Purpose
The traffic enforcement objective of Madison Police Department (MPD) is to reduce traffic crashes and injuries and to facilitate the safe and expeditious flow of vehicular, bicycle and pedestrian traffic through voluntary compliance with traffic regulations.

Procedure

PUBLIC EDUCATION
MPD stands committed to the concept of education as an important factor in prevention and law adherence. Whenever appropriate, MPD will preface any new or concentrated traffic enforcement with a period of public education or reeducation.

TRAFFIC ENFORCEMENT
Officers should take appropriate enforcement action to address unsafe driving, bicyclist or pedestrian behavior, focusing on areas with a high incidence of traffic crashes as well as being responsive to neighborhood and citizen complaints.

PARKING ENFORCEMENT
Street parking is restricted in various areas of the City to ensure fair access to parking and to expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the City.

Withdrawal of Parking Citations
Parking citations may only be withdrawn by a Traffic/Specialized Services Supervisor following the standard review process:

1) A written request for review is submitted to the Traffic Section (online or paper form).

2) A Parking/Traffic and Specialized Services Supervisor will review the circumstances and make a determination on the status of the citation.

3) A written response will be sent to the requestor notifying them of the outcome of the review.

Commanding Officers may request withdrawal of parking citations for employees under their command if the citation resulted from an emergency call-in, holdover, or other unusual work related circumstances.

The Chief of Police or Commanding Officers may authorize withdrawal of parking citations issued to citizens if the citation resulted from department related issues.

A Traffic/Specialized Services Supervisor may withdraw a citation for “malfunctioning meter” when conditions are verified.

(When a parking citation is withdrawn for any of the above reasons, the disposition must be noted on the original citation, or the written or electronic citation disposition record. No other method of withdrawing a citation is authorized).
TRAFFIC CRASH INVESTIGATIONS

Traffic crash investigations are conducted by our department in order to protect the rights of citizens, detect traffic violations, and to determine enforcement, engineering, and educational needs.

Officers will respond to, investigate, and complete the Wisconsin Motor Vehicle Accident Report (DT4000) within 10 days per WI Statute 346.70(4) when the crash occurred on public property or private property held open to the public, and:

a) the crash resulted in a reported injury or fatality of a person,
b) the crash resulted in damage to one person's property to an apparent extent of $1,000 or more,
c) the crash resulted in damage to government-owned property, to the apparent extent of $200 or more, or to a government-owned vehicle, to the apparent extent of $1,000 or more.

- Officers will respond to, investigate, and may complete the Madison Police Department's accident report (MPD4000) when:
  a) the crash resulted in less than an apparent $1,000 damage to either owner's property/vehicle, and
  b) the crash resulted in no reported injuries, and
  c) there are citizens requesting police documentation of their crash.

After an officer responds to a crash scene, and determines that the crash does not meet the criteria for a reportable DT4000, citizens can mutually decide that they would rather simply exchange names at the crash scene, and request not to have an MPD4000 accident report completed.

An MPD “Driver Information Exchange” form (with the case number and officer name only listed) should be provided to each driver to complete the remaining information. Officers themselves shall not provide identifying information of those involved to the other parties. Officers shall not utilize the Driver Exchange Form in TraCS.

Officers are not required to complete a DT4000 or MPD4000 accident report when:

a) The crash resulted in property damage only and occurred during a time period when the OIC has determined that severe weather conditions, or other unusual circumstances has increased the number of crashes beyond the department's capacity to respond.
b) All of the vehicles/pedestrians involved in the crash have left the scene of the crash prior to calling police, unless special circumstances prompted their leaving, such as: following a hit and run vehicle, seeking medical treatment or moving to a nearby safe location.

When a. or b. above occur, the officer should advise citizens to obtain a DT4002 Self Report of Accident form from the DOT website.

Officers will not complete a DT4000 or MPD4000 when the crash involved a collision between bicycles and/or pedestrians, and no motor vehicles. In this case, a report should be completed as an Incident Report.

Officers will submit addendum reports (Officer's Report Form) when:

- Any charges are issued/pending (the DT4000 cannot be used in any criminal case).
- All of the information cannot be adequately reported in the narrative section of the DT4000 or MPD4000, e.g., hit & run, witness statements.

Issuance of Citations at Motor Vehicle Crashes

Officers shall issue citations in any crash where probable cause exists for a violation that is a causal factor in the crash, regardless of which form is used to document the investigation.

