CITY OF MADISON

INTER-DEPARTMENTAL

CORRESPONDENCE

DATE: February 7, 2024

TO: All Alders

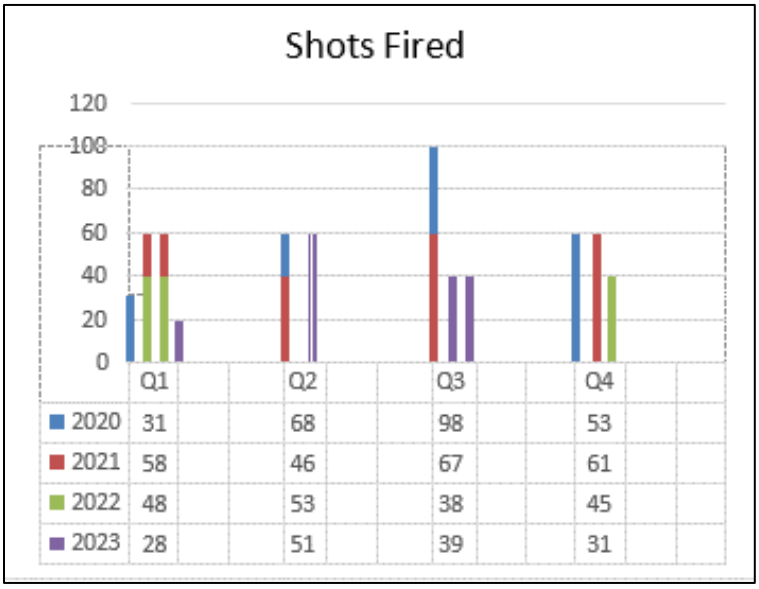
FROM: Shon F. Barnes, Chief of Police

SUBJECT: Quarterly Report

This document provides an update on selected MPD topics for the fourth quarter (October, November, and December) of 2023. **Please consider the data included in this update as preliminary and subject to modification.**

Significant Incident Types

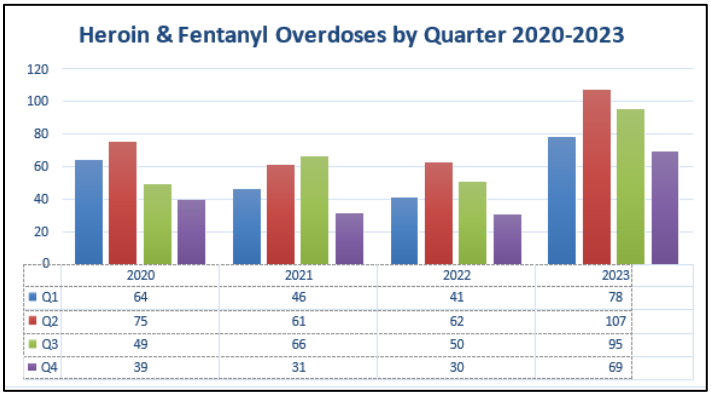
Shots Fired – there were thirty-one (31) shots fired incidents in the City from October 1st through December 31st (2023). This is a **31% decrease** from the fourth quarter of 2022 where there were forty-five (45) shots fired incidents. The 3-year average (4th quarter) of shots fired incidents is fifty-three (53). The thirty-one (31) shots fired in Quarter 4 of this year is a **42% decrease** over the previous 3-year average.



	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
Property Damage	5	19	9	10	43
Subjects Struck by Gunfire*	1	7	11	5	24
Accidental Discharge	1	3	1	0	5
Self-Inflicted (intentional)	3	1	2	2	8
Casings Recovered	71	100	152	101	424

*Excludes accidental discharge & self-inflicted

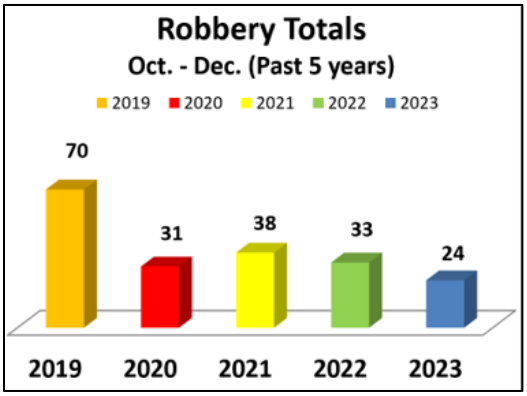
Heroin Overdoses – MPD responded to sixty-nine (69) known heroin overdoses during the fourth quarter of 2023. This is a **130% increase** from the fourth quarter of 2022 where we responded to thirty (30) known heroin overdoses. The 3-year average (4th quarter) of known heroin overdoses is thirty-three (33). The sixty-nine (69) known overdoses in Quarter 4 of this year is a **107% increase** over the previous 3-year average. Note that these figures refer to known overdoses…it is likely that many overdoses are occurring without any report to MPD or MFD.



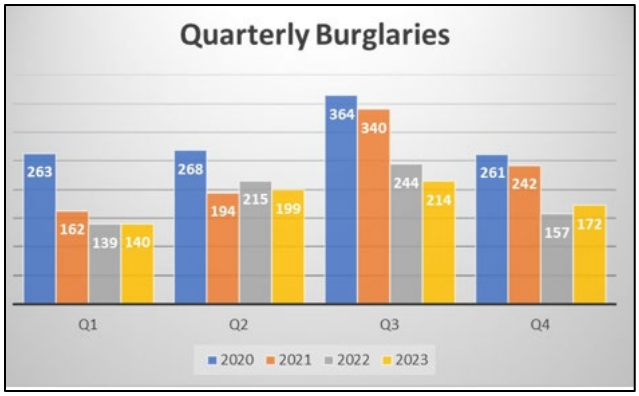
	2020	2021	2022	2023
Q1	64	46	41	78
Q2	75	61	62	107
Q3	49	66	50	95
Q4	39	31	30	69

There were ten (10) suspected overdose deaths during the fourth quarter of 2023. This is an **11% increase** from the fourth quarter of 2022 where there were seven (7) overdose deaths. The 3-year average (4th quarter) of overdose deaths is seven (7). The ten (10) suspected overdose deaths in Quarter 4 of this year is an **58% increase** the previous 3-year average. [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

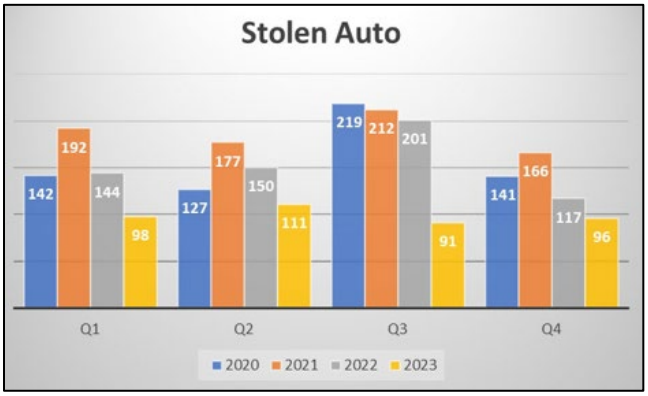
Robberies – Twenty-four (24) robberies occurred in the City during the fourth quarter of 2023. This is a **27% decrease** from the 4th quarter of 2022 where there were thirty-three (33) robberies. The 3-year average (4th quarter) of robberies is thirty-four (34). The twenty-four (24) robberies in Quarter 4 of this year is a **29% decrease** from the previous 3-year average.



