



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE  
Requesting Additions or Changes  
to Approved Uniform and Equipment Lists



Eff. Date 12/11/2017

## Purpose

The MPD Uniform Committee was formed in order to review requested additions or changes to the approved uniform and equipment lists.

## Procedure

The committee will meet at a minimum of two times per calendar year. "PD Group" will be advised of the dates of these meetings in a timely fashion. Before the MPD Uniform Committee will review requested additions or changes, the following procedural steps must be completed:

1. Personnel advocating for additions/changes of equipment items to the approved uniform and equipment lists must have the support of the MPD Training Team. Employees presenting the proposal should conduct any related research supporting the equipment item prior to meeting with the training staff. If, after being provided with the rationale and research, the Training Team is unconvinced of the merit of a proposal, the proposal will go no further. Recommendations for additions/changes of equipment items should be directed to the Sergeant of Training. Proposals for additions/changes to uniform items do not require MPD Training Team approval and may start at Step 2.
2. If the MPD Training Team supports a proposal, the proposal will be taken to the MPD Officer Advisory Committee for consideration. The person who presented his or her request to the MPD Training Team will again share the rationale, research, and cost estimates/comparisons and be prepared to answer questions the OAC might have. **There must be strong justification for proposing an addition to the approved uniform and equipment lists without a corresponding recommendation to remove something else.** The recommendation will only be forwarded to the MPD Uniform Committee for consideration if supported by the OAC.
3. The MPD Uniform Committee will discuss the uniform/equipment item in question. If the MPD Uniform Committee supports the proposal, the designated Assistant Chief will forward it to the Chief for approval.
4. The Assistant Chief will advise the OAC of the Chief's decision at a subsequent meeting of the OAC and forward the information to the organization.
5. At the direction of the Assistant Chief, MPD purchasing personnel will implement any uniform/equipment decisions that have been approved by the Chief.
6. In the event that we are notified that a uniform or equipment item is no longer available and the vendor has proposed a replacement, the Uniform Committee will evaluate the item and make a recommendation to the Assistant Chief. The Assistant Chief will advise the OAC of the proposed change at a subsequent meeting of the OAC. The Assistant Chief will then take the proposed change to the Chief for approval.

Exceptions to the review process will be made when a safety and/or training concern has been identified that requires more immediate attention or when an approved item has been discontinued by a manufacturer, and an equivalent and acceptable replacement has been identified. In such cases, the Assistant Chief and/or MPD Uniform Committee may expedite its decisions.

Special team requests should be vetted through their respective Commanding Officer, and if supported, submitted to the Assistant Chief of Police. The Assistant Chief would then refer the proposal to the Chief of Police for approval.

Recommendations for changes involving medical or first-aid related items may be made directly from the MPD Medical Director or medical training coordinator to the Assistant Chief.

The Uniform Committee will consist of personnel from a cross-section of MPD assignments. Members will be selected as needed by the designated Assistant Chief. The Traffic Section will establish a Parking Enforcement Officer uniform committee to make recommendations in approved uniform items for PEO's.

Original SOP: 03/26/2015  
(Reviewed Only: 03/03/2016, 12/22/2016, 01/31/2020)  
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