Investigation of Motor Vehicle Crashes Involving Serious Injury or Death

In order to insure that motor vehicle crashes involving serious injury or death are handled consistently, the case management of such crashes will be the responsibility of Traffic and Specialized Services.
Serious injuries are those injuries which appear life threatening. Crashes with injuries of questionable severity will be investigated as if they were serious injury/fatal crashes. A Field Supervisor will be responsible for assessing the crash scene and any associated injuries to determine if an Investigator and Traffic Specialist should be called to the scene.

Procedure - If the Field Supervisor determines a crash is a serious injury or fatal crash:

a. The Field Supervisor will be in charge of the crash scene and will be responsible for coordination of the initial investigation.

b. The Field Supervisor at the scene will consult with the OIC to determine if a Traffic Specialist, Detective and additional Investigators are needed. The OIC should give particular consideration to the need for a Traffic Specialist when a driver has fled the scene of a serious injury traffic crash.

c. If the OIC deems it necessary that a Traffic Specialist is needed, Traffic/Specialized Services and Forensics Commanders should be contacted:
   - Lieutenant of Traffic
   - Lieutenant of Forensics Services Unit

d. A Forensics Services Unit Investigator(s) will be dispatched to manage the collection of evidence and documentation of the crash scene. If determined appropriate after consultation with above command staff a Traffic Specialist, Detective and additional Investigators will be assigned.

e. Field supervisors will make all assignments, with specific attention to witnesses' statements, blood specimens, and other evidence relative to the investigation. Detective resources should be requested and utilized as needed.

f. Whenever possible investigating officers should obtain a signature authorizing the release of medical information from injured persons who are conveyed for treatment. The forms are available in all medical facilities and will insure proper documentation of injuries, which is particularly critical in cases that may result in criminal charges against a driver. The medical release form should be filed with the officer's original report.

g. Field supervisors will insure that a "Supervisor Serious and Fatal Crash Investigation" form is completed. All essential witnesses' statements and all Investigators, Detectives and Officers' reports are completed before ending their shift when appropriate.

h. The Medical Examiner will be contacted in cases involving a fatality and the information must be included in the appropriate report.

i. Major Case SOP should be followed for reports.

j. The Traffic Lieutenant will make all follow-up investigation assignments as needed, in consultation with the District Detective Lieutenant. Detectives are to be assigned when appropriate.

k. **Per State Statutes – 165.785(1)(b), 165.785(2r), and 175.51(2m)** – If law enforcement receives a report of a hit and run violation, the agency **shall** disseminate the report through the integrated crime alert network if the law enforcement agency determines that all of the following conditions are met:
   1) A person has been killed due to the accident that is related to the violation;
   2) The law enforcement agency has additional information that could help identify the person who has allegedly committed the violation or the vehicle involved in the violation; and
   3) An alert could help avert further harm or aid in apprehending the person who allegedly committed the violation.

**DEPARTMENT VEHICLE TRAFFIC SAFETY**

Proper and safe driving of department vehicles is an important job-related responsibility of employees. Injuries and damaged property resulting from preventable employee crashes reflect adversely upon the department’s image as a public safety agency. Therefore, the following procedure is intended as a positive education program aimed at reducing preventable motor vehicle crashes by correcting higher risk driving behavior.
All department employees who drive city-owned vehicles may be required to participate in crash prevention in-service programs which will include a review of existing policies, “good practices” in police driving, and special requirements of emergency driving, especially the use of speed and the approaching of intersections.

**Employee Involved Traffic Crash Protocol**

Members of the MPD shall promptly report to any on-duty supervisor any traffic crash with, or damage to any City-owned motor vehicle operated by them or in their charge.

If an off-duty MPD employee operating a privately owned motor vehicle is involved in a traffic crash within the city of Madison, a field supervisor shall be dispatched to supervise. If no field supervisor is initially dispatched the responding officer shall request a supervisor respond.

**CITY VEHICLE/EMPLOYEE TRAFFIC CRASH INVESTIGATION PROCEDURE**

**Definitions**

The following definitions will apply for reporting purposes under this SOP:

**Traffic Crash:** Any contact between a City-owned or on-duty employee driven vehicle and another vehicle, pedestrian, or object, resulting in evident damage or reported injury.

**Incident:** Any time a City or on-duty employee driven vehicle:

a. Has contact with an occupied, privately owned vehicle, or
b. Is in motion and has contact with a pedestrian, bicyclist or fixed object and there is no evident damage or reported injury.

