

**CITY OF MADISON  
INTRA-DEPARTMENTAL  
CORRESPONDENCE**

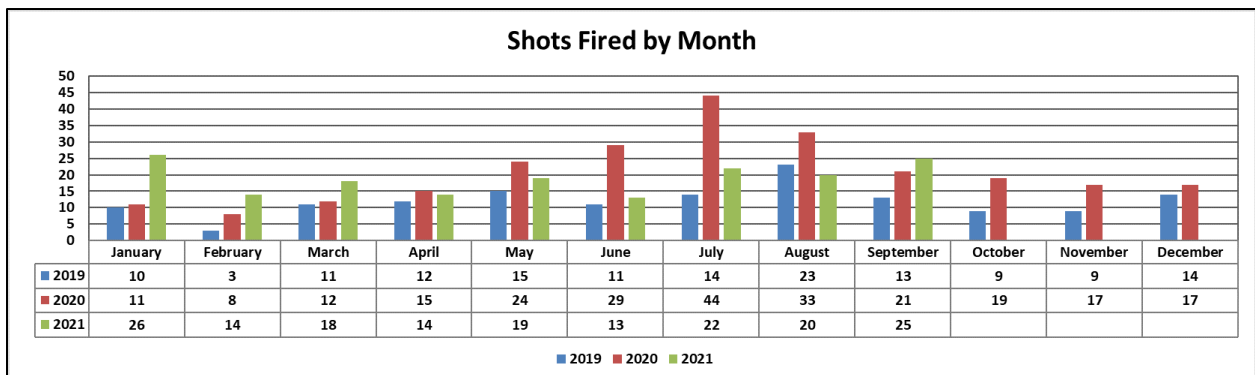
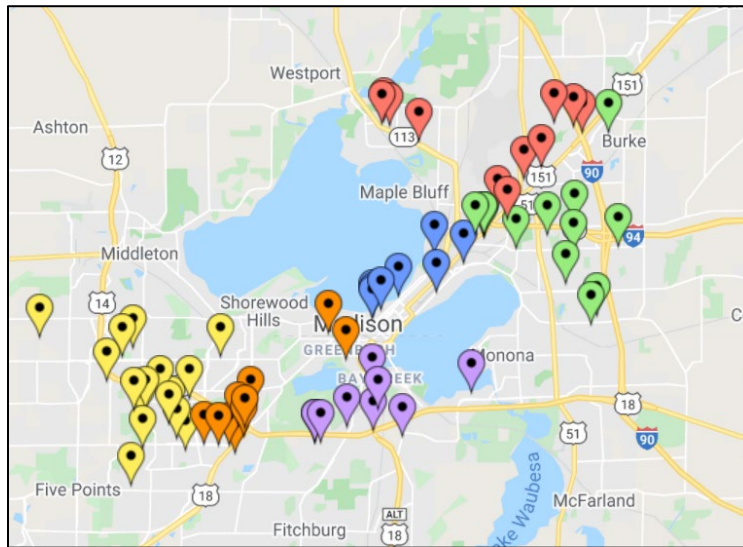
**DATE:** October 15, 2021

**TO:** All Alders  
**FROM:** Shon F. Barnes, Chief of Police  
**SUBJECT:** Quarterly Report

This document provides an update on selected MPD topics for the third quarter (July, August, and September) of 2021. **Please consider the data included in this update as preliminary and subject to modification.**

**Significant Incident Types**

*Shots Fired* – there were sixty-seven (67) shots fired incidents in the City from July 1<sup>st</sup> through September 30<sup>th</sup> (2021). This is a **32%** decrease from the third quarter of 2020. Thirty (30) shots fired incidents were reported during the 4pm – midnight period; twenty-four (24) were reported during the midnight – 8am time period; and thirteen (13) were reported during the 8am – 4pm time period.

