

**POLICE DEPARTMENT
Administrative Offices
211 South Carroll Street
Madison, WI 53703-3303**

**Emergency Calls: 9-1-1
Non-Emergency Dispatch: 255-2345
Compliments/Complaints: 266-4023**

Administrative Offices: 266-4022
TTY/Textnet: (866) 275-6529

police@cityofmadison.com
www.cityofmadison.com/police

Mission Statement

We, the members of the Madison Police Department, are committed to providing high quality police services that are accessible to all members of the community. We believe in the dignity of all people and respect individual and constitutional rights in fulfilling this mission.

Values of Trust-Based Policing

Trust Challenges: We must recognize that trust-gaps exist within some of the communities we serve. It is our responsibility to participate in a dialog that promotes collaborative relationship building to close those trust-gaps.

Ethical Behavior: We understand that public trust is the foundation of our profession. We further recognize that it is our responsibility to uphold the laws and ensure that justice is served. We are committed to being consistently fair in the execution of these duties, while maintaining the highest standards of integrity and honesty.

Problem Solving and Quality Focus: We must assure that our commitment to quality and continuous improvement shows through the service that we provide to the community. This will be accomplished through collaborative problem-solving models, and continuous evaluation of internal work systems.

Citizen Involvement: We believe all members of our community are responsible for public safety. We strive to educate our community about our capabilities and limitations, while empowering them to have a voice in public safety solutions. It is a community expectation that we hold people accountable for their criminal behavior.

Leadership: We believe in a situational leadership model that is flexible and responsive. The focus is on employee engagement, balancing task and relationship needs, that provides structured leadership behaviors that are supportive to employees. We view all our employees as leaders.

Employee: We believe that each employee offers a valuable contribution to our department. We also recognize that it is the diversity of our workforce that provides the foundation for success. It is the goal of the department to empower all employees to carry out the mission of the Madison Police Department.

The Department, in 2009, is authorized: 438 commissioned personnel, 104.6 F.T.E. civilian personnel, and 19.8 F.T.E. Crossing Guards. In order to accomplish its mission, the Department is organized into functional work units as depicted in the organizational chart. The staffing and responsibilities of each organizational unit are as follows:

Chief of Police

The Chief of Police is responsible for the overall direction and operation of the Department.

Noble Wray, Chief

266-4022

Operations

Assistant Chief of Police of Operations

Reporting directly to the Chief of Police, the Assistant Chief of Operations is responsible for administrative and functional matters of operations within the Department on a twenty-four hour basis.

Randall J. Gaber, Assistant Chief of Operations

266-4049

Executive Captain of Operations

This position reports directly to the Assistant Chief of Operations. The primary responsibilities for this position include, but are not limited to: Citywide oversight and continuity of patrol operations; patrol resources allocation planning; monitoring daily patrol staffing, overtime, and staffing trends; overseeing staffing contingency plan; staffing the City's neighborhood guidance team; emergency preparedness of patrol operations; supervising the Officer in Charge and master scheduler; overseeing the K-9 unit, mounted unit, ROAR, and Amigos en Azul; and acting as community resource contact and mental health/hospital liaison.

Victor Wahl, Captain

261-9105

District Services

Reporting to the Assistant Chief of Operations, District Services is divided into five Police Districts - East, West, North, South, and Central. Each District is led by a Captain and two primary services (patrol, Detective) Lieutenants. The Central and West Districts have an additional field Lieutenant assigned to their districts. In addition to the command staff, Sergeants and Police Officers (including Neighborhood Officers and Educational Resource Officers) are responsible for initial police responses on a twenty-four-hour/seven-day-per-week basis. Each District also has District-assigned Detectives, who are responsible for follow-up investigations. The total resource allocation to the five Districts in 2009 is: 5 Captains, 10 primary services Lieutenants, 2 Field Lieutenants, 26 Sergeants, 11 Neighborhood Officers, 4 Educational Resource Officers, and approximately 190 Patrol Officers (dependent on existing vacancies resulting from turnover). District allocations for follow-up responsibilities include 54 Detectives. Resource allocations are determined by proportions of documented service demands, adjusted annually, assessing needs by time of day and between individual Districts. District Services is also allocated 3 Lieutenants who serve as Officer in Charge, or shift commander, responsible for the coordination of operations on a time-of-day basis during the time frames of: 7:00 a.m.-3:00 p.m., 3:00 p.m.-11:00 p.m., and 11:00 p.m.-7:00 a.m.

Also working in District Services are five Community Policing Teams (CPTs). These five teams are composed of a Sergeant and five Police Officers on each team, working out of each district station. The overall function of these teams is very dynamic in nature as they serve to support and enhance district police services delivered to the community. The primary emphasis for these teams continues to be proactive traffic enforcement, collaborative problem solving, community policing initiatives and response to significant or emerging issues in the districts.

