

CITY OF MADISON
INTRA-DEPARTMENTAL
CORRESPONDENCE

DATE: October 11, 2018

TO: All Alders

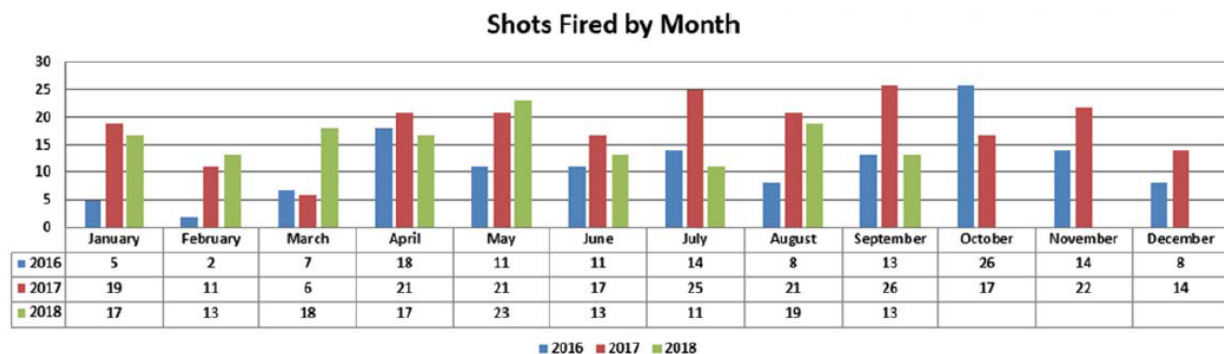
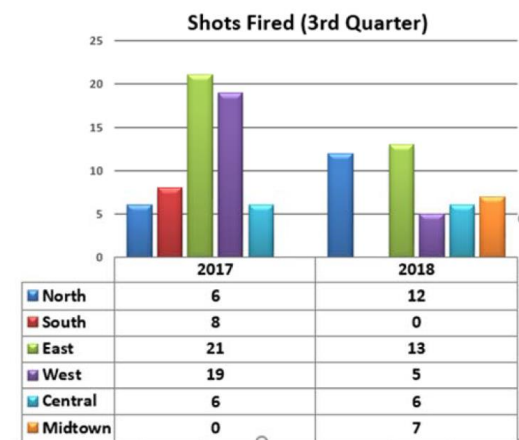
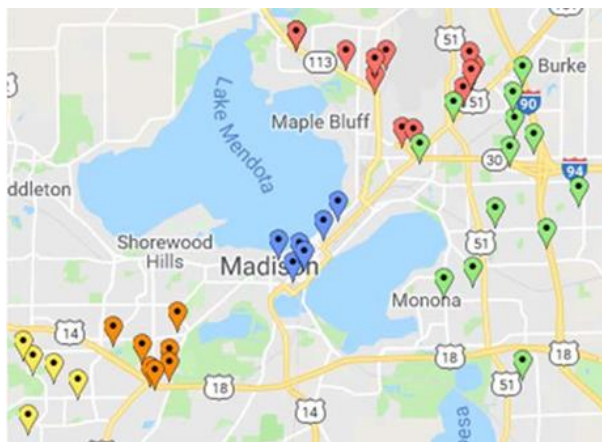
FROM: Michael Koval, Chief of Police

SUBJECT: Quarterly Update

This document provides an update on selected MPD topics for the third quarter (July, August and September) of 2018. **Please consider the data included in this update as preliminary, subject to modification.**

Significant Incident Types

Shots Fired – there were forty-three (43) shots fired incidents in the City from July 1st through September 30th. This is a **40%** decrease from the third quarter of 2017. Seventeen (17) shots fired incidents were reported during the 4pm – midnight period; twelve (12) were reported during the midnight – 8am time period; and fourteen (14) were reported during the 8am – 4pm time period.

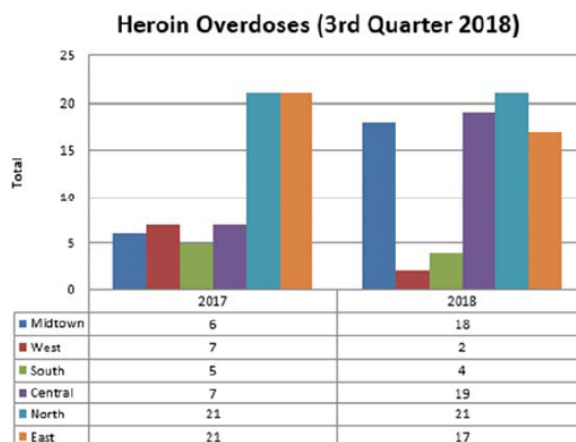
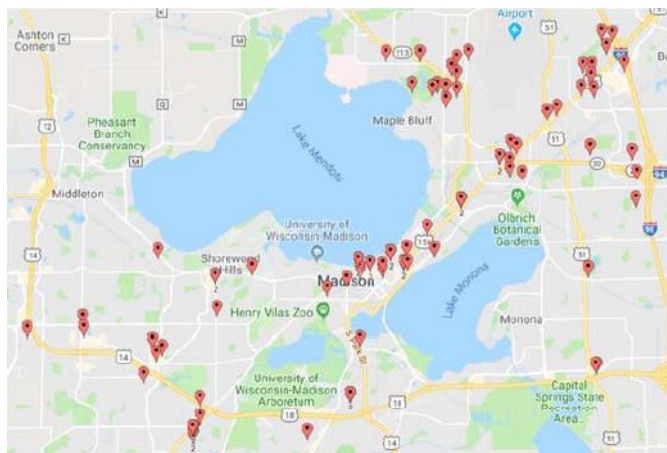


	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total
Property Damage	19	17	14		50
Subjects Struck by Gunfire*	5	6	9		20
Accidental Discharge	1	2	2		5
Self-Inflicted (intentional)	4	3	2		9
Casings Recovered	187	162	99		448

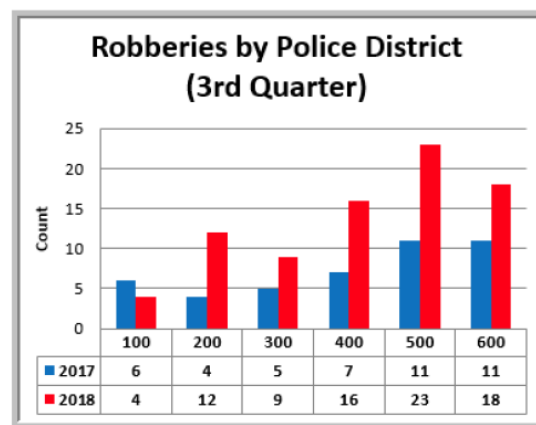
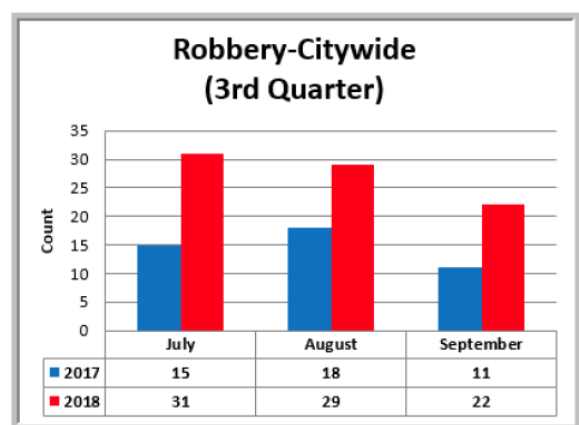
*Excludes accidental discharge & self-inflicted

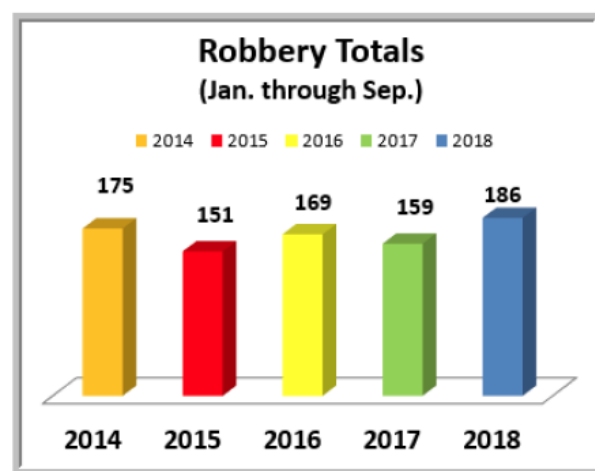
Heroin Overdoses – MPD responded to eighty-one (81) known heroin overdoses during the third quarter of 2018. This is an increase of **21%** from the third quarter in 2017. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

There were eight (8) overdose deaths during the third quarter of 2018. This is a 60% increase over the third quarter in 2017 [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher]. The increased purity of heroin and the combination of Fentanyl and heroin are contributing factors to this increase.



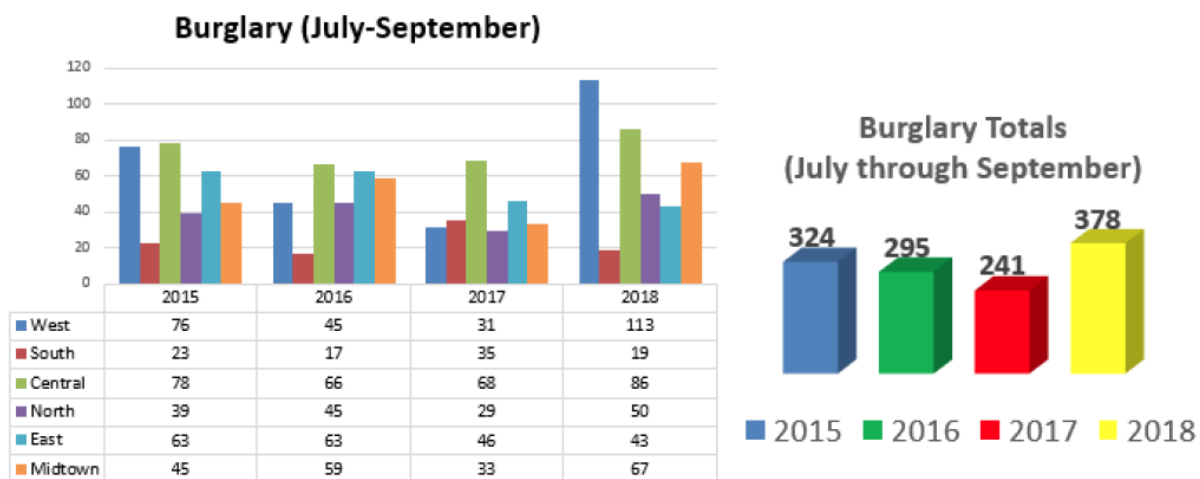
Robberies – eighty-two (82) robberies occurred in the City during the third quarter of 2018. This is an 86% increase from the third quarter of 2017.





Burglaries – MPD responded to 378 burglaries during the third quarter of 2018. This is a 57% increase from the third quarter in 2017.

Of the burglaries occurring during the third quarter, at least 199 burglaries occurred when a resident was at home and/or asleep, and at least 218 burglaries occurred with the help of an unlocked door or an open garage. Four (4) firearms and thirty-three (33) vehicles were taken during second quarter burglaries.



Arrest Data

Third quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1232	1556	1550		4338	70.1%
Female	550	678	623		1851	29.9%
Unknown	0	0	0		0	0.0%
Total	1782	2234	2173		6189	100.0%

Race	Q1	Q2	Q3	Q4	Total	%
Asian	25	23	27		75	1.2%
African-American	840	1083	1080		3003	48.5%
Native American	11	13	11		35	0.6%
Other	30	29	38		97	1.6%
Caucasian	876	1086	1017		2979	48.1%
Total	1782	2234	2173		6189	100.0%
Hispanic	104	150	134		388	6.3%

**“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	0	0	0		0	0.0%
Arson	2	1	2		5	0.1%
Assault Offenses	214	301	310		825	9.0%
Bribery	0	0	0		0	0.0%
Burglary	32	19	43		94	1.0%
Counterfeiting/Forgery	7	13	7		27	0.3%
Damage to Property	104	102	135		341	3.7%
Drug/Narcotic Offenses	204	266	222		692	7.5%
Embezzlement	5	6	9		20	0.2%
Extortion	0	1	0		1	0.0%
Fraud Offenses	25	44	48		117	1.3%
Gambling Offenses	0	0	0		0	0.0%
Homicide Offenses	2	1	3		6	0.1%
Human Trafficking Offenses	0	0	0		0	0.0%
Kidnapping/Abduction	10	13	16		39	0.4%
Larceny/Theft Offenses	314	299	300		913	10.0%
Motor Vehicle Theft	32	27	36		95	1.0%
Pornography/Obscene Material	6	6	1		13	0.1%
Prostitution Offenses	0	0	4		4	0.0%
Robbery	13	23	23		59	0.6%
Sex Offenses, Forcible	17	27	26		70	0.8%
Sex Offenses, Non-Forcible	2	2	0		4	0.0%
Stolen Property Offenses	7	3	6		16	0.2%
Weapon Law Violations**	34	37	27		98	1.1%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	0	0	0		0	0.0%
Curfew/Loitering/Vagrancy Violations	6	6	2		14	0.2%
Disorderly Conduct	472	589	603		1664	18.2%
Driving Under the Influence	68	105	107		280	3.1%
Drunkenness	0	0	0		0	0.0%

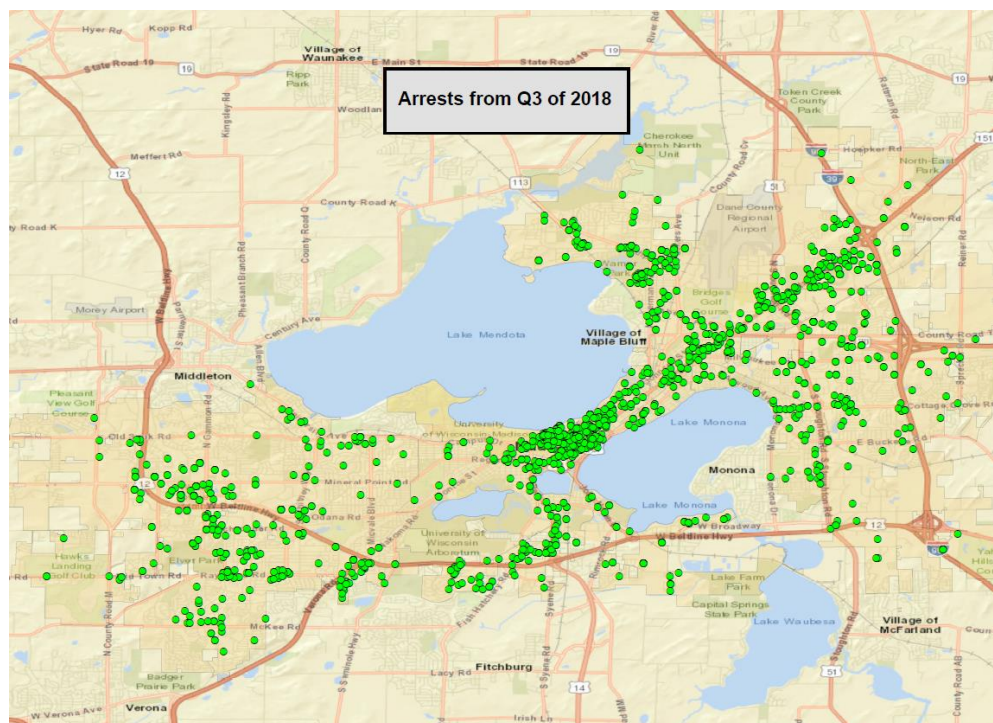
Family Offenses, Nonviolent	10	17	15		42	0.5%
Liquor Law Violations	66	141	130		337	3.7%
Peeping Tom	0	0	0		0	0.0%
Runaway	0	0	0		0	0.0%
Trespass of Real Property	182	183	152		517	5.6%
All Other Offenses	816	1040	1019		2875	31.4%
Total	2650	3272	3246	0	9168	100.0%

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

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

Also, there has been some historical variation in the offense categories that the department has used when reporting crime data, particularly after the transition to Incident Based Reporting (IBR). Moving forward, the department will report all IBR categories using the designated IBR titles. This format will also be used in the MPD annual report and quarterly public releases.

Third quarter arrests reflected geographically:



Comparison of 2017 to 2018 third quarter arrest data:

Sex	2017 (Q3)	2018 (Q3)
Male	1560	1550
Female	650	623
Unknown	0	0
Total	2212	2173

Race	2017 (Q3)	2018 (Q3)
Asian	30	27
African-American	1004	1080
Native American	15	11
Other	22	38
Caucasian	1141	1017
Total	2212	2173
Hispanic*	130	134

*"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 third quarter of 2018, MPD officers responded to 39,606 incidents. In that time, there were fifty-one (51) citizen contacts in which officers used recordable force during the encounter. Each of these force incidents documented by officers was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	32367	37214	39606		109187
Citizen Contacts Where Force Was Used	54	60	51		165
% of CFS Where Force Was Used	0.17%	0.16%	0.13%		0.15%
Force	Q1	Q2	Q3	Q4	Total
Decentralization/Takedown	37	55	41		37
Active Counter Measures	18	18	15		18
Taser Deployment	4	8	7		4
Hobble Restraints	8	8	11		8
OC (i.e. Pepper) Spray Deployment	5	1	1		5
Baton Strike	0	0	0		0
K9 Bite	0	0	0		0
Firearm Discharged Toward Suspect	0	0	1		0
Impact Munition	0	1	1		0
Total	72	91	77		267
Firearm Discharged to Put Down a Sick or Suffering Animal	7	10	3		20

*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>

Third quarter (2018) use of force by incident type:

Decentralized/Takedown		Active Counter Measures		OC Deployed	
Drug Overdose	1	Weapons Offense	1	Check Person	1
Disturbance	6	Adult Arrest-Warrant	1		
Battery	1	Adult Arrest-Resisting	1		
Traffic Complaint	1	Adult Arrested Person	1		
Stolen Auto	3	Drug Overdose	1		
OMVWI	2	Disturbance	6		
Assist Police	1	Battery	2	TASER Deployment	
Adult Arrest-Resisting	4	Person With A Gun	1	Disturbance	1
Adult Arrested Person	3	Domestic Disturbance	1	Domestic Disturbance	1
ATL Person	1			Assist Police	1
Violation of Court Order	1			Adult Arrested Person	1
Reckless Endangering	1	Hobble Restraints		Drug Investigation	1
Adult Arrest-Warrant	1	Check Person	2	Check Person	2
Drug Investigation	1	Threats Complaint	1	Impact Munition	
Weapons Offense	1	Disturbance	1	Person With A Gun	1
Fight Call	3	Assist Fire/EMS	1		
Check Person	4	Unwanted Person	1		
Liquor Law	1	Disorderly Conduct	1	Firearm Discharged at Person	
Trespass	1	Domestic Disturbance	2	Weapons Offense	1
Threats Complaint	1	Road Rage	1		
Domestic Disturbance	1	Fight Call	1		
Road Rage	1				
Person With A Gun	1				

Please note that incident type generally reflects the manner in which a call for service is categorized at the time it is received. The actual call type may end up being different.

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

District*	Q1	Q2	Q3	Q4	Total	%
West	11	15	8		34	20.6%
Midtown	0	0	4		4	2.4%
South	10	9	5		24	14.5%
Central	15	13	11		39	23.6%
North	9	11	8		28	17.0%
East	7	9	13		29	17.6%
Out of County	0	0	1		1	0.6%
Within County - Assist Agency	2	3	1		6	3.6%
Total	54	60	51	0	165	100.0%

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1st Detail (0700-1500 hours)	10	11	9		30	18.2%
3rd Detail (1500-2300 hours)	22	36	29		87	52.7%
5th Detail (2300-0700 hours)	22	13	13		48	29.1%
Total	54	60	51	0	165	100.0%

Comparison of third quarter 2018 with third quarter 2017 use of force data:

Force	2017 (Q3)	2018 (Q3)
Decentralization/Takedown	42	41
Active Counter Measures	12	15
Taser Deployment	2	7
Hobble Restraints	10	11
OC (i.e. Pepper) Spray Deployment	8	1
Baton Strike	0	0
K9 Bite	0	0
Firearm Discharged Toward Suspect	0	1
Impact Munition	2	1
Total	76	77

Mental Health Related Workload

There was a request for MPD to provide an estimate of time/resources exerted in dealing with the mentally ill. This is a challenging request to fulfill, but MPD has implemented some modified data collection practices in an attempt to provide an estimate. During the third quarter MPD personnel spent more than **4,600** hours of work on cases/incidents involving the mentally ill. This is an average of more than **50** hours per day. The bulk of this workload was handled by patrol officers.

This work includes forty-nine (49) emergency detentions. It took an average of about **20** officer hours for each of these cases.

Training

The Pre-service Academy continues, with approximately two-thirds of the curriculum complete. The probationary officers just completed and passed the State of Wisconsin Phase II Exam. The Advanced Placement (AP) officers have completed their Field Training and have moved to solo patrol duties. Since they were Wisconsin certified law enforcement officers a full academy was not needed. The officers were given a custom curriculum to prepare them for the Field Training experience with MPD.

Fall 2018 In-service is underway. We are completing two mandated State training tasks to maintain officer certification, specifically the qualification with handgun, and the Emergency Vehicle Operation biennium driving course. This training requires actual on-track driving time. This training is very resource intense with instructors, vehicles, and rented driving track time.

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.

Additional Updates

Priority/emergency call response – The department has been working to find an improved way to capture times when patrol response is limited to emergency or priority calls. A revised mechanism to track this was instituted mid-year, and the process is providing additional detail and data on limited call response.

During the third quarter, there were ninety-one (91) 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 ninety-one instances occurred on sixty-two dates (some days required limited call response multiple times); this means that at some point on 67% of the days during the third quarter MPD patrol response was limited. The ninety-one instances spanned just under 240 total hours of limited call response, an average of 2.6 hours per instance.

OIR Report – The department has continued work on a number of initiatives stemming from recommendations in the OIR Report. A great deal of progress has been made, and MPD has or is in the process of implementing a number of changes that will address a significant number of the OIR recommendations. A more detailed document outlining progress will be released in the 4th quarter.

Promotions:

A number of promotional designations were made:

- Captain John Patterson to Assistant Chief
- Officer Javier Loreda to Sergeant
- Officer Kenneth Mosley to Detective
- Officer Kelly Dougherty to Detective
- Officer Corey Nelson to Detective
- Detective Kelly Beckett to Detective Sergeant
- Detective Julie Johnson to Detective Sergeant
- Officer Adam Kneubuhler to Detective
- Lieutenant Brian Austin to Captain
- Lieutenant Matthew Tye to Captain
- Detective Sergeant Kelly Beckett to Lieutenant
- Sergeant Edward Marshall to Lieutenant
- Detective Angela Kamoske to Lieutenant
- Sergeant Alexander Berkovitz to Lieutenant
- Detective Kathleen Riley to Lieutenant
- Officer Benjamin Schwarz to Sergeant
- Officer Chad Crose to Sergeant
- Officer Deon Johnson to Detective
- Officer Amanda Analla to Detective

Lieutenant Brian Chaney Austin to Captain
Detective Reginald Patterson to Lieutenant
Detective Tracie Jokala to Detective Sergeant

Discipline/compliments (link to quarterly PS&IA summary):

<http://www.cityofmadison.com/police/documents/psiaSummary2018JulSep.pdf>

<http://www.cityofmadison.com/police/documents/psiaRecognition2018JulSep.pdf>

Updated/New SOPs for MPD: July-September 2018

CFS Dispatch Guidelines: 07/05/2018; 09/24/2018

Changes to Code of Conduct and Standard Operating Procedures: 08/27/2018

Foot Pursuits: 09/06/2018; 09/11/2018

Interactions with Transgender and Gender Non-Conforming Individuals (new SOP): 07/19/2018

Interactions with Transgender and Gender Non-Conforming Individuals: 08/13/2018

Major Case Investigations: 08/02/2018; 09/20/2018

News Media Relations: 08/13/2018

Police Weaponry: 09/24/2018

Retail Theft (new SOP): 07/05/2018

Tours, Visitors and Ride-Alongs: 08/13/2018



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



CFS Dispatch Guidelines

Eff. Date ~~01/25/2018~~ 07/05/2018

Purpose

This procedure outlines guidelines and expectations for Madison Police Department response to calls for service. Any questions about response to a particular call/incident should be directed to the OIC. If the OIC is unavailable, the 911 Center should attempt to contact a field supervisor (sergeant) for guidance. If the 911 Center has any question about whether a call should be dispatched and is unable to contact the OIC or a field sergeant for guidance, the call should be dispatched. Shift OICs (shift lieutenants or sergeants filling in as OIC) and field commanders (Lieutenants, Captains, Chiefs) have the authority to deviate from these guidelines on a case-by-case basis.

Procedure

CATEGORIES OF CALL TYPES

Calls/incidents should be categorized as follows for purposes of dispatching MPD officers:

Priority – Priority calls are urgent, requiring rapid police response. They generally include Echo, Delta and certain Charlie level incidents. However, other incident types should be considered priority calls if one or more of the following criteria are present:

- Injuries requiring immediate medical attention (excluding emergency medical calls)
- Crimes in progress (excluding crimes that are referred to self-reporting)
- Incidents involving physical danger or risk to the public
- Most incidents involving firearms or other weapons
- Incidents where the potential for violence exists without police intervention
- Death investigations

Note that under certain circumstances, some Delta and many Charlie level calls may not require an immediate police response, and should be considered routine calls. These circumstances would include incidents involving no risk to the public, a significant time delay between occurrence and reporting, and no risk that evidence will be lost if response is delayed.

Routine – Routine calls do not typically require an immediate police response, and generally include most Bravo and some Charlie level calls. They typically include minor crimes with no suspects present, incidents not involving violence or a risk to the public, incidents with no apparent potential for escalation, etc. Any call should be considered a priority call if the criteria listed above (under the definition of priority calls) are present.

Low – Low priority calls are minor incidents, where the timeliness of police response is not an issue. These typically include some Bravo and all Alpha level calls.

DISPATCHING OFFICERS

Calls for service should be dispatched to an officer having responsibility for the sector where the incident is being reported from, if possible. If multiple officers share responsibility for the sector, an officer the dispatcher reasonably believes is closest should be dispatched whenever possible. However, calls for service and workload should be balanced between officers sharing responsibility for a sector or sectors as much as possible (officers in the first two hours of their shift should be given initial consideration). If no officer having responsibility for the sector is available:

- Priority calls should be dispatched to the nearest available officer, regardless of district assignment.