**Investigation**

When an officer is dispatched to investigate a vehicle traffic crash involving a City-owned vehicle and/or an on-duty City of Madison employee, the officer shall:

1) Investigate the crash in a manner consistent with MPD policies and request a Field Supervisor be dispatched to the scene to oversee the investigation.
2) Determine the causal factors of the crash and if probable cause exists that a driver committed a traffic violation.
3) Complete a DT4000 and report before the end of shift. The MPD 4000 short form is not to be used except when approved by a Supervisor for single vehicle crashes on City property involving only City vehicles and very minor damage. (i.e. MV/FO).
4) Route reports to the Captain of Traffic and Specialized Services for review.

A Field Supervisor will be required to respond to all motor vehicle crashes involving City of Madison vehicles or on-duty employees, as well as those involving off-duty MPD employees. If a supervisor is not available, the OIC will make the determination as to whether an Investigator or Police Officer will investigate the crash. **Under no circumstances will an MPD employee investigate a crash in which they were involved.** If the operator of the MPD vehicle involved in the crash is a commissioned officer, he/she may be required to complete an addendum.

If probable cause exists for a violation by an on-duty City employee, the on-scene supervisor shall:

**For non-MPD City employees:**

Issue the appropriate citation.

**For MPD employees:**

Do not issue a citation at the scene.
Before the end of their shift, the on-scene supervisor is required to send a notification via e-mail to the Captain of Traffic/Specialized Services providing at minimum the following information: MPD case number, date, time, location, employee name and agency, other involved driver(s) information and insurance company, injuries and citation information, if issued. The Captain of Traffic/Specialized Services will forward this information to the City Risk Manager.

The on-scene supervisor must also complete, in a timely manner, a Blue Team entry including their investigative memo to the Captain of Traffic/Specialized Services detailing the probable cause for the violation and the circumstances involved, including any duty related mitigating factors.

In the event of a serious injury crash, the “Investigation of Motor Vehicle Accidents Involving Serious Injury or Death” SOP will be followed. As a standard procedure, all crashes involving on-duty City employees in which serious injury or death occurs shall be submitted to the City Attorney and the District Attorney for review.

Review and Follow-Up

For crashes involving on-duty MPD employees:

- All traffic crash reports involving on-duty MPD employees will be entered into Blue Team by a supervisor, routed to the Captain of Traffic/Specialized Services, and copied to the employee’s commanding officer as well as PSIA for review. If the computer entry cannot be completed by the end of the supervisor’s shift, an email regarding the details of the crash and any mitigating circumstances should be sent to the above listed personnel at a minimum.

- The Captain of Traffic/Specialized Services (or his/her designee) and the Vehicle Operations Review Committee will meet within 21 days of a crash involving an MPD employee to whom the issuance of a citation is being considered. For this review, the committee should include a minimum of two line members in addition to the Chair. Consideration should be given to establishing probable cause, mitigating circumstances, equity with similar incidents and training or equipment issues. The Captain of Traffic/Specialized Services will be responsible for the decision regarding whether a citation will be issued. The Chief of Police will review this decision.

- If it is determined that a citation is warranted, the on-scene supervisor will be responsible for issuance of the citation. The involved employees Commanding Officer will be notified of the decision.

- In addition, the Department will assess whether remedial training or internal discipline is appropriate.

For crashes involving all other on-duty City of Madison employees:

- All traffic crash reports involving on-duty (non-MPD) City employees will be routed to the Captain of Traffic/Specialized Services for review.

- The Captain of Traffic/Specialized Services (or his/her designee) will review the circumstances of a crash involving an issued citation. Consideration should be given to establishing probable cause, mitigating circumstances, equity with similar incidents. For this review, the employee’s supervisor or Department Head may be consulted. The Captain of Traffic/Specialized Services will be responsible for a decision regarding whether the citation will stand or be withdrawn.

Recordkeeping

All crash data will be stored in a designated MPD database. Details regarding crashes involving MPD employees will be shared with the Chief and Assistant Chiefs on a biweekly basis.

Vehicle Operations Review Committee

All reports of crashes involving on-duty employees shall be entered into Blue Team and routed to the Captain of Traffic/Specialized Services. Supervisors and OICs will insure these reports are completed on a timely basis.

The Vehicle Operations Review Committee will review crashes involving on-duty City of Madison Police Department employees. This may include operations of City-owned vehicles, leased vehicles or privately
owned vehicles if the operator is on duty. The committee may also be asked to review pursuits or operations that Command staff consider potentially hazardous or unprofessional.

The following items should be considered during the review:
1) Type of vehicle involved.
2) Environmental factors.
3) Training and experience of the operator.
4) Past incidents involving similar circumstances.
5) Applicable policy and procedures.

