

# CITY OF MADISON



## POLICE DEPARTMENT

*Serving Madison for over 150 years.*

**At A Glance**  
**Guide to The City of**  
**Madison Police Department**

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## Chief Wray's Welcome Letter

Welcome to the City of Madison Police Department (MPD). The purpose of this guide is to provide residents and visitors of the City of Madison with a better understanding of the Madison Police Department, and the men and women who honorably serve our community.



Madison is a vibrant and diverse city which values community, education, social service and civil rights. The Madison Police Department's mission is to work in partnerships and build bridges between the community and the police department in an effort to make the City of Madison a safer community where citizens can expect to be treated with respect and dignity regardless of age, sex, race, religion or sexual orientation.

Within the following guide there is a brief overview of the City of Madison followed by an in depth examination of the Madison Police Department as an organization and law enforcement agency. On behalf of the men and women of the Madison Police Department, thank you for your interest in our agency.

Sincerely,

*Noble Wray*  
Chief Noble Wray



## Overview Of The City Of Madison

The City of Madison is the capital of Wisconsin and was established in 1856. Madison, also nicknamed “Mad Town” and “Mad City,” is located in the south central portion of the state, encompasses approximately 75.94 square miles and has 965.4 miles of roadway. Madison is the second largest city in Wisconsin, with Milwaukee, approximately 75 miles away, being the largest city. In addition to being the base of Wisconsin state government, Madison is also the home of the University of Wisconsin-Madison, which has a student population of over 41,000 students.

Madison is a growing city. According to the Wisconsin Historical Society, Madison had a total population over 9,000 when the city was formally established in 1856. The U.S. Census estimates for Madison’s population were 191,262 in 1990, 208,054 in 2000 and 221,551 in 2005. Most recently, the 2005 Redistricting Report completed by the Madison Police Department estimates the population to be approximately 229,706.

According to the 2005 US Census, population distribution of race within the city was 82.1% White, 6.4% Black or African-American, 6.2% Asian, 5.9% Hispanic or Latino (of any race), 0.3% Native American and Alaska Native, 2.4% some other race and 2.5% two or more races. Moreover, 14.1% of Madison’s population speaks a language other than English at home.





## Overview of Madison Police Department

The Madison Police Department was created in 1856. While no exact data on the Madison Police Department is available from this time period, a historical photograph of the police department from 1927 documents a little over 50 police personnel including civilian staff and ambulance drivers. As of 2007, the Madison Police Department has 408 sworn personnel and 92 civilian personnel. Of the sworn personnel approximately 80% are White, 11% African-American, 5% Hispanic, 3% Asian and 2% Native American. Furthermore, approximately one-third or 35% of the sworn personnel are female. The department is strongly committed to ensuring that our officers are representative of the diverse community that we serve.

The Madison Police Department, headed by a Chief of Police, is organized into the Operations Section and the Support Section, each of which is commanded by an Assistant Chief. Within the Chief's Office are his Executive Staff as well as Professional Standards and the Public Information Office. The Executive Section, consisting of one Administrative Assistant and one Police Information Clerk, is responsible for the provision of clerical support to top command staff and various work units, including: Finance, Personnel and Training, and Professional Standards. The Executive Section is also



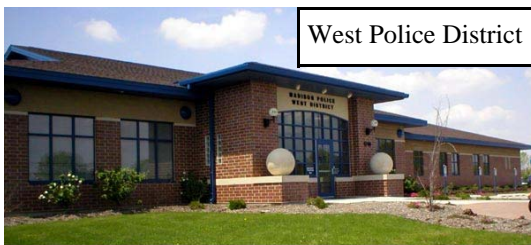


responsible for supplemental (off-duty) employment. Professional Standards is administered by a Lieutenant who conducts internal investigations of police misconduct and service complaints. Lastly, the Public Information Officer (PIO) is a civilian, liaison position in charge of disseminating police information to the media and community.

## Operations Section

Until the late 1990s, the Madison Police Department (MPD) was centralized into one building in downtown Madison. Due to the phenomenal growth of the City of Madison and MPD's adoption of community policing, MPD began the process of decentralization in an effort to increase departmental efficiency as well as MPD's accessibility to the public.

With the completion of the East District police building in 2006, MPD's Operations Section pres-





ently encompasses five district stations – Central, West, South, North and East. A Captain, a Patrol Lieutenant and a Lieutenant of Detectives commands each district station. Patrol Lieutenants are in charge of all patrol functions involving the following units: Patrol Officers, Patrol Sergeants, Community Policing Teams (CPTs), Educational Resource Officers (EROs), and Neighborhood Police Officers (NPOs). Lieutenants of Detectives are tasked with the supervision of

Detectives and district investigations. MPD's Canine Unit (K-9) is commanded by a Lieutenant and has several K-9 teams primarily assigned to patrol. The Officer In Charge (OIC), typically staffed by a lieutenant, oversees day-to-day patrol operations involving police officers throughout the entire city on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shifts. Sergeants, working within each district and shift, report to the OIC and assist Patrol Officers in making on-scene enforcement decisions as well as organizing and



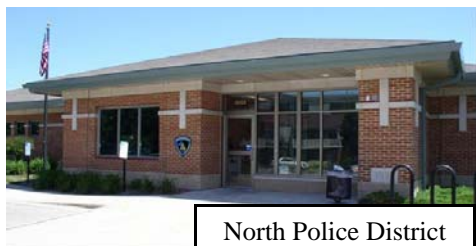
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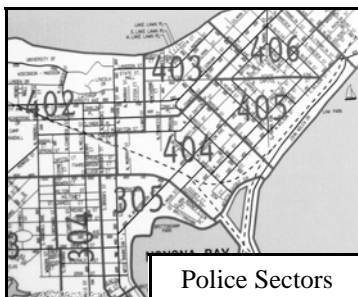


controlling patrol response to calls-for-service – calls made to the 911 Center requesting police assistance. Officers on first shift work either 6 a.m. – 2 p.m. or 7 a.m. – 3 p.m.; officers on second shift work either 2 p.m. – 10 p.m. or 3 p.m. – 11 p.m.; and officers on third shift work either 10 p.m. – 6 a.m. or 11 p.m. – 7 a.m. The Madison Police Department, as a result of overlapping patrol shifts, is able to provide police services to the community twenty-four hours a day and seven days a week.