- Routine and low call types should be dispatched to another district officer, and should only be held for an officer responsible for that sector if he/she asks that the call be held and will be available to respond in a reasonable time (no more than ten minutes, except between the hours of 6 a.m. and 7 a.m.).

Officers shall not disregard backup, if so assigned by dispatch, prior to arrival at the scene and assessment of the situation.

Supervisors are expected to routinely monitor calls for service to ensure these guidelines and protocols are being followed. It is realized, however, that it may occasionally be necessary, when circumstances dictate, for a supervisor to direct a course of action outside of these guidelines.

Officers with questions about being dispatched to a call should contact the ~~O.I.C.~~ OIC or a field supervisor, and should not question the dispatcher.

CALL REPORTING LOCATIONS

MPD response to incidents is related to the location of the complainant, not the location of the incident being reported. If a citizen is reporting an incident that happened at another location in the City of Madison, an officer responsible for the sector where the complainant is reporting the incident from should be dispatched and shall investigate the incident. This includes incidents reported at the CCB or MPD District Stations.

The only exception is for calls to hospital emergency rooms. When calls for service are received from a hospital emergency room, an officer responsible for the hospital should initially be dispatched (a district officer should be dispatched if an officer responsible for the hospital is unavailable). The officer should respond and obtain preliminary information from the complainant. If the incident being reported took place in another district and appears as if it will require significant follow-up, or if a supervisor believes based on the type of incident reported that it will likely require significant follow-up, a supervisor may elect to have resources from the district where the incident occurred respond in addition to, or instead of, the officer responsible for the hospital.

If citizens located outside the City of Madison call to report an incident that occurred in the City of Madison, an officer the dispatcher reasonably believes is closest to the citizen's reporting location should generally be dispatched, unless the citizen's reporting location is more than a reasonable driving distance from the City of Madison limits (generally, more than five (5) minutes driving time). In those instances, an officer responsible for the location where the incident occurred should be assigned to contact the complainant by phone.

DISPATCH PROTOCOLS AT SHIFT CHANGE

During the period of 6am to 7am, it is expected that 911 Center and patrol personnel will adhere to the following protocols:

- **Priority calls:** Shall be dispatched to an officer the dispatcher reasonably believes is closest regardless of district or shift assignment.
- **Routine calls:** Shall be dispatched for service when an early, first detail officer responsible for the sector or district assigned officer is available. Fifth detail officers may be required to assist as backup in the last hour of the shift.
- **Low priority calls:** Shall be held until late first detail cars are in service.

Officers shall check in by radio with dispatch immediately after citywide briefing.

OFFICERS IN THE LAST HOUR OF SHIFT

During the last hour of their shift, officers will be expected to be available in their assigned area. Officers should not be dispatched to low priority calls during the last hour of their shift (except to back up an officer if no other district officers are available), and should not be dispatched to routine calls in the last 30 minutes of their shift (except to back up an officer if no other district officers are available). When appropriate, an officer may go into the station prior to the end of their shift to complete necessary tasks when approved by the ~~O.I.C.~~ OIC. Approval should be requested via MDC or telephone, rather than through dispatch. Officers are reminded that MPPOA contract provides for eight minutes prior to the end of the tour to file reports, and to clean and store equipment.

CFS RESPONSE LEVELS

Generally, MPD commissioned personnel will respond to calls for police service received by the Dane County 911 Center based on officer availability and prioritization of calls. However, on occasion it is necessary for a restricted response protocol. Guidelines to be used by ~~O.I.C.s~~ OICs or field commanders when determining whether to modify MPD response include the following: call volume, significant incidents/crimes, staffing levels, tactical situations, special events, extreme weather conditions, or other unusual situations requiring significant MPD resources.

MPD will have three levels of response:

Normal: The assignment of police units to calls for service will continue under current guidelines and practices as outlined in this document. Officers will respond to calls for police service (depending on officer availability), and can continue to engage in pro-active activity (traffic stops, foot patrol, etc.).

Priority Call Response: MPD will only respond to priority calls for service as defined on page one of this document. The ~~O.I.C.~~ OIC or a field commander can set this response level city-wide, or limit it to a specific district. Patrol officers should refrain from pro-active activity to be available for calls. The ~~O.I.C.~~ OIC should assess the need for MPD personnel and the available staffing to determine whether additional resources are needed (mutual aid; shift holdover; use of non-patrol personnel; personnel call-in; SET or SWAT activation; etc.). Priority Call Response includes Limited Crash Response.

Limited Crash Response: MPD response to non-crash~~accident~~ related calls for service will continue as normal. Officers will not respond to motor vehicle ~~accidents~~ crashes on private property (unless an injury is involved), or to other motor vehicle ~~accidents~~ crashes that do not involve injury or public road blockage (except for accidents involving City-owned vehicles or off-duty MPD commissioned personnel). The ~~O.I.C.~~ OIC should be consulted for ~~accidents~~ crashes involving other government owned (non-City) vehicles. If the 911 Center cannot determine whether the accident involves injury or public road blockage, an officer should be dispatched. Limited Crash Response may be activated without Priority Call Response.

911 CENTER EXPECTATIONS

Limited Crash Response

During periods when MPD is in limited crash response mode, if the crash is of a nature ~~that to which~~ MPD will not respond ~~to~~, the caller should be advised that no MPD response will occur. The caller should be provided information on how to report the crash themselves.

If, at the time MPD transitions to limited crash response mode, there are non-injury/blockage crashes in queue, officers should not be dispatched to those crashes. The 911 Center should, ~~if possible,~~ call the complainants back, advise them that no MPD response will occur, and refer the citizens ~~should be referred~~ to complete a State of Wisconsin Accident Crash Report Form (MV4002-DT4002), available on the Department of Transportation website.

The call should be canceled from the pending queue and cleared with a disposition code of D. Calls may be dropped even if a particular complainant cannot be re-contacted.

Priority Call Response

During periods where MPD is in priority call response mode, the 911 Center should adhere to the following process when receiving incoming requests for MPD service:

- The call taker should obtain full information from the caller (location of incident, identity of complainant, nature of complaint, etc.) and enter it into the CAD as an incident. If the call is of a nature ~~that to which~~ MPD will not respond ~~to~~ at that time (based on the criteria explained above), the complainant should be advised that MPD response will be delayed. The caller should be advised to call back if the incident escalates or circumstances change in a way that would make police response necessary.
- The dispatcher will, as resources permit, dispatch officers to priority calls in accordance with the criteria explained above. Calls that do not meet the criteria will remain in queue.
- When MPD's response level returns to normal, calls in queue should be dispatched as resources permit.
- If a caller re-contacts the 911 Center and indicates an unwillingness or inability to continue waiting for MPD response, they should be advised to call back at another time and the call should be cleared with a CAD disposition code of D.
- If the 911 Center has **ANY** questions about whether a particular call should be dispatched, they should consult with the ~~O.I.C.~~ OIC (or a field supervisor if the ~~O.I.C.~~ OIC is unavailable).

If, at the time MPD transitions to priority call response mode, there are calls in queue of a nature ~~that to which~~ MPD will not respond ~~to~~ under priority call response mode, officers should not be dispatched to those incidents. The 911 Center should, ~~if possible,~~ ~~call the complainants back,~~ and advise them that MPD response will be delayed. Citizens with concerns about MPD's response should be referred to the ~~O.I.C.~~ OIC.

When an ~~O.I.C.~~ OIC or field commander determines that MPD response will be temporarily modified to priority call response or limited crash response ~~(or removing the temporary modifications),~~ the ~~O.I.C.~~ OIC should immediately notify the 911 Supervisor by telephone (608) 267-3913 (supervisor phone), ~~or via the direct OIC/911 line if the supervisor line is unavailable.~~ The 911 Supervisor will immediately inform the primary MPD dispatchers who will notify their respective MPD personnel via radio. ~~The 911 Supervisor will also create an "Information" incident and assign the "PRCFS" unit. The O.I.C. or 911 Supervisor will document the reason for the modified call response (resource-intensive call, snowstorm, etc.) and any changes in modified call response (from a city-wide limit to specific districts only, etc.) in the incident notes. If an OIC wishes to have the ability to add call notes, the OIC will need to specifically request to be added to the incident as an additional assigned unit. The OIC will notify the 911 Supervisor via telephone when MPD response will be returned to routine response and clear the Information incident on the CAD without a report. The purpose of this incident is to capture via the CAD system the amount of time MPD spends on a modified call response. should inform the Assistant Chief of Operations by email, advising the times the modified status was in effect and the reason for the change.~~ The 911 Supervisor and ~~O.I.C.~~ the OIC are encouraged to work together to evaluate the need for priority call or limited crash response status as conditions warrant.

CFS AT THE PUBLIC SAFETY BUILDING

MPD should not handle any calls for service occurring within the Public Safety Building. This does not prohibit MPD from assisting with crimes/disturbances in progress where a request for assistance has been made to stabilize and control the situation. Once stabilized, the incident should be turned over to the Dane County Sheriff's Office. This restriction does not apply to incidents reported by callers in the Public Safety Building that occurred elsewhere in the City of Madison.

DANE COUNTY COURTHOUSE AND CITY-COUNTY BUILDING

MPD has responsibility for responding to incidents occurring within the City-County Building (excluding the jail).

MPD and DCSO share responsibility for the Dane County Courthouse. DCSO has responsibility for courtrooms, courtroom holding cells and other non-public areas. MPD has responsibility for public areas (hallways, offices, entryway, weapons screening, etc.). MPD officers will respond to assist with emergencies occurring in areas of DCSO responsibility.

DETOX CONVEYANCES FROM HOSPITAL EMERGENCY ROOMS

Subject Conveyed to Emergency Room by Another Law Enforcement Agency – If a law enforcement agency conveys an individual from their jurisdiction to a Madison emergency room for medical treatment, and that person needs transportation to Detox after being medically treated, it is the responsibility of the agency that conveyed the individual to the hospital in the first place to convey the incapacitated subject to Detox. This applies even if the officer/deputy has returned to their jurisdiction, and applies to jurisdictions outside of Dane County. MPD officers will not make conveyances to Detox under these circumstances.

Subject Conveyed to Emergency Room from Detox – If a person who has been admitted to Detox is conveyed to a Madison emergency room for medical treatment, it is the responsibility of Detox to arrange for that subject to be conveyed back to Detox after they have been medically treated. MPD officers will not make conveyances to Detox under these circumstances. This applies even if the person was originally conveyed to Detox by an MPD officer.

Subject Conveyed to Emergency Room by Other Means – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, MPD officers should respond (if requested) to evaluate the subject and determine whether he/she is incapacitated by alcohol. If the subject is deemed to be incapacitated by alcohol, he/she will be placed under protective custody and conveyed to Detox. This includes subjects conveyed to Madison emergency rooms by ambulance from other jurisdictions.

Deviations from these procedures must be approved by a supervisor.

EMERGENCY DETENTIONS FROM HOSPITAL EMERGENCY ROOMS

Subject Conveyed to Emergency Room by Another Law Enforcement Agency – If a law enforcement agency conveys an individual from their jurisdiction to a Madison emergency room for medical treatment, and that person is determined to be experiencing a mental health crisis requiring an Emergency Detention, it is the responsibility of the agency that conveyed the individual to the hospital to make the Emergency Detention. This applies even if the officer/deputy has returned to their jurisdiction, and applies to jurisdictions outside of Dane County. MPD officers will not make Emergency Detentions under these circumstances.

Subject Conveyed to Emergency Room by Other Means – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, responsibility for processing the emergency detention lies with the agency where the dangerous behavior (providing the basis for the emergency detention) occurred. If this is not immediately clear, MPD officers should respond (if requested) to evaluate the subject, and determine where the dangerous behavior providing the basis for the emergency detention occurred. If that behavior occurred in another jurisdiction, it is the expectation of MPD that the outside agency would respond and complete the Emergency Detention process.

Deviations from these procedures must be approved by a supervisor.

Detox

- MPD officers should not convey individuals from Detox to a hospital or other treatment facility.
- MPD officers should not convey individuals from Detox to jail if the person was originally placed in protective custody by another jurisdiction. MPD officers will convey our arrests to jail from Detox.

JRC

- MPD will respond to JRC to investigate all calls for service occurring within JRC.
- Officers shall conduct assessment of persons taken to JRC and if necessary should have person medically evaluated prior to JRC intake.
- If MPD officers are presenting a person to JRC and at the time of intake or shortly thereafter it is determined that a medical release/clearance is necessary MPD officers should convey the person to a medical facility for that evaluation.
- MPD officers should not make scheduled conveyances from JRC.

ALARM RESPONSE

- MPD officers will continue to be dispatched to residential burglary alarms and burglary alarms from government buildings.
- MPD officers will continue to be dispatched to citizen-reported audible alarms.
- MPD officers will continue to be dispatched to any human-activated alarm, whether it originates from an individual, residence, or a business, including alarm activations where a person is on scene and is providing an incorrect passcode to disarm the alarm.
- MPD officers will continue to be dispatched to mechanically activated commercial burglar alarms received between the hours of 10pm and 6am.
- MPD will utilize a "broadcast and file" protocol for mechanically activated commercial burglar alarms received between the hours of 6am and 10pm. When calls of this type are received, the 911 Center should broadcast the information to officers working in the vicinity of the address where the alarm occurred. This is information for district officers, with no expectation that a police response will occur. Officers may elect to respond if they choose.
- MPD should only be dispatched to mechanically activated commercial alarms if verification that a problem may exist has been received. There is no expectation that a citizen will be asked to enter a potential crime scene; any observation that leads a reasonable person to believe that a crime may be in progress or may have already taken place will suffice.

Note that an MPD Commander must contact the on-duty 911 Center Supervisor with temporary deviations from this policy. These deviations can specify that officers should be dispatched to alarms from a particular address, in a particular district, during a particular time frame, etc. If the modified response will remain in place for more than a single shift, the request to the 911 Center must be in writing.

NOISE COMPLAINTS

If it has not been possible for MPD officers to respond to a noise complaint (call type L49 443C4) for one hour, and the 911 Center has not received any additional calls on the incident, the call should be canceled from the pending queue and cleared with a disposition code of D. Noise complaints should not be dropped if multiple calls are received reporting the same problem, or if a complainant requests contact with an officer.

RETAIL THEFTS**Active Retail Thefts (Suspects on scene)**

1. Officer will be dispatched as soon as possible per CFS guidelines if:
 - a. Theft is over \$50.00

- b. Suspect is on-scene (or immediately in the area)
 - c. Store can articulate a willingness to pursue charges
2. Dollar amount requirement may be negated if theft involved another citable offense
3. If suspect is fleeing but no officer is available:
 - a. Dispatch should provide LPO with case number
 - b. Dispatch will announce the information over the air in case any officers are nearby and want to break
 - c. LPOs will call back with the case number when documentation is ready for pickup
4. LPOs may pre-call if:
 - a. Suspect is utilizing an edged weapon to remove anti-theft devices
 - b. Suspect has fled in the past
 - c. Individual(s) concealing felony amount

Cold Scene Retail Thefts (Suspects not on scene)

1. Officer will be dispatched as soon as possible per Calls For Service (CFS) guidelines if all of the following exist:
 - a. Theft is over \$50.00
 - b. Store has suspect info that readily ID's the suspect (name, license plate, quality pics)
 - c. Store can articulate a willingness to pursue charges
 - d. LPO has completed the store documentation and has two copies of video ready to turn over to officer
 - i. If not ready upon initial call, LPO should obtain the case number from Dispatch and call back when documentation is available
 - e. Exceptions:
 - i. The Retail Theft involves theft of a firearm
 - ii. LPO is injured

SERVING WARRANTS FOR OTHER JURISDICTIONS

These guidelines should be adhered to when outside agencies request that MPD officers serve warrants:

Under the following conditions, MPD officers will respond and attempt service as requested, whenever possible:

- Felony warrants, where violence was involved.
- To locate subjects named in a probable cause affidavit if the probable cause affidavit is related to domestic violence.
- To serve a misdemeanor warrant related to domestic violence if exigent circumstances exist related to domestic violence.
- To serve apprehension requests from the Wisconsin Department of Corrections for probation and parole violations.

Under the following conditions, service requests will be forwarded to the OIC via inter-departmental envelope for attempted service, as time/resources are available (officers should not be dispatched in these cases):

- Nonviolent felony warrants.
- Misdemeanor warrants unrelated to domestic cases.
- Traffic warrants from outside jurisdictions.
- Municipal Ordinance violations.

~~These guidelines may be deviated from with~~ Deviations from these guidelines must be approved by a supervisor's approval.

OUTSIDE AGENCY TRANSLATION REQUESTS

Requests from outside agencies for MPD officers to assist with language translation should be cleared through the **OIC O.I.C.** unless the need for assistance is urgent or requires immediate response. The **O.I.C. OIC** will determine whether MPD officers will assist and what the scope of their assistance will be.

OUTSIDE AGENCY VEHICLE PURSUITS

When an outside agency is engaged in a vehicle pursuit in the City of Madison or approaching the City of Madison, Dispatch will notify MPD officers of the reason for the pursuit as soon as possible.

CRASHES INVOLVING CITY EMPLOYEES

An MPD supervisor should be dispatched to any motor vehicle accident (in the City) involving an MPD officer (on or off duty) or any on-duty City employee.

TRAFFIC CRASHES (INCLUDING HIT AND RUNS)

Officers should be dispatched to **ALL** crashes (on either private or public property) except as follows:

- All **of** the vehicles/pedestrians involved in the **crash accident** have left the scene prior to contacting police, unless special circumstances prompted their leaving (following a hit and run suspect vehicle, seeking medical treatment, moving out of traffic, etc.)
- During all weather-related emergencies when Limited Crash Response rules are in effect (unless crash involves injuries, blockage, MPD officer on or off duty, or any on-duty City employee)

Note: Traffic crashes are not handled through the MPD self-reporting system. Under the above circumstances, citizens should be referred to complete a State of Wisconsin **Accident Crash** Report Form (DT4002), available on the Department of Transportation website.

DISPATCH PROTOCOL FOR COMMUNITY POLICING TEAMS

The Community Policing Teams (CPTs) are primarily intended to do proactive work **in the area of related to** Drugs, Traffic, Community Policing initiatives, and other District-related issues. **They CPTs** are available to assist Patrol with Calls for Service in a limited capacity.

The CPTs may be used to assist with Calls for Service under the following circumstances:

1. When so directed by the Officer in Charge (**OIC O.I.C.**) or District Commander.
2. At the discretion of the CPT Sergeant.

Other personnel may request the use of the CPTs for assistance with issues. These requests should be routed through the District Commanders for planned events and through the OIC for issues arising during the working shift.

Calls most suitable for the CPTs to be utilized are **as follows**:

1. Calls involving drugs.
2. Calls involving significant threat to officer safety, where the coordinated response by a Team of officers, under the direction of a Sergeant, would facilitate safe handling of the incident.
3. Priority calls at times when Patrol does not have sufficient staffing to adequately handle the situation.

DISPATCH PROTOCOLS FOR K9 TEAMS

MPD K9 teams are assigned to patrol or to a Community Policing Team (CPT).

Patrol K9 teams: should be dispatched to calls where a K9 may be needed. These include burglaries and robberies (in-progress or recent), barricaded subjects, vehicle/foot pursuits, weapons offenses, drug investigations, etc. When not on a K9 incident, patrol K9 officers may be dispatched to back up patrol officers or to respond to minor incidents as needed.

CPT K9 teams: are generally available for response to citywide K9 requests. They should not be dispatched to other calls except as indicated above (under dispatch protocols for **CPTs** **CPT's**).

Outside agency requests for an MPD K9 team should be approved by the **OIC**. **O.I.C.** This does not prevent a K9 officer from responding to assist with an emergency request outside the City.

SPECIAL DUTY RADIO NUMBERS

MPD officers working special duty assignments are required to have a portable radio and to check in with dispatch at the start and end of their assignments. Each special duty assignment will have an accompanying special duty radio number assigned. Officers who are unaware of their assigned radio number, or were not assigned one, should contact the data operator for their special duty radio number.

If a call is received from a location where a special duty officer is working, the appropriate patrol officer(s) should be dispatched. The special duty officer should be notified of the call, and he/she will assist if appropriate (based on expectations for that particular special duty assignment).

OFFICER SELF-INITIATED ACTIVITY

The 911 Center should generate incident numbers for all “traffic stops” called out by MPD officers. Incident type L60T shall be used to code this type of patrol activity. 911 dispatchers will also create a single incident number (using incident type L60T) for pre-planned traffic initiatives and attach all involved officers to the incident on the CAD. Incident type 132B3 should continue to be utilized for all other traffic incidents.

The 911 Center should generate incident numbers for the below listed “patrol related activities” called out by MPD officers using the corresponding incident type:

Activity Type	Incident Type	
Traffic stop/enforcement	L60T	
Directed foot patrol	L66F	Check Area/Foot Patrol
Property Checks	L66P	Check Property (or 129B3)
Community Policing (meetings, etc.)	L87C	Assist/Comm Policing
Language Translation	L87T	Assist/Translate
Follow up investigations	L88F	Assist/Follow Up
On-Duty Court	L89C	Assist/Court
On Duty Training (MATC ODS shoots, etc)	L88T	On Duty Training
Any other self initiated activity	***	Most applicable call type

Officers who advise they do not want a case number should be cleared with a ‘No Report’ disposition.

CRITERIA FOR ROUTING TO THE SELF-REPORTING SYSTEM

The following criteria outline the circumstances under which incidents should be routed to the Self-Reporting System. The 911 Center, using these guidelines, should determine whether a particular incident should be routed to the Self-Reporting System or **be** dispatched to a patrol officer. The **O.I.C.** **OIC** should be consulted with questions about how to handle a particular incident (what constitutes unusual circumstances, etc.).

Note: any complainants requiring special language assistance (translation, TDD, etc.) should not be referred to the Self-Reporting System; an officer should be dispatched to assist.

Video Evidence

Any incident that involves video evidence which can be used to identify a suspect should be dispatched to an officer except in the case of a theft/retail theft in which the value of the loss is less than \$50.00.

Damage to Property and Theft (Including Stolen Bicycles*):

**Bicycles taken from a garage/building may constitute a burglary; should not be referred to Self-Report.*

Callers should be routed to the Self-Reporting System only if:

1. Not in progress (suspect is no longer on the premises, is not in custody, is not being pursued);
2. Loss/Damage is less than \$2,500 in value;
3. No suspect information readily identifies the suspect (name, license plate, video evidence, etc.);
4. The occurrence does not involve multiple offenses by the same suspect or at the same location;
5. Does not involve theft of a firearm.

Thefts from underground parking garages, or entries into locked vehicles parked inside of underground parking garages may constitute a burglary. As a result, an officer should be dispatched to investigate.

In the case of multiple offenses that appear related (multiple autos entered/damaged, etc.), an officer should be dispatched to investigate. The officer should complete a report documenting the pattern and any specific offenses for which a complainant can reasonably be contacted. Self-reporting forms can be left for victims who are not able to be contacted (under a windshield, in a door, etc.).

Officers should be dispatched to all graffiti complaints.

Theft of Electronic Devices

An officer should be dispatched to the theft of an electronic device (phone, tablet, computer, etc.) when the victim/owner of the device has device tracking information which may lead to a suspect.

Retail Theft

Should be routed to the Self-Reporting System only if:

- ~~1. Not in progress (suspect is no longer on the premises, is not in custody, is not being pursued)~~
- ~~1. Loss is less than \$50, even with video evidence or cooperative suspect on scene~~
- ~~2. Loss is less than \$50, even with video evidence~~
- ~~2. Theft over \$50, but not in progress and no readily identifiable suspect information~~
- ~~3. No suspect information that readily identifies the suspect (name, license plate, video evidence)~~
- ~~4. 3. Not Incident does not involve multiple offenses or multiple stores~~
- ~~5. 4. Does not involve theft of a firearm~~
- ~~6. 5. Does not involve the use of force or the threat of force~~

Obscene/Annoying Phone Calls

Should be routed to the Self-Report System only if:

1. No threats were made.
2. The victim has no suspect information.
3. The victim does not wish to see an officer and only wants to document the incident.

Lost Property

All Lost Property calls are routed to the Self-Report System unless unusual circumstances require a police response.

Fraud on Hotel or Restaurant Keeper, Recreational Attraction, Taxicab Operator, or Gas Station

Should be routed to the Self-Report System unless other criminal behavior or unusual circumstances require a police response.

Worthless Checks

MPD officers should not be dispatched to Worthless Check complaints unless some unusual, special circumstances exist; all worthless check complaints should be routed to the Self-Report System.

Forgery and Frauds

If the forgery or fraud is related to prescription drugs, the call type should be reclassified as a "Drug Incident" and an officer response is required.

For all other forgery, fraud, phone scams, financial, and credit card crimes, the incident should be routed to the Self-Report System only if:

1. The crime is not in progress (suspect is no longer on the premises, is not in custody, is not being pursued)
2. There is no suspect information that readily identifies the suspect (name, license plate, video evidence, etc.)
3. The financial offense is not related to another crime (checks stolen in a burglary, for example);
4. The amount of loss is less than \$2,500;
5. There are no special circumstances involving the victim (elderly, disabled, etc.).

If the above criteria are not met, officer response/investigation is required.

ASSIGNMENT OF OFFICER ID#'S TO SELF-REPORT CALLS FOR SERVICE

MPD staff may be generating case numbers for "self-report" calls (e.g., walk-in customers to the district stations). Therefore, should MPD support staff call the 911 Center and request a case number for a self-report, we are requesting the 911 Center staff to use the employee's assigned radio number to generate the case number and upon clearing the call, use a disposition code of S for "self report."

**For PSC staff: place the unit on duty, assign them, clear them, and return the unit to off-duty status.

If an officer is dispatched to an incident and, after contacting a victim/witness/etc., determines that the incident would have qualified for diversion to the self-reporting system, he/she should continue to investigate the incident and complete a report. OFFICERS SHOULD NOT PROVIDE SELF-REPORT FORMS TO CITIZENS IN LIEU OF PERFORMING AN INVESTIGATION AND COMPLETING A REPORT.

