempt to obtain the following information:
  - Where is the location of the bomb (building, room, floor, etc.)?
  - When will the bomb detonate?
  - What does the bomb look like?
  - What kind of bomb is it?
  - What will make it explode?
  - Did you place the bomb?
  - What is the reason for the bombing?
  - What's your name?
  - Complete a Bomb Threat Checklist (see Attachment 1).
2. Signal a co-worker to contact the MPD Officer in Charge to advise them of the threat and provide all information received.
  - The co-worker should also contact the 911 Communications Center to alert them of the received threat.
3. Write down all statements. Attempt to keep the caller talking and note any distinguishable background noises. Also attempt to determine the sex, age, accent and level of excitement of the caller.
4. The decision to conduct a search, initiate a partial or full evacuation, or treat the threat as a hoax and take no action will be determined by the officer taking the threat in consultation with an MPD supervisor assigned to the call.
5. MPD staff may consult the Dane County Sheriff Office's Explosive Ordinance Disposal Unit.

### BOMB THREAT RESPONSE

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

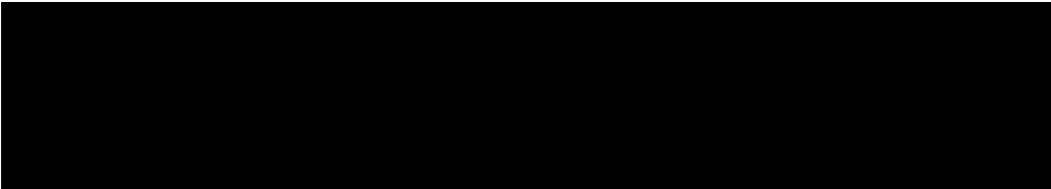
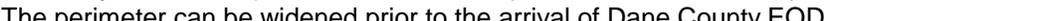
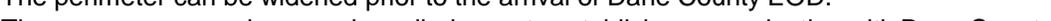
1. Interviews should be conducted in an area considered safe by the responding officer. 
  - The responding officer should contact the person who received the bomb threat. Contact the person in charge of the target premises to obtain all information regarding the bomb threat.
2. The responding officer can assist the person in charge of the target premises to determine the threat level by reviewing all pertinent information.
  - The responding officer should give serious consideration as to why the individual, business or organization is considered a target. A history of threats and possible motives should be used to establish the credibility of the threat.

3. Any searches of the premises for suspicious items 
  - The final determination to conduct any search will be the responsibility of the property owner or designee.
  - If a search is conducted, a floor plan should be used to facilitate a thorough search.
  - Officers should be particularly alert to explosives related pamphlets, excessive amounts of galvanized or PVC pipe, nipples and/or caps, especially with holes in them, fuses of any type, electrical switches, electrical matches, blasting caps or similar indicators.
  - Officers should understand that the absence of any of the above mentioned does not assure that a bomb is not present.
4. The decision to initiate a partial or full evacuation, or treat the threat as a hoax and take no action, will be determined by the owner or designee of the property along with MPD input.
  - If the decision is made to evacuate, MPD may assist in the process.

## Bomb Incident Response Procedures

### UNEXPLODED BOMB INCIDENT

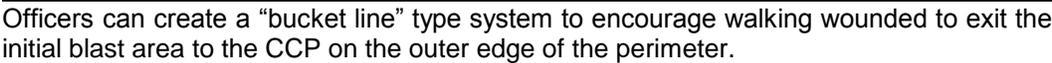
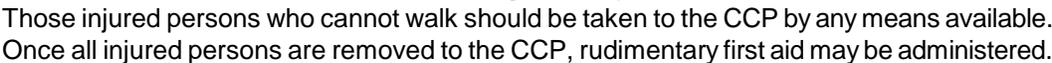
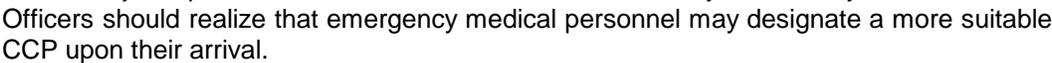
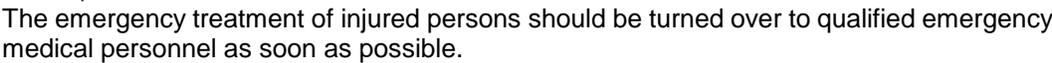
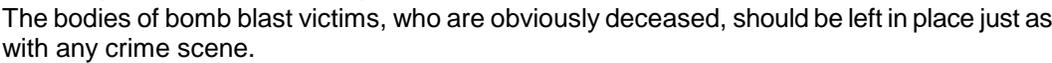
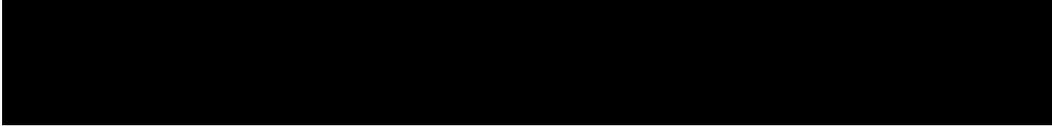
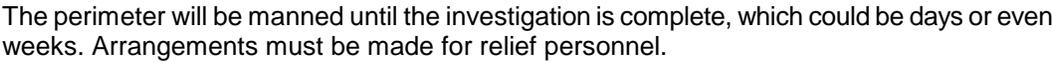
A bomb threat becomes a bomb incident if an object, which might be considered a bomb, suspicious object or vehicle borne improvised explosive device is located. The responding officer should attempt to conduct the following:

1. Responding officers should be aware of their surroundings. Officers should be alert for suspicious persons or vehicles in the area, and for the potential of devices when arriving on scene, as many incidents target first responders.
  - 
  - Establish command and control with a supervisor.
  - Minimal personnel should enter the high threat zone to confirm the threat.
  - Officers shall not touch or move any suspicious device due to the possibility of initiating a detonation.
  - In the case of a VBIED, entry shall not be made into the vehicle, nor shall the vehicle be moved until it has been cleared by Dane County EOD.
  - An accurate description of the device can be obtained if possible.
2. Once the discovery of a device or suspected device is confirmed, the area immediately around the device should be evacuated, leaving the device and its environment undisturbed.
  - Evacuate the area.
  - 
  - 
  - 
  - 
  - 
  - 
3. The Dane County Sheriff's Explosive Ordinance Disposal Unit should be requested.
  - The perimeter can be widened prior to the arrival of Dane County EOD.
  - The on-scene supervisor may be called upon to establish communication with Dane County EOD staff to ensure a proper perimeter has been established (see Attachment 2).
  - No pedestrian or vehicular traffic should be allowed within the perimeter.
  - Notify FAA for airspace control.
  - Control the release of media information (see Attachment 3).
  - Operational security on all communications must be maintained.

4. The supervisor and officers on scene will assist Dane County EOD as necessary.
  - Crowd control and traffic control.
  - Requesting additional resources, such as the Madison Fire Department, etc.
5. No member of MPD other than Dane County EOD shall touch or move any object suspected or confirmed to be an explosive or incendiary device.
  - Once Dane County EOD personnel have arrived on scene, the ranking Dane County EOD member is in charge of the explosives aspect of the incident.
  - The final disposition of any device will be accomplished by the Dane County EOD personnel only.
6. For incident stabilization procedures, see the Stabilization section below.

### POST-DETONATION BOMB INCIDENT

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

1. At the site of an explosion, evidence collection and scene preservation are secondary to saving lives.
  - 
  - 
  - 
  - 
  - 
  - 
  - Officers can create a "bucket line" type system to encourage walking wounded to exit the initial blast area to the CCP on the outer edge of the perimeter.
  - Those injured persons who cannot walk should be taken to the CCP by any means available.
  - Once all injured persons are removed to the CCP, rudimentary first aid may be administered.
  - Officers should realize that emergency medical personnel may designate a more suitable CCP upon their arrival.
  - The emergency treatment of injured persons should be turned over to qualified emergency medical personnel as soon as possible.
  - The bodies of bomb blast victims, who are obviously deceased, should be left in place just as with any crime scene.
2. Officers shall insure that the scene remains protected and isolated until the arrival of investigative and Dane County EOD personnel.
  - Anyone not injured should be directed to a location safe from detonation and blast pressure, so they may be interviewed as witnesses once investigative resources are engaged.
  - 
  - 
  - The perimeter will be manned until the investigation is complete, which could be days or even weeks. Arrangements must be made for relief personnel.
  - No non-emergency pedestrian or vehicular traffic should be allowed into the perimeter.
3. For incident stabilization procedures see the Stabilization section.

## Person Borne Improvised Explosive Device (Suicide Bomber)

### SUICIDE BOMBER RESPONSE

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

1. The primary objective in dealing with a suicide bomber is to prevent the bomber from detonating an explosive device.
  - Officers who encounter a suicide bomber may attempt to take the suspect into custody if circumstances permit, but must realize that deadly force may have to be deployed immediately to prevent the bomber from detonating the explosive device.
  - Approach using cover and concealment and avoid alerting the suspect to your presence.
  - [REDACTED]
2. [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - After deadly force has been deployed to stop a suicide bomber, there are unique follow-through considerations.
3. Due to the threat of secondary devices or remote detonation on a suicide bomb device, if the suspect has been rendered incapable of detonating the PBIED:
  - Do not approach the suspect.
  - Do not render medical assistance.
  - Do not allow others to approach the suspect.
  - Do not allow others to render medical assistance.
  - Evacuate the area immediately [REDACTED]
  - Contact the Dane County EOD.
  - Follow the procedures under Unexploded Bomb Incident section.

### Stabilization

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

1. Establish a command post and unified command structure with other agencies (MFD, etc.) with security at the command post.
2. Establish a staging area for responding emergency personnel.
3. In conjunction with the Madison Fire Department, identify the final CCP for injured parties to be taken for triage, treatment and transportation with security.
4. Determine a final collection point/evacuation/interview center for non-injured evacuees from the location.
5. Initiate an investigation to determine exactly what has occurred and locate, isolate and debrief any witnesses.
6. Establish a staging area/contact and reunification point for friends and family members of potential victims/witnesses.
7. Select a location for media response and designate a person to interact with them prior to the arrival of the agency public information officer.
8. Consolidate outer perimeter and traffic plan.
9. Establish and maintain a log that documents the activities that have occurred and the location and identification of the assigned personnel.

10. Ensure that the appropriate personnel have been notified and briefed (OIC, District Command, etc.) and prepare a staffing and execution plan to hold the perimeter for an extended period of time.
11. Coordinate with owners or officials of the target location for floor plans, site layout, and a roster (including emergency contact information as available) of employees, students, residents, visitors, or others believed to be on-site.
12. Once any suspects have been located and the threat eliminated, the Dane County EOD will advise of any additional resources needed to conduct secondary or tertiary searches for additional devices.
13. Officers assigned to the evacuation center shall maintain custody and control of all persons and document their identities until they can be reunited with family or others. Victims and witnesses suffering from emotional and/or physical trauma or shock should be kept under the observation of medical personnel until such time as they may be safely transported to a hospital or home in the care of family or friends.
14. Supervisors should monitor responding officers for signs of critical incident stress.
15. Officers should be aware that bombings are often conducted in series or as a part of a larger attack.

Attachment 1: DHS Bomb Threat Checklist

Attachment 2: DHS Bomb Threat Standoff Chart

Attachment 3: General Media Rules for Bombing Investigations

(Reviewed Only: 01/27/2016, 01/09/2017, 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Canine Use

Eff. Date 02/24/2016 01/15/2019

**Purpose**

Subject to the provisions of this policy, K9s trained in patrol applications may be utilized for area searches, building searches, tracking, evidence searches, narcotics detection, bomb detection, suspect apprehensions, handler protection and community presentations.

The K9 handler is at all times responsible for the control of his or her dog. If there is a dispute on the manner in which a K9 team is to be used, the final decision will be made by the handler.

**Procedure**

**SEARCH AND APPREHENSION**

Deploying a K9 off lead to search for or apprehend a subject is considered a use of force and must be reasonable and consistent with MPD's Use of Non-Deadly Force SOP. MPD K9's may be used as an application of force to:

- Assist in the arrest or prevent the escape of serious or violent subjects
- Conduct building or area searches for what are reasonably believed to be serious or violent subjects
- To overcome violent or assaultive behavior or its threat, if the officer reasonably believes that the subject poses an articulable threat of harm to officers or others and that a lesser degree of force would be insufficient or impractical
- To control a subject to prevent him or her from harming themselves or others, if a lesser degree of force would be insufficient or impractical

Verbal warnings shall be issued prior to the deployment of the K9 unless circumstances exist that make such warnings impractical or unsafe. Officers will also consider the potential risk of a K9 deployment to officers or uninvolved subjects prior to deployment.

Searches of populated areas should be done on lead until the dog locates a subject. The dog may then be deployed off lead in accordance with this SOP. The K9 handler shall not allow his or her dog to engage a subject that has voluntarily submitted to arrest or is in physical custody.

If a K9 engages a subject, the K9 shall be commanded to disengage as soon as the person is subdued and under control. The appropriateness of deploying a K9 for an apprehension may vary during the course of an incident and the K9 handler must continually evaluate the circumstances when determining the reasonableness of a K9 apprehension.

A patrol K9 may be deployed off lead to search for or apprehend a suspect only when the handler believes it is reasonable and necessary to do so, pursuant to the provisions of the Use of Non-Deadly Force policy. Patrol K9 units shall only use that force that is reasonable and necessary to control the suspect under the circumstances. The K9 handler shall not allow his or her dog to engage a suspect that has voluntarily submitted to arrest or is in physical custody.

Verbal warnings shall be issued prior to the deployment of the K9 unless circumstances exist that make such warnings impractical or unsafe.

Searches of populated areas should be done on lead until the dog locates a suspect. The dog may then be deployed off lead in accordance with this policy.

