



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Identification of MPD Employees

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Eff. Date 03/09/2020

#### Purpose

The Madison Police Department (MPD) and the community have a legitimate concern that all employees provide proof of identification when they are in uniform, or in plain clothes. Community members have the right to identify commissioned and civilian employees of MPD. In the case of commissioned personnel, it is extremely important that there be no doubt in the minds of citizens that they are dealing with a police officer and that they are protected from individuals who would impersonate a police officer.

#### Procedure

1. All employees identify themselves by name, rank/title, and badge/employee number when requested to do so.
2. Officers on or off-duty and not in full police uniform will identify themselves as police officers prior to taking any enforcement or corrective action. This also applies to gathering any police information, unless the assignment by its nature (e.g., undercover activities) precludes such identification.
3. A police officer in full uniform will present an MPD identification card if their identity is questioned by a citizen who, the officer feels, is sincere in the request and honestly has doubt about the officer's identity.
4. On-duty plain-clothes officers will offer their badge and MPD I.D. for examination to all persons whom they officially contact.
5. On-duty plain-clothes officers will pin or affix their badge on their outer garment when involved in a police group action where their identity may be questioned by either citizens or by other police officers.
6. On-duty plain-clothes officers engaged in larger cases, or police group actions with other LE agencies will wear an outer garment that identifies them as police officers, either on a vest or a jacket while deployed in field work.

#### Employee Photos

All commissioned and civilian employees are required to have an official employee photo taken when they are hired, change rank or are promoted, and/or every five years that they are employed with the department. The MPD Human Resources Coordinator will contact employees when they are in need of having an updated photo taken.

Original SOP: 02/25/2015  
(Revised: 07/28/2015, 03/09/2020)  
(Reviewed Only: 03/01/2016, 01/09/2017, 12/26/2017, 01/31/2020)