Disposition Codes

The following CAD/LERMS disposition codes should be used as indicated:

- A – **Accident Crash** report (the officer completes an **crash accident** report, including **MV4000 DT4002** and MPD4000).
- C – Citation issued (the officer completes and issues at least one citation without completing a report)

- D** – Dropped incident number (used for traffic crashes that to which officers do not respond to during limited crash response periods, noise complaints that to which officers are unable to respond to within one hour, or any other incident that to which officers are unable to respond to due to limited resources, workload, etc. This includes calls cancelled by complainants, if the cancellation is due to lack of a timely MPD response).
- F** – Field Report (the officer completes a field report)
- N** – No report (the incident does not require a report)
- R** – Report (the officer completes a report, excluding accident reports and field reports)
- S** – Self report (the incident is referred to the self reporting system)
- U** – Unfounded report (the incident is unfounded; no report is completed)

Officers should enter the disposition code via MDC when clearing from an incident, or, if unable to do so, notify dispatch of the proper disposition code.

PARKING ENFORCEMENT DISPATCH PROTOCOLS

The following guidelines are to help assist Dane County 911 Dispatch when dispatching Parking Enforcement Officers (PEO) to parking related calls. It is important to understand that PEOs are not armed law enforcement officers and should not be dispatched to a call requiring a sworn officer. These three guidelines should be followed at all times:

1. **Contesting Citations** – A PEO should never be dispatched to respond to a citizen contesting a citation. All questions should be forwarded to the Traffic Bureau at 266-4622.
2. **Serious Police Incident** – Do not dispatch a PEO into an area of a serious police incident where the PEO's safety might be at risk (weapons offenses, barricaded subjects, etc.).
3. **Police Officer Back up** – There are several addresses tagged in the CAD system that require a police officer back up when dispatching for a parking call; an officer should be sent to accompany a PEO who is dispatched to these locations. Officers should only be dispatched to private parking complaints if a PEO is not available or not on duty.
4. **Severe Weather** – In the event there is severe weather (i.e., tornado, severe thunderstorm, blizzard, etc.) that would put the officer's safety at risk, dispatch should notify the PEOs of this warning. All parking calls should be held until the warning or severe weather has passed.

Calls for Service

The Madison Police Department utilizes PEOs to respond to parking complaints. Please use the following guidelines when dispatching PEOs to parking complaints. Please include the location and type of call over the air when dispatching a PEO for all complaint types. *Effective 2/10/17 – PEOs will no longer require the complainant to sign reports.

Private Property Complaints

In order for the PEOs to be efficient in their jobs and responding to calls, please include the location and type of call over the radio. This allows for other PEOs that may be closer to the call to respond. When dispatching a private property call, make sure the following questions are being asked:

- Is the person calling authorized to make the complaint (an authorized person is a property manager, owner, maintenance person, or designee)?

If YES, include in call:

- First and last name of complainant

- ~~Include eC~~ Contact number with area code
- Exact address ~~that where~~ complainant will be waiting

If NO:

- Inform the caller they will need to contact their management company.

All guidelines for the AM-shift apply with the following exceptions:

- From the hours of 3pm-6pm (peak hour tow routes), inform complainant that they may have a longer wait for a PEO to respond.
- PM-Shift PEOs will carry cell phones if callbacks are needed. However, the complainant should be informed to be waiting for PEO at the stated address.

Fire Lane Violations

These violations can be ticketed on sight and do not require a complainant.

Disabled Parking Violations

If the violation is on private property (apartment complex, private lot, etc.), the complainant must be either a manager or resident from the property. Make sure to include the complainant's name and phone number in the call.

If the violation is on a property open to the public (mall, gas station, restaurant, etc.), no complainant information is needed.

Blocked Driveway

Ascertain if the complainant wants the vehicle towed.

If YES:

- Inform complainant to standby to sign report.

If NO:

- PEO will issue citation only without complainant contact.

Less Than Four Feet of Mailbox

This type of complaint can only be addressed if it is the property owner/manager/resident calling. US Postal Service does not have the authorization to have vehicles cited. This ordinance is only enforced during normal mail delivery hours and days (Monday – Saturday 8a-6p). Complaints cannot originate from a member of the United States Postal Delivery Service.

No Motor Vehicle Idling

The "Motor Vehicle Idling" ordinance prohibits vehicles from idling for longer than **5 five (5)** consecutive minutes when the outside temperature is between 20-90 degrees. This type of complaint will originate primarily from the Dispatch Center or **from** contacts with citizens.

Parking Enforcement will only respond to vehicles **on the City street or public right of way**. Complaints regarding vehicles idling on private property will need to be routed to City Zoning.

Street Storage Complaints

All complaints regarding abandoned vehicles are to be forwarded to the Abandoned Vehicle line at 266-4624 or pdparking@cityofmadison.com.

Temporary Posting

All temporary postings must be checked 48 **hrs hours** in advance by a PEO before any action can be taken. If the caller is requesting for the signs to be checked, transfer the call to the Traffic Office at 266-4622 during the hours of 8a-4p, Monday-Friday. We do not check temporary postings the weekends or evenings.

If the call is to tow from a posted area, make sure to obtain the complainant's contact information and inform them they will need to meet the PEO on scene to point out the vehicle(s) in violation. The PEO will verify if the posting has been approved in Share**Pe**point and will take appropriate action.

School Zone Enforcement

Currently there There are **currently** two PEOs assigned to enforce school zones violations in the morning and afternoon. When enforcing at the schools they will change over to TEST channel B10.

Alternate Side Parking

The Alternate Side PEO**s** are hired as hourly employees during the winter months (November 15–March 15). These PEO**s** are scheduled to work between the hours of 1a-7a. There are eleven officers that are comprised of three (3) Lead Workers and eight (8) officers. They are only authorized to issue Alternate Side Parking and Snow Emergency citations**,** and should not be utilized for other parking complaints.

All alternate side parking complaints should be forwarded to the Traffic Office at 266-4622. If the citizen wishes to pursue the matter further, feel free to transfer them to the Parking Supervisor at 266-4623. Questions regarding Alternate Side Parking or Snow Emergency can be directed to the Winter Parking Hotline **–** at 261-9111 or at www.cityofmadison.com/winter.

Original SOP: 03/01/2014

(Revised: 10/03/2016, 11/16/2016, 05/12/2017, 08/18/2017, 01/25/2018, **07/05/2018**)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



CFS Dispatch Guidelines

Eff. Date 07/05/2018 09/24/2018

Purpose

This procedure outlines guidelines and expectations for Madison Police Department response to calls for service. Any questions about response to a particular call/incident should be directed to the OIC. If the OIC is unavailable, the 911 Center should attempt to contact a field supervisor (sergeant) for guidance. If the 911 Center has any question about whether a call should be dispatched and is unable to contact the OIC or a field sergeant for guidance, the call should be dispatched. Shift OICs (shift lieutenants or sergeants filling in as OIC) and field commanders (Lieutenants, Captains, Chiefs) have the authority to deviate from these guidelines on a case-by-case basis.

Procedure

CATEGORIES OF CALL TYPES

Calls/incidents should be categorized as follows for purposes of dispatching MPD officers:

Priority – Priority calls are urgent, requiring rapid police response. They generally include Echo, Delta and certain Charlie level incidents. However, other incident types should be considered priority calls if one or more of the following criteria are present:

- Injuries requiring immediate medical attention (excluding emergency medical calls)
- Crimes in progress (excluding crimes that are referred to self-reporting)
- Incidents involving physical danger or risk to the public
- Most incidents involving firearms or other weapons
- Incidents where the potential for violence exists without police intervention
- Death investigations

Note that under certain circumstances, some Delta and many Charlie level calls may not require an immediate police response and should be considered routine calls. These circumstances would include incidents involving no risk to the public, a significant time delay between occurrence and reporting, and no risk that evidence will be lost if response is delayed.

Routine – Routine calls do not typically require an immediate police response and generally include most Bravo and some Charlie level calls. They typically include minor crimes with no suspects present, incidents not involving violence or a risk to the public, incidents with no apparent potential for escalation, etc. Any call should be considered a priority call if the criteria listed above (under the definition of priority calls) are present.

Low – Low priority calls are minor incidents, where the timeliness of police response is not an issue. These typically include some Bravo and all Alpha level calls.

DISPATCHING OFFICERS

Calls for service should be dispatched to an officer having responsibility for the sector where the incident is being reported, if possible. If multiple officers share responsibility for the sector, an officer the dispatcher reasonably believes is closest should be dispatched whenever possible. However, calls for service and workload should be balanced between officers sharing responsibility for a sector or sectors as much as possible (officers in the first two hours of their shift should be given initial consideration). If no officer having responsibility for the sector is available:

- Priority calls should be dispatched to the nearest available officer, regardless of district assignment.

- Routine and low call types should be dispatched to another district officer and should only be held for an officer responsible for that sector if he/she asks that the call be held and will be available to respond in a reasonable time (no more than ten minutes, except between the hours of 6 a.m. and 7 a.m.).

Officers shall not disregard backup, if so assigned by dispatch, prior to arrival at the scene and assessment of the situation.

Supervisors are expected to routinely monitor calls for service to ensure these guidelines and protocols are being followed. It is realized, however, that it may occasionally be necessary, when circumstances dictate, for a supervisor to direct a course of action outside of these guidelines.

Officers with questions about being dispatched to a call should contact the OIC or a field supervisor and should not question the dispatcher.

CALL REPORTING LOCATIONS

MPD response to incidents is related to the location of the complainant, not the location of the incident being reported. If a citizen is reporting an incident that happened at another location in the City of Madison, an officer responsible for the sector where the complainant is reporting the incident should be dispatched and shall investigate the incident. This includes incidents reported at the CCB or MPD District Stations.

The only exception is for calls to hospital emergency rooms. When calls for service are received from a hospital emergency room, an officer responsible for the hospital should initially be dispatched (a district officer should be dispatched if an officer responsible for the hospital is unavailable). The officer should respond and obtain preliminary information from the complainant. If the incident being reported took place in another district and appears as if it will require significant follow-up, or if a supervisor believes based on the type of incident reported that it will likely require significant follow-up, a supervisor may elect to have resources from the district where the incident occurred respond in addition to, or instead of, the officer responsible for the hospital.

If citizens located outside the City of Madison call to report an incident that occurred in the City of Madison, an officer the dispatcher reasonably believes is closest to the citizen's reporting location should generally be dispatched, unless the citizen's reporting location is more than a reasonable driving distance from the City of Madison limits (generally, more than five (5) minutes driving time). In those instances, an officer responsible for the location where the incident occurred should be assigned to contact the complainant by phone.

DISPATCH PROTOCOLS AT SHIFT CHANGE

During the period of 6am to 7am, it is expected that 911 Center and patrol personnel will adhere to the following protocols:

- **Priority calls:** Shall be dispatched to an officer the dispatcher reasonably believes is closest regardless of district or shift assignment.
- **Routine calls:** Shall be dispatched for service when an early, first detail officer responsible for the sector or district assigned officer is available. Fifth detail officers may be required to assist as backup in the last hour of the shift.
- **Low priority calls:** Shall be held until late first detail cars are in service.

Officers shall check in by radio with dispatch immediately after citywide briefing.

OFFICERS IN THE LAST HOUR OF SHIFT

During the last hour of their shift, officers will be expected to be available in their assigned area. Officers should not be dispatched to low priority calls during the last hour of their shift (except to back up an officer if no other district officers are available) and should not be dispatched to routine calls in the last 30 minutes of their shift (except to back up an officer if no other district officers are available). When appropriate, an officer may go into the station prior to the end of their shift to complete necessary tasks when approved by the OIC. Approval should be requested via MDC or telephone, rather than through dispatch. Officers are reminded that MPPOA contract provides for eight minutes prior to the end of the tour to file reports and to clean and store equipment.

CFS RESPONSE LEVELS

Generally, MPD commissioned personnel will respond to calls for police service received by the Dane County 911 Center based on officer availability and prioritization of calls. However, on occasion it is necessary for a restricted response protocol. Guidelines to be used by OICs or field commanders when determining whether to modify MPD response include the following: call volume, significant incidents/crimes, staffing levels, tactical situations, special events, extreme weather conditions, or other unusual situations requiring significant MPD resources.

MPD will have three levels of response:

Normal: The assignment of police units to calls for service will continue under current guidelines and practices as outlined in this document. Officers will respond to calls for police service (depending on officer availability) and can continue to engage in pro-active activity (traffic stops, foot patrol, etc.).

Priority Call Response: MPD will only respond to priority calls for service as defined on page one of this document. The OIC or a field commander can set this response level city-wide or limit it to a specific district. Patrol officers should refrain from pro-active activity to be available for calls. The OIC should assess the need for MPD personnel and the available staffing to determine whether additional resources are needed (mutual aid; shift holdover; use of non-patrol personnel; personnel call-in; SET or SWAT activation; etc.). Priority Call Response includes Limited Crash Response.

Limited Crash Response: MPD response to non-crash related calls for service will continue as normal. Officers will not respond to motor vehicle crashes on private property (unless an injury is involved), or to other motor vehicle crashes that do not involve injury or public road blockage (except for accidents involving City-owned vehicles or off-duty MPD commissioned personnel). The OIC should be consulted for crashes involving other government owned (non-City) vehicles. If the 911 Center cannot determine whether the accident involves injury or public road blockage, an officer should be dispatched. Limited Crash Response may be activated without Priority Call Response.

911 CENTER EXPECTATIONS

Limited Crash Response

During periods when MPD is in limited crash response mode, if the crash is of a nature to which MPD will not respond, the caller should be advised that no MPD response will occur. The caller should be provided information on how to report the crash themselves.

If, at the time MPD transitions to limited crash response mode, there are non-injury/blockage crashes in queue, officers should not be dispatched to those crashes. The 911 Center should, if possible, call the complainants back, advise them that no MPD response will occur, and refer the citizens to complete a State of Wisconsin Crash Report Form (DT4002), available on the Department of Transportation website.

The call should be canceled from the pending queue and cleared with a disposition code of D. Calls may be dropped even if a particular complainant cannot be re-contacted.

Priority Call Response

During periods where MPD is in priority call response mode, the 911 Center should adhere to the following process when receiving incoming requests for MPD service:

- The call taker should obtain full information from the caller (location of incident, identity of complainant, nature of complaint, etc.) and enter it into the CAD as an incident. If the call is of a nature to which MPD will not respond at that time (based on the criteria explained above), the complainant should be advised that MPD response will be delayed. The caller should be advised to call back if the incident escalates or circumstances change in a way that would make police response necessary.
- The dispatcher will, as resources permit, dispatch officers to priority calls in accordance with the criteria explained above. Calls that do not meet the criteria will remain in queue.
- When MPD's response level returns to normal, calls in queue should be dispatched as resources permit.
- If a caller re-contacts the 911 Center and indicates an unwillingness or inability to continue waiting for MPD response, they should be advised to call back at another time and the call should be cleared with a CAD disposition code of D.
- If the 911 Center has **ANY** questions about whether a particular call should be dispatched, they should consult with the OIC (or a field supervisor if the OIC is unavailable).

If, at the time MPD transitions to priority call response mode, there are calls in queue of a nature to which MPD will not respond to under priority call response mode, officers should not be dispatched to those incidents. The 911 Center should, if possible, call the complainants back and advise them that MPD response will be delayed. Citizens with concerns about MPD's response should be referred to the OIC.

When an OIC or field commander determines that MPD response will be temporarily modified to priority call response or limited crash response the OIC should immediately notify the 911 Supervisor by telephone (608) 267-3913 (supervisor phone). The 911 Supervisor will immediately inform the primary MPD dispatchers who will notify their respective MPD personnel via radio. The 911 Supervisor will also create an "Information" incident and assign the "PRCFS" unit. The OIC or 911 Supervisor will document the reason for the modified call response (resource-intensive call, snowstorm, etc.) and any changes in modified call response (from a city-wide limit to specific districts only, etc.) in the incident notes. If an OIC wishes to have the ability to add call notes, the OIC will need to specifically request to be added to the incident as an additional assigned unit. The OIC will notify the 911 Supervisor via telephone when MPD response will be returned to routine response and clear the Information incident on the CAD without a report. The purpose of this incident is to capture via the CAD system the amount of time MPD spends on a modified call response. The 911 Supervisor and the OIC are encouraged to work together to evaluate the need for priority call or limited crash response status as conditions warrant.

CFS AT THE PUBLIC SAFETY BUILDING

MPD should not handle any calls for service occurring within the Public Safety Building. This does not prohibit MPD from assisting with crimes/disturbances in progress where a request for assistance has been made to stabilize and control the situation. Once stabilized, the incident should be turned over to the Dane County Sheriff's Office. This restriction does not apply to incidents reported by callers in the Public Safety Building that occurred elsewhere in the City of Madison.

DANE COUNTY COURTHOUSE AND CITY-COUNTY BUILDING

MPD has responsibility for responding to incidents occurring within the City-County Building (excluding the jail).

MPD and DCSO share responsibility for the Dane County Courthouse. DCSO has responsibility for courtrooms, courtroom holding cells and other non-public areas. MPD has responsibility for public areas

(hallways, offices, entryway, weapons screening, etc.). MPD officers will respond to assist with emergencies occurring in areas of DCSO responsibility.

DETOX CONVEYANCES FROM HOSPITAL EMERGENCY ROOMS

Subject Conveyed to Emergency Room by Another Law Enforcement Agency – If a law enforcement agency conveys an individual from their jurisdiction to a Madison emergency room for medical treatment and that person needs transportation to Detox after being medically treated, it is the responsibility of the agency that conveyed the individual to the hospital in the first place to convey the incapacitated subject to Detox. This applies even if the officer/deputy has returned to their jurisdiction and applies to jurisdictions outside of Dane County. MPD officers will not make conveyances to Detox under these circumstances.

Subject Conveyed to Emergency Room from Detox – If a person who has been admitted to Detox is conveyed to a Madison emergency room for medical treatment, it is the responsibility of Detox to arrange for that subject to be conveyed back to Detox after they have been medically treated. MPD officers will not make conveyances to Detox under these circumstances. This applies even if the person was originally conveyed to Detox by an MPD officer.

Subject Conveyed to Emergency Room by Other Means – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, MPD officers should respond (if requested) to evaluate the subject and determine whether he/she is incapacitated by alcohol. If the subject is deemed to be incapacitated by alcohol, he/she will be placed under protective custody and conveyed to Detox. This includes subjects conveyed to Madison emergency rooms by ambulance from other jurisdictions.

Deviations from these procedures must be approved by a supervisor.

EMERGENCY DETENTIONS FROM HOSPITAL EMERGENCY ROOMS

Subject Conveyed to Emergency Room by Another Law Enforcement Agency – If a law enforcement agency conveys an individual from their jurisdiction to a Madison emergency room for medical treatment and that person is determined to be experiencing a mental health crisis requiring an Emergency Detention, it is the responsibility of the agency that conveyed the individual to the hospital to make the Emergency Detention. This applies even if the officer/deputy has returned to their jurisdiction and applies to jurisdictions outside of Dane County. MPD officers will not make Emergency Detentions under these circumstances.

Subject Conveyed to Emergency Room by Other Means – If a subject was conveyed to a Madison emergency room from another jurisdiction by a non-law enforcement agency, responsibility for processing the emergency detention lies with the agency where the dangerous behavior (providing the basis for the emergency detention) occurred. If this is not immediately clear, MPD officers should respond (if requested) to evaluate the subject and determine where the dangerous behavior providing the basis for the emergency detention occurred. If that behavior occurred in another jurisdiction, it is the expectation of MPD that the outside agency would respond and complete the Emergency Detention process.

Deviations from these procedures must be approved by a supervisor.

Detox

- MPD officers should not convey individuals from Detox to a hospital or other treatment facility.
- MPD officers should not convey individuals from Detox to jail if the person was originally placed in protective custody by another jurisdiction. MPD officers will convey our arrests to jail from Detox.

JRC

- MPD will respond to JRC to investigate all calls for service occurring within JRC.
- Officers shall conduct assessment of persons taken to JRC and if necessary should have person medically evaluated prior to JRC intake.
- If MPD officers are presenting a person to JRC and at the time of intake or shortly thereafter it is determined that a medical release/clearance is necessary MPD officers should convey the person to a medical facility for that evaluation.
- MPD officers should not make scheduled conveyances from JRC.

ALARM RESPONSE

- MPD officers will continue to be dispatched to residential burglary alarms and burglary alarms from government buildings.
- MPD officers will continue to be dispatched to citizen-reported audible alarms.
- MPD officers will continue to be dispatched to any human-activated alarm, whether it originates from an individual, residence, or a business, including alarm activations where a person is on scene and is providing an incorrect passcode to disarm the alarm.
- MPD officers will continue to be dispatched to mechanically activated commercial burglar alarms received between the hours of 10pm and 6am.
- MPD will utilize a "broadcast and file" protocol for mechanically activated commercial burglar alarms received between the hours of 6am and 10pm. When calls of this type are received, the 911 Center should broadcast the information to officers working in the vicinity of the address where the alarm occurred. This is information for district officers, with no expectation that a police response will occur. Officers may elect to respond if they choose.
- MPD should only be dispatched to mechanically activated commercial alarms if verification that a problem may exist has been received. There is no expectation that a citizen will be asked to enter a potential crime scene: any observation that leads a reasonable person to believe that a crime may be in progress or may have already taken place will suffice.

Note that an MPD Commander must contact the on-duty 911 Center Supervisor with temporary deviations from this policy. These deviations can specify that officers should be dispatched to alarms from a particular address, in a particular district, during a particular time frame, etc. If the modified response will remain in place for more than a single shift, the request to the 911 Center must be in writing.

NOISE COMPLAINTS

If it has not been possible for MPD officers to respond to a noise complaint (call type L49) for one hour and the 911 Center has not received any additional calls on the incident, the call should be canceled from the pending queue and cleared with a disposition code of D. Noise complaints should not be dropped if multiple calls are received reporting the same problem, or if a complainant requests contact with an officer.

RETAIL THEFTS

Active Retail Thefts (Suspects on scene)

1. Officer will be dispatched as soon as possible per CFS guidelines if:
 - a. Theft is over \$50.00
 - b. Suspect is on-scene (or immediately in the area)
 - c. Store can articulate a willingness to pursue charges
2. Dollar amount requirement may be negated if theft involved another citable offense
3. If suspect is fleeing but no officer is available:
 - a. Dispatch should provide LPO with case number

- b. Dispatch will announce the information over the air in case any officers are nearby and want to break
 - c. LPOs will call back with the case number when documentation is ready for pickup
4. LPOs may pre-call if:
 - a. Suspect is utilizing an edged weapon to remove anti-theft devices
 - b. Suspect has fled in the past
 - c. Individual(s) concealing felony amount

Cold Scene Retail Thefts (Suspects not on scene)

1. Officer will be dispatched as soon as possible per Calls For Service (CFS) guidelines if all of the following exist:
 - a. Theft is over \$50.00
 - b. Store has suspect info that readily ID's the suspect (name, license plate, quality pics)
 - c. Store can articulate a willingness to pursue charges
 - d. LPO has completed the store documentation and has two copies of video ready to turn over to officer
 - i. If not ready upon initial call, LPO should obtain the case number from Dispatch and call back when documentation is available
 - e. Exceptions:
 - i. The Retail Theft involves theft of a firearm
 - ii. LPO is injured

SERVING WARRANTS FOR OTHER JURISDICTIONS

These guidelines should be adhered to when outside agencies request that MPD officers serve warrants:

Under the following conditions, MPD officers will respond and attempt service as requested, whenever possible:

- Felony warrants, where violence was involved.
- To locate subjects named in a probable cause affidavit if the probable cause affidavit is related to domestic violence.
- To serve a misdemeanor warrant related to domestic violence if exigent circumstances exist related to domestic violence.
- To serve apprehension requests from the Wisconsin Department of Corrections for probation and parole violations.

Under the following conditions, service requests will be forwarded to the OIC via inter-departmental envelope for attempted service, as time/resources are available (officers should not be dispatched in these cases):

- Nonviolent felony warrants.
- Misdemeanor warrants unrelated to domestic cases.
- Traffic warrants from outside jurisdictions.
- Municipal Ordinance violations.

Deviations from these guidelines must be approved by a supervisor.

OUTSIDE AGENCY TRANSLATION REQUESTS

Requests from outside agencies for MPD officers to assist with language translation should be cleared through the OIC unless the need for assistance is urgent or requires immediate response. The OIC will determine whether MPD officers will assist and what the scope of their assistance will be.

OUTSIDE AGENCY VEHICLE PURSUITS

When an outside agency is engaged in a vehicle pursuit in the City of Madison or approaching the City of Madison, Dispatch will notify MPD officers of the reason for the pursuit as soon as possible.

CRASHES INVOLVING CITY EMPLOYEES

An MPD supervisor should be dispatched to any motor vehicle accident (in the City) involving an MPD officer (on or off duty) or any on-duty City employee.

TRAFFIC CRASHES (INCLUDING HIT AND RUNS)

Officers should be dispatched to **ALL** crashes (on either private or public property) except as follows:

- All the vehicles/pedestrians involved in the crash have left the scene prior to contacting police, unless special circumstances prompted their leaving (following a hit and run suspect vehicle, seeking medical treatment, moving out of traffic, etc.)
- During all weather-related emergencies when Limited Crash Response rules are in effect (unless crash involves injuries, blockage, MPD officer on or off duty, or any on-duty City employee)

Note: Traffic crashes are not handled through the MPD self-reporting system. Under the above circumstances, citizens should be referred to complete a State of Wisconsin Crash Report Form (DT4002) available on the Department of Transportation website.

DISPATCH PROTOCOL FOR COMMUNITY POLICING TEAMS

The Community Policing Teams (CPTs) are primarily intended to do proactive work related to Drugs, Traffic, Community Policing initiatives, and other District-related issues. CPTs are available to assist Patrol with Calls for Service in a limited capacity.

The CPTs may be used to assist with Calls for Service under the following circumstances:

1. When so directed by the Officer in Charge (OIC) or District Commander.
2. At the discretion of the CPT Sergeant.

Other personnel may request the use of the CPTs for assistance with issues. These requests should be routed through the District Commanders for planned events and through the OIC for issues arising during the working shift.

Calls most suitable for the CPTs to be utilized are as follows:

1. Calls involving drugs.
2. Calls involving significant threat to officer safety, where the coordinated response by a Team of officers, under the direction of a Sergeant, would facilitate safe handling of the incident.
3. Priority calls at times when Patrol does not have sufficient staffing to adequately handle the situation.

DISPATCH PROTOCOLS FOR K9 TEAMS

MPD K9 teams are assigned to patrol or to a Community Policing Team (CPT).

Patrol K9 teams: should be dispatched to calls where a K9 may be needed. These include burglaries and robberies (in-progress or recent), barricaded subjects, vehicle/foot pursuits, weapons offenses, drug investigations, etc. When not on a K9 incident, patrol K9 officers may be dispatched to back up patrol officers or to respond to minor incidents as needed.

