



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



Changes to Code of Conduct and Standard Operating Procedures

Eff. Date 02/23/2023

Code of Conduct

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

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

Standard Operating Procedures (SOP)

SOP REVIEW

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

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

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

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

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

Annual Review	Every Other Year	Every Three Years
Video and Audio Surveillance		Update of Payroll Status for Promoted Employees
Video Evidence Retrieval		Vehicle Escorts
		Vehicle Use, Assignment, and Maintenance
		WI Prescription Drug Monitoring
		Workforce Telestaff Requirements

MID-YEAR ADJUSTMENTS

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

PROCESS FOR CHANGES

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

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

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

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

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

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

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