CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

Notification of Commanding Officers

Eff. Date 01/15/2021

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

Required Notification of Commanding Officers

The following situations always require the notification of the District/Work Unit Command staff and the Assistant Chief of Field Operations as soon as possible regardless of when the incident occurs. Voice/Text messages should be left, but it is important to have direct contact with the command staff and an assistant chief. The Officer in Charge is responsible to ensure these notifications are made.

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. Weapons offenses of shots fired into an occupied residence or into an occupied vehicle.
3. 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).
4. A situation requiring an SWAT call-up. NOTE: SWAT Commander will be called first in this instance.
5. A situation requiring a SET call-up. NOTE: SET Commander will be called first in this instance.
6. A fatal traffic crash.
7. 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 his/her family members 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.
8. MPD arrest of any law enforcement officer.
9. A fire that results in a fatality.
10. A significant community issue or incident that requires police attention or involves notable persons.
11. Unusually extensive criminal damage to property/graffiti.
12. When a case is generating significant media interest and the scene supervisor is requesting PIO assistance.

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

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 Officer in Charge determine that
additional investigative resources are needed. In cases where contact is required or additional resources are being requested, the Officer in Charge should contact the appropriate person from the table.

<table>
<thead>
<tr>
<th>INCIDENT TYPE</th>
<th>Contact required</th>
<th>Mon - Fri</th>
<th>After Hours, weekend or holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide / Attempted Homicide where death appears probable</td>
<td>Yes</td>
<td>VCU Detective Sergeant</td>
<td>Investigative Services Lieutenant of VCU Back-Up: Either of the VCU Detective-Sergeants</td>
</tr>
<tr>
<td>Kidnapping</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons offense with occupied building or vehicle struck</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victim with a gunshot wound</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-inflicted gunshot wound</td>
<td>If additional resources are needed</td>
<td>District Detective Lieutenant</td>
<td>On-Call Detective Lieutenant</td>
</tr>
<tr>
<td>Infant/Child death investigation or significant head or brain trauma</td>
<td>Yes</td>
<td>SVU Detective Sergeant</td>
<td>Investigative Services Lieutenant of SVU Back-Up: SVU Detective Sergeant</td>
</tr>
<tr>
<td>Child abduction or attempted abduction (not intended for child custody dispute)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 Investigative Services Lieutenant of SVU</td>
<td>If additional resources are needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical abuse of a child</td>
<td>If additional resources are needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Neglect</td>
<td>If additional resources are needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serious or fatal auto crash</td>
<td>Yes</td>
<td>Lieutenant of Traffic and Specialized Training</td>
<td>Lieutenant of Traffic and Specialized Training Back-Up: Lieutenant of Forensic Services</td>
</tr>
<tr>
<td>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 the District Detective Lieutenant</td>
<td>If additional resources are needed</td>
<td>District Detective Lieutenant</td>
<td>On-Call Detective Lieutenant</td>
</tr>
<tr>
<td>First degree reckless endangering safety</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson to occupied building</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home invasion without shots fired</td>
<td>If additional resources are needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An investigation that requires additional resources or expertise not available on an on-duty status</td>
<td>If additional resources are needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imminent threat, targeted, or mass casualty violence</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 in doubt**, a call to consult with the On-Call Detective Lieutenant should be made. The on-call contact number is 243-0544.

**CONTACTING THE FORENSIC SERVICES UNIT LIEUTENANT**

The Forensic Services Unit Lieutenant should be contacted whenever additional investigator resources are needed for an investigation, or for consultation on investigative steps/resources. The following situations **require** notification of the FSU 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 Lieutenant.

**CALL-IN PROCEDURE FOR DETECTIVES, SWAT, SET**

When the On-Call Detective Lieutenant has determined that detectives are to be called in, he or she 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 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 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 of MPPOA/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 his/her family members 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 DCHS, protection issues, etc.); crowd or media concerns

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

Original SOP: 02/25/2015
(Revised: 02/24/2016, 02/03/2017, 06/15/2017, 02/19/2018, 05/02/2018, 01/17/2019, 05/01/2019, 12/30/2019, 01/15/2021)