CPT K9 teams: are generally available for response to citywide K9 requests. They should not be dispatched to other calls except as indicated above (under dispatch protocols for CPTs).

Outside agency requests for an MPD K9 team should be approved by the OIC. This does not prevent a K9 officer from responding to assist with an emergency request outside the City.

SPECIAL DUTY RADIO NUMBERS

MPD officers working special duty assignments are required to have a portable radio and to check in with dispatch at the start and end of their assignments. Each special duty assignment will have an accompanying special duty radio number assigned. Officers who are unaware of their assigned radio number, or were not assigned one, should contact the data operator for their special duty radio number.

If a call is received from a location where a special duty officer is working, the appropriate patrol officer(s) should be dispatched. The special duty officer should be notified of the call and he/she will assist if appropriate (based on expectations for that particular special duty assignment).

OFFICER SELF-INITIATED ACTIVITY

The 911 Center should generate incident numbers for all “traffic stops” called out by MPD officers. Incident type L60T shall be used to code this type of patrol activity. 911 dispatchers will also create a single incident number (using incident type L60T) for pre-planned traffic initiatives and attach all involved officers to the incident on the CAD. Incident type 132B3 should continue to be utilized for all other traffic incidents.

The 911 Center should generate incident numbers for the below listed “patrol related activities” called out by MPD officers using the corresponding incident type:

Activity Type	Incident Type	
Traffic stop/enforcement	L60T	
Directed foot patrol	L66F	Check Area/Foot Patrol
Property Checks	L66P	Check Property
Community Policing (meetings, etc.)	L87C	Assist/Comm Policing
Language Translation	L87T	Assist/Translate
Follow up investigations	L88F	Assist/Follow Up
On-Duty Court	L89C	Assist/Court
On Duty Training (ODS shoots, etc)	L88T	On Duty Training
Any other self initiated activity	***	Most applicable call type

Officers who advise they do not want a case number should be cleared with a ‘No Report’ disposition.

CRITERIA FOR ROUTING TO THE SELF-REPORTING SYSTEM

The following criteria outline the circumstances under which incidents should be routed to the Self-Reporting System. The 911 Center, using these guidelines, should determine whether a particular incident should be routed to the Self-Reporting System or be dispatched to a patrol officer. The OIC should be consulted with questions about how to handle a particular incident (what constitutes unusual circumstances, etc.).

Note: any complainants requiring special language assistance (translation, TDD, etc.) should not be referred to the Self-Reporting System; an officer should be dispatched to assist.

Video Evidence

Any incident that involves video evidence which can be used to identify a suspect should be dispatched to an officer except in the case of a theft/retail theft in which the value of the loss is less than \$50.00.

Damage to Property and Theft (Including Stolen Bicycles*):

**Bicycles taken from a garage/building may constitute a burglary; should not be referred to Self-Report.*

Callers should be routed to the Self-Reporting System only if:

1. Not in progress (suspect is no longer on the premises, is not in custody, is not being pursued);
2. Loss/Damage is less than \$2,500 in value;
3. No suspect information readily identifies the suspect (name, license plate, video evidence, etc.);
4. No obvious physical evidence left behind by the suspect (does not include fingerprints/DNA);
- 4-5. The occurrence does not involve multiple offenses by the same suspect or at the same location;
- 5-6. Does not involve theft of a firearm.

Thefts from underground parking garages or entries into locked vehicles parked inside of underground parking garages may constitute a burglary. As a result, an officer should be dispatched to investigate.

In the case of multiple offenses that appear related (multiple autos entered/damaged, etc.), an officer should be dispatched to investigate. The officer should complete a report documenting the pattern and any specific offenses for which a complainant can reasonably be contacted. Self-reporting forms can be left for victims who are not able to be contacted (under a windshield, in a door, etc.).

Officers should be dispatched to all graffiti complaints.

Theft of Electronic Devices

An officer should be dispatched to the theft of an electronic device (phone, tablet, computer, etc.) when the victim/owner of the device has device tracking information which may lead to a suspect.

Retail Theft

Should be routed to the Self-Reporting System only if:

1. Loss is less than \$50, even with video evidence or cooperative suspect on scene
2. Theft over \$50, but not in progress and no readily identifiable suspect information
3. Incident does not involve multiple offenses or multiple stores
4. Does not involve theft of a firearm
5. Does not involve the use of force or the threat of force

Obscene/Annoying Phone Calls

Should be routed to the Self-Report System only if:

1. No threats were made.
2. The victim has no suspect information.
3. The victim does not wish to see an officer and only wants to document the incident.

Lost Property

All Lost Property calls are routed to the Self-Report System unless unusual circumstances require a police response.

Fraud on Hotel or Restaurant Keeper, Recreational Attraction, Taxicab Operator, or Gas Station

Should be routed to the Self-Report System unless other criminal behavior or unusual circumstances require a police response.

Worthless Checks

MPD officers should not be dispatched to Worthless Check complaints unless some unusual, special circumstances exist; all worthless check complaints should be routed to the Self-Report System.

Forgery and Frauds

If the forgery or fraud is related to prescription drugs, the call type should be reclassified as a "Drug Incident" and an officer response is required.

For all other forgery, fraud, phone scams, financial, and credit card crimes, the incident should be routed to the Self- Report System only if:

1. The crime is not in progress (suspect is no longer on the premises, is not in custody, is not being pursued)
2. There is no suspect information that readily identifies the suspect (name, license plate, video evidence, etc.)
3. The financial offense is not related to another crime (checks stolen in a burglary, for example);
4. The amount of loss is less than \$2,500;
5. There are no special circumstances involving the victim (elderly, disabled, etc.).

If the above criteria are not met, officer response/investigation is required.

ASSIGNMENT OF OFFICER ID#'S TO SELF-REPORT CALLS FOR SERVICE

MPD staff may be generating case numbers for "self-report" calls (e.g., walk-in customers to the district stations). Therefore, should MPD support staff call the 911 Center and request a case number for a self-report, we are requesting the 911 Center staff to use the employee's assigned radio number to generate the case number and upon clearing the call, use a disposition code of S for "self report."

****For PSC staff: place the unit on duty, assign them, clear them, and return the unit to off-duty status.**

If an officer is dispatched to an incident and, after contacting a victim/witness/etc., determines that the incident would have qualified for diversion to the self-reporting system, he/she should continue to investigate the incident and complete a report. OFFICERS SHOULD NOT PROVIDE SELF-REPORT FORMS TO CITIZENS IN LIEU OF PERFORMING AN INVESTIGATION AND COMPLETING A REPORT.

Disposition Codes

The following CAD/LERMS disposition codes should be used as indicated:

- A** – Crash report (the officer completes a crash report, including DT4002 and MPD4000).
- C** – Citation issued (the officer completes and issues at least one citation without completing a report)
- D** – Dropped incident number (used for traffic crashes to which officers do not respond during limited crash response periods, noise complaints to which officers are unable to respond within one hour, or any other incident to which officers are unable to respond due to limited resources, workload, etc. This includes calls cancelled by complainants, if the cancellation is due to lack of a timely MPD response).
- F** – Field Report (the officer completes a field report)
- N** – No report (the incident does not require a report)
- R** – Report (the officer completes a report, excluding accident reports and field reports)

- S** – Self report (the incident is referred to the self reporting system)
- U** – Unfounded report (the incident is unfounded; no report is completed)

Officers should enter the disposition code via MDC when clearing from an incident, or, if unable to do so, notify dispatch of the proper disposition code.

PARKING ENFORCEMENT DISPATCH PROTOCOLS

The following guidelines are to help assist Dane County 911 Dispatch when dispatching Parking Enforcement Officers (PEO) to parking related calls. It is important to understand that PEOs are not armed law enforcement officers and should not be dispatched to a call requiring a sworn officer. These three guidelines should be followed at all times:

1. **Contesting Citations** – A PEO should never be dispatched to respond to a citizen contesting a citation. All questions should be forwarded to the Traffic Bureau at 266-4622.
2. **Serious Police Incident** – Do not dispatch a PEO into an area of a serious police incident where the PEO's safety might be at risk (weapons offenses, barricaded subjects, etc.).
3. **Police Officer Back up** – There are several addresses tagged in the CAD system that require a police officer back up when dispatching for a parking call; an officer should be sent to accompany a PEO who is dispatched to these locations. Officers should only be dispatched to private parking complaints if a PEO is not available or not on duty.
4. **Severe Weather** – In the event there is severe weather (i.e., tornado, severe thunderstorm, blizzard, etc.) that would put the officer's safety at risk, dispatch should notify the PEOs of this warning. All parking calls should be held until the warning or severe weather has passed.

Calls for Service

The Madison Police Department utilizes PEOs to respond to parking complaints. Please use the following guidelines when dispatching PEOs to parking complaints. Please include the location and type of call over the air when dispatching a PEO for all complaint types. *Effective 2/10/17 – PEOs will no longer require the complainant to sign reports.

Private Property Complaints

In order for the PEOs to be efficient in their jobs and responding to calls, please include the location and type of call over the radio. This allows for other PEOs that may be closer to the call to respond. When dispatching a private property call, make sure the following questions are being asked:

- Is the person calling authorized to make the complaint (an authorized person is a property manager, owner, maintenance person, or designee)?

If YES, include in call:

- First and last name of complainant
- Contact number with area code
- Exact address where complainant will be waiting

If NO:

- Inform the caller they will need to contact their management company.

All guidelines for the AM-shift apply with the following exceptions:

- From the hours of 3pm-6pm (peak hour tow routes), inform complainant that they may have a longer wait for a PEO to respond.
- PM-Shift PEOs will carry cell phones if callbacks are needed. However, the complainant should be informed to be waiting for PEO at the stated address.

Fire Lane Violations

These violations can be ticketed on sight and do not require a complainant.

Disabled Parking Violations

If the violation is on private property (apartment complex, private lot, etc.), the complainant must be either a manager or resident from the property. Make sure to include the complainant's name and phone number in the call.

If the violation is on a property open to the public (mall, gas station, restaurant, etc.), no complainant information is needed.

Blocked Driveway

Ascertain if the complainant wants the vehicle towed.

If YES:

- Inform complainant to standby to sign report.

If NO:

- PEO will issue citation only without complainant contact.

Less Than Four Feet of Mailbox

This type of complaint can only be addressed if it is the property owner/manager/resident calling. US Postal Service does not have the authorization to have vehicles cited. This ordinance is only enforced during normal mail delivery hours and days (Monday – Saturday 8a-6p). Complaints cannot originate from a member of the United States Postal Delivery Service.

No Motor Vehicle Idling

The “Motor Vehicle Idling” ordinance prohibits vehicles from idling for longer than five (5) consecutive minutes when the outside temperature is between 20-90 degrees. This type of complaint will originate primarily from the Dispatch Center or from contacts with citizens.

Parking Enforcement will only respond to vehicles **on the City street or public right of way**. Complaints regarding vehicles idling on private property will need to be routed to City Zoning.

Street Storage Complaints

All complaints regarding abandoned vehicles are to be forwarded to the Abandoned Vehicle line at 266-4624 or pdparking@cityofmadison.com.

Temporary Posting

All temporary postings must be checked 48 hours in advance by a PEO before any action can be taken. If the caller is requesting for the signs to be checked, transfer the call to the Traffic Office at 266-4622 during the hours of 8a-4p, Monday-Friday. We do not check temporary postings the weekends or evenings.

If the call is to tow from a posted area, make sure to obtain the complainant's contact information and inform them they will need to meet the PEO on scene to point out the vehicle(s) in violation. The PEO will verify if the posting has been approved in SharePoint and will take appropriate action.

School Zone Enforcement

There are currently two PEOs assigned to enforce school zones violations in the morning and afternoon. When enforcing at the schools they will change over to TEST channel B10.

Alternate Side Parking

The Alternate Side PEOs are hired as hourly employees during the winter months (November 15–March 15). These PEOs are scheduled to work between the hours of 1a-7a. There are eleven officers that are comprised of three (3) Lead Workers and eight (8) officers. They are only authorized to issue Alternate Side Parking and Snow Emergency citations and should not be utilized for other parking complaints.

All alternate side parking complaints should be forwarded to the Traffic Office at 266-4622. If the citizen wishes to pursue the matter further, feel free to transfer them to the Parking Supervisor at 266-4623. Questions regarding Alternate Side Parking or Snow Emergency can be directed to the Winter Parking Hotline – at 261-9111 or at www.cityofmadison.com/winter.

Original SOP: 03/01/2014

(Revised: 10/03/2016, 11/16/2016, 05/12/2017, 08/18/2017, 01/25/2018, 07/05/2018, 09/24/2018)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Changes to Code of Conduct and Standard Operating Procedures

Eff. Date ~~03/08/2018~~ 08/27/2018

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 complete any needed action.

Standard Operating Procedures (SOP)

SOP REVIEW

All SOPs shall be subject to regular review. The Administrative Assistant to the Chief 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:

Annual Review	Every Other Year	Every Three Years
Active Shooter Incidents	Arson Investigations	Alder Notification
Arrest, Incarceration & Bail – Adults	Back-Up	Cellular Telephones – Use of
Arrest, Incarceration & Bail – Juveniles	Bomb Threats	Changes to Code of Conduct and Standard Operating Procedures
Barricaded Person Incidents	Court Overtime	City Owned Property - Use and Care
Canine Use	Guarding Prisoners	City-County Building Access - Non-Business Hours
CFS Dispatch Guidelines	Guidelines for Case Assignment and Management	Civilian Hiring Process
Civil Actions Against Police Department Employees	Hours Worked	Cold Case Review Team
Crime Scene Response	In-Car Video System	Community Rooms
Critical Incident Stress Management	Interactions with Transgender and Gender Non-Conforming Individuals	Custody of Newborn
Deadly Force - Use of	Interviews of Crime Victims	Departmental Awards and Recognition
De-Escalation	Intoxicated and Incapacitated Persons	Dignitary Protection
Demonstrations & Assemblies	Investigation of Cases Involving Officers as Victims of Serious Crimes	Donation of Vacation and Compensatory Time - Civilian Process
Detox, JRC Jail and Probation and Parole Responses and Conveyances	Investigation of Incidents Involving Shots Fired	Drug Recognition Expert
Digital Forensics	Language Access Services	Employee Assistance Program
Domestic Abuse	Missing Child	Funerals and Ceremonies of LEO
Emergency Vehicle Operations Guidelines	Mutual Aid Requests and Enforcement Action Out of Jurisdiction	HR218, LE Officer Safety Act - LEOSA - for Former Madison Police Officers

Annual Review	Every Other Year	Every Three Years
Enforcement of Immigration Laws	Naloxone - Narcan – Protocol	Identification of MPD Employees
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 Confidential Informants	Patrol Leave Requests	Life Threat Emergency at Facility Public Windows
Handling of Evidence, Contraband, Found or Lost Property	Patrol Staffing Hold Guidelines, Special Events and Special Assignment Scheduling	Lost and Abandoned Property
Hostage Situation Incidents	Personal Appearance	Mendota Mental Health Institute Response
Identification Procedures	Police Weaponry	Military Leave
Labor Disputes and Picketing	Probation and Parole Searches	Mobile Data Computers - Use of
Line of Duty, Life-Threatening Injury or Death of an Employee	Recording Suspect Interviews	Mounted Patrol Use
Major Case Investigations	Reporting Procedure	MPD Locker Rooms
Mental Health Incidents and Crises	Restricted Duty	News Media Relations
Non-Deadly Force - Use of	Retail Theft	Off-Duty Officer Responsibilities
Notification of Commanding Officers	Significant Exposure to Bloodborne Pathogens	Outside Employment
Officer Involved Deaths and Other Critical Incidents	Social Media - Investigative Use	Personnel File Contents and the Process for Accessing these Records
PSIA Complaint Investigation	Social Media – Non-Investigative Use	Police Motorcycles
PSIA Discipline Matrix	Social Media - Off Duty Use	Police Vehicle Parking
PSIA Electronic Complaint File Management System	Special Events Team Extrication Team	Political Activity
Records Inspection and Release	Special Events Team Grenadiers	Pre-Employment Candidate File
Response to Persons with Altered State of Mind	Special Events Team Medic Platoon	Proficiency, Continuous Improvement and After Actions Reports
Robberies in Progress and Silent Robbery Alarms	SWAT Body Worn Cameras	Replacement of Lost, Stolen or Damaged Equipment
Search Warrant Execution	System Audits	Requesting Additions or Changes to Approved Uniform and Equipment Lists
Searches	Third Party Database Use and Dissemination	Sex Offender Notifications
Sexual Assault Investigations	TIME System Use and Dissemination of Records	Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding
Stop and Frisk	Traffic Parking and Crash Investigation	Special Duty
Unmanned Aircraft Systems	Uniform Standards	Stolen Vehicle Reporting Guidelines
Use of Force Data Collection	Workplace Safety	Telestaff Requirements
Video and Audio Surveillance		Tours, Visitors and Ride-Alongs
Video Evidence Retrieval		Tuition Reimbursement and Educational Incentive
		U Visa Program Participation
		Uniform Accounts
		Update of Payroll Status for Promoted Employees
		Vehicle Escorts
		Vehicle Use, Assignment and Maintenance
		WI Prescription Drug Monitoring

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 Administrative Assistant to the Chief.

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.

It shall be the responsibility of the Administrative Assistant to the Chief, acting as a delegate to Assistant Chief of Support and Community Outreach, to follow-up on any proposal, and 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)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Foot Pursuits

Eff. Date ~~05/03/2016~~ 09/06/2018

Purpose

To facilitate the safe apprehension of a subject who flees on foot and to prevent injuries to all involved parties.

Definitions

Foot Pursuit: A situation in which an officer, on foot, chases a subject in an effort to detain or arrest that individual, when the subject is resisting apprehension by fleeing from the officer.

Subject: Includes any individual who a police officer has a lawful reason to detain.

Contact/Cover: Describes the practice of having two or more officers working together during a foot pursuit. The officers work in unison via direct or indirect communication to coordinate their efforts, remain aware of the locations of officers and subjects, and keep abreast of the status of the pursuit.

Procedure

Whenever an officer decides to engage, or continue to engage in a foot pursuit, a quick risk assessment must take place. Officers must evaluate the risk involved to themselves, other officers, the subject and the community to balance that risk with the need to pursue and immediately apprehend the subject. Supervisors are responsible for reviewing the tactical soundness of foot pursuits.

1. Factors to Consider when Initiating a Foot Pursuit:
 - a. Whether the subject is armed or dangerous
 - b. The reason for detaining the subject ~~and risk to the community~~
 - c. Risk to officers and/or the community posed by the subject
 - d. Environmental risks (low light, dangerous structures, officer's familiarity with the area, officer's ability to keep sight of suspect, etc.)
 - e. Ability to apprehend the subject at a later date
 - f. Communications (ability to transmit location, radio coverage, etc.)
 - g. Physical ability of the officer to:
 - i. Apprehend the subject (officer/subject factors, available equipment, etc.)
 - ii. Communicate effectively with dispatch
 - iii. Be readily identifiable as an officer (uniform or plain clothes)
 - h. Availability of backup units to assist
2. If possible, officers should consider the feasibility of the following strategies or tactics prior to initiating foot pursuits:
 - a. Area containment
 - b. Surveillance
 - c. Obtaining additional officers
 - d. Canine search/track
3. Pursuing Officer(s) Responsibility
 - a. ~~The decision to initiate or continue a foot pursuit requires weighing the need to apprehend the subject against the degree of risk to which the officer and others are exposed as a result of the pursuit.~~

- b. Once the foot pursuit has been initiated (and as soon as practical, considering the difficulty in transmitting under the circumstances) the officer should broadcast must notify Dispatch of the following information:
 - i. Location
 - ii. Direction
 - iii. Description of subject
 - iv. Whether the subject is armed If armed with a weapon
 - v. Reason for foot pursuit
 - c. Dispatch will notify a supervisor of the pursuit circumstances, if they are unaware, and any other relevant information.
 - d. The pursuing officer will coordinate with other officers to establish a perimeter in the area to contain the subject. K9 use should be considered if the subject is believed to be in a confined area.
 - e. If possible, officers should consider the feasibility of the following strategies or tactics prior to initiating foot pursuits:
 - i. Area containment
 - ii. Surveillance
 - iii. Obtaining additional officers
 - f. Officers should terminate a foot pursuit if ordered by a supervisor or if the officer believes that the risk to officers or the public outweighs the necessity for immediate apprehension of the subject. If the subject's identity is known and he or she is not an immediate threat to the safety of the public or other officers, consideration should be given to terminating the pursuit and apprehending the suspect at a later date.
 - ~~g. If the subject's identity is known and he is not an immediate threat to the safety of the public or other officers, consider terminating the pursuit and apprehend at a later date.~~
 - h. After termination of the foot pursuit, officers will notify Dispatch with the last known location of subject or point of apprehension.
4. Supervisor's Role
- a. The supervisor's role is to monitor a foot pursuit and appropriately direct resources to safely apprehend the subject.
 - i. The supervisor should coordinate with involved officer to establish a perimeter. K9 use should be considered if the subject is believed to be in a confined area.
 - b. The supervisor will terminate a foot pursuit at any time if it is determined the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the subject.
 - ~~c. The supervisor will include an analysis of the tactical soundness of the foot pursuit in the debriefing with the officer.~~

Original SOP: 05/03/2016

(Revised: 09/06/2018)

(Reviewed Only: 12/22/2016, 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Foot Pursuits

Eff. Date ~~09/06/2018~~ 09/11/2018

Purpose

To facilitate the safe apprehension of a subject who flees on foot and to prevent injuries to all involved parties.

Definitions

Foot Pursuit: A situation in which an officer, on foot, chases a subject in an effort to detain or arrest that individual, when the subject is resisting apprehension by fleeing from the officer.

Subject: Includes any individual who a police officer has a lawful reason to detain.

Contact/Cover: Describes the practice of having two or more officers working together during a foot pursuit. The officers work in unison via direct or indirect communication to coordinate their efforts, remain aware of the locations of officers and subjects, and keep abreast of the status of the pursuit.

Procedure

Whenever an officer decides to engage, or continue to engage in a foot pursuit, a quick risk assessment must take place. Officers must evaluate the risk involved to themselves, other officers, the subject and the community to balance that risk with the need to pursue and immediately apprehend the subject. Supervisors are responsible for reviewing the tactical soundness of foot pursuits.

1. Factors to Consider when Initiating a Foot Pursuit:
 - a. Whether the subject is armed or dangerous
 - b. The reason for detaining the subject
 - c. Risk to officers and/or the community posed by the subject
 - d. Environmental risks (low light, dangerous structures, officer's familiarity with the area, officer's ability to keep sight of suspect, etc.)
 - e. Ability to apprehend the subject at a later date
 - f. Communications (ability to transmit location, radio coverage, etc.)
 - g. Physical ability of the officer to:
 - i. Apprehend the subject (officer/subject factors, available equipment, etc.)
 - ii. Communicate effectively with dispatch
 - iii. Be readily identifiable as an officer (uniform or plain clothes)
 - h. Availability of backup units to assist
2. If possible, officers should consider the feasibility of the following strategies or tactics prior to initiating foot pursuits:
 - a. Area containment
 - b. Surveillance
 - c. Obtaining additional officers
 - d. Canine search/track
 - e. UAS
3. Pursuing Officer(s) Responsibility
 - a. Once the foot pursuit has been initiated (and as soon as practical, considering the difficulty in transmitting under the circumstances) the officer should broadcast the following information:
 - i. Location
 - ii. Direction

- iii. Description of subject
 - iv. Whether the subject is armed
 - v. Reason for foot pursuit
 - b. Dispatch will notify a supervisor of the pursuit circumstances, if they are unaware, and any other relevant information.
 - c. The pursuing officer will coordinate with other officers to establish a perimeter in the area to contain the subject. K9 use should be considered if the subject is believed to be in a confined area.
 - d. If possible, officers should consider the feasibility of the following strategies or tactics prior to initiating foot pursuits:
 - i. Area containment
 - ii. Surveillance
 - iii. Obtaining additional officers
 - e. Officers should terminate a foot pursuit if ordered by a supervisor or if the officer believes that the risk to officers or the public outweighs the necessity for immediate apprehension of the subject. If the subject's identity is known and he or she is not an immediate threat to the safety of the public or other officers, consideration should be given to terminating the pursuit and apprehending the suspect at a later date.
 - f. After termination of the foot pursuit, officers will notify Dispatch with the last known location of subject or point of apprehension.
4. Supervisor's Role
- a. The supervisor's role is to monitor a foot pursuit and appropriately direct resources to safely apprehend the subject.
 - g. The supervisor should coordinate with involved officer to establish a perimeter. K9 use should be considered if the subject is believed to be in a confined area.
 - b. The supervisor will terminate a foot pursuit at any time if it is determined the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the subject.

Original SOP: 05/03/2016

(Revised: 09/06/2018, 09/11/2018)

(Reviewed Only: 12/22/2016, 12/26/2017)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

Interactions with Transgender and
Gender Non-Conforming Individuals



Eff. Date ~~07/19/2018~~ 08/13/2018

Purpose

The purpose of this SOP is to establish guidelines and expectations for Madison Police Department response for services with the transgender community and gender non-conforming individuals. Consistent with our MPD Core Values, we strive to deliver the highest service possible.

Definitions

Cisgender: A term used to describe people who identify with the ~~gender~~ sex they were assigned at birth.

Gender Non-Conforming: A term for individuals whose gender expression does not fall within traditional expectations of masculine or feminine gender.

Gender Expression: One's external expression of self, not necessarily related to one's gender identity.

Gender Identity: One's internal sense of their gender.

Sex/~~Gender~~ Assigned at Birth: The assignment of biological sex/~~gender~~ at birth. The assigned sex/~~gender~~ may or may not reflect one's gender identity, gender expression, or body presentation.

Sexual Orientation: The type of sexual, romantic, emotional/spiritual attraction one feels for others.

Transgender: An umbrella term for persons whose gender identity or gender expression does not conform to that typically associated with the sex-~~to~~ which they were assigned at birth.

