



Professional Standards and Internal Affairs

Lieutenant Angela Kamoske

Sergeant Kim Alan



How do I file an complaint?

- MPD Website
- Traditional Mail
- Officer In Charge
- Walk-In to District Station
- Street Supervisor
- Call PSIA directly
- All MPD employees are required to accept a complaint

**Anyone can file a complaint as long as they were involved, or a direct witness. Parents or guardians can file complaints on behalf of minors.*



What do you investigate officers for?

- Code of Conduct
- Standard Operating Procedures (SOP)
- City Administrative Procedure Memoranda (APM)

Criminal Investigations are NOT conducted by PSIA.



What happens after I make my complaint?

- The complaint is logged and a record is kept in a secure RMS, which is not part of the department RMS
- A determination is made on who will conduct the investigation (PSIA or District)
- Investigations must be completed in 90 days
- Chief is notified of investigations and findings.
- Complainant notified of findings.



Investigation Dispositions

- Exonerated

- Occurred but was justified, lawful and within policy or in accordance with training

- Unfounded

- Conclusive finding that the incident complained about did not occur, or the individual named was not involved

- Not Sustained

- Insufficient evidence to clearly prove or disprove the allegation

- Sustained

- Evidence gathered to clearly prove the allegation



What happens if the investigation shows the officer did something wrong?

- Complaint Sanctions
 - Verbal Counseling
 - Documented Counseling
 - Letter of Reprimand (1st level of formal discipline)
 - Suspension
 - Demotion
 - Separation of Service

**Work rules and/or remedial training can be ordered in conjunction with any or the above*



Discipline Matrix

Sanction Categories

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



Discipline Matrix

Discipline Matrix

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



Administration of Discipline

Chief's Role

Reviews all investigations

Discusses employee history with employee's commander

Makes final disciplinary decision





Madison compared to...

(Population 269,840)

- **St. Paul, MN** (Population 304,547)
 - One Senior Commander (equal to our Captain)
 - Three Sergeants
- **Greensboro, NC** (Population 291,303)
 - One Captain
 - One Lieutenant
 - Seven Sergeants
 - One Administrative Support
- **Boise, ID** (Population 235,684)
 - One Captain
 - 2 Civilian Investigators
 - 1 Administrative Support

- **Des Moines, IA** (Population 214,733)
 - One Captain
 - One Lieutenant
 - Two Sergeants



Contact Information

Lieutenant Angela Kamoske

608-266-6502

Akamoske@cityofmadison.com

Sergeant Kim Alan

608-266-4590

Kalan@cityofmadison.com