- East District Station, 809 South Thompson Drive, Phone: 266-4887

Captain Thomas Snyder
Lieutenant Carl Strasburg (Patrol)
Lieutenant Melissa Schiferl (Detectives)

- West District Station, 1710 McKenna Boulevard, Phone: 243-0500

Captain Jay Lengfeld
Lieutenant John Patterson (Patrol)
Lieutenant Daniel Olivas (Detectives)
Lieutenant Tony Bitterman (Field)

- North District Station, 2033 Londonderry Drive, Phone: 243-5258

Captain Cameron McLay
Lieutenant Brian Ackeret (Patrol)
Lieutenant Trevor Knight (Detectives)

- South District Station, 825 Hughes Place, Phone: 266-5938

Captain Joseph Balles
Lieutenant Stephanie Bradley Wilson (Patrol)
Lieutenant Jane Stoklasa (Detectives)

- Central District Station, 211 South Carroll Street, Phone: 261-9694

Captain Mary Schauf
Lieutenant Kristen Roman (Patrol)
Lieutenant Timothy Strassman (Detectives)
Lieutenant Mark Brown (Field)

- Officer-in-Charge, Phone: 266-4923

Lieutenant Wayne Strong (Days)
Lieutenant David McCaw (Evenings)
Lieutenant John Radovan (Nights)

Canine/Mounted Unit

The Executive Captain of Operations oversees the Canine/Mounted Unit. This unit is directly supervised by a Sergeant. The Canine Unit consists of six Police Officers and their canine partners. Four officers are assigned to patrol services, one officer is assigned to the West District community Policing Team, and

one officer is assigned to the Dane County Narcotics and Gang Task Force. The unit provides canine capabilities (narcotics detection, building searches, tracking, suspect apprehensions, evidence searches, etc.) to the entire department.

The Mounted Unit consists of two full-time police officers and two part-time officers. The Mounted Patrol Unit regularly works in the downtown area, to help manage bar crowds and other issues. Mounted officers also work special events, assist in search and rescue efforts, and make community/public appearances.

Victor Wahl, Captain

261-9105

Support

Assistant Chief of Police of Support

Reporting directly to the Chief of Police, the Assistant Chief of Support is responsible for administrative and functional matters of support within the Department on a twenty-four hour basis.

John T. Davenport, Assistant Chief of Support

266-4318

Executive Captain of Support

This position reports directly to the Assistant Chief of Support. The primary responsibilities for this position include, but are not limited to: supervision of technology and facilities management; performing staffing analysis; researching trends in policing, technology, etc.; dissemination and tracking of Memorandums of Understanding; and staffing the Alcohol License Review Committee.

Carl Gloede, Captain

266-4076

Finance

Reporting to the Assistant Chief of Support Services, and staffed by one Finance Manager, one Account Technician, and four Administrative Clerks, this section has the primary responsibility for the fiscal operation of the Department. Planning efforts that affect the budget and grant administration are primary responsibilities of this unit. This unit is also responsible for Departmental payroll and worker's compensation.

Terri Genin, Finance Manager

266-4477

Information Management and Technology

Reporting to the Assistant Chief of Support Services, this organizational division is under the command of one Captain. This division has responsibility for: maintenance of official Departmental records and the Department's reporting systems, coordination of Departmental planning efforts, development of strategic planning and technology initiatives, and overseeing the implementation of those planned initiatives.

Carl Gloede, Captain

266-4076

Automated Systems and Reporting (ASU)

ASU is staffed by one Police Report Typist Supervisor and 20.5 Police Report Typists. This section provides twenty-four-hour-per-day, seven-day-per-week stenographic service and is responsible for the transcription of all dictated police reports via the Department's LAN system.

Court Services

Court Services is staffed by one Court Services Supervisor, four Police Officers serving as court and warrant officers, two Police Officers serving as bailiffs for Municipal Court, one Administrative Clerk, and four Police Records Service Clerks. Court Services is responsible for all court processing related to traffic citations, municipal citations, misdemeanor citations and parking tickets. This section provides officers to appear in court to represent the City at initial appearances, and provides for staffing bailiffs in Municipal Court. Additionally, this unit works closely with the City Attorney's Office to ensure that bail schedules are up to date and accurate.

Property

Staffed by one Property Room Supervisor and six Property Clerks, the Property section is responsible for cataloging, storing, maintaining, and eventually disposing of all property and evidence collected or turned into the Department.

Records Section

The Records section is staffed by one Police Records Services Supervisor, one Administrative Clerk, two Police Records Service Clerks, and 11 Clerk Typists. The principal responsibilities of this section include: indexing all police reports so they may be later relocated and retrieved; compiling required statistical reports; processing citizen requests for official police reports; processing landlord-tenant requests; staffing the Alcohol Licensing Review Committee; photographing and fingerprinting all probation, parole, and sex offender registrations; conducting background checks on taxi driver applicants and issuing permits to cab drivers; and providing fingerprinting and police records services for persons seeking Visas and Immigration and Naturalization status.