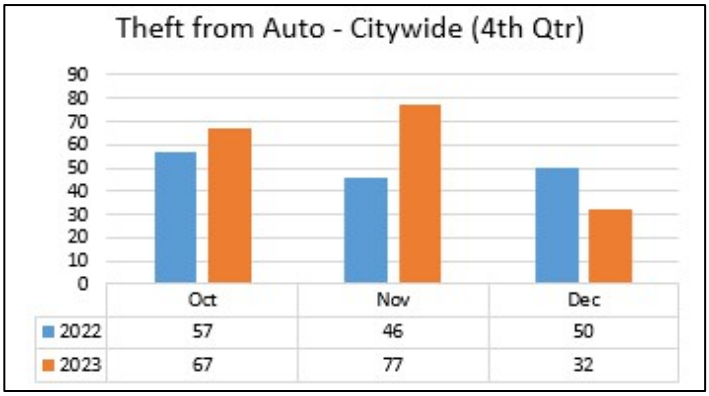
Burglaries – MPD responded to 172 burglaries during the fourth quarter of 2023. This is a **10% increase** from the fourth quarter in 2022 where we responded to 157 burglaries. The 3-year average (4th quarter) of burglaries is 220. The 172 burglaries in Quarter 4 of this year is a **22% decrease** over the previous 3-year average.



Stolen Autos – MPD investigated 96 stolen autos during the fourth quarter of 2023. This is an **18% decrease** from the fourth quarter in 2022 where we investigated 117 reports of stolen autos. The 3-year average (4th quarter) of stolen autos is 141. The 96 stolen autos in Quarter 4 of this year is a **32% decrease** over the previous 3-year average.



Thefts from Vehicles – MPD investigated 176 thefts from vehicles during the fourth quarter of 2023. This is a **15% increase** from the fourth quarter in 2022 where we received 153 reports of thefts from vehicles. The 3-year average (4th quarter) of thefts from vehicles is 288. The 176 thefts from vehicles in Quarter 4 of this year is a **39% decrease** over the previous 3-year average.



Arrest Data

Fourth quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1,525	1,720	1,733	1,689	6,667	71.56%
Female	507	744	730	659	2,640	28.4%
Unknown	0	0	1	0	1	0.0%
Total	**2,032**	**2,464**	**2,464**	**2,348**	**9,308**	**100.0%**

Race	Q1	Q2	Q3	Q4	Total	%
Asian	31	35	29	45	140	1.5%
African-American	990	1,006	1,135	1,016	4,147	44.6%
Native American	11	8	11	7	37	0.4%
Other	66	89	83	60	298	3.2%
Caucasian	934	1,326	1,206	1,220	4,686	50.3%
Total	**2,032**	**2,464**	**2,464**	**2,348**	**9,308**	**100.0%**
Hispanic*	177	197	220	247	841	9.0%

*"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	4	5	15	0.1%
Arson	0	1	2	0	3	0.0%
Assault Offenses	391	418	408	449	1,666	10.8%
Bribery	0	0	0	0	0	0.0%
Burglary	54	32	33	26	145	0.9%
Counterfeiting/Forgery	4	5	8	9	26	0.2%
Damage to Property	104	136	155	115	510	3.3%
Drug/Narcotic Offenses	192	216	233	176	817	5.3%
Embezzlement	5	4	7	2	18	0.1%
Extortion	2	0	0	0	2	0.0%
Fraud Offenses	37	26	22	24	109	0.7%
Gambling Offenses	0	0	0	0	0	0.0%
Homicide Offenses	3	3	8	0	14	0.1%
Human Trafficking Offenses	0	0	0	0	0	0.0%
Kidnapping/Abduction	28	27	21	23	99	0.6%
Larceny/Theft Offenses	186	231	196	206	819	5.3%
Motor Vehicle Theft	46	50	51	36	183	1.2%
Pornography/Obscene Material	5	7	11	3	26	0.2%
Prostitution Offenses	0	0	0	1	1	0.0%
Robbery	20	20	20	10	70	0.5%
Sex Offenses, Forcible	27	22	25	27	101	0.7%
Sex Offenses, Non-Forcible	2	0	0	0	2	0.0%
Stolen Property Offenses	3	16	10	5	34	0.2%
Weapon Law Violations	61	71	63	60	255	1.6%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	0	0	3	0	3	0.0%
Curfew/Loitering/Vagrancy Violations	5	0	0	0	5	0.0%
Disorderly Conduct	643	744	816	812	3,015	19.5%
Driving Under the Influence	145	145	152	153	595	3.8%
Drunkenness	0	0	0	0	0	0.0%
Family Offenses, Nonviolent	22	36	18	14	90	0.6%
Liquor Law Violations	34	226	251	259	770	5.0%
Peeping Tom	0	1	0	0	1	0.0%
Runaway	0	0	0	0	0	0.0%
Trespass of Real Property	208	271	181	163	823	5.3%
All Other Offenses	1,255	1,381	1,331	1,292	5,259	34.0%
Total	**3,485**	**4,092**	**4,029**	**3,870**	**15,476**	**100.0%**

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

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

Comparison of 2022 to 2023 fourth quarter arrest data:

Sex	2022 (Q4)	2023 (Q4)
Male	1,380	1,689
Female	584	659
Unknown	0	0
Total	**1,964**	**2,348**

Race	2022 (Q4)	2023 (Q4)
Asian	31	45
African-American	895	1,016
Native American	13	7
Other	45	60
Caucasian	977	1,220
Total	**1,961**	**2,348**
Hispanic*	3	247

*"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 fourth quarter of 2023, MPD officers responded to 34,238 calls for service. In that time, there were eighty (80) contacts in our community in which officers used recordable force during the encounter. This means that in the 4th quarter, MPD officers used recordable force 0.23% of the time when engaging with members in our community. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	33,173	39,943	39,531	34,238	146,885
Contacts Where Force Was Used	74	94	111	80	359
% of CFS Where Force Was Used	0.22%	0.24%	0.28%	0.23%	0.24%
Force					
Decentralization/Takedown (e.g. officer pushing or pulling a subject to the ground)	51	77	79	64	271
Active Counter Measures (e.g. officer striking a subject with hand, forearm, foot or knee)	22	19	19	13	73
Taser Deployment	9	10	14	5	38
Hobble Restraints (a belt system that restricts a subject's ability to kick at officers, squad windows, etc.)	9	9	8	12	38
OC (i.e. Pepper) Spray Deployment	3	7	20	6	36
Baton Strike	0	0	0	0	0
K9 Bite	0	3	4	0	7
Firearm Discharged Toward Suspect	1	0	0	0	1
Impact Munition (firearm delivered projectile launched at a lower than normal velocity)	1	0	2	1	4
Specialty (SWAT/SET)	0	0	0	0	0

Total	**96**	**125**	**146**	**101**	**468**
Firearm Discharged to Put Down a Sick or Suffering Animal	9	21	20	14	64

*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

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

District*	Q1	Q2	Q3	Q4	Total	%
West	8	6	10	9	33	9.2%
Midtown	17	12	13	10	52	14.5%
South	7	10	7	4	28	7.8%
Central	19	30	39	26	114	31.8%
North	6	14	21	21	62	17.3%
East	16	20	20	7	63	17.5%
Out of County	0	0	0	0	0	0.0%
Within County - Assist	1	2	1	3	7	1.9%
Total	**74**	**94**	**111**	**80**	**359**	**100%**

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1st Detail (7am – 3pm)	16	15	18	14	63	17.5%
3rd Detail (3pm – 11pm)	31	36	37	35	139	38.7%
5th Detail (11pm – 7am)	27	43	56	31	157	43.7%
Total	**74**	**94**	**111**	**80**	**359**	**100.0%**

Comparison of fourth quarter 2022 with fourth quarter 2023 use of force data:

