



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Incident Review Process

Eff. Date 01/31/2023

Purpose

The Madison Police Department (MPD) has maintained a long, historical commitment to continuous improvement. Among 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. This standard operating procedure (SOP) outlines mechanisms for reviewing incidents to identify areas for improvement.

The focus of incident reviews conducted pursuant to this SOP is to identify areas for agency, unit, or individual improvement. Incident reviews conducted pursuant to this SOP are independent of the Professional Standards & Internal Affairs (PSIA) function; evaluation of individual employee compliance with MPD’s Code of Conduct or Standard Operation Procedures are not part of the incident review.

Incident Review Team

The MPD incident review team (IRT) will have primary responsibility for reviewing events as outlined in this standard operating procedure. The IRT will be comprised of the following members:

- Lieutenant (designated by Chief)
- Training Team Sergeant, or their designee
- Use of Force Coordinator, Defense and Arrest Tactics (DAAT) Master Instructor, or their designee
- Professional Communications Master Instructor, or their designee

The positions designated above will be core IRT members. Additional assistance should be sought as appropriate during the review process. Incident-specific members could include the following:

- Firearms Master Instructor
- Emergency Vehicle Operations Master Instructor
- Tactical Response Master Instructor
- Mental Health Unit representative
- Special Weapons and Tactics (SWAT) team representative
- Special Events Team (SET) representative
- External law enforcement agency subject matter expert (DAAT, tactical response, etc.)
- External non-law enforcement subject matter expert (dispatch, mental health, etc.)

Selection of Incidents for Review

The Incident Review Team will review any officer involved death or other officer involved critical incident as defined in MPD’s “Officer Involved Deaths and Other Critical Incidents” SOP. In addition, the IRT will review at least two additional incidents per year. Incidents selected for bi-annual review can include the following:

- Use of force incidents
- Vehicle pursuits
- SWAT deployments
- SET events
- Less lethal impact projectile deployments
- Armed person encounters not resulting in use of force
- Incidents resulting in officer injury
- Other incidents referred to the IRT by MPD command staff

Incident Review Process

Bi-annual review – The IRT Lieutenant will identify the incident/event to be reviewed, in consultation with the Chief, MPD Command Staff, and other members of the IRT. If the incident/event selected has not been screened for Code of Conduct/SOP compliance, it will be referred to PSIA for this review before the incident review process.

Officer involved death or critical incident review – The IRT review will not take place until after the MPD administrative PSIA investigation has completed (unless determined otherwise by the Chief). The City Attorney's Office will be consulted prior to commencing the review and an alternate review process may be utilized at the direction of the City Attorney.

The IRT process will generally be as follows:

- The IRT Lieutenant will obtain the relevant documents and information relevant to the incident (police reports, video, photos, dispatch audio, etc.) and make it available to IRT members. The IRT Lieutenant will ensure that no members of the core IRT have a conflict that would impact their objectivity or review of the incident.
- Core IRT members will review the material and determine whether additional information is needed for the review. The team will also consider whether additional personnel should be utilized to assist in the review process. The IRT Lieutenant will ensure that no personnel assisting with the review process have a conflict that would impact their objectivity or review of the incident.
- The IRT may ask to speak to any involved employees if doing so would provide information helpful to the review. Participation on the part of the employee is optional unless directed by the Chief. When reviewing officer involved deaths or critical incidents, the IRT should consult with MPD Peer Support prior to contacting officers.
- The IRT will discuss and evaluate the incident; any areas for improvement will be identified with specific proposals for addressing the issue if possible. Emphasis should be placed on identifying department-level areas for improvement. Specific subjects for review and recommendation include the following:
 - Training
 - Equipment
 - Communications
 - Tactical deployment and teamwork
 - Decision-making
 - Supervision
 - Unit structure
 - MPD standard operating procedures or other departmental directives
 - Any other factor that contributed to the outcome of the incident and can reasonably be impacted by MPD

- The IRT will provide a presentation to the Chief providing an overview of the incident and recommended areas for improvement.
- The Chief is responsible for determining specific actions to take in response to the IRT review and for sharing any appropriate information to the department.

Nothing in this procedure precludes any MPD team or unit from conducting informal after action reviews of incidents or events.

Original SOP: 11/11/2015

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

(Revised: 03/16/2020, 01/31/2023)