## INJURY CAUSED BY K9

Once a K9 has engaged a subject and control has been achieved, the subject will be evaluated for injury. If a patrol K9 injures a person, the K9 handler will request that a field supervisor respond to the scene immediately, consistent with the Use of Force Data Collection and Review SOP. The K9 handler will also ensure that the K9 supervisor is notified.

If a patrol K9 injures a person, the K9 handler should ensure the following steps shall be taken:

1. Evaluate the person for injury and ensure that they receive prompt and appropriate medical attention.
2. Notify the OIC.
3. Obtain photographs of the injury after medical attention has been provided and the wounds have been cleaned, if possible.
4. Obtain a statement from the person, if possible.
5. Notify a K9 supervisor.
6. K9 supervisor should notify command staff.
7. Obtain witness statements, if possible.
8. Attempt to obtain a consent for release of medical information from the person.
9. The K9 handler shall document the use of force in a report.
10. A patrol or K9 supervisor shall complete a recordable use of force report.

## NARCOTIC DETECTION

K9s trained in narcotics detection will be used in accordance with their training.

## BOMB DETECTION

K9s trained in bomb detection will be used in accordance with their training.

## MUTUAL AID REQUESTS

Madison Police Department (MPD) K9 units will, when possible, assist other agencies pursuant to a mutual aid request. Mutual aid requests should be vetted and approved by the OIC. MPD K9 handlers assisting other agencies will act in accordance with this policy at all times.

## K9 HANDLER VEHICLE

1. Each handler will be assigned a squad for their exclusive use. Handlers are allowed to keep their squads at their residence, and to use them as follows:
  - a. Driving to and from work.
  - b. During the handler's normal tour of duty.
  - c. Taking the K9 to the veterinarian.
  - d. Picking up dog food or other required K9 equipment.
  - e. Driving to work-related K9 training.
  - f. Any other work-related transportation.
2. When the handler is away from his or her vehicle and the dog is in the vehicle, the vehicle shall be locked and appropriate ventilation will be provided.
3. Patrol K9 handlers will have an exposed bite sleeve available in the trunk of their vehicle at all times.
4. When operating the squad (on- or off-duty) handlers will be armed with their duty weapon, will have handcuffs available, and will have police identification—including a badge—with them.

## K9 HANDLER ASSIGNED K9 CARE

1. Each K9 handler will have an assigned K9 to keep at their residence. K9 handlers are responsible for the care of their assigned K9 as follows:
  - a. Provide regular food and water as needed.
  - b. Assure routine vet care is provided and ensure prompt vet care for health changes or injury.

- c. Notify a K9 supervisor when the K9 is being cared for by anyone other than the assigned handler. Ensure the person caring for the K9 has the K9 sergeants contact information.
- d. Notify the K9 sergeant of any changes in the K9s health or of any injury as soon as possible.

### **K9 TRAINING**

1. New handlers and dogs will undergo initial training prior to being certified for active duty. Each team will obtain an independent certification by an organization recognized in patrol, narcotics, and/or bomb detection use prior to active duty.
2. Each K9 team will engage in regular maintenance training, and periodic re-certification as necessary.
3. The K9 supervisor is responsible for ensuring that each K9 team receives adequate training and maintains appropriate certification.

### **RECORDS**

1. Each handler is responsible for maintaining records of all K9 related calls for service and K9 training.
2. The K9 supervisor is responsible for maintaining overall MPD K9 records, and for verifying that individual handlers are maintaining appropriate records.

Original SOP: 02/25/2015  
(Revised: 02/24/2016, 01/15/2019)  
(Reviewed Only: 11/01/2016, 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



CFS Dispatch Guidelines

Eff. Date 09/24/2018 01/15/2019

## Purpose

This procedure outlines guidelines and expectations for Madison Police Department response to calls for service. Any questions about response to a particular call/incident should be directed to the 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 between 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 he/she 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 citizen 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 CCB or 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 citizens 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 citizen's reporting location should generally be dispatched, unless the citizen'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. Fifth detail officers may be required to assist as backup in the last hour of the shift.
- **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 MDC or telephone, rather than through dispatch. Officers are reminded that 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. Guidelines to be used by OICs or field commanders when determining whether to modify MPD response include the following: call volume, significant incidents/crimes, staffing levels, tactical situations, special events, extreme weather conditions, or other unusual situations requiring significant MPD resources.

MPD will have three 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 page one of this document. The OIC or a field commander can set this response level city-wide or limit it to a specific district. Patrol officers should refrain from pro-active activity to be available for calls. The OIC should assess the need for MPD personnel and the available staffing to determine whether additional resources are needed (mutual aid; shift holdover; use of non-patrol personnel; personnel call-in; SET or SWAT activation; etc.). Priority Call Response includes Limited Crash Response.

**Limited Crash Response:** MPD response to non-crash related calls for service will continue as normal. Officers will not respond to motor vehicle crashes on private property (unless an injury is involved), or to other motor vehicle crashes that do not involve injury or public road blockage (except for accidents involving City-owned vehicles or off-duty MPD commissioned personnel). The OIC should be consulted for crashes involving other government owned (non-City) vehicles. If the 911 Center cannot determine whether the accident involves injury or public road blockage, an officer should be dispatched. Limited Crash Response may be activated without Priority Call Response.

## 911 CENTER EXPECTATIONS

### Limited Crash Response

---

During periods when MPD is in limited crash response mode, if the crash is of a nature to which MPD will not respond, the caller should be advised that no MPD response will occur. The caller should be provided information on how to report the crash themselves.

If, at the time MPD transitions to limited crash response mode, there are non-injury/blockage crashes in queue, officers should not be dispatched to those crashes. The 911 Center should, if possible, call the complainants back, advise them that no MPD response will occur, and refer the citizens to complete a State of Wisconsin Crash Report Form (DT4002), available on the Department of Transportation website.

The call should be canceled from the pending queue and cleared with a disposition code of D. Calls may be dropped even if a particular complainant cannot be re-contacted.

## Priority Call Response

---

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. Citizens with concerns about MPD's response should be referred to the OIC.

When an OIC or field commander determines that MPD response will be temporarily modified to priority call response or limited crash 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 also create an "Information" incident and assign the "PRCFS" unit. The OIC or 911 Supervisor will document the reason for the modified call response (resource-intensive call, snowstorm, etc.) and any changes in modified call response (from a city-wide limit to specific districts only, etc.) in the incident notes. If an OIC wishes to have the ability to add call notes, the OIC will need to specifically request to be 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 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.

## CFS AT THE PUBLIC SAFETY BUILDING

MPD should not handle any calls for service occurring within the Public Safety Building. 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 the Dane County Sheriff's Office. 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.

**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 he/she is incapacitated by alcohol. If the subject is deemed to be incapacitated by alcohol, he/she will be placed under protective custody and conveyed to Detox. This includes subjects conveyed to Madison emergency rooms by ambulance from other jurisdictions.

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 the outside agency would respond and complete the Emergency Detention process.

Deviations from these procedures must be approved by a supervisor.

### **Detox**

---

- 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

---

- MPD will respond to 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 and burglary alarms from government buildings.
- MPD officers will continue to be dispatched to citizen-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 citizen 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 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 Calls For Service (CFS) guidelines if all of the following exist:
  - a. Theft is over \$50.00
  - b. Store has suspect info that readily ID's the suspect (name, license plate, quality pics)
  - 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

### **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 envelope 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 employee.

## TRAFFIC CRASHES (INCLUDING HIT AND RUNS)

Officers should be dispatched to **ALL** crashes (on either private or public property) except as follows:

- 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.)
- During all weather-related emergencies when Limited Crash Response rules are in effect (unless crash involves injuries, blockage, MPD officer on or off duty, or any on-duty City employee)

**Note: Traffic crashes are not handled through the MPD self-reporting system.** Under the above circumstances, citizens 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

**MPD K9 teams are assigned to patrol or to a Community Policing Team (CPT).**

**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.**

**CPT K9 teams:** ~~are generally available for response to citywide K9 requests. They should not be dispatched to other calls except as indicated above (under dispatch protocols for CPTs).~~

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 number assigned. Officers who are unaware of their assigned radio number, or were not assigned one, should contact the 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 he/she will 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. 911 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:

| <b>Activity Type</b>                | <b>Incident Type</b> |                           |
|-------------------------------------|----------------------|---------------------------|
| 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 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, 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, in a door, etc.).

Officers should be dispatched to all graffiti complaints.

---

**Theft of Electronic Devices**

---

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.

---

**Retail Theft**

---

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

1. Loss is less than \$50, even with video evidence or cooperative suspect on scene
2. Theft over \$50, but not in progress and no readily identifiable suspect information
3. Incident does not involve multiple offenses or multiple stores
4. Does not involve theft of a firearm
5. Does not involve the use of force or the threat of force

---

**Obscene/Annoying Phone Calls**

---

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.

---

**Lost Property**

---

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

---

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

---

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

---

### Worthless Checks

---

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.

---

### Forgery and Frauds

---

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.

### ASSIGNMENT OF OFFICER ID#'S TO SELF-REPORT CALLS FOR SERVICE

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, we are requesting the 911 Center staff to 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 PSC 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, he/she should continue to investigate the incident and complete a report. OFFICERS SHOULD NOT PROVIDE SELF-REPORT FORMS TO CITIZENS IN LIEU OF PERFORMING AN INVESTIGATION AND COMPLETING A REPORT.**

---

### Disposition Codes

---

The following CAD/LERMS disposition codes should be used as indicated:

- A** – Crash report (the officer completes a crash report, including DT4002 and MPD4000).
- 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 limited crash 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

The following guidelines are to help assist Dane County 911 Dispatch when dispatching Parking Enforcement Officers (PEO) to parking related calls. It is important to understand that PEOs are not armed law enforcement officers and should not be dispatched to a call requiring a sworn officer. These three guidelines should be followed at all times:

1. **Contesting Citations** – A PEO should never be dispatched to respond to a citizen contesting a citation. All questions should be forwarded to the Traffic Office Bureau at 266-4622.
2. **Serious Police Incident** – Do not dispatch a PEO into an area of a serious police incident where the PEO's safety might be at risk (weapons offenses, barricaded subjects, etc.).
3. **Police Officer Back up** – There are several addresses tagged in the CAD system that require a police officer back up when dispatching for a parking call; an officer should be sent to accompany a PEO who is dispatched to these locations. Officers should only be dispatched to private parking complaints if a PEO is not available or not on duty.
4. **Severe Weather** – In the event there is severe weather (i.e., tornado, severe thunderstorm, blizzard, etc.) that would put the officer's safety at risk, dispatch should notify the PEOs of this warning. All parking calls should be held until the warning or severe weather has passed.

## Calls for Service

---

The Madison Police Department utilizes PEOs to respond to parking complaints. Please use the following guidelines when dispatching PEOs to parking complaints. Please include the location and type of call over the air when dispatching a PEO for all complaint types. **\*Effective 2/10/17 – PEOs will no longer require the complainant to sign reports.**

### *Private Property Complaints*

In order for the PEOs to be efficient in their jobs and responding to calls please include the location and type of call over the radio. This allows for other PEOs that may be closer to the call to respond. **Please note that we will not tow for private property complaints. Parking will only tow a vehicle if it is blocking access to a parking lot or a driveway.**

When dispatching a private property call, make sure the following questions are being asked:

- Is the person calling authorized to make the complaint (an authorized person is a property manager, owner, maintenance person, or designee)?

If **YES**, include in call:

- First and last name of complainant
- Contact number with area code
- Exact address where complainant will be waiting

If **NO**:

- Inform the caller they will need to contact their management company.

**All guidelines for the AM-shift apply with the following exceptions:**

- From the hours of 3pm-6pm (peak hour tow routes) inform complainant that they may have a longer wait for a PEO to respond.
- PM-Shift PEOs will carry cell phones if callbacks are needed. However, the complainant should be informed to be waiting for PEO at the stated address.

***Fire Lane Violations***

These violations can be ticketed on sight and do not require a complainant.

***Disabled Parking Violations***

If the violation is on private property (**residential**, apartment complex, **private lot**, etc.), the complainant must be either a manager or resident from the property. Make sure to include the complainant's name and phone number in the call.

If the violation is on a property open to the public (mall, gas station, restaurant, etc.), no complainant information is needed.

***Blocked Driveway***

Ascertain if the complainant wants the vehicle towed. **Verify that the complainant is a resident or has a connection with the property.**

**If YES:**

- **Inform complainant to standby to sign report. The PEO will assess the situation and make a decision on whether or not the vehicle will be towed. The PEO no longer needs to make contact with the complainant.**

**If NO:**

- PEO will issue citation only without complainant contact.

***Less Than Four Feet of Mailbox***

This type of complaint can only be addressed if it is the property owner/manager/resident calling. **US Postal Service does not have the authorization to have vehicles cited.** This ordinance is only enforced during normal mail delivery hours and days (Monday – Saturday 8a-6p). Complaints cannot originate from a member of the United States Postal Delivery Service.

***No Motor Vehicle Idling***

The "Motor Vehicle Idling" ordinance prohibits vehicles from idling for longer than five (5) consecutive minutes when the outside temperature is between 20-90 degrees. This type of complaint will originate primarily from the Dispatch Center or **from** contacts with citizens.

Parking Enforcement will only respond to vehicles **on the City street or public right of way**. Complaints regarding vehicles idling on private property will need to be routed to City Zoning.

***Street Storage Complaints***

All complaints regarding abandoned vehicles are to be forwarded to the Abandoned Vehicle line at 266-4624 or pdparking@cityofmadison.com.

### ***Temporary Posting***

All temporary postings must be checked 48 hours in advance by a PEO before any action can be taken. If the caller is requesting for the signs to be checked, transfer the call to the Traffic Office at 266-4622 during the hours of 8a-4p, Monday-Friday. We do not check temporary postings the weekends or evenings.

