Notification of Commanding Officers

Eff. Date ~~06/23/2025~~

Purpose

To clarify the situations requiring the notification of District and ~~or~~ Work Unit Command Staff.

Required Notification of Commanding Officers

The following situations always require the notification of the District Command staff. ~~/~~Work Unit Command staff **and** the appropriate Assistant Chief as soon as possible **regardless of when the incident occurs.** Voicemail ~~/Text~~ messages should be left, but it is important to have direct contact with both the District and Specialized Work Unit command staff, **and** an Aassistant Cehief. The Officer in Charge (OIC) is responsible to ensure these notifications are made. ~~If the reason for the notification is a homicide or attempted homicide (reason number one below or the arrest of a high-profile suspect (reason number three below) or a fatal traffic crash (reason number six below),~~

Pplease notify the Assistant Chief of Investigative & Specialized Services for the following: ~~. For all other Assistant Chief notifications, please notify the Assistant Chief of Field Operations.~~

1. A homicide or attempted homicide where death appears probable or where the victim sustains a significant injury. This includes weapons offenses where a victim is shot, stabbed (non-superficial), or sustains other injuries requiring hospitalization.
2. When the suspect or person of interest of a high-profile case has been arrested (i.e. homicide, attempted homicide, or any other high-profile case that has received media attention).
3. A fatal traffic crash.

Please notify the Assistant Chief of Field Operations for the following:

1. Weapons offenses of shots fired into an **occupied** building/structure or into an **occupied** vehicle.
2. A situation requiring a SWAT call-up. **NOTE: SWAT** Commander will be called **first** in this instance.
3. A situation requiring a SET call-up. **NOTE: SET** Commander will be called **first** in this instance.
4. A significant incident involving an employee, on or off duty, e.g., serious injury or death of an employee, officer-involved shooting or use of deadly force, serious disciplinary measures, allegations of or arrest for criminal violations, or an employee or an employee's family member(s) being the victim of a serious violent crime. This includes on duty injuries in which an officer is unable to complete their shift. These examples are illustrative and not meant to be inclusive. **NOTE:** The Chief of Police wants to be notified in the event of ANY employee—sworn/civilian—injury, whether on or off-duty.
5. Madison Police Department (MPD) arrest of any law enforcement officer.
6. A fire that results in fatality.
7. A significant community issue or incident that requires police attention or involves notable persons.
8. Unusually extensive criminal damage to property/graffiti.
9. When a case is generating significant media interest and the scene supervisor is requesting Public Information Officer (PIO) assistance.
10. MPD pursuit that terminates in a crash causing injury to any party.
11. Any incident or attempted incident involving a serious crime where the victim and offender are not known to one another (stranger sexual assault, stranger carjacking, stranger armed street robbery).

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If there is any doubt as to whether a call should be made, make the call. When unable to contact the appropriate Commanding Officer, contact should be attempted as follows:

1. Assistant Chief of Field Operations
2. Assistant Chief of Investigative and Specialized Services
3. Assistant Chief of Support and Community Outreach
4. Executive Section/Operations Captain
5. Any other District Commander

CONSULTATION WITH DISTRICT, WORK UNIT, OR ON-CALL DETECTIVE LIEUTENANT

In addition to notifications, many ~~Many~~ cases warrant the immediate involvement of detectives and additional investigative resources. During normal work hours, the appropriate Detective Lieutenant, Investigative Lieutenant, or Detective Sergeant may be contacted directly. After 4 pm on weekdays, during normal Detective on-duty hours, the OIC can contact Detective Sergeants or Detectives directly with pre-approval from District, Work Unit, or On-Call Lieutenants.

The following table lists the incident types which **require** contact with the appropriate Lieutenant. In some cases, contact is only required in the event that a Patrol Supervisor or the OIC determine that additional investigative resources are needed. In cases where contact is required or additional resources are being requested, the OIC should contact the appropriate person from the following table:

INCIDENT TYPE	CONTACT REQUIRED	MONDAY-FRIDAY	AFTER HOURS, WEEKENDS, HOLIDAYS
• Homicide/Attempted Homicide where death appears probable • Kidnapping • Weapons offense with occupied building or vehicle struck • Victim with a gunshot wound	**Yes**	Violent Crime Unit (VCU) Detective	Investigative Services Lieutenant of VCU *Back-up: Either of the VCU Detective-Sergeants*