Procedure

- A. Employees should address transgender and gender non-conforming individuals by the individual's expressed preference, even if the individual has not received legal recognition of the chosen name.
- B. In addressing or discussing a transgender ~~or and~~ gender non-conforming individual, employees should use the ~~preferred~~ personal pronouns for that individual (e.g. she/her/hers, he/him/his, they/them/theirs, etc.). If an employee is uncertain about which personal pronouns to use, the employee should respectfully and mindfully ask the individual which pronouns ~~they~~ would be preferred.
- C. Employees shall not use language that a reasonable person would consider demeaning or derogatory; in particular, language aimed at a person's actual or perceived gender identity, gender expression or sexual orientation.
- D. Employees shall not make assumptions regarding an individual's sexual orientation based on the individual's ~~gender or~~ gender identity ~~or~~ expression.
- E. Employees shall not disclose an individual's transgender ~~or and~~ gender non-conforming identity to any other person or group absent a proper law enforcement purpose.
- F. Officers should be cognizant of the fact that transgender and gender non-conforming individuals may have unique medical needs and good faith efforts should be taken to facilitate those known/expressed conditions requiring a timely medical response.
- G. All searches shall be done in compliance with the MPD SOP on Searches.

Records: Name and Gender Classification for Data/Report Purposes

- A. For an offender/arrestee, officers shall report the biological sex/~~gender~~ of the person as it appears on an official government identification. Other names used should be entered as an alias.
- B. For a victim who identifies as transgender, officers shall use the gender ~~with for~~ which the victim identifies. If the victim holds identification with another name and gender, this should be recorded as the alias.
- C. When completing narratives that include transgender ~~or and~~ gender non-conforming individuals, officers will note the individual's legal information in the report; however, the individual's chosen name and personal pronouns will be used during the body/narrative of the report.

Original SOP: 07/19/2018
(Revised: 08/13/2018)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Major Case Investigations

Eff. Date ~~12/06/2017~~ 08/02/2018

VCU Major Cases

INITIAL CONTACT/ASSIGNMENTS

Upon receiving any of the following calls for service, the nearest available officer and supervisor will be dispatched to the scene and/or victim's location:

1. Homicide or attempted homicide;
2. Any death that is not attended by a physician;
3. Any serious injury and/or condition where there is reason to suspect the injury/condition was caused by the act or omission of another or the cause is unknown;
4. Any death or serious injury involving a motor vehicle where there is intent to injure or kill. (MV accidents, however negligent, will be investigated in accordance with the Investigation of Motor Vehicle Crashes Involving Serious Injury or Death procedure.);
5. Any weapons violation believed to have just occurred or in progress.

The supervisor at the scene shall ensure that the Officer in Charge (OIC) is notified and advised of the circumstances surrounding the incident.

When a major case, typically a homicide (or attempted homicide that might require a Command Post) has occurred, the OIC or field supervisor should:

- If normal VCU working hours, contact the VCU Detective Sergeant directly.
- If outside normal VCU working hours, the ~~on-call Detective~~ Lieutenant of Investigative Services should be called per current practice.

If the ~~on-call Detective~~ Lieutenant of Investigative Services determines the case will likely fall within the scope of VCU responsibility, the VCU Detective Sergeants should be contacted. ~~If outside normal VCU working hours, the Investigative Services Lieutenant should be contacted.~~ If he/she the Lieutenant of Investigative Services is unavailable, one of the off-duty VCU Detective Sergeants should be contacted. If the Investigative Services Lieutenant or Sergeants are unavailable, the Investigative Services Captain should be contacted. If it is unclear whether the incident should be investigated by VCU or by the District where the incident occurred, the Investigative Services Captain and District Captain should be contacted to discuss the circumstances and determine the appropriate assignment.

The ~~Investigative Services Captain~~ Officer in Charge will ensure the notifications are made to the following per current protocol:

- Madison Police Department (MPD) Chiefs
- Assistant Chiefs
- District Command staff

If the determination is made that the incident is a major case requiring a command post, the VCU will have overall responsibility for managing the incident and the command post. Generally, a command post should be established—and an incident considered a major case—if it is a serious offense requiring significant coordination of investigative resources. The District Captain, Assistant Chief of Investigative and Specialized Services, and Assistant Chief of Operations should be contacted as soon as reasonable.

The need for a Command Post in other types of crimes where the VCU is the primary investigating unit is possible, and that decision can be made on a case specific basis by unit supervisors.

The decision to establish a Command Post should be made after consulting with a Detective Sergeant of the Violent Crime Unit, or the Investigative Services Lieutenant. If neither of these are available, the Investigative Services Captain should be contacted.

The Investigative Services Lieutenant is responsible for determining what resources are needed and ensuring that those resources are contacted. The Investigative Services Lieutenant and VCU Detective Sergeant will be responsible for designating a lead detective. The Investigative Lieutenant should consider utilizing detectives from the BCU and SIU, as well as detectives from the affected district, to supplement VCU detectives. One district detective needs to be assigned as the primary district detective who will be imbedded in the VCU until it is mutually agreed upon for him/her to return to their district.

COMMAND POST

A command post will be set up to direct the overall operation of the investigation. The Investigative Services Lieutenant will select the location of the command post based on the needs of the case (typically the appropriate district station). The Command Post will be run out of this district, ideally for the first 24-48 hours (as the investigation dictates); then, if it is necessary for the CP to continue operations after this time, the CP will be transferred to the Central District Incident Command Room.

While the needs of cases vary, it is recommended that the command post be staffed as follows (in an effort to maintain consistency within Command Posts):

- Investigative Lieutenant (overall incident commander); if the Investigative Services Lieutenant is unavailable, this position should be filled by another Commander (generally a district Detective Lieutenant)
- VCU Detective Sergeant
- CIS Personnel (One Supervisor and one Officer)
- Logistic Officer, if needed
- Command Post Assistant or Investigative Support Officer (if needed)

Back up to the following personnel should be as follows:

- Investigative Lieutenant should be relieved by the District Detective Lieutenant.
- VCU Detective Sergeant should be relieved by the other VCU Detective Sergeant or the BCU Detective Sergeant
- If the other VCU Detective Sergeant or the BCU Detective Sergeant is not available, this role can be filled by the District Detective Lieutenant if it is determined necessary.

RESPONSIBILITIES

Investigative Captain

- Make appropriate notifications, as needed:
 - Chiefs
 - District Command
 - DA's office (if appropriate and in all homicide cases)
- Ensure Investigative Lieutenant has necessary resources
- Keep Chief and Assistant Chiefs apprised of investigation
- Communicate with budget office staff for AMPS overtime implications

Investigative Lieutenant and Detective Sergeant

- Overall management of the case
- Identify Lead and Scene Detectives
- Make investigative assignments:
 - Designate lead detective
 - Designate lieutenant and detective to oversee each scene
 - Coordinate investigative response to hospitals (if appropriate)
 - Designate detective to serve as liaison to victim families

- Coordinate MPD detectives presence at autopsy (if appropriate)
 - Work with District Det. Lieutenant to designate primary district detective assigned to VCU
 - Identify and coordinate other investigative tasks, as needed
- Communicate and coordinate efforts with the Scene Lieutenant
- Communicate and coordinate efforts with CIS Supervisor
- Communicate and coordinate efforts with Case Lead Detective
- Communicate with the OIC
- Communicate with Command Staff
- Designate case as “Extraordinary” for TeleStaff/payroll purposes, if appropriate
- Communicate with budget office staff for case number cost accounting
- Facilitate the release of information to MPD personnel through briefing and other police agencies.
- Collaborate with the PIO, case detective, Investigative Captain, and District Captain on case press releases
- Communicate with District Attorney staff and case detective
- Review reports for investigative leads
- Management of Violent Crimes Unit personnel (assignments, monitoring hours worked, etc.)
- Managing overtime and arranging relief for Investigative personnel
- Evaluate need for support staff
- Notify Property Room staff and evaluate needs, if applicable
- Create and prioritize a task list of work to be done
- Organize and lead briefings and debriefings of case investigators
- Organize and coordinate case information
- Ensure phone calls made to the command post are answered and information recorded
- Evaluate need for a detective to be assigned to family members (victim, suspect, witness, etc.)
- Arrange for special equipment or needs of the investigation
- Ensure that a timeline is started and kept up to date
- Oversee report completion and process (see below)
- Brief incoming commander when being relieved
- Make sure log is maintained
- Manage the “to do list”

Lead Detective

- Provide input to case lieutenant on investigation, assignments, etc
- The lead detective should have an opportunity early in the investigation to view the crime scene
- The lead detective should have an opportunity to view critical evidence prior to it being secured/packaged
- Participate and provide direction during evidence processing discussions between command post, Lab, and on- scene forensic and investigative personnel
- Coordinate needs with Property Room staff, if applicable
- Generally, remain in command post to maintain overall perspective on case and investigation
- Lead detective may assist in significant investigative tasks (suspect interview), if appropriate
- Co-lead or backup lead should generally assist with investigation and not remain in command post, unless relieving lead detective
- Review all incoming information by participating in briefings and de-briefings of investigative staff
- Review incoming reports for investigative leads
- Monitor Task lists/tips and prioritize for assignment
- Coordinate questions used in canvassing
- Monitor and provide input on information released to the media/public
- Assist case lieutenant in briefing the District Attorney
- Work closely with assigned Assistant District Attorney

District Command Staff

- Provide assistance to Investigative Detective Lieutenant, as needed
- Work with Investigative Captain to make necessary notifications
- Maintain familiarity with case and investigation
- Assist with notifications (Management Team, Alders, etc.), if needed
- Assist in the press releases
- Ensure that MPD Peer Support has been notified of the incident
- Plan any necessary patrol debriefings
- Coordinate with VCU on the sharing of information internally

CIS Personnel

Upon request from the Violent Crimes Unit, CIS will respond directly to the Command Post as soon as possible. CIS will immediately provide one CIS Supervisor (if needed) and one CIS Officer in the Command Post for the first 72 hours. If special circumstances are present, VCU Commanders can extend CIS assignment beyond the 72 hours.

The CIS Supervisor and/or Officer will:

- Communicate with and assist the Investigative Lieutenant
- Evaluate and ensure that adequate CIS resources are called-in. – i.e. additional CIS Officers/Gang Unit/Crime-stoppers/SIU/Investigative Support Officer
- Ensure that the Electronic Log Sheet is set-up for assigned staff to make log entries
- Establish and post the “CIS Requests To Do List” to best determine CIS request priorities

Non-VCU Major Cases**INITIAL CONTACT/ASSIGNMENTS**

When a major case has occurred, and it has been determined the Violent Crime Unit will not be primary investigating unit, the OIC or field supervisor should initially make contact with the Detective Lieutenant from the district in which the incident occurred, if the incident occurs during normal working hours. During off-hours, the on-call Detective Lieutenant should be contacted. If the determination is made that the incident is a major case requiring a command post, the Detective Lieutenant from the district in which the incident occurred should be contacted; he or she will have overall responsibility for managing the incident. Generally, a command post should be established – and an incident considered a major case – if it is a serious offense requiring significant coordination of investigative resources. The District Captain and Assistant Chief of Operations should be contact as soon as reasonable. Factors to be considered when determining whether an incident should be considered a major case and whether a command post should be established include:

- Is the offense a homicide, attempted homicide, in-custody death, Officer-Involved shooting, serious serial crime, or any other serious crime?
- Did the incident result in a severe level of injury (death, great bodily harm, hospitalization)?
- Is there a danger to the community?
- Are there a large number of suspects/contacts involved?
- Does the incident/investigation involve multiple jurisdictions?
- Are there multiple tasks to be prioritized and immediately assigned that, if not addressed quickly, would harm the investigation or result in danger to individuals or the community?
- Are there a significant number of investigative personnel involved in the investigation requiring immediate briefing and assignment?
- Is there a Commander available to run the Command Post?

The absence of some or all of these factors does not negate the need for a Command Post in other circumstances, but commanders will want to consider which additional resources would be needed for less serious cases.

If the Detective Lieutenant from the district in which the incident occurred is not available, a Detective Lieutenant from another district should be contacted as indicated (if no Detective Lieutenants are available, other command staff should be contacted):

- South backs up West
- West backs up South
- North backs up East
- East backs up Central
- Central backs up North

The Detective Lieutenant is responsible for determining what resources are needed and ensuring that those resources are contacted; and for designating a lead detective. Generally, detectives should be contacted/assigned in this order:

- District detective from appropriate assigned specialty
- District detective with appropriate skills/experience
- Out-of-district detective from appropriate assigned specialty
- Out-of-district detective with appropriate skills/experience

These should be viewed as guidelines; they may be deviated from if circumstances warrant, but the tasks still need to be completed.

COMMAND POST

A command post will be set up to direct the overall operation of the investigation. The case Lieutenant will select the location of the command post based on the needs of the case (typically the appropriate district station).

The case Lieutenant will generally be the Detective Lieutenant assigned to the district where the crime occurs, or, in his/her absence, the back-up Detective Lieutenant. While the needs of cases vary, it is recommended that the command post be staffed as follows:

- Case Detective Lieutenant (overall incident commander)
- Case Lead Detective
- CIS Personnel (one supervisor and one officer)
- Command Post Assistant or Investigative Support Officer (if needed)

RESPONSIBILITIES

Case Detective Lieutenant or Case Commander

- Overall management of the case
- Identify Case and Scene Detectives
- Make investigative assignments:
 - Designate lead detective and co-lead (if appropriate)
 - Designate lieutenant and detective to oversee each scene
 - Coordinate investigative response to hospitals (if appropriate)
 - Designate detective to serve as liaison to victim families
 - Coordinate MPD detectives presence at autopsy (if appropriate)
 - Identify and coordinate other investigative tasks, as needed
- Communicate and coordinate efforts with the Scene Lieutenant
- Communicate and coordinate efforts with CIS Supervisor
- Communicate and coordinate efforts with Case Lead Detective
- Communicate with the OIC
- Communicate with Command Staff

- Make appropriate notifications, as needed:
 - Chiefs
 - District Command
 - DA's office (if appropriate and in all homicide cases)
- Communicate with budget office staff for case number cost accounting
- Designate case as "Extraordinary" for TeleStaff/payroll purposes, if appropriate
- Facilitate the release of information to MPD personnel through briefing and other police agencies
- Collaborate with the PIO, case detective and District Captain on case press releases
- Communicate with District Attorney staff with case detective
- Review reports for investigative leads
- Management of personnel (assignments, monitoring hours worked, etc.)
- Managing overtime and arranging relief for staff
- Evaluate need for support staff
- Notify Property Room staff and evaluate needs, if applicable
- Create and prioritize a task list of work to be done
- Organize and lead briefings and debriefings of case investigators
- Organize and coordinate case information
- Ensure phone calls made to the command post are answered and information recorded
- Evaluate need for a detective to be assigned to family members (victim, suspect, witness, etc.)
- Arrange for special equipment or needs of the investigation
- Ensure that a timeline is started and kept up to date.
- Oversee report completion and process (see below)
- Brief incoming commander when being relieved
- Keep Chief and Assistant Chiefs apprised of investigation
- Make sure log is maintained
- Manage the "to do list"

Lead Detective

- Provide input to case lieutenant on investigation, assignments, etc.
- The lead detective should have an opportunity early in the investigation to view the crime scene
- The lead detective should have an opportunity to view critical evidence prior to it being secured/packaged
- Participate and provide direction during evidence processing discussions between CP, Lab, and on-scene forensic and investigative personnel
- Coordinate needs with Property Room staff, if applicable
- Generally, remain in command post to maintain overall perspective on case and investigation
- Lead detective may assist in significant investigative tasks (suspect interview), if appropriate
- Co-lead or backup lead should generally assist with investigation and not remain in command post, unless relieving lead detective
- Review all incoming information by participating in briefings and de-briefings of investigative staff
- Review incoming reports for investigative leads
- Monitor Task lists, tips and prioritize for assignment
- Coordinate questions used in canvassing
- Monitor and provide input on information released to the media/public
- Assist case lieutenant in briefing the District Attorney
- Work closely with assigned Assistant District Attorney

District Command Staff

- Provide assistance to Case Detective Lieutenant, as needed
- Maintain familiarity with case and investigation
- Assist with notifications (Management Team, Alders, etc.), if needed

- Assist with coordination of internal information sharing
- Ensure that MPD Peer Support has been notified of the incident
- Notify Finance Section of Major Case
- Assist in the press releases

CIS Personnel

Upon request from the District, CIS will respond directly to the Command Post as soon as possible. CIS will immediately provide one CIS Supervisor (if needed) and one CIS Officer in the Command Post for the first 72 hours. If special circumstances are present, District Commanders can request to extend CIS assignment beyond the 72 hours through the Investigative Support Captain or Lieutenant.

The CIS Supervisor and/or Officer will:

- Communicate with and assist the Case Detective Lieutenant.
- Evaluate and ensure that adequate CIS resources are called in (e.g., additional CIS Officers/Gang Unit/Crime-stoppers/SIU/Investigative Support Officer).
- Ensure that the Electronic Log Sheet is set up for assigned staff to make log entries.
- Establish and post the, "CIS Requests To Do List" to best determine CIS request priorities.
- Generate and Search Available Intelligence venues.
- Communicate and obtain information from outside resources.

Logistics Officer

Coordinate and process requests for additional resources, support, materials for the incident. Review the incident action plan, and estimate needs for the next operational period.

Command Post Assistant

While it is recognized that this position is not required in all cases, the workload of some cases is so significant that additional help may be needed in the command post. This position is staffed at the discretion of the case Detective Lieutenant. If staffed, this position will be expected to assist and support the needs of the case Detective Lieutenant and the CIS Supervisor as requested. This position could be staffed by investigative support personnel, CIS personnel, or another commander.

Crime Scene

Once a crime scene has been identified and secured, it must be protected from contamination; therefore, the number of personnel allowed in the crime scene must be limited and strictly controlled. Access to the crime scene is limited to personnel needed to effectively process the scene, as determined by the Crime Scene Lieutenant. In most instances this includes only FSU personnel, scene and/or lead detective, and those directly assisting them.

Note: Coordination with the FSU Lieutenant and Investigators should be done prior to entering scene as videotaping of the crime scene should be done prior to anyone entering.

Crime Scene Lieutenant

- Typically the Crime Scene Lieutenant role is filled by the district operations Lieutenant
- Overall responsibility for the management, security and processing of the crime scene
 - Respond directly to scene
 - Relieve patrol sergeant of overall scene responsibility
- Assignment of perimeter security positions
 - Maintain inner and outer perimeter

- Ensure that scene is properly secured
 - Ensure that officer is assigned to maintain log of who enters scene
- Coordinate assignment of detectives at scene with case detective lieutenant
- If necessary, request mobile command post response (CV-1)
- Verify that legal authority exists to perform complete search/processing of scene
- Work with the FSU Lieutenant to coordinate the investigative efforts of Detectives and Investigators
- Control access to the scene to reduce contamination
- Management of personnel (assignments, monitoring hours worked, etc.)
- Managing overtime and arranging relief for staff
- Evaluate resource needs:
 - Additional personnel
 - Special equipment
- Coordinate area canvass
- Establish staging area for media:
 - In absence of PIO, serve as point of contact for media
 - Coordinate any media releases with command post
- Ensure crime scene log is maintained
- Coordinate responsibility of scene with FSU Lieutenant or other supervisor
- After scene stabilizes and assignments are given, respond to the Command Post
- Assist the Case Lieutenant, as needed

FSU Lieutenant

- Overall responsibility for directing the collection and processing of evidence
- Communicate and work with Crime Scene Lieutenant to coordinate the efforts of Investigators and Detectives
- Work with Crime Scene Lieutenant to determine which evidence Investigators will collect and which evidence Detectives will collect
- Determine the need for outside agency assistance with processing scene/evidence
- FSU Lieutenant may request the County Crime Scene Vehicle through the DCSO OIC, if needed
- Ensure Lead Investigator has been selected as the representative for the FSU
- Make sure Lead Investigator briefs CP staff at completion of scene processing
- As conclusion of incident, a formal After Incident Review will take place incorporating the FSU personnel and the Detective Team of the affected district

Crime Scene Detective

- Respond directly to scene
- Conduct work as assigned by the crime scene Lieutenant
- Works with investigators, as assigned, identify evidence at the scene
- Search the scene for evidence in accordance with proper authority and procedure
- Search for clues and evidence to establish the elements of a crime and identification of suspects
- Report to and discuss findings with the Crime Scene Lieutenant and Command Post
- Relay case information to Investigators

Investigators

- Lead Investigator will make contact with the Scene Detective to start information flow to the CP
- Lead Investigator will coordinate processing efforts for multiple scenes utilizing Investigator pool on hand
- Lead Investigator will gather information from all other active scenes and communicate those efforts to the CP

- Process the scene and collect evidence under direction of the FSU Lieutenant or Crime Scene Lieutenant
- The body bag seal will be photographed when it is placed on the bag at the scene
- Video, photograph and create a crime scene diagram
- Work with Crime Scene Detectives to identify evidence and process the scene
- At conclusion of processing, Lead Investigator will go to CP and give final scene de-briefing on FSU collection efforts and to coordinate future operations

Canvass Personnel

- Conduct canvass as directed by Scene Lieutenant to locate witnesses or evidence
- Utilize MPD [Neighborhood Canvass](#) form and questions as guideline for canvass
- Screen contacts for persons requiring more detailed interviews
- Document vehicle plates and descriptions from area (department's plate reader vehicle)
- Names on mailboxes
- Share basic information about incident with residents (as approved by Scene Lieutenant) to calm fears and solicit information
- Share canvass results with scene lieutenant and Command Post and complete report

Other Scene Personnel

- Perform tasks as assigned by Scene Lieutenant
- Complete report documenting actions

Use of CV-1

- The Scene Lieutenant is in charge of CV-1
- CV-1 is a resource for personnel at the scene; it is not a substitute for the main command post
- Entry to CV-1 is limited to those who have a specific need for access
- Make request through the 911 Center for delivery to scene. Request MPD designee to operate at scene and return after use

Hospital Assignment

- Supervisor should respond if possible
- Detective or officer must stay with victim until released by the Command Post (includes going into surgery, wearing proper hospital attire)
- Limit number of people in exam room or with victim
- Obtain names of MFD personnel treating/transporting victim
- Obtain names of ER personnel treating victim
- If possible, an Investigator who has not been to crime scene shall assist in processing victim, clothing, and evidence. Swabs, photographs, and evidence collection shall be coordinated through the Investigator assigned to the hospital
- Collect evidence (bedding, clothing, etc.), as needed
- Obtain consent for release of medical information from victim, if possible
- Check in with command post prior to leaving hospital
- Hospital Investigator will link up with Dane County Medical Examiner personnel to ensure body recovery goes to protocol, and an autopsy time has been identified. This information will be passed on to the Lead Investigator and CP by the Hospital Investigator

TeleStaff/Payroll/Personnel Management

- Incidents that should be considered a TeleStaff Extraordinary Event:

- All homicides
 - All officer involved shootings
 - All fatality or critical injury traffic crashes
 - All full-team SWAT activations
 - Other events likely to generate 30 or more hours of total overtime (including follow-up)
- If incident qualifies, notify MPD Payroll. Notification must include date of incident, time of incident, location of incident, case number and brief explanation of incident (e.g. shots fired, attempted homicide, house explosion, etc.) Payroll notification should occur as soon as possible (preferably the date of the incident), but must take place prior to the close of payroll for the incident.
- All employees working the event need to be notified that overtime entries should be OT Extraordinary:
 - Manage overtime.
 - After an employee(s) has worked 10 continuous hours a supervisor should start to work on a transition plan for that employee(s), so the employee(s) does not work more than 12 continuous hours. If a supervisor deems it necessary to hold an employee(s) in excess of 12 continuous hours, the supervisor should evaluate:
 - How vital a role in the investigation does the employee have?
 - Is there a compelling reason the employee needs to work extended hours?
 - Does the employee show signs of fatigue?
 - Can the employee reasonably be relieved without adversely impacting the investigation?
 - Relieve the employee(s) as soon as possible.

Autopsy Protocol

The Medical Examiner's Office will schedule an autopsy for all homicides, questionable deaths and unexplained deaths, unless the District Attorney's office has been consulted and agrees an autopsy is not necessary.

The scheduling and coordination of autopsies is the responsibility of the Medical Examiner's Office, giving due consideration to availability of the Medical Examiner, the ME's office resources, as well as the resources of the Madison Police Department (MPD).

When the body is removed from the scene, the Medical Examiner will place the body on a clean sheet. In criminal cases, the sheet will be collected as evidence at the conclusion of the autopsy.

At the autopsy, the seal shall be photographed before and after being cut and the Detective/Investigator will document the time/date of this process in his/her report. The body bag seal does not have to be collected and stored as evidence after being removed. The body bag shall be examined for trace evidence during the autopsy and will not be destroyed without consulting with the District Attorney's office.

The following will usually be collected:

- Fingerprints (MPD Investigator)
- Fingernail scrapings (occasionally)
- Fingernail clippings or swabs of fingernails, if nails are too short
- Blood (even if transfused) needed for DNA testing and toxicology
- DNA stain cards
- Clothing and personal effects of the deceased
- Photographs (MPD Investigator)
 - Photograph entire body with injuries prior to removing clothes and/or washing
 - Photograph entire body with injuries after body washing
 - Photographic after removing clothing
 - Photographs of case appropriate internal evidence
 - Photos of the body and autopsy should be reviewed by case detective prior to body being released

The following items should be considered for collection if case appropriate:

- Head hair, facial hair, body hair, pubic hair
- Skeletal X-rays (generally taken with infants if there is suggestion of abuse, occasionally taken with children)
- Body swabs
- Nasal swabs
- Sexual Assault kit

Detectives should consult with Investigator on special procedures or techniques and make arrangements for appropriate equipment. Coordination with the ME's office should take place prior to the autopsy.

Sexual Assault exams are conducted by the Medical Examiner. Sexual Assault exams should generally be requested in domestic homicides or in cases believed to involve sexual assaults.

Determining what should be collected during the autopsy is a collaborative effort between the Medical Examiner, Investigator, and Detective. The Medical Examiner will usually collect:

- Blood, Urine, Vitreous: all necessary for toxicology
- Liver, Kidney, Bile, Spleen: toxicology in special circumstances
- Stomach contents: toxicology, pill fragments, investigative needs, timing information
- Lung, Liver, Fat: inhalation deaths
- Brain toxicology
- Other samples, as needed

The primary responsibility of the Dane County Morgue is for storage of samples obtained from an autopsy.

Evidence will be shipped to AIT by the Medical Examiner. All refrigerated and freezer evidence resulting from an autopsy will be stored at the Dane County Morgue unless specifically signed out to MPD for testing by the Crime Lab at the request of the District Attorney.

The role of the Investigator is to assist in collecting evidence at the autopsy. Immediately after the autopsy, the Investigator will secure evidence collected. If there is need for further analysis by the Forensic Services Unit, FSU will take responsibility for that item. For autopsies on homicide victims, two Investigators will attend and collect/secure evidence, as needed.