Force	2022 (Q3)	2023 (Q3)
Decentralization/Takedown	51	79
Active Counter Measures	21	19
Taser Deployment	7	14
Hobble Restraints	11	8
OC (i.e. Pepper) Spray Deployment	17	20
Baton Strike	0	0
K9 Bite	1	4
Firearm Discharged Toward Suspect	0	0
Impact Munition	4	2
Specialty (SWAT/SET)	0	0
Total	**112**	**146**

Restorative Justice Data (4th Quarter, 2023)

<table>
<tr><th>12-16 Year Old Youth Data from YWCA</th><th>17-25 Year Old Data from CRC</th></tr>
<tr><td>Total referrals issued: 49
Opted-in: 34
Opted out: 2
Neither: 4 (these referrals voided due to defendant's age or per officer)
Waiting for Opt-in/Opt-out: 9

Offenses:
• Retail Theft: 8
• Theft: 2
• Trespass: 3
• Disorderly Conduct: 15
• Damage to Property: 3
• Battery: 5
• Resist Or Obstruct: 3
• Underage Possess/Consume off Licensed Premise: 6
• Unlawful use of facsimile firearm: 4

2021 Updates (From what was resent to the Y on November 11, 2022)
* No update

2022 Updates (Cases past their 6 Month Deadline – From what was sent to the Y on January 13, 2023)
* No update</td><td>Referrals from October 1st to December 31st, 2023

Total MPD Referrals = 33

Total MPD Referrals by Offense Type = 34
*Total is more than 33 due to Clients with more than one citation.
• Direct Referrals = 0

Offenses:
<table><tr><td>Municipal - Battery</td><td>1</td></tr><tr><td>Municipal - Damage to Property</td><td>1</td></tr><tr><td>Municipal - Disorderly Conduct</td><td>21</td></tr><tr><td>Municipal - Resisting/Obstructing</td><td>2</td></tr><tr><td>Municipal - Retail Theft/Shoplifting</td><td>3</td></tr><tr><td>Municipal – Theft</td><td>2</td></tr><tr><td>Municipal – Theft from Building</td><td>2</td></tr><tr><td>Municipal – Trespassing</td><td>2</td></tr><tr><td>Total:</td><td>34</td></tr></table></td></tr>
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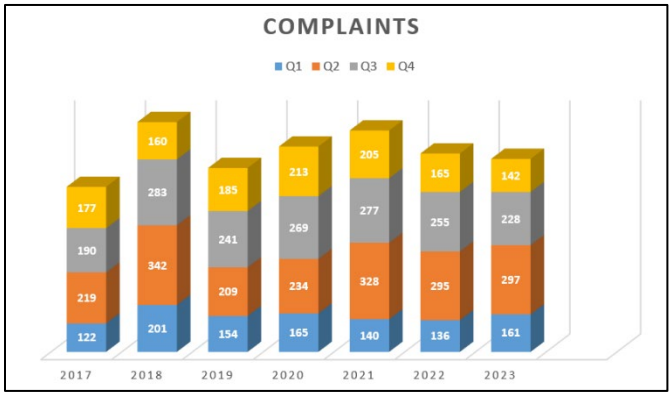
Traffic

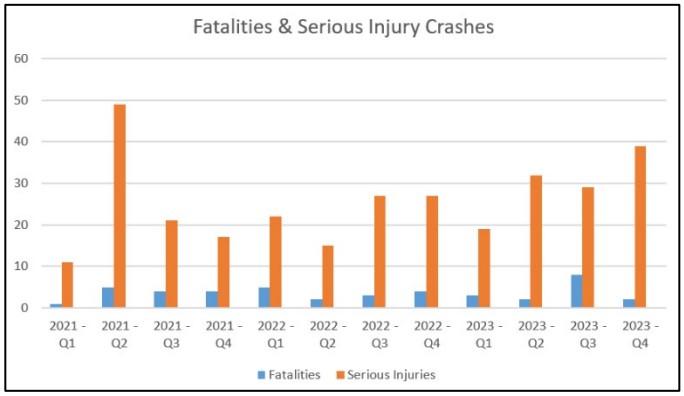
Traffic Complaints –

Community members may submit a traffic complaint or concern to the Madison Police Department by utilizing online submissions or calling the Speeder's Hotline (608-266-4822). In the 4th quarter of 2023, MPD received 142 traffic complaints.



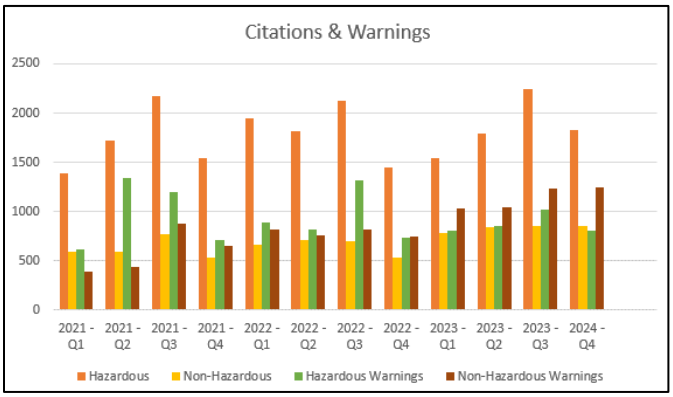
Serious/Fatal Crashes

In the 4th Quarter of 2023, MPD investigated 847 crashes that resulted in 2 fatalities, 39 serious injuries and 132 minor injuries.



Enforcement

Overall traffic citations include those issued by MPD personnel pursuant to traffic stops and crash investigations, those issued by Traffic Enforcement Safety Team (TEST) personnel, and those issued during traffic grant overtime deployments. MPD has five primary goals in traffic enforcement:



1. Focus on the High Injury Network (HIN): East Washington Avenue, the Beltline, and Mineral Point Road
2. Focus on Hazardous Moving Violations
3. De-emphasize Non-Hazardous Violations and Support Alternative Outcomes (i.e., Warnings)
4. Support School Zone Safety
5. Respond to Community Member Complaints

Training

Quarter 4 of 2023 was an especially busy time at the MPD Training Center. Fall Professional Development welcomed all commissioned members of the department for training in firearms, less-lethal, officer wellness and constitutional law. The Training Team oversaw a new promotional process for the sergeant rank to include a three-day leadership academy and promotional field training. The 2023 Pre-Service Academy Class graduated on November 16th and entered into Field Training the following week. On November 29th, seven new accelerated officers were sworn in and began a six-week academy.

SOP Updates

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

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

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

MPD did not acquire any property through DLA/LESO during the fourth quarter of 2023.

Priority/emergency call response

During the fourth quarter, there were 117 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 117 instances occurred on 76 (seventy-six) dates (some days required limited call response multiple times); this means that at some point on about 82.6% of the days during the fourth quarter MPD patrol response was limited. The 117 instances spanned about 300.1 total hours of limited call response, an average of 2.6 hours per instance. In terms of total hours during the fourth quarter, MPD patrol response was limited to emergency and priority calls about 13.6% of the time.