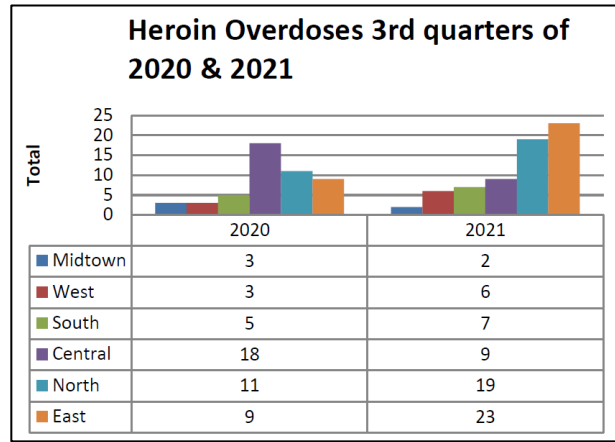


	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
<b>Property Damage</b>	15	22	38		75
<b>Subjects Struck by Gunfire*</b>	9	8	13		30
<b>Accidental Discharge</b>	0	1	1		2
<b>Self-Inflicted (intentional)</b>	4	3	5		12
<b>Casings Recovered</b>	124	231	258		613

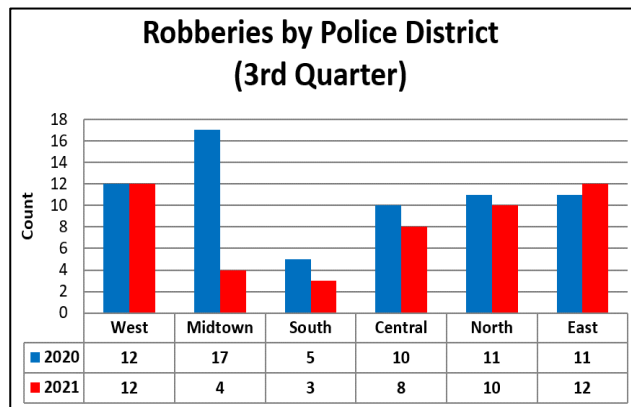
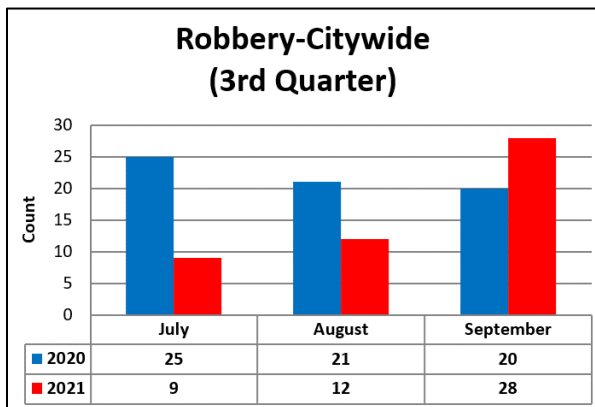
\*Excludes accidental discharge & self-inflicted

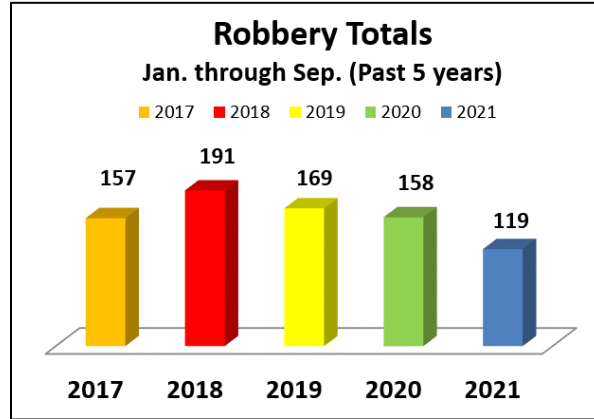
*Heroin Overdoses* – MPD responded to sixty-six (66) known heroin overdoses during the third quarter of 2021. This is a 35% increase from the third quarter of 2020. Note that these figures refer to known overdoses...it is likely that many overdoses are occurring without any report to MPD or MFD.

There were eight (8) overdose deaths during the third quarter of 2021. This is an 11% decrease from the third quarter in 2020 [note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

