



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Proficiency, Continuous Improvement & After Action Reports

Eff. Date 11/11/2015

## Purpose

The Madison Police Department (MPD) has maintained a long, historical commitment to continuous improvement. Amongst the seven “Core Values” listed in our Code of Conduct Manual is the following:

### PROFICIENCY AND CONTINUOUS IMPROVEMENT

*We are accountable to the public and ourselves for the quality of our service. We strive for proficiency in all facets of our work. We seek to continually improve ourselves and those systems in our midst and those in the community where the police can effect meaningful change for better outcomes.*

The MPD utilizes many different methods in our efforts to continually improve ourselves and the systems we work within every day. However, there are times when more formal, critical analysis of our operations is necessary. An “After Action Report” (AAR) is a formal, retrospective analysis of an incident or event. AARs were first developed and used by U.S. military generals. In more recent years, the Department of Homeland Security, National Parks Service, emergency management and public safety agencies, as a matter of best practice, routinely create AARs following any planned, or unplanned, significant or extraordinary event.

## Procedure

For purposes of this SOP, a Significant Event will be defined as a planned, or unplanned event (or incident), which requires (or required) the deployment of an extraordinary amount of resources (staffing, equipment, outside agency support, etc.). If requested by the Office of Chief of Police, the Command Officer in charge of the Significant Event will be responsible for completing the following tasks:

- **Coordinate and conduct a tactical debriefing on the Significant Event.** This tactical debriefing **does not** need to include **all** officers who responded to or were involved in the event. However, a “reasonable representation” of staff (e.g., officers, supervisors, command, OIC, 911 staff, etc.) who were directly involved, should be present at the debriefing so the Command Officer responsible for the AAR can complete a sufficient review of the event.
- **Create and submit the AAR to the Office of Chief of Police.** The AAR format should include the following sections:
  - **Special Event Overview:** This section provides background information on the event and participating agencies and jurisdictions, such as the dates and location of the event, the type of event/disaster, the lead agencies, the participating agencies, and an overview of the event.
  - **Event Goals and Objectives (if planned event).**
  - **Event Synopsis:** This section provides a synopsis of the scenario and the major actions that were taken. This information is useful in understanding what happened, when and where it happened, and how the events affected performance of critical tasks and achievement of mission outcomes.
  - **Critical Analysis of Identified Issues:** This section analyzes the issues raised during the tactical debriefing. The issues evaluated should be based on the exercise objectives. It should be organized by objective and should address each objective, including those that were performed as expected. Each issue write-up should be organized as described below.
  - **Recommendations for Future Improvement:** This section should detail out any and all ideas so as to improve future MPD proficiency and operational effectiveness.

(Reviewed Only: 02/11/2016, 01/09/2017, 12/26/2017)