



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



General Duties and Expectations of Employees

Eff. Date 04/27/2017

Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide general expectations as to the duties and responsibilities of all employees of the Madison Police Department (MPD). This document does not encompass all aspects of an employee's specific job description.

Procedure

EXPECTATIONS FOR ALL PERSONNEL

Actively support the Mission and Core Values of the MPD.

Know, understand and comply with provisions of the Code of Conduct, SOPs, Field Manual, and departmental memorandums.

Familiarize yourself with all possible aspects of your assignment and strive for excellence in performing the duties so assigned through active participation and training.

While on duty, members of the MPD shall engage in business of the MPD. Incidental business of short duration is allowable, so long as it does not interfere with the duties of the employee.

Work to build functional cultural norms that are consistent with departmental values to help build a strong work environment. Respectfully challenge those behaviors, systems, or processes whose influence is contrary to this goal.

Be accountable to your chain of command or supervision.

Strive to improve working conditions for maximum efficiency and morale.

Actively participate in team meetings and provide feedback as appropriate.

Promote team work through effective relationships.

Submit reports to your team leader or to another supervisor, in prescribed form and detail, as may be required to actively reflect the problems, services and activities of your assigned area.

If practical, make an effort to check City email, mailboxes, and voice mail systems once per shift. At a minimum, all staff shall check these communication sources once per week. Responses to supervisory staff requests should be completed as indicated in the message.

Commissioned personnel will maintain a valid Wisconsin driver's license, maintain certification with the State of Wisconsin as a law enforcement officer, and have the ability to effect a forcible arrest.

Support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Charter of the City of Madison.

EXPECTATIONS FOR SUPERVISORY PERSONNEL

Provide active and visible leadership to the MPD.

Be responsible for implementing operational plans developed to achieve the goals of the MPD as envisioned by the Chief of Police.

Identify personnel training needs or deficiencies and facilitate appropriate training.

Be informed of the affairs and status of your team and communicate with subordinates and supervisors as appropriate.

Engage in activity to coach, consult and guide personnel of the MPD.

Direct, supervise and hold accountable, personnel assigned to your command.

Assist members of the MPD by providing advice and interpreting procedures of the MPD.

Supervisory staff shall not knowingly allow members of the MPD to violate any criminal law, or provisions of the Code of Conduct.

SOPs are the prescribed method of action for MPD personnel. It is recognized that situations may be encountered, where based on the totality of the circumstances; deviation from an SOP would be consistent with the MPD Code of Conduct, values, and laws. Supervisory staff may authorize deviation in limited circumstances, and shall be accountable for decisions that allow a member to deviate from a prescribed SOP.

Routinely meet, both formally and informally with subordinate staff.

Recognize and reward outstanding personnel performance.

Discover existing weaknesses within your area of responsibility and address inadequacies to see that corrective action is taken.

Hold employees accountable and verify that subordinate officers discharge their full duties and responsibilities.

Conduct personnel evaluations and investigations, as required.

Monitor for the proper and economical use of MPD property and equipment.

Know and abide by the provisions of applicable employee contracts and the City Employee Handbook.

Original SOP: 04/30/2015
(Revised: 03/04/2016, 01/13/2017, 04/27/2017)
(Reviewed Only: 12/26/2017, 01/30/2019)