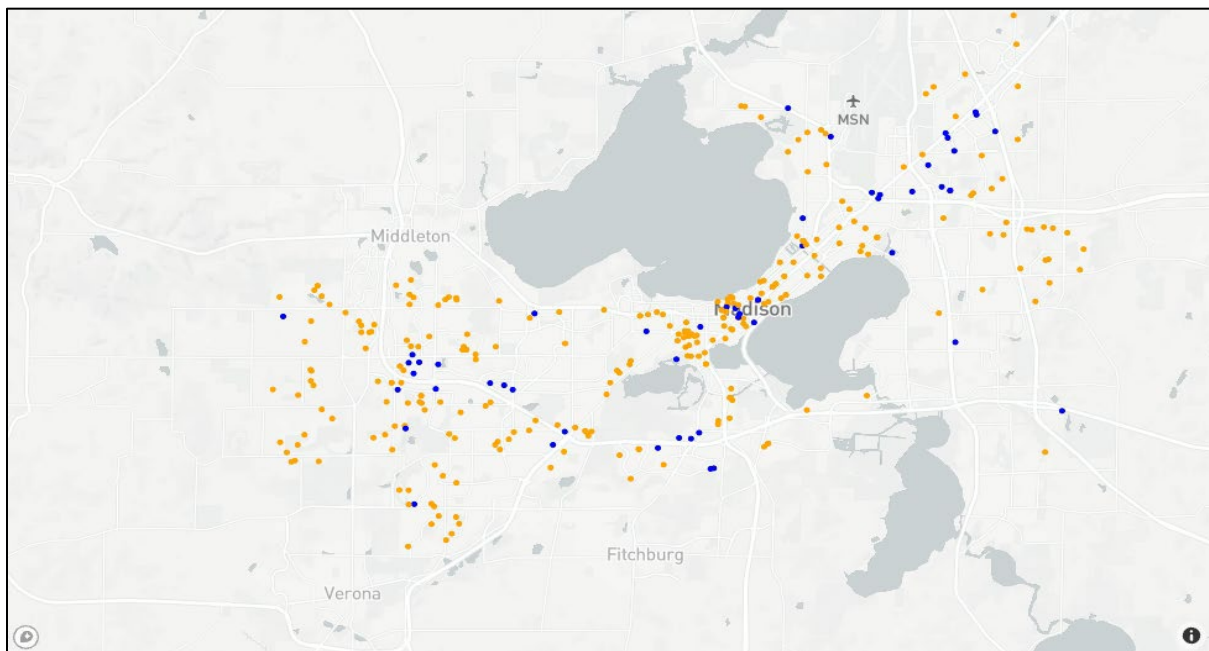
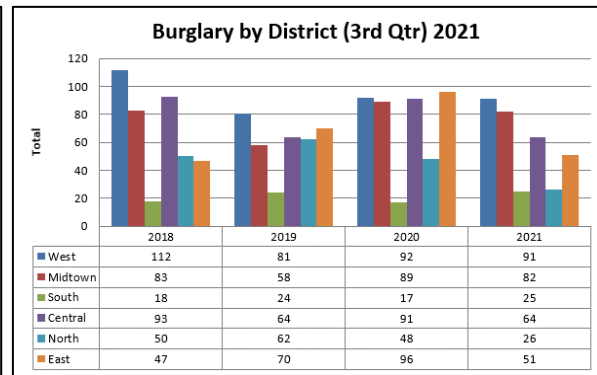
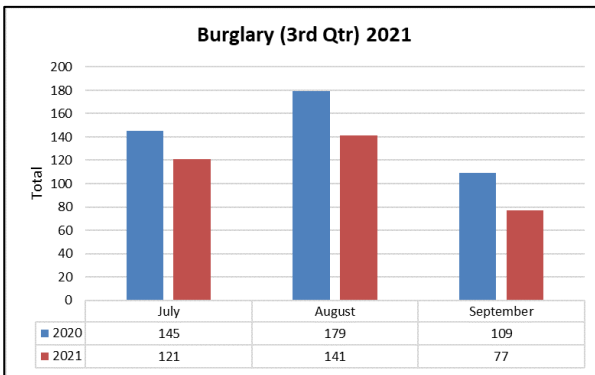


*Robberies* – Forty-nine (49) robberies occurred in the City during the third quarter of 2021. This is a 26% decrease from the third quarter of 2020.