If the call is to tow from a posted area, make sure to obtain the complainant's contact information and inform them they will need to meet the PEO onsite scene to point out the vehicle(s) in violation. The PEO will verify if the posting has been approved in SharePoint and will take appropriate proper action.

### ***School Zone Enforcement***

~~There are currently two PEOs~~ Currently there are four PEOs assigned to enforce school zones enforcement violations in the morning and afternoon. When enforcing at the schools they will change over to TEST channel B10.

### ***Alternate Side Parking***

The Alternate Side PEOs are hired as hourly employees during the winter months (November 15–March 15). These employees-PEOs are scheduled to work between the hours of midnight-6a-1a-7a. There are a total of eleven officers that are comprised of three (3) Lead Workers and eight (8) officers. They are only authorized to issue Alternate Side Parking and Snow Emergency citations and should not be utilized for other parking complaints. They are not authorized to tow vehicles.

All alternate side parking complaints should be forwarded to the Traffic Office at 266-4622. If the citizen wishes to pursue the matter further, feel free to transfer them to the Parking Supervisor at 266-4623.

Questions regarding Alternate Side Parking or Snow Emergency can be directed to the Winter Parking Hotline – at 261-9111 or at [www.cityofmadison.com/winter](http://www.cityofmadison.com/winter).

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)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Deadly Force – Use of

Eff. Date: ~~12/06/2017~~ 03/01/2019

## Purpose

Consistent with the Department's Core Values, the Madison Police Department is committed to valuing and preserving human life. The protection and preservation of all human life – including the lives of individuals being taken into custody – is the Department's fundamental objective and the primary duty of all MPD employees. The application of deadly force is a measure of last resort, only to be employed when an officer reasonably believes all other options have been exhausted or would be ineffective.

The Department is committed to resolving conflicts through the use of communication skills, crisis intervention and de-escalation tactics, when feasible. Officers may only use that force which is objectively reasonable, and only in furtherance of a legitimate, lawful objective. "Objective reasonableness" is a test based on the totality of the circumstances. *Graham v. Connor*, 490 U.S. 386 (1989). Officers will only apply force in a manner consistent with MPD's Code of Conduct, SOP, and training.

As used in this SOP, deadly force refers to the intentional use of a firearm or other instrument, the use of which would result in a high probability of death or great bodily harm.

## Procedure

### DEADLY FORCE AUTHORIZED

The use of deadly force is only authorized when, under any of the following circumstances, an officer reasonably believes a lesser degree of force would be insufficient:

1. ~~In the defense of another person who the officer has reasonable cause to believe is in imminent danger of death or great bodily harm. To protect another person or persons from what is reasonably believed to be an imminent threat of death or great bodily harm.~~
2. ~~In defense of oneself, when there is reasonable cause to believe one is in imminent danger of death or great bodily harm. To protect the officer from what is reasonably believed to be an imminent threat of death or great bodily harm.~~
3. ~~To effect the arrest or prevent the escape of a suspect who the officer has reasonable cause to believe has committed, or attempted to commit, a felony involving the use or threatened use of deadly force, when a high probability exists that the suspect, if not immediately apprehended, may cause death or great bodily harm. To prevent the escape of a fleeing subject when all of the following are present:~~
  - a. ~~The officer has probable cause to believe that the person has committed or has attempted to commit a felony involving the use or threatened use of deadly force.~~
  - b. ~~The officer reasonably believes the subject presents a continuing imminent risk of great bodily harm or death to the officer or another subject if not immediately apprehended.~~
4. To protect ~~one's self~~ the officer or another from an animal which an officer reasonably believes may cause great bodily harm if not immediately controlled, or to end the suffering of an animal gravely injured or diseased after considering public view, safety, and other reasonable dispositions.

## VERBAL WARNING

Before using deadly force, officers shall, if reasonably possible, identify themselves and order the **subject suspect** to desist from unlawful activity.

## DEADLY FORCE IS NEVER AUTHORIZED

Deadly force is never authorized:

1. As a warning shot.
2. From a moving vehicle, **unless deadly force is justified and the consequences of not acting to stop the threat outweigh the risk created by the use of deadly force. an officer has reasonable cause to believe that one's self or another is in imminent danger of death or great bodily harm.**
3. At a moving vehicle unless: **an officer has reasonable cause to believe that one's self or another is in imminent danger of death or great bodily harm or Deadly Force Authorized, paragraph 3, regarding certain felons applies.**
  - A. **A person in the vehicle is threatening the officer or another person with deadly force by means other than the vehicle; or**
  - B. **The vehicle is operated in a manner that reasonably appears deliberately intended to strike an officer or another person, and all other reasonable means of defense have been exhausted (or are not present or practical).**
4. When its use unreasonably risks the lives of innocent bystanders.

## USE OF FORCE TECHNIQUES/INSTRUMENTS

The intentional punching or striking of the trachea creates a substantial likelihood of death and is therefore considered deadly force and shall be used only in accordance with this SOP.

## DE-ESCALATION

Whenever safe and feasible, officers will attempt to utilize de-escalation tactics and techniques in a manner consistent with the De-Escalation SOP.

## DUTY TO INTERCEDE

Any officer present and observing another officer using excessive force, or engaged in unlawful conduct, or in violation of the Madison Police Department's Code of Conduct has an affirmative obligation to intercede and report.

## AFTERCARE

Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical attention.

## INVESTIGATION OF THE USE OF DEADLY FORCE

See Madison Police Department Standard Operating Procedure regarding "Officer Involved Critical Incidents".

Original SOP: 03/23/2015  
(Revised: 03/26/2015, 05/26/2016, 07/10/2017, 12/06/2017, 03/01/2019)  
(Reviewed Only: 12/22/2016)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## De-Escalation

Eff. date: 11/16/2016 03/01/2019

### Purpose

To outline the guidelines for Madison Police Department (MPD) De-escalation. De-Escalation tactics and techniques are actions used by officers, when safe and without compromising law enforcement priorities, that seek to reduce the likelihood of the need to use force during an incident and increase the likelihood of a positive resolution.

### Procedure

When safe and feasible under the totality of circumstances, officers should attempt to slow down or stabilize the situation so that more time, options and resources are available for incident resolution. Officers should utilize appropriate tactical and officer safety principles to avoid placing themselves at risk unreasonably.

Examples of De-escalation could include, but are not limited to:

- Placing barriers between an uncooperative subject and an officer
- Containing a threat
- Moving from a position that exposes officers to potential threats to a safer position
- Decreasing the exposure to potential threat by using
  - Back-up
  - Distance/time
  - Cover/concealment
- Communication from a safe position intended to gain the subject's compliance, using dialogue
- Any other tactics and approaches that attempt to achieve law enforcement objectives

An officer's awareness of these possibilities, when time and circumstances reasonably permit, should then be balanced against the facts of the incident facing the officer when deciding which tactical options are the most appropriate to bring the situation to a safe resolution.

Mitigating the immediacy of threat gives officers time to utilize extra resources and increases time available to call more officers or specialty units.

The number of officers on scene may increase the available force options and may increase the ability to reduce the overall force used. When feasible, officers should approach an individual whom they anticipate may be taken into custody (criminal suspects, potential chapter 51 protective custody/emergency detention, etc.) with back-up present or immediately available.

Original SOP: 11/16/2016  
(Reviewed Only: 12/26/2017)  
(Revised: 03/01/2019)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Domestic Abuse**

Eff. Date ~~03/31/2016~~ 01/15/2019

**Purpose**

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

**Procedure**

**ARREST DISPOSITION - MANDATORY ARREST**

The officer **will** 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
  - Adults formerly residing 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, 2nd 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.

**ARREST DISPOSITION - DISCRETIONARY ARREST (PRO-ARREST)**

1. In most circumstances, which do not meet **MANDATORY** arrest requirements, an officer should arrest and take a person into custody if the officer has probable cause to believe that the person is committing or has committed domestic abuse and the person's actions constitute the commission of a crime.
2. 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.
3. Additionally, an officer's decision on whether or not to arrest in **NON-MANDATORY** arrest circumstances may not be based on the consent of the victim to any subsequent prosecution or on the relationship of the parties.

**REPORT REQUIRED WHERE NO ARREST**

1. The domestic abuse arrest law requires a law enforcement officer who does not make an arrest in a domestic abuse incident, to prepare a written report prior to the end of his or her tour of duty stating why the person was not arrested.
2. The report will be sent to the District Attorney's Office for review to determine whether the person involved in the incident should be charged with the commission of a crime.
3. While 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 District Attorney's Office.) Examples where an arrest may not be immediately plausible:

- 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 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 to determine whether a guard should be posted.
4. When probable cause exists to arrest domestic abuse suspect who is at large, the reporting officer will:
- a. Enter suspect information and charges into SharePoint.
  - b. Probable cause affidavit will be completed.

## 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 does not have to arrest both persons, but should arrest the person whom the officer believes to be the "predominant aggressor." **Predominant Aggressor** means the most significant, but not necessarily the first, aggressor in a domestic abuse incident. In determining who is the predominant aggressor, an officer should consider:

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 his or her person.

## CHILDREN

1. Note the names, ages, custodial parents, and addresses of all children and whether they were present when the domestic incident occurred.
2. Children should be interviewed as potential witnesses about the current incident, history of abuse and abuse toward any other members of the household.
3. If the disposition of a dispute leaves minors in the home without a responsible adult, the officers are to contact the Dane County Department of Human Services for temporary arrangements.
4. Due to the high correlation between domestic violence and child abuse, children should be checked 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 within 12 hours of report of the incident per Wisconsin Statute 48.981(3).

## CONTACT PROHIBITION; WAIVER

1. Under the domestic abuse arrest law, unless there is a waiver by the alleged 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 alleged victim of the domestic abuse incident and, if applicable, any premises temporarily occupied by the alleged victim; and
  - b. Avoid contacting or causing any person, other than law enforcement officers and attorneys for the arrested person and alleged victim, to contact the alleged victim.
2. A law enforcement officer is required to arrest and take a person into custody, if the officer has probable cause to believe that the person has violated the "no contact" requirements.

3. At any time during the 72-hour period specified above, the alleged victim may sign a written waiver of the 72-hour no-contact provision. The Madison Police Department (MPD) will have waiver forms available for this purpose. If a waiver of the no-contact provision has been signed by the victim, the officer will provide one copy of this waiver to the victim, one copy will be submitted to the Patrol file in the OIC's office, one copy is provided to the suspect (if located), police data and remaining copies are forwarded with the officer's incident report.
4. The officer responsible for the arrest of a person for a domestic abuse incident will ensure that the alleged victim is notified of the no-contact provision.

### NOTIFICATION TO VICTIMS

If law enforcement has reasonable grounds to believe that a person is committing or has committed domestic abuse, they must advise the victims of this crime 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 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. The Act also allows law enforcement to share information with victim service organizations.

These mandated requirements are met by providing victims with a Victim Rights Information Sheet. Notification to victims should be documented in the report.

### LEAP REFERRAL / DANGER ASSESSMENT

LEAP referrals should be made for victims of Intimate Partner Violence (IPV). IPV can be physical, sexual, or psychological harm by a current or former spouse/significant other, 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. The Domestic Violence Danger Assessment Form should be completed. The original Danger Assessment form will be included in the case file as an attachment.
3. At the end of the arresting officer's shift, the LEAP referral form and a copy of the Danger Assessment form are to be placed in the LEAP mailbox in their respective District. A DAIS advocate will contact the victim as soon as possible the next business day following a weekend or holiday.
4. The District PRT will scan the LEAP referral and Danger Assessment forms to the LEAP O: drive folder. The scanned forms will be forwarded to the DAIS Crisis Response Advocate and the Crisis Intervention Services Manager by the Executive Section LEAP PRT.
  - a. The District Detective Lieutenant will retain possession of the LEAP referral form for 30 days, or until acknowledgement from DAIS advocate that the referral form has been received. Once acknowledgement is received, the LEAP referral form will be destroyed.

### INCREASED PENALTY FOR CERTAIN DOMESTIC ABUSE OFFENSES 939.621

If a person commits an act of domestic abuse as defined in s. 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 968.075 (5)(c). 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 original arrest. The penalty increase under this section changes the status from a misdemeanor to a felony.

## WEAPONS SEIZURE

1. Weapons used in the commission of a crime should always be seized as evidence.
2. Possession of a firearm by a felon is prohibited and is a felony.
3. Possession of a firearm by a domestic abuse or child abuse respondent is prohibited for the duration of the injunction. If a respondent has a firearm, that is a felony. The respondent should be arrested and the weapon should be seized.
4. Safekeeping. If you are on the scene of a domestic and no weapons were used in the commission of a crime, you should still ask about access to weapons. If the victim is a spouse, ask if they would like you to take the weapons (marital property) for safe-keeping while the case is pending.
5. Possession of a firearm OR ammunition by a person prohibited from possession by the **Lautenberg Gun Ban**.

## LAUTENBERG GUN BAN

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 18USC911 (g)(9), Lautenberg Domestic Gun Ban.

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.

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

Mandatory arrest does not apply to the incident. If the officer has information that the subject has been arrested for a qualifying crime and is in possession of or owns a firearm, the officer should attempt to obtain evidence of conviction.

If such evidence is obtained, the officer may seize the suspect's firearm, only if the officer has legal access to the weapon.

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

## LAW ENFORCEMENT INVOLVED DOMESTIC VIOLENCE

For handling matters of domestic violence and abuse involving law enforcement officers and for implementing prevention strategies, this procedure will provide law enforcement executives and MPD employees guidance in reporting and responding to and investigating domestic violence incidents involving agency employees and law enforcement officers, thereby discouraging and reducing acts of domestic violence by employees of law enforcement agencies.

Responding to domestic abuse incidents involving law enforcement poses increased dangers to responding officers due to access to firearms, as well as knowledge regarding police tactical response and the law.