2023 – Fourth Quarter Promotions

Lieutenant Edward Marshall to Captain
Detective Sergeant Scott Reitmeier to Lieutenant
Detective Shawn Kelly to Detective Sergeant
Police Officer Daniel Frei to Sergeant
Police Officer Jason Baumgart to Sergeant
Police Officer Jessica Sosoka to Acting Sergeant
Police Officer Ashley Knapp to Detective
Police Officer Alexa Graham to Detective
Police Officer Bradley Frias to Detective
Police Officer Ruben Gonzalez to Detective
Police Officer Jared La Porta to Detective
Police Officer Kellen Dzick to Detective

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

https://www.cityofmadison.com/police/documents/psiaSummary2023OctDec.pdf

https://www.cityofmadison.com/police/documents/psiaRecognition2023OctDec.pdf

Updated/New SOPs for MPD: October-December 2023

Stratified Policing: 10/6/2023

Enforcement of Marijuana Laws: 10/13/2023

Departmental Awards and Recognition: 11/20/2023

Identification of MPD Employees: 11/20/2023

Requesting Additions or Changes to Approved Uniform and Equipment Lists: 11/30/2023

City-Owned Property – Use and Care: 12/1/2023

Replacement of Lost, Stolen or Damaged Equipment: 12/1/2023

Cellular Telephones – Use of: 12/11/2023

Stratified Policing Operations and Responsibilities

Eff. Date: ~~06/12/2023~~ 10/06/2023

Purpose

The purpose of this standard operating procedure is to define and illustrate the implementation of Stratified Policing, a method to address crime and disorder problems identified as immediate, short-term, and long-term patterns so they are addressed quickly and effectively by all personnel. Additionally, Stratified Policing provides a framework that clearly identifies the roles and responsibilities for all personnel in crime prevention and problem-oriented policing. Stratified Policing uses crime analysis, problem solving (see the Evidence-Based Problem-Oriented Policing SOP), evidenced-based police practices, and a structure for organization-wide accountability.

Glossary

Immediate Problems: Isolated incidents that occur and are resolved within minutes, hours, or in some cases, days. Immediate activity is broken down into two distinct categories:

> **Incidents:** Individual events to which a police officer typically responds to or discovers on patrol. Calls for service are generated by the community and the officer and are the initial indication of a potential problem. They include crime, disorder, or service related tasks such as: disturbances, robberies in progress, traffic accidents, subject stops, and traffic citations.
>
> **Significant incidents:** Individual events that are deemed more serious, thus requiring additional investigation and/or a more extensive and immediate response. They occur within minutes and hours, but might take days, weeks, or possibly months, to resolve. Significant incidents will depend on the nature of the crime.

Short-Term Problems: Incidents that occur over several days or weeks and typically require short-term (not immediate) responses. They are broken down into two distinct categories:

Repeat incidents: Two or more incidents that occurred at the same place within a 28-day period. These are non-criminal disorder activity (e.g., disturbances, barking dogs, ~~problem~~ juveniles, or traffic crashes) or interpersonal disputes and crimes between individuals who know one another (e.g., bar fights, domestic violence, drug offenses, and neighbor disputes).

Crime Patterns: A crime pattern is a group of two or more crimes that share at least one commonality such as the behavior of the offenders or victims; characteristics of the offender(s)' victims or targets; the type of property taken; or locations of occurrence. Criminal activity is typically of limited duration, and the set of related crimes is treated as one unit of analysis and is addressed through focused police efforts and tactics. There are different types of crime pattern types:

Series: A group of similar crimes committed by the same individual or a group of individuals acting in concert. Series can also be crimes that occur within a short time frame with limited suspect information, but where it appears to be committed by the same person.

Micro-Time Hot Spot: A group of similar crimes committed by one or more individuals at locations within close proximity to one another.

Other Crime Pattern Types: These are less common than series and micro-time hot spots, but should still be identified. These are crime patterns in which the suspect is not known or involve different suspects. They could be crimes committed at one specific address or type of place, or

crimes in which a unique type of property is targeted. They could also be crimes involving victims who share similar physical characteristics and/or engage in similar behavior.

~~**Long-Term Problems**~~ **Priority Areas:** Those ~~problems that occur~~ areas can exist over several months, or years and stem from opportunities created by everyday behavior and environment. Problems can consist of common disorder activity as well as serious criminal activity. Long-term problems are broken down into three distinct categories:

~~**Focal Crime Offenders**~~ **Priority Individuals:** An individual who is suspected of recently committing a focal crime.

~~**Problem Locations**~~ **Priority Address(es):** Addresses or places at which there is a concentration of crime or problematic activity.

~~**Problem Areas**~~ **Pattern:** Small areas with a disproportionate amount of crime or disorder activity that is related (also called hot spots).

Procedure

The Stratified Policing Model distinguishes among different types of problems for which crime reduction strategies are implemented. By separating and distinguishing the types of problems, different personnel carry out the different analyses, responses, and accountability mechanisms within MPD which "stratifies" the workload, and responsibility for problem solving and crime reduction. Every MPD employee has a role in crime reduction.

Agency Priorities:

The Chief sets crime reduction goals on an annual basis after reviewing crime trends and statistics. These goals become the priority of the agency for the year.

Crime Analysis:

Crime and data analysis is generated on several levels:

- The Criminal Intelligence Section (CIS) works closely with analysts providing intelligence related to problems. Analysts will lead, present and participate in weekly and monthly accountability meetings.
- City-wide trends and patterns are identified across one or more years. This provides the information needed for the Chief to set goals and for the department to generate regular reports.
- Analysis is conducted on short-term problems and ~~long-term problems~~ priority areas.

Accountability Meetings:

Accountability meetings are held to brief the agency on problems and status of response(s), and to identify what resources are needed. These meetings identify the needed tools, training, time and resources to develop a successful response plan. Types of meetings and responsibility include:

Staff Briefings: Facilitate action-oriented accountability for strategies implemented for immediate and short-term problems. The purpose of these meetings is to develop, monitor and assess strategies to address significant incidents, repeat incidents and patterns.

- The Officer in Charge (OIC) will present new or existing incidents and patterns, updates, or closures.

- Crime pattern bulletins will be posted and shared by CIS for agency access.
- District Commanders and Supervisors assigned a problem will:
  - Communicate with participating staff
  - Discuss assigned problems
  - Set, restate, or update the response plan, roles and activities.
  - Obtain feedback and ideas from assigned officers to help with a daily assessment of the response plan.

Weekly District or Section Meetings: Weekly meetings that are held at the district or section level and facilitate action-oriented accountability within and/or among sections (e.g., patrol, investigations, crime analysts, etc.). Officers and staff meet to develop, coordinate and assess strategies implemented for short-term problems

Assistant Chief Meetings: Weekly meetings are led by the Operations and Investigative Services Assistant Chiefs. They are action-oriented and include the Captains in Patrol, Investigative Services, and Community Outreach Section. Discussion and collaboration occurs with the response to significant incidents, patterns, ~~problem~~ priority areas, ~~problem locations~~ priority address, and ~~focal crime offenders~~ priority individuals.

- Crime Analysts, CIS, and invited personnel will attend.
- Outside stakeholders may be invited for transparency or partnership-based responses.

Chief's Monthly Meetings: These occur on a monthly basis and facilitate evaluation-oriented accountability across the entire agency. These meetings are used to assess the effectiveness of short-term crime reduction strategies, emerging long-term problems, and the progress of current long-term crime reduction strategies.

- Chief will evaluate the crime reduction efforts of the entire command staff.
- Assistant Chiefs, Captains, and invited personnel will attend.
- Discussion will cover the period from meeting to meeting, not necessarily calendar month.
- Minutes should be taken.
- Crime Analysts:
  - Attend and present a set criteria of analytic products to assist in evaluating organizational crime reduction as well as emerging crime issues.
  - Produce a 12 month crime trend comparison presentation based on the most significant city-wide identified crime issues. The presentation will compare the current and previous year's crime data. The command staff will review overall crime trends and changes.
  - Produce a six month crime trend comparison for each police district based on the most significant identified crime issues. This should compare the current and previous year's crime data. The command staff will review overall crime trends and changes.
  - Produce a six month crime pattern comparison for each police district based on identified crime pattern bulletins. The command staff will evaluate the identified patterns to evaluate crime reduction efforts and to identify any emerging long term problems within each district.
- Investigative Services Captain:
  - Attend and present on significant incidents under their purview.
  - Action items may be assigned and followed up prior to the next monthly meeting.
  - Cases may be presented until resolved (may be discussed for several meetings).
  - As needed, CIS, Gang and Neighborhood Crime Abatement Team (GNCAT), and Task Force actions are to be included. Presentation will include information about nature of and responses employed to address gangs, narcotics activity, and significant security issues as they relate patterns and problems.