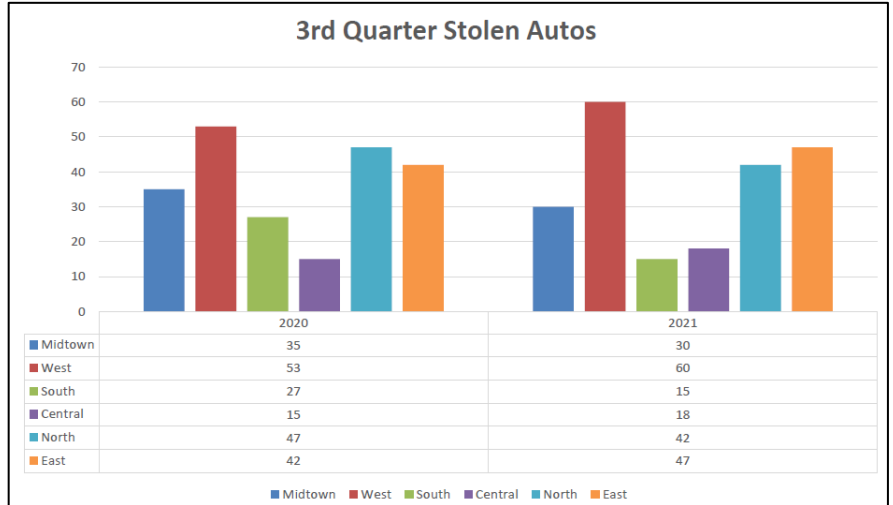


*Burglaries* – MPD responded to 339 burglaries during the third quarter of 2021. This is a 22% decrease from the third quarter in 2020.

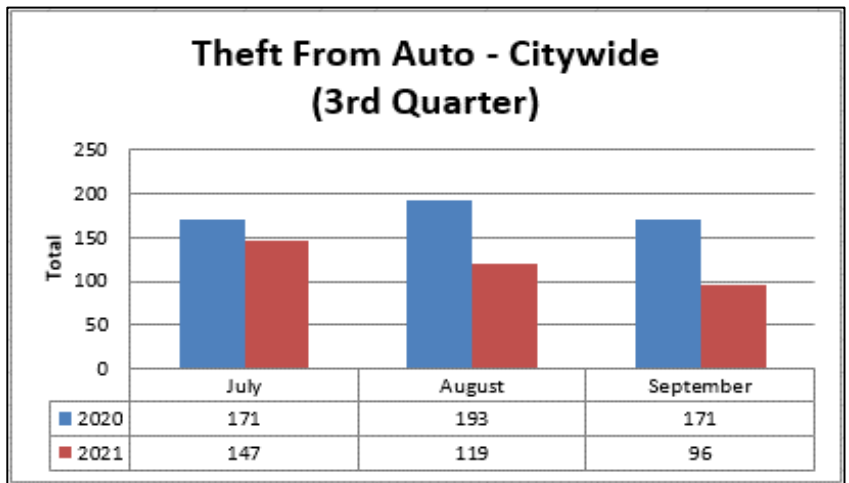


3<sup>rd</sup> Qtr Burglaries  
■ Blue = Non-Residential  
■ Orange = Residential

*Stolen Autos* – MPD investigated 212 stolen autos during the third quarter of 2021. This is a 3% decrease from the third quarter in 2020.



*Thefts from Vehicles* – MPD investigated 362 thefts from vehicles during the third quarter of 2021. This is a 32% decrease from the third quarter in 2020.



**Arrest Data**

Third quarter arrest data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	980	1,118	1,332		3,430	74.9%
Female	310	402	440		1,152	25.1%
Unknown	0	0	0		0	0.0%
<b>Total</b>	<b>1,290</b>	<b>1,520</b>	<b>1,772</b>		<b>4,582</b>	<b>100.0%</b>

Race	Q1	Q2	Q3	Q4	Total	%
Asian	21	19	16		56	1.2%
African-American	683	736	844		2,263	49.4%
Native American	10	8	8		26	0.6%
Other	24	23	34		81	1.8%
Caucasian	552	734	870		2,156	47.1%
<b>Total</b>	<b>1,290</b>	<b>1,520</b>	<b>1,772</b>		<b>4,582</b>	<b>100.0%</b>
Hispanic*	90	100	141		331	7.2%