When responding to domestic abuse incidents involving law enforcement, the following procedures should 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 involved officers should respond to the scene.
3. When an officer is arrested, the supervisor shall attempt to take 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 should be followed.

## TEMPORARY RESTRAINING ORDERS AND INJUNCTIONS

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

1. Contact data to determine that the TRO/injunction exists.
2. Determine whether the TRO/injunction has been served and its specific contents.
3. 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.
4. When the order has been served, the suspect should be advised to obey the order. Failure to comply with the order will result in the arrest of the suspect for the violation of the order.
5. The officer **will** make an arrest for a violation of the order when there is an order in existence, the order has been served, and there is probable cause to believe that it was knowingly violated.

Original SOP: 07/01/2015

(Revised: 02/24/2016, 03/31/2016, 01/15/2019)

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



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Emergency Vehicle Operation Guidelines

Eff. Date ~~06/08/2018~~ 01/14/2019

## Purpose

This standard operating procedure (SOP) meets the obligation of Wisconsin State Statute Sec 346.03(6).

Members of the Madison Police Department (MPD) shall, at all times, operate City vehicles with due regard for the safety of all persons. When operating under emergency conditions, officers shall be ever vigilant in assessing evolving risk factors that could jeopardize public safety. Members of the department shall also operate city vehicles safely and with a high degree of situational awareness during routine driving and parking maneuvers.

Intersections present a special hazard to emergency vehicles. Officers should always be prepared to slow the speed of their vehicles and be able to stop when approaching an intersection.

## Procedure

### APPLICABILITY

This SOP governs the actions of MPD officers for MPD initiated response/pursuits as well as MPD involvement in mutual aid requests for pursuit assistance coming into the City. For MPD officers to participate in an outside agency pursuit, the pursuit must meet the criteria outlined within the SOP.

### DEFINITIONS

**Authorized Emergency Vehicle:** A fully marked and unmarked squad with full or partial internal light package operated by a Law Enforcement Officer (LEO.) A full internal light package is defined as follows:

1. Showing to the front of the vehicle: multiple red/blue flashing lights and flashing headlights; and
2. Showing to the rear and sides of the vehicle: multiple red/blue flashing lights.

**Deadly Force:** The intentional use of a firearm or other instrument, the use of which would result in a high probability of death or great bodily harm.

**Due Regard:** The degree of care that a reasonably careful person, performing similar duties, and acting under similar circumstances would show.

**Eluding/Fleeing:** §346.04(3) No operator of a vehicle, after having received a visual or audible signal from a traffic officer, or marked police vehicle, shall knowingly flee or attempt to elude any traffic officer by willful or wanton disregard of such signal so as to interfere with or endanger the operation of the police vehicle, or the traffic officer or other vehicles or pedestrians, nor shall the operator increase the speed of the operator's vehicle or extinguish the lights of the vehicle in an attempt to elude or flee.

**Obedience to traffic officers, signs and signals; Fleeing from officer:** §346.04(2t) No operator of a vehicle, after having received a visible or audible signal to stop his or her vehicle from a traffic officer or marked police vehicle, shall knowingly resist the traffic officer by failing to stop his or her vehicle as promptly as safety permits.

**Officer:** Any sworn commissioned personnel, independent of rank.

**Pursuit:** § 85.07(8)(a) – An active attempt by a traffic officer in a police vehicle to apprehend one or more occupants of a moving motor vehicle, the operator of which is resisting apprehension by disregarding the officers visual or audible signal to stop his or her vehicle, increasing the speed of the vehicle or extinguishing the lights of the vehicle.

**Refusal (Slow) to Stop Pursuit:** A pursuit in which the operator of a motor vehicle is driving at a reasonable speed (but willfully refusing to pull over and stop).

**Silent Emergency:** This is when a police vehicle does not use its siren or emergency lights in response to a crime. Officers responding to a call, which is reasonably believed to be a **felony** in progress, may exceed the speed limit without giving audible signal but should give visual signal when doing so will not compromise a tactical response. When not giving a signal, the officer must reasonably believe that one of the following exists:

- a. Knowledge of the officer's presence may endanger the safety of a victim or other person.
- b. Knowledge of the officer's presence may cause the suspected violator to evade apprehension.
- c. Knowledge of the officer's presence may cause the suspected violator to destroy evidence of a suspected felony, or may otherwise result in the loss of evidence of a suspected felony.
- d. Knowledge of the officer's presence may cause the suspected violator to cease the commission of a suspected felony before the officer obtains sufficient evidence to establish grounds for arrest.

**True Emergency:** A situation in which there is a high probability of death or serious injury or significant property loss, and action by an emergency vehicle operator may reduce the seriousness of the situation.

#### **AUTHORIZED EMERGENCY VEHICLE SITUATIONS**

1. In response to calls of a true emergency;
2. In pursuit of an actual or suspected violator of law consistent with MPD SOP regarding authorized pursuits; or
3. While obtaining evidence of a speeding violation. (See below: Use of Warning Devices, paragraph 3.)

#### **USE OF WARNING DEVICES**

1. The red and blue emergency lights shall be activated whenever an officer, in the course of duty, stops, stands or parks an assigned vehicle contrary to the rules of the road. Officers may, however, elect to only use vehicle hazard flashers, rather than the red and blue emergency lights on their vehicles, whenever it is necessary to stop, stand or park in a space adjacent to a curb, which is not a legal parking space, as long as the vehicle does not obstruct a traffic lane.
2. The red and blue emergency lights and siren shall be used whenever an officer, in the course of duty, passes through a stop sign or signal, operates contrary to regulations governing direction of movement or turning, or exceeds the speed limit. This includes when operating in emergency mode.
3. An officer may exceed the speed limit without giving audible and visual signal, if the officer is obtaining evidence of a speeding violation; however, the officer **shall activate** this equipment and **attempt to stop** the violator once sufficient evidence is obtained for the violation.

## USE OF OTHER SAFETY EQUIPMENT

All occupants of MPD vehicles shall use vehicle safety belts/restraint devices. (Exceptions: combative/oversize citizens.) This requirement does not prevent officers from removing restraint devices in limited circumstances when approaching an imminent tactical situation.

Parking Enforcement Officers acting under State Statute Sec. 347.48(2m)(dr) are not required to utilize safety harnesses, but are encouraged to do so whenever possible.

## CIVILIAN MEMBERS OF THE MADISON POLICE DEPARTMENT

1. Civilian members of the MPD are never authorized to operate the vehicle's red and blue emergency lights and/or siren to exceed the speed limit, to operate contrary to regulations governing direction of movement or turning or to pass through a stop sign or signal.
2. Although civilian members of the MPD shall, for the protection of the public, operate the red and blue emergency lights of a police vehicle if it becomes necessary to stop, stand or park contrary to the rules of the road (i.e., to protect persons and vehicles at an accident scene or at the location of a traffic hazard until an officer's arrival).

## ASSESSMENT OF UNREASONABLE DANGER

The decision to pursue, and while in pursuit, officers and supervisors must continually evaluate information to determine whether the pursuit presents an unreasonable danger of death or great bodily harm which outweighs the public interest involved in apprehension.

Examples include:

1. Make/model, actions and speed of the vehicle being pursued.
2. Geographic area of pursuit and its population density.
3. Time of day/day of week.
4. Vehicular and pedestrian traffic present in area.
5. Road and weather conditions.
6. Officer's familiarity with the area of pursuit.
7. Severity of crime.
8. Necessity of pursuit.
9. Type of squad being operated.
10. City events where large groups are likely to be gathered (i.e.) farmers market, races, protests, etc.

## AUTHORIZED PURSUIT

For all pursuits, **Due Regard** must be followed at all times. The pursuit of vehicles is authorized in accordance with the following guidelines:

1. Officers should attempt to stop as expeditiously and safely as possible, any person in a vehicle who the officer has probable cause to believe:
  - a. Has committed (or attempted to commit) a felony involving the use (or threatened) use of force and a high probability exists that the suspect, if not immediately apprehended, may cause death or great bodily harm to another. Officers may terminate and discontinue pursuit when the act of pursuit, in and of itself, creates an unreasonable danger of death or great bodily harm to the public, officers or the suspect. Or,
  - b. Has committed any acts or threats of violence but shall terminate and discontinue pursuit when the act of pursuit, in and of itself, creates an unreasonable danger of death or great bodily harm to the public, officers, or suspect.

2. A “refusal (slow) to stop pursuit” may be initiated and maintained for any offense. However, once the officer becomes aware it is an “eluding/fleeing” pursuit, justification for the pursuit must meet at least one of the criteria above under Authorized Pursuit, or the pursuit shall be terminated immediately
3. Officers shall not enter into an “eluding/fleeing” pursuit solely for non-violent criminal violations, traffic and ordinance violations.

### TERMINATION OF PURSUIT

1. Any officer shall terminate a pursuit if the pursuit violates the SOP guidelines or creates an unreasonable danger to the public, officer, or suspect. The following shall be accomplished as part of termination procedure:
  - a. Notify dispatch and secondary units of termination location and last known direction of travel for suspect vehicle.
  - b. Bring your vehicle to a complete stop or divert direction of travel away from suspect vehicle.
  - c. Deactivate visual and audible signals.
2. If specific location of the suspect becomes unknown the pursuit shall be immediately terminated.
3. Once a pursuit has been terminated, other options should be explored to apprehend the suspect(s) prior to initiating another attempt to stop.

### NON-COMMISSIONED PASSENGERS

Pursuit should not be undertaken by any officer driving with civilians (with the exception of authorized ride-alongs) who are not commissioned law enforcement officers, except under circumstances involving death or great bodily harm violations.

### UNMARKED SQUADS

Pursuit by officers in unmarked squads not equipped with full internal light packages is not authorized, except under circumstances involving death or great bodily harm. Pursuit by officers in unmarked squads equipped with full internal light packages is authorized as outlined above.

### ROLES AND RESPONSIBILITIES

#### 1. Primary Pursuing Officer

- a. Inform Dispatch that you are in pursuit.
- b. Radio communications may be delegated to another officer involved in the pursuit.
- c. Reasonably attempt to inform Dispatch of the following:
  - If your vehicle is unmarked.
  - Location and direction of pursuit.
  - Description of suspect vehicle, license plate, number & description of occupants.
  - Reason for pursuit.
  - Estimated speed of suspect vehicle.
  - Driver and occupant behaviors.
- d. Continually update Dispatch with:
  - Changes of direction.
  - Speed of vehicles involved.
  - Actions of the suspect(s) and vehicle.
- e. As soon as possible ensure the lead pursuing unit is in a fully marked squad.

- f. Secondary police vehicles should not attempt to pass the primary pursuit vehicle and shall remain a safe distance back unless a coordinated change of lead needs to be made.
- g. Pursuits should be accomplished with a minimum number of vehicles. The number of vehicles directly involved may be adjusted to fit the situation.
- h. As a pursuit precedes through adjoining patrol districts, officers in these areas may parallel the pursuit so as to be available in the event their assistance is needed.
- i. If suspect vehicle is stopped:
  - Notify Dispatch of location and any additional resources needed.
  - Coordinate the high risk stop.

## 2. Supervisor

- a. A supervisor that is not actively pursuing will monitor the pursuit from the point of notification to its conclusion.
- b. Control, if appropriate, by directing and coordinating the police units involved in the pursuit.
- c. Terminate any pursuit which in the supervisor's judgment does not conform to the guidelines under "Authorized Pursuit."
- d. Ensure adherence to all MPD procedures.
- e. The supervisor shall complete a supplemental police report for all pursuits documenting their role and actions related to the pursuit. This includes both "refuse (slow) to stop pursuits" and "eluding/fleeing" pursuits.
- f. After reviewing the circumstances of the pursuit, the monitoring supervisor shall document the actions of the officers involved in the pursuit. This review will also extend to officers indirectly involved in the pursuit (i.e., responding officers, officers deploying tire deflation devices, etc.).
  - The supervisor shall complete a Blue Team entry and attach a memo detailing their review of the pursuit within 7 days of the incident. The review will be forwarded to the lead EVOG Master Instructor Trainer as designated by the Captain of Personnel and Training. The EVOG MIT group, PSIA, and the involved officers' Unit/District Commander shall be carbon copied on the Blue Team entry.
  - The lead EVOG MIT will then forward their review to the Unit/District Commander. The Commander will review the incident and make a recommendation as to whether the pursuit is within or outside of MPD Policy.
  - The Unit/District Commander will then forward the review to PSIA for additional policy compliance investigation if necessary.
  - PSIA will then forward the review to the Field Operations Assistant Chief for final review and discussion regarding final recommended outcomes if necessary.

## 3. Officer In Charge (OIC)

- a. If no field supervisor is available during a pursuit, the OIC will fulfill the duties outlined in Supervisory Roles and Responsibilities.
- b. The OIC of the shift on which a pursuit occurs shall e-mail the involved officers' commanders with the date and case number of the incident, as well as the press release (if one was issued).
- c. In the event the pursuit terminates in a crash causing injury to any party, the OIC shall follow established Command notification protocols.
- d. Follow Officer Involved Critical Incident SOP (if applicable).

## STOP TECHNIQUES

### 1. ROADBLOCKS

#### Emergency stationary roadblocks with escape route

- a. Emergency stationary roadblocks are those which, due to the urgency of the situation, must be set up with a minimum amount of notice and preparation for the purpose of stopping a vehicle which is actively attempting to elude. These will be set up, controlled and/or authorized whenever possible, by a commissioned supervisor.
- b. Whenever possible, an emergency roadblock with escape route should be set in a well-lit area, using all emergency visual aid equipment to further light up the roadblock such as:
  - Emergency lights activated.
  - Headlights and spotlights aimed away from the path of the suspect vehicle.
  - Takedown and alley lights (aimed away from path of the suspect vehicle.)
  - Flares (aimed away from path of the suspect vehicle.)
  - All officers shall position themselves outside of their vehicles and at a safe distance. This does not apply to a squad positioned in a safe and strategic location ready to assist if the pursuit continues.
  - Officers shall attempt to remove and/or isolate all non-involved persons from the danger area of the roadblock.
- c. An emergency stationary roadblock with escape route should never be set up in a dark or blind area, such as just over hills, or around curves, etc. The roadblock must offer an alternative path (other than certain crash) for the pursued vehicle.