In order to coordinate patrol response to calls for service, the Madison Police Department has organized the City of Madison into “sectors,” which are geographical areas derived from population density estimates coupled with the number of calls-for-service data from specified areas.

MPD assigns each Patrol Officer to a “beat” comprising of a certain number of sectors for which an

officer is responsible when on duty. Because the majority of Patrol officers are annually assigned to a permanent beat and shift, the Madison Police Department is able to provide continuity of service to community residents. In this way,



Patrol Officers are afforded the opportunity to become familiar with the neighborhoods, citizens and problems in the area they patrol.

*(To see a full map of City of Madison Police Sectors go to page 45)*



## Units Within the Operations Section

### Patrol Officer and Detectives

During each shift, Patrol Officers respond to calls for service while patrolling the City of Madison. All calls for service filter through the Dane County 911 Center. The 911 center receives and triages various emergency and non-emergency calls for police and fire service throughout the county. Once the 911 Center receives a call for service, two or more of the closest Patrol Officers are dispatched to the call based on its nature and location. Typically, one of the units responding will be the Patrol Officer who is assigned the “beat” in which the call derives (also known as the “primary” unit); other responding units will often be assigned to the call from neighboring beats (also known as “backup” unit(s)). The 911 center dispatches calls for service not in the order in which they are received but by the nature of the call – level of danger to the community – and the availability of officers to respond.

After a Patrol Officer resolves a call for service and completes an incident report on





a case, that report is later reviewed by District Command Staff. Oftentimes a Patrol Officer will sufficiently resolve an incident without the need for a follow-up investigation. Furthermore, some incidents do not require a police report (e.g., civil disputes, assisting citizens and other low level calls for service); however, each potential criminal case is reviewed by the Lieutenant of Detectives of the District in which a report originates. Depending on the nature of the case and the suspect information, the Lieutenant of Detectives will determine whether or not a Detective should be assigned to the case for a follow-up investigation. Not all unsolved criminal cases are assigned to a Detective. Some cases are returned to the initial investigating Patrol Officer for followup, while others are designated not to receive follow-up due to lack of suspect information, unreliable information, lack of prosecutorial merit, or great likelihood that follow-up will not result in suspect apprehension and/or successful prosecution.

If a Detective is assigned a case for follow up, he/she will conduct the case investigation until either the investigation runs into one of the aforementioned roadblocks (e.g. lack of prosecutorial merit), or the Detective has Probable Cause to make an arrest in the case and sends the case up to the District Attorney's Office for review. The District Attorney's Office makes final determination as to





whether or not a suspect should be charged with a criminal offense. Should a Detective take a person into custody prior to case review by the District Attorney's Office, the Detective will complete a Probable Cause Affidavit concerning the suspect's arrest. Investigations often continue even after a suspect is arrested. Additionally, while cases occasionally hit roadblocks and become inactive, more serious crimes (e. g. homicides, robberies, sexual assaults, burglaries, etc.) may be actively investigated in the future as more information surfaces.

### **Community Policing Team (CPT)**

Presently the Madison Police Department has four Community Policing Teams (CPTs): Central CPT, South CPT, West CPT, North/East CPT (North and East Districts share a CPT). In the future, a fifth Community Policing Team will be created so that each district will have a CPT team which can focus on and address specific district needs. Each Community Policing Team is comprised of 5-6 uniformed officers working under the supervision of a sergeant and reporting directly to district command staff.

Community Policing Teams serve as problem-oriented, rapid response units addressing existing and potential district problems. CPT units are not call-driven and therefore are able to focus resources on ongoing problems and a wide array of district issues such as drug and gang activity, prostitution and other criminal and disorder patterns which impede and negatively affect quality of life in the community. CPT units



also work to ensure traffic safety through a variety of traffic initiatives. Activities carried out by CPT units may range from addressing alcohol issues to event management to providing assistance at major crime scenes.

Problem analysis and response to neighborhood problems, be they big or small, is the hallmark of the Community Policing Teams. For example, one Central CPT Community Officer identified a neighborhood which was the site of numerous house parties involving underage drinking and over-consumption of alcohol, as well as associated disturbances and fights. To address these problems the officer first contacted the landlords who owned and rented the buildings in which such activities were occurring. After enlisting landlord assistance, the officer began a neighborhood canvas to introduce himself to the student residents. This meeting provided an opportunity to distribute an informational pamphlet on how to hold a safe party as well as the consequences of hosting out-of-control house parties. By mobilizing the assistance of landlords and residents, the Community Officer was able to help provide a safer environment and reduce the amount of alcohol related incidents within the neighborhood.

Ultimately, Community Policing Teams not only focus on enforcement, but also employ problem-solving techniques to address problems that cannot or should not be solved by enforcement action alone. Simply put, members of Community Policing Teams are to think “outside the box.”



