

**CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE**

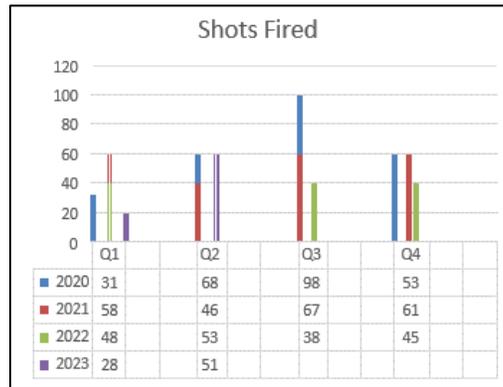
DATE: August 28, 2023

TO: All Alders
FROM: Shon F. Barnes, Chief of Police
SUBJECT: Quarterly Report

This document provides an update on selected MPD topics for the second quarter (April, May and June) of 2023. **Please consider the data included in this update as preliminary and subject to modification.**

Significant Incident Types

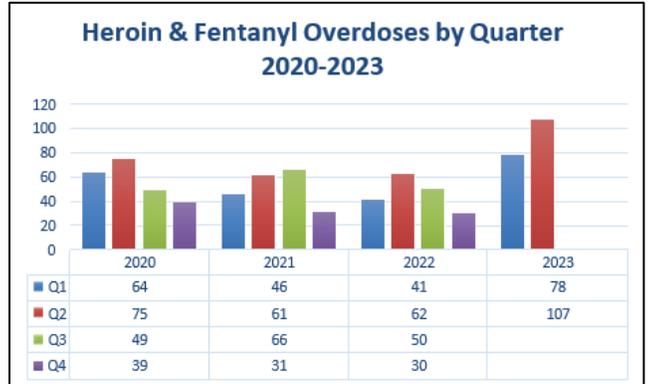
Shots Fired – there were fifty-one (51) shots fired incidents in the City from April 1st through June 30th (2023). This is a 4% decrease from the second quarter of 2022 where there were fifty-three (53) shots fired incidents. The 3-year average (2nd quarter) of shots fired incidents is fifty-six (56). The fifty-one (51) shots fired in Quarter 2 of this year is an 8% decrease over the previous 3-year average.



	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Property Damage	5	14			19
Subjects Struck by Gunfire*	4	6			10
Accidental Discharge	1	3			4
Self-Inflicted (intentional)	3	1			5
Casings Recovered	71	98			169

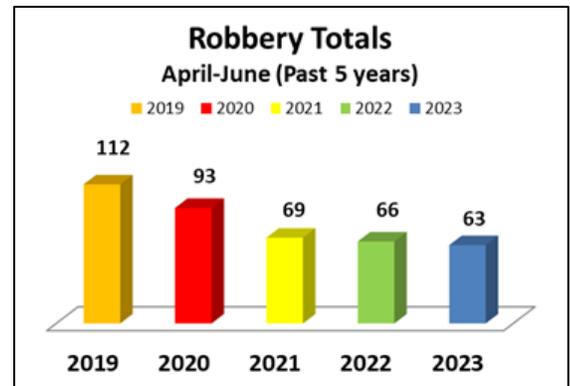
*Excludes accidental discharge & self-inflicted

Heroin Overdoses – MPD responded to one hundred and seven (107) known heroin overdoses during the second quarter of 2023. This is a 73% increase from the second quarter of 2022 where we responded to sixty-two (62) known heroin overdoses. The 3-year average (2nd quarter) of known heroin overdoses is sixty-six (66). The one hundred and seven (107) known overdoses in Quarter 2 of this year is a 61% increase over the previous 3-year average. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

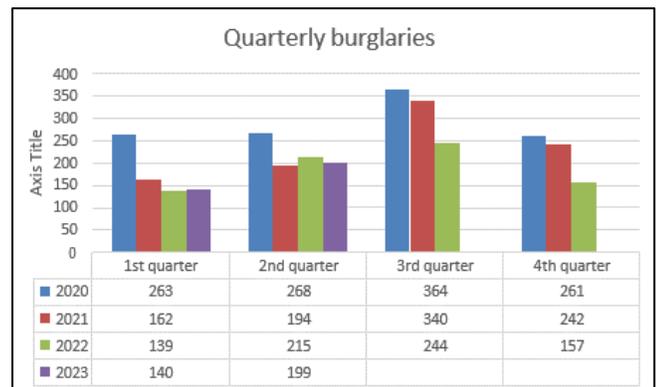


There were eleven (11) suspected overdose deaths during the second quarter of 2023. This is a 38% increase from the second quarter of 2022 where there were eight (8) overdose deaths. The 3-year average (2nd quarter) of overdose deaths is eight (8). The eleven (11) suspected overdose deaths in Quarter 2 of this year is a 32% increase the previous 3-year average. [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

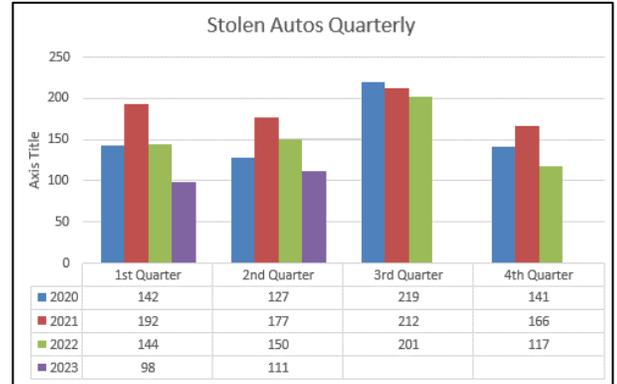
Robberies – Thirty (30) robberies occurred in the City during the second quarter of 2023. This is a 17% decrease from the 2nd quarter of 2022 where there were thirty-six (36) robberies. The 3-year average (2nd quarter) of robberies is thirty-eight (38). The thirty (30) robberies in Quarter 2 of this year is a 20% decrease from the previous 3-year average.



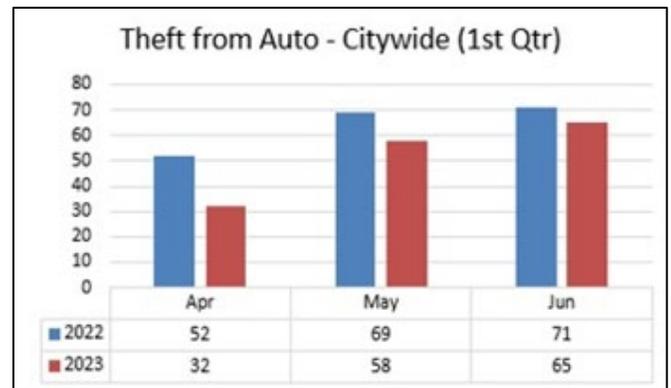
Burglaries – MPD responded to 199 burglaries during the second quarter of 2023. This is an 8% decrease from the second quarter in 2022 where we responded to 215 burglaries. The 3-year average (2nd quarter) of burglaries is 226. The 199 burglaries in Quarter 2 of this year is a 12% decrease over the previous 3-year average.



Stolen Autos – MPD investigated 111 stolen autos during the second quarter of 2023. This is a 26% decrease from the second quarter in 2022 where we investigated 150 reports of stolen autos. The 3-year average (2nd quarter) of stolen autos is 151. The 111 stolen autos in Quarter 2 of this year is a 26% decrease over the previous 3-year average.



Thefts from Vehicles – MPD investigated 155 thefts from vehicles during the second quarter of 2023. This is a 19% decrease from the second quarter in 2022 where we received 192 reports of thefts from vehicles. The 3-year average (2nd quarter) of thefts from vehicles is 308. The 155 thefts from vehicles in Quarter 2 of this year is a 50% decrease over the previous 3-year average.



Arrest Data

Second quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1,525	1,720			3,245	72.2%
Female	507	744			1,251	27.8%
Unknown	0	0			0	0.0%
Total	2,032	2,464			4,496	100.0%
Race	Q1	Q2	Q3	Q4	Total	%
Asian	31	35			66	1.5%
African-American	990	1,006			1,996	44.4%
Native American	11	8			19	0.4%
Other	66	75			141	3.1%
Caucasian	934	1,340			2,274	50.6%
Total	2,032	2,464			4,496	100.0%
Hispanic*	177	197			374	8.3%

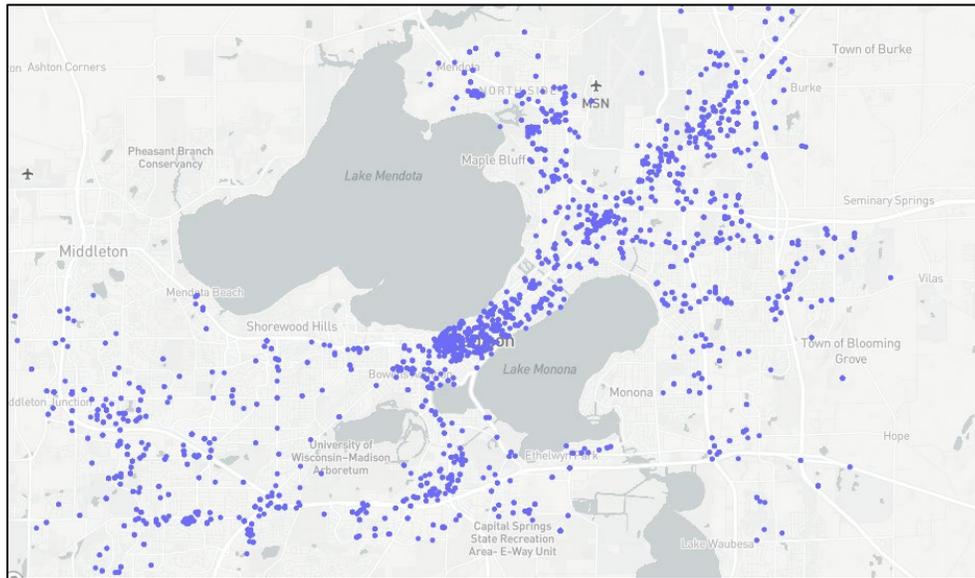
*“Hispanic” is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD’s records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD’s crime reporting.

IBR Arrest Charges						
Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	3	3			6	0.1%
Arson	0	1			1	0.0%
Assault Offenses	391	418			809	10.7%
Bribery	0	0			0	0.0%
Burglary	54	32			86	1.1%
Counterfeiting/Forgery	4	5			9	0.1%
Damage to Property	104	136			240	3.2%
Drug/Narcotic Offenses	192	216			408	5.4%
Embezzlement	5	4			9	0.1%
Extortion	2	0			2	0.0%
Fraud Offenses	37	26			63	0.8%
Gambling Offenses	0	0			0	0.0%
Homicide Offenses	3	3			6	0.1%
Human Trafficking Offenses	0	0			0	0.0%
Kidnapping/Abduction	28	27			55	0.7%
Larceny/Theft Offenses	186	231			417	5.5%
Motor Vehicle Theft	46	50			96	1.3%
Pornography/Obscene Material	5	7			12	0.2%
Prostitution Offenses	0	0			0	0.0%
Robbery	20	20			40	0.5%
Sex Offenses, Forcible	27	22			49	0.6%
Sex Offenses, Non-Forcible	2	0			2	0.0%
Stolen Property Offenses	3	16			19	0.3%
Weapon Law Violations	61	71			132	1.7%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	0	0			0	0.0%
Curfew/Loitering/Vagrancy Violations	5	0			5	0.1%
Disorderly Conduct	643	744			1,387	18.3%
Driving Under the Influence	145	145			290	3.8%
Drunkenness	0	0			0	0.0%
Family Offenses, Nonviolent	22	36			58	0.8%
Liquor Law Violations	34	226			260	3.4%
Peeping Tom	0	1			1	0.0%
Runaway	0	0			0	0.0%
Trespass of Real Property	208	271			479	6.3%
All Other Offenses	1,255	1,381			2,636	34.8%
Total	3,485	4,092			7,577	100.0%

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

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

Second quarter arrests reflected geographically:



Comparison of 2022 to 2023 second quarter arrest data:

Sex	2022 (Q2)	2023 (Q2)
Male	1,381	1,720
Female	543	744
Unknown	0	0
Total	1,924	2,464

Race	2022 (Q2)	2023 (Q2)
Asian	28	35
African-American	887	1,006
Native American	10	8
Other	61	75
Caucasian	938	1,340
Total	1,924	2,464

Hispanic*	148	197
-----------	-----	-----

*"Hispanic" is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD's records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD's crime reporting.

Use of Force Overview

During the second quarter of 2023, MPD officers responded to 39,943 calls for service. In that time, there were ninety-four (94) contacts in our community in which officers used recordable force during the encounter. This means that in the 2nd quarter, MPD officers used recordable force 0.24% of the time when engaging with members in our community. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	33,173	39,943			73,116
Contacts Where Force Was Used	74	94			168
% of CFS Where Force Was Used	0.22%	0.24%			0.23%
Force					
Decentralization/Takedown (e.g. officer pushing or pulling a subject to the ground)	51	77			128
Active Counter Measures (e.g. officer striking a subject with hand, forearm, foot or knee)	22	19			41
Taser Deployment	9	10			19
Hobble Restraints (a belt system that restricts a subject's ability to kick at officers, squad windows, etc.)	9	9			18
OC (i.e. Pepper) Spray Deployment	3	7			10
Baton Strike	0	0			0
K9 Bite	0	3			3
Firearm Discharged Toward Suspect	1	0			1
Impact Munition (firearm delivered projectile launched at a lower than normal velocity)	1	0			1
Specialty (SWAT/SET)	0	0			0
Total	96	125			221
Firearm Discharged to Put Down a Sick or Suffering Animal	9	21			30

*Please refer to the MPD SOP on use of force data collection for the definition of recordable force and distinction between reportable and recordable use of force:

<http://www.cityofmadison.com/police/documents/sop/UseOfForceData.pdf>

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

District*	Q1	Q2	Q3	Q4	Total	%
West	8	6			14	8.3%
Midtown	17	12			29	17.3%
South	7	10			17	10.1%
Central	19	30			49	29.2%
North	6	14			20	11.9%
East	16	20			36	21.4%
Out of County	0	0			0	0.0%
Within County - Assist	1	2			3	1.8%
Total	74	94			168	100%

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1st Detail (7am – 3pm)	16	15			31	18.5%
3rd Detail (3pm – 11pm)	31	36			67	39.9%
5th Detail (11pm – 7am)	27	43			70	41.7%
Total	74	94			168	100.0%

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

Force	2022 (Q2)	2023 (Q2)
Decentralization/Takedown	64	77
Active Counter Measures	16	19
Taser Deployment	7	10
Hobble Restraints	11	9
OC (i.e. Pepper) Spray Deployment	8	7
Baton Strike	0	0
K9 Bite	2	3
Firearm Discharged Toward Suspect	0	0
Impact Munition	2	0
Specialty (SWAT/SET)	0	0
Total	110	125

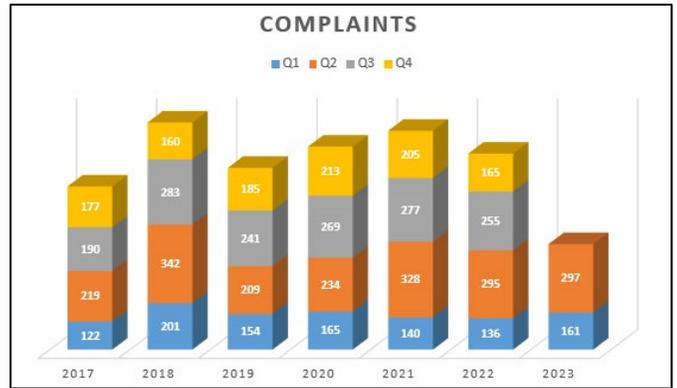
Restorative Justice Data (2nd Quarter, 2023)

12-16 Year Old Youth Data from YWCA	17-25 Year Old Data from CRC
<p>Total referrals: 72 Opted-in: 44 Opted out: 21 Neither: 7 (these referrals voided due to defendant’s age or per officer) Waiting for Opt-in/Opt-out responses: 0</p> <p>Offenses: Retail Theft: 8 Theft: 2 Trespass: 17 Disorderly Conduct: 18 Damage to Property: 5 Graffiti: 4 Battery: 3 Resist or Obstruct: 6 Underage Possess/Consume off Licensed Premise: 1 Casual Possession of THC in Public Place: 1</p> <p>2021 Updates (From what was resent to the Y on November 11, 2022) * No update</p> <p>2022 Updates (Cases past their 6 Month Deadline – From what was sent to the Y on January 13, 2023) * No update</p>	<p>Total referrals: 52</p> <p>Total MPD referrals by offense type: 58 *Total is more than 52 due to multiple citations for some respondents.</p> <p>Offenses: Battery: 5 Disorderly Conduct: 25 Damage to Property: 4 Resisting/Obstructing: 6 Retail Theft: 10 Theft: 6 State Theft: 2</p>

Traffic

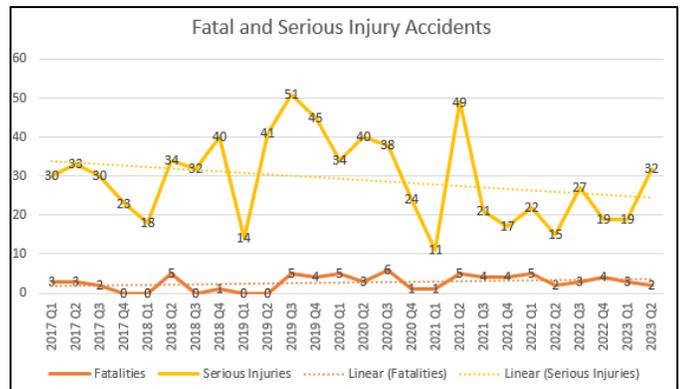
Traffic Complaints –

Community members may submit a traffic complaint or concern to the Madison Police Department by utilizing [online submissions](#) or calling the traffic hotline (608-266-4624). In the 2nd quarter of 2023, MPD received 297 traffic complaints.



