



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



## Workplace Safety

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Eff. Date 10/07/2015

### Purpose

Safety in the workplace is the responsibility of all employees of the Madison Police Department (MPD).

### Procedure

It is recognized that the services we offer at times will place an employee in a potentially dangerous emerging situation. Employees should respond based on the training standard of the MPD in these circumstances. No employee should engage in an act or omission that would reasonably create an unnecessary risk to any person.

The following procedures while not all inclusive provide guidance on maintaining a safe workplace.

1. All employees are responsible for the proper handling and storage of firearms and other weapons.
2. All employees shall secure assigned key cards and keys appropriately.
3. All employees should maintain proper passwords for electronic data systems or storage of MPD data on mobile devices.
4. All employees are responsible for the monitoring of persons whom they grant access to enter a secured area of the MPD.
5. All employees shall use supplied safety equipment per training and MPD directives.
6. Employees are not authorized to release personal data (home or personal phones not used for work or home address) of other employees to anyone outside of MPD, that is obtained from MPD systems, without the consent of the employee.

(Reviewed Only: 02/02/2016, 11/01/2016, 12/26/2017, 01/31/2020, 02/04/2022)