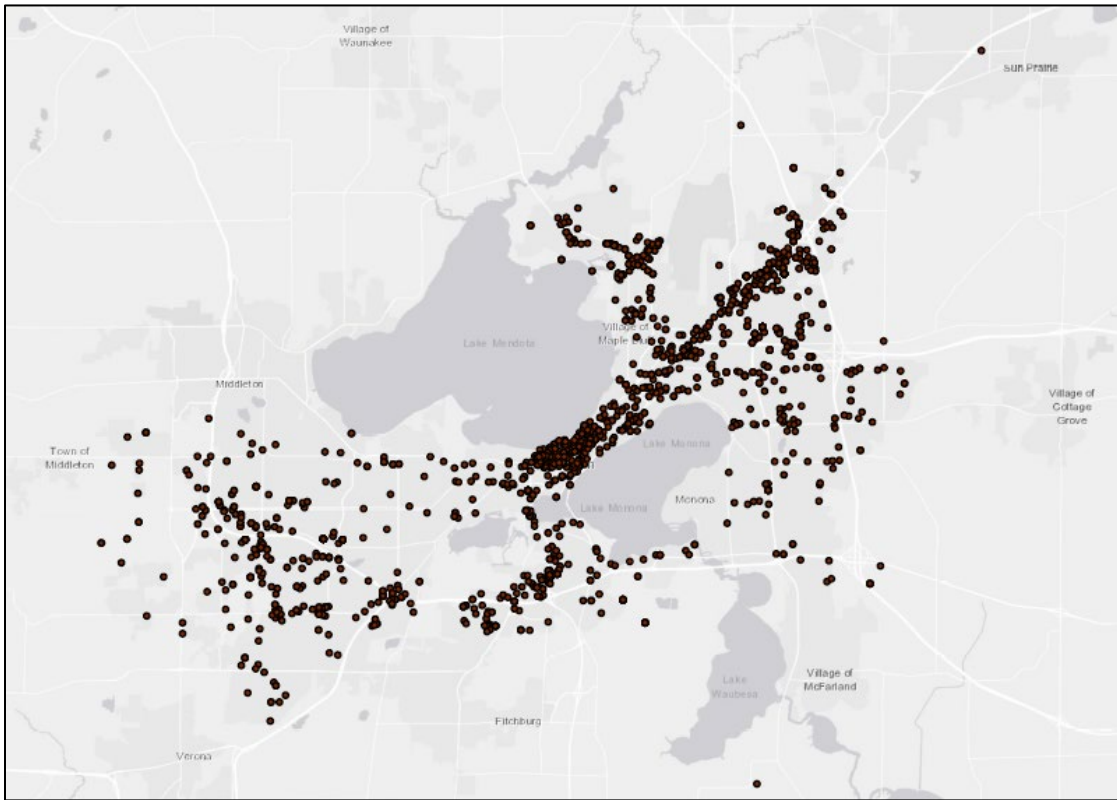
\*“Hispanic” is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD’s records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD’s crime reporting.

IBR Arrest Charges						
Group A Offenses	Q1	Q2	Q3	Q4	Total	%
Animal Cruelty	1	2	0		3	0.0%
Arson	0	2	1		3	0.0%
Assault Offenses	262	290	309		861	11.0%
Bribery	0	0	0		0	0.0%
Burglary	14	16	48		78	1.0%
Counterfeiting/Forgery	6	3	5		14	0.2%
Damage to Property	79	99	105		283	3.6%
Drug/Narcotic Offenses	138	126	173		437	5.6%
Embezzlement	5	2	5		12	0.2%
Extortion	2	1	4		7	0.1%
Fraud Offenses	16	25	27		68	0.9%
Gambling Offenses	0	0	0		0	0.0%
Homicide Offenses	1	1	5		7	0.1%
Human Trafficking Offenses	0	1	0		1	0.0%
Kidnapping/Abduction	23	16	9		48	0.6%
Larceny/Theft Offenses	131	134	126		391	5.0%
Motor Vehicle Theft	41	26	58		125	1.6%
Pornography/Obscene Material	3	2	2		7	0.1%
Prostitution Offenses	0	0	2		2	0.0%
Robbery	18	13	19		50	0.6%
Sex Offenses, Forcible	15	31	32		78	1.0%
Sex Offenses, Non-Forcible	0	2	1		3	0.0%
Stolen Property Offenses	7	2	4		13	0.2%
Weapon Law Violations	33	35	47		115	1.5%
Group B Offenses	Q1	Q2	Q3	Q4	Total	%
Bad Checks	0	2	1		3	0.0%
Curfew/Loitering/Vagrancy Violations	0	0	0		0	0.0%
Disorderly Conduct	462	581	657		1,700	21.8%
Driving Under the Influence	104	106	116		326	4.2%
Drunkenness	0	0	0		0	0.0%
Family Offenses, Nonviolent	15	13	15		43	0.6%
Liquor Law Violations	11	45	57		113	1.4%
Peeping Tom	0	0	0		0	0.0%
Runaway	0	0	0		0	0.0%
Trespass of Real Property	111	78	145		334	4.3%
All Other Offenses	764	889	1,022		2,675	34.3%
<b>Total</b>	<b>2,262</b>	<b>2,543</b>	<b>2,995</b>		<b>7,800</b>	<b>100.0%</b>

\* More than one charge may be connected to an arrest.