#### Emergency stationary roadblocks with no escape route.

- a. This option is considered deadly force and shall only be used under deadly force circumstances.
- b. In a roadblock with no escape route, the roadway is completely blocked, and no alternate route is provided. If the suspect does not voluntarily stop, he or she will crash, with great potential for injury to the suspect and others in the area. For that reason, these guidelines must be applied:
  - Other traffic must be diverted or stopped before reaching the roadblock area.
  - The roadblock must be identified with emergency lighting to give warning.
  - The suspect must have adequate sight distance and time to stop if he or she chooses to do so.
  - Officers must communicate to ensure that their actions are coordinated and risk to officers is minimized.
- c. An emergency roadblock with no escape route should be set in a well-lit area, using all emergency visual aid equipment to further light up the roadblock such as:
  - Emergency lights activated.
  - Headlights and spotlights aimed away from the path of the suspect vehicle.
  - Takedown and alley lights (aimed away from path of the suspect vehicle.)
  - Flares (aimed away from path of the suspect vehicle.)
  - All officers shall position themselves outside of their vehicles and at a safe distance. This does not apply to a squad positioned in a safe and strategic location ready to assist if the pursuit continues.

- Officers shall attempt to remove and/or isolate all non-involved persons from the danger area of the roadblock.
- d. An emergency stationary roadblock with no escape route should never be set up in a dark or blind area, such as just over hills, or around curves, etc.

### **Emergency Moving Roadblocks**

Although the use of an emergency moving roadblock is discouraged as a tactical response, it may be authorized by a commissioned supervisor to stop a vehicle when a high probability exists that the suspect, if not immediately apprehended, may cause death, great bodily harm, or an unreasonable risk of harm to uninvolved citizens.

## **2. PURSUIT INTERVENTION TECHNIQUE (PIT) AND RAMMING TECHNIQUES**

Use of PIT and any other ramming techniques shall only be used under deadly force circumstances.

## **3. USE OF TIRE DEFLATION DEVICES**

- a. Prior to beginning each tour of duty, officers will determine if their squad is equipped with a tire deflation device and verify that it is in proper working order.
- b. Tire deflation devices will only be deployed by officers trained in their use and in accordance with MPD training.
- c. The use of tire deflation devices in accordance with this procedure and MPD training does not constitute deadly force unless used to stop motorcycles, mopeds or other two or three-wheeled vehicles when the use of deadly force is justified.
- d. Tire deflation devices may be deployed during active pursuits.
- e. Officers deploying tire deflation devices will complete a supplemental report including all pertinent facts surrounding their use.

## **PURSUIT INTO ANOTHER JURISDICTION**

When acting in accordance with the provisions of this SOP, officers may pursue vehicles into adjoining jurisdictions. In this event, the jurisdiction involved should be notified by Dispatch of the pursuit, the reason for it, and whether direct assistance with the pursuit is requested. Direct pursuit assistance should only be requested if available MPD resources are inadequate, or if assistance of a special nature is needed. Officers equipped with tire deflation devices may continue monitoring an MPD pursuit and may deploy tire deflation devices in accordance with this SOP.

## **INVOLVEMENT IN THE PURSUIT OF ANOTHER JURISDICTION ENTERING THE CITY OF MADISON**

- a. MPD will not become actively involved in another jurisdiction's pursuit unless mutual aid is specifically requested by the agency involved and the circumstances of the pursuit (reason for pursuit, etc.) would permit MPD to initiate and continue a pursuit under this SOP. Upon receiving a request of this nature, Dispatch will obtain and relay information to the officers and a supervisor regarding the request (including the reason for the pursuit).
- b. MPD involvement in an outside agency pursuit must meet the guidelines outlined in this SOP. If the outside agency reason for pursuit does not meet the guidelines outlined, mutual aid will not be granted for the pursuit and MPD officers will not get directly involved in the pursuit. This does not preclude officers from providing other assistance to the pursuing agency.
- c. When being requested to assist an outside agency with a pursuit, MPD personnel will request/determine the reason for the pursuit as soon as possible.

- d. If the circumstances of another jurisdiction's pursuit dictate that a MPD officer become involved prior to a request for mutual aid, the MPD officer must be able to clearly articulate the immediate need for their actions.
- e. Tire deflation device in support of another Jurisdiction
  - Officers may deploy tire deflation devices in accordance with this SOP.
  - MPD officers may deploy tire deflation devices to stop vehicles fleeing from another agency that have entered the City of Madison without a specific mutual aid request. Deployment in these instances will only be done with a supervisor's approval, unless it is impractical to obtain such approval. Outside agency officers involved in the pursuit will be notified prior to deployment if possible.

## **INVOLVEMENT IN POLICE ESCORTS**

**See Vehicle Escorts SOP**

Original SOP: 02/25/2015

(Revised: 10/21/2015, 10/12/2016, 01/19/2017, 08/18/2017, 01/25/2018, 06/08/2018, 01/14/2019)

(Reviewed Only: 12/26/2018)



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



**Guidelines for Case Assignment and Management**

Eff. Date ~~01/25/2018~~ 02/18/2019

**Purpose**

This procedure establishes 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.

| <b>Violent Crimes Unit – VCU</b>         | <b>Assignment Criteria</b>  |
|--|---|
| Homicide or Attempted Homicide           | <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 citizen is deceased will be investigated by 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>                  |
| Firearms Violations                      | <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 handled by VCU.</li> <li>Other firearm related cases will generally be handled by the District of occurrence. 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> |
| Violent Pattern Felonies                 | <ul style="list-style-type: none"> <li>Includes robberies, armed home invasions, and weapons offenses; will be handled by VCU as resources permit.</li> <li>Cases that do not meet the criteria of “violent pattern felonies” will be referred to the District.</li> <li>Cases may be reviewed on a case by case basis of additional circumstances exist.</li> </ul>  |
| Kidnapping                               | <ul style="list-style-type: none"> <li>Will take all cases unless they fall under Child Abduction Response Team (CART) guidelines or are familial custody disputes.</li> </ul>  |
| High Profile Cases/Special Circumstances | <ul style="list-style-type: none"> <li>Assigned to VCU at Chief’s discretion.</li> </ul>  |

| <b>Burglary Crimes Unit – BCU</b> | <b>Assignment Criteria</b>   |
|-----------------------------------|--|
| Burglary                          | <ul style="list-style-type: none"> <li>All cases will be reviewed by the Detective Sergeant for assignment/follow-up.</li> </ul> |

| <b>Special Victims Unit – SVU</b> | <b>Assignment Criteria</b>  |
|-----------------------------------|---|
| Infant/Child Death Investigation  | <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>  |
| Sexual Assault of a Child         | <ul style="list-style-type: none"> <li>All cases involving children will be assigned. SVU will take cases depending upon available resources. District will be responsible for all others.</li> </ul> |

|   |   |
|---|---|
| Physical Abuse of a Child               | <ul style="list-style-type: none"> <li>Will take cases that involve significant injury, based on available resources.</li> <li>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>  |
| Child Neglect                           | <ul style="list-style-type: none"> <li>Will take cases that involve significant injury, based on available resources.</li> <li>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>  |
| Internet Crimes Against Children (ICAC) | <ul style="list-style-type: none"> <li>Will take all tips vetted through DCI.</li> <li>May proactively work cases as time and resources allow.</li> </ul>   |
| CPS Screen-Out Reports                  | <ul style="list-style-type: none"> <li>SVU Supervisor will review all CPS screen-out reports forwarded to MPD and will make a determination on appropriate disposition.</li> <li>Disposition includes assigned follow-up by Patrol, District Detectives or SVU Detectives.</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 LERMS under case incident type "CPS Information".</li> </ul> |
| Other                                   | <ul style="list-style-type: none"> <li>Assigned to SVU at Chief's discretion.</li> </ul>  |

| Case Type – Districts | Assignment Criteria   |
|-----------------------|---|
| Reckless Endangering  | <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>   |
| Robbery               | <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 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 turned over to VCU. See above Violent Pattern Felonies.</li> </ul> |
| Extortion             | <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>  |

|  |   |
|--|---|
| Death Investigation                        | <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 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> |
| Officer Involved Critical Incident         | <ul style="list-style-type: none"> <li>• See Officer Involved Critical Incident SOP.</li> </ul>   |
| Missing Adult                              | <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>   |
| False Imprisonment                         | <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>   |
| Threats                                    | <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>  |
| Weapons Violations                         | <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 cases in which a firearm was discharged will be assigned to VCU. See above.</li> </ul>  |
| Battery                                    | <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/NPO for additional follow-up if needed.</li> </ul>  |
| Substantial/Aggravated Battery             | <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>   |
| Arson/Fire Investigation                   | <ul style="list-style-type: none"> <li>• Assignments will be made in conjunction with the Arson Lieutenant or at the request of MFD and/or the Detective Lieutenant.</li> </ul>   |
| Sexual Assaults (1st, 2nd and 3rd Degrees) | <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 DA's office prosecution criteria.</li> <li>• All cases involving children will be assigned. SVU will take 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/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 him/her 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> <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 Patrol officer for five working days unless unusual circumstances or a pattern are present.</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> </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 resident 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 M.O.
  - Useable physical evidence (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 at a minimum on a quarterly basis. 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, that 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 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)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Hostage Situation Incidents

Eff. Date 01/20/2017

**Purpose**

Establish standard procedure for MPD response to incidents involving hostage situations.

**Policy**

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

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

**SAFETY PRIORITIES**

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

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

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

**Definitions**

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

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

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

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

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

## Response Procedures

### INITIAL RESPONSE

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

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

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

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

### SECONDARY RESPONSE

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

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

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

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

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

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

**SWAT RESPONSE**

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

1. Ensure that all appropriate steps have been taken prior to SWAT arrival (inner perimeter, intelligence gathering, etc.).
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]
10. Maintain a log to document incident activity.
11. [REDACTED]
12. [REDACTED]

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

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



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Line of Duty, Life-Threatening Injury or Death of an Employee

Eff. Date ~~05/13/2015~~ 01/15/2019

## Purpose

To provide employees and their families appropriate emotional care for dealing with the stress of a seriously injured, ill or deceased family member. This will be done through proper preparation, notification and follow-up.

Although this SOP policy is intended to address line of duty death or injury of Police Officers, many provisions including notification and family assistance, may be applicable to any agency employee regardless of whether or not it is duty related.

## Procedure

### PRE-INCIDENT PHASE

1. ~~Current photos of all employees shall be kept.~~ Employee photos shall be kept up-to-date.
2. Employees shall complete, and keep up-to-date, all paperwork related to critical incidents and notifications.
  - a. In order to make prompt notification to an employee's family, in the case of a serious injury or death, an Employee Emergency Notification File will be kept in the office next to the Officer In Charge's Office. This alphabetical file 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. There is space provided for optional information.
  - b. Every employee should fill out a Critical Incident Partner form. The completed forms are kept in alphabetical order in the office next to the Officer In Charge's Office.
3. Honor Guard policies and practices should be put into place.
4. Employees should inform their loved ones of what is available to them and what to expect following a Line of Duty Death or Life-Threatening Injury. Line of Duty Death forms A & B can also be filled out. The completed forms are kept in alphabetical order in the office next to the Officer In Charge's Office.
5. ~~Community connections should be established (i.e., clergy, florists, churches, funeral homes).~~

### INCIDENT PHASE

1. Officer in Charge shall retrieve the paperwork completed by the officer.
2. Notify the Chief of Police and Commanding Officers as soon as practical.
3. Notification shall be made to those designated by the involved officer, as soon as possible and based on the most recent information provided by the involved officer.
  - a. All notifications will be made in person, when possible. Multiple notifications may be necessary.
  - b. Notifications will be made by the Chief of Police or designee and those as requested by the officer, should time allow. Notification should never be delayed if it would allow loved ones to reach the hospital prior to demise.
    - i. At least two people will be present for the notification.
    - ii. Those making the notifications should ask to be allowed inside and gather those present.
    - iii. Use the employee's name when speaking to the family.
    - iv. Speak slowly, clearly and honestly about what has occurred. If the employee is deceased, say so. Do not provide false hope.
    - v. Consider bringing medical care to the notification, or having them stage nearby.
    - vi. If family desires to go to the hospital, transportation will be provided, or an officer will ride with the family should they so choose. It should be suggested that the family not drive themselves.

- vii. Be prepared for any and all responses that the loved ones may have.
  - viii. Reassure by expressing your sorrow and assuring them that the Madison Police Department we will do everything we can to provide support them through this.
  - ix. If notifications need to be made outside of the area, a request for assistance shall be made of the agency local to the family.
4. Officer in Charge shall make the following notifications:
    - a. District or Unit chain of command.
    - b. EAP and Peer Support Coordinator.
    - c. PIO if necessary.
    - d. Designate or communicate where the Command Post will be located.
  5. Chief of Police shall designate an Incident Commander for the duration of the incident. This person will be responsible for coordinating all department functions related to the incident. No decisions or actions should be taken without first notifying the Incident Commander.
  6. Activate relevant Relevant processes from the OICI SOP shall be activated.
  7. No information regarding the officer or personal information shall be aired on the radio.
  8. Officers that are able to contact loved ones should be reminded to do so. No information on the involved officer should be shared.
  9. A hospital liaison shall be designated as soon as practical. This liaison will be responsible for coordinating with hospital staff.
    - a. Arrange an area in the hospital for family and an area for coworkers.
    - b. Arrange for the family to get updates as soon as they arrive.
    - c. Arrange for the family to visit the injured or deceased, prepare them for what they will see and accompany them.
    - d. Explain the involvement of the Medical Examiner if relevant.
    - e. Notify billing and registration that this is Workers Comp related and all billing should be done as such and to the Police Department.
    - f. Involve our Employee Assistance Program and or Peer Support.
    - g. Communicate and work with those who made the notifications.
    - h. Arrange for any transportation needs, child care or other needs from the loved ones.
    - i. Designate a media location.
  10. EAP will be activated in the following ways:
    - a. Act as a coordinator for all service for the involved family and department personnel.
    - b. Respond to the CP and get briefed.
    - c. Determine who was most directly involved and provide immediate diffusing.
    - d. Provide an informational debriefing for all personnel from the effected shift prior to the end of their tour of duty.