The Detective present at the autopsy is responsible for documenting the preliminary findings regarding cause of death, as reported by the Medical Examiner. This documentation should be succinct and within the ability of the Detective. The Detective shall consult with the ME for appropriate details.

A search warrant can be based on the preliminary findings of the autopsy. However, Detectives should be mindful of the need to carefully document and clarify the Medical Examiner's findings to prevent a misunderstanding or misinterpretation of a ME's statement.

When the cause of death is pending toxicology, AIT will initially test specimen samples as requested by the Medical Examiner. The District Attorney may request secondary tests conducted by the Crime Lab. The samples will be obtained from the Medical Examiner's office and transported to the Crime Lab by the case Detective. Those requests may be appropriate when investigating an unexplained death, gunshot wounds, or drug overdoses. When submitting requests, the case Detective will need to specify the reasons and tests needed. The results will be provided to the specific Detective who submitted the request and to the Medical Examiner's Office.

The Medical Examiner's Office collects blood to send to AIT on most deaths. The Medical Examiner's Office may request a presumptive test as well if the death is a suspected drug overdose.

In all drug overdose or suspected drug overdose cases, the Medical Examiner will collect blood to be analyzed by AIT. If there is a probability that criminal charges will be filed or there is a questionable death, the Detective, at the request of the District Attorney, will transport the specimen to the Crime Lab as soon as possible. If

there are no criminal charges or suspect identified, then the Detective can wait until the results of the Medical Examiner's test is made available.

If death occurs at a hospital or medical facility, the District Attorney's Office can obtain a subpoena for the facility's medical information and documentation of the deceased, if necessary.

Release of information regarding cause and manner of death in homicides, questionable and unexplained deaths, shall be made by the Medical Examiner's Office after consulting with the District Attorney and case detective. Media requests to MPD for that information should be referred to the Medical Examiner's Office.

Organ Donation – The investigating law enforcement agency and the District Attorney must be consulted before authorizing the harvest of organs. Bone and tissue harvesting will only be done after the autopsy. Organs will be harvested in a hospital operating room.

The Medical Examiner will not release the body of the deceased before consulting with the case Detective and District Attorney's Office.

Most autopsies should have no more than one Detective and one Investigator (homicides shall have two investigators present). The only exception is for newly promoted Detectives or Investigators to attend for training purposes. The Medical Examiner's Office should be notified of additional attendees prior to the autopsy.

Detective reports documenting an autopsy should be written so non-medical personnel can understand the terms used and include:

- A list of all evidence taken by the detective
- Preliminary information from the medical examiner on the cause and manner of death
- Who was present during the autopsy
- Identification of the body
- Information pertinent to the investigation
- MPD autopsy checklist (optional)
- Anatomical diagrams, if needed
- Brief documentation of injuries, but should not conflict with the Medical Examiner (limited detail, non-technical)

Investigator reports documenting an autopsy should include:

- Time autopsy started and ended
- Body Bag seal number and time it was cut
- Who was present
- Items collected and who it was received from
- A list of all evidence taken

Information Sharing

Effective and timely information sharing is a critical component to the management of any major case.

EXTERNAL

- In most instances, the PIO should be called in and should serve as the media's contact for information
- If the PIO is not available, one person should be responsible for all media releases and contact to ensure that consistent and accurate information is released
- All information releases must be coordinated through and approved by the Command Post Lieutenant
- A media staging area should be established, typically somewhere in the vicinity of the crime scene

- District command staff should coordinate door-to-door information sharing with residents when appropriate
- Long-term external information sharing should be coordinated between the PIO and District Command Staff

INTERNAL

- A commander should be designated to oversee information sharing internally and with other law enforcement agencies. If no other commanders are available, this responsibility initially rests with the Command Post Lieutenant. Once the Scene Lieutenant clears the scene and responds to the Command Post, responsibility passes to him/her
- An evaluation of internal information sharing should be ongoing during the investigation; information appropriate for release should be shared through briefings, email, etc.
- Information should be shared with other law enforcement agencies, as needed, to support the investigation or for safety reasons. CIS personnel should generally be responsible for sharing information as approved by the Case Lieutenant
- The Lead Investigator or an FSU representative with full knowledge of the active case will maintain contact with the Case Detective throughout the duration of the open case. This will include through a potential trial
- The Lead Investigator will ensure that the Case Detective receives a full work up matrix of all items collected for the case. The matrix will break down priority levels for evidence submission to the WSCL office
- The Lead Investigator will be present and assist the Case Detective in submitting evidence to the WSCL office
- The Lead Investigator will work with the Case Detective ensuring all materials will be present upon a jury trial

Lead/Tip Management

It is important that any large volume of citizen lead or 'tip' information is managed properly from the onset of an investigation. Equally important is the simplicity of the system utilized to collect and store that information.

- The Case Lieutenant should assign someone in the Command Post to take responsibility for collecting and logging incoming tips/leads. This will typically be a CIS officer initially. Once CIS support is no longer available, the lieutenant should designate a detective to assume this responsibility
- All incoming tips should pass through the person designated to manage tips/leads. Tips/leads should be maintained in a log-book or electronic database, which should include the date the information is received, the caller's name, their telephone number, and the content of the tip
- Each lead should be reduced to a common form for data entry and uniformity, however the 'original' format (e-mail, telephone message, officer's report) should be retained and attached to the common form. The information should be cataloged under the major case number associated with the event
- Each tip should be assigned for follow up/review, and the actions taken should be documented in a report as well as in the log-book/database

Reporting Procedures

- The decision to lock cases in LERMS will be made by the District or Unit Commander with notification to the Captain (though the OIC may initially designate that a major case be temporarily locked pending this decision). The following should be notified that a case should be locked:
 - Police Report Supervisor
 - Records Manager if Police Report Supervisor is unavailable
 - Records Supervisor if Police Report Supervisor is unavailable

Reports will be added to LERMS as they come in with security as to who has access. Default access

for locked cases includes Chiefs, Captains and Lieutenants. Others may be specified as appropriate by a Commander (case Detectives, etc.). Access may be limited further if needed (sensitive cases, etc.)

- Cases appropriate for consideration to be locked:
 - Homicides
 - Cases involving Officers or other high-profile individuals as suspects
 - Other high-profile cases (Officer involved shootings, etc.)
- OIC, Lead Detective Lieutenant, and PRT Supervisor decide if PRTs need to be called in. The PRT Supervisor will decide who and when if PRT support is needed
- Command Staff in the Investigative CP will be responsible for notifying on-scene patrol personnel to respond to the Investigative CP upon clearing the scene. Once at the CP, field personnel will be asked to brief the CP or designated Team Leader on actions taken at the scene (verbal summary of action and information about the case)
- The case Detective Lieutenant or VCU supervisor will review all reports in a Major Case in LERMS.
- The case Detective Lieutenant, the lead Detective, and the District Attorney assigned (if applicable) may have the option to receive a draft version of hard copies of the numbered reports as they are updated
- Detectives and Investigators should follow their normal protocol in reviewing and correcting reports for uploading to LERMS and major case reports should be a priority
- All major case documents should be scanned into LERMS
- Any investigative work created by specialized software (timelines, phone analysis, etc.) should be scanned into LERMS (if possible). The officer/detective creating the work should complete a supplemental report outlining the process and software utilized. The original electronic file containing the investigative work should also be saved in LERMS if possible
- Supporting documents (timelines, bulletins, etc.) should also be saved in LERMS under "Case Activity"
- Lead Detective is designated as in charge of the reports and begin to number reports and attachments in LERMS
- Numbered reports can be referred to the DA's office whenever possible depending on the size of the case. If too large, the case can be put on a CD and brought over to Intake staff at the DA's office. Reports need to be in PROTECT and not just given directly to the assigned ADA. Property and contact information can be extracted directly from LERMS as a tool to be given to the DA's office as well. Hard copies of reports will be considered draft or working copies and original reports will be housed in LERMS

Long-Term Case Management

If a detective changes assignment (e.g., changes districts, goes to Task Force, or another detective assigned position) and still has an assigned caseload, the general rule is the caseload will follow that detective to their new assignment. Detectives should work with their current supervisors prior to changing assignments on what cases are still active and will need additional follow-up. Other inactive cases should be closed out appropriately. If a case lieutenant changes assignment, the general rule is that supervisory responsibility for a major case will remain in the district where it occurred. Detectives should still touch base with their previous supervisor on additional work done on those caseloads for recording-keeping purposes.

If a situation arises where the detective is unable to continue with their caseload in their new assignment, or there are other extraordinary circumstances, those instances will be reviewed on a case-by-case basis with discussions to occur between the newly assigned supervisor and the supervisor assigned to the district where the case originated.

Locked cases should be part of regular case review with Detectives/Lieutenants. Duration of time a case is locked is case specific, but should be limited when appropriate. Homicide cases should generally not remain locked beyond discovery when the reports have been turned over to the defense. Cases locked due to officer or high-profile subject involvement may remain locked longer or permanently. Locked cases should be reviewed quarterly to see if they can be unlocked.

Deviation from this SOP

It is understood that every major case is different and that some of the items/positions/actions will not be needed for every case. If the commander does not see a need for CV-1, they do not have to use it. A commander may decide not to canvass the area, but will still be responsible for contacting residents in another way. Deviating from this SOP does not relieve one of the responsibilities outlined by the SOP.

Original SOP: 02/01/2015

(Revised: 04/23/2015, 09/15/2017, 12/06/2017, 08/02/2018)

(Reviewed Only: 02/25/2016, 01/09/2017)

(Persons Crimes Investigations SOP merged into this SOP 12/06/2017)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Major Case Investigations

Eff. Date 08/02/2018 09/20/2018

VCU Major Cases

INITIAL CONTACT/ASSIGNMENTS

Upon receiving any of the following calls for service, the nearest available officer and supervisor will be dispatched to the scene and/or victim's location:

1. Homicide or attempted homicide;
2. Any death that is not attended by a physician;
3. Any serious injury and/or condition where there is reason to suspect the injury/condition was caused by the act or omission of another or the cause is unknown;
4. Any death or serious injury involving a motor vehicle where there is intent to injure or kill (MV accidents, however negligent, will be investigated in accordance with the Investigation of Motor Vehicle Crashes Involving Serious Injury or Death procedure);
5. Any weapons violation believed to have just occurred or in progress.

The supervisor at the scene shall ensure that the Officer in Charge (OIC) is notified and advised of the circumstances surrounding the incident.

When a major case, typically a homicide (or attempted homicide that might require a Command Post) has occurred, the OIC or field supervisor should:

- If normal VCU working hours, contact the VCU Detective Sergeant directly.
- If outside normal VCU working hours, the Lieutenant of Investigative Services should be called per current practice.

If the Lieutenant of Investigative Services determines the case will likely fall within the scope of VCU responsibility, the VCU Detective Sergeants should be contacted. If the Lieutenant of Investigative Services is unavailable, one of the off-duty VCU Detective Sergeants should be contacted. If the Investigative Services Lieutenant or Sergeants are unavailable, the Investigative Services Captain should be contacted. If it is unclear whether the incident should be investigated by VCU or by the District where the incident occurred, the Investigative Services Captain and District Captain should be contacted to discuss the circumstances and determine the appropriate assignment.

The Officer in Charge will ensure the notifications are made to the following per current protocol:

- Madison Police Department (MPD) Chiefs
- Assistant Chiefs
- District Command staff

If the determination is made that the incident is a major case requiring a command post, the VCU will have overall responsibility for managing the incident and the command post. Generally, a command post should be established—and an incident considered a major case—if it is a serious offense requiring significant coordination of investigative resources. The District Captain, Assistant Chief of Investigative and Specialized Services, and Assistant Chief of Operations should be contacted as soon as reasonable.

The need for a Command Post in other types of crimes where the VCU is the primary investigating unit is possible, and that decision can be made on a case specific basis by unit supervisors.

The decision to establish a Command Post should be made after consulting with a Detective Sergeant of the Violent Crime Unit, or the Investigative Services Lieutenant. If neither of these are available, the Investigative Services Captain should be contacted.

The Investigative Services Lieutenant is responsible for determining what resources are needed and for ensuring that those resources are contacted. The Investigative Services Lieutenant and VCU Detective Sergeant will be responsible for designating a lead detective. The Investigative Lieutenant should consider utilizing detectives from the BCU and SIU, as well as detectives from the affected district, to supplement VCU detectives. One district detective needs to be assigned as the primary district detective who will be imbedded in the VCU until it is mutually agreed upon for him/her to return to their district.

COMMAND POST

A command post will be set up to direct the overall operation of the investigation. The Investigative Services Lieutenant will select the location of the command post based on the needs of the case (typically the appropriate district station). The Command Post will be run out of this district, ideally for the first 24-48 hours (as the investigation dictates); then, if it is necessary for the CP to continue operations after this time, the CP will be transferred to the Central District Incident Command Room.

While the needs of cases vary, it is recommended that the command post be staffed as follows (in an effort to maintain consistency within Command Posts):

- Investigative Lieutenant (overall incident commander); if the Investigative Services Lieutenant is unavailable, this position should be filled by another Commander (generally a district Detective Lieutenant)
- VCU Detective Sergeant
- CIS Personnel (One Supervisor and one Officer)
- Logistic Officer, if needed
- Command Post Assistant or Investigative Support Officer (if needed)

Back up to the following personnel should be as follows:

- Investigative Lieutenant should be relieved by the District Detective Lieutenant
- VCU Detective Sergeant should be relieved by the other VCU Detective Sergeant or the BCU Detective Sergeant
- If the other VCU Detective Sergeant or the BCU Detective Sergeant is not available, this role can be filled by the District Detective Lieutenant if it is determined necessary

RESPONSIBILITIES

Investigative Captain

- Make appropriate notifications, as needed:
 - Chiefs
 - District Command
 - DA's office (if appropriate and in all homicide cases)
- Ensure Investigative Lieutenant has necessary resources
- Keep Chief and Assistant Chiefs apprised of investigation
- Communicate with budget office staff for AMPS overtime implications

Investigative Lieutenant and Detective Sergeant

- Overall management of the case
- Identify Lead and Scene Detectives
- Make investigative assignments:
 - Designate lead detective
 - Designate lieutenant and detective to oversee each scene
 - Coordinate investigative response to hospitals (if appropriate)
 - Designate detective to serve as liaison to victim families
 - Coordinate MPD detectives presence at autopsy (if appropriate)

- Work with District Det. Lieutenant to designate primary district detective assigned to VCU
 - Identify and coordinate other investigative tasks, as needed
- Communicate and coordinate efforts with the Scene Lieutenant
- Communicate and coordinate efforts with CIS Supervisor
- Communicate and coordinate efforts with Case Lead Detective
- Communicate with the OIC
- Communicate with Command Staff
- Designate case as “Extraordinary” for TeleStaff/payroll purposes, if appropriate
- Communicate with budget office staff for case number cost accounting
- Facilitate the release of information to MPD personnel through briefing and other police agencies.
- Collaborate with the PIO, case detective, Investigative Captain, and District Captain on case press releases
- Communicate with District Attorney staff and case detective
- Review reports for investigative leads
- Management of Violent Crimes Unit personnel (assignments, monitoring hours worked, etc.)
- Managing overtime and arranging relief for Investigative personnel
- Evaluate need for support staff
- Notify Property Room staff and evaluate needs, if applicable
- Create and prioritize a task list of work to be done
- Organize and lead briefings and debriefings of case investigators
- Organize and coordinate case information
- Ensure phone calls made to the command post are answered and information recorded
- Evaluate need for a detective to be assigned to family members (victim, suspect, witness, etc.)
- Arrange for special equipment or needs of the investigation
- Ensure that a timeline is started and kept up to date
- Oversee report completion and process (see below)
- Brief incoming commander when being relieved
- Make sure log is maintained
- Manage the “to do list”

Lead Detective

- Provide input to case lieutenant on investigation, assignments, etc.
- The lead detective should have an opportunity early in the investigation to view the crime scene
- The lead detective should have an opportunity to view critical evidence prior to it being secured/packaged
- Participate and provide direction during evidence processing discussions between command post, Lab, and on-scene forensic and investigative personnel
- Coordinate needs with Property Room staff, if applicable
- Generally, remain in command post to maintain overall perspective on case and investigation
- Lead detective may assist in significant investigative tasks (suspect interview), if appropriate
- Co-lead or backup lead should generally assist with investigation and not remain in command post, unless relieving lead detective
- Review all incoming information by participating in briefings and de-briefings of investigative staff
- Review incoming reports for investigative leads
- Monitor Task lists/tips and prioritize for assignment
- Coordinate questions used in canvassing
- Monitor and provide input on information released to the media/public
- Assist case lieutenant in briefing the District Attorney
- Work closely with assigned Assistant District Attorney

District Command Staff

- Provide assistance to Investigative Detective Lieutenant, as needed
- Work with Investigative Captain to make necessary notifications
- Maintain familiarity with case and investigation
- Assist with notifications (Management Team, Alders, etc.), if needed
- Assist in the press releases
- Ensure that MPD Peer Support has been notified of the incident
- Plan any necessary patrol debriefings
- Coordinate with VCU on the sharing of information internally

CIS Personnel

Upon request from the Violent Crimes Unit, CIS will respond directly to the Command Post as soon as possible. CIS will immediately provide one CIS Supervisor (if needed) and one CIS Officer in the Command Post for the first 72 hours. If special circumstances are present, VCU Commanders can extend CIS assignment beyond the 72 hours.

The CIS Supervisor and/or Officer will:

- Communicate with and assist the Investigative Lieutenant
- Evaluate and ensure that adequate CIS resources are called-in (i.e. additional CIS Officers/Gang Unit/Crime-stoppers/SIU/Investigative Support Officer)
- Ensure that the Electronic Log Sheet is set-up for assigned staff to make log entries
- Establish and post the "CIS Requests To Do List" to best determine CIS request priorities

Non-VCU Major Cases**INITIAL CONTACT/ASSIGNMENTS**

When a major case has occurred, and it has been determined the Violent Crime Unit will not be primary investigating unit, the OIC or field supervisor should initially make contact with the Detective Lieutenant from the district in which the incident occurred, if the incident occurs during normal working hours. During off-hours, the on-call Detective Lieutenant should be contacted. If the determination is made that the incident is a major case requiring a command post, the Detective Lieutenant from the district in which the incident occurred should be contacted; he or she will have overall responsibility for managing the incident. Generally, a command post should be established – and an incident considered a major case – if it is a serious offense requiring significant coordination of investigative resources. The District Captain and Assistant Chief of Operations should be contact as soon as reasonable. Factors to be considered when determining whether an incident should be considered a major case and whether a command post should be established include:

- Is the offense a homicide, attempted homicide, in-custody death, Officer-Involved shooting, serious serial crime, or any other serious crime?
- Did the incident result in a severe level of injury (death, great bodily harm, hospitalization)?
- Is there a danger to the community?
- Are there a large number of suspects/contacts involved?
- Does the incident/investigation involve multiple jurisdictions?
- Are there multiple tasks to be prioritized and immediately assigned that, if not addressed quickly, would harm the investigation or result in danger to individuals or the community?
- Are there a significant number of investigative personnel involved in the investigation requiring immediate briefing and assignment?
- Is there a Commander available to run the Command Post?

The absence of some or all of these factors does not negate the need for a Command Post in other circumstances, but commanders will want to consider which additional resources would be needed for less serious cases.

If the Detective Lieutenant from the district in which the incident occurred is not available, a Detective Lieutenant from another district should be contacted as indicated (if no Detective Lieutenants are available, other command staff should be contacted):

- South backs up West
- West backs up South
- North backs up East
- East backs up Central
- Central backs up North
- West backs up Midtown / Midtown backs up West
- Central backs up South / South backs up Central
- North backs up East / East backs up North
-

The Detective Lieutenant is responsible for determining what resources are needed and ensuring that those resources are contacted; and for designating a lead detective. Generally, detectives should be contacted/assigned in this order:

- District detective from appropriate assigned specialty
- District detective with appropriate skills/experience
- Out-of-district detective from appropriate assigned specialty
- Out-of-district detective with appropriate skills/experience

These should be viewed as guidelines; they may be deviated from if circumstances warrant, but the tasks still need to be completed.

COMMAND POST

A command post will be set up to direct the overall operation of the investigation. The case Lieutenant will select the location of the command post based on the needs of the case (typically the appropriate district station).

The case Lieutenant will generally be the Detective Lieutenant assigned to the district where the crime occurs, or, in his/her absence, the back-up Detective Lieutenant. While the needs of cases vary, it is recommended that the command post be staffed as follows:

- Case Detective Lieutenant (overall incident commander)
- Case Lead Detective
- CIS Personnel (one supervisor and one officer)
- Command Post Assistant or Investigative Support Officer (if needed)

RESPONSIBILITIES

Case Detective Lieutenant or Case Commander

- Overall management of the case
- Identify Case and Scene Detectives
- Make investigative assignments:
 - Designate lead detective and co-lead (if appropriate)
 - Designate lieutenant and detective to oversee each scene
 - Coordinate investigative response to hospitals (if appropriate)
 - Designate detective to serve as liaison to victim families
 - Coordinate MPD detectives presence at autopsy (if appropriate)
 - Identify and coordinate other investigative tasks, as needed
- Communicate and coordinate efforts with the Scene Lieutenant
- Communicate and coordinate efforts with CIS Supervisor
- Communicate and coordinate efforts with Case Lead Detective

- Communicate with the OIC
- Communicate with Command Staff

- Make appropriate notifications, as needed:
 - Chiefs
 - District Command
 - DA's office (if appropriate and in all homicide cases)
- Communicate with budget office staff for case number cost accounting
- Designate case as "Extraordinary" for TeleStaff/payroll purposes, if appropriate
- Facilitate the release of information to MPD personnel through briefing and other police agencies
- Collaborate with the PIO, case detective and District Captain on case press releases
- Communicate with District Attorney staff with case detective
- Review reports for investigative leads
- Management of personnel (assignments, monitoring hours worked, etc.)
- Managing overtime and arranging relief for staff
- Evaluate need for support staff
- Notify Property Room staff and evaluate needs, if applicable
- Create and prioritize a task list of work to be done
- Organize and lead briefings and debriefings of case investigators
- Organize and coordinate case information
- Ensure phone calls made to the command post are answered and information recorded
- Evaluate need for a detective to be assigned to family members (victim, suspect, witness, etc.)
- Arrange for special equipment or needs of the investigation
- Ensure that a timeline is started and kept up to date.
- Oversee report completion and process (see below)
- Brief incoming commander when being relieved
- Keep Chief and Assistant Chiefs apprised of investigation
- Make sure log is maintained
- Manage the "to do list"

Lead Detective

- Provide input to case lieutenant on investigation, assignments, etc.
- The lead detective should have an opportunity early in the investigation to view the crime scene
- The lead detective should have an opportunity to view critical evidence prior to it being secured/packaged
- Participate and provide direction during evidence processing discussions between CP, Lab, and on-scene forensic and investigative personnel
- Coordinate needs with Property Room staff, if applicable
- Generally, remain in command post to maintain overall perspective on case and investigation
- Lead detective may assist in significant investigative tasks (suspect interview), if appropriate
- Co-lead or backup lead should generally assist with investigation and not remain in command post, unless relieving lead detective
- Review all incoming information by participating in briefings and de-briefings of investigative staff
- Review incoming reports for investigative leads
- Monitor Task lists, tips and prioritize for assignment
- Coordinate questions used in canvassing
- Monitor and provide input on information released to the media/public
- Assist case lieutenant in briefing the District Attorney
- Work closely with assigned Assistant District Attorney

District Command Staff

- Provide assistance to Case Detective Lieutenant, as needed
- Maintain familiarity with case and investigation
- Assist with notifications (Management Team, Alders, etc.), if needed
- Assist with coordination of internal information sharing
- Ensure that MPD Peer Support has been notified of the incident
- Notify Finance Section of Major Case
- Assist in the press releases

CIS Personnel

Upon request from the District, CIS will respond directly to the Command Post as soon as possible. CIS will immediately provide one CIS Supervisor (if needed) and one CIS Officer in the Command Post for the first 72 hours. If special circumstances are present, District Commanders can request to extend CIS assignment beyond the 72 hours through the Investigative Support Captain or Lieutenant.

The CIS Supervisor and/or Officer will:

- Communicate with and assist the Case Detective Lieutenant.
- Evaluate and ensure that adequate CIS resources are called in (e.g., additional CIS Officers/Gang Unit/Crime-stoppers/SIU/Investigative Support Officer).
- Ensure that the Electronic Log Sheet is set up for assigned staff to make log entries.
- Establish and post the, "CIS Requests To Do List" to best determine CIS request priorities.
- Generate and Search Available Intelligence venues.
- Communicate and obtain information from outside resources.

Logistics Officer

Coordinate and process requests for additional resources, support, materials for the incident. Review the incident action plan, and estimate needs for the next operational period.

Command Post Assistant

While it is recognized that this position is not required in all cases, the workload of some cases is so significant that additional help may be needed in the command post. This position is staffed at the discretion of the case Detective Lieutenant. If staffed, this position will be expected to assist and support the needs of the case Detective Lieutenant and the CIS Supervisor as requested. This position could be staffed by investigative support personnel, CIS personnel, or another commander.

Crime Scene

Once a crime scene has been identified and secured, it must be protected from contamination; therefore, the number of personnel allowed in the crime scene must be limited and strictly controlled. Access to the crime scene is limited to personnel needed to effectively process the scene, as determined by the Crime Scene Lieutenant. In most instances this includes only FSU personnel, scene and/or lead detective, and those directly assisting them.

Note: Coordination with the FSU Lieutenant and Investigators should be done prior to entering scene as videotaping of the crime scene should be done prior to anyone entering.