The results of the review will be recorded and disseminated through Blue Team to appropriate managers. This review may include recommendations for additional training or equipment modifications. Once the review is completed, PSIA will consider MPD employees’ actions for compliance with Codes of Conduct and/or Standard Operating Procedures.

The Lieutenant of Traffic, or their designee, will chair the committee. In addition to the chair, the committee will consist of four to six MPPOA members of the department and a Parking Enforcement Officer. When selecting members, consideration should be given to their training and assignment, utilizing persons who regularly operate city vehicles in conditions similar to those experienced by line personnel and may include Traffic Specialists, E.V.O.C. Instructors and Officers or Sergeants assigned to patrol.

The Lieutenant of Traffic will determine the need to meet and schedule meetings based on the number of incidents requiring review. Minimally, the committee shall meet biannually.

Original SOP: 02/25/2015
(Revised: 02/29/2016, 03/11/2016, 05/18/2016, 05/19/2016, 01/09/2017, 02/03/2017, 04/27/2017, 11/09/2017)
(Reviewed Only: 11/01/2016)
### ACCIDENT LOCATION

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<thead>
<tr>
<th>Driver Full Name (Last, First, MI)</th>
<th>Address</th>
<th>City &amp; State</th>
<th>Zip Code</th>
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### DATE

- Month: 
- Day: 
- Year: 
- Day of Week: 
- Time: AM

### WITNESS

- Full Name (Last, First, MI): 
- Address: 
- City, State & Zip Code: 
- Phone Number:  

- Full Name (Last, First, MI): 
- Address: 
- City, State & Zip Code: 
- Phone Number:  

- Full Name (Last, First, MI): 
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- City, State & Zip Code: 
- Phone Number:  

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### OTHER PROPERTY DAMAGE

**What was damaged (describe):**

- Property Owner Full Name (Last, First, MI): 
- Address, City, State & Zip Code: 
- Phone Number:  

- Witness Full Name (Last, First, MI): 
- Address, City, State & Zip Code: 
- Phone Number:  

- Witness Full Name (Last, First, MI): 
- Address, City, State & Zip Code: 
- Phone Number:  

### MANNER OF COLLISION

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<thead>
<tr>
<th>1 Head on</th>
<th>2 Rear End</th>
<th>3 Side Swipe</th>
<th>4 Side Swipe</th>
<th>5 Off Rd Left</th>
<th>WHAT DRIVERS WERE DOING</th>
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<td>Unit 1</td>
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**CITATIONS**

- Unit 1 – Statute
- Unit 2 – Statute
- Unit 3 – Statute

### NARRATIVE

________________________________________________________________________________________________________
___________________________________________________________________________________________________________________
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___________________________________________________________________________________________________________________

- Officer (Print): 
- Employee #: 
- District: 

### HIT & RUN

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- HIT & RUN
Madison Police Department
DRIVER INFORMATION EXCHANGE*

DATE: \hspace{2cm} TIME: \hspace{2cm} LOCATION:

**DRIVER**
NAME: (Last, First, M.I.)
ADDRESS:
OWNER:
PHONE:
VEHICLE: (YEAR, MAKE, MODEL)
LICENSE/STATE:

**DAMAGE:**

**INSURANCE COMPANY NAME/POLICY NUMBER:**

**OFFICER:** (Print)  \hspace{2cm} **EMPLOYEE #:**  \hspace{2cm} **DISTRICT:**

* Wisconsin State Statute 346.67(1)(a)(a) The operator shall give his or her name, address and the registration number of the vehicle he or she is driving to the person struck or to the operator or occupant of or person attending any vehicle collided with; and 346.67(1)(b)(b) The operator shall, upon request and if available, exhibit his or her operator’s license to the person struck or to the operator or occupant of or person.

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**Traffic Crash Report Request**

**CASE #:** \hspace{2cm} **DOT DOCUMENT #:**

To obtain a copy of a **Reportable** Traffic Crash Report contact the Wisconsin Department of Transportation Accident Records Unit: https://app.wi.gov/crashreports

PO Box 7919, Madison, WI 53707-7919
Phone #: (608) 266-8753

Utilize the MPD Case # and the DOT Document # above.
Reports are available 7-10 days after the incident.

---

To obtain a copy of a **NON** reportable accident report contact the City of Madison Police Department Records Division
211 S Carroll St, Madison, WI 53701
Room GR10
Phone #: (608) 266-4072

Utilize the MPD Case # above.
Reports are available 7-10 days after the incident.

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