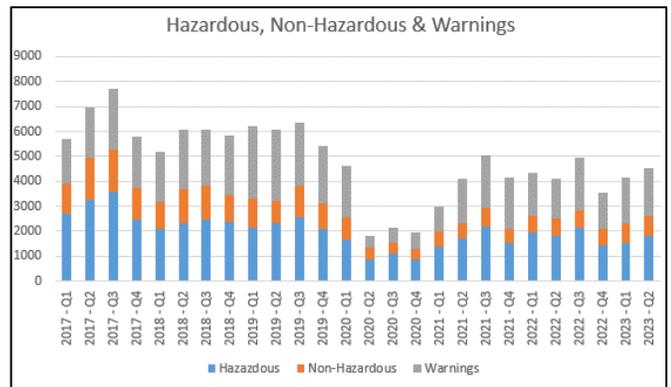
Serious/Fatal Crashes

In the 2nd Quarter of 2023, MPD investigated 120 crashes that resulted in 2 fatalities, 32 serious injuries and 136 minor injuries.



Enforcement

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



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

Training

In the second quarter of 2023, MPD completed two days of spring professional development covering topics to include Emergency Vehicle Operations, Vehicle Contacts, Rapid Deployment & De-escalation, Tactical Emergency Casualty Care, Defensive and Arrest Tactics, Officer Wellness and an update from the Burglary Crime and Forensics Units. In May, we welcomed forty-five (45) new officers into our pre-service academy, four (4) of whom were previously employed as police officers in Wisconsin. In June, we completed our annual promotional process for the ranks of Lieutenant, Sergeant, Detective and Investigator and have promotional panels in place for all four ranks. We are currently in the process of updating our promotional process for 2024 to better meet the developmental needs of our personnel. Finally, we are preparing for fall professional development and hope to host a fall accelerated pre-service academy.

SOP Updates

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

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

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

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

Priority/emergency call response

During the second quarter, there were 117 instances where MPD's patrol response was limited to emergency and priority calls. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the City.

The 117 instances occurred on 70 (seventy) dates (some days required limited call response multiple times); this means that at some point on about 76.9% of the days during the second quarter MPD patrol response was limited. The 117 instances spanned about 340.7 total hours of limited call response, an average of 2.9 hours per instance. In terms of total hours during the second quarter, MPD patrol response was limited to emergency and priority calls about 15.6% of the time.

Promotions

2023 – Second Quarter Promotions

Police Officer Stephanie Perez to Investigator
Police Officer Benjamin Enstrom to Sergeant
Police Officer Christopher Hall to Sergeant
Police Officer Kevin Statz to Sergeant
Police Officer Timothy Liston to Sergeant

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

<https://www.cityofmadison.com/police/documents/psiaSummary2023AprJun.pdf>

<https://www.cityofmadison.com/police/documents/psiaRecognition2023AprJun.pdf>

Updated/New SOPs for MPD: April-June, 2023

Changes to Code of Conduct and Standard Operating Procedures: 06/02/2023

Guarding of Persons in Police Custody at Hospitals: 06/12/2023

Handling of Evidence, Contraband, Found or Lost Property: 04/10/2023

Mental Health Incidents and Crises: 06/12/2023

Mobile Fingerprint Readers: 05/05/2023 (New)

Overtime Protocols for Police Report Typists: 05/12/2023

Special Duty: 05/26/2023

Stratified Policing: 06/12/2023 (New)

Uniform Standards: 06/12/2023



**CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**



Changes to Code of Conduct and Standard Operating Procedures

Eff. Date ~~02/23/2023~~ **06/02/2023**

Code of Conduct

The Code of Conduct is based on the values of the Madison Police Department (MPD) and thus it is anticipated that little change will be necessary. Any member of the MPD may recommend a change to the Code of Conduct. The changes must be in writing and show the edits from the most current edition of the Code of Conduct. The written request should be directed to the Assistant Chief of Support and Community Outreach.

It shall be the responsibility of the Assistant Chief of Support and Community Outreach, on the behalf of the Chief, to follow-up on any proposal and to complete any needed action.

Standard Operating Procedures (SOP)

SOP REVIEW

All SOPs shall be subject to regular review. The Police Executive Office Supervisor will initiate the process no later than November 1 of each year. SOPs due for review will be sent to a lead Captain (generally the process owner) to conduct the review. Any revisions to the SOP are due back the Chief's office by December 31 of that year.

By February 1 of the following year, the SOP revision process shall be completed, with the posting of the most current SOP and date of revision to the current departmental reference site.

SOPs will be reviewed annually, every other year, or every three years as follows:

Annual Review	Every Other Year	Every Three Years
Active Shooter Incidents	Arson Investigations	Abatement Documentation
Arrest, Incarceration, & Bail – Adults	Back-Up	Alder Notification
Arrest, Incarceration, & Bail – Youth	Bomb Threats	Cellular Telephones – Use of
Barricaded Person Incidents	Court Overtime	Changes to Code of Conduct and Standard Operating Procedures
Canine Use	Guarding Prisoners – Guarding of Persons in Police Custody at Hospitals	City-County Building Access - Non-Business Hours
Calls for Service (CFS) Dispatch Guidelines	Guidelines for Case Assignment and Management	City Owned Property - Use and Care
Civil Actions Against Police Department Employees	Hours Worked	Civilian Hiring Process
Crime Scene Response	In-Car Video System	Cold Case Review Team
Critical Incident Stress Management	Interactions with Transgender and Gender Non-Conforming Individuals	Community Rooms
De-Escalation	Interviews of Crime Victims	Custody of Newborn
Demonstrations & Assemblies	Intoxicated and Incapacitated Persons	Departmental Awards and Recognition
Detox, JRC, Jail, and Probation and Parole Responses and Conveyances	Investigation of Cases Involving Officers as Victims of Serious Crimes	Dignitary Protection
Digital Forensics	Investigation of Incidents Involving Shots Fired	Donation of Vacation and Compensatory Time
Domestic Abuse	Language Access Services	Drug Recognition Expert (DRE)
Emergency Vehicle Operations Guidelines	Missing Child	Employee Assistance Program (EAP)
	Mobile Fingerprint Readers	
Enforcement of Immigration Laws	Mutual Aid Requests and	Funerals and Ceremonies of Law

	Enforcement Action Out of Jurisdiction	Enforcement Officers (LEO)
Enforcement of Marijuana Laws	Naloxone - Narcan – Protocol	Identification of MPD Employees
Annual Review	Every Other Year	Every Three Years
Evidence-Based Problem Oriented Policing	NIBIN	Incident Review Process
Foot Pursuits	Overtime Guidelines	Interns Application and Acceptance Process
General Duties and Expectations of Employees	Overtime Protocols for Police Report Typists	Landlord Tenant Unwanted Guest Criminal Trespass
Handling of Evidence, Contraband, Found, or Lost Property	Patrol Leave Requests	Law Enforcement Officer Safety Act –(LEOSA) –for Former Madison Police Officers
Handling of Informants	Patrol Staffing Hold Guidelines, Special Events, and Special Assignment Scheduling	Life Threat Emergency at Facility Public Windows
Hostage Situation Incidents	Personal Appearance	Lost and Abandoned Property
Identification Procedures	Police Weaponry	Mendota Mental Health Institute Response
Interactions with Youth	Precautionary Measures and Significant Exposure to Infectious Pathogens	Military Leave
Labor Disputes and Picketing	Preserve the Peace	Mobile Data Computers - Use of
Line of Duty, Life-Threatening Injury, or Death of an Employee	Probation and Parole Searches	Mounted Patrol Use
Major Case Investigations	Recording Suspect Interviews	MPD Locker Rooms
Mental Health Incidents and Crises	Reporting Procedure	News Media Relations
Notification of Commanding Officers	Restricted Duty	Off-Duty Officer Responsibilities
Officer Involved Deaths and Other Critical Incidents	Retail Theft	Outside Employment
Professional Standards & Internal Affairs (PSIA) Complaint Investigation	Social Media - Investigative Use	Peer Support Program
PSIA Discipline Matrix	Social Media – Non-Investigative Use	Personnel File Contents and the Process for Accessing these Records
PSIA Electronic Complaint File Management System	Social Media - Off Duty Use	Police Motorcycles
Records Inspection and Release	Special Events Team Specialty Teams	Police Vehicle Parking
	Stratified Policing	
Response to Persons with Altered State of Mind	SWAT Body Worn Cameras	Political Activity
Robberies in Progress and Silent Robbery Alarms	System Audits	Pre-Employment Candidate Files
Search Warrant Service	Third Party Database Use and Dissemination	Replacement of Lost, Stolen, or Damaged Equipment
Searches	Transaction Information for the Management of Enforcement (TIME) System Use and Dissemination of Records	Requesting Additions or Changes to Approved Uniform and Equipment Lists
Sexual Assault Investigations	Traffic Parking and Crash Investigation	Sex Offender Notifications
Stops and Frisks	Uniform Standards	Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding
	Use of Tire Deflation Devices	
Supervision and the Early Intervention System	Workplace Safety	Special Duty
Threats of Targeted or Mass Casualty Violence		Stolen Vehicle Reporting Guidelines
Unmanned Aircraft Systems (UAS)		Tours, Visitors, and Ride-Alongs
Use of Force		Tuition Reimbursement

		and Educational Incentive (MPPOA)
Use of Force Data Collection		U Visa Program Participation
Use of the Superhailer Long Range Communication System		Uniform Accounts
Annual Review	Every Other Year	Every Three Years
Video and Audio Surveillance		Update of Payroll Status for Promoted Employees
Video Evidence Retrieval		Vehicle Escorts
		Vehicle Use, Assignment, and Maintenance
		WI Prescription Drug Monitoring
		Workforce Telestaff Requirements

MID-YEAR ADJUSTMENTS

Any member of the MPD may recommend a change to any SOP or recommend creating a new SOP. The changes must be in writing and show the edits from the most current edition of the SOP. The written request should be directed to the Police Executive Office Supervisor. Members of the public may also suggest changes or provide feedback on existing SOPs.

PROCESS FOR CHANGES

For potential changes, either at the annual review or per a recommendation, the SOP must have the edits visible on the current version. If the recommendations are for major substantive process changes, the drafts will be scheduled for a review at the Field or Support level. Final draft review will be sent to the Management Team in writing for feedback. Minor changes will only be reviewed with a draft showing mark-ups sent to the Management Team.

Once edits have completed the internal review process, public/community input on the changes will be solicited. Any input/feedback received will be shared with the Chief prior to final approval of the changes.

Changes that are time-sensitive may be implemented prior to the formal input process.

Non-substantive changes to an SOP (such as edits to grammar, punctuation, or word usage) that do not have an operational impact are not required to go through the formal change process.

It shall be the responsibility of the Police Executive Office Supervisor, acting as a delegate to Assistant Chief of Support and Community Outreach, to follow-up on any proposal and to complete any needed action.

Nothing in the Code of Conduct or Standard Operating Procedures is intended to create an enforceable legal right or private right of action.

Original SOP: 04/08/2015
 (Reviewed Only: 03/01/2016, 01/09/2017)
 (Revised: 01/20/2017, 03/08/2018, 08/27/2018, 01/30/2019, 09/09/2019, 01/03/2020, 10/12/2020, 08/31/2021, 03/21/2022, 01/31/2023, 02/23/2023, 06/02/2023)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Guarding of ~~Prisoners~~ Persons in Police Custody at Hospitals

Eff. Date ~~11/11/2019~~ 06/12/2023

Purpose

On occasion, there is the need for Madison Police Department (MPD) personnel to perform the function of guarding a person who is in police custody ~~prisoner~~ at a medical facility. This ~~standard operating procedure (SOP)~~ outlines the decision-making process and the resources to be utilized in these circumstances. ~~when it is deemed necessary to guard a prisoner.~~

Procedure

Arrested Persons

If it is determined that an MPD arrestee ~~a prisoner~~ will need more than a few hours of medical care prior to being transported to the Dane County Jail (DCJ) ~~incarceration~~, the Officer In Charge (OIC) shall be consulted and a decision will be made as to whether MPD resources will be used to guard the ~~arrestee~~ while they are in police custody and while ~~prisoner~~ at the medical facility.

Factors to be considered in making the decision to guard an ~~arrestee~~ ~~prisoner~~ include the following:

- ~~The S~~eriousness of the incident/offense.
- ~~The D~~angerousness of the individual/hazard to the community.
- ~~The P~~otential danger to themselves.
- ~~The P~~otential for flight or escape.
- ~~The M~~edical issues involved and the estimated length of required hospitalization.

The OIC will consult with the involved District Command staff or Violent Crime Unit Command staff in making a determination as to whether an ~~arrestee~~ ~~prisoner~~ will be guarded at a medical facility or if alternative arrangements can be made. ~~On-duty patrol resources are likely to be used for the first prisoner guard assignment shift. The OIC and District Command will coordinate a staffing plan for the initial 72 hours of prisoner guarding assignments as follows:~~

Persons In Custody for Chapter 51 Purposes

There are also occasions when a person is in police custody for reasons other than arrest and when that person requires an extended hospital stay. One example is MPD has custody of a person as part of a prospective Emergency Detention, in circumstances where the person cannot be transported to, or cannot be received by, another facility for multiple days. In this or similar circumstances, the Officer In Charge (OIC) shall be consulted so that guard assignments can be arranged. A supervisor or commander of the Mental Health Unit should be consulted.

Guard Assignment Staffing Protocols

On-duty patrol resources are likely to be used for the first guard assignment shift. The OIC and District Command will coordinate a staffing plan for the initial 72 hours of guarding assignments as follows:

- If patrol staffing is adequate (above hard minimum staffing level), on-duty patrol officers will be used to fill guard ~~duty~~ assignments.
- If patrol staffing is **at or below** hard minimum staffing levels, guard assignments will be staffed on overtime. Assignments will be consistent with relevant contractual provisions, with priority for assignment as follows:
 - To police officers assigned to patrol;

- To all other non-command commissioned personnel (if insufficient patrol assigned officers express interest);
- To command personnel (if insufficient non-command personnel express interest).

After the initial 72 hour time frame, the First Detail OIC will be responsible to coordinate a prisoner guard guarding assignment staffing plan that is staffed using overtime available to all commissioned staff on a voluntary basis. The prisoner status of the person in police custody and staffing plan should be reviewed by the First Detail OIC on a daily basis. Overtime assignments will be consistent with relevant contractual provisions, that is, it overtime will be open to all commissioned personnel and will be awarded to whomever had the least amount of overtime accrued for the year, with priority assignment as follows:

- To all non-command commissioned personnel;
- To command personnel (if insufficient non-command personnel express interest).

If no one expresses interest in an overtime guarding assignment, patrol resources should be ordered to fill the assignment (consistent with existing order over procedures).

Officers assigned to guard assignments duty should be assigned to the original incident case number for the first 24 hours of the guard assignment duty. After 24 hours, The the OIC or appropriate commander should generate a new case number (incident type: Assist – Guard Duty) using the medical facility as the address of occurrence. All subsequent guard assignments should be assigned on the computer aided dispatch (CAD) program to the new case number. Any reports completed in connection with the guard assignment duty should be completed under the original incident case number.

Prisoner Guarding Protocol

The following guidelines will be adhered to whenever a person in police custody prisoner is under guard at a medical facility:

- Officers will notify hospital/facility security of their presence upon arrival.
- Two officers should be assigned to the person in police custody prisoner.
- The person in police custody prisoner should be restrained unless their injury/illness prohibits it.
- Officers will remain in the room with the person in police custody prisoner unless medical circumstances prevent it. Officers will coordinate with medical staff to maintain a reasonable degree of control/observation of the person in police custody prisoner.
- Prisoners Persons in police custody are not allowed access to phones for personal communications without approval from an MPD commander.
- Prisoners Persons in police custody are not allowed visitors without approval from an MPD commander (professional visits from attorneys are generally permitted). In the event that approval is granted, guarding officers will document the visit (time, duration, names of visitors, etc.) in a report completed under the original incident case number. Officers will remain in the room during visitation (excluding attorney visits when appropriate).

The restrictions above apply to prisoners persons who are in custody and under arrest, and not to individuals who might be guarded for other purposes.

Command staff from the District/Unit responsible for the arrest may specify guidelines that add to or modify those above.