Technology

The Information Systems Coordinator is responsible for assisting department personnel with information collection, analysis, and data sharing. This person also serves as a liaison to City Information Services on a wide variety of data processing and technology-related projects. This section is also staffed by 2.5 Management Information Specialists.

Investigative Support – Criminal Intelligence Section (CIS), Criminal Intake Unit, and the Narcotics and Gang Task Force

Reporting to the Assistant Chief of Operations, the combined units are under the command of one Captain. The CIS unit is staffed by one Lieutenant, one Sergeant, one Detective who serves as a Gang Specialist, six Police Officers, and two Crime Analysts. The Criminal Intake Unit is staffed by four Detectives. Responsibilities include: collection and dissemination of intelligence information, pawn shop investigations, detective court activities including processing criminal complaints for arrests made by primary services personnel, crime evidence processing, photography lab functions, coordination of the

Educational Resource Officer activities between the Madison Metropolitan School District and Departmental District Services, Crime Stoppers, and Crime Prevention.

The Narcotics and Gang Task Force is a multi-agency unit. The Madison Police Department staffs this unit with one Lieutenant, one Sergeant, four Detectives, five Police Officers, and one Police Report Typist. Other agencies supplement Madison Police resources. Responsibilities of the Task Force include education and enforcement efforts related to narcotics, dangerous drugs, gang activity and vice.

James Wheeler, Captain

267-8643

Forensic Services Unit (FSU)

The Forensic Services Unit is staffed by one Lieutenant, 12 Investigators, one Computer Detective, and one Police Lab Technician. This section is responsible for providing highly-trained and skilled evidence collection and preservation for serious accident and crime scenes; reconstruction capabilities for those investigations; matching of latent prints; and the provision of professional photography skills including taking photographs, processing film into negatives, and printing final evidentiary-quality photographic prints.

Personnel and Training

Reporting to the Assistant Chief of Support Services, Personnel and Training is staffed by one Captain, one Lieutenant, two Sergeants, four Police Officers, four Police Officers that serve as Safety Education officers, and one Administrative Clerk. This unit is responsible for the recruiting, hiring, and training of new officers. It is also responsible for the provision of promotional training and for coordinating the Department's promotional processes. Personnel and Training is responsible for the coordination of specialized training for Departmental personnel, and for ensuring that all commissioned personnel meet Law Enforcement Training and Standards Board annual in-service training requirements. This section also is responsible for overseeing special duty contracts, worker's compensation, and the coordination of light-duty assignments.

Susan Williams, Captain

266-6234

Professional Standards

Professional Standards reports directly to the Chief of Police. This section is staffed by one Lieutenant and one Sergeant. Professional Standards is responsible for the investigation of alleged misconduct and/or non-minor violations of Departmental policies by employees. Professional Standards also delegates minor complaints to district command staff for investigation.

Linda Kosovac, Lieutenant

266-6502

June Groehler, Sergeant

266-4590

Public Information Office (PIO)

Reporting directly to the Chief of Police, the Public Information Officer is responsible for releasing public information to the news media, providing requested information to individuals and/or citizen groups, and coordinating various public education efforts initiated by the Department and/or collaboratively with other governmental agencies. The Public Information Officer also has overall coordination responsibilities for the Department's citizen ride-along and internship programs.

Joel DeSpain, Public Information Specialist,

266-4897

Traffic/Specialized Services

Reporting to the Assistant Chief of Support, Traffic/Specialized Services is staffed by one Captain, one Lieutenant, one Sergeant, and one Police Records Service Clerk. Traffic/Specialized Services has responsibility for: centralized traffic and parking enforcement, crossing guard services, emergency contingency planning, storage of evidence and property, providing services related to court processes, and the planning and coordination of special events with other city agencies. This section also is responsible for service maintenance and rotation of the Department's motor vehicle fleet.

Richard Bach, Captain

266-4877

Traffic

The Traffic section is staffed by three Police Officers that serve as traffic accident specialists. These officers conduct accident investigation review and follow-up investigation of hit and run and serious injury and fatality accidents.

Traffic Enforcement Safety Team (TEST)

TEST is staffed by one Sergeant and six Police Officers. This unit is responsible for coordinating traffic safety awareness and traffic law enforcement initiatives.

Traffic/Parking Enforcement

The Traffic/Parking Enforcement section is staffed by one Parking Enforcement Supervisor, one Parking Enforcement Lead Worker, 26 Parking Enforcement Officers, two Crossing Guard Supervisors, and 19.8 FTE Crossing Guards. The responsibilities of the Traffic/Parking Enforcement section include parking enforcement and school crossing services.