Crime Scene Lieutenant

- Typically the Crime Scene Lieutenant role is filled by the district operations Lieutenant
- Overall responsibility for the management, security and processing of the crime scene

- Respond directly to scene
 - Relieve patrol sergeant of overall scene responsibility
- Assignment of perimeter security positions
 - Maintain inner and outer perimeter
 - Ensure that scene is properly secured
 - Ensure that officer is assigned to maintain log of who enters scene
- Coordinate assignment of detectives at scene with case detective lieutenant
- If necessary, request mobile command post response (CV-1)
- Verify that legal authority exists to perform complete search/processing of scene
- Work with the FSU Lieutenant to coordinate the investigative efforts of Detectives and Investigators
- Control access to the scene to reduce contamination
- Management of personnel (assignments, monitoring hours worked, etc.)
- Managing overtime and arranging relief for staff
- Evaluate resource needs:
 - Additional personnel
 - Special equipment
- Coordinate area canvass
- Establish staging area for media:
 - In absence of PIO, serve as point of contact for media
 - Coordinate any media releases with command post
- Ensure crime scene log is maintained
- Coordinate responsibility of scene with FSU Lieutenant or other supervisor
- After scene stabilizes and assignments are given, respond to the Command Post
- Assist the Case Lieutenant, as needed

FSU Lieutenant

- Overall responsibility for directing the collection and processing of evidence
- Communicate and work with Crime Scene Lieutenant to coordinate the efforts of Investigators and Detectives
- Work with Crime Scene Lieutenant to determine which evidence Investigators will collect and which evidence Detectives will collect
- Determine the need for outside agency assistance with processing scene/evidence
- FSU Lieutenant may request the County Crime Scene Vehicle through the DCSO OIC, if needed
- Ensure Lead Investigator has been selected as the representative for the FSU
- Make sure Lead Investigator briefs CP staff at completion of scene processing
- As conclusion of incident, a formal After Incident Review will take place incorporating the FSU personnel and the Detective Team of the affected district

Crime Scene Detective

- Respond directly to scene
- Conduct work as assigned by the Crime Scene Lieutenant
- Works with investigators, as assigned, identify evidence at the scene
- Search the scene for evidence in accordance with proper authority and procedure
- Search for clues and evidence to establish the elements of a crime and identification of suspects
- Report to and discuss findings with the Crime Scene Lieutenant and Command Post
- Relay case information to Investigators

Investigators

- Lead Investigator will make contact with the Scene Detective to start information flow to the CP

- Lead Investigator will coordinate processing efforts for multiple scenes utilizing Investigator pool on hand
- Lead Investigator will gather information from all other active scenes and communicate those efforts to the CP
- Process the scene and collect evidence under direction of the FSU Lieutenant or Crime Scene Lieutenant
- The body bag seal will be photographed when it is placed on the bag at the scene
- Video, photograph and create a crime scene diagram
- Work with Crime Scene Detectives to identify evidence and process the scene
- At conclusion of processing, Lead Investigator will go to CP and give final scene de-briefing on FSU collection efforts and to coordinate future operations

Canvass Personnel

- Conduct canvass as directed by Scene Lieutenant to locate witnesses or evidence
- Utilize MPD [Neighborhood Canvass](#) form and questions as guideline for canvass
- Screen contacts for persons requiring more detailed interviews
- Document vehicle plates and descriptions from area (department's plate reader vehicle)
- Names on mailboxes
- Share basic information about incident with residents (as approved by Scene Lieutenant) to calm fears and solicit information
- Share canvass results with scene lieutenant and Command Post and complete report

Other Scene Personnel

- Perform tasks as assigned by Scene Lieutenant
- Complete report documenting actions

Use of CV-1

- The Scene Lieutenant is in charge of CV-1
- CV-1 is a resource for personnel at the scene; it is not a substitute for the main command post
- Entry to CV-1 is limited to those who have a specific need for access
- Make request through the 911 Center for delivery to scene. Request MPD designee to operate at scene and return after use

Hospital Assignment

- Supervisor should respond if possible
- Detective or officer must stay with victim until released by the Command Post (includes going into surgery, wearing proper hospital attire)
- Limit number of people in exam room or with victim
- Obtain names of MFD personnel treating/transporting victim
- Obtain names of ER personnel treating victim
- If possible, an Investigator who has not been to crime scene shall assist in processing victim, clothing, and evidence. Swabs, photographs, and evidence collection shall be coordinated through the Investigator assigned to the hospital
- Collect evidence (bedding, clothing, etc.), as needed
- Obtain consent for release of medical information from victim, if possible
- Check in with command post prior to leaving hospital
- Hospital Investigator will link up with Dane County Medical Examiner personnel to ensure body recovery goes **according** to protocol, and **to ensure** an autopsy time has been identified. This information will be passed on to the Lead Investigator and CP by the Hospital Investigator

TeleStaff/Payroll/Personnel Management

- Incidents that should be considered a TeleStaff Extraordinary Event:
 - All homicides
 - All officer involved shootings
 - All fatality or critical injury traffic crashes
 - All full-team SWAT activations
 - Other events likely to generate 30 or more hours of total overtime (including follow-up)
- If incident qualifies, notify MPD Payroll. Notification must include date of incident, time of incident, location of incident, case number and brief explanation of incident (e.g. shots fired, attempted homicide, house explosion, etc.) Payroll notification should occur as soon as possible (preferably the date of the incident), but must take place prior to the close of payroll for the incident.
- All employees working the event need to be notified that overtime entries should be OT Extraordinary:
 - Manage overtime.
 - After an employee(s) has worked 10 continuous hours a supervisor should start to work on a transition plan for that employee(s), so the employee(s) does not work more than 12 continuous hours. If a supervisor deems it necessary to hold an employee(s) in excess of 12 continuous hours, the supervisor should evaluate:
 - How vital a role in the investigation does the employee have?
 - Is there a compelling reason the employee needs to work extended hours?
 - Does the employee show signs of fatigue?
 - Can the employee reasonably be relieved without adversely impacting the investigation?
 - Relieve the employee(s) as soon as possible.

Autopsy Protocol

The Medical Examiner's Office will schedule an autopsy for all homicides, questionable deaths and unexplained deaths, unless the District Attorney's office has been consulted and agrees an autopsy is not necessary.

The scheduling and coordination of autopsies is the responsibility of the Medical Examiner's Office, giving due consideration to availability of the Medical Examiner, the ME's office resources, as well as the resources of the Madison Police Department (MPD).

When the body is removed from the scene, the Medical Examiner will place the body on a clean sheet. In criminal cases, the sheet will be collected as evidence at the conclusion of the autopsy.

At the autopsy, the seal shall be photographed before and after being cut and the Detective/Investigator will document the time/date of this process in his/her report. The body bag seal does not have to be collected and stored as evidence after being removed. The body bag shall be examined for trace evidence during the autopsy and will not be destroyed without consulting with the District Attorney's office.

The following will usually be collected:

- Fingerprints (MPD Investigator)
- Fingernail scrapings (occasionally)
- Fingernail clippings or swabs of fingernails, if nails are too short
- Blood (even if transfused) needed for DNA testing and toxicology
- DNA stain cards
- Clothing and personal effects of the deceased
- Photographs (MPD Investigator)
 - Photograph entire body with injuries prior to removing clothes and/or washing
 - Photograph entire body with injuries after body washing

- Photographic after removing clothing
- Photographs of case appropriate internal evidence
- Photos of the body and autopsy should be reviewed by case detective prior to body being released

The following items should be considered for collection if case appropriate:

- Head hair, facial hair, body hair, pubic hair
- Skeletal X-rays (generally taken with infants if there is suggestion of abuse, occasionally taken with children)
- Body swabs
- Nasal swabs
- Sexual Assault kit

Detectives should consult with Investigator on special procedures or techniques and make arrangements for appropriate equipment. Coordination with the ME's office should take place prior to the autopsy.

Sexual Assault exams are conducted by the Medical Examiner. Sexual Assault exams should generally be requested in domestic homicides or in cases believed to involve sexual assaults.

Determining what should be collected during the autopsy is a collaborative effort between the Medical Examiner, Investigator, and Detective. The Medical Examiner will usually collect:

- Blood, Urine, Vitreous: all necessary for toxicology
- Liver, Kidney, Bile, Spleen: toxicology in special circumstances
- Stomach contents: toxicology, pill fragments, investigative needs, timing information
- Lung, Liver, Fat: inhalation deaths
- Brain toxicology
- Other samples, as needed

The primary responsibility of the Dane County Morgue is for storage of samples obtained from an autopsy.

Evidence will be shipped to AIT by the Medical Examiner. All refrigerated and freezer evidence resulting from an autopsy will be stored at the Dane County Morgue unless specifically signed out to MPD for testing by the Crime Lab at the request of the District Attorney.

The role of the Investigator is to assist in collecting evidence at the autopsy. Immediately after the autopsy, the Investigator will secure evidence collected. If there is need for further analysis by the Forensic Services Unit, FSU will take responsibility for that item. For autopsies on homicide victims, two Investigators will attend and collect/secure evidence, as needed.

The Detective present at the autopsy is responsible for documenting the preliminary findings regarding cause of death, as reported by the Medical Examiner. This documentation should be succinct and within the ability of the Detective. The Detective shall consult with the ME for appropriate details.

A search warrant can be based on the preliminary findings of the autopsy. However, Detectives should be mindful of the need to carefully document and clarify the Medical Examiner's findings to prevent a misunderstanding or misinterpretation of a **ME's Medical Examiner's** statement.

When the cause of death is pending toxicology, AIT will initially test specimen samples as requested by the Medical Examiner. The District Attorney may request secondary tests conducted by the Crime Lab. The samples will be obtained from the Medical Examiner's office and transported to the Crime Lab by the case Detective. Those requests may be appropriate when investigating an unexplained death, gunshot wounds, or drug overdoses. When submitting requests, the case Detective will need to specify the reasons and tests needed. The results will be provided to the specific Detective who submitted the request and to the Medical Examiner's Office.

The Medical Examiner's Office collects blood to send to AIT on most deaths. The Medical Examiner's Office may request a presumptive test as well if the death is a suspected drug overdose.

In all drug overdose or suspected drug overdose cases, the Medical Examiner will collect blood to be analyzed by AIT. If there is a probability that criminal charges will be filed or there is a questionable death, the Detective, at the request of the District Attorney, will transport the specimen to the Crime Lab as soon as possible. If there are no criminal charges or suspect identified, then the Detective can wait until the results of the Medical Examiner's test is made available.

If death occurs at a hospital or medical facility, the District Attorney's Office can obtain a subpoena for the facility's medical information and documentation of the deceased, if necessary.

Release of information regarding cause and manner of death in homicides, questionable **deaths** and unexplained deaths, shall be made by the Medical Examiner's Office after consulting with the District Attorney and case detective. Media requests to MPD for that information should be referred to the Medical Examiner's Office.

Organ Donation – The investigating law enforcement agency and the District Attorney must be consulted before authorizing the harvest of organs. Bone and tissue harvesting will only be done after the autopsy. Organs will be harvested in a hospital operating room.

The Medical Examiner will not release the body of the deceased before consulting with the case Detective and District Attorney's Office.

Most autopsies should have no more than one Detective and one Investigator (homicides shall have two investigators present). The only exception is for newly promoted Detectives or Investigators to attend for training purposes. The Medical Examiner's Office should be notified of additional attendees prior to the autopsy.

Detective reports documenting an autopsy should be written so non-medical personnel can understand the terms used and include:

- A list of all evidence taken by the detective
- Preliminary information from the medical examiner on the cause and manner of death
- Who was present during the autopsy
- Identification of the body
- Information pertinent to the investigation
- MPD autopsy checklist (optional)
- Anatomical diagrams, if needed
- Brief documentation of injuries, but should not conflict with the Medical Examiner (limited detail, non-technical)

Investigator reports documenting an autopsy should include:

- Time autopsy started and ended
- Body Bag seal number and time it was cut
- Who was present
- Items collected and who it was received from
- A list of all evidence taken

Information Sharing

Effective and timely information sharing is a critical component to the management of any major case.

EXTERNAL

- In most instances, the PIO should be called in and should serve as the media's contact for information
- If the PIO is not available, one person should be responsible for all media releases and contact to ensure that consistent and accurate information is released
- All information releases must be coordinated through and approved by the Command Post Lieutenant
- A media staging area should be established, typically somewhere in the vicinity of the crime scene
- District command staff should coordinate door-to-door information sharing with residents when appropriate
- Long-term external information sharing should be coordinated between the PIO and District Command Staff

INTERNAL

- A commander should be designated to oversee information sharing internally and with other law enforcement agencies. If no other commanders are available, this responsibility initially rests with the Command Post Lieutenant. Once the Scene Lieutenant clears the scene and responds to the Command Post, responsibility passes to him/her
- An evaluation of internal information sharing should be ongoing during the investigation; information appropriate for release should be shared through briefings, email, etc.
- Information should be shared with other law enforcement agencies, as needed, to support the investigation or for safety reasons. CIS personnel should generally be responsible for sharing information as approved by the Case Lieutenant
- The Lead Investigator or an FSU representative with full knowledge of the active case will maintain contact with the Case Detective throughout the duration of the open case. This will include through a potential trial
- The Lead Investigator will ensure that the Case Detective receives a full work up matrix of all items collected for the case. The matrix will break down priority levels for evidence submission to the WSCL office
- The Lead Investigator will be present and assist the Case Detective in submitting evidence to the WSCL office
- The Lead Investigator will work with the Case Detective ensuring all materials will be present upon a jury trial

Lead/Tip Management

It is important that any large volume of citizen lead or 'tip' information is managed properly from the onset of an investigation. Equally important is the simplicity of the system utilized to collect and store that information.

- The Case Lieutenant should assign someone in the Command Post to take responsibility for collecting and logging incoming tips/leads. This will typically be a CIS officer initially. Once CIS support is no longer available, the lieutenant should designate a detective to assume this responsibility
- All incoming tips should pass through the person designated to manage tips/leads. Tips/leads should be maintained in a log-book or electronic database, which should include the date the information is received, the caller's name, their telephone number, and the content of the tip
- Each lead should be reduced to a common form for data entry and uniformity; however, the 'original' format (e-mail, telephone message, officer's report) should be retained and attached to the common form. The information should be cataloged under the major case number associated with the event
- Each tip should be assigned for follow up/review, and the actions taken should be documented in a report as well as in the log-book/database

Reporting Procedures

- The decision to lock cases in LERMS will be made by the District or Unit Commander with notification to the Captain (though the OIC may initially designate that a major case be temporarily locked pending this decision). The following should be notified that a case should be locked:
 - Police Report Supervisor
 - Records Manager if Police Report Supervisor is unavailable
 - Records Supervisor if Police Report Supervisor is unavailable

Reports will be added to LERMS as they come in with security as to who has access. Default access for locked cases includes Chiefs, Captains and Lieutenants. Others may be specified as appropriate by a Commander (case Detectives, etc.). Access maybe limited further if needed (sensitive cases, etc.)

- Cases appropriate for consideration to be locked:
 - Homicides
 - Cases involving Officers or other high-profile individuals as suspects
 - Other high-profile cases (Officer involved shootings, etc.)
- OIC, Lead Detective Lieutenant, and PRT Supervisor decide if PRTs need to be called in. The PRT Supervisor will decide who and when if PRT support is needed
- Command Staff in the Investigative CP will be responsible for notifying on-scene patrol personnel to respond to the Investigative CP upon clearing the scene. Once at the CP, field personnel will be asked to brief the CP or designated Team Leader on actions taken at the scene (verbal summary of action and information about the case)
- The case Detective Lieutenant or VCU supervisor will review all reports in a Major Case in LERMS.
- The case Detective Lieutenant, the lead Detective, and the District Attorney assigned (if applicable) may have the option to receive a draft version of hard copies of the numbered reports as they are updated
- Detectives and Investigators should follow their normal protocol in reviewing and correcting reports for uploading to LERMS and major case reports should be a priority
- All major case documents should be scanned into LERMS
- Any investigative work created by specialized software (timelines, phone analysis, etc.) should be scanned into LERMS (if possible). The officer/detective creating the work should complete a supplemental report outlining the process and software utilized. The original electronic file containing the investigative work should also be saved in LERMS if possible
- Supporting documents (timelines, bulletins, etc.) should also be saved in LERMS under "Case Activity"
- Lead Detective is designated as in charge of the reports and begin to number reports and attachments in LERMS
- Numbered reports can be referred to the DA's office whenever possible depending on the size of the case. If too large, the case can be put on a CD and brought over to Intake staff at the DA's office. Reports need to be in PROTECT and not just given directly to the assigned ADA. Property and contact information can be extracted directly from LERMS as a tool to be given to the DA's office as well. Hard copies of reports will be considered draft or working copies and original reports will be housed in LERMS

Long-Term Case Management

If a detective changes assignment (e.g., changes districts, goes to Task Force, or another detective assigned position) and still has an assigned caseload, the general rule is the caseload will follow that detective to their new assignment. Detectives should work with their current supervisors prior to changing assignments on what cases are still active and will need additional follow-up. Other inactive cases should be closed out appropriately. If a case lieutenant changes assignment, the general rule is that supervisory responsibility for a major case will remain in the district where it occurred. Detectives should still touch base with their previous supervisor on additional work done on those caseloads for recording-keeping purposes.

If a situation arises where the detective is unable to continue with their caseload in their new assignment, or there are other extraordinary circumstances, those instances will be reviewed on a case-by-case basis with discussions to occur between the newly assigned supervisor and the supervisor assigned to the district where the case originated.

Locked cases should be part of regular case review with Detectives/Lieutenants. Duration of time a case is locked is case specific, but should be limited when appropriate. Homicide cases should generally not remain locked beyond discovery when the reports have been turned over to the defense. Cases locked due to officer or high-profile subject involvement may remain locked longer or permanently. Locked cases should be reviewed quarterly to see if they can be unlocked.

Deviation from this SOP

It is understood that every major case is different and that some of the items/positions/actions will not be needed for every case. If the commander does not see a need for CV-1, they do not have to use it. A commander may decide not to canvass the area, but will still be responsible for contacting residents in another way. Deviating from this SOP does not relieve one of the responsibilities outlined by the SOP.

Original SOP: 02/01/2015

(Revised: 04/23/2015, 09/15/2017, 12/06/2017, 08/02/2018, 09/20/2018)

(Reviewed Only: 02/25/2016, 01/09/2017)

(Persons Crimes Investigations SOP merged into this SOP 12/06/2017)



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



News Media Relations

Eff. Date ~~05/02/2018~~ 08/13/2018

Purpose

The Madison Police Department (MPD) actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public concern in a manner which does not hamper police operations or the integrity of the investigation. However, certain information must be withheld from the news media in order to protect Constitutional Rights of an accused, to avoid interfering with an active investigation, or because it is legally privileged.

Procedure

NEWS RELEASES / INCIDENT REPORTS / FACEBOOK / TWITTER / YOUTUBE/BLOG

The MPD makes every effort to release information, without partiality, through website postings, social media, news conferences and other avenues.

1. The on-duty Officer In Charge (OIC) will have the responsibility for the coordination and dissemination of information to the news media relative to significant police operations and/or major incidents during each tour of duty. This would include information about arrests of persons that have a high likelihood of heightened public interest.
2. District Commanders are responsible for reporting information regarding major events and activities that occur within their respective districts which require the use of significant police resources as well as information which addresses crime trends and other issues of public safety. Release of this information should be done through postings on the MPD website, messages sent to email groups, community meetings and/or other means. These efforts should be coordinated with the Public Information Officer (PIO).
3. Commanders and supervisors of specialized units (e.g., Dane County Narcotics and Gang Task Force, Traffic Enforcement Safety Team, Amigos en Azul, K9 and Mounted Patrols) are responsible for providing pertinent information to media regarding unit activities. The release of this information may be coordinated with the Public Information Officer.
4. The Office of Professional Standards and Internal Affairs will provide summaries to the media at the time of case disposition per the Complaint Acceptance and Investigation Procedure.
5. Shots fired information will be released only if determined to be confirmed as outlined in the Investigation of Incidents Involving Shots Fired Standard Operating Procedure.

ON CAMERA, TELEPHONE OR IN PERSON INTERVIEWS

We encourage officers to engage in conversations with the media as part of our attempt to be transparent. If the situation is more of a feature story, officers should feel free to talk to the media. When this occurs, the PIO shall be notified of the subject discussed. This notification can occur after the interview was conducted.

If the media is trying to interview someone related to a more significant/serious incident or investigation, officers should notify the OIC or a scene supervisor so that a PIO or other designated person can provide the necessary interviews with the media.

In serious situations, officers can provide process information or basic information about an incident we have responded to without getting into specifics (i.e., we are investigating a roll-over accident). All on camera interviews should be coordinated by a scene supervisor or a commanding officer. If the PIO is not called in, an email should be sent to the PIO and the Chief's Office explaining the circumstances around the interview and the topic(s) discussed.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of all supervisors to contact the OIC if they are assigned to or aware of any incident that has a potential public safety concern. These incidents include, but are not limited to:

- Stranger Sexual Assault
- Robbery
- Weapons Violation
- Home Invasion
- Any other high profile incident that has a significant police presence/response or public safety concern

If there is any doubt whether the incident meets this criteria, please contact the OIC.

PIO RESPONSIBILITIES

When an arrest occurs by the MPD that may result in a heightened public interest, the OIC should contact the PIO by email, unless the situation is urgent. It will be the responsibility of the PIO to write the release of information.

Original SOP: 02/25/2015

(Reviewed Only: 02/04/2016, 12/20/2016, 12/26/2017)

(Revised: 05/02/2018, 08/13/2018)



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



Police Weaponry

Eff. Date ~~12/21/2017~~ 09/24/2018

Purpose

This procedure defines authorized handguns, holsters, allowable alterations to handguns and rifle use.

Procedure

HANDGUNS

Shall be Carried On Duty

All commissioned personnel shall carry a fully loaded handgun, one extra fully loaded magazine and a pair of handcuffs on their person while on duty, pursuant to the guidelines in this policy, unless otherwise directed or waived by a commander for special circumstances. If primary role is a patrol/street capacity, a person shall carry two extra fully loaded magazines for their primary handgun.

Officers will qualify in accordance with Madison Police Department (MPD) standards with any handgun carried on duty.

Any officer transitioning to a new duty or secondary weapon, must successfully qualify with that weapon prior to use on or off duty. Any officer transitioning to a new primary holster requiring a different carrying method must successfully qualify with that holster prior to use on duty. Any officer transitioning to a weapon-mounted lighting system must successfully complete the MPD weapon mounted light course of fire, with the installed system prior to use on or off duty.

Officers shall not carry more than two handguns.

The Chief of Police may authorize special weapons and/or ammunition to be carried by SWAT officers.

Specifications for Primary Duty Firearm

The approved primary duty handguns for members of the MPD will be:

1. Glock Models 17 (9mm), 19 (9mm), 26 (9mm), 22 (.40 cal.), 23 (.40 cal.), 27 (.40), 21 (.45 cal.) and 30 (.45 cal.), and Heckler & Koch VP9.
 - a. Glock duty handguns shall be equipped with the factory Glock trigger components which, per Glock Inc., requires 5.5 lbs of force to fire. If an officer chooses, they can utilize a configuration that makes the trigger pull heavier as long as Glock factory parts are utilized, and they are installed by a certified armorer.
 - b. Heckler & Koch duty handguns shall be equipped with the factory Heckler & Koch trigger components which, per Heckler & Koch, requires 5.4 lbs of force to fire. If an officer chooses, they can utilize a configuration that makes the trigger pull heavier as long as Heckler & Koch factory parts are utilized, and they are installed by a certified armorer.
2. Any officer that carries a Glock Sub-Compact Model as their primary duty weapon must use a magazine extender when in Military Uniform. A magazine extender is defined as a replacement of the magazine floor plate that allows additional rounds to be carried in the firearm. Glock model 42 is not an approved primary duty weapon, even with a magazine extender, unless approved by supervisor for a special assignment.

Officers currently qualified with other semi-auto pistols will be allowed to continue to remain qualified with those weapons authorized in policy as of January 1, 1996. Those officers wishing to change primary firearms after this date will be required to change to the approved Glock or Heckler & Koch models above.

An officer may not be simultaneously qualified for more than one brand of semi-automatic pistol to be used as a primary weapon.

The Training Section will determine what weapon model all newly hired officers will carry while on probation.

Detectives and Plainclothed Personnel: When detectives or plainclothed officers wear their weapon in plain view, they will also display their MPD badge in a manner that is clearly visible and have their MPD identification on their person.

Specifications for Secondary Firearms

1. All secondary weapons must meet the following specifications:
 - a. Smith & Wesson, Sig Sauer, Glock, Beretta, Ruger, Walther, or H&K brand.
 - b. Double action or striker fire as specified above.
 - c. Semi-automatic action only or revolver.
 - d. .380, .38, .357, 9mm, .40 caliber or .45 caliber.
 - e. Carrying any other type of handgun must be approved by the Chief of Police or designee in advance.
2. Officers will qualify with their secondary weapons annually. Officers will be required to draw their weapon, in the qualification course, from the concealed carry position utilized on duty. The method of carry must be approved by the Training Team at the time of qualification.
3. Secondary weapons are intended only as an emergency backup weapon in the event the primary weapon is lost, non-functional or inaccessible to the officer.
4. Officers may be responsible for ammunition and weapon maintenance for secondary and off-duty weapons.

Off-Duty Firearms Carry

1. Officers wishing to carry a handgun while off duty, based on their authority as a Madison Police Officer, must comply with these guidelines:
 - a. Officers carrying a handgun while off duty must have a badge and MPD identification on their person.
 - b. Officers carrying a handgun while off duty are responsible for knowing and acting in accordance with all relevant MPD procedures.
2. Officers who have been issued a license to carry a concealed weapon under 175.60 Wis. Stat. may carry weapons as authorized for any license holder by applicable state law. Officers carrying a weapon off duty, pursuant to a license issued under 175.60 Wis. Stat., are limited to carrying in places and circumstances a license holder would be. If an off-duty officer is carrying a weapon under this statute, and this weapon is not an authorized MPD weapon, the employee must be aware that he/she is acting as a private citizen carrying a concealed weapon (CCW) permit.
3. No firearm may be carried off duty when an officer is consuming intoxicants. See Wisconsin Statute 941.20(1)(b) which prohibits any person from carrying a firearm while intoxicated.

General Specifications

Only MPD-authorized service ammunition shall be carried on or off duty. Officers are only authorized to use magazines designed and marketed by the manufacturer of the weapon being carried.

MPD authorized firearms may not be modified, altered, or have any non-approved part(s) installed without the approval of the Captain of Training or designee. Firearms with actions altered beyond established safety guidelines are not permitted. Trigger shoes are not permitted. Non-standard grips must be approved by the Captain of Training or designee. Officers shall not disassemble their weapons beyond the basic "field strip" unless the officer is a certified armorer for that particular weapon. A weapon mounted lighting system is considered to be an extension of the weapon and shall not be removed from the weapon except for repairs, battery/bulb replacement, or when training without the lighting system is desired. Laser projecting aiming systems are not approved for MPD firearms.