Original SOP: 12/08/2015

(Revised: 03/04/2016, 01/27/2017, 11/09/2017, 08/19/2019, 11/11/2019, 06/12/2023)

(Reviewed Only: 02/22/2016, 02/04/2022)

Name change from Guarding of Prisoners to Guarding of Persons in Police Custody at Hospitals: 06/12/2023



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Handling of Evidence, Contraband, Found, or Lost Property

Eff. Date ~~01/31/2023~~ 04/10/2023

Purpose

This standard operating procedure (SOP) establishes procedures for processing, maintaining, and disposing of evidence in a manner that ensures the evidentiary value of the property, as well as the integrity of the Madison Police Department (MPD) and its employees.

Responsibility

Between the hours of 7:00 a.m. - 4:00 p.m. Monday through Friday during which the Property Room is staffed, Property Clerks will be responsible for the control of all property. In their absence, the Officer in Charge (OIC) will be responsible for coordinating the handling of secured property.

Police Property Clerks will follow the processes outlined in the Property Room Procedures Manual. This manual will be reviewed annually for updates and clarifications.

Property Intake Rooms

Property Intake Rooms have been provided for storage of evidence, found property, and recovered stolen property. Evidence packaging supplies and storage lockers are provided within the Property Intake Rooms that have been keyed to allow officers access with department-issued keys. Employees are responsible for following established policies and procedures for packaging of items placed into storage lockers as outlined in this SOP and in the MPD Packaging Guide.

LOCKERS

1. After packaging item(s), officers should place the item(s) and the quick entry receipt in an empty storage locker and lock the door with its attached padlock.
2. Various sized lockers are provided and employees are expected to use the appropriately sized locker for the items to be temporarily stored. One specific locker is designated in each district's intake room for small items such as ID cards, driver licenses, etc.
3. If an item is too large to fit into a locker, the item may be left on the floor of the Property Intake Room. If the item is evidentiary, it must be taken to the Vehicle Impound Facility.

Tagging and Packaging Property

1. All items will be entered into the Law Enforcement Records Management System (LERMS) using the Quick Entry system. There is a guide for this system in each intake room.
2. All property should be processed in accordance with the MPD Packaging Guide. Each package will be assigned its own barcode/tag number. Only one barcode/tag number will be assigned per package.
3. Some types of property require special intake procedures or special storage. Employees having questions should consult with the MPD Packaging Guide, the Property staff, the Forensic Services Unit, or if they are unavailable, the Officer in Charge for guidance.

Temporary Evidence Storage

Temporary Evidence Lockers/Locks are the responsibility of each district station. In most instances, all evidence/property must be secured, tagged, and entered into LERMS prior to the end of the employee's shift. However, some evidence may need further processing, or due to call volume and time constraints, may need to be temporarily secured until final processing can be completed. Under these circumstances, temporary evidence storage may be utilized as follows:

1. The item(s) may be secured in a designated temporary evidence locker. Evidence may not be stored in any other location (desk, personal locker, etc.) unless unusual circumstances exist (large size, hazardous materials, etc.) and with a commander's approval.
2. A temporary storage logbook will be placed in each property room and employees using temporary evidence storage will document the property in the log and in their report. Employees will also designate their use of a temporary locker by placing their name or business card on the locker. By January 15th of each year, the filled log pages will be sent to the MPD Records Section.
3. Items may not be stored in a temporary evidence locker for more than 72 hours without the approval of a commander. Items should be removed from temporary storage and entered into the property control system as soon as possible.
4. Non-evidentiary property may be removed from temporary evidence storage and released without being entered into the property system only under these circumstances:
 - a. The property is non-evidentiary and not sensitive (i.e., not controlled substances, firearms, currency, etc.).
 - b. The employee responsible for the property arranges to return it to the owner or party responsible for it.
 - c. The property is released within 72 hours of seizure.
 - d. The release is approved by a supervisor.
 - e. The seizure and release are documented in a report.
5. All sensitive evidence taken into custody (firearms, drugs, currency) must be processed and property tagged prior to the end of the employee's shift, unless unusual circumstances exist and with a commander's approval.
6. Items that are tagged and entered into Quick Entry in LERMS must be submitted to Property and not stored in temporary evidence lockers.

Safe Handling of Drugs

When testing or packaging any drugs or paraphernalia as listed below, the best practice is to be paired up with at least one other officer. The second 'safety officer' will not be directly involved in the testing, handling, or packaging of the drug, but can perform other supportive functions such as computer entries. Considering the risk factor of some of the opioids, it will be permissible to divert from the standard packaging procedures of separating the drugs and packaging as listed in the MPD Packaging Guide. All people present in the property intake area when the drugs listed in this policy are packaged or tested should wear N95/N100 masks and protective eyewear (supplied in each property intake room) to protect against accidental inhalation of or exposure to fine particle drugs. Anyone in direct contact with the drug should wear protective, disposable gloves, N95/N100 masks, protective eyewear, and gowns. In addition to sworn personnel, any civilian employees handling the drugs listed below for the purposes of destruction should take the same precautions. This practice does not apply to the simple movement of a sealed package. Likewise, officers should not request anyone to come into direct contact with the following drugs on the officer's behalf without proper training and protective gear, to include community members, suspects, witnesses, or other non-law enforcement contacts:

- Any known or suspected opioid regardless of form (pill, capsule, powder, liquid, patch, etc.).
- Any unknown powdered drug regardless of color or the substance it is suspected to be.
- Any other drug, such as marijuana, when there is any question about safety or opioid contamination.
- Any drug packaging or paraphernalia that has what is commonly referred to as "drug residue" within, when that residue is potentially a powdered substance.

Firearms

1. A Seized Property Receipt shall be provided to all owners of confiscated firearms.
2. **No loaded firearms** of any type should be property tagged and stored in the Property Room. Proper unloading procedures are described in the Wisconsin State Crime Lab (WSCL) Handbook and an Investigator will assist with the unloading of any weapon which is to be checked for deoxyribonucleic acid (DNA) and/or fingerprints.

3. **All ammunition must be packaged separately from firearms.**
4. All firearms, including facsimile, should be placed in a gun box with the case number, tag number, date, employee name/IBM number, weapon description, and serial number printed on the outside.

RECEIVING RECOVERED STOLEN FIREARMS FROM OUTSIDE AGENCIES

1. When MPD is notified that another agency has recovered a stolen firearm, the theft of which originated from MPD's jurisdiction, MPD personnel will make arrangements to receive the firearm.
2. The assigned Detective--or in the event that the case was never assigned, the responsible district's Detective Lieutenant--will contact the outside agency to provide MPD case number and shipping information (account number for postage/shipping costs and address): Madison Police Property Room, Attn: Property Supervisor, 211 S. Carroll St. GR-4, Madison, WI 53703 (608) 266-4955. The cost of this shipping will be covered by the Investigative Funds and the Shipping Account information will be provided to the assigned Detective or Detective Lieutenant.
3. Once the firearm is received by the Property Room, Property Staff will check in the firearm per the MPD Packaging Guide.
4. The assigned Detective or Detective Lieutenant will determine the firearm disposition and the appropriate Property Disposition paperwork will be completed.
5. MPD Property/Records Staff will complete the background process prior to releasing the firearm.
6. Once the background paperwork for the firearm return is completed and authorized by the Commander of Property, the Property Staff will contact the authorized owner via certified letter and the firearm will be released per the Property Firearm Return Guidelines outlined in the Property Room Procedure Manual.

BACKGROUND OF FIREARMS FOR RELEASE

1. The background shall include:
 - a. Firearm Check for Stolen with Data
 - b. Bureau of Alcohol, Tobacco, and Firearms (ATF) Weapon Trace
 - c. Owner III & Crime Information Bureau (CIB) Checks
 - d. Owner Adjudicated or Committed – Mental Defective
 - e. Report Review (to include Other Police Agencies)
 - f. Prosecution Release Authority

Med Drop

The purpose of this initiative is to prevent unwanted medicines from harming members of the community or the environment by disposing of them in a safe manner. The Department of Justice coordinates the Drug Take Back Program and the Police Property Supervisor is responsible for registering the department for the program each spring and fall for the deposit dates.

1. Med Drop Bins are located in the East and West District Police lobbies and are available for public medication deposits Monday through Friday, 8am-4pm. **Under no circumstances should an officer drop any medications/drugs reference a case in the med drop bins. If an officer takes possession of any medicines from a citizen who is unable/unwilling to respond to a local pharmacy or East/West District Med Drop Bins to deposit the medications for destruction themselves, the officer shall tag and package the medications per the MPD Packaging Guide for destruction and complete a report.**
2. The keys for the locked Med Drop receptacles will be kept within the control of the district captains for their designees.
3. Instructions and baggies will be provided for the public at the Med Drop receptacles.
4. A case number shall be generated at the beginning of each calendar year for each Med Drop receptacle location (one for East PD and one for West PD) and all reports reference Med Drop collection will be documented under the respective case number to each district.
5. Packaging materials are provided by the Department of Justice and the Police Property Supervisor will coordinate the ordering of these materials. On a weekly basis or as needed, two commissioned personnel of the MPD **(wearing appropriate PPE to include goggles, mask, gown and gloves)** will inspect the

bucket/box contained within the Med Drop receptacle for capacity. If the bucket/box is not full, the Med Drop receptacle shall be closed and secured and the key returned to the respective commander from which it was obtained. If the bucket/box is full, the two commissioned MPD personnel shall collect, safely tie the box liner bag, seal, and weigh sort (to determine if there are prohibited items in the bucket/bin), weigh, and package the prescription medications within the bucket/box in accordance with the procedures outlined in the MPD Packaging Guide. The Med Drop collection bucket/box will be replaced with a new bucket/box and the receptacle shall be secured. The receptacle key shall be returned to the respective commander from which it was obtained.

6. A report will be completed documenting the box weight, date collected, and that the property tagging process was completed.
7. Property Room Personnel will remove packaged Med Drop boxes on a weekly basis while conducting their standard district property collection. The boxes will be stored within the property control system until they are turned over to the appropriate authorities/location designated by the Department of Justice.

Liquid Evidence

1. **Non-Volatile Liquids** should be processed in accordance with the MPD Packaging Guide.
2. **Volatile Liquids** should be processed in accordance with the MPD Packaging Guide.

Collection of Standard Blood Sample in Criminal Investigations

Blood samples in criminal cases are drawn to determine blood types of victim and suspect, and/or to determine the presence of foreign chemicals (e.g., controlled substances, poisons).

BLOOD DRAW

1. Blood is to be drawn only by a physician or a person acting under his or her direction. An officer should witness the blood being drawn, shall properly seal, number, and mark each tube drawn, and shall report the chain of evidence, including:
 - a. Subject's name.
 - b. Offense.
 - c. Date and time of collection.
 - d. Name of person drawing the sample.
 - e. Identification of each tube collected.
 - f. Location of each tube.

The blood kit itself must be sealed in accordance with the MPD Packaging Guide.

2. If a suspect objects to having blood samples taken and if there is any doubt about drawing blood without a search warrant, the OIC may need to contact the on-duty District Attorney for advice.
3. Screening for Controlled Substances - Use the WI Implied Consent Blood Kit when screening for controlled substances. The kit has all the equipment and forms necessary to obtain the blood sample. Follow instructions provided in blood kit.
4. Screening for Blood Type - Use the blood kit provided by the State Hygiene Laboratory. In sexual assault cases, the blood kit and instructions are found in the Wisconsin State Crime Lab Forensic Nurse Examiner Kits.
5. Deceased Person - The Medical Examiner takes the blood.
6. Sexual Assaults - Refer to MPD Sexual Assault Checklist for type of samples needed. All Madison hospitals have a supply of Wisconsin State Crime Lab Evidence Collection Kits with Instructions. Officers should utilize both documents when investigating sexual assaults.

PROCEDURAL GUIDELINES

1. **Packaging Blood Samples:** Within two hours, if possible, after each blood sample tube has been properly sealed and marked with all required information (case number, date, name of subject from whom the sample was drawn, employee's name witnessing drawing, and sample tube number), the

- individual tubes should be packaged in such a way that the glass tube is are protected from breaking. The blood kit box should also be properly sealed and marked on the outside with the date, case number, tag number, employee name, suspect name, and offense.
2. **Refrigeration of Samples (never freeze liquid blood before testing):** For proper analysis of blood samples, it is best practice that the samples be refrigerated as soon as possible after the samples are drawn. It is important to keep the samples away from extreme temperatures. The sample(s) should be property tagged and be placed in the refrigerator located in the City County Building (CCB) Property Intake Room. If the refrigerator is locked, the key for the refrigerator can be obtained from the OIC or designee.
 3. **Disposition of Evidence in Sexual Assault Cases Where no Suspect is Known:** In cases where there is no suspect identified, all blood samples (victim, suspect, or other) shall be turned over to the State Crime Lab for analysis as soon as possible, or until the sample is no longer of evidentiary value. The Crime Lab will analyze the blood samples even though specific suspect is not identified. The follow-up officer shall periodically monitor the value of maintaining other biological evidence in the property room.
 4. **Reporting Evidence Chain:** Transportation or disposition of any evidence shall be documented in reports by any officer involved in the evidence chain.

COLLECTION OF WHOLE BLOOD IN TRAFFIC-RELATED CASES

1. WI Implied Consent Blood Kits, supplied by the State Hygiene Laboratory, shall be utilized for traffic-related cases. The kit supply is maintained by the local hospitals and by MPD. The kits are stored in the CCB Intake Room and in area hospital emergency rooms. The kit has all the equipment and forms necessary to obtain the blood sample.
2. Blood is to be drawn only by a physician or registered nurse, medical technologist, physician assistant, phlebotomist, or other medical professional who is authorized to draw blood, or person acting under the direction of a physician. The arresting officer should witness the blood being drawn and maintain custody of the evidence once sealed by the medical personnel.
3. It shall be the responsibility of the Police Property Supervisor to coordinate the transport of all blood samples in a timely fashion to the UW Hygiene Laboratory or to the State Crime Laboratory when appropriate.

Deceased Animals

In the event that a deceased animal needs to be collected for evidence/necropsy purposes, it is recommended that you contact the **Wisconsin Veterinary Diagnostic Laboratory (WVDL) at 608-262-5432 (Monday-Friday 7:45am-4:30pm)**. The WVDL is located at 445 Easterday Lane, Madison, WI. The WVDL does not recommend freezing the animal prior to necropsy. Therefore, if an animal is collected for necropsy and it is after the WVDL normal business hours, you can contact the **University of Wisconsin (UW) Veterinary Hospital at 608-263-7600** for refrigerated storage options. The UW Veterinary Hospital can then turn the deceased animal over to the WVDL during normal business hours.

The Property Room **WILL NOT** store a deceased animal in the Evidence Refrigerator; it will only be stored in the Evidence Freezer. In the unusual event that a deceased animal is collected and not going to have a necropsy, it will be stored in the Property Room Freezer. If the animal is collected and packaged during the hours of 7:00am-4:00pm, please contact the Property Room for assistance. If it is after hours and the animal is small enough to fit into the Evidence Refrigerator Freezer in the CCB Intake room, it can be stored there. If it is after hours and the animal cannot fit into the Evidence Refrigerator Freezer in the CCB Intake Room, contact the OIC to call in a Property Room Staff Member to allow access to the larger evidence freezer.

Latent Evidence

Items of evidence bearing or suspected of bearing latent evidence (e.g., fingerprints, palm prints, foot or shoe prints) which are to be processed must be entered into LERMS Quick Entry, marked and sealed, and secured

in a Property Intake Room. If there is danger of destroying possible evidence by marking the item, it must be protected and the package containing the item must be marked.

Vehicles

VEHICLE STORAGE

The MPD's Vehicle Impound Facility (VIF) is for the processing and storage of vehicles of evidentiary value. All other vehicles MUST be towed to the contracted tow company's storage facility.

A vehicle should be towed to the VIF when a vehicle has been determined to be evidence of a crime and needs to be processed. An electronic MPD vehicle tow card must be completed for all vehicles towed to the VIF. The tow card must be completely filled out. The tow card shall be emailed to PD Tow prior to the end of shift. Property Staff will email a copy to the contracted tow company.

Vehicle keys will be placed in a clear plastic Ziploc envelope provided in the VIF Intake room. The case number will be written clearly on the envelope and the keys placed in the tray with the tow card.

Officers are required to make any entries into LERMS.

Two Options are Available to Release a Vehicle from the VIF

1. Utilizing MPD's Contracted Tow Company:

When a vehicle has been processed and retains no evidentiary value, the authorizing official will send an email to PD Tow authorizing its release.

This email should include the following information:

Please release vehicle:

- Case#
- Tag#
- Make
- Model
- VIN
- License information (state and number)
- Owner Information

The Property Room Staff will arrange release of the vehicle by contacting the contracted tow company and completely filling out the electronic MPD vehicle tow card. The appropriate tow code for releasing a vehicle is "6". The name of the releasing officer will be annotated in the tow card. When the tow company arrives, the driver must sign in utilizing the VIF log if releasing vehicle from the inside storage area. The vehicle will then be removed and the driver will sign out. The tow card shall be emailed to PD Tow prior to the end of shift. Property Staff will email a copy to the contracted tow company.

After the vehicle release has been completed, the Property Room Staff will notify the authorizing official and send an email message to the PD Tow email group that the release transaction is complete. Property Staff will make the appropriate computer entries and the authorizing official will notify the owner of the release.

2. Release of a Vehicle to Owner/Victim without Utilizing Contracted Tow Company.

Under no circumstances should a vehicle be released to an owner/victim at the VIF.