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## **Liaison Officer**

In addition to their regular duties, patrol officers, detectives and CPT officers may also be assigned as Liaison Officers to various neighborhood associations, apartment/housing complexes or community groups throughout the city. Typically an officer will be assigned as a liaison to an association derived from the area that he/she regularly patrols. The primary duty of a Liaison Officer is to provide community organizations with information, support and a readily assessable link to the police department. In this manner, a Liaison Officer acts as a conduit between the police department and the community.

## **Educational Resource Officer**

Within the City of Madison there are four primary high schools: La Follette, East, West and Memorial. The Madison Police Department has therefore assigned four police officers to work as Education Resource Officers (EROs) within these high schools. EROs provide expertise in the area of personal safety, crime prevention, violence diffusion techniques and building security as well as furnish training and information to school staff on topics related to alcohol, drugs, gangs and violence. Additionally, EROs conduct in-





vestigations into criminal and ordinance violations, and may take enforcement action when appropriate. As an educational resource, EROs are in classrooms teaching students and facilitating discussions on issues germane to alcohol and drugs, state laws, municipal ordinances and the juvenile code, violence and crime prevention, as well as the role of law enforcement in the educational setting. Ultimately, EROs are police liaisons who work in partnerships with school administration and staff, security personnel, parents and students in order to ensure that our high schools remain safe environments in which students learn and attend classes.

## **Neighborhood Police Officers (NPO)**

The Neighborhood Police Officer position is the Jack or Jill of all trades in the department. Each NPO is assigned to one neighborhood, and is responsible for cultivating relationships with stakeholders in the neighborhood. Stakeholders include the residents of a neighborhood, landlords, neighborhood associations, probation and parole agents, social service agencies, businesses, schools and other organizations or individuals who are interested in the welfare of the neighborhood.

Ironically the most effective NPO is one who looks to eliminate his or





her own position. The expectation is that a NPO assists a neighborhood in strengthening itself to the point that negative elements cannot flourish and the positive elements begin to thrive. Neighborhood Police Officers utilize enforcement, community building and collaboration skills to achieve success.

The Madison Police Department presently has 11 Neighborhood Police Officers working within the following neighborhoods: State Street, Langdon St, Worthington Park (Webb/Darbo), Northport Drive, Fisher/ Baird, Bayview/Braxton (Triangle), Cypress/Magnolia, Allied Drive (x2), Wexford Ridge and Hammersley.

### **Canine Unit (K-9)**

In 2007, the Madison Police Department's Canine (K-9) Unit expanded to five canine teams. Due to lack of funding, MPD has historically had only a handful of police service dogs, usually assigned to the Dane County Narcotics and Gang Task Force. However, in 2004 a nonprofit organization – Capital K-9 – was formed by a group of private citizens for the express purpose of raising funds to support the implementation of an MPD patrol K-9 unit.







Thanks to the efforts of Capital K-9's, the department was able to deploy the first dedicated patrol K-9 teams in the history of the Madison Police Department. Two more K-9 teams were added in early 2006 and 2007.



K-9 Greg with confiscated cocaine

Depending on their training, the duties of each K-9 unit may include tracking, article searches, drug searches, apprehensions, building clearing, area searches, handler protection and community demonstrations. Each handler receives 4 - 6 weeks of specialized K-9 training with his or her dog; each dog has also had extensive prior training by dog training specialists. After successfully completing a certification test, each K-9 unit begins working in the community and participates in ongoing training (two days per month) throughout their working career.

## **Investigative Services**

Investigative Services is commanded by a Captain and includes the following units: Criminal Intelligence Section, Madison Area Crime Stoppers, Crime Prevention, Dane County Narcotics and Gang Task Force and the Forensic Services Unit.



## Criminal Intelligence Section

The Criminal Intelligence Section (CIS) consists of one Sergeant, one Detective Gang Specialist, four Court Detectives, three Police/Intelligence Officers, one Crime/Problem Analyst and one Clerk Typist II. CIS provides investigative and major case support, crime and intelligence analysis, coordination of dignitary protection, criminal case preparation and crime mapping. Specifically, the Detective Gang Specialist focuses on gang activity within the City of Madison and provides gang intelligence to the Department; Court Detectives review and prepare criminal cases for court and work closely with the Dane County District Attorney's Office; Intelligence Officers provide investigative and major case support; and finally, CIS's Crime Analyst is a civilian position that analyzes crime trends and assists in formulating police response. CIS has also begun to utilize computer software for tactical crime analysis (e.g., crime trends) as well as a web-based crime mapping system.





## **Madison Area Crime Stoppers (MACS)**

Madison Area Crime Stoppers (MACS), Inc. is a non-profit organization affiliated with Crime Stoppers International — and one of several Crime Stopper units operating in Wisconsin. MACS serves all communities in Dane County, and the Madison Police Department has assigned one officer who is solely dedicated to the program. In addition to airing daily television/cable shows and weekly radio shows in English, MACS has initiated a Spanish component to its program. Spanish language news articles on topics such as unsolved crimes, traffic safety, crime prevention and educational information are published weekly and biweekly in the Spanish newspapers La Comunidad and Voz Latina, respectively. MACS also airs a weekly television show aired in Spanish and a biweekly Spanish radio segment produced by La Movida.

The success of MACS is predicated on the involvement of the public, the media, and the police working together to fight against crime. MACS works off the basic principle that someone other than the criminal has knowledge of the crime. MACS therefore offers anonymity and cash rewards to persons who furnish information that leads to an arrest. MACS is solely dependent on private donation for paying out cash rewards to its callers.