• Self-inflicted gunshot wound	If additional resources are needed	Persons Crime Detective Lieutenant	On-Call Detective Lieutenant
• Infant/Child death investigation or significant head or brain trauma • Child abduction or attempted abduction (not intended for child custody disputes)	**Yes**	Special Victims Unit (SVU) Detective Sergeant	Lieutenant of SVU *Back-up: SVU Detective Sergeant*
• Sexual assault of a child **(an after-hours delayed report with no evidence readily available to collect, victim is safe, and suspect is known, can be written up and routed to the Detective Lieutenant of SVU • Physical abuse of a child • Child neglect	If additional resources are needed	Special Victims Unit (SVU) Detective Sergeant	Lieutenant of SVU *Back-up: SVU Detective Sergeant*
• Serious or fatal auto crash (serious injuries are those injuries that appear life threatening and injuries defined as "great bodily harm". Crashes with injuries of questionable severity will be investigated as if they were serious injury/fatal crashes. ~~An MPD Field Supervisor will be responsible for assessing the crash scene and any associated injuries……~~ "Traffic and Crash Investigation" SOP page #3).	**Yes**	Lieutenant of Traffic & Specialized Services	Lieutenant of Traffic & Specialized Services *Back-up: Captain of Traffic & Specialized Services or Sergeant of Forensic Services*
• First or second-degree sexual assault. ** An after-hours delayed report with no evidence readily available to collect, victim is safe, and suspect is known, can be written up and routed to either the East FJ/SC District Detective Lieutenant or the West FJ/SC Detective Lieutenant	If additional resources are needed	Sensitive Crimes Detective Lieutenant (East or West)	On-Call Detective Lieutenant
• First degree reckless endangering safety	**Yes**	Persons Crime Detective Lieutenant	On-Call Detective Lieutenant
• Arson to occupied building	**Yes**	Property/Burglary Detective Lieutenant	On-Call Detective Lieutenant
• Home invasion without shots fired	If additional resources are needed	Persons Crime Detective Lieutenant	On-Call Detective Lieutenant
• An investigation that requires additional resources or expertise not available on an on-duty status	If additional resources are needed	Appropriate Specialty Detective Lieutenant	On-Call Detective Lieutenant
• Imminent threat, targeted, or mass casualty violence	**Yes**	Persons Crime Detective Lieutenant	On-Call Detective Lieutenant
• MPD pursuit (if terminates with crash causing injury, follow command notification protocols)	**Yes**	Email involved officer's District/work unit Lieutenant with date and case #	N/A

NOTE: There may be circumstances involving crimes other than those already specified which, because of the complexity, on-going crime pattern, etc. (examples: counterfeit rings, business burglaries, armed robberies) warrant the immediate involvement of detectives. A call to the On-Call Detective Lieutenant is appropriate in these instances. ~~**When**~~ **If in doubt,** a call to consult with the On-Call Detective Lieutenant should be made. The on-call contact number is 608-243-0544.

CONTACTING THE FORENSIC SERVICES UNIT SERGEANT/COMMAND

The Forensic Services Unit (FSU) Sergeant should be contacted whenever additional investigator resources are needed for an investigation, or for consultation on investigative steps/resources. If the FSU Sergeant is unavailable, the Emergency Management ~~Traffic~~ & Specialized Services Lieutenant should be contacted.

Voice/Text messages should be left, but it is important to have direct contact with an FSU supervisor/commander.

The following situations **require** notification of the FSU Sergeant (Back-Up: Emergency Management ~~Traffic~~ & Specialized Services Lieutenant):

1. A homicide or attempted homicide where death appears probable.
2. A serious or fatal auto crash.
3. A death investigation resulting the Medical Examiner's staff requesting an Investigator attend the autopsy.
4. A request by an outside agency for assistance by FSU personnel.
5. An investigation requiring additional FSU resources.

NOTE: Notification can be made by on-duty Investigators if time permits. This may help facilitate passing of pertinent information between on-duty investigators and the FSU Sergeant (Back-Up: FSU Command).

CALL-IN PROCEDURE FOR DETECTIVES, SWAT, SET

When the On-Call Detective Lieutenant has determined that detectives are to be called in, the On-Call Detective Lieutenant will provide a list of detectives to the OIC. It is the responsibility of the OIC to then contact the detectives from this list utilizing the Telestaff call-in process.

It is recognized that there may be circumstances that prompt the OIC to request assistance from the On-Call Detective Lieutenant in making calls to the detectives, and these situations may be negotiated on a case-by-case basis. However, any further assistance provided by the On-Call Detective Lieutenant is optional and not required.

When the SWAT or SET Commander has determined a unit call-up is warranted, it is the responsibility of the OIC to coordinate the SWAT/SET member notification process utilizing the Telestaff call-in process.

NOTIFICATION OF MPPOA/AMPS PRESIDENT

The President(s) of the Madison Professional Police Officers Association (MPPOA) and/or the Association of Madison Police Supervisors (AMPS) should be notified whenever a significant incident involving an employee, on or off duty, occurs, e.g., serious injury or death of an employee, officer-involved shooting or use of deadly force, or an employee or an employee's family member(s) being the victim of a serious violent crime. These examples are illustrative and not meant to be inclusive.

INFORMATION CONSIDERATIONS PRIOR TO CALLING ON-CALL DETECTIVE LIEUTENANT

1. Nature of incident (i.e. stabbing, sexual assault, home invasion, etc.); was weapon/force/threat of violence used

2. Scene(s) – located and secured (i.e. vehicle, residence, outdoors, etc.); Supervisor, Detective, or Investigator currently involved in on-duty status; presence of evidence; weather conditions that may impact evidence collection; evidence collection coordination

3. Time lapse from incident to reporting - if there was a delay, why

4. Victim(s) information – name; age; current location (hospital, scene, unknown, etc.); injuries; MPD in contact

5. Suspect(s) information – name(s), if known; in unknown, do we have a description or other pertinent information; relation to victim(s); location/custody status, if known;

6. Witness(s) information – are there any; if so, how many; location; MPD in contact

7. Other considerations – language/culture barrier; handicap for any involved parties (physical, mental illness, cognitive delays, etc.); juvenile (Safe Harbor situation, contact Dane County Human Services (DCHS), protection issues, etc.); crowd or media concerns

The above information will assist the On-Call Detective Lieutenant in deciding ~~making a decision~~ on the best way to proceed with the investigation, and who, if anyone, will be called in to assist.

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(Reviewed Only: 02/04/2022, 02/05/2024)