In the event that a person authorizing the release deems it appropriate to release a vehicle directly to an owner, the person authorizing the release must first check with Court Services to verify there are

no Owners Fees associated with the vehicle to be released. If there are no fees, the person authorizing the release must send an email message to the PD Tow.

This email should include the following information:

Please release vehicle:

- Case#
- Tag#
- Make
- Model
- VIN
- License information (state and number)
- Owner Information
- Date and time of release

A supplemental report must be submitted by the releasing officer. Property will make the appropriate computer entries documenting the release.

No unauthorized personnel or personal vehicles will be allowed inside the VIF.

Air-Drying

1. Items requiring air-drying should be placed in the special air-dry lockers available at the Central District Air Dry Room. If these lockers are not available, standard lockers in the Central District Air Dry Room may be used. **Do not air dry any items in standard lockers at other districts' property intake rooms.**
2. Within four days of placing any item into an air-dry locker and provided the items have fully dried, officers must complete the packaging of the item(s). If absent from duty for more than four days, arrangements should be made with a commissioned co-worker to complete packaging of the items (if the items are dry).

Chain of Custody

Written documentation for the removal or disposition of any item in evidence will be submitted to a Property Clerk. Any officer involved in the evidence chain shall document in a police report the transportation or disposition of any evidence.

Refusal of Property

Property that does not meet the packaging and labeling standards outlined in the MPD Packaging Guide will be placed back into the storage locker with the associated lock. The locker will be secured and sealed with a red evidence zip tie. The zip tie will be labeled with the name and IBM of the Police Property Clerk refusing the property. In addition, the case number, tag number, and officer responsible for the item will be annotated. The Property Clerk will notify via email the employee and the Police Property Supervisor of the deficiency and the steps needed to correct the problem.

The responsible employee will verify the information on the red evidence zip tie and then cut the red evidence zip tie to remove the affected property.

The employee will correct the deficiencies outlined in accordance with the MPD Packaging Guide and will return the correctly packaged property to the storage locker. The red zip tie should also be placed (unpacked) in the storage locker to allow the Police Property Clerk to identify the property and the deficiencies that were to be corrected.

The employee will notify Property via email that the deficiencies have been corrected and the item is ready for pickup. The employee will submit a supplemental report outlining the deficiency, the circumstances

surrounding the opening of the locker, the correction, and the re-securing of the evidence. When picking up the packaged property, the Property Clerk will verify that the cut red evidence zip tie is indeed theirs and that the property has been corrected in accordance with MPD SOP. In the event the indicated deficiency is not corrected within a reasonable amount of time of refusal, the Property Clerk will send a second email notification to the employee. The Police Property Supervisor will take the necessary steps to facilitate correction of the indicated deficiencies.

Release of Sensitive Evidence/Property

Certain types of evidence and property create a higher liability by their very nature and shall be subject to special restrictions for temporary or permanent release.

DESIGNATED EVIDENCE/PROPERTY

The following categories of property or evidence fall within these sensitive evidence/property guidelines:

1. All controlled substances/drugs.
2. Any functional firearms.
3. U.S. Currency amounts in excess of \$100.
4. Individual items with an estimated value in excess of \$1,000 (excluding vehicles).

AUTHORIZATION

Temporary or permanent release of any of the property/evidence listed above must have documented authorization by a Lieutenant (to include OICs), Captain, or Chief.

The temporary release of any controlled substances/drugs that have been designated to be destroyed may only be authorized by the Assistant Chief of Investigative and Specialized Services.

DOCUMENTATION

The temporary or permanent release of any of the designated sensitive evidence/property shall be documented on a "Property Release/Receipt Form" signed by the authorizing Commander.

In addition to this form, any officer to whom designated sensitive evidence/property is released shall complete an official police report documenting the handling and disposition of this evidence/property.

Disposition of Property Requirements

UNCLAIMED PROPERTY

Wisconsin State Statutes 66.0139 and 170.07-170.11 and Madison General Ordinance 8.44 regulate the manner in which property coming into the possession of the MPD is handled.

ITEMS NOT TO BE SOLD AT AUCTION

It is required that items such as firearms, beer, liquor, fireworks, and flammables be destroyed after it is determined it is no longer necessary to retain the item.

BICYCLES FOR DONATION

Section 12.761(4) of the Madison General Ordinances allows for donation of bicycles to charitable non-profit organizations. When abandoned bicycles are not returned to the owner or sold, the City of Madison Police Department will donate abandoned bicycles to qualified organizations.

1. Bicycles shall be held by the Madison Police Department Property Section for 45 days before being considered for donation.
2. All requests for bicycle donations must be made with the "Bicycle Donation Form" (found at <https://www.cityofmadison.com/police/support/bicycleDonation.cfm>) which is to be reviewed by the Police Property Supervisor and the Captain of Traffic & Specialized Services. The Police Property Supervisor will notify all requesters of the approval/denial of their requests. If approved, the Police Bicycle Recovery Specialist will be in contact with the requester to schedule a pick-up date and time for the requested bicycles.
3. Requests should be made at least 30 days in advance of when the organization would like to receive the bicycles.
4. Donations shall be limited to charitable non-profit organizations. Such organizations must provide proof of their non-profit government status (subsequent applications may reference these materials as "on file" with the Police Property Room) and assurances that the bicycles will be used as part of a charitable program sponsored by the organization.
5. Bicycles shall only be for the use of clients of requesting organizations and not for the employees or directors of such organizations. Bicycles may not be sold to raise revenue for any purpose. By accepting a bicycle under this program, the applicant grants permission to the City of Madison Police Department to audit its use of said bicycles in accordance with these guidelines.
6. Organizations wishing to request an ongoing supply of bicycles are required to submit a separate request on each occasion when a donation is desired. Bicycle donations are subject to availability, as determined by the Madison Police Department. Organizations may receive no more than 20 bicycles at one time. Once all requests have been filled, an organization may receive additional bicycles.
7. Organizations receiving donated bicycles must sign a liability waiver and provide for the removal of the bicycles.
8. The Madison Police Department Property Supervisor will maintain the following related to each bicycle donation: copy of the approved request form, date the donation form was filled, and number of bicycles received by the organization.

EXPLOSIVES

Items capable of exploding such as dynamite, nitroglycerin, pipe bombs, or any Class A explosive, including M-80s and other powerful fireworks, will be handled by the Dane County Sheriff's Office Hazardous Devices Unit (HDU) and will not be placed in the Police Property Room.

FIREARMS AND AMMUNITION

Firearms and ammunition must be turned over to the Wisconsin State Crime Laboratory when it is no longer necessary to retain them for any reason.

SEIZED ITEMS

Items seized during the service of a search warrant or incident to an arrest that are not later used as evidence in a court case, must be returned to the owner or disposed of in accordance with Wisconsin State Statute.

OTHER PROPERTY RELEASED TO OWNER

Other property will be released to the owner according to procedural guidelines set up by the Commander in charge of the Property Room.

Property Room Controls

An audit of all, or of a specified portion, of the property/evidence storage areas is a critical internal control and will be conducted quarterly. Comprehensive inventories will be conducted when deemed necessary. The audit will review policies, procedures, and processes of the property and evidence functions to ensure compliance. Any variances or irregularities identified as a result of an audit or inventory of the property system will be documented by the Police Property Supervisor and/or Commander designated to monitor those processes.

This documentation shall be forwarded to the Assistant Chiefs and to the Chief of Police for review.

Original SOP: 02/25/2015

(Revised: 01/20/2017, 02/07/2017, 06/15/2017, 10/09/2017, 01/25/2018, 11/15/2019, 04/06/2020, 12/28/2020, 12/28/2021, 01/31/2023, 04/10/2023)

(Reviewed Only: 01/30/2019)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Mental Health Incidents/Crises

Eff. Date ~~05/13/2022~~ 06/12/2023

Purpose

The Madison Police Department (MPD) trains officers to recognize behavior that may be attributable to mental illness and to respond to incidents in such a manner as to de-escalate crisis situations whenever possible. recognizes that police are not qualified to solve the underlying problems of people who exhibit behavior attributable to a mental illness, however, officers can learn to recognize when mental illness may be a contributing factor. The officer's course of action at this first encounter can both calm the existing situation and increase the likelihood of a positive outcome to the call. Responses to situations which involve unusual, disruptive, or unsafe behavior that may be ascribed to a mental illness should reflect sensitivity to the needs of the people involved, concern for officer safety and safety of others at the scene, and concern for alleviating the situation in a reasonable manner. The goal in all contacts crises stemming from mental health crisis illness is to utilize the least restrictive measures to secure the welfare of all those concerned, connect individuals with mental illness to needed services, and divert them from the criminal justice system whenever possible.

All officers are trained to recognize behavior that may be attributable to mental illness and to respond to mental health related incidents in such a manner as to de-escalate crisis situations whenever possible. Situations involving individuals believed to be affected by mental illness or in crisis are often unpredictable and volatile. As such, these incidents require officers to make difficult judgments about the mental state and intent of the individual, and necessitate an understanding of the unique circumstances and approach required to resolve these crises safely.

Mental health providers have the primary responsibility to diagnose and treat individuals with mental illness. Due to limited services and the nature of mental illness, officers are increasingly required to respond to situations and crises stemming from mental illness. As a result, the MPD is committed to partnering with mental health providers, community service providers, and those in the justice system to develop more compassionate and cost-effective approaches that emphasize providing community-based treatment instead of arrest and incarceration of individuals experiencing affected by a mental health crisis illness.

MENTAL HEALTH UNIT LIAISON/OFFICER PROGRAM

The MPD has a longstanding commitment to partnering with mental health providers in order to improve services to those with mental illness. MPD's The Mental Health Unit Liaison/Officer Program serves to further supplement our department's overall responses to mental health crises with a specialized approach and provides providing added support to community members and first-responding officers before, during, and after any mental health crisis occurs.

The Mental Health Unit is comprised of the following members:

- Mental Health Officers (MHOs) serve in a specialized role and are assigned to MPD district stations. MHOs provide individual response plans and follow-up, address system issues/concerns, share information internally and externally as appropriate, and if possible, respond to mental health calls for service when they arise. Additionally, MHOs lead department-wide training on mental health-related topics and attend specialized training opportunities.
- Law Enforcement Crisis Workers (LECWs) are mental health clinicians employed by Journey Mental Health. Beyond the crisis intervention and stabilization services that Journey provides to the community, LECWs are contracted to work in an embedded capacity at MPD. LECWs partner with MHOs to conduct outreach, address system issues, and if possible, respond to mental health calls for service when they arise.

- Mental Health Liaison Officers (MHLOs) are officers assigned to Patrol who voluntarily participate in additional training throughout the year and promote the Mental Health Unit's mission by working collaboratively with mental health providers, advocates, and consumers. Additionally, MHLOs attend additional training each year on mental health-related topics.

Mental Health Officer (MHO)

In order to more consistently and comprehensively address mental health issues in our community and to mitigate the increasing demands on patrol resources to provide services to people with mental illness, the MHOs will work with the formal and informal supports, Mental Health Liaison Officers, and the individuals affected by mental illness. MHOs will work to address both district specific and city wide systems issues related to mental health and individuals within their district areas of responsibility who are generating or are likely to generate police calls for service. While not call driven or expected to field any and all mental health related calls, when possible, the MHOs will respond into the field to address mental health related calls, particularly Emergency Detentions.

Mental Health Liaison Officer (MHLO)

Above and beyond their regular patrol responsibilities, MHLOs work collaboratively with mental health providers, advocates, consumers, and the MHOs to provide individual response plans and follow up, address system issues/concerns, share information internally and externally as appropriate, and if possible, respond to mental health calls for service when they arise.

PATROL RESPONSE GUIDELINES

When Mental Health Issues are Suspected

- Observe signs of behavior that is unusual, disruptive, or unsafe, and circumstances under which behavior is observed (e.g., mental illness, alcohol).
- Attempt to obtain information regarding mental illness diagnosis, medical history, and medications.
- If danger to self or others, assess for Emergency Detention.
- Consult with Journey Mental Health (hereafter referred to as Crisis) for background information and general advice.
- Assess need for further police assistance.
- Route report to PD Mental Health.

Initial Response Considerations

When officers respond to a subject who is exhibiting or who has exhibited unusual, disruptive, or dangerous behavior, the officers should assess the risk posed by the subject and consult with Journey Mental Health as they investigate the following:

- The level of immediate risk or dangerousness, if any, that the subject poses to themselves or to others. See also MPD's [Response to Persons with Altered State of Mind SOP](#).
- The need for emergency medical care or medical evaluation.
- Statements from direct witnesses to the subject's concerning behavior.
- Whether the subject's behavior constitutes a crime, and whether that crime would result in a discretionary or mandatory arrest situation.
- Factors that are possibly contributing to the subject's behavior, to include mental illness, alcohol or drug use, developmental or intellectual disabilities, dementia or other medical concerns.
- The subject's known diagnoses, medical history, medications, and current community supports.

- The need for further police intervention and the appropriateness of other resources, community support systems, and care providers that could assist the subject (e.g., assigned caseworkers, guardians, personal therapists, Community Alternative Response Emergency Services (CARES) response, etc.).

Disposition Options

- Release with referral made to a mental health agency.
 - Place individual in the care of family or friends.
 - Convey voluntarily to Crisis or hospital for further evaluation.
 - Place in protective custody for the purpose of an evaluation for an Emergency Detention.
 - Arrest for a statute or city ordinance violation.
 - Protective custody to Detox if applicable.
- If the subject's behavior constitutes a criminal violation but criteria for an emergency detention is also present, officers should:
 - Consult with Journey Mental Health to determine the best short-term disposition/placement.
 - If the subject is placed under emergency detention, a probable cause affidavit should be completed for the appropriate criminal violations. Request that the destination facility where the subject is conveyed contact MPD when he/she is released to facilitate conveyance/booking.
 - If the underlying offense for which probable cause exists is a mandatory arrest under Wis. Stat. 968.075, the disposition of the subject must be an emergency detention, protective custody, or arrest (voluntary admissions are not an option).

Dangerous Behavior, Defined

Behavior that is dangerous to the degree that it may support an Emergency Detention, is defined by Wis. Stat. 51.15(1)(ar), as that behavior which "evidences any of the following:

1. A substantial probability of physical harm to himself or herself as manifested by evidence of recent threats of or attempts at suicide or serious bodily harm.
2. A substantial probability of physical harm to other persons as manifested by evidence of recent homicidal or other violent behavior on his or her part, or by evidence that others are placed in reasonable fear of violent behavior and serious physical harm to them, as evidenced by a recent overt act, attempt, or threat to do serious physical harm on his or her part.
3. A substantial probability of physical impairment or injury to himself or herself or other individuals due to impaired judgment, as manifested by evidence of a recent act or omission. The probability of physical impairment or injury is not substantial under this subdivision if reasonable provision for the individual's protection is available in the community and there is a reasonable probability that the individual will avail himself or herself of these services or, in the case of a minor, if the individual is appropriate for services or placement under s. 48.13 (4) or (11) or 938.13 (4). Food, shelter, or other care provided to an individual who is substantially incapable of obtaining the care for himself or herself, by any person other than a treatment facility, does not constitute reasonable provision for the individual's protection available in the community under this subdivision.
4. Behavior manifested by a recent act or omission that, due to mental illness, he or she is unable to satisfy basic needs for nourishment, medical care, shelter, or safety without prompt and adequate treatment so that a substantial probability exists that death, serious physical injury, serious physical debilitation, or serious physical disease will imminently ensue unless

the individual receives prompt and adequate treatment for this mental illness. No substantial probability of harm under this subdivision exists if reasonable provision for the individual's treatment and protection is available in the community and there is a reasonable probability that the individual will avail himself or herself of these services, if the individual may be provided protective placement or protective services under ch. 55, or, in the case of a minor, if the individual is appropriate for services or placement under s. 48.13 (4) or (11) or 938.13 (4). The individual's status as a minor does not automatically establish a substantial probability of death, serious physical injury, serious physical debilitation, or serious disease under this subdivision. Food, shelter, or other care provided to an individual who is substantially incapable of providing the care for himself or herself, by any person other than a treatment facility, does not constitute reasonable provision for the individual's treatment or protection available in the community under this subdivision." (language quoted directly from statute 51.15(1)(ar)1.-4.)

Physical Harm or Injury to Self or Threats Thereof

An overdose, whether intentional or accidental, is a medical emergency and MPD's primary role is to ensure a safe environment for Emergency Medical Service (EMS) and other responders. Similarly, when MPD responds to incidents of attempted suicide or bodily harm to self, officers should recognize that, depending upon the circumstances, the subject's behavior could be life-threatening.

Secondarily, MPD's role in most overdose cases, incidents of attempted suicide, or bodily harm to self, is to conduct a preliminary investigation to determine whether or not a crime has been committed and whether or not the subject's behavior could later result in an Emergency Detention.

Reports are required in intentional overdose cases, incidents of attempted suicide, or incidents of bodily harm to self, when the investigating officer has credibly identified the harmed subject and/or any witnesses to the self-harming behavior. Information received at the scene may be needed later by other officers to establish grounds for an Emergency Detention so these reports should be completed as a Basket 3 priority before the end of the officer's tour of duty. The investigating officer should also, during the active course of the investigation, provide pertinent information to Journey Mental Health.