- District Captains:
  - Will attend and present on significant incidents under their purview, and both short term and long term problems occurring in their respective districts.
  - Pattern Bulletin presentations include the following, as appropriate:
    - District Captains will present on crime patterns occurring in their respective districts.
    - Crime patterns that were updated and unresolved at weekly district or section meetings will be assigned to the Chief's monthly meeting agenda.
    - Presentation will focus on evidence based policing strategies and their results to include directed patrol hours, case reports, traffic stops, investigative follow-up, and crime prevention efforts.
  - Repeat Incident/~~Problem Locations~~ Priority Addresses
    - District Captains present on identified repeat incident locations as well as long-term crime and disorder problems
    - Depending on the stage in the problem solving process, the presentation will focus either on the problem analysis, response, or evaluation of the problem location.

Original SOP: 06/12/2023
(Revised SOP: 10/06/2023)

Enforcement of Marijuana Laws

Eff. Date: ~~04/02/2021~~ 10/13/2023

Madison City Ordinance

Madison General Ordinance 23.20 prohibits possession of marijuana under certain circumstances:

- Possession of more than twenty-eight (28) grams of marijuana
- Possession of marijuana (any amount) by someone under the age of eighteen
- Possession of marijuana (any amount) within 1,000 feet of a school
- Possession of marijuana (any amount) on a school bus
- Possession of marijuana (any amount) on property open to the public without the permission of the property owner, landlord, or tenant
- Smoking marijuana anywhere smoking is prohibited (bars, restaurants, etc.)
- Consuming marijuana in a motor vehicle which is in operation

While simple possession of marijuana remains illegal under state law, the Dane County District Attorney's Office will not prosecute simple possession cases unless extenuating circumstances are present (see below).

The City ordinance prohibiting possession of drug paraphernalia now excludes marijuana-related paraphernalia, and the Dane County District Attorney's Office will not prosecute these cases.

Investigative Expectations

The following guidelines apply to marijuana-related investigations (using marijuana as reasonable suspicion or probable cause):

- Investigative action (contacts, stops, arrests, etc.) should not be taken when an officer simply has suspicion that someone is in possession of marijuana under circumstances permitted by City ordinance.

- Investigative action (contacts, stops, arrests, etc.) should not be taken when an officer simply has suspicion that someone is in possession of marijuana-related drug paraphernalia.

- If circumstances provide suspicion that an individual is possessing or consuming marijuana in a manner not permitted by City ordinance (near a school, etc.) then appropriate investigative steps are permitted.

- If circumstances provide suspicion that an individual is possessing or consuming marijuana under circumstances permitted by City ordinance, but that person is engaged in additional behavior impacting public safety or creating a significant nuisance or disturbance, appropriate investigative steps are permitted (based on violation of state law).

- If circumstances provide suspicion that an individual is in possession of a large amount of marijuana, is in possession of marijuana with intent to deliver, or has delivered marijuana (as prohibited by state law), appropriate investigative steps are permitted.

These expectations apply when the basis for an investigative action (contact, stop, arrest, etc.) is marijuana-related. Reasonable suspicion of other unlawful activity permits investigative actions consistent with Madison Police Department Standard Operating Procedures.

Vehicle Searches

The following guidelines apply to marijuana-related vehicle searches:

- Prior to conducting a search of a vehicle Officers shall also have at least one of these factors present in addition to the odor of marijuana:
  - Plain-view observance of evidence of marijuana shake, residue, or drug paraphernalia
  - Statements and/or admissions that marijuana, contraband, or paraphernalia is on their person or in the vehicle
  - A wanted check reveals that the driver is on active probation or parole, or the driver has an open criminal case
  - Prior knowledge that individual(s) in the vehicle is/are suspected to be involved in illegal drug trafficking or other serious crime(s)
  - Consent is obtained to search the vehicle. Refer to the Searches SOP for further guidance
  - There is evidence the driver has ingested marijuana or the driver displays signs of being under the influence of an intoxicant or drug and the Officer proceeds with conducting an OWI investigation

Note: the vehicle's presence in, or travel through, a "high crime area" may not be used as a sole rationale for warrantless searches of motor vehicles

Enforcement Expectations

Officers may only issue City ordinance citations for marijuana-related offenses consistent with ordinance changes as described above. State criminal charges related to marijuana should only result in arrest or referral under the following circumstances:

- Delivery or possession with intent to deliver charges.
- Simple possession when a significant quantity (50+ grams) is located, and when there is another criminal charge being referred or when the possession is directly related to behavior impacting public safety.

Officers should not make arrests or issue citations for marijuana-related drug paraphernalia.

Contraband

Officers may encounter marijuana during the course of a marijuana-related investigation (as outlined/approved above) or during the course of some other investigation. If marijuana is located but criteria for a marijuana-related arrest or citation is not met, the marijuana should not be returned but must be seized and property tagged for destruction.

Original SOP: 04/02/2021
(Reviewed Only: 02/04/2022, 01/31/2023)
(Revised: 10/13/2023)

Departmental Awards and Recognition

Eff. Date ~~03/13/2023~~ 11/20/2023

Purpose

The Madison Police Department (MPD) ~~on an annual basis~~ hosts a ceremony on an annual basis where MPD personnel and members of the public are recognized for actions and efforts that are deemed exemplary.

The purpose of this procedure is to clarify the definitions and criteria under which an employee or community member may receive such recognition and the underlying process to recommend and select those individuals.

In no way does the lack of formal recognition through this process intend to dismiss the hard work, sacrifice, and dedication that our employees and our public routinely display. Rather, this process also honors their efforts in our collective service to the City of Madison and our constituents.

Definitions/Criteria

DEPARTMENTAL AWARDS

The number of awards given are not restricted to a certain number (i.e., only one Lifesaving Award, etc.). **However, the Awards Committee will make the determination as to how many people will receive a particular award.**

1. **Medal of Valor Award:** The Medal of Valor is the highest recognition of achievement presented by the Madison Police Department. The Medal of Valor shall be awarded to department personnel who distinguish themselves with extraordinary individual acts of bravery or heroism above and beyond that which is normally expected in the line of duty and potentially at extreme, life-threatening, personal risk. Personnel must have displayed extreme courage by placing their own safety in immediate peril in the pursuit of their duties. The actions must be so undoubtedly outstanding that they clearly distinguish above the call of duty actions from lesser forms of bravery. If a department member uses poor judgment or procedures that created the necessity for their action, they will not be eligible for this award. **Recipients of the Medal of Valor Award will receive a medal, a certificate ~~suitable for framing~~ signed by the Chief of Police, and a uniform ~~ribbon (~~pin~~)~~.**
2. **Meritorious Conduct Award:** The Meritorious Conduct Award shall be awarded to department personnel who distinguish themselves by meritorious achievement or meritorious service. Meritorious actions are those actions that clearly surpass that which is normally required or expected. The degree of merit need not be unique, but must be exceptional and superior. Acts of courage which do not meet the voluntary risk of life requirements for the Medal of Valor Award may be considered for the Meritorious Conduct Award. **Recipients of the Meritorious Conduct Award will receive a medal, a certificate ~~suitable for framing~~ signed by the Chief of Police, and a uniform ~~ribbon (~~pin~~)~~.**
3. **Meritorious Lifesaving Award:** The Meritorious Lifesaving Award shall be awarded to department personnel or community member(s) for saving a human life under circumstances during which the recipient exposed themselves to either personal risk and/or significant or prolonged hardship. **Recipients of the Meritorious Lifesaving Award will receive a medal, a challenge coin, a certificate ~~suitable for framing~~ signed by the Chief of Police, and a uniform ~~ribbon (~~pin~~)~~.Community member recipients of a Meritorious Lifesaving Award will receive a challenge coin and a certificate ~~that is~~ ~~suitable for framing~~ signed by the Chief of Police.**
4. **Lifesaving Award:** The Lifesaving Award shall be awarded to recognize the actions of department personnel or community member(s) that resulted in the saving or preservation of human life that otherwise would have been lost without the involvement of the department member/community member. **Recipients of the Lifesaving Award will receive a challenge coin, a certificate ~~suitable for framing~~ signed by the Chief of Police, and a uniform ~~ribbon (~~pin~~)~~. Community**

member recipients of a Lifesaving Award will receive a challenge coin and a certificate ~~that is suitable for framing~~ signed by the Chief of Police.

