



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Identification of MPD Employees

Eff. Date 02/07/2024

Purpose

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

Procedure

1. All employees identify themselves by name, rank/title, and badge/employee number when requested to do so.
2. Officers on or off-duty and not in full police uniform will identify themselves as police officers prior to taking any enforcement or corrective action. This also applies to gathering any police information, unless the assignment by its nature (e.g., undercover activities) precludes such identification.
3. A police officer in full uniform will present an MPD identification (ID) card if their identity is questioned by a constituent who, the officer feels, is sincere in the request and honestly has doubt about the officer's identity.
4. On-duty plain-clothes officers will offer their badge and MPD ID for examination to all persons they officially contact.
5. On-duty plain-clothes officers will pin or affix their badge on their outer garment when involved in a police group action where their identity may be questioned by constituents or by other police officers.
6. On-duty plain-clothes officers engaged in larger cases, or police group actions with other law enforcement agencies will wear an outer garment that identifies them as police officers, either on a vest or a jacket while deployed in field work.
7. While in the City-County Building common areas or any common areas of an MPD facility, all professional staff and non-uniformed commissioned personnel, will wear an MPD lanyard/ID badge or badge reel/ID badge.

Employee Photos

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

Original SOP: 02/25/2015
(Revised: 07/28/2015, 03/09/2020, 11/20/2023, 02/07/2024)
(Reviewed Only: 03/01/2016, 01/09/2017, 12/26/2017, 01/31/2020, 01/31/2023)