## POST INCIDENT

1. Funeral and Wake
  - a. Plans and desires of the family and designees will come before the Department's.
  - b. Assign a family liaison and an honor guard liaison to assist with the tasks. Should be familiar with the employee, but not too emotionally invested to be effective. Responsibilities include:
    - i. Meet with family to explain their role
    - ii. Provide a contact number and be available.
    - iii. Make sure that family's wishes are heard and met.
    - iv. Assist with any arrangements needed.
    - v. Make family aware of what choices are available.
    - vi. Ensure that all family and those close have a place .
    - vii. Provide the details on the funeral and relay wishes for desired inclusions and exclusions.
2. Media
  - a. Incident Commander will designate a PIO or Commander to work with the media.
  - b. No information will be released without prior approval of the Incident Commander or Chief of Police.
  - c. Should the family grant an interview, the PIO or designee will be present and brief the family on questions, process etc.

3. Peer Support
  - a. Ensure that the family home is ready for visitors. That there is food, toiletries, child care etc.
  - b. Handle phone calls as requested by the family.
  - c. Provide or arrange necessary transportation.
  - d. Facilitate the involvement of other support services: Concerns of Police Survivors, Victim/Witness, Parents of Murdered Children and other resources intended to provide support for the survivors.
  - e. Arrange for someone to provide regular residence checks and guard the home during the wake, funeral and other advertised absences from the home.
4. EAP
  - a. Schedule a debriefing for officers involved.
  - b. Offer a debriefing for involved family, to include spouses, significant others, children, parents and siblings.
  - c. Keep Incident Commander, district teams and management team informed.
  - d. Conduct follow-up meeting to keep all other employees supported.
5. Benefits
  - a. Incident Commander will assign an officer that will gather information on all of the benefits available to survivors.
  - b. Ensure that proper paperwork is completed, in a timely manner, for all benefits.
  - c. Meet with the family within a few days of the funeral to outline what is coming and when.
  - d. Follow up with the family approximately one month later and continue to do so until all benefits are received.
  - e. Inform the family on continuation of City Health Insurance.
  - f. The officer assigned to assist with benefits should work with HR representative to jointly make sure all benefits are covered.
6. Criminal Proceedings
  - a. Family will be notified prior to any press releases.
  - b. Family will be notified of all proceedings.
  - c. Arrangements will be made for attendance should the family desire.
7. Extended Support
  - a. Peer Support and EAP shall encourage and assist family and affected coworkers in obtaining professional help.
  - b. Create a plan for ongoing support for at least two years. Should include calls, check-ins, cards, remembrance of significant dates.
  - c. Invite family to all memorials and events related to their family member.
  - d. Provide information on other organizations that exist to offer survivor support.

Original SOP: 05/13/2015

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

(Revised: 01/15/2019)



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Non-Deadly Force – Use of

Eff. Date ~~12/06/2017~~ 03/01/2019

### Purpose

Consistent with the Department's Core Values, the Madison Police Department is committed to valuing and preserving human life. The protection and preservation of all human life – including the lives of individuals being taken into custody – is the Department's fundamental objective and the primary duty of all MPD employees.

The Department is committed to resolving conflicts through the use of communication skills, crisis intervention and de-escalation tactics, when feasible. Officers may only use that force which is objectively reasonable, and only in furtherance of a legitimate, lawful objective. "Objective reasonableness" is a test based on the totality of the circumstances. *Graham v. Connor*, 490 U.S. 386 (1989). Officers will only apply force in a manner consistent with MPD's Code of Conduct, SOP, and training.

As used in this SOP, non-deadly force means the use of any weapon or instrument, or any physical action taken by an officer which is not likely to cause death.

### Procedure

#### NON -DEADLY FORCE AUTHORIZED

Non-deadly force is only authorized when an officer reasonably believes it is necessary to control a person under any of the following circumstances:

1. Detaining a person reasonably suspected of unlawful behavior.
2. Effecting ~~an a~~ lawful arrest.
3. ~~Overcoming resistance.~~ Achieving/maintaining control of resistive subjects.
4. Preventing escape.
5. Protecting oneself or another.
6. Maintaining order.
7. Taking a person into custody for emergency detention or protective custody.

#### FORCE CONSIDERATIONS

Officers shall use the degree of force believed to be objectively ~~reasonable~~ ~~reasonably~~ to control a situation considering the following factors:

1. The existence of alternative methods of control.
2. Physical size, strength and weaponry of the person as compared to the officer.
3. The nature of the encounter.
4. Actions of the person.
5. The severity of the offense.
6. Whether the ~~subject~~ ~~suspect~~ poses a threat to the safety of officers or citizens.
7. Whether the ~~subject~~ ~~suspect~~ is actively resisting arrest or attempting to evade arrest by flight.

#### SPECIAL CIRCUMSTANCES

As time and circumstances permit, there are a number of special circumstances officers may consider when engaging in and evaluating reasonable uses of force. These factors include, but are not limited to:

1. Reasonable perception of threat.
2. Special knowledge of the subject.
3. Sudden assault.
4. Subject's ability to escalate force rapidly.
5. Officer's physical positioning.
6. Injury or exhaustion.
7. Equipment and training.
8. Availability of backup.
9. Other exigent circumstances.

Control of a person through presence and verbal commands shall always be the preferred method of control. Because verbal commands are not always effective or appropriate in gaining compliance, officers may escalate the degree of force used, or make an affirmative decision to disengage, based on the actions of the person they are attempting to control or make an affirmative decision to disengage. Officers will continually evaluate/assess the situation and need for the use of force. Once a person is under control, officers are required to revert to the lowest degree of force necessary to maintain that control, and then begin steps to render aid when applicable.

The degree of force an officer chooses should be based on his/her tactical evaluation and threat assessment of the situation. Based upon the totality of the circumstances known at the time, and in light of the officer's training and experience, the officer should choose a tactic/procedure that is objectively reasonable and is consistent with one of the following:

1. The tactic/procedure utilized is a trained technique.
2. The tactic/procedure is a dynamic application of a trained technique.
3. The tactic/procedure not trained, but justifiable under the circumstances.<sup>1</sup>

## DE-ESCALATION

Whenever safe and feasible, officers will attempt to utilize de-escalation tactics and techniques in a manner consistent with the De-Escalation SOP.

## USE OF FORCE TECHNIQUES/INSTRUMENTS

The intentional continued restriction of the carotid neck arteries is not a trained MPD technique and is therefore prohibited, unless deadly force is justified.

## THE USE OF OLEORESIN CAPSICUM SPRAY (O.C. SPRAY)

1. Officers may use O.C. spray when they reasonably believe they are facing active resistance, or its threat, from the subject. O.C. spray is not to be used against subjects who are offering only passive resistance.
2. Officers shall only direct O.C. spray in a manner as prescribed by the Chief of Police through MPD training.
3. O.C. spray shall not be used once an individual is subdued and under control.
4. If practical, the individual should be provided with an opportunity to eliminate the effects of the irritant by washing and flushing the affected areas with water. Further, the officer should inform such individuals that it is not advisable to use creams, ointments, or bandages on the affected areas.

---

<sup>1</sup> Excerpted from Defensive and Arrest Tactics, A Training Guide For Law Enforcement Officers, Wisconsin Department of Justice, Law Enforcement Standards Board, March 2007.

## CHEMICAL AGENT USE

Officers shall discharge chemical agents only in a manner as prescribed by the Chief of Police through MPD training.

## ELECTRONIC CONTROL DEVICE USE

1. An approved electronic control device (ECD) may only be utilized by officers that have successfully completed training in its use. Deployment and use of the electronic control devices will be in accordance with MPD training and procedure.
2. In cases where a subject is believed to be armed with a dangerous weapon, an ECD is not a substitute for deadly force. In such situations, ~~unless circumstances dictate otherwise,~~ an officer should not arm him or herself with an ECD unless another officer at the scene has the immediate ability to deliver deadly force, unless unique circumstances dictate otherwise. Officers armed with an ECD should continuously monitor and evaluate the ability of other officers present to deliver deadly force.
3. An officer may only display, present, or threaten to use an ECD if the officer reasonably believes that the potential for its authorized use exists. Furthermore, an officer may do so absent deadly force coverage if they reasonably believe the involved person is not armed with a dangerous weapon.
4. An ECD may only be used under the following circumstances:
  - a. To overcome violent or assaultive behavior or its threat **if when** the officer reasonably believes that the subject poses an articulable threat of harm to an officer or to another person.
  - b. To control persons in order to prevent them from harming themselves or others.
5. Use of an ECD under the following circumstances is prohibited, unless exigent circumstances are present:
  - a. Against handcuffed subjects.
  - b. Against subjects fleeing on foot.
  - c. Against subjects in an elevated position where a fall is likely to result in significant injury.
  - d. Against subjects operating a motor vehicle.
  - e. Against small children.
  - f. Against a subject who is visibly pregnant or known to be pregnant.
  - g. Against elderly subjects.
  - h. From a moving vehicle.
6. The ECD will not be used under the following circumstances:
  - a. For coercion or intimidation.
  - b. To escort or prod subjects.
  - c. To awaken unconscious or intoxicated subjects.
  - d. Against subjects who are offering only passive resistance.
7. ECD probes may not be intentionally fired at the face, head, neck or groin, unless the use of deadly force would be justified.
8. Multiple, extended or simultaneous ECD applications against a single individual are generally not recommended, and should be avoided unless the officer reasonably believes that the need to control the subject or unavailability of alternative force options outweighs the potential risk posed by multiple, extended or simultaneous applications.
9. Officers shall ~~assess~~ ~~evaluate~~ all subjects against whom an ECD has been deployed. The subject shall be ~~medically~~ evaluated **by medical personnel** if:
  - a. The subject requests medical treatment.
  - b. The subject displays an adverse reaction to the ECD deployment.
  - c. The subject has been exposed to more than one ECD simultaneously.
  - d. The subject has been exposed to three (3) or more ECD firing cycles; or one continuous firing cycle of fifteen (15) seconds or more.
10. If the ECD probes have penetrated the skin in a sensitive area (head, neck, groin or breast **of a female**) the subject will be conveyed to an emergency room for removal. If the probes are embedded in non-sensitive areas, a trained officer may remove them.

11. Removing the air cartridge to deploy an ECD in the drive-stun mode is not authorized as a primary ECD deployment technique.

### BATON USE

1. A baton may be used when an officer reasonably believes a lesser degree of force would be insufficient to control the situation.
2. An officer shall never intentionally strike a person's head with a baton unless such an action is justified under the use of deadly force.
3. Officers shall only use MPD-approved batons and techniques.
4. MPD-approved batons are the only authorized impact weapons. Flashlights, radios, firearms, etc., are not recommended as impact weapons; however, the MPD recognizes that emergency self-defense situations involving other objects and instruments may occur.

### IMPACT PROJECTILES

1. Impact projectile weapons may only be utilized by officers that have successfully completed training in their use. Deployment of impact projectiles will be in accordance with MPD training.
2. In cases where a subject is believed to be armed with a dangerous weapon, an impact projectile weapon is not a substitute for deadly force. Unless circumstances dictate otherwise, an officer should not arm him or herself with an impact projectile weapon unless another officer at the scene has the immediate ability to deliver deadly force. Officers armed with impact projectile weapons should continuously monitor and evaluate the ability of other officers present to deliver deadly force.
3. It is the responsibility of the officer arming him or herself with an impact projectile weapon to ensure that the weapon is loaded with impact projectiles each time the weapon is deployed.
4. ~~Like any use of force, deployment of impact projectiles must be evaluated using the criteria in this.~~ Deployment of impact projectiles at non-vital areas is considered non-deadly force. Impact projectiles may only be used under the following circumstances:
  - a. To overcome violent or assaultive behavior or its threat **when if** the officer reasonably believes that the subject poses an articulable threat of harm to an officer or to another person.
  - b. To control persons in order to prevent them from harming themselves or others.Additionally, an officer must reasonably believe that a lesser degree of force would be insufficient to control the situation, or that it is necessary to deliver force at a safe distance from the **suspect/**subject.
5. The intentional deployment of impact projectiles at the face, head or neck is considered deadly force.
6. All persons taken into custody who have been struck with an impact projectile will be conveyed to an emergency room for medical clearance.
7. The investigative requirements of the Use of Deadly Force SOP will be followed only if deployment of an impact projectile results in death or great bodily harm.
8. Absent an imminent risk of harm to officers or citizens, impact projectiles will not be used in crowd control situations. Impact projectiles will not be used to move or disperse crowds.
9. Impact projectiles may be deployed in other jurisdictions pursuant to a mutual aid request. In the event that an individual struck with an impact projectile is taken into custody by another agency, officers from that agency shall be notified of the need for medical treatment.

### CANINE USE

See MPD SOP on Canine Use.

### USE OF RESTRAINING DEVICES

1. Officers shall place handcuffs on any individual in custody when the officer reasonably believes the individual may become violent, attempt to escape, or pose a danger to self or others. It is

mandatory that all persons who have aggressively resisted or attacked another person be placed in handcuffs.