If EMS transports the subject to a hospital under circumstances of suspected intentional overdose, attempted suicide, or bodily harm to self, an officer shall respond to the hospital if any of the following factors are present:

- Death appears imminent.
- EMS requests assistance in the ambulance with a combative subject.
- The call precipitates a criminal investigation that cannot be completed at the scene.

If an officer is dispatched to the hospital for a subject who previously was suspected to have intentionally overdosed, attempted suicide, or caused bodily harm to self, an officer should:

- Determine where the dangerous behavior occurred or began, and consult with a supervisor if another jurisdiction may be more appropriate to investigate the incident.
- Make initial contact with hospital staff and Journey Mental Health to determine if the subject is voluntarily seeking treatment, if the treatment sought includes psychiatric treatment, and if it is appropriate to now facilitate a crisis assessment of the subject.
- If appropriate, investigate the incident as a potential Emergency Detention. This may include checking for past reports and Speculative Emergency Detention forms, if the underlying dangerous behavior generated a call for service.
- Consult with hospital staff regarding the possibility of the subject being admitted for medical purposes.

- If the subject is admitted for medical treatment, officers may disengage from the hospital and get the treating physician's name for their report.
- If Emergency Detention criteria are met, an officer should complete a Speculative Statement of Emergency Detention form, save it in the appropriate shared MPD folder, and send an email notifying oncoming officers of the presence of this form in the shared MPD folder.

Physical Harm or Injury to Others or Threats Thereof

Officers are trained to recognize that some dangerous behavior may also be criminal in nature. If the subject's behavior constitutes a criminal violation but criteria for an Emergency Detention is also present, officers should:

- Consult with Journey Mental Health to determine the best short-term disposition and placement.
- Consult with a supervisor on disposition if the crime at issue is a violent felony.
- If the subject is placed under Emergency Detention and if the investigating officer deems it appropriate to make a criminal referral to the district attorney's office, the officer shall complete a probable cause affidavit for the appropriate criminal violations prior to the end of their tour of duty.
- If the underlying offense for which probable cause exists is a mandatory arrest under Wis. Stat. 968.075, the only possible dispositions for the subject are the following: an Emergency Detention, protective custody placement at Detox, or arrest. Voluntary psychiatric admissions in lieu of booking a domestic abuse suspect is not an option.
 - If the subject is placed under Emergency Detention in this circumstance, the investigating officer shall complete a probable cause affidavit and domestic paperwork prior to the end of their tour of duty. The officer shall also communicate this fact to the Officer-In-Charge (OIC). See also MPD's Domestic Abuse SOP.
 - If the subject is placed at Detox due to incapacitation, the investigating officer shall complete a probable cause affidavit and domestic paperwork prior to the end of their tour of duty, and shall communicate this fact to Detox staff, while keeping this paperwork on file at Detox. See also MPD's Intoxicated and Incapacitated Persons SOP.
- Consult with a supervisor prior to conveying the subject to jail.

If Harmful Acts are Committed or Threats Made (suicide attempts, overdose, non-suicidal self-injury, other overt acts or threats)

- Ascertain whether the subject has consumed alcohol and/or drugs. If alcohol is on board and the subject is medically cleared, or where medical clearance is unnecessary, transport to Detox under protective custody.
- For suicidal subjects—make sure to request that Crisis is notified, both verbally and written in the narrative box on the Detox admission form and request a copy for your report. Notify Crisis by phone prior to clearing from the call when there are heightened concerns of imminent risk.

Overdose Calls

- Suicide attempts by overdose and accidental overdose are essentially medical emergencies. The role of law enforcement in most cases is very limited to a preliminary investigation to determine if a crime has been committed. Where no crime is committed, our primary role is to assure a safe environment for EMS and other responders. These situations can be divided into two categories, those where EMS transports the subject and those where they do not.

EMS transports the subject

- An officer shall respond to the hospital if:
 - EMS requests assistance on the rig with a combative subject
 - Death appears imminent
 - The subject is not sufficiently coherent to provide an adequate statement
 - The call precipitates a criminal investigation that cannot be completed at the scene
- Reports in non-criminal overdose cases should reflect the limited role of law enforcement. The report should include the circumstances surrounding the overdose, that the subject was conveyed by EMS, and identification of the victim and witnesses. Extensive medical history information is not required. On some occasions, information received at the scene may be needed later by other officers to establish grounds for an Emergency Detention so these reports should not be held over.

EMS does not transport the subject

- When EMS does not transport, the call will likely become an Emergency Detention assessment, PC conveyance, or a death investigation and should be handled as such.
- If family is willing to accept responsibility for the patient and the officer believes that they are capable of preventing the subject from harming him/herself, the family may work directly with their health care providers to assure necessary treatment is provided
- In cases where officers respond to the hospital, consult with ER staff regarding medical admission.
 - If admitted medically, release to hospital and get doctor information for report.
 - If medically cleared, assess for Emergency Detention.

Note — Many suicide attempts by overdose are taken to hospitals and clinics with no police involvement. If family or medical personnel do not request the police, officers should not be dispatched in these cases. If this should occur, advise a supervisor or OIC.

Assessing for Emergency Detention

- Consult with Crisis or other mental health practitioners as applicable. (If person is insured, Crisis will generally refer to provider, however, Crisis should still be involved.)
- Gather information regarding person's mental health history and/or support systems utilized in the past.
- When interviewing the subject, do not hesitate to ask specific questions about their intent to harm himself or herself (i.e., "Do you want to hurt yourself?" "Did you really want to end your life?")
- If you have any concerns regarding the subject's welfare and they refuse to accept police assistance, you may place them under protective custody and convey them to Crisis or hospital for evaluation.

Emergency Detention Criteria (ED)

S.S. 51.15(1) — Basis For Detention: A law enforcement officer is authorized to take into custody a subject whom the officer has **cause to believe** is mentally ill, or drug dependent, or developmentally disabled, **and** that person evidences any of the following:

- A substantial probability of physical harm to self or others as manifested by evidence of recent threats of or attempts at suicide or serious bodily harm.
- A substantial probability of physical impairment or injury to self or others due to impaired judgment as manifested by evidence of a recent act or omission.
- SS 51.15(1)(4) and 51.15 (1)(5) discuss lack of self-care issues and refusal to take medication as possible criteria as well.

Pursuant to Wis. Stat. 51.15(1), a law enforcement officer is authorized to take a subject into custody, as the least restrictive alternative appropriate to a subject's needs, if all of the following criteria are met:

- the officer has probable cause that the subject is mentally ill, or drug dependent, or developmentally disabled;
- the subject is unable or unwilling to cooperate with voluntary treatment; and
- the subject presents with at least one of the enumerated criteria (#1-4) under the Dangerous Behavior section above.

Wis. Stat. 51.15(1)(b) further states that the officer's belief that an Emergency Detention is appropriate shall be based on either of the following:

1. "A specific recent overt act or attempt or threat to act or omission by the individual, which is observed by the officer or person; or
2. A specific recent overt act or attempt or threat to act or omission by the individual which is reliably reported to the officer or person by any other person, including any probation, extended supervision, and parole agent authorized by the department of corrections to exercise control and supervision over a probationer, parolee, or person on extended supervision."

Least Restrictive, Defined

Least restrictive means or alternatives are commonly used terms within the healthcare and public health realms. The principle of "least restrictive" holds that interventions, even those done in the interest of individual or public safety, should interfere with the individual freedoms to the least possible, or necessary, extent.

Custody, Defined

Pursuant to Wis. Stat. 51.15(3), "an individual is in custody when the individual is under the physical control of the law enforcement officer." Officers are also trained to understand that custody can be interpreted in situations where an officer communicates to an individual that they are in police custody, for purposes of an emergency detention. Generally in emergency detention cases, the individual remains in law enforcement custody until custody can be transferred to the receiving facility.

Recent Overt Act, Defined

Although there is no statutory definition for "recent overt act", an officer can consider a subject's behavior to be recent if it is part of an uninterrupted crisis. An Emergency Detention is not to be initiated based upon an act, attempt, or threat to act, or omission, if there has already been some intervention (e.g., hospitalization, initiated and dismissed ED) to address the specified behavior.

Voluntary Hospital Admissions of Subjects

Voluntary admission is generally the preferred option for subjects who are cooperative and need further treatment or stabilization. In situations where the subject's behaviors are not imminently threatening to their welfare or that of other people, officers conveying the subject to an area hospital may disengage from the call once the subject is in the care of hospital staff, with the below considerations in mind.

If Emergency Detention Criteria is Present

In situations where an officer reasonably believes that Emergency Detention criteria is present, i.e., all criteria except the "unable or unwilling to cooperate with voluntary treatment" criterion, officers should

stay with the subject until they are assured that the subject will follow through with a psychiatric admission, or with the approval of a supervisor.

A supervisor's decision for officers to disengage from the hospital in the aforementioned circumstance will be guided by the following factors:

- The subject's demonstrated level of compliance and willingness to seek treatment;
- The level and recency of dangerousness that the subject exhibited;
- The subject's known history of in-patient psychiatric admission and compliance therewith;
- The presence of criminal charges, or lack thereof;
- The presence of family, friends, or other supports at the hospital; and
- Whether or not the investigating officer has briefed the hospital social worker or charge nurse on the situation.

If a supervisor grants approval for officers to disengage prior to the subject's psychiatric admission, officers are responsible for doing the following:

- Communicate their intent to disengage from the hospital to the charge nurse and the hospital social worker.
- Make the request of hospital staff that they re-contact Journey Mental Health and MPD if the subject attempts to leave prior to being fully admitted so that an Emergency Detention can be completed.
- Brief Journey Mental Health on the fact that officers disengaged, and that hospital staff will call if the subject becomes involuntary.
- Complete a Basket 3 priority report and a Speculative Statement of Emergency Detention form before the end of their tour of duty.
- Save the drafted Speculative Statement of Emergency Detention in the appropriate shared MPD folder, and send an email notifying oncoming officers of the presence of this form in the shared MPD folder.

Assessing Subjects for Emergency Detention

Officers should investigate the totality of the circumstances to determine if criteria for an Emergency Detention are met. Officers should consult with Journey Mental Health as soon as an officer has established possible grounds for an Emergency Detention.

In Dane County, Journey Mental Health is the named representative of "the county department." Pursuant to Wis. Stat. 51.15(2)(c), Journey Mental Health may only approve an emergency detention:

"if a physician who has completed a residency in psychiatry, a psychologist, or a mental health professional, as determined by the department, has performed a crisis assessment on the individual and agrees with the need for detention and the county department reasonably believes the individual will not voluntarily consent to evaluation, diagnosis, and treatment necessary to stabilize the individual and remove the substantial probability of physical harm, impairment, or injury to himself, herself, or others."

Pursuant to Wis. Stat. 51.15(2)(c), a crisis assessment can occur in any of the following ways:

- In-person, with a crisis worker responding to the location of the officer.
- In-person, with an officer transporting a subject to the location of the crisis worker. This may be a custodial transport if the officer has established grounds to take the subject into protective custody.
- By telephone, or by telemedicine or video conferencing technology.

Final Dispositions

Voluntary admission is generally the preferred option for individuals who are cooperative and need further mental health treatment.

Voluntary Admission—Where ED Criteria is NOT Present

This option is best used when the subject is cooperative and would benefit from further mental health treatment, yet any threats to their welfare do not rise to the level of an ED. In these situations, officers conveying individual to ER may detach from the call once the subject is in the care of hospital ER staff, even if not yet fully admitted. If the individual is brought to ER by someone else (EMS, family member), then officers do not need to accompany them to ER.

Completing Chapter 51-Related Paperwork

When an MPD officer and Journey Mental Health support an Emergency Detention and after an officer has taken custody of the subject, the officer should do the following:

- Complete the Statement of Emergency Detention form. It is the responsibility of the officer who investigates the circumstances of the emergency detention to complete the Statement of Emergency Detention form to the best of their abilities. The form shall comply with the following:
 - articulate dangerousness behavior (acts, threats, omissions),
 - list names and contact information of one or more witnesses,
 - list the full name of the Crisis worker who approved the Emergency Detention,
 - list the detention date and time,
 - list the receiving facility, and
 - include the witnessing officer's electronic signature
- If applicable, complete paperwork related to the arrest of the same subject. In a domestic abuse-related incident, officers shall complete and submit all paperwork listed in the Domestic Abuse SOP, regarding the subject as an "at large suspect."
- If an officer relieves the investigating officer and ultimately transports the subject to the receiving facility, the transporting officer is responsible for ensuring that the form is complete and accurate.
- After the receiving facility has accepted the subject and prior to the time when the officer transfers custody of the subject to the receiving facility, an officer shall upload the completed form to the password protected CCAP website and shall send the form via email to the appropriate parties. These procedures are found in MPD's E-filing guide.
- Any investigating and transporting officers shall complete their reports as a Basket 3 priority and route it to the PD Mental Health email group.

Officers may also be tasked with completing Chapter 51 returns for subjects. In these cases, it is the responsibility of the officer who completes the transport to ensure that the Affidavit of Service is completed and emailed to appropriate parties. These procedures are found in MPD's E-filing guide.

Transport Considerations

Consistent with MPD's Use of Force SOP, officers shall place handcuffs on any subject in custody when the officer reasonably believes the subject may become violent, attempt to escape, or pose a danger to self or others. When MPD officers complete a transport of a subject to Winnebago Mental Health Institute or to other receiving facilities located outside of the City of Madison, officers should consider transporting the subject in front "belly-chain" restraints, if possible.

If transport within a police vehicle would be uncomfortable or unfeasible, officers may communicate to hospital staff their request for an ambulance transport. In these situations, officers will still maintain custody of the subject during the transport.

If inclement weather or other road conditions do not permit a safe transport to the receiving facility, officers will stay with and maintain custody of the subject at the hospital. Officers should communicate with the OIC in making this determination.

Transports as a Planned Overtime Assignment

The Officer-in-Charge may determine that it is appropriate to staff an emergency detention transport as an overtime assignment. If appropriate, the overtime assignment will be consistent with relevant contractual provisions; it will be open to all commissioned personnel and awarded to whomever had the least amount of overtime accrued for the year, with priority assignment as follows:

- To all non-command commissioned personnel;
- To command personnel (if insufficient non-command personnel express interest).

If no one expresses interest in an overtime guarding assignment, patrol resources may be ordered to fill the assignment, consistent with existing order-over procedures. See also MPD's Guarding of Persons in Police Custody at Hospitals SOP.

Third-Party Transports

Wis. Stat. 51.15(2)(a) permits law enforcement agencies to contract with other law enforcement agencies, ambulance service providers, or a third-party vendor to transport subjects for detention. If a transport is arranged with an MPD contracted third-party, MPD officers will turn over custody to the transporting party when the subject is boarded into the transporting party's vehicle, or if prior to that time, the transporting party communicates that they are responsible for the subject.

Release as a Possible Disposition

Based upon the officer's and Journey Mental Health's assessment of a subject's behavior and condition, it may be appropriate to resolve the call in one of the following ways:

- Release the subject to their own care, with an articulated plan for safety.
- Release the subject to their own care, with a referral made to a mental health agency.
- Release the subject into the care of family or friends.

Voluntary Admission—Where ED Criteria is Present

Voluntary admission is preferred, even when there are grounds for an ED, because it is the least restrictive option and will likely result in more productive treatment. In these situations, officers shall stay with the subject until they are assured that the subject will follow through with an admission (e.g. escorted through the doors of the psychiatric unit or medical personnel has assumed responsibility for the person and their continued safety). Officers may leave prior to admission under certain circumstances and only with the approval of a supervisor. A supervisor's decision should be based on the totality of the circumstances. In considering whether it is prudent for officers to disengage with a voluntary patient when grounds for an ED are present, supervisors should consider the following factors:

Supervisors should evaluate this early departure based on the following factors:

- Subject's demonstrated level of compliance and willingness to seek treatment
- Subject's history of in-patient psychiatric admission and compliance therewith

- Subject's demonstrated level of insight to their condition and the behavior that led to police involvement
- The level of dangerousness exhibited in that behavior and the presence of any criminal exposure
- The presence of family, friends, or other supports at the Emergency Room
- The hospital social worker or charge nurse have been briefed on the situation

If a supervisor grants approval for officers to disengage prior to admission to the in-patient unit, officers should communicate with the charge nurse and hospital social worker. Officers should request that hospital personnel re-contact their agency should the subject attempt to leave prior to being fully admitted so that an ED can be completed. Officers must complete a report and an electronic speculative ED form and save it to the ED Forms folder before the end of their shift.

Emergency Detention

When the basis for detention exists do the following:

- Contact Crisis on all emergency detentions.
- Crisis must approve all placements for Emergency Detention.
- Receive medical clearance prior to conveyance to authorized facility.
- Complete ED form and/or review form if filled out by mental health professional. The form MUST articulate dangerousness, threats, history, behavior, etc. and list names of witnesses. The form must also be faxed while officers and subject are still at the hospital, prior to the subject going to his/her final destination.
- Forms: 4 copies of ED form, 1 – Subject, 1 – Law Enforcement Agency, 1 – Crisis, 1 – Detention Facility. Fax original to probate court.
- Complete report as a priority and route it to PD Mental Health.