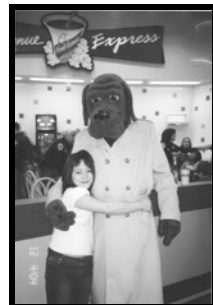




When a “tipster” calls, a law enforcement coordinator or dispatcher with one of our participating stations takes the call and issues the caller a code number to protect their identity. At no time do we know who has called. If a wanted person is arrested or a crime is solved as a result of information provided, a reward is calculated by MACS Board of Directors, (a volunteer citizen board made up of twelve members) and paid confidentially through a local bank. In this way MACS is able to provide a safe and confidential way for citizens to participate in community policing and solve crimes. If you would like to provide a tip to MACS, please call 608-266-6014.

## **Crime Prevention**

The Madison Police Department has one Crime Prevention Officer, who provides individualized security surveys for homes or businesses as well as addressing other issues germane to property security. The Crime Prevention Officer also conducts presentations and trainings on personal safety and can provide information tailored to seniors and children. Additionally, the Crime Prevention Officer disseminates information on workplace violence and identity theft and is able to work with both individuals and organizations to customize training seminars. If you would like to speak with our Crime Prevention Officer, please call 608-266-4238.





## **Dane County Narcotics and Gang Task Force**

The Dane County Narcotics and Gang Task Force (DCNGTF) is a multi-jurisdictional law enforcement group consisting of City of Madison, County of Dane and University of Wisconsin personnel. The Dane County Narcotics and Gang Task Force works in conjunction with state and federal agencies as well as providing support to suburban agencies county-wide, to interdict drug trafficking and gang activities. The Madison Police Department has several departmental personnel assigned to DCNGTF. The Annual DCNGTF report is routinely completed in January and posted on the Madison Police Department website for public access. To report drug or gang activity, please call 608-245-5783.



## **Forensic Services**

The Madison Police Department's Forensic Unit is commanded by one Lieutenant and includes eleven Investigators, one Computer Forensics Detective and one Civilian Laboratory Technician. MPD's Forensic Unit is stationed in the forensic laboratory within the City-County Building.



While many television dramas depict forensic cases in gift-wrapped, hour-long formats, actual forensic work takes time, patience, expertise and a very strong stomach. Investigators specialize in preserving, retrieving and processing of evidence in a myriad of criminal cases. Investigators conduct various laboratory functions including autopsies, photographing, developing and printing of films, latent fingerprint work, recording and filing. Other duties performed by Investigators entail scene diagramming and photography, advising on investigative methods and procedures, assisting in death investigations and conducting primary investigations on all traffic fatalities as well as performing crash reconstructions on traffic fatalities and serious injury crashes involving possible criminal charges.

Presently, the Computer Forensics Section is separate from the forensic laboratory, as MPD has merged with the Dane County Sheriff's Office to form a Shared Resource Partnership (SRP) in order to consolidate computer forensic equipment. In 2007, one additional Investigator will be assigned to the SRP on a part-time basis, easing the workload on the lone Computer Forensic Detective. The Computer Forensic Detective is solely responsible for the processing of computers for forensic evidence (e.g., child pornog-





raphy, computer hacking, etc.). Although the Forensic Unit does acquire specialized equipment every year, a notable addition was made in 2006 when the unit purchased the LTI Impulse Measurement System, a laser measurement device which allows for more precise measurements and reduces time spent on crime scene diagramming. Using this technology in concert with specialized computer software, the unit can now produce animated, three-dimensional re-creations of crimes scenes. This same technology was used to reconstruct the car crash that fatally wounded Princess Diana. This technological advancement will prove instrumental with courtroom reenactment of crimes.

## **PART-TIME SPECIALIZED TEAMS**

### **Special Events Team (SET)**

The Special Events Team (SET) consists of approximately eighty sworn police personnel and is a structured group of Officers and Command Staff with specialized training in crowd management and crowd control techniques. Events like Halloween, Rhythm and Booms and Mifflin Street Block Party had overburdened the ability of patrol ser-





vices to staff these events. SET was created to formalize the department's response to events that involve large crowds of people. SET is activated whenever there is a large planned or spontaneous event that would be beyond the capabilities and staffing of Patrol.

### **Emergency Response Team (ERT)**

The Emergency Response Team (ERT) is a part-time, special weapons and tactics team, which can respond rapidly to a variety of incidents. This team is comprised of approximately forty-five departmental members and is broken down into the following platoons: Command, Support, Crisis Negotiations, Entry, Scouts and Snipers. In 2007, a Tactical Emergency Medical Support platoon was added. This platoon is comprised of City of Madison Fire Department Paramedics working in conjunction with a UW Hospital doctor/medical director.

Tactical team members train at least twice per month and the full team trains both in the spring and fall. ERT provides the Madison Police Department with the following capabilities: high risk warrant service, barricaded subject resolution, hostage situation resolution, high risk fugitive apprehension, dignitary protection, shooter in-progress response and special event contingency details.







## Honor Guard

The Madison Police Department Honor Guard consists of twenty-two commissioned personnel who, because of their dedication to law enforcement and community, volunteer to serve as formal representatives of the Madison Police Department at law enforcement funerals, special events and other functions approved by the Chief of Police. When participating in an event, Honor Guard representatives adhere to formal etiquette and wear ceremonial police uniforms. Members attend specialized training to hone their skills in funeral protocol, rifle and flag team assignments

as well as guard/usher duties. The Honor Guard remains a cherished tradition within the Madison Police Department and law enforcement community.





## Amigos en Azul (Friends in Blue)

In 2004, several officers working in the South District began “Amigos en Azul,” a grassroots police organization comprised of City of Madison Police Officers dedicated to dissolving cultural barriers, building partnerships and opening lines of communication between the Latino Community in Dane County and the Madison Police Department. Amigos Officers regularly attend community events and provide information to the Latino



Community on police resources. Officers also provide safety education outreach through a variety of Spanish media components: weekly-televised Crime Stoppers segment, weekly radio shows, and weekly and biweekly newspaper articles published respectively in the Spanish newspapers La Comunidad and Voz Latina. Officers

in Amigos en Azul meet once or twice a month for program evaluation and planning. If you would like to contact Amigos en Azul please call 608-209-2403.