5. **Blue Star Award:** The Blue Star shall be awarded to department personnel who receive an injury of a degree necessitating hospitalization or the immediate care of a physician. This injury must be of a serious nature, capable of causing death or extended disability. To qualify for this award, the injury must be attributable to the deliberate actions of another directed toward the recipient or another person, or during the commission of a crime or attempted apprehension of the perpetrator, or in an attempt to save a human life placing oneself in immediate peril. **Recipients of the Blue Star Award will receive a medal, a certificate ~~suitable for framing~~ signed by the Chief of Police, and a uniform ~~ribbon (~~pin~~)~~.**
6. **Community Member Recognition Award:** The Community Member Recognition Award is awarded for acts of service to the department and community under circumstances involving bravery, personal risk, or significant hardship on the part of a community member. **Recipients of the Community Member Recognition Award will receive a challenge coin and a certificate ~~suitable for framing~~ signed by the Chief of Police.**
7. **Outstanding Service Award:** Outstanding service represents performance by a department employee during a period of 12 months or more that demonstrates a quality and/or quantity of work clearly and significantly exceeding the requirements of a position. This would also include work-related act(s) by an employee that results in exceptional performance on a special project, or occurrences in which the employee has demonstrated exceptional knowledge, skills, or ability within the scope of assigned duties and responsibilities. An employee who has demonstrated sustained community service, either on or off duty, is eligible for this award, including an employee who has shown exceptional creativity, initiative, and/or determination in finding solutions to a problem utilizing a problem solving approach. Problem-Solving efforts that will be recognized through this award will have had a significant impact on either the community and/or the department. **Recipients of the Outstanding Service Award will receive a challenge coin and a certificate ~~suitable for framing~~ signed by the Chief of Police.**
8. **Outstanding Support Award:** This award is intended for an individual who is not employed by the Madison Police Department, but who, in their profession, has supported the Madison Police Department in an extraordinary effort. This would include, but not be limited to, other police agencies, Probation and Parole, Human Services, or other agencies that through a collaborative effort work with the police department. Individuals who volunteer their time to the Madison Police Department are eligible for this award. **Recipients of the Outstanding Support Award will receive a challenge coin and a certificate ~~suitable for framing~~ signed by the Chief of Police.**

CHIEF'S CITATIONS

There are circumstances when an employee or community member engages in behavior or activity that does not meet the criteria for a departmental award, but exceeds the level and scope of conduct normally acknowledged through a supervisory commendation or performance recognition. Those occurrences should be submitted to the Chief and Awards Committee for consideration for a Chief's Citation. The following four categories are the most common application of the Chief's Citation, although other circumstances may be considered at the discretion of the Chief of Police.

1. **Lifesaving Citation:** Lifesaving efforts which do not involve personal risk, prolonged direct exposure, or significant hardship still have a dramatic impact on those constituents who are recipients of that assistance and should be recognized. Department members who receive this citation must have taken lifesaving measures that are above and beyond what would be available to the general public (i.e., Naloxone). Those department members and/or community members who engage in lifesaving efforts that do not meet the criteria for a Lifesaving Award should be considered for a Chief's Citation for Lifesaving. **Recipients of the Chief's Citation for Lifesaving will receive a certificate ~~suitable for framing~~ signed by the Chief of Police.**
2. **Community Member Assistance Citation:** Community Member action which does not meet the criteria for a Community Member Recognition Award, but still involves a significant level of assistance by a community member that benefits the community and the department, should be considered for a Chief's Citation for Community Member Assistance. **Recipients of the Chief's Citation for**

Community Member Assistance will receive a certificate ~~suitable for framing~~ signed by the Chief of Police.

3. **Problem-Solving Citation:** Awarded to a Madison Police Department employee who has shown creativity, initiative, and/or determination to find solutions to a problem utilizing a problem solving approach to identify and effectively deal with a problem(s) that if not addressed, would continue to negatively impact the department and/or community. **Recipients of the Chief's Citation for Problem-Solving will receive a certificate ~~suitable for framing~~ signed by the Chief of Police.**
4. **Exemplary Performance Citation:** Awarded to a Madison Police Department employee who has demonstrated exemplary performance in their service to the department and/or the community through work on a specific project(s) or performance during a specific incident(s). This citation should be considered when the employee's contributions do not meet the criteria for an Outstanding Service Award or Meritorious Conduct Medal. **Recipients of the Chief's Citation for Exemplary Performance will receive a certificate ~~suitable for framing~~ signed by the Chief of Police.**

COMMENDATIONS/RECOGNITIONS

There are occasions when community members, co-workers, supervisors, and commanders recognize the work and performance of commissioned and civilian employees.

When this occurs, an Employee Recognition form should be completed. If the personnel listed should be considered for an award, the "Consider for Department Award" area of the employee recognition form should be completed. Completing this portion of the form will route the recognition form to the awards committee through the Public Information Officer.

Should a Community Member Commendation meet the criteria for either a Departmental Award or Chief's Citation, a Departmental Award/Chief's Citation Nomination Form must be completed and the related process followed as prescribed below.

A copy of the letter with explanation of the award/recognition will be placed in the employee's personnel file.

Procedure

ELIGIBILITY

Any commissioned or non-commissioned member of the MPD is eligible for a Departmental Award or Chief's Citation, except the Community Member Recognition Award and the Outstanding Support Award. A recipient can only obtain one award for each recognized event, except for the Blue Star Award. The recipient should be given the highest award for which they are eligible.

Community members are eligible for the Community Member Recognition, Meritorious Lifesaving, Lifesaving, and Outstanding Support Awards. Community members may also be eligible for a Chief's Citation for Lifesaving and Community Member Assistance.

Any MPD employee is eligible for an Employee Commendation/Recognition. Community members may be issued a Commendation letter in those circumstances where a Chief's Citation is not appropriate.

The incident that is being nominated for an award/citation must have taken place in the calendar year prior to the awards ceremony (example: an incident that occurred January 1-December 31, 2019~~,~~ is only eligible for nomination in the 2020 process).

NOMINATION PROCESS

A nomination can come from any source. However, if a supervisor/commander becomes aware of an event or performance that would make an individual eligible for a Departmental Award or a Chief's Citation, that

supervisor/commander shall complete a nomination form or direct a person with the most direct knowledge of the event to submit a nomination form with assistance from the supervisor/commander.