Reminders

- It is best to make phone contact with Crisis at the time of the incident, as well as route the report to PD Mental Health.
- Officers may base an emergency detention on statements made by any reliable source, i.e., any mental health professional, or any direct witnesses to the subject's behavior such as family, friends, etc. **Officers do not have to witness dangerous behavior themselves and may rely solely on the opinion of mental health professionals recommending an ED.**
- If you are experiencing problems or have concerns while at the ER, contact the "point person" there who should be up to date on cases and able to communicate with involved parties. These "point persons" are the following: The Care Team Leader at UW, the Charge Nurse at St. Mary's, or the Charge Nurse at Meriter.
- If other questions or concerns arise, contact your supervisor.

REQUESTS TO CONDUCT AN EMERGENCY DETENTION FROM THE JAIL

Occasionally, MPD is requested by Journey Mental Health to complete an Emergency Detention of subject who has already been booked into the Dane County Jail (DCJ) by MPD. The mental health concerns of acutely ill subjects are generally not addressed in jail, unless the subject voluntarily accepts treatment, or the subject exhibits new dangerousness while at the jail. Nevertheless, removing a subject from a secure facility poses some risk to officers and to the community. This section outlines the process and conditions for an Emergency Detention from jail.

Applicability

This section covers the Emergency Detention of subjects after MPD officers have transferred custody of the subject to jail personnel and after the subject has been admitted into the jail. Situations in which jail personnel refuse to accept an arrestee and insist instead that an Emergency Detention be conducted

should be handled on a case-by-case basis between the MPD Officer in Charge and the appropriate point of contact at the jail.

Post-Booking Emergency Detentions

Prior to removing a subject from jail to conduct an Emergency Detention, an investigating officer or supervisor should do all of the following:

- If feasible, consult with a supervisor within the Mental Health Unit.
- Determine jurisdiction. MPD has the responsibility in the Emergency Detention if the subject's predominant pattern of dangerous behavior occurred within the City of Madison.
- Determine necessity. MPD will collaborate with a Journey Mental Health crisis worker to determine if an Emergency Detention is appropriate.
- If the criminal case underlying the subject's custody at DCJ is (or is likely to be) assigned to a specialized unit and/or detective, consult with the assigned detective or special unit supervisor.

If the above conditions are met, the officer or supervisor should brief the Officer in Charge.

Officer In Charge Responsibilities and Approval Process

Prior to taking any action to remove the subject from the jail, the Officer in Charge shall contact the Community Outreach Captain (or their designee) to obtain approval for the Emergency Detention out of the jail.

Once the Community Outreach Captain has granted approval for removal of a subject from jail, the investigating officer should:

- Ensure that a Crisis Worker has ruled out the option of direct hospital admission.
- Coordinate with the Jail Operations Sergeant, Jail Mental Health Workers, and an MPD supervisor to plan for safe transfer of custody and transport.
- Consider requesting jail personnel's assistance in restraining the subject in their custody and transporting the subject to a hospital using special equipment and vehicles.

Dane County Sheriff's Office-Initiated Emergency Detentions

When a subject's predominant pattern of dangerous behavior occurred while the subject is in custody at the Dane County Jail, the Dane County Sheriff's Office should generally perform the Emergency Detention.

RESPONDING TO SUBJECTS WITH INTELLECTUAL/DEVELOPMENTAL DISABILITIES

The Madison Police Department (MPD) recognizes that police may have contact with subjects who live with intellectual/developmental disabilities (IDD). MPD's primary role when responding to incidents involving subjects with IDD is to ensure their safety and the safety of those around them. It may be appropriate for others, such as caregivers, family members, or others service providers to attempt to support the subject prior to and during police intervention. MPD will assist with stabilizing a dangerous scene if a subject is combative and unable to be calmed.

Some subjects with IDD may reside at an assisted living facility or adult family home. In some cases, a subject who is placed in a Dane County adult family home may have a different county of residence and that county of residence is responsible for the coordination of their care. In adult family homes, staff are responsible for managing resident needs and for working with MPD to keep everyone safe. Managed care organizations, the Dane County Behavioral Health Resource Center, and the Waisman Center can all be resources for families and caregivers.

When responding to subjects with IDD, officers should consider the following:

- If caregivers or other service providers are present, inquire about the care plan in place for the subject, particularly when the subject is physically combative. Questions that may be helpful to ask include:
 - Does the subject give any signs prior to becoming combative?
 - What calms the subject down?
 - What is the subject's legal status? (e.g., do they have a legal guardian, are they protectively placed, do they have a Chapter 51 order?)
 - Is the subject prescribed medication(s) and has the subject's doctor been consulted?
- Consult with Journey Mental Health and with caregivers on investigations.
- Criminal charges or citations are generally not appropriate for subjects who live with IDD. In some circumstances however, they may be appropriate.
- If a subject with IDD at an assisted living facility requires no emergency medical treatment or evaluation and if caregivers believe the subject needs to be evaluated at a hospital, facility staff should arrange transport.
- If a subject with IDD requires emergency medical treatment, officers should consider requesting EMS to transport them to the hospital. If the subject cannot be safely transported by EMS or a caregiver, MPD will assist in transporting the subject to a local hospital.
- If officers have concerns for the care and wellbeing of the subject, they should contact Child Protective Services or Adult Protective Services to report their concerns.

Conducting an Emergency Detention from the Jail

Occasionally, MPD Officers are requested by Journey to complete an emergency detention (ED) of subject who has already been booked into the Dane County Jail (DCJ) by MPD. Instances also may arise when the Mental Health Unit later determines an ED from DCJ is necessary. The mental health issues of acutely ill individuals are not addressed in the jail after booking unless the subject voluntarily accepts treatment, or the subject exhibits new dangerousness at the jail. Removing a subject from a secure facility, however, poses some risk to officers and the community. This section outlines the process and conditions for an MPD ED from the DCJ.

APPLICABILITY

This section of the SOP covers the emergency detention of individuals after MPD officers have completed their portion of the booking process and the subject has been admitted into the jail.

Situations in which DCJ staff refuses to accept an arrestee and insists on an ED should be handled on a case-by-case basis between the MPD OIC and the appropriate point of contact at DCJ.

POST-BOOKING EMERGENCY DETENTIONS

Prior to removing a subject from DCJ for an ED the officer(s) should:

- Consult with the Mental Health Sergeant or the Captain of Community Outreach
- Review relevant case reports associated with the subject's current incarceration
- Determine that the incident/predominant pattern of behavior associated with the applicable Chapter 51 dangerousness standard occurred within the City of Madison
- Determine, in collaboration with a Journey Mental Health Crisis Worker, that an ED is necessary
- Brief the Crisis Worker on any relevant medical clearance that occurred prior to booking
- Contact the assigned detective or special unit supervisor if the criminal case underlying the subject's custody at DCJ is (or is likely to be) assigned to a specialized unit and/or detective.

MPD-Initiated Emergency Detentions:

If the above conditions are met, the officer or their sergeant should brief the Officer in Charge (OIC). Prior to taking any action to remove the subject from the jail, the OIC shall contact the Community Outreach Captain (or their designee) to obtain approval for the ED out of the DCJ.

Once the Community Outreach Captain has granted approval for removal of a subject from DCJ for the purpose of an ED the officer(s) should:

- Ensure that a Crisis Worker has ruled out the option of a direct admission
- Coordinate with the Jail Operations Sergeant, Jail Mental Health Workers, and an MPD supervisor to plan for transfer of custody and transport.
- MPD should consider requesting DCJ to restrain the subject in their custody and may request assistance from DCSO for the transport of the subject using special DCJ equipment and vehicles from DCJ to a hospital.

DCSO-Initiated Emergency Detentions

- If the person is in an acute crisis at the DCJ, then the first preference is that DCSO perform the ED. When the incident/predominant pattern of behavior associated with the applicable Chapter 51 dangerousness standard occurred while the subject was in custody at DCJ, DCSO should generally perform the emergency detention.

Helpful Mental Health Definitions**DIRECTOR'S HOLD**

- The Treatment Director of a mental health facility/unit may file a statement of ED and detain a patient who has already been admitted to the psychiatric facility/unit.

ORDER TO TREAT

- The court may order that medication may be administered to an individual regardless of his/her consent (involuntarily and/or forcibly).

NON-SUICIDAL SELF-INJURY (NSSI)

- DSM-V symptoms include:
 - Act or its consequence can cause significant distress to the individual's daily life.
 - The act is not taking place during psychotic episodes, delirium, substance intoxication, or substance withdrawal. It also cannot be explained by another medical condition.
 - The individual engages in self-injury expecting to:
 - Get relief from a negative emotion
 - Deal with a personal issue
 - Create a positive feeling
 - The self-injury is associated with one of the following:
 - The individual experienced negative feelings right before committing the act.
 - Right before self-injury, the individual was preoccupied with the planned act.
 - The individual thinks a lot about self-injury even if it does not take place.
- NSSI may include, but not limited to, cutting, scratching, picking, burning, head-banging, and toxic ingestion.

SETTLEMENT AGREEMENT

- A negotiated contract for treatment signed by the individual, his/her attorney, and the County Corporation Counsel, and approved by the court.
- Waives the court hearings for a specified period of time, up to 90 days.

- Cannot be extended at end of time period, if individual is compliant with treatment.
- Can be rescinded by County Corporation Counsel if the individual fails to comply with the treatment conditions.

THREE-PARTY PETITION

- Three adults sign a sworn petition that is drafted by the County Corporation Counsel.
- At least one of the 3 petitioners (signers) must have personal knowledge of the individual's dangerous behavior. Petitioners who have not directly observed the individual's dangerous behavior must provide a basis for their belief that the allegations are true.
- Petition must allege that the individual is mentally ill, developmentally disabled, or drug dependent, and dangerous to self or others, and a proper subject for treatment.
- The County Corporation Counsel files the petition with the court. After review, the judge may order detention of the individual by law enforcement to a mental health detention facility, or may just set the case for a probable cause hearing without ordering detention.
- This process may take several days or more, so it should not be used for emergency situations.

RESPONDING TO SUBJECTS WITH DEMENTIA

The Madison Police Department (MPD) recognizes that dementia is a progressive illness in which subject's symptoms and behaviors can change, requiring increased levels of care over time. Subjects with dementia may exhibit unsafe behavior, to include combativeness or wandering and becoming lost. MPD's primary role in these calls is to ensure their safety and the safety of those around them. It may be appropriate for others, such as caregivers, family members, or others service providers to attempt to support the subject prior to and during police intervention. MPD will assist with stabilizing a dangerous scene if a subject is combative and unable to be calmed.

Some subjects with dementia may reside at assisted living facilities. Assisted living facility staff are responsible for managing resident needs and for working with MPD to keep everyone safe. Adult Protective Services, the Aging and Disability Resource Center, and Wisconsin Alzheimer's and Dementia Alliance can all be resources for assisted living facilities and for families.

When responding to subjects with dementia, officers should consider the following:

- If caregivers or other service providers are present, inquire about the care plan in place for the subject, particularly when the subject is physically combative. Questions that may be helpful to ask include:
 - Does the subject give any signs prior to becoming combative?
 - What calms the subject down?
 - What is the subject's legal status? (e.g., do they have a legal guardian, are they protectively placed, do they have a Chapter 51 order?)
 - Is the subject prescribed medication(s) and has the subject's doctor been consulted?
- Wisconsin case law directs that subjects with permanent disabilities that are likely not capable of rehabilitation (i.e., dementia and no other treatable condition) are not to be committed under Chapter 51 procedures, which includes emergency detention. Dementia can co-occur with other disorders and disabilities, so it is best to consult with Journey Mental Health and with caregivers on investigations.
- Criminal charges or citations are generally not appropriate for subjects diagnosed with dementia.
- If a subject with dementia at an assisted living facility requires no emergency medical treatment or evaluation and if caregivers believe the subject needs to be evaluated at a hospital, facility staff should arrange transport.
- If a subject with dementia requires emergency medical treatment or evaluation, officers should consider requesting EMS to transport them to the hospital. If the subject cannot be

safely transported by EMS or a caregiver, MPD will assist in transporting the subject to a local hospital.

- If officers have concerns for the care and wellbeing of the subject, they should contact Adult Protective Services to report their concerns.

DEALING WITH DEMENTIA PATIENTS (DP) AT ASSISTED LIVING FACILITIES (ALF)

Madison Police Department (MPD) recognizes that combativeness may be a symptom of dementia for some patients and that this behavior is difficult to manage.

MPD will assist with stabilizing a dangerous scene if a DP is combative and is not calming down with staff intervention.

- It is not recommended to transport DP in the back of a squad car. If the DP cannot be calmed, call MFD to transport them to the hospital.
- Once the DP is calmed down, if ALF staff believes the person needs to be evaluated at a hospital, they should arrange a private ambulance.

Once the scene is stabilized, officers are advised to talk with staff about the care plan in place for when this person is combative.

- Does the DP give any signs prior to becoming combative so staff can divert them?
- What calms the DP down?
- Can the DP be safely removed from other patients during the outburst?
- Regarding medications, what is the policy for the DP refusing medications?
- What is the DP's legal status (guardian or activated Power of Attorney for Health?)
- Is this still an appropriate placement for this person?

Criminal charges or citations are not appropriate for combative DP as they are unable to learn/remember to act differently. Instead, the facility needs to manage their behavior and work with MPD to keep them and everyone else safe.

WI Department of Human Services, ADRC, and WI Alzheimer's and Dementia Alliance can all be resources for ALFs and families of DPs.

Original SOP: 05/29/2015

(Reviewed Only: 02/15/2016, 01/30/2019, 01/11/2021, 02/04/2022, 01/31/2023)

(Revised: 12/22/2016, 07/19/2017, 12/13/2017, 01/25/2018, 06/08/2018, 01/27/2020, 05/13/2022, 06/12/2023)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Mobile Fingerprint Readers

Eff. Date 05/05/2023

Purpose

The purpose of this standard operating procedure is to establish guidelines that MPD officers will abide by when utilizing (or when requesting another agency respond to utilize) a mobile fingerprint device, otherwise known as a *FastID*.

Procedure

MPD officers may use a *FastID* (or request that another agency respond with their mobile fingerprint device) for law enforcement purposes to aid in verifying the identity of a juvenile or an adult under any of the following circumstances:

- 1) With the consent of the subject;
- 2) When there is probable cause that the subject has violated an ordinance or committed a crime;
- 3) After the subject has been taken into protective custody;
- 4) To identify a deceased subject;
- 5) Pursuant to a court order or search warrant.

Use of a *FastID* is not a substitute for the 10 point fingerprint process that may occur after arrest. The *FastID* searches a relatively limited database as compared to the 10 point fingerprint process; therefore it is possible that a subject who has been previously fingerprinted may not be identified by the *FastID*. The information (or lack of information) returned by the *FastID* should not be the sole basis for determining probable cause or whether a custodial arrest is warranted.

Absent a search warrant or other court order, if a subject physically resists the use of the *FastID* device, officers should not physically compel its use, and should pursue alternative means of identification.

Only officers who are trained in the use of the *FastID* may operate the device.

The login credentials and password for the devices shall be kept confidential. Three unsuccessful sign-in attempts will lock the *FastID*, requiring a phone call during business hours to the Morpho helpdesk: (800) 526-2674. If other technical problems arise with a *FastID*, officers should report the issue to Information Management and Technology (IMAT) by calling the IMAT support line Monday-Friday, 8AM- 4PM, at 608-261-9655, or by sending an email containing the device number and description of the problem to the IMAT support email address: imat@cityofmadison.com.

With the approval of a supervisor, MPD officers may respond to a mutual aid request to assist another agency with a *FastID*.

Reporting

Officers will document the circumstances and use of a *FastID* in a report, including the information returned by the device.

Records

FastID devices use biometric technology to read the index fingerprints of a subject, encode the fingerprint into data, and then send the codes to a standalone server at WDOJ. The device does not retain an image of a fingerprint. *FastID* devices query only the Wisconsin AFIS index finger database; they do not search the FBI's IAFIS or other databases.



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Overtime Protocols for Police Report Typists

Eff. Date ~~11/29/2021~~ 05/12/2023

Purpose

The purpose of this standard operating procedure (SOP) is to establish clear and consistent protocols for the allocation of overtime for employees assigned to the job classification of Police Report Typist (PRT).

Procedure

In order to facilitate compliance with this SOP, the following guidelines have been developed for department managers to use when police report typist resources beyond those immediately available are necessary on an overtime basis.

PRTs perform a wide array of job duties throughout the department beyond just the typing of police reports. However, regardless as to specific assignment to which a PRT may be assigned, all PRTs are assigned to the PRT job classification and compliance with the Employee Benefits Handbook overtime provisions is necessary.

WHAT NECESSITATES OVERTIME (OT) FOR POLICE REPORT TYPISTS?