## Support Section

The Support Section is the nuts and bolts of the Madison Police Department and is essential to the smooth functioning of the department. The Support Section, headed by an Assistant Chief, includes the Finance Office, Personnel and Training, Traffic and Support Services, and Information Management & Technology Division. The Finance Office analyzes police needs and budgetary concerns. The Personnel and Training Division primarily administers the hiring process and trains all new officers as well as providing ongoing training for all departmental personnel. Traffic & Support Services consists of the Traffic Section, Parking Enforcement, Traffic Enforcement Safety Team (TEST), Court Services and the Property Room. Finally, Information Management & Technology Division consists of the Records Department, Information Systems and Automated Reporting System.



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## Finance Office

The Finance Section, staffed by a Finance Manager, an Account Tech and three Administrative Clerks, is responsible for the fiscal operation of the Department, which is comprised of four key components. The first component is payroll, which includes processing the biweekly payroll for over 520 permanent and part-time employees, managing workers compensation and family leave paperwork, processing hiring information, and performing various scheduling functions primarily related to patrol, training and special events. The second component is purchasing, which consists of acquiring uniforms, supplies and equipment, managing capital projects, and negotiating and administering contracts with vendors. Developing the annual budget, tracking annual expenses and providing financial reports for managers and elected officials is the third area of responsibility, and the final area is grant management. The Police Department has the largest City budget, which in 2007 is \$50,106,451. In addition to management of these funds, the Finance Section oversees numerous Federal and State grants as well as managing special revenue for short-term projects. In 2006, the Department utilized approximately \$2,500,000 in grant and special fund revenue for a wide-range of efforts including traffic initiatives, funding officer positions, purchasing equipment, supplementing intensive law enforcement efforts, providing additional training, and improving technology.



## Training and Personnel

The Training and Personnel Division is part of the Support Section and is comprised of one Captain, one Lieutenant, two Sergeants, four Police Officers, four Safety Education Officers and one Administrative Clerk. The Training and Personnel Division is in charge of the entire hiring process for the Madison Police Department; and, in doing so, administers the police officer application process including applicant recruiting, written testing, physical fitness evaluation, committee review of applications, interviews, background checks, psychological evaluation, medical testing, and ultimately, submitting a list of qualified applicants to the Chief for final determination.

Once hired, new recruits are mandated to partake in an eight-month-long “pre-service” academy conducted by the staff of the Training and Personnel Division. During the pre-service academy, Probationary Police Officers (PPOs) receive approximately twenty-one weeks of classroom/academic instruction as well as twelve weeks of field training. Field training allows recruits to obtain on-the-job training and practical application of their academic experience while under the





guidance and tutelage of Field Training Officers (FTOs—police officers with significant policing experience).



Training and Personnel also provides ongoing “in-service” training for all departmental personnel throughout their careers with MPD. Each officer participates in a minimum of twenty-four hours ongoing education/training per year. Some examples of pre-service and in-service training topics are as follows: emergency vehicle operation, crisis intervention, tactics, professional communication, defensive techniques, shooter development, technology applications, mental health, legal reviews, ethics, diversity, health and wellness, etc. Additionally, departmental personnel are also afforded opportunities to participate in specialized trainings outside the department after receiving approval from the Captain of Training.

Other functions of Training and Personnel include the testing, maintenance and monitoring of specialized equipment and firearms, overseeing the promotional process and the running of internal academies for personnel to become eligible for promotion.



## Safety Education

The Safety Education Unit is a subset of the Training and Personnel Division. The mission of the Safety Education Unit is to provide program support and outreach to the Madison Metropolitan School District and Madison's private schools. Program support includes a state mandated Protective Behavior Program as well as an educational component on internet predators, alcohol/drug abuse and gang prevention. This program is provided primarily to fifth grade students through a comprehensive, fifteen-week course entitled Classes On Personal Safety (C.O.P.S.). Officers in the unit are responsible for the ongoing research and development of program curriculum as well as providing education and outreach within the community.

There are four Safety Education Officers (SEOs) in the unit. Each officer is responsible for schools in the North, South, East and West Districts. Unit members, in addition to duties related to schools, also respond to requests from the community for safety presentations on various topics ranging from personal safety and retail theft prevention to internet safety and cyber bullying. Depending on the need of the group requesting services, the Safety Education Unit is able to customize presentations to various educational levels.

Unit members are often





part of various review committees and continually do curriculum development work. Additionally, SEOs perform community outreach and coordinate the following events: YWCA's Week Without Violence,



Walk Your Child to School Week, AAA Safety Patrol Winter Party, Target's Shop With A Cop, Celebrating Youth, Safety Saturday, Safety Town, C.O.P.S. graduations and other neighborhood association events. As part of the Madison Police Department Training and Standards Unit, SEOs participate as needed in training/recruiting projects.

## **Traffic and Support Services**

Traffic and Support Services, which is headed by a Captain, is part of the Support Sections and encompasses the Traffic Investigation Unit, Parking Enforcement, Traffic Enforcement Safety Team (TEST), Court Services and the Property Room.





## **Traffic Investigation Unit (Hit and Run)**

The mission of the Traffic Investigations Unit is to ensure that the Madison Police Department provides professional investigative services in the aftermath of

vehicular crashes. Typically most vehicle collisions only require patrol response for investigative and safety purposes. The responding officer(s) will complete all necessary aspects of the vehicle collision investiga-



tion, and involved parties are provided with a case number used to access all related police reports documenting the collision. Traffic investigators, on the other hand, participate in ongoing police investigations of substantial vehicular crashes and/or hit and run collisions.