NOMINATION COMMITTEE

Each year, the MPD Human Resources Coordinator or Chief's designee will be responsible for selecting members of the Nomination Committee. The committee will be comprised of at least ~~twelve (~~12~~)~~ members as designated below. Additional members can be added to ensure the integrity of the selection process. The purpose of the committee is to review all nomination forms collected by the Chief's Office ~~Public Information Officer~~. The MPD Human Resources Coordinator will select all the members of the Nomination Committee, except for the Madison Professional Police Officers Association (MPPOA) Representative, who will be designated by the MPPOA President.

Committee members will serve between three and five years, except for the MPD Human Resources Coordinator or Chief's designee. The MPD Human Resources Coordinator will ensure "continuity of experience" when establishing the committee.

The committee will meet once a year (or as needed) to make recommendations as to which individuals qualify for the above-mentioned awards. The MPD Human Resource Coordinator will provide the committee's recommendations to the Assistant Chief of Support and Community Outreach for review. The Assistant Chief of Support and Community Outreach will take any necessary declined awards/citations to the Chief of Police for their final review.

The MPD Human Resource Coordinator will contact the nominator of the individual(s) who were not selected for a Departmental Award after they have been provided the approved recommendations from the Chief. The nominator will be notified their nomination was not approved. After notification, the decision can be appealed within a ~~ten (~~10~~)~~ day period. That appeal consists of an email to the Chief of Police and to the Police Executive Office Supervisor to the Chief of Police. *The Chief of Police will have final decision on the appeal.*

The awards presentation will coincide around ~~with~~ National Law Enforcement Week in May of each year. The Awards Committee will consist of:

1. Officer Advisory Committee Representative
2. MPPOA Board Representative
3. Public Information Officer
4. MPD Human Resources Coordinator (or Chief's designee)
5. Community Representative (non-MPD employee)
6. Local 6000 member of MPD
7. Civilian Advisory Committee Representative
8. Sergeant
9. Detective
10. Investigator
11. Lieutenant
12. Civilian member of MPD
13. Civilian Supervisor
14. Alternate Member **(optional)**

The MPD Human Resources Coordinator will make every effort to ensure that the Awards Committee has a diverse membership, consistent with other MPD processes.

WEARING OF ~~RIBBONS~~ PINS

An officer has the option to wear the approved uniform ~~ribbon (~~pin~~)~~ for the Medal of Valor, Meritorious Lifesaving Award, Lifesaving Award, Meritorious Conduct Medal, and the Blue Star Award.

NOMINATION FORM

A specific form (Departmental Award/Chief's Citation Nomination Form) has been developed to be utilized by all personnel for the purpose of recommending an employee or community member for either a Departmental Award or a Chief's Citation. An Employee Recognition form could alternatively be completed for MPD employees and the checkbox on the employee recognition form to be considered for an award shall be checked. This will route the recognition form to the awards committee through the Chief's Office ~~Public Information Officer~~. Both forms can be located on MPD's intranet.

Original SOP: 04/08/2015
(Revised: 03/04/2016, 04/07/2016, 01/13/2017, 10/19/2020, 05/28/2021, 03/13/2023, 11/20/2023)
(Reviewed Only: 12/26/2017, 01/31/2020)

Identification of MPD Employees

Eff. Date ~~03/09/2020~~ 11/20/2023

Purpose

The Madison Police Department (MPD) and the community have a legitimate concern that all employees provide proof of identification when they are in uniform, or in plain clothes. Community members have the right to identify commissioned and professional ~~civilian~~ staff ~~employees~~ of the MPD. In the case of commissioned personnel, it is extremely important that there be no doubt in the minds of constituents ~~citizens~~ that they are dealing with a police officer and that they are protected from individuals who would impersonate a police officer.

Procedure

1. All employees identify themselves by name, rank/title, and badge/employee number when requested to do so.

2. Officers on or off-duty and not in full police uniform will identify themselves as police officers prior to taking any enforcement or corrective action. This also applies to gathering any police information, unless the assignment by its nature (e.g., undercover activities) precludes such identification.

3. A police officer in full uniform will present an MPD identification (ID) card if their identity is questioned by a constituent ~~citizen~~ who, the officer feels, is sincere in the request and honestly has doubt about the officer's identity.

4. On-duty plain-clothes officers will offer their badge and MPD I~~.~~D~~.~~ for examination to all persons ~~whom~~ they officially contact.

5. On-duty plain-clothes officers will pin or affix their badge on their outer garment when involved in a police group action where their identity may be questioned by ~~either~~ constituents ~~citizens~~ or by other police officers.

6. On-duty plain-clothes officers engaged in larger cases, or police group actions with other law enforcement ~~LE~~ agencies will wear an outer garment that identifies them as police officers, either on a vest or a jacket while deployed in field work.

7. While in the City-County Building common areas, all professional staff and non-uniformed commissioned personnel, will wear an MPD lanyard/ID badge or badge reel/ID badge.

Employee Photos

All commissioned and professional staff ~~and civilian employees~~ are required to have an official employee photo taken when they are hired, change rank/promoted ~~or are promoted~~, and/or every five years that they are employed with the department. The Police Executive Office Supervisor ~~MPD Human Resources Coordinator~~ will contact employees when they are in need of having an updated photo taken.

Original SOP: 02/25/2015
(Revised: 07/28/2015, 03/09/2020, 11/20/2023)
(Reviewed Only: 03/01/2016, 01/09/2017, 12/26/2017, 01/31/2020, 01/31/2023)

CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

Requesting Additions or Changes to Approved Uniform and Equipment Lists

Eff. Date ~~12/11/2017~~ 11/30/2023

Purpose

The MPD Uniform Committee was formed in order to review requested additions or changes to the approved uniform and equipment lists.

Procedure

The committee will meet at a minimum of two times per calendar year. "PD Group" will be advised of the dates of these meetings in a timely fashion. Before the MPD Uniform Committee will review requested additions or changes, the following procedural steps must be completed:

1. Personnel advocating for additions/changes of equipment items to the approved uniform and equipment lists must have the support of the MPD Training Team. Employees presenting the proposal should conduct any related research supporting the equipment item prior to meeting with the training staff. If, after being provided with the rationale and research, the Training Team is unconvinced of the merit of a proposal, the proposal will go no further. Recommendations for additions/changes of equipment items should be directed to the Sergeant of Training. Proposals for additions/changes to uniform items do not require MPD Training Team approval and may start at Step 2.
2. If the MPD Training Team supports a proposal, the proposal will be taken to the MPD Officer Advisory Committee for consideration. The person who presented his or her request to the MPD Training Team will again share the rationale, research, and cost estimates/comparisons and be prepared to answer questions the OAC might have. ***There must be strong justification for proposing an addition to the approved uniform and equipment lists without a corresponding recommendation to remove something else.*** The recommendation will only be forwarded to the MPD Uniform Committee for consideration if supported by the OAC.
3. The MPD Uniform Committee will discuss the uniform/equipment item in question. If the MPD Uniform Committee supports the proposal, the designated Assistant Chief will forward it to the Chief for approval.
4. The Assistant Chief will advise the OAC of the Chief's decision at a subsequent meeting of the OAC and forward the information to the organization.
5. At the direction of the Assistant Chief, MPD purchasing personnel will implement any uniform/equipment decisions that have been approved by the Chief.
6. In the event that we are notified that a uniform or equipment item is no longer available and the vendor has proposed a replacement, the Uniform Committee will evaluate the item and make a recommendation to the Assistant Chief. The Assistant Chief will advise the OAC of the proposed change at a subsequent meeting of the OAC. The Assistant Chief will then take the proposed change to the Chief for approval.

Exceptions to the review process will be made when a safety and/or training concern has been identified that requires more immediate attention or when an approved item has been discontinued by a manufacturer, and an equivalent and acceptable replacement has been identified. In such cases, the Assistant Chief and/or MPD Uniform Committee may expedite its decisions.