1. OT to meet minimum staffing levels

Control Point: (1) PRT on each shift every day

Procedure for Authorizing Full Shift Replacement Overtime:

- If an unexpected (last minute) vacancy occurs Monday through Friday, contact the Case Process Supervisor, or if unavailable, contact the Records Manager.
- ~~If an unexpected (last minute) vacancy occurs Friday night through Sunday, consult the "RDO Call In" list posted in the Control Point area near the Officer in Charge's (OIC) office.~~
- If a shift vacancy is known in advance, the Case Process Supervisor or the Records Manager will schedule overtime.
- ~~If necessary, the least senior, on duty PRT can be "ordered" over/in on overtime to ensure minimum staffing levels are maintained for partial or full shifts.~~

2. OT for Major Cases and Significant Events

All major crimes (homicides, attempted homicides, traffic fatalities) or other significant events (search warrants, etc.) which will most likely result in a large number of police reports to be typed in a timely manner.

Procedure for authorizing OT for Major Cases and Significant Events:

- The Officer in Charge will attempt to contact the Case Process Supervisor to help coordinate staffing; if the Case Process Supervisor is unavailable, the OIC will work directly with on-duty PRTs to evaluate staffing needs.
- ~~Remember R~~ reports will generally not start coming into the report processing queues for three to four hours after the incident time so the Case Process Supervisor or on-duty PRTs will consult with the OIC and look at the schedule to determine how many PRTs you may be needed beyond those already scheduled to work. ~~Call in the next shift early and/or have~~ The OIC can have last shift stay over first, or the Case Process Supervisor or the OIC may utilize in Telestaff the PRT CALL IN People filter and send an Outbound message to request overtime help from the PRTS included on the call-in list. Any PRTs who choose to work OT will be able to work from home if set up to do so or they may go to any District workstation to

help process major case reports, and then consult the "RDO Call In" list posted in the Control Point area near the OIC's office for volunteers to call into work.

- Keep in mind PRTs are guaranteed a minimum of two hours if called in and three hours if called in between midnight and 6:00 am.
- Contact the Case Process Supervisor, or if unavailable, contact the Records Manager if not enough help is available or to help coordinate if needed.

3. **OT for processing "weekend" arrests and priority reports:** It is the shared, coordinated responsibility of OICs and PRTs working during the weekend to monitor calls for service (CFS) activity and dictation files listed on Winscribe for "In Custody" Adult and Juvenile arrests (Baskets 1 & 2) and for Priority reports (Basket 3). Court Detectives work throughout the weekend preparing arrest reports for the District Attorney's Office. Therefore, it is imperative we process arrests in a timely manner. In addition, it is imperative for District command staff to have access to all Priority reports by 12:00 p.m. on Monday.

Procedure for authorizing OT for "weekend arrests" and priority reports:

- OIC and PRTs will monitor the weekend arrests and priority reports.
- Seek volunteers of staff already working to stay over/come in early.
- The Case Process Supervisor or the OIC will utilize in Telestaff the PRT CALL IN People filter and send an Outbound message to request overtime help from the PRTs included on the call-in list. Any PRTs who choose to work OT will be able to work from home if set up to do so or may go to any District workstation to help process weekend arrest and priority reports.
- If no volunteers, consult the "PRT RDO Call in" list posted in the Control Point area near the OIC's office. PRTs should, by rule, be called into work strictly based on the order they appear on the "PRT RDO Call in" list. (Keep in mind, PRTs are guaranteed a minimum of two hours for being called in. TWO hours for being called in. If called in between midnight and 6 a.m., PRTs are guaranteed a minimum of THREE hours).
- Send an email to the Case Process Supervisor if the "PRT RDO Call in" list is used and they are not already aware.
- If a PRT would be ordered in on OT in either of these situations, please send an email to the PD Payroll email group for appropriate processing of minimum OT.

4. **OT for processing "Report Backlog":** The management and monitoring of Winscribe, or the "reports to be typed" backlog, is the responsibility of the Case Process Supervisor or in their his/her absence, the Records Manager. There is no specific number of reports in the "reports to be typed" queue that automatically necessitates overtime being used to complete this work. Rather, an analysis is done that takes into consideration such factors as the total number of reports needing to be typed, the oldest reports needing to be typed, and the total number of priority reports needing to be typed. As a general rule, all Priority and Felony reports (Baskets 3 & 4) are typed by 4:00 p.m. Monday through Friday. Next, all Operating a Motor Vehicle While Intoxicated (OMVWI) reports (Basket 5) are typed by Wednesday of each week to facilitate timely processing of the case records by Court Services personnel. Lastly, Citation and Other reports (Baskets 6 and 7) are typed throughout the week, with part-time "hourly" PRTs scheduled to assist in processing these reports. Command staff should remember the priority or basket level assigned to any dictated report can be changed so that it gets processed sooner.

Procedure for authorizing OT for "Report Backlog" processing:

- Authorized by the Case Process Supervisor or the Records Manager.

Police reports move information throughout the department. When this movement is unnecessarily slowed or hindered, our ability to effectively clear cases, to solve crimes, to make arrests, and to address substantive problems is slowed and hindered as well.

Original SOP: 03/01/2014
(Revised: 02/05/2016, 12/22/2016, 11/20/2017, 11/29/2021, 05/12/2023)
(Reviewed Only: 01/31/2020)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Special Duty

Eff. Date ~~06/02/2016~~ 05/26/2023

Purpose

Requests for ~~Special Duty special duty~~ employment are subject to the provisions of this ~~standard operating procedure~~ (SOP) and the following procedures, ~~scope~~, and guidelines.

Procedure

SCOPE

All police functions performed by members of the Madison Police Department (MPD) fall within the authority and responsibility of the Chief of Police, and will remain under ~~the Chief's his/her~~ control at all times.

All requests, whether public or private, for commissioned personnel to act in their capacity as police officers for ~~Special Duty special duty~~ employment, will be directed to the Chief or designee and processed through official channels. The Chief or designee will ~~review each request and~~ determine, ~~in each case~~, the desirability of such employment and the conditions under which it will be performed. In no case will individual officers directly negotiate contracts for their services. All employment while functioning in the capacity of police officer is prohibited, unless specifically authorized by the Chief or designee.

CRITERIA FOR ASSIGNMENT

Each ~~Special Duty special duty~~ request will be individually ~~reviewed considered~~ to ensure that ~~employment duty~~ is authorized and in compliance with this policy. In considering a ~~Special Duty special duty~~ staffing request, the Captain of Traffic and Specialized Services, or designee, will ensure a conflict with ~~safety and~~ the public's interest does not exist prior to the assignment of officers.

Special ~~D~~uty employment will not be approved when:

1. A labor dispute is involved.
2. The ~~Special Duty special duty~~ requestor would, in any way, restrict the officer from performing ~~the his/her duty duties as~~ of a police officer.
3. The officer would be involved in pictures or advertising endorsing commercial products while ~~the officer he/she~~ is identified as a Madison Police Officer.
4. The requested ~~Special Duty special duty~~ would have an adverse impact on the reputation of the MPD.
5. Employment is outside the city. ~~(Exceptions may be made for other governmental agencies.)~~

Careful review will be given ~~to~~ any request for ~~Special Duty special duty~~ employment when the requestor holds any license or permit issued by the City of Madison, including, but not limited to, liquor licenses, street use permits, and park use permits, to ensure the requested service does not conflict with ~~safety and~~ the public's interest.

REQUESTS FOR SPECIAL DUTY EMPLOYMENT

All requests made to the MPD for ~~Special Duty special duty~~ employment of police officers must be ~~reviewed by referred to~~ the Captain of Traffic and Specialized Services ~~prior to or designee for~~ processing. It will be their responsibility to ensure that State Statutes, City Ordinances, and MPD Policies are adhered to in these assignments. The Captain of Traffic and Specialized Services, or designee, will determine the desirability and necessity of making an assignment based on the type of service desired, the nature of the requesting organization, and the possibility of the need to assign regularly scheduled personnel to the request. If ~~Special Duty special duty~~ employment is appropriate, assignments will be given to the officers who have expressed interest in working the assignment who have the least amount of accrued Special Duty Overtime hours worked as determined by running a picklist in Telestaff. ~~made so as to fairly distribute the assignments among those~~

officers who desire such employment. To this end, the Captain of Traffic and Specialized Services or designee shall maintain special duty employment records.

RESPONSIBILITY FOR COMPENSATION

Organizations who request commissioned personnel for Special Duty special duty employment do so because of the need for authority vested in police officers. They request officers for specified periods of time, and at a specified rate of pay. The organization is then billed by the City for the work of the officers during the specified hours of the Special Duty special duty employment.

MPD recognizes that certain police action that which occurs during Special Duty special duty employment may require the officer to work beyond the specified hours. In such cases, MPD will compensate the employee at time-and-one half for the actual time worked in excess of the hours of Special Duty special duty employment, provided:

1. The completion of work is necessary prior to the employee's next work day; and
2. The completion of the work is authorized, in advance, by a supervisor.

In no case, however, will compensation be paid for both the Special Duty special duty employment and regular duty employment for the same period of time.

RETURN TO DUTY

If an on duty MPD supervisor must respond to a Special Duty special duty job assignment to take command and must garner additional resources, then the officer(s) assigned to Special Duty special duty shall be considered called back to duty and shall be compensated at the overtime rate of pay. If a member must take police action that requires them to leave the job site to process an arrest or take some other type of exigent police action, that officer shall be considered called back to duty and shall be compensated at the overtime rate of pay. (Use Telestaff work code: OT MISC OT PAY-).

MPD POLICIES, REGULATIONS AND PROCEDURES

All MPD regulations, policies, and procedures apply to Special Duty special duty employment as they would if an officer was on regularly assigned duty. Officers are expected to perform the duties and job responsibilities as identified by the Special Duty employer.

TIMELY ARRIVAL TO SPECIAL DUTY JOB AND REGULAR TOUR OF DUTY

Officers scheduled to work a Special Duty special duty assignment shall allow adequate time to arrive at their Special Duty special duty assignment on time after completing their regular work shift or another Special Duty special duty assignment. Officers working a Special Duty special duty assignment prior to the start of a regular work shift must allow adequate time to complete their scheduled Special Duty special duty assignment and arrive for the start of their regular work on time.

SQUAD CAR USE AND PROCEDURES

MPD squads may only be used when authorized by the Special Duty coordinator after review by the Captain of Traffic and Specialized Services. Officers will obtain a squad from a district station District Station and will respond directly to the job site. The officer will be paid beginning at the time they obtain the squad at a district station Station and check in with the Dispatch Center. The officer shall enter the actual start time in their TeleStaff entry. The maximum amount of time allowed for travel to the Special Duty assignment site shall be 30 minutes; however, officers should enter the most accurate time. When the job is completed, the officer will return to a district station District Station directly. The ending time will be when the officer has returned the squad to the district station District Station. The maximum amount of time permitted for travel back to a district station District Station from a job site will be 30 minutes. (This procedure does not apply to

officers with a personal take home assigned squad car; for those employees, Special Duty compensation begins when the Special Duty assignment starts-).

NO SHOWS AND CANCELLATIONS

If an officer fails to show up for a Special Duty assignment (no show), it will be considered an absence from duty.

If an officer must cancel a Special Duty assignment which that they officer has have been awarded, the officer shall immediately notify the Special Duty Coordinator, or in their absence the Lieutenant of Traffic and Specialized Services.

If an officer cancels a Special Duty assignment job within five (5) business days before the starting time of the assignment and that assignment remains unfilled, it will be considered a "no show" on the part of that officer.

TELESTAFF ENTRIES

TeleStaff entries must be made by midnight of the day following the assignment. If the assignment is at the end of a payroll period, then the entry should be made immediately following completion of the assignment.

Original SOP: 02/25/2015
(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017, 01/31/2020)
(Revised: 06/02/2016, 05/26/2023)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Stratified Policing Operations and Responsibilities

Eff. Date: 06/12/2023

Purpose

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

Glossary

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

Incidents: Individual events to which a police officer typically responds to or discovers on patrol. Calls for service are generated by the community and the officer and are the initial indication of a potential problem. They include crime, disorder, or service related tasks such as: disturbances, robberies in progress, traffic accidents, subject stops, and traffic citations.

Significant incidents: Individual events that are deemed more serious, thus requiring additional investigation and/or a more extensive and immediate response. They occur within minutes and hours, but might take days, weeks, or possibly months, to resolve. Significant incidents will depend on the nature of the crime.

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

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

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

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

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

Other Crime Pattern Types: These are less common than series and micro-time hot spots, but should still be identified. These are crime patterns in which the suspect is not known or involve different suspects. They could be crimes committed at one specific address or type of place, or crimes in which a unique type of property is targeted. They could also be crimes involving victims who share similar physical characteristics and/or engage in similar behavior.

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

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

Problem Locations: Addresses or places at which there is a concentration of crime or problematic activity.

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

Procedure

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

Agency Priorities:

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

Crime Analysis:

Crime and data analysis is generated on several levels:

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

Accountability Meetings:

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

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

- The Officer in Charge (OIC) will present new or existing incidents and patterns, updates, or closures.
- Crime pattern bulletins will be posted and shared by CIS for agency access.
- District Commanders and Supervisors assigned a problem will:
 - Communicate with participating staff

- Discuss assigned problems
- Set, restate, or update the response plan, roles and activities.
- Obtain feedback and ideas from assigned officers to help with a daily assessment of the response plan.

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

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

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

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

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

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



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Uniform Standards

Eff. Date ~~05/19/2023~~ 06/12/2023

Purpose

All officers shall possess a serviceable military style uniform and the necessary equipment to perform uniformed field duty. If an officer's regular job duties do not require the wearing of the military style uniform, it is necessary for them to have the uniform immediately available.

Procedure

MILITARY STYLE UNIFORM GUIDELINES

1. No uniforms or equipment may be worn or carried on-duty unless it has been approved by the Chief of Police. Lists shall be maintained of approved uniform and equipment items. These lists will include items for specialized units and assignments.
2. Officers shall wear the military style uniform while on duty unless their assignment allows otherwise.
3. The uniform shall be kept clean and pressed and be worn complete with silver or gold (rank appropriate) buttons, insignias, badge, and name tag in place. It should not be torn, faded, or frayed, although it is understood that this situation can occur during regular job duties. The name tag will be worn by all uniformed personnel and will have the first name or initial and last name of the officers (no nicknames). The name tag will be worn above the right pocket, centered and even with the pocket (see Addendum A for correct placement of insignia).
4. The full military style uniform consists of a uniform shirt with Madison Police Department (MPD) patches on both shoulders and uniform trousers. An employee shall wear the uniform shirt and trousers that are approved for their particular assignment.
5. Long-sleeve uniform shirts may be worn with a uniform tie or open at the collar without a tie. Short-sleeve uniform shirts will be worn open at the collar without a tie. When the uniform shirt is worn open at the collar, all but the top button will be buttoned.
6. When any uniform shirt is worn open at the collar, officers may wear only t-shirts which are white, navy blue, or black in color. When wearing a long-sleeve uniform shirt, a mock or turtle neck, navy blue or black in color, may be worn with the collar folded once. No visible insignia of a commercial nature is allowed.
7. Uniform shirt sleeves will not be worn rolled up when in public view. SET and SWAT officers are exempted from this rule while wearing their specialized BDU shirts, unless their Commander rules otherwise.
8. Uniform sweaters authorized for use as an outer garment may be worn over the military style uniform.
9. No pins, flags, tie tacks, tie bars (other than the approved silver or gold tie bar), or other such paraphernalia will be worn with the military style uniform unless approved by the Chief of Police. The Purchasing Clerk shall keep the list of authorized pins.
10. Members of the Field Training Cadre may wear the field training pin with the military style uniform. The pin will be worn centered and directly above the name tag.
11. Members of the SET, SWAT, and Honor Guard teams may wear their respective team pins with the military style uniform. The pin will be worn centered and directly above the name tag, or centered directly above the field training pin, if worn. The Chief may authorize the wearing of any other pins at his discretion.