HOLSTERS

1. MPD will provide the initial issue duty holster to all new employees. Officers may purchase other approved holsters through their uniform and equipment account. MPD will replace duty holsters that are damaged in the course of duty.
2. Holsters must meet the following specifications:
 - a. Uniformed personnel, while working in the field in a patrol capacity, shall carry a holster which is designed to secure the specific weapon carried. The holster will be plain black, have a safety strap or hood which covers the back of the slide or hammer, and possess characteristics which secure the weapon so as to withstand strenuous activity, whether snapped or unsnapped. The holster will have solid belt loops and allow a handgun to be reholstered and secured with one hand.
 - b. Uniformed personnel, not working in the field in a patrol capacity, shall carry a holster which is designed to secure the specific weapon being carried. The holster will be plain or basket weave, black in color, and be capable of securing the weapon so as to withstand strenuous activity, whether snapped or unsnapped. The holster will allow the handgun to be reholstered and secured with one hand.
 - c. Plainclothes/Blazer Personnel shall carry a holster or fanny pack designed to secure the specific weapon being carried. The holster will be capable of securing the weapon so as to withstand strenuous physical activity. The holster will allow the handgun to be reholstered and secured with one hand.
3. Primary duty holsters are to be worn in a manner that allows for a strong hand draw stroke.
4. Shoulder holsters which meet the following specifications are authorized:
 - a. The holster will be worn in the manner intended by the manufacturer, and secured to the waist belt.
 - b. The holster will have the capability of allowing the handgun to be returned to the holster with one hand.
 - c. The holster will be equipped with a safety strap or other means of securing the weapon so as to withstand strenuous physical activity.
5. Captains may permit subordinate officers to carry a holster that deviates from the above, or authorize other means of carrying their weapon; such permission shall be in writing and placed in the employee's personnel file.
6. Secondary weapons must be holstered and fully concealed in such a manner as to remain secure during vigorous physical activity. A designated representative of the Training Team will inspect the security of holsters and carrying methods for all secondary weapons during firearm qualification.

DRAWING THE HANDGUN AND CONFRONTING A THREAT

1. A handgun may be removed from its holster in the performance of duty under the following circumstances, and only with the finger outside of the trigger guard:
 - a. When an officer reasonably believes that the potential for the authorized use of deadly force may exist.
 - b. When it is necessary to secure in a safe place or check on the serviceability of the weapon.
 - c. At an approved range.
2. Confronting threats with drawn handgun:
 - a. The finger will remain outside of the trigger guard until such time as circumstances exist which reasonably indicate a danger to life or of great bodily harm.
 - b. If applicable to the officer's particular weapon system, the pistol will be in double action mode, and the weapon will not be cocked.
 - c. If applicable to the officer's particular weapon system, after being fired, a semi-automatic pistol may remain in the cocked/single action mode until such time as the immediate threat of death or great bodily harm no longer remains. The weapon will then be restored to double action mode by use of the de-cocking lever, if so equipped.

DEPARTMENT APPROVED RIFLES / ADMINISTRATIVE GUIDELINES

1. Officers will only use MPD-authorized rifles.
2. No modification, alteration, or installation of any part on any department assigned or individually owned rifle shall be made without the approval of the Captain of Training or his/her designee, or by the SWAT commander (for SWAT tactical team members).
3. Only officers who meet MPD training requirements are authorized to use MPD approved rifles and will use them in accordance with department training, policy, and established safety procedures.
4. Officers shall ensure that their MPD assigned and/or individually owned rifle is properly maintained, regularly inspected, and serviced in accordance with MPD training.
5. The Captain of Training or his/her designee shall maintain rifle assignments and records.
6. Except for exigent circumstances, officers shall not use a rifle not assigned to them.
7. Uniformed officers assigned to and engaged in field operations shall ensure that their authorized rifle is properly secured in their squad at the start of their shift unless approved by a supervisor. This requirement does not apply to off-duty or special assignments.
8. Rifles transported in police vehicles shall be secured in the mounting brackets provided or be cased in the vehicle's trunk. The rifle should have an empty chamber, have the safety on, and have a magazine loaded with the prescribed number of rounds as established by this SOP.
 - a. Only MPD-approved rifle ammunition is authorized to be carried on duty.
 - b. Magazines designed to hold 20 rounds shall be loaded with 18 rounds. Magazines designed to hold 30 rounds shall be loaded with 30 rounds. In no case shall the magazine be loaded with more rounds than designated by the manufacturer.
9. In police vehicles equipped with a prisoner transport screen, the screen shall be in the up or closed position when transporting prisoners, suspects, or persons under protective custody when a rifle is secured in the passenger compartment.
10. In the event an officer's rifle becomes fouled, is suspected of having a partial or complete barrel obstruction, or is otherwise not in a serviceable condition, it shall be immediately made safe and placed out of service until proper cleaning and/or repairs can be made. The officer responsible for the rifle shall promptly make written notice to the Training Team's In-Service Sergeant noting the nature of the problem. If the rifle will be unserviceable for an extended period of time, the officer will be issued an MPD-owned loaner rifle zeroed to the officer.
11. In the event an officer's rifle is collected as evidence, the Training Team's In-Service Sergeant or his/her designee will issue an MPD-owned loaner rifle zeroed to the officer as soon as possible.
12. Storage for rifles will be provided in each district station armory.

Individually Owned Rifles

Officers who have completed MPD-approved training may carry and utilize an AR-15 A2/A3 style 5.56mm/.223 rifle they personally own while on duty.

The rifle shall meet the following criteria:

1. Be made by Colt or Bravo Company (BCM) manufacturing.
2. Be semi-automatic.
3. Have a minimum barrel length of 16 inches.
4. Have a full or multi-position collapsible stock. No folding stocks are allowed.
5. Have a sling attached.
6. Be equipped with iron sights.

Deviations from these requirements may be made only with the written approval of the Captain of Training. Deviations for SWAT tactical team members may be approved by the SWAT commander.

Optional Accessories for Authorized Rifles

1. MPD-owned rifles may be equipped with a flashlight. The flashlight mount must:
 - a. Not require a modification of the rifle hand guards as delivered by Colt or Bravo Company.
 - b. Be able to be stored in the rifle mounting rack system in the squads.

2. Individually owned rifles may be equipped with the following accessories purchased at the owner's expense:
 - a. Flashlight.
 - b. A vertical forward grip.
 - c. A tactical hand guard or free floating hand guard. A low-profile gas block may be used in conjunction with an extended free floating hand guard.
 - d. An alternative stock and/or pistol grip.
 - e. An ambidextrous safety and/or charging handle.
 - f. A "winter" trigger guard.
3. MPD-owned rifles may only be equipped with MPD-owned optical sights.
4. Individually owned rifles may be equipped with optical sights which include red dots, magnifiers, and riflescopes.
5. Guidelines for red dots, magnifiers, and riflescopes:
 - a. Only MPD approved red dots, magnifiers, and riflescopes can be used on duty. The Captain of Training or his/her designee will maintain a list of the approved red dots, magnifiers, and riflescopes.
 - b. If equipped with optics, the optics must allow for simultaneous utilization of the iron sights.
 - i) If equipped with a riflescope, back-up sights must be accessible through a quick release mount or offset 45 degree sights.
 - c. Red dots and rifle scopes MUST be professionally mounted (verified by receipt) or inspected by Training (Firearms) Staff.
 - d. Officers utilizing an optical sighting system must have the system inspected by training staff and qualify with a MPD Firearms Instructor with that sighting system prior to using the rifle on duty.
 - e. Officers with individually owned rifles may use a fixed-power magnifier in conjunction with the approved optic. The magnifier must utilize a mounting system that allows it to be instantly folded or rotated out of the way so the primary optic can be used without the magnifier, while remaining attached to the rifle.
 - f. Riflescopes must be able to return to 1x (1power)
 - g. Rifle optics shall never be used as a replacement for binoculars.
6. Current SWAT members may add additional accessories to individually owned rifles with the approval of the SWAT commander. SWAT members who leave the team in good standing may retain accessories at the discretion of the SWAT Commander. This approval may be rescinded at any time.
7. Installation of accessories that require disassembly beyond the standard field strip must be completed by a trained armorer or gunsmith, and inspected by an MPD armorer prior to duty use.

Rifle Safety Procedures

1. Rifles shall at all times be handled in accordance with MPD training, policy and established safety procedures.
2. When inspecting, loading or unloading rifles, officers shall:
 - a. Insure the safety is on.
 - b. While seated in the front passenger compartment of a police vehicle, place the muzzle toward the engine and away from any portion of an officer's body.
 - c. Remove the magazine.
 - d. Pull the charging handle to the rear and lock the bolt back by depressing the lower half of the bolt catch. If a round is in the chamber, it should be ejected by this action.
 - e. Visually inspect the chamber to see that it is empty, keeping fingers out of the ejection port to prevent injury.
 - f. Close the action by pulling the charging handle to the rear and then releasing it.
 - g. Inspect the magazine to ensure it is properly loaded before inserting into the magazine well. Tug aggressively down to insure the magazine is properly seated.
 - h. Close the dust cover.
 - i. Inspect the sights to insure they have not been altered.
 - j. Secure the rifle in the vehicle mounting bracket.

3. In police vehicles so equipped, the prisoner transport screen shall be in the up/closed position when transporting prisoners, suspects, or persons under protective custody.

DEPLOYING THE PATROL RIFLE AND CONFRONTING A THREAT

1. A rifle may be deployed in the performance of duty under the following circumstances and only with the finger outside of the trigger guard and the safety on:
 - a. When an officer reasonably believes that the potential for the authorized use of deadly force may exist.
 - b. When it is necessary to secure in a safe place or check on the serviceability of the weapon.
 - c. At an approved range.
2. Confronting threats with a deployed rifle:
 - a. The finger will remain outside of the trigger guard with the safety on until such time and circumstances exist which reasonably indicate a danger to life or of great bodily harm.
 - b. After being fired, the safety selector may remain on fire until such time as the immediate threat of death or great bodily harm no longer remains. The weapon will then be restored to safe.

MISCELLANEOUS WEAPONRY

1. Uniformed personnel, while working in the field in a patrol capacity, shall have an MPD-authorized baton immediately available in their vehicle.
2. All uniformed personnel, while working in the field in a patrol capacity, are required to carry an MPD-authorized chemical agent. Carrying of an MPD authorized chemical agent is optional for non-field personnel.
3. All uniformed personnel, while working in the field in a patrol capacity, are required to carry an MPD-authorized electronic control device (ECD). This does not apply to personnel who have not been trained in the use of an electronic control device, or if no device is available.
4. The use or carrying of any non-authorized firearm, electronic control device, ammunition, chemical agent, or agent-dispensing device is prohibited.
5. Commissioned personnel are permitted to carry folding knives with a blade no longer than four inches for utility purposes while on duty. Fixed-blade knives are authorized only for members of SWAT and only while operating in that capacity during special circumstances with the written permission of the Chief of Police.

FIREARMS SAFETY

Members of the MPD shall strictly adhere to all safety guidelines when handling any firearm to prevent an unintentional discharge of that firearm. Members shall not engage in any behavior with a firearm that may pose an unnecessary danger to any other person. Officers shall take reasonable measures to ensure the security and safe storage of MPD approved weapons. This procedure applies to all members of the MPD while on duty and to the handling of any MPD approved weapon while off duty.

FIREARMS IN THE DANE COUNTY COURTHOUSE

It is the procedure of MPD to actively participate in the safe and secure operation of the Dane County Courthouse (DCC). Courthouses are locations where disputes involving the most volatile human emotions are resolved, and thus can create unique potential dangers. Madison Police Officers shall recognize this environment and exercise extreme care when bringing a firearm into the Dane County Courthouse.

1. On-duty MPD sworn employees performing official duties are authorized to carry firearms in the DCC regardless of attire (e.g., military, utility, professional uniform or civilian).
2. On-duty employees shall:
 - a. Wear a visible breast/pocket badge if wearing the military, utility or professional uniforms. While in civilian attire, a pocket badge and/or MPD ID card shall be displayed on the outer garment.

- b. Wear an agency-approved holster and adhere to all MPD firearms safety and weapon retention procedures.
 - c. When in civilian attire, wear an outer garment (coat, jacket, vest) to cover the firearm. A badge on a belt clip or MPD ID card shall be displayed near the firearm.
 - d. Have MPD-issued identification on his/her person and produce this identification to Sheriff's staff or weapons screener upon request.
 - e. Officers engaged in undercover activities are exempt from the above visible identification requirements and may provide weapons screening staff with other evidence of law enforcement status.
3. On-duty employees entering the DCC through the main entrance on Hamilton Street shall, upon request of Sheriff's staff or a weapons screener, provide proper identification and state the reason of the visit and sign-in. If an employee is not on official business, his/her firearm shall be secured in a gun locker near the main entrance, and he/she shall submit to weapons screening procedures.
4. Off-duty employees requiring access to the DCC for the purpose of attending to personal business shall enter the DCC through the public entrance on Hamilton Street and will submit to weapons screening. If armed, they will be required to secure their firearm in a gun locker near the main entrance and will be required to submit to weapons screening procedures. MPD employees who are not on duty and not on official business are not authorized to carry firearms in the DCC.

Original SOP: 02/25/2015

(Revised: 03/17/2015, 04/21/2015, 03/04/2016, 08/25/2016, 12/21/2017, 09/24/2018)

(Reviewed Only: 12/22/2016)



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Retail Theft

Eff. Date 07/05/2018

Purpose

To outline the procedure for responding to and investigating Retail Thefts and their attempts.

Procedure

MUNICIPAL VIOLATIONS

1. Municipal citations for any theft under **\$200**, unless it involves any of the following:
 - a. Any other crime (e.g. DC, Battery, Resisting)
 - b. Advanced Techniques (e.g. professional thieves, multiple stores, lookouts, diversionary tactics, removing anti-theft devices)
 - c. Repeat offenses

MISDEMEANOR VIOLATIONS

1. Misdemeanor charges should be issued if the theft is over **\$200**, or involves any of the municipal exceptions above

FELONY VIOLATIONS

1. Felony charges shall be issued if the theft is over **\$500**

SELF-REPORT REFERRALS

Dispatch Guidelines

1. LPOs should self-report any incident where:
 - a. Loss is less than \$50.00, regardless if suspect is on scene
 - OR
 - b. Cold Scene Retail Theft of any amount with no readily identifiable information
 - c. Anytime the store is unsure about pursuit/prosecution policies
2. Exceptions:
 - a. Involves theft of firearm
 - b. LPO is injured
3. Dollar amount requirement may be negated if theft involved another citable offense
 - a. Trespass, Disorderly Conduct, Battery, Minor in Possession of Alcohol, etc
 - b. Still self-reported if no readily identifiable information

Store Officer Requirements for Self-Reported Retail Thefts

1. Complete a store report with stills to have on hand in case requested by officer
2. Save video if the incident is over \$100.00, in case requested by officer

COLD-SCENE RETAIL THEFT (SUSPECT NOT ON SCENE)

Dispatch Guidelines

1. Officer will be dispatched as soon as possible per Calls For Service (CFS) guidelines if all of the following exist:
 - a. Theft is over \$50.00
 - b. Store has suspect info that readily ID's the suspect
 - i. Name/Rewards Member Info/Employee recognition of suspect
 - ii. License plate
 - iii. Identifiable surveillance showing quality photos of the suspect's face
 - c. Store must articulate a willingness to pursue charges prior to officer dispatch

- d. LPO has completed the store documentation and has two copies of video ready to turn over to officer
 - i. If not ready upon initial call, LPO should obtain the case number from Dispatch and call back when documentation is available
 - e. Exceptions:
 - i. The Retail Theft involves theft of a firearm
 - ii. LPO is injured
2. Dollar amount requirement may be negated if theft involved another citable offense
 - a. Trespass, Disorderly Conduct, Battery, Minor in Possession of Alcohol, etc.

Store Officer Requirements for Cold Scene Retail Thefts

1. Store report completed prior to officer dispatch
2. List of items taken (receipt or in store report) provided to officer
3. Stills of the suspect provided to officer (printed, emailed, or burned to disc)
4. Video surveillance (two copies) completed when requested by officer
5. Copy of the ban form attached to report, or ban information noted in narrative

Officer Report Requirements

1. Good faith follow-up attempts to ID the suspect
2. Report completed in timely manner per correct basket and priority levels
3. Store Report and Stills Attached to report
4. Video Surveillance obtained for Misdemeanors/Felonies, even if no suspect ID'd
 - a. Following Video Retrieval SOP
 - b. Originals tagged into property
 - c. Working copies submitted
5. Ban information documented
6. Any suspect vehicles documented

ACTIVE RETAIL THEFT

Dispatch Guidelines

1. Officer will be dispatched as soon as possible per CFS guidelines if:
 - a. Theft is over \$50.00 AND suspect is on-scene
 - i. In custody
 - ii. Immediately in the area
 - iii. Actively being pursued
 - b. Store articulates a willingness to pursue charges
 - c. LPO is injured, regardless of dollar amount
2. Dollar amount requirement may be negated if theft involved another citable offense
 - a. Trespass, Disorderly Conduct, Battery, Minor in Possession of Alcohol, etc.
3. If suspect is fleeing but no officer is available:
 - a. Dispatch should provide LPO with case number
 - b. Dispatch will announce the information over the air in case any officers are nearby and want to break
 - c. LPOs will proceed with completing the store report (ala Cold Scene Retail Thefts)
 - d. LPOs will call back with the case number when documentation is ready
4. LPOs may pre-call if:
 - a. Suspect is utilizing an edged weapon to remove anti-theft devices
 - b. Suspect has fled in the past
 - c. Individual(s) concealing felony amount
5. In rare cases (i.e. priorities only) when an LPO has a cooperative, identifiable shoplifter in custody for a municipal violation, an officer may request via phone that the LPO release the subject, with

the understanding that the officer will follow-up with that suspect for citations. Subject to LPO agreement.

Disposition Guidelines

1. Felony Retail Theft violators should be taken to jail
2. Misdemeanor/Municipal violators may be cited-and-released or taken to jail at the officer's discretion and per MPD policy
 - a. If released, suspect must be positively identified
 - i. Verbal ID compared to DOT photo is generally not enough, as many suspects can provide their sibling's/friend's information to avoid jail
 - ii. In cases where suspect has no physical ID on them, officer must take good faith steps to attempt to positively identify that person and document that process, which can include but is not limited to:
 - Check Spillman for tattoos
 - Check online school profiles for juveniles' pictures
 - Have family member verify their ID
 - b. If **no positive ID** can be met through these good faith steps:
 - i. Any adult suspect should be taken to jail to post
 - ii. Any juvenile suspect should be released to guardian, regardless of age

Store Officer Requirements

1. Store report completed in timely manner and provided to officer
 - a. If suspect arrested, report should be done prior to LPO shift ending
 - b. If suspect cited and released, report should be done within three business days
2. List of items taken (receipt or in store report) provided to officer
3. Stills of the suspect provided to officer (printed out or emailed)
4. Video surveillance (two copies) completed when requested by officer
5. Copy of the ban form attached to report, or ban info noted in LPO narrative

Officer Report Requirements

1. Report completed in timely manner per correct basket and priority levels
2. Store Report and Stills Attached for all cases
3. Video required for any Felony or Misdemeanor incident
 - a. Following Video Retrieval SOP
 - b. Originals tagged into property
 - c. Working copies submitted
4. Ban information documented
5. Any suspect vehicles documented



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Tours, Visitors and Ride-Alongs

Eff. Date ~~11/09/2017~~ 08/13/2018

Purpose

Tours of police facilities will be conducted for approved groups who have expressed an interest in observing the functions of the Madison Police Department (MPD).

Most MPD facilities have areas within them that are secured and not accessible to the general public. We recognize that members of the general public and other law enforcement officials will have a need to enter into these secure areas from time to time. When doing so, all visitors will be expected to comply with all security measures put in place.

Unlike many jobs in today's society, the duties of a police employee are not easily described to persons outside the profession. Therefore, the purpose of allowing citizens to ride with police employees is to add to the public's knowledge and understanding of the problems and complexities of law enforcement.

Procedure

TOURS OF POLICE FACILITIES

Tour screening and coordination will be the responsibility of the Public Information Office (PIO) and conducted by various volunteers of the MPD. All tour groups must be escorted at all times.

VISITORS OF POLICE FACILITIES

Visitors coming into any secure area of a police facility will need to be escorted by an employee of the MPD. Visitors must sign the MPD visitor log and must wear a visitor badge so that it is in plain view.

RIDE-ALONG PROCEDURE

Ride-Along Program Responsibility of PIO

The administration of the Ride-Along Program is the responsibility of the PIO and requests for permission to ride will be handled by this office unless the ride-along is a non-commissioned employee, intern or initiated by an officer. Eligibility of each applicant will be determined by the PIO. The PIO will be responsible for collecting the name, address, date of birth, and home phone number of each person requesting to ride. The MPD Records Section will conduct background checks on applicants. The Centralized Patrol Services Captain will disseminate viable applications to district commanders who schedule officers to accommodate ride-alongs. Each district will be asked to schedule a maximum of five applicants per month unless there is a larger group request, i.e., U.W. class.

Persons requesting to ride, who are applying for the position of Police Officer with the MPD, will be referred to the Recruiting Officer for placement and scheduling.

Ride-Along Database

A Ride-Along Database will be maintained electronically by the PIO. The data will contain a complete listing of those who have participated in the Ride-Along Program including the date of their ride and the employee with whom they ride.

Generally, a person taking part in the program may not ride-along for more than once a year unless the ride-along is a non-commissioned employee, intern, **Police Explorer**, or initiated by an officer.

Voluntary Employee Participation

Employee participation in the ride-along program will be voluntary. Employees may wish to advise their commander of their willingness to participate in the program

Waiver of Liability Form

The Waiver of Liability form must be completed by the person requesting to ride and the employee performing the ride-along prior to the beginning of the ride-along. A supervisor must also sign the approval of the waiver prior to the start of the ride. The completed waiver form will be forwarded to the PIO where they will be kept on file. These records will be purged in accordance to the MPD records retention schedule approved by the State Records Board.

Duration of Ride-Along

It is suggested that the length of the ride-along period will be four (4) hours. The total time period of the ride-along is to be recorded on the Waiver of Liability form.

Juvenile Ride-Along

All juvenile (ages 15-17) ride-along periods will be conducted between the hours of 7:00 a.m. and 7:00 p.m. The majority of the ride-alongs will be scheduled as early in the afternoon as possible. Extensions to 10:00 p.m. may be granted by the Officer-in-Charge (OIC). The extension and exact time of the ride-along shall be documented on the returned Waiver of Liability form. Requests for juveniles under the age of 15 must be approved by the Chief of Police.

Police Explorers, a program for youth ages 14-20, are exempt from the age and hour restrictions set in place for juveniles.

Employee Initiated Ride-Alongs

MPD personnel will be allowed to initiate ride-alongs for relatives or friends. Employees should obtain the approval of their immediate supervisor or OIC on the waiver form for employee initiated ride-alongs.

The number of ride-alongs an employee will be allowed to take will be determined on an individual basis. Some criteria in making the determination will be:

1. The number of employee-initiated ride-alongs performed.
2. The effect of the ride-alongs on the employee's ability to perform assigned duties.
3. The time period involved.

This determination will be made in conjunction with the PIO and the officer's supervisor(s).

Non-Commissioned Employee Ride-Alongs

Non-commissioned employees of the MPD may be authorized to ride-along (on duty time) more than once per year if their supervisor believes such action will increase the employee's understanding and performance of assigned duties.

Intern Ride-Alongs

Persons working on projects involving the MPD may be granted permission to extend the ride-along period. Interns working with the MPD should complete the Internship Waiver of Liability form prior to the start of the internship, if the internship includes ride-alongs with MPD personnel. Police Explorers should complete the Police Explorer Wavier of Liability form at the beginning of each calendar year.

Employee Participation

Employees on probation will not be allowed to participate in the ride-along program unless prior approval has been obtained from the employee's Commanding Officer.

Approval for probationary police officers from their Commanding Officers should only be given when the officer has demonstrated, at a minimum, a performance of "acceptable" according to the Field Training and Evaluation Program standard evaluation guidelines (#4 level). Ride-alongs should not be approved if the assignment would interfere with the progress of the officer or reflect negatively on the MPD.

One Ride-Along Limit

There will only be one ride-along assigned to an employee at any given time unless approved by the OIC (e.g., camera crew for approved interview).

Scene Guidelines

Officers shall adhere to the following guidelines when determining whether to allow a ride-along to enter a scene:

1. Ride-alongs may not accompany officers into private residences or into any other place not readily open to the public when the officer's legal basis for entering is not based upon consent (i.e., warrant execution, exigent circumstances, community caretaker, etc.).
2. Ride-alongs may accompany officers into private residences or into any other places not readily open to the public when:
 - a. The owner/resident or other person in control of the premises expressly consents to the ride-along's entry.
 - b. The ride-along is directly assisting the officer in the performance of the officer's duties, (example: intern assisting with searching or evidence collection during search warrant execution).
3. Ride-alongs may accompany officers any place that is open to the public, subject to state and local laws (i.e., underage persons not to enter taverns).
4. Ride-alongs may not exit the squad car during a traffic stop prior to the occupants being secured, unless it is necessary to insure their safety or approved by a supervisor.

Ride-Along Personal Appearance

All ride-along participants are visible representatives of the City of Madison and its Police Department and as such, a neat, clean and professional appearance is required.

1. Clothing shall not be torn, frayed, stained, excessively faded, or sheer to the skin.
2. Clothing shall not be excessively loose or tight fitting and must not pose a safety hazard when accompanying officers on calls for service.
3. Clothing, buttons, badges, or pins shall not have political or potentially offensive words, terms, logos, pictures, cartoons, or slogans.
4. Shorts may be worn as long as they are knee length or longer and are professional in appearance.
5. Undergarments shall not be visible.
6. Footwear should consist of closed toed shoes. Sandals, open toed shoes or open back shoes could potentially be a safety hazard and shall not be worn.
7. Strapless, halter, spaghetti strap, low cut shirts, tank tops or muscle shirts shall not be worn unless worn under another shirt.
8. Sweatpants, bib overalls, lounge pants, and athletic pants and shorts are not acceptable.
9. Headgear shall be appropriate for the assignment. Scarves and head covers that are required for religious or medical purposes shall be allowed.
10. Police Explorers may not wear their Explorer uniform, Explorer t-shirt, or other Explorer or MPD apparel.

Restriction Applications

The restrictions outlined in this SOP apply to all civilian ride-alongs, including interns, students, and non-commissioned MPD employees.

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