



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



Changes to Code of Conduct and Standard Operating Procedures

Eff. Date 03/21/2022

Code of Conduct

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

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

Standard Operating Procedures (SOP)

SOP REVIEW

All SOPs shall be subject to regular review. The 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 – Youth | Bomb Threats | Changes to Code of Conduct and Standard Operating Procedures |
| Barricaded Person Incidents | Court Overtime | City-County Building Access - Non-Business Hours |
| Canine Use | Guarding Prisoners | City Owned Property - Use and Care |
| 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 |
| 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 | Identification of MPD Employees |
| Enforcement of Immigration Laws | Naloxone - Narcan – Protocol | Incident Review Process |

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

MID-YEAR ADJUSTMENTS

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

PROCESS FOR CHANGES

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

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

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

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

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

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

Original SOP: 04/08/2015

(Reviewed Only: 03/01/2016, 01/09/2017)

(Revised: 01/20/2017, 03/08/2018, 08/27/2018, 01/30/2019, 09/09/2019, 01/03/2020, 10/12/2020, 08/31/2021, 03/21/2022)