The Traffic Investigations Unit is comprised of one sergeant and three police officers. There is more follow-up work to do than there are investigative hours to devote to the tasks, thus Traffic Specialists' work needs to be triaged on a daily basis. Generally, the cases can be categorized into the following priority groups:

- 1<sup>st</sup> Priority: Traffic Specialists will respond to and conduct follow-up investigations on all fatal and life threatening injury crashes



- 2<sup>nd</sup> Priority: Traffic Specialists will conduct follow-up investigation of all hit-and-run crashes involving incapacitating injury and/or crashes with positively identified suspects.
- 3<sup>rd</sup> Priority: Traffic Specialists will conduct follow-up investigation on hit-and-run crashes when the offending vehicle has been towed and secured as evidence.
- 4<sup>th</sup> Priority: Traffic Specialists will assign all hit-and-run crashes with only limited identifying suspect information to inactive status, and will conduct follow-up investigative work on these cases as time allows.
- Not Assigned: All hit-and-run crashes with no identifying suspect information will be listed as “not assigned” and will receive no follow-up investigative work.

If you wish to access a police accident report please visit the City Of Madison Police Department website, [www.ci.madison.wi.us/POLICE/poldept.html](http://www.ci.madison.wi.us/POLICE/poldept.html), proceed to the Records Section





on the site's left side, and click on Accident Reports Online. Accident reports may be searched via case number (e.g., 06-143002), accident date or the name of an involved party.

## **Parking Enforcement**

Working in partnership with other City agencies, the Parking Enforcement Unit seeks to ensure safe and efficient movement of vehicular and pedestrian traffic, while being responsive to the needs of citizens and other government entities. The mission of the Parking Enforcement Unit is to provide for safe travel along the streets and highways of the City of Madison, address private parking issues related to residential or commercial use, and to maintain and facilitate equitable access to public parking provided by the City of Madison.

Presently the Madison Police Department has twenty-seven Parking Enforcement Officers (PEOs) and one Parking Enforcement Supervisor. PEOs work a variety of hours, typically between 6 a.m. – Midnight. If you wish to dispute a parking ticket or have any questions regarding a parking ticket please call 266-4622 or go to parking enforcement's website: <http://www.cityofmadison.com/parkingTraffic/>.

If you believe your vehicle has been towed by the City of Madison please call the dispatch non-emergency number 608-255-2345.





## **Traffic Enforcement Safety Team (TEST)**

The Traffic Enforcement Safety Team, or TEST, is comprised of one Sergeant and six Patrol Officers whose mission is to increase public safety on the streets and highways of the City of Madison. Through the use of both enforcement and education, TEST addresses dangerous behaviors that compromise traffic safety.

Each police district has a TEST liaison who identifies enforcement needs of the district and works with district personnel in developing traffic safety initiatives. TEST also responds to citizen complaints about problem areas in need of increased/focused traffic enforcement. Citizens should call 608-266-4622 or the Speeders Hotline at 608-266-4624 to lodge a complaint. A complaint log is maintained and shared with district personnel, who will investigate the nature of the problem. If an assessment of the problem area indicates the need for heightened traffic enforcement, the TEST team will undertake a traffic initiative to address the problem.



## Court Services

Court Services is within the Support Section and is presently comprised of one sergeant, six police officers, one administrative clerk and three police records clerks. The primary duties of Court Services is to assist the processing of municipal court cases (i.e., traffic tickets, municipal citations, parking tickets, etc.) and provide a secure court atmosphere for court hearings to occur safely and without incident. Court Services allows for highly efficient processing of court documents and providing accurate records to citizens regarding parking ticket payments, vehicle registration suspensions and towed vehicles.



## Property Room

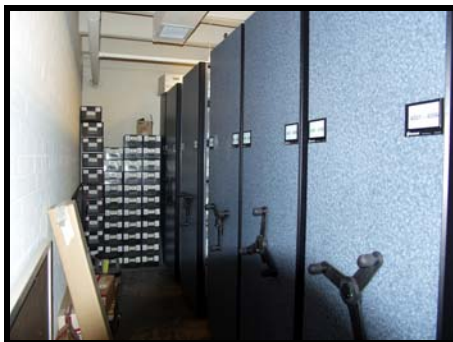
The Madison Police Department Property Room secures and manages all evidence and property recovered by MPD personnel. Civilian personnel staff the Property Room and include one Property Supervisor, five Property Clerks, one Automotive Service Worker and one hourly Bicycle Recovery Specialist presently working in the unit. “Chain of evidence” starts once commissioned personnel document



and secure evidence and/or property into storage/evidence lockers within the Property Room. All evidence must be sealed in tamper evident packages and with tamper evident tape over an officer's thumb-print label. The evidence is then secured in a locker to which only the staff of the Property Room has access. Specific data concerning this property is then entered into computer (e.g., property tag number, badge number, case number, description, locker number, etc.) documenting the placement.

Evidence or property is maintained in the property room until property room clerks obtain authorization to dispose of evidence from Command Staff or the Property Room Supervisor, respectively. When authorization is received, Wisconsin State Statute requires that it be returned to its rightful owner if applicable, or, alternatively, destroyed or sold at public auction (proceeds go to the City General Fund). State Statute requires that after an owner is identified and notified, they be given thirty days to respond. If an owner is unknown, the Property Room will still hold property for at least thirty days unless it is of nominal value or hazardous.