2. Officers shall apply handcuffs in a manner prescribed by the Chief of Police through MPD training.
3. When handcuffs prove to be insufficient in restraining an individual (e.g., kicking, attempting to flee, etc.), officers may employ the use of additional MPD-approved restraining devices.
4. In an emergency situation when a MPD-approved restraining device is not available, the MPD recognizes that alternative devices may have to be employed. In such situations, approved devices should be substituted as soon as reasonably practicable.
5. Individuals who are placed in a maximum restraint position should be continuously monitored for breathing and circulation.

### USE OF SPIT HOODS

1. A spit hood is a temporary protective device, which may be used on persons that display behavior or threatening behavior that pose a hazard of exposure to bodily fluids transmitted by spitting, wiping blood from their face/head, or wiping/blowing nasal discharges at or onto officers.
2. Officers should use only MPD-approved spit hoods. In an emergency situation if not readily available, officers may utilize other breathable items, such as pillowcases, surgical masks, etc.
3. Officers shall apply the spit hood in accordance with MPD training.
4. Persons wearing the spit hood must be closely monitored and shall not be left unattended.
5. Officers shall document the use of the spit hood including the circumstances requiring its use in their report of the incident. A copy of the report shall be routed to Training.

### USE OF FORCE REPORTING REQUIRED

Any officer who uses physical force, or any of the following enumerated weapons, items or devices against another person, shall complete an original or supplementary report on the incident involved:

1. Firearms
2. Baton or Less Lethal Impact Munitions
3. Chemical Agents, including OC spray, or Electronic Control Devices
4. Handcuffs or Other Restraining Devices, including hobble restraints, spit hoods, etc.
5. Physical force, including focused and diffused strikes, pressure points, escort holds, decentralization techniques, holding or grabbing of subjects, etc.

The report shall specifically note the totality of the circumstances necessitating force and the manner of force employed.

### DUTY TO INTERCEDE

Any officer present and observing another officer using excessive force, or engaged in unlawful conduct, or in violation of the Madison Police Department's Code of Conduct has an affirmative obligation to intercede and report.

### AFTERCARE

Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical attention. Any time recordable force (takedowns, active countermeasures, OC spray, impact weapons, hobble restraints, less lethal projectiles, ECD deployments, K9 apprehensions) is used officers will affirmatively ask the subject against whom the force has been used if he/she wants medical treatment.

## USE OF FORCE REVIEW AND INVESTIGATIONS

All instances of the use of non-deadly force shall be reviewed for compliance with MPD procedure by an appropriate supervisor. Anytime a commissioned employee uses recordable force during an incident, the force must be documented in the MPD use of force database.

In cases where a complaint is filed pertaining to an officer's use of non-deadly force, the Professional Standards and Internal Affairs Unit (PSIA) has the primary responsibility for coordinating the internal investigation to ensure compliance with the MPD Use of Non-Deadly Force SOP.

If necessary, as part of the District's or PSIA's internal investigation, members from the Personnel and Training Team who are certified WI Defensive and Arrest Tactics (DAAT) instructors can be consulted to determine findings and forward their conclusions to the appropriate source requesting assistance.

Original SOP: 03/23/2015  
(Revised: 05/26/2016, 07/10/2017, 12/06/2017, 03/01/2019)  
(Reviewed Only: 12/22/2016)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Notification of Commanding Officers

Eff. Date ~~05/02/2018~~ 01/17/2019

**Purpose**

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

**Required Notification of Commanding Officers**

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

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

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

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

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

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

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

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

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

**NOTE:** There may be circumstances involving crimes other than those already specified, which because of the complexity, on-going crime pattern, etc. (examples: counterfeit rings, business burglaries, armed robberies) warrant the immediate involvement of detectives. A call to the On-Call Detective Lieutenant is appropriate in these instances. **When in doubt**, a call to consult with the On-Call Detective Lieutenant should be made. The on-call contact number is 243-0544.

## CONTACTING THE FORENSIC SERVICES UNIT LIUETENANT

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

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

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

## CALL-IN PROCEDURE FOR DETECTIVES, SWAT, SET

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

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

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

## NOTIFICATION OF MPPOA/AMPS PRESIDENT

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

## INFORMATION CONSIDERATIONS PRIOR TO CALLING ON-CALL DETECTIVE LIEUTENANT

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

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

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

Original SOP: 02/25/2015

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



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
**Restricted Duty**  
**(Temporary Transitional Assignments)**



Eff. Date ~~12/11/2017~~ 01/14/2019

## Purpose

The purpose of this Standard Operating Procedure (SOP) is to clarify expectations related to temporary transitional assignments, also referred to as “restricted/light-duty status.” This SOP applies to both commissioned and civilian personnel. The City and the Madison Police Department (MPD) recognize that this process affords mutual benefit to both the organization and affected employees. However, it is expected that the MPD properly manage this process. Therefore, the MPD has established the following restricted/“light-duty” procedure.

Restricted duty is intended to provide a temporary assignment to an employee who is unable to perform their essential job tasks due to a temporary injury, illness or other condition. Frequent reoccurrence of the same medical condition is not considered “temporary.”

Providing a temporary restricted duty assignment to an employee is contingent upon the ability of the employee to perform meaningful work for the Department within their medical restrictions. Nothing in this SOP imposes a duty on the Department to provide a temporary restricted duty assignment for any employee.

The City of Madison also offers relief for ill or injured employees beyond the restricted duty process (APM 2-7). In addition to protections under Federal and State law related to the Family Medical Leave Act (FMLA), the City also offers support through temporary (APM 2-31) and extended medical leave provisions (APM 2-45), employee donated leave (APM 2-30) and wage insurance (Hartford Insurance Company).

## Procedure

### NOTIFICATION/DOCUMENTATION

All commissioned and civilian personnel, regardless of rank or position, are subject to this process. If restricted/light-duty status is either anticipated or requested it must be approved by the Lieutenant of Personnel before the employee returns to the workplace in a restricted duty capacity.

#### Duty Related Injury

All personnel are required to notify a supervisor, commander, civilian manager or MPD’s Officer in Charge immediately, if injured while on duty. The Lieutenant of Personnel shall be notified as soon as practical. The employee and their supervisor must complete a Worker’s Compensation Accident Report form and forward it same to PD Medical immediately. Worker’s Compensation Accident Report forms are available at:

- [www.cityofmadison.com/finance/documents/WC-1page1.pdf](http://www.cityofmadison.com/finance/documents/WC-1page1.pdf)
- [www.cityofmadison.com/finance/documents/WC-1page2.pdf](http://www.cityofmadison.com/finance/documents/WC-1page2.pdf)

Proper documentation must be submitted to PD Medical which will include all of the following:

- Worker’s Compensation Accident Report form
- Medical Status Report form (<http://www.cityofmadison.com/finance/documents/WC-MedStat.pdf>) completed by the employee’s medical provider, to include:
  - The nature of any physical/medical restrictions (e.g., can’t bend, lift, push/pull, stand, or work full shifts, etc).
  - The approximate length of time that the employee may require restricted/light-duty status.
  - When appropriate, a date on which an employee may return to their regular, unrestricted duties.

A Medical Status Report form must be completed by a medical provider for every medical appointment that results from a duty injury.

### **Non-Duty Injury, Illness or Medical Restrictions**

All commissioned employees must be in physical and mental condition to deploy for emergency field deployments, and be able to complete any and all assigned duties. When an employee has an issue that precludes full participation in any assigned duties or operational readiness, the employee should notify the Lieutenant of Personnel (HT-LT) before returning to work. Although an employee is not required to identify the nature of a non work-related medical condition or illness, if restricted/light-duty status is either anticipated or requested it must be approved by the Lieutenant of Personnel before the employee returns to the workplace. The employee is not required to identify the nature of a non duty-related medical condition or illness.

Documentation must be submitted to [PD Medical](#), which will include a medical note from your provider that indicates any physical/medical restrictions or limitations (e.g., can't bend, lift, push/pull, stand, or work full shifts, etc).

Medical documentation is required for any change in the employee's work restrictions or status. To remain on restricted duty status, the employee's medical documentation must have dates that reflect the specific timeframes requested for restricted duty. Failure to have proper documentation may result in the employee's restricted duty status request being denied or revoked. Employees should provide the Department with as much advance notice as possible when they are undergoing a planned medical procedure. The Personnel Lieutenant will direct the restricted duty assignment and placement. Consistent with City APM 2-7, the Personnel Lieutenant shall exercise judgment and diligence in determining whether it is cost-effective and feasible to establish temporary transitional assignments for workers who are temporarily unable to perform their usual and customary assignments due to non-work-related medical restrictions. In making this determination, they shall consider such factors as availability of work at (or approximating) the level of the employee's current classification, the duration of the assignment, and the overall impact on the organization. This is required as the Lieutenant of Personnel is tasked to review, approve and manage all light-duty requests (work and non work-related), as well as notify the Captain of Centralized Patrol Services of potential patrol staffing impacts. In the absence of the Lieutenant of Personnel, the Captain of Centralized Patrol Services serves as an alternate contact and resource for restricted/light-duty matters. All restricted or full duty status requests must be pre-approved by the Lieutenant of Personnel or the Captain of Centralized Patrol Services before the employee can return to work in a restricted or full duty capacity.

Before any restricted/light-duty request can be considered, proper documentation must be submitted to [PD Medical](#) which will include some or all of the following:

- Worker's Compensation Accident Report form (if applicable)
- Medical Status Report form (<http://www.cityofmadison.com/finance/documents/WC-MedStat.pdf>) completed by the employee's medical provider, to include:
  - The nature of any physical/medical restrictions (e.g., can't bend, lift, push/pull, stand, or work full shifts, etc).
  - The approximate length of time that the employee may require restricted/light-duty status.
  - When appropriate, a date on which an employee may return to their regular, unrestricted duties.

A Medical Status Report form must be completed by a medical provider for every work-related injury requiring a medical appointment. Medical documentation for non work-related conditions or illnesses is required when there is a change in the employee's work restrictions as they relate to the employee's work status. To remain on restricted duty status, the employee's medical documentation must have dates that reflect the specific timeframes that restricted duty status is requested for. Please note that specific medical/physical restrictions are required by City APM 2-7. Failure to have proper documentation may result in the employee's restricted duty status request either being denied or revoked.

Medical Status Report forms are also required for non-duty related requests.

### **Transmittal of Medical Documentation**

Both work and non-work related medical documentation is to be forwarded to [PD Medical](#) by either e-mail or via a secure fax line at (608) 261-9963. It is preferred that medical documentation is sent electronically.

Employees may take a photo of the medical document and e-mail it directly to [PD Medical](#). Medical documentation should never be sent to, or copied by, the employee's supervisor, commander or manager.

An employee will not be allowed to return to work in a restricted/light-duty status or allowed to return to work in a full duty or unrestricted status until appropriate medical documentation is received, reviewed and approved by the Lieutenant of Personnel or the Captain of Personnel and Training.

## REVIEW AND APPROVAL PROCESS OF REQUEST FOR RESTRICTED DUTY

Once received, the Lieutenant of Personnel will review the medical/physical restrictions identified in the medical provider documentation, and will determine if the employee will be approved for restricted/light-duty status. The Lieutenant of Personnel will then notify the affected employee by phone or e-mail as to the status of their restricted/light-duty request. The employee's supervisor, commander or manager will also be notified that the employee will be in a restricted duty status.

### Responsibility of the Employee

All employees shall adhere to the medical restrictions that are identified by their medical provider. Employees may be allowed to operate an unmarked City vehicle for work-related purposes only, provided their doctor has not restricted the employee's ability to drive. Employees are not allowed to come to work if using prescription narcotics that cause impairment or if using medication that causes impairment. Commissioned employees will not be allowed to carry a firearm on duty while on restricted/light-duty status unless pre-approved by the Lieutenant of Personnel or the Captain of Personnel and Training Centralized Patrol Services. Such approvals may be made when there are threats made to the officer or in circumstances where there is a heightened risk of threat to law enforcement. However, exceptions cannot be approved when the officer has an injury that inhibits the safe use of a firearm. If approved, the officer cannot be identifiable as law enforcement personnel; and firearms are to be concealed at all times.

Please note that an employee will not be allowed to return to work in a restricted/light-duty status or allowed to return to work in a full duty or unrestricted status until appropriate medical documentation is received, reviewed and approved by the Lieutenant of Personnel or the Captain of Centralized Patrol Services. Employees must return to their normal work assignments timely, consistent with their physician's or treatment provider's recommendation and/or certification once reviewed by the Lieutenant of Personnel or the Captain of Centralized Patrol Services.

## ASSIGNMENT/SCHEDULE

The Lieutenant of Personnel shall be responsible for determining the employee's initial work assignment, schedule and shift. Priority will first be given to organizational need(s). If no larger organizational need exists, then consideration will be given to assigning the employee to their district or work unit. The Lieutenant of Personnel will determine if it is necessary to re-assign commissioned light-duty employees should a greater organizational need develop.

Commissioned employees re-assigned to restricted/light-duty status may not start earlier than the patrol 6:00 a.m. shift and no later than the patrol 3:00 p.m. shift. Commissioned employees must attend a shift within this timeframe that offers a Patrol or Detective Briefing. This guideline may be modified by a commander based on operational need and/or the employee's normal work assignment. If a commissioned employee's work shift is changed by a commander, it is the responsibility of the commander or employee to make timely notification to [PD Payroll](#) of the change as shift differential pay may be a consideration. Civilian employees will be afforded work assignments consistent with City [APM 2-7](#) and the Employee Benefits Handbook for General Municipal and Non-Represented Employees, subject to their specific medical work restrictions and current practice. All training/special assignments must be reviewed for approval by the Lieutenant of Personnel to assure that employees do not perform work that exceeds their medical/physical restrictions.