Special team requests should be vetted through their respective Commanding Officer, and if supported, submitted to the Assistant Chief of Police. The Assistant Chief would then refer the proposal to the Chief of Police for approval.

Recommendations for changes involving medical or first-aid related items may be made directly from the MPD Medical Director or medical training coordinator to the Assistant Chief.

The Uniform Committee will consist of personnel from a cross-section of MPD assignments. Members will be selected as needed by the designated Assistant Chief. ~~The Traffic Section will establish a Parking Enforcement Officer uniform committee to make recommendations in approved uniform items for PEO's.~~

Original SOP: 03/26/2015
(Reviewed Only: 03/03/2016, 12/22/2016, 01/31/2020)
(Revised: 02/22/2017, 12/11/2017, 11/30/2023)

City-Owned Property - Use and Care

Eff. Date ~~12/28/2021~~ 12/01/2023

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

City-owned equipment, assigned to an individual employee for duty use, shall be returned to the commander of the responsible unit, or their designee at the conclusion of the assignment. Other employees are not authorized to take another individual employee's assigned equipment ~~without proper re-assignment through the responsible command team~~.

Member Responsibilities upon Separation from Employment

MPD members separate from employment via the following separation methods:

- Retirement
- Resignation
- Termination

All sworn law enforcement personnel members separating their employment from the Madison Police Department, regardless the circumstances (refer to list above if applicable), shall provide proper notification to affected functional areas (i.e., Special Weapons and Tactics (SWAT), Special Events Team (SET), Drone Team, etc.) and shall account for all Department-issued property. The required Department-issued property to be turned in upon separation from employment will be determined by either the Pre-5 Year Employment Resignation form or the Retirement/Post-5 Year Employment Resignation form.

Pre-5 Year Employment Resignation Uniform Account items shall also be turned in. Footwear will not be required to be returned unless ordered and/or received within the last three (3) months of employment.

Separating members, or in the case of termination, the Commander of the terminated member, shall contact the Captain of Training or designee to request a copy of their assigned equipment list(s)~~, to request a copy of their uniform account purchased items (Pre-5 Year Employment Resignation),~~ and to schedule a date to turn in their equipment. The Commander or the Captain of Training or designee shall contact PD Purchasing to request a copy of the separating member's uniform account purchases. The member shall turn in all required Department property/equipment assigned to them by the last day worked as listed on the member's separation record.

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

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

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

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

Original SOP: 03/13/2015
(Revised: 08/04/2015, 03/01/2016, 12/28/2021, 12/01/2023)
(Reviewed Only: 01/09/2017, 12/26/2017, 01/31/2020)

Replacement of Lost, Stolen, or Damaged Equipment

Eff. Date ~~11/29/2021~~ 12/01/2023

Purpose

To outline the procedure to obtain replacement of lost, stolen, or damaged equipment.

Procedure

1. If an item of department-issued property is lost, stolen, or damaged while on duty, the responsible employee will forward an email to their commander/manager detailing the circumstances of the loss and requesting replacement. This email must be sent within one month of the loss, theft, or damage incident.

2. When City-owned property is lost, stolen, or damaged through employee negligence, information detailing the loss, theft, or damage will be forwarded to Professional Standards & Internal Affairs (PS&IA) by the employee's commander/manager for review when appropriate. (Refer to the City-Owned Property – Use and Care Standard Operating Procedure)

3. Instances of items ~~Items~~ damaged, lost or stolen by reason(s) other than negligence will be examined by a supervisor and a decision will be made as to the most appropriate method--repair or replacement--for restoring the item to service.

4. If a replacement item is to be purchased by the department, the commander/manager will send an email message to the PD Purchasing email group explaining the reason for the replacement, providing the case number related to the incident, and including the name of the employee for whom the replacement item will be purchased. The commander/manager will also provide the details needed for ordering, such as item number, sizes, and any other pertinent information needed so that an order can be placed. In this instance, the replacement item will not be charged to the employee's uniform account.

5. If approved for replacement, personal watches will be repaired or replaced to a maximum of $75 ~~50~~.

6. The Madison Police Department (MPD) recommends the wearing of safety glasses, but other prescription glasses will be repaired or replaced, at a reasonable cost for frames and lenses, if lost or damaged while taking police action. The current approved maximum replacement cost is $215 ~~190~~. Employees desiring special frames or lenses (e.g., designer frames, U/V or scratch resistant lenses, etc.) will be responsible for those costs. This provision will also apply to prescription sunglasses and non-prescription reading glasses.

7. Contact lenses will be replaced if lost or damaged as a result of taking a police action.

8. Approved sunglasses purchased with uniform account funds will be replaced by the department if they were lost, stolen, or damaged during a police action and with commander review and approval.

9. Damaged or lost jewelry, such as beads, earrings, rings, bracelets, etc. will be the responsibility of the employee and no repair or replacement will be made by the MPD.

10. Work-related equipment not issued by the MPD will remain the responsibility of the employee and no repair or replacement will be made by the MPD, except as specifically provided for in labor contracts.

11. All worn out or lost uniform and equipment items shall be paid for out of the employee's uniform and equipment account as shall those lost due to negligence.

Please be aware that Madison Professional Police Officer Association (MPPOA) and Association of Madison Police Supervisors (AMPS) labor contracts and civilian employee handbooks also contain language related to uniform purchase and replacement. Since these contracts may change, it is important to note that any labor agreements supersede any uniform procedures currently in place.

Original SOP: 04/01/2015
(Revised: 02/12/2016, 11/15/2016, 11/20/2017, 11/29/2021, 12/01/2023)
(Reviewed Only: 01/31/2020)

Cellular Telephones - Use of

Eff. Date ~~02/27/2018~~ 12/11/2023

Purpose

Madison Police Department (MPD) cellular telephones will be operated and utilized in accordance with this procedure. Cellular phones are issued to MPD personnel whose job descriptions, duties, or responsibilities are determined by the department to require enhanced levels of communications.

All MPD staff issued cellular phones are expected, in the course of conducting City business, to use these devices and applications properly and in compliance with City Administrative Procedural Memoranda (APM) 3-12. With smartphones being in essence computers in their own right, compliance with City APM 3-9 will also apply.

Employees shall have no expectation of privacy with regard to any communications made with or stored in or through City issued cellular phones, nor shall there be an expectation of privacy in their location should the device be equipped with location detection capabilities (GPS).

Employees issued smartphones shall install and maintain approved apps as directed by the department. These apps may include, but may not be limited to, the following: apps that provide backups and the ability to restore text messages and call logs in order to meet the Madison General Ordinance 3.70(3) requirements regarding the retention of Instant Messaging (IM)/Text Messaging (TXT). Employees whose job duties require the ability to dictate reports, record interviews, collect and capture digital images and evidence, etc., shall install and maintain designated approved apps to work in conjunction with the department's systems and applications. ~~provide the ability for smartphones to serve as recording devices that work in conjunction with the department's dictation and transcription system.~~

RULES FOR CELLULAR PHONE USE

1. Inappropriate or unprofessional messages will not be sent via cellular phones.
2. Inappropriate or unprofessional internet usage will not be accessed via cellular phones.
3. While operating a motor vehicle, employees shall use due caution in the utilization of cellular phones and limit their use to circumstances which require cellular phone usage in order to meet core business functions and communications. Employees shall refrain from protracted typing or viewing of the cellular phone while operating, insomuch as it presents a potentially hazardous distraction while driving.
4. The installation of applications (apps) shall be limited to those that are consistent with conducting City business (i.e. Winscribe).
5. Limited personal use is permitted, and limited to activities permitted by City APM 3-9.
6. Employees shall promptly notify their supervisor in the event that a cellular phone has been damaged, lost, or stolen.

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