If a citizen's property finds its way into police custody without their knowledge, the Property Room will make a good





faith effort to identify and notify the owner in writing. If the owner is incarcerated and their property is taken for safekeeping, the owner is given a “Prisoner Property Safekeeping Agreement” by the arresting officer that informs him/her of where their property is being kept and notifies them that they must make arrangements to have it removed within thirty days. In some cases where an owner advises that they cannot retrieve their property within thirty days, the Property Room may extend the duration of safekeeping.

Evidentiary property, as long as it is not contraband, can be returned to its rightful owner with Command Staff authorization after the case has been closed or adjudicated. Occasionally, evidence may be needed longer for associated cases and/or appeals.

At the present, all property must be picked up at the window of the Property Room located in the City-County Building Garage, 211 S. Carroll Street, Madison, WI 53703. Impounded vehicles must be picked up at Schmidt’s Towing. Picture identification is required in all circumstances. If you have any questions please call 608-266-4955.





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## **Information Management & Technology**

The Information Management & Technology Division is part of the Support Section and is commanded by a Captain and a Lieutenant. The Information Management & Technology Division encompasses the Records Section, Information Systems and the Automated Reporting System. Information Management & Technology is primarily responsible for the collection, maintenance and dissemination of police records and documents in addition to researching, acquisitioning, testing and maintaining all technological applications utilized by the Madison Police Department.

### **Records Section**

The Records Section is managed by a Sergeant and is comprised of thirteen civilian employees who are responsible for organizing, maintaining and disseminating police records and documents.

The public can access police reports in a number of ways. The Records Section accepts phone requests, mailed requests, in-person requests, faxed requests and requests through the MPD website. State of Wisconsin Motor Vehicle 4000 accident reports, Driver Exchange accident reports, and State of Wisconsin citizen accident reports





(self-reports) are posted on our website generally within 7-10 days. For phone requests of accidents call 608-266-4072, and for all other police reports call 608-266-4075. Mailed requests should be directed to Madison Police Records, 211 S. Carroll Street, Madison, WI, 53703, or in-person. The fax number to the Records Section is 608-267-1117.

Fees for reports are 25 cents per page for most reports, and 50 cents a page for reports pulled from microfilm – generally pre-1995. There is an additional charge of \$1.00 for mailed reports for postage and handling. Motor vehicle accident reports (i.e., MV 4000, MPD Driver Exchange, Citizen Reports) are available 7-10 days after the accident on our website, [www.cityofmadison.com/police](http://www.cityofmadison.com/police), for FREE! Supplemental reports are not available via MPD's website.

Once a request for a police report/document has been submitted, the Records Section may potentially deny the request or redact part of the report. If a request is denied, a Denial Letter explaining the basis of the denial will be provided to the applicant. A request is typically denied in





the cases where there is pending prosecution, a continuing investigation and/or sensitive information (e.g. juvenile records). A Redaction Letter is provided to the applicant if there are issues of sensitivity to reputation and/or privacy issues, or the report contains confidential information pertaining to law enforcement or juveniles. Social Security numbers within a police report will also be redacted prior to dissemination. MPD may also redact content or contact information within reports concerning sexual assault, attempted suicide, exposure, drug investigation, sexual assault of a child, miscellaneous sex offenses, enticement, kidnapping, arrested juvenile, conveyance/commitment, child abuse, child neglect, intoxicated persons or confidential/silent cases.

Other services provided by the Records Section include:

- 1) Free background checks or clearance letters for other law enforcement agencies and Probation and Parole. Government entities and non-profits are charged \$4.00, and the general public is charged \$9.00. Visa and immigration letters are also \$9.00.
- 2) Contact information for individual names, specific address and sectors for 25 cents a page.
- 3) Processing of taxi permits including fingerprinting, photographing and background check for a \$25 fee for the provisional and \$25 for an original.
- 4) Processing of photos, videos, and CDs related to specific



cases. Photos are \$3.00 for a 5x7 and \$6.00 for 8x10.

Videos and CDs are priced in length: \$15.00 for one to thirty minutes, \$20.00 for thirty minutes to one hour, and \$25.00 for any video/CD over an hour in length.

- 5) Fingerprinting services for the public at \$10.00 per fingerprint card.
- 6) Processing of solicitors, bartenders, merchants and secondhand dealers.
- 7) Sale of Madison Street Directories for \$2.00 each.
- 8) Collection of subpoena and jury duty fees.
- 9) Processing Background Checks:
  - a) Landlord/tenant background checks are governed by city ordinance to provide City of Madison Police arrests, CIB arrests, Municipal Court arrests, and Circuit Court arrests for a fee of \$9.00.
  - b) Employment record checks only cover City of Madison arrests and cost \$9.00 for each name.



## Information Systems

Information Systems is responsible for researching, acquisitioning, testing and maintaining all technological applications utilized by the Madison Police Department. Over the past ten years the Madison Police Department has undergone a significant technological transformation in order to meet the needs of the public in an ever-changing, computer-driven world. Some of the technological advances include all police squads being equipped with laptop computers and wireless capabilities, new radio systems, in-car video and audio systems, and paperless, electronic documenting systems.

In an effort to promote the exchange of information and intelligence between multiple law enforcement agencies in Dane County, the Madison Police Department has been pursuing the Regional Records Management Project. The Regional Management Project brings together fourteen police departments (i.e., City of Madison, Monona, Town of Madison, Shorewood Hills, Maple Bluff, Verona, Oregon, McFarland, Waunakee, Deforest, Cottage Grove, Belleville, Cross Plains and Brooklyn) into a regional data sharing system, from which each department has access to information collected by other participating departments. This data sharing system is already up and running with other police depart-





ments potentially coming online in the future.