Any changes in work hours must be pre-approved by a commander or civilian manager. The following also applies to commissioned employees: Commissioned employees, while on restricted duty, may not take police action or otherwise engage in any action that places the employee at undue risk, wear military-style uniforms,

display badges, carry firearms, or operate marked police vehicles without authorization by the Lieutenant of Personnel or in his/her absence, the Captain of Personnel and Training.

- While on duty, commissioned employees may not take police action or otherwise engage in any action that places the employee at undue risk, wear military-style uniforms, display badges, carry firearms, or operate marked police vehicles without authorization by the Lieutenant of Personnel or in his/her absence, the Captain of Personnel and Training Centralized Patrol Services.
- If a firearms qualification or any mandatory training is missed by a commissioned employee while on light duty, the employee is required to arrange a mutually agreeable time with a member of the Training Team in order to successfully complete the qualification course or the required training before returning to full duty. Exceptions can be considered by the Captain of Training or his/her designee.

## RETURN TO FULL DUTY ASSIGNMENT

In order to return from restricted duty to a full unrestricted duty status, medical clearance paperwork needs to be reviewed. For work related injuries the employee must submit the *Medical Status Report Form*. For non-work/duty related injuries, the employee must submit a note from a qualified doctor/physician indicating that the employee can return to work and perform all required duties. The Lieutenant of Personnel must review the medical documentation and approve the return to duty before the employee may return to a full duty status.

In the absence of the Lieutenant of Personnel, the Captain of Personnel and Training serves as an alternate contact and resource for restricted/light-duty.

If a commissioned employee while on light duty missed a firearms qualification or any mandatory training, the employee is required to contact the Training Team sergeant for post-academy training in order review training needs, and schedule a training officer to address the deficiencies in training. All training requirements are to be fulfilled before a return to full duty. Exceptions can be considered by the Captain of Training or his/her designee.

## ADDITIONAL REQUIREMENTS

- Employees who will likely request restricted/light duty status for more than two weeks, for non-duty related illnesses or injuries, may be required to submit FMLA paperwork. In addition, employees that are or will be approved for non-duty related restricted/light duty status for two months or more, will be required to have their medical provider update the status of their physical/medical restrictions when their restrictions change. A new Medical Status Report (with specific physical restrictions) is to be submitted to the Lieutenant of Personnel. In all circumstances, an updated Medical Status Report must be submitted periodically (generally every two months) that the employee remains in a temporary restricted duty assignment. Medical progress reports are not initially required for employees in a temporary restricted duty assignment due to pregnancy. A medical note requesting restricted duty from the pregnant employee's provider is required to process this request. For further details, please refer to the Maternity Duty SOP.

Employees who will likely request restricted/light duty status for more than two weeks, for non-duty related illnesses or injuries, may be required to submit FMLA paperwork. In addition, employees that are or will be approved for non-duty related restricted/light duty status for two months or more, will be required to have their medical provider update the status of their physical/medical restrictions when their restrictions change. A new Medical Status Report (with specific physical restrictions) is to be submitted to the Lieutenant of Personnel. In all circumstances, an updated Medical Status Report must be submitted periodically (generally every two months) that the employee remains in a temporary restricted duty assignment. Medical progress reports are not initially required for employees in a temporary restricted duty assignment due to pregnancy. A medical note requesting restricted duty from the pregnant employee's provider is required to process this request. For further details, please refer to the Maternity Duty SOP.

- Temporary restricted duty assignments are limited to eight (8) months (35 weeks total). On a case by case basis the Chief may approve an extension of four (4) months (17 additional weeks), not to exceed twelve (12) total months (52 weeks).
- Temporary restricted duty assignments are only available if it appears the employee will be able to return to his/her original position (with an ability to perform the essential job tasks of the position). If the employee's medical provider determines that the employee is no longer making progress towards unrestricted or full-duty status, the temporary restricted duty assignment will be discontinued and the employee will be placed on appropriate leave status pursuant to City APM's and guidelines.
- If the department does not receive the required updated Medical Status Reports in a reasonable timeframe the temporary restricted duty assignment will be discontinued and the employee will be placed on appropriate leave status.
- The length of an employee's non-duty restricted duty status will be measured by allotment, to include the time period where any extensions to the initial allotment are granted. This means that once an employee is approved for restricted duty status, their allotment will commence, to include re-occurrences of the same illness/injury, or any additional injuries/illnesses that may occur within the same timeframe. This provision will not interfere with or supersede any requirements mandated in APM 2-45. Any leave taken during the period that the employee is in restricted duty status will not extend the employee's restricted duty allotment.

Assignments filled by restricted/light duty personnel are to be temporary, and will not become, permanent positions.

## TELESTAFF

There are additional administrative guidelines that need to be followed daily while an employee is on restricted/light-duty status:

- It is important that the affected employee's Telestaff calendar reflects the actual time worked by using either the appropriate "Light Duty: Non-Duty Related" or the "Light Duty: Workers Comp" work code. Never add an Adjust Work Hours work code.
- Employees are required to also use Telestaff to document the work they perform. To accomplish this, employees will have to "edit" their Light Duty Work Codes while on restricted/light duty status. Employees are required to fill-in the Detail Code with their assignment location. In the Note Field, employees are to type in a brief reference to the work they did that day.

## AUDIT/COMPLIANCE VERIFICATION

- Once approved for restricted/light duty status, employees may be required to have an initial meeting with the Lieutenant of Personnel. For extended light duty requests, monthly meetings will occur. This is mandatory. The purpose of these meetings is to relay expectations and assure compliance with this SOP and intended purpose of City APM 2-7. It is also an opportunity to discuss the ongoing needs of the employee where FMLA and other City APM's may afford the employee additional benefits and assistance.
- Supervisors/commanders of the work units where employees are physically assigned are responsible for auditing the work that their restricted duty employees are performing to assure that meaningful work is being accomplished, consistent with City APM 2-7. This audit process includes verifying that the employee's daily Telestaff record is accurate.
- When a work unit does not have meaningful work, the Lieutenant of Personnel is to be contacted. The Lieutenant of Personnel will determine whether there is meaningful work in a different unit and will reassign the employee as appropriate.

- Should an employee be approved for an extended period in a restricted/light duty status, the employee may be moved from their current work unit and reassigned. The purpose of this reassignment is to avoid creating a permanent restricted/light duty position.

Original SOP: 04/17/2015

(Revised: 10/22/2015, 03/04/2016, 01/13/2017, 09/06/2017, 12/11/2017, 1/14/2019)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Robberies in Progress and Silent Robbery Alarms**

Eff. Date 11/15/2016

**Purpose**

All robbery in progress reports or robbery alarms will be treated as robberies in progress until such time as an officer is able to positively determine otherwise. Procedures are intended to reduce risk to officers, business employees, and bystanders, and to enhance the probability of making a safe apprehension while minimizing the potential for development of a hostage situation.

**Procedure**

**DEFINITION OF ALARM TYPES**

Robbery in progress calls and alarms fall into three categories:

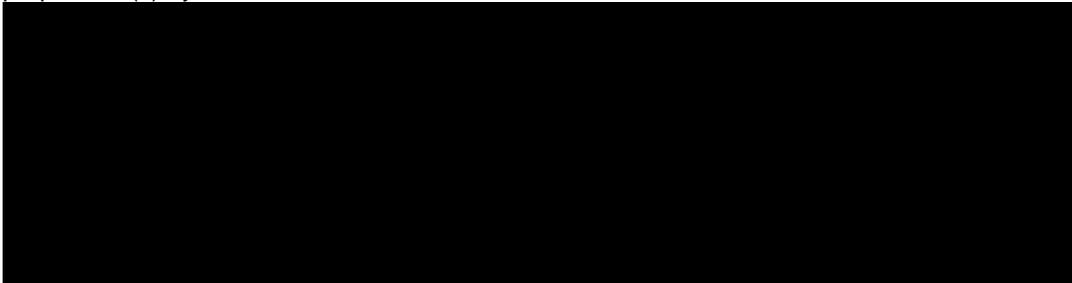
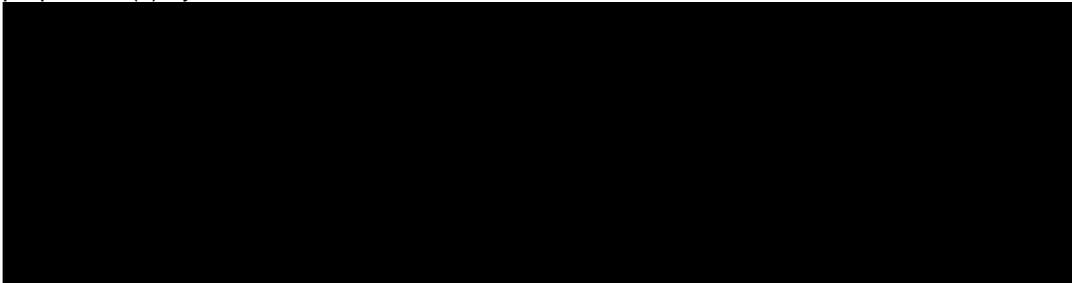
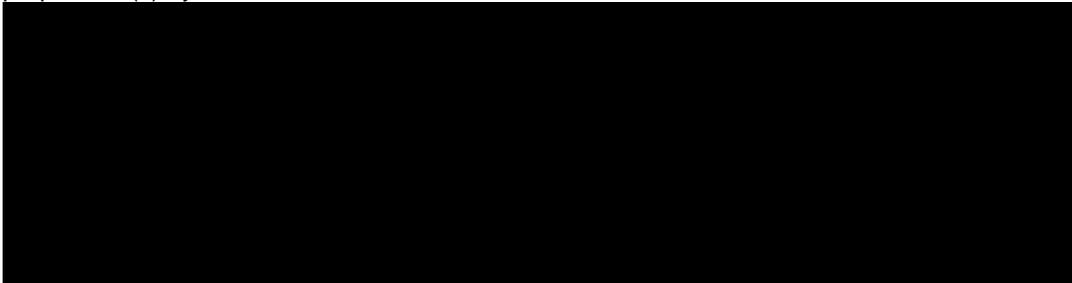
1. An off-site alarm company advises Dispatch of an alarm.
2. A personal call by a victim or witness to Dispatch that a robbery has occurred and suspects are presumed to have left.
3. A personal call by a victim or witness to Dispatch that a robbery is in progress with suspects at the scene.

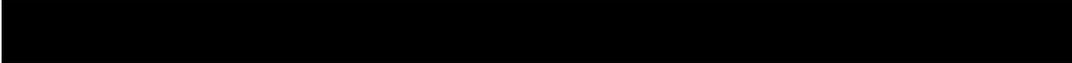
**COMMUNICATIONS CENTER STAFF**

1. The dispatcher will broadcast information regarding an armed robbery on all police patrol channels after activating the Alert Tone.
2. The dispatcher will send a minimum of two units to reported robberies in progress/alarms calls and will, when appropriate, assign a separate frequency for tactical deployment.
3. In the event of an alarm only, the dispatcher will immediately attempt to contact an on-site person.
4. Upon receiving a report that an armed robbery has or is occurring, the dispatcher will obtain as much of the following information as possible:
  - a. Last known location of the suspect(s)
  - b. Address and name of business involved
  - c. Physical description of suspect(s)
  - d. Weapon involved (type and number)
  - e. Mode of escape
  - f. Vehicle involved
  - g. Direction of travel

**RESPONDING OFFICERS**

1. Responding officers will proceed to the location as quickly and safely as possible and avoid alerting the perpetrator(s) by visual or audible means.

2. 
3. 
4. 

- 
5. The primary officer and backup officers shall immediately contact the witness/victim at the scene and obtain a detailed description of the suspect(s). The backup officers shall protect the crime scene and shall be responsible for directing all non-committed personnel to search areas/perimeters until relieved by a field supervisor or commanding officer and for preserving the physical scene.

#### **RESPONSE BY PLAINCLOTHES PERSONNEL**

1. Plainclothes personnel may respond to robbery alarms and reports of robberies in progress after informing the dispatcher of their response on the tactical channel for the incident. They must advise they are in plainclothes, along with a description of their clothing.
2. If plainclothes personnel are the first to arrive on the scene, they shall take a perimeter post and take direction from the Officer-in-Charge of the scene.
3. All movement of plainclothes personnel within the perimeter of a robbery will be coordinated with the uniformed personnel on the scene.
4. If a robbery occurs during Detective Team off-duty hours, or when a Detective is not available, the Patrol Lieutenant or designee shall refer to current Detective Team notification directive.

#### **FALSE ALARMS**

1. If Dispatch receives information that the alarm is false, the responding officers will immediately be notified. If the dispatcher feels the information is suspicious, this will be relayed to the responding officers.
2. Upon notification of a possible false alarm, the responding officers will modify their response from a silent, emergency response to a routine response. The responding officers will visually determine if the scene appears safe. Dispatch will instruct an employee to exit the building and contact an officer on the scene. After such contact, officers should cautiously enter the building and confirm the alarm was false.

#### **POLICE ARRIVAL AFTER A ROBBERY**

1. If the dispatcher is notified that the suspect(s) left prior to arrival of officers, he/she shall obtain pertinent information and instruct the employee to meet officers outside. Officers shall proceed with caution in verifying information as outlined above.
2. A complete investigation shall follow.
3. If a Detective is not available or off duty, the Patrol Lieutenant or designee shall refer to the current Detective Team call-back directive.
4. The above procedure will be followed when it is assumed that the suspect is such a distance from the scene as to pose no further threat to the victim.
5. A description of suspect(s) and vehicle(s) and the estimated time lapse should be broadcast to all responding and district units as soon as possible.

#### **HOSTAGE SITUATIONS**



Original SOP: 02/25/2015  
(Reviewed Only: 01/22/2016, 12/26/2017, 01/30/2019)  
(Revised: 11/15/2016)