12. Officers who have received certain awards (Valor, Meritorious Conduct, Meritorious Lifesaving, Blue Star, and Lifesaving) may wear the approved award pin with the military uniform. If only one award pin is worn, the pin will be worn centered above the highest other pin (name tag, Field Training, SET, SWAT, or Honor Guard). If two award pins are worn, the pins will be worn side-by-side, above the name tag or Field Training pin (if worn), but below the SET, SWAT, or Honor Guard pin (if worn).
13. Service bars may be worn on long-sleeve uniform shirts, jackets and coats. One bar is authorized at the completion of each four years of service (see Addendum A for correct placement).
14. Approved footwear worn with the military style uniform will be black and must be kept clean and polished.
15. When long uniform pants are worn, socks should also be worn that cover the ankle, specifically at least a mid-calf or crew sock. Shorter socks such as anklets, no-show, or low cut are only authorized to be worn with uniform shorts. Socks shall be black or navy in color, except when a medical waiver is granted and approved by the Chief of Police.
16. Wearing of the uniform hat is optional, unless a commanding or supervisory officer requires that a hat be worn for a particular assignment. An approved MPD baseball cap, trooper hat, or stocking cap may also be worn.
17. Officers may wear an authorized outer jacket with the military style uniform. Chevrons and bars will be worn on the epaulets, not the collar. ~~MPD raid jackets approved for plainclothes use will not be worn with the military style uniform.~~
18. When a uniformed officer directs traffic, the safety vest or reflective side of the spring/fall jacket shall be worn, whether in an on-duty or special employment status. The department-issued raincoat, with the reflective side out, may be worn instead of the traffic vest.
19. The following supplemental equipment is required while wearing the military style uniform:
 - a. A plain black belt with gold or silver closure.
 - b. Authorized weaponry as per the Police Weaponry Policy.
 - c. Authorized leather or nylon goods.
 - d. Any equipment as may be required by the officer's commander.
20. The full military style uniform will be classified as follows:

Dress Class A	Class A	Class B	Class C
Commander Overcoat (if purchased)	Approved Outer Garment	Approved Outer Garment	Approved Outer Garment
8 point hat (outdoors, optional)	Approved Head Gear (outdoors)	Approved Head Gear (optional)	Approved Head Gear (optional)
Dress Blouse			
White Long-Sleeve Uniform Shirt, Navy tie	Approved Class A Uniform Shirt, long-sleeve (tie required) or short-sleeve	Approved Class A Uniform Shirt, long-sleeve (tie optional) or short-sleeve	Approved Tactical Uniform Shirt
Body armor (if worn) will be concealed under the uniform shirt	Body armor (if worn) will be concealed under the uniform shirt	Approved external body armor carrier or body armor (if worn) concealed under the uniform shirt	Approved external body armor carrier or body armor (if worn) concealed under the uniform shirt
Approved Class A Uniform Trousers (4 pocket)	Approved Class A Uniform Trousers (no cargo or TDU style)	Approved Uniform Trousers	Approved Tactical Trousers
Black Shoes (non-athletic)	Black approved (non-athletic) Footwear	Approved Black Footwear	Approved Black Footwear
No Name Tag on Outside of Commander Overcoat	Duty Belt	Duty Belt	Duty Belt

21. Officers with the rank of Police Captain and above shall maintain a Class "A" Dress uniform. Officers with the rank of Police Lieutenant shall have the option of maintaining a Class "A" Dress uniform. Dress Class A uniforms shall be worn at official ceremonies of the MPD (e.g., funerals, memorial services, graduations), or as directed by the Chief of Police.
22. Officers should wear a Class A uniform to all court appearances (including probation and parole revocation hearings), to special assignments, or any other time as directed by a supervisor. It is expected that officers who have court scheduled during their regular work hours will wear a Class A uniform to the court appearance, though it is understood that in limited circumstances it may not be possible to change into a Class A uniform prior to the court appearance. The Class A uniform is required for uniformed personnel testifying at a jury trial unless it is impractical to do so or upon specific request from the prosecuting attorney.
23. Officers shall have the option of wearing Class A or Class B uniforms for their daily assignments unless otherwise directed by MPD policy or a MPD Supervisor.
24. Rank Insignia
 - a. Rank insignia shall be worn on the epaulets of the outer most garment (including Dress Blouse), except rainwear and raid jackets.
 - b. All insignias shall be worn on the shirt collar.
25. The approved Honor Guard uniform may only be worn by Honor Guard members or auxiliary team members, as approved by Honor Guard Command.
26. Bike Uniform

Officers may wear the approved bike uniform only when assigned to ride MPD bicycles for the duration of their shift. The bike uniform will consist of:

 - a. Approved MPD bicycle shirt.
 - b. Approved athletic shorts, pants, shoes, and black or navy blue socks.
 - c. Protective helmet.
 - d. Full duty belt, including weaponry as required in the Police Weaponry Policy.
 - e. Approved MPD bicycle jacket.
 - f. Officers may also wear the military style uniform while using the bicycle, but in that situation must wear a protective helmet and yellow reflective vest over their uniform for greater visibility. With supervisor's approval for tactical reasons, an officer may refrain from wearing the yellow reflective vest.
27. Mounted Patrol Uniform

Mounted Patrol officers may wear the Mounted Patrol uniform while assigned to Mounted Patrol activities. The Mounted Patrol uniform will consist of:

 - a. Approved MPD Mounted Patrol shirt. The approved Class A MPD uniform shirt may be worn for ceremonial activities.
 - b. Approved MPD riding pants.
 - c. Approved MPD riding boots.
 - d. Approved MPD Mounted Patrol jacket.
 - e. Protective helmet.
 - f. Full duty belt.
28. Canine Officer Duty Uniform

Canine officers may wear the approved Canine BDU/Class C uniform only when engaged/assigned to Canine duties. The Canine BDU uniform will not be worn for any other assignment/purpose.
29. Alternative Uniform Attire

Alternative uniform attire may be approved for certain activities/assignments where a uniform would not be appropriate. These include MPD polo shirts, t-shirts, etc. These alternative items are

not a substitute for the standard uniform, and may only be worn for specific assignments/activities with the approval of the Chief.

30. External Body Armor Carrier

An approved external body armor carrier may be worn over the uniform shirt with the Class B or Class C uniform. All other uniform requirements (visible badge, name tag, collar brass, etc.) apply when the external body armor carrier is worn.

An approved medical/load-bearing external body armor carrier may be worn over the uniform shirt with the Class B or Class C uniform. Officers electing to wear the medical/load-bearing external body armor carrier will have their equipment carrying configuration approved by the Training Section prior to field deployment.

The medical/load-bearing external body armor carrier should appear as similar to the standard uniform shirt as possible, though a single "Police" patch may be worn on the rear of the carrier. All other uniform requirements (visible badge, approved name tag, collar brass, etc.) apply when the medical/load-bearing external body armor carrier is worn.

IN-SERVICE DRESS/EMPLOYEE DEVELOPMENT

Officers shall dress in clothing and gear consistent with their regular assignment unless notified otherwise by a member of the Training staff.

SPECIAL DUTY JOB

Officers working "special duty" jobs in uniform shall adhere to the military style uniform guidelines in this policy. If the assignment requires a non-military style uniform dress, officers shall dress in clothing consistent with the non-uniform clothing standards in this policy.

BODY ARMOR

It is the policy of the MPD to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

If the officer's assignment is uniform field work in an enforcement capacity rather than administrative or support capacities, body armor shall be worn. Officers are responsible to ensure that body armor is functional and does not interfere with the performance of their duties. Exceptions will be at the discretion of the commanding officer.

HEAVY BODY ARMOR

Officers may utilize personally owned, MPD approved supplemental heavy body armor while on duty in accordance with these provisions:

1. Only approved heavy body armor and accessories will be utilized. Heavy body armor carriers will indicate "POLICE" on the front and back and may not be modified without approval of the Captain of the Personnel and Training Team.
2. Officers will ensure that their individually owned heavy body armor is properly maintained and regularly inspected.
3. Officer must complete training and firearms qualification (as established by the Captain of the Personnel and Training Team) while wearing heavy body armor prior to using it in the field. All use of supplemental heavy body armor will be in accordance with departmental training.

4. Supplemental heavy body armor is not authorized for full-time wear. It may be utilized anytime an officer reasonably believes the potential for a deadly force threat from a firearm exists.
5. Officers will not utilize heavy body armor not assigned to them unless exigent circumstances are present.

BALLISTIC HELMETS

Officers may utilize MPD approved and issued ballistic helmets while on duty in accordance with these provisions:

1. Only MPD approved and issued ballistics helmets are to be worn. MPD ballistic helmets will have a Velcro badge number affixed on the rear of the helmet and may not be modified or removed without approval of the Captain of Personnel and Training Team.
2. Officers will ensure that their individually issued ballistic helmet is properly maintained and stored. Ballistic helmets should be kept in a location where officers can easily access them for deployment.
3. Ballistic helmets are not authorized for full-time wear. Ballistic helmets may be utilized anytime an officer reasonably believes that there is a potential for a deadly force threat from a firearm.
4. Officers will not utilize a ballistic helmet that is not assigned to them unless exigent circumstances are present.
5. Officer shall not affix or attach additional equipment or decals to their issued ballistic helmet unless approved by the Captain of Personnel and Training Team.

BADGES

Officers on duty must carry their assigned badge and departmental identification card on their person. Officers wearing the military style uniform will have their badge displayed on the outermost garment worn. Officers not wearing the military style uniform who have their primary handgun visible must have their badge displayed either on the front of their waistband or on their chest area.

PARKING ENFORCEMENT OFFICER UNIFORM

1. Parking Enforcement Officers shall wear the prescribed uniform while on duty, unless their assignment allows otherwise. The prescribed uniform shall consist of items that have been authorized by the Chief of Police.
2. The uniform shall be kept neat and clean at all times. MPD Command Staff shall determine the wearable condition of the uniforms.
3. The uniform will consist of authorized pants, shorts, short- or long-sleeve polo shirts, short- or long-sleeve military style shirts, authorized jackets or sweaters, and approved footwear and headgear.
4. Long- and short-sleeve uniform shirts may be worn open at the collar, with all but the top button buttoned.
5. When any authorized uniform shirt is worn open at the collar, officers may wear approved undershirts. These undershirts shall be black, white, or navy blue in color. It is not authorized to wear long-sleeve undershirts with short-sleeve gray uniform shirts.
6. Authorized uniform sweaters (with MPD patch) may be used as an acceptable outer garment over an approved undershirt (turtleneck).

7. A Madison Parking Enforcement authorized ANSI Safety Vest must be worn as the outer most garment at all times. When wearing uniform jackets and coats the ANSI Safety vest must be worn and it is required that a uniform shirt, uniform sweater, or authorized turtleneck be worn underneath at all times.
8. The approved footwear shall consist of black boots or shoes when wearing uniform pants, and must be kept clean and polished. Approved footwear when wearing uniform shorts shall consist of gray shoes with black or white socks, or black shoes with black socks.
9. Parking Enforcement Officers wishing to purchase tennis shoes for duty use may do so. These shoes must be gray or black in color, free of bright colors, overly graphic designs, or lights; must be made from an approved vendor (if purchased with uniform account funds); and must be an approved brand (Nike, Brooks, Asics, New Balance, Adidas, or Reebok). The purchase and exact shoe model must be pre-approved by the parking supervisor.
10. Wearing authorized headgear is optional.
11. Any items that Parking Enforcement Officers wish to incorporate into the approved uniform list must be brought to the attention of the Parking Uniform Committee.

UNIFORM ACCOUNT

1. Existing agreements between the City of Madison and the labor unions which represent uniformed personnel of the MPD spell out current provisions for use and administration of uniform accounts.
2. Under no circumstances are employees permitted to exceed the amount available in their account. It is the employee's responsibility to track their account balance, and employees are responsible for any applicable tax.
3. All uniform and equipment purchases for use on-duty by personnel on the monthly clothing allowance must be approved items consistent with this policy.

Original SOP: 02/25/2015

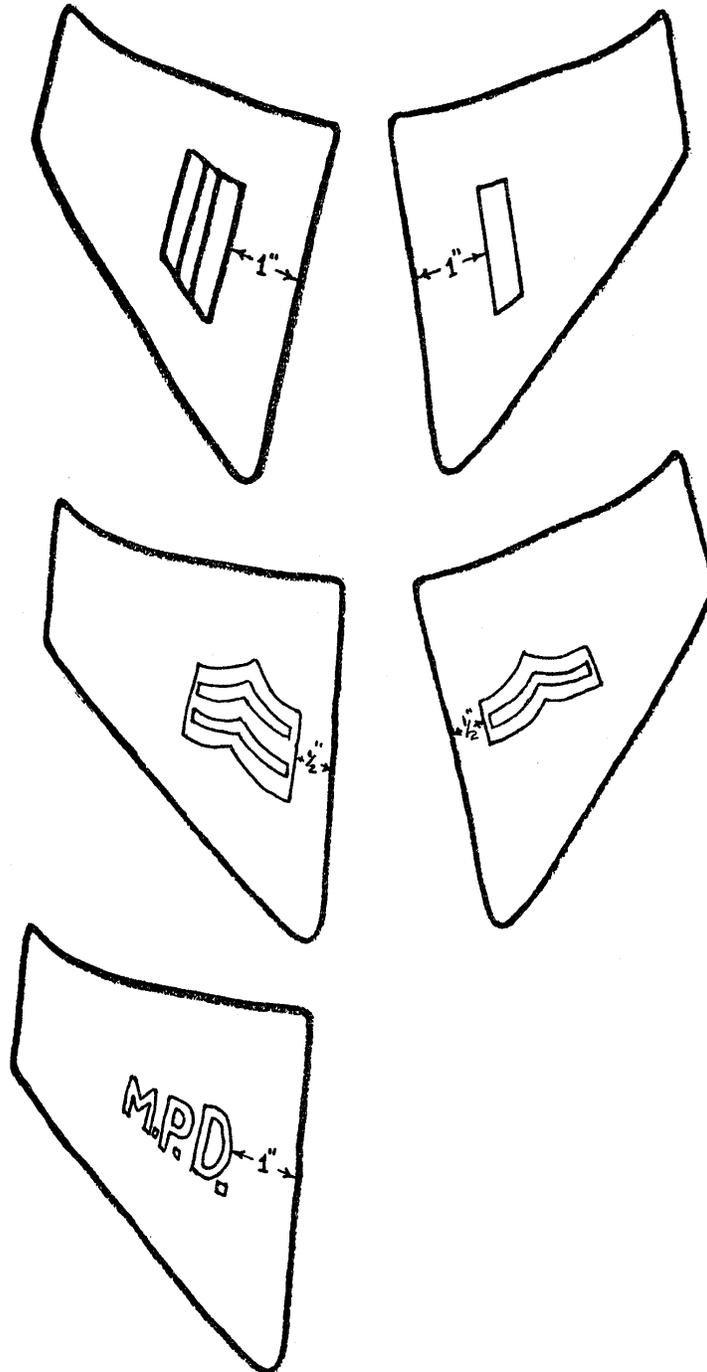
(Reviewed Only: 02/15/2016, 12/20/2016, 01/31/2023)

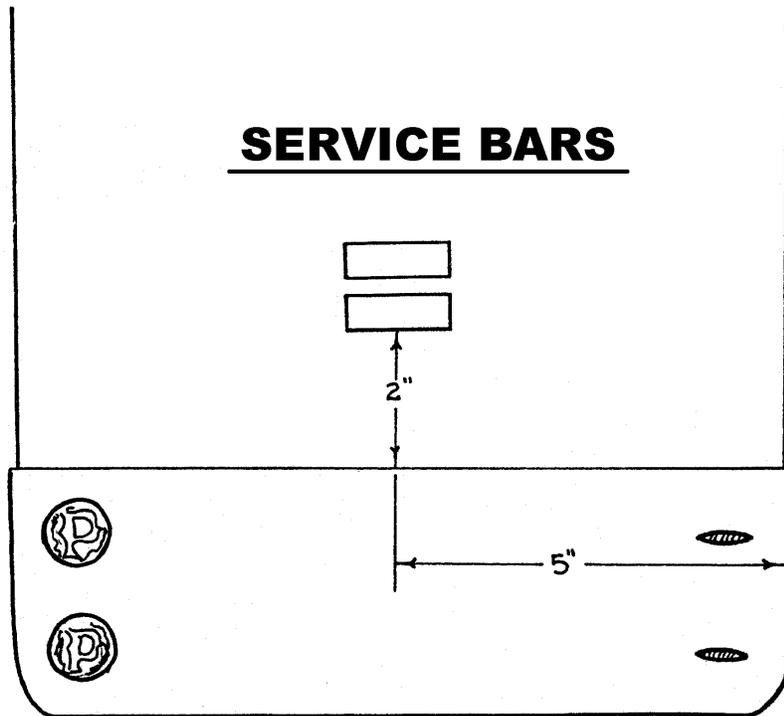
(Revised: 09/13/2016, 02/18/2018, 04/16/2018, 4/30/2019, 10/08/2019, 10/19/2020, 05/19/2023, 06/12/2023)

ADDENDUM A

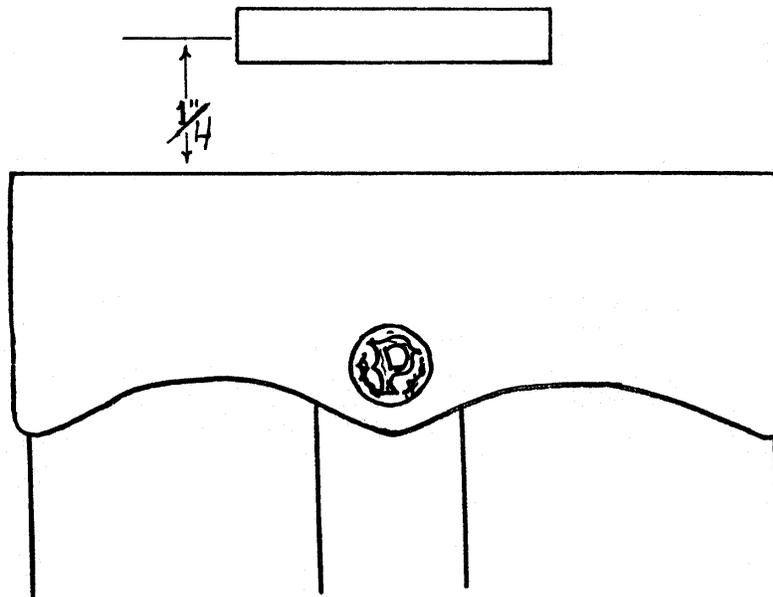
COLLAR INSIGNIAS

All insignias are to be centered between top and bottom of collar.





NAME TAG POSITION



COMMANDER'S OVERCOAT

- Sleeve Bars: 4 bars: Chief of Police
- 3 bars: Assistant Chief of Police
- 2 bars: Captain
- 1 bar: Lieutenant