In the first quarter of 2007, LiveScan (digital scanning of fingerprints) will be implemented in the Madison Police Department. Additionally, electronic accident reports will be tested in 2007, and once operational, will further MPD's efficiency in motor vehicle collision documentation. Some future projects also being discussed include an electronic pawn shop reporting system, website development, address validation system (GIS), and the installation of GPS into police vehicles.

## **Automated Reporting System**

The Automated Reporting System is comprised of approximately twenty police report typists and one supervisor. This unit is responsible for the typing and documenting of all dictated police reports. Depending on the nature of a police report, an officer may verbally dictate his/her report into the Automated Reporting System rather than complete a field report (a computer program which allows the reporting officer to type brief reports). The Automated Reporting





System records the officer's dictation and the report is then placed into a log accessible to MPD's typists. Based on the nature of the report (e.g., arrest report versus check person report), police reports are prioritized and typed accordingly. Once the report is typed it is forwarded to District Command Staff for review and filed with the Records Section under the incident case number.

## **VOLUNTEER SERVICE**

### **Retired Senior Volunteer Program (RSVP)**

The Retired Senior Volunteer Program (RSVP) is a private organization comprised of retired persons who wish to volunteer their services to different agencies and programs throughout Dane County. RSVP attempts to match the skills of volunteers with the needs of different projects. RSVP volunteers come from all walks of life, and as a result they bring a wealth of insight and experience to the department.

The duties assumed by the volunteers are many and varied. You may see a vol-





unteer at the desk just inside the Carroll Street doors of the City-County Building; another volunteer combs media and keeps a detailed log of any print material related to MPD; while other volunteers have also performed significant work for events such as Halloween and the 4<sup>th</sup> of July. RSVP volunteers also perform an assortment of clerical work. In short, RSVP volunteers are ready, willing and able to take on most any task and have been a great help for officers, detectives, administrators and citizens alike.

## **Retired Officer Advisory Resource Team (ROAR)**

ROAR, which stands for Retired Officer Advisory Resource Team, is a volunteer unit comprised of approximately fifteen to twenty retired sworn police personnel. Each member has been cleared by Internal Affairs, and has the Chief's final approval over their appointment to ROAR. Case and work assignments are made to ROAR members via District Command Staff and the Chief's Office. Given that many of the members have anywhere between 20 – 35 years of police experience and possess knowledge of a variety of law enforcement specialties, the breadth of

**Madison Police  
Department  
R.O.A.R.  
TEAM**



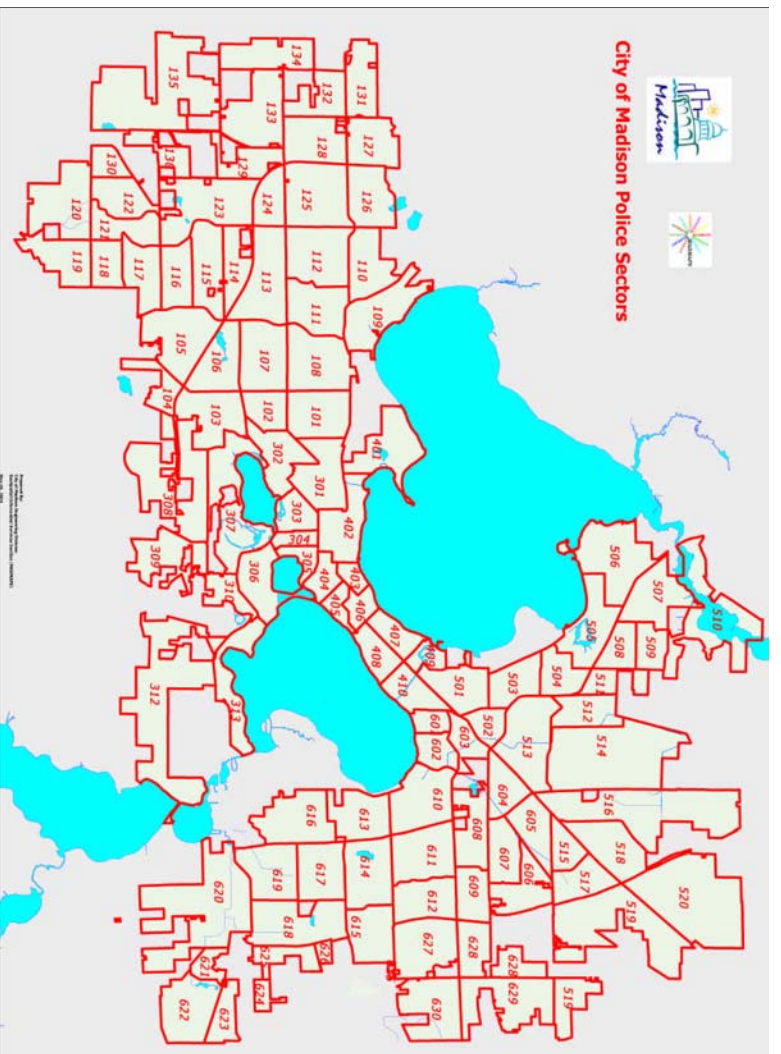
**Retired Officers Advisory & Resource**



tasks performed by ROAR is substantial. The following are a few examples of ROAR activities: assignments to work on specific cases, assist in excess/overload cases as well as cold cases, staff and assist special events, participate in training for academy personnel as well as Emergency Response Team trainings, perform background checks, review self-reports, and just about any other project that would benefit from ROAR members' law enforcement experience.



# Madison Police Department Sector Map



100 = West  
 300 =  
 South  
 400 =  
 Downtown  
 500 =  
 North

# City of Madison Police Department Organizational Chart