Note that the first table reflect persons arrested, and the second table reflects charges. Some arrested persons are charged with multiple offenses, so the totals will not match.

Third quarter arrests reflected geographically:



Comparison of 2020 to 2021 third quarter arrest data:

Sex	2020 (Q3)	2021 (Q3)
Male	1,081	1,332
Female	353	440
Unknown	0	0
<b>Total</b>	<b>1,434</b>	<b>1,772</b>

Race	2020 (Q3)	2021 (Q3)
Asian	14	16
African-American	735	844
Native American	9	8
Other	22	34
Caucasian	654	870
<b>Total</b>	<b>1,434</b>	<b>1,772</b>
<b>Hispanic*</b>	<b>97</b>	<b>141</b>

\*"Hispanic" is not a racial designator used for UCR/IBR crime reporting purposes. However, it is an ethnicity collected and tracked in MPD's records management system, in addition to race. These arrest figures are based on that data. Each arrested person with a Hispanic ethnicity will also have a race indicated (from the above options) and reflected in MPD's crime reporting.

## Use of Force Overview

During the third quarter of 2021, MPD officers responded to 40,910 incidents. In that time, there were seventy-one (71) citizen contacts in which officers used recordable force during the encounter. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total
Calls for Service	28,637	35,754	40,910		105,031
Citizen Contacts Where Force Was Used	55	47	71		173
% of CFS Where Force Was Used	0.19%	0.13%	0.17%		0.16%
<b>Force</b>					
Decentralization/Takedown	49	40	56		145
Active Counter Measures	6	4	8		18
Taser Deployment	7	12	2		21
Hobble Restraints	4	4	7		15
OC (i.e. Pepper) Spray Deployment	0	1	16		17
Baton Strike	0	0	0		0
K9 Bite	1	2	1		4
Firearm Discharged Toward Suspect	1	0	0		1
Impact Munition	1	0	1		2
Specialty	0	0	0		0
<b>Total</b>	<b>69</b>	<b>63</b>	<b>91</b>		<b>223</b>
Firearm Discharged to Put Down a Sick or Suffering Animal	10	16	3		29

\*Please refer to the MPD SOP on use of force data collection for the definition of recordable force and distinction between reportable and recordable use of force:

<http://www.cityofmadison.com/police/documents/sop/UseOfForceData.pdf>

Third quarter use of force data by MPD district and time of day:

District*	Q1	Q2	Q3	Q4	Total	%
West	6	6	2		14	8.1%
Midtown	6	5	9		20	11.6%
South	6	5	7		18	10.4%
Central	8	6	27		41	23.7%
North	12	14	12		38	22.0%
East	16	11	14		41	23.7%
Out of County	0	0	0		0	0.0%
Within County - Assist	1	0	0		1	0.6%
<b>Total</b>	<b>55</b>	<b>47</b>	<b>71</b>		<b>173</b>	<b>100.0%</b>

Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
<b>1<sup>st</sup> Detail (7am – 3pm)</b>	10	16	17		43	24.9%
<b>3<sup>rd</sup> Detail (3pm – 11pm)</b>	32	20	23		75	43.4%
<b>5<sup>th</sup> Detail (11pm – 7am)</b>	13	11	31		55	31.8%
<b>Total</b>	<b>55</b>	<b>47</b>	<b>71</b>		<b>173</b>	<b>100.0%</b>

Comparison of third quarter 2020 with third quarter 2021 use of force data:

Force	2020 (Q3)	2021 (Q3)
Decentralization/Takedown	38	56
Active Counter Measures	6	8
Taser Deployment	18	2
Hobble Restraints	11	7
OC (i.e. Pepper) Spray Deployment	5	16
Baton Strike	0	0
K9 Bite	0	1
Firearm Discharged Toward Suspect	0	0
Impact Munition	2	1
Specialty (SWAT/SET)	0	0
<b>Total</b>	<b>80</b>	<b>91</b>

Note: use of force incidents associated with civil unrest in 2020 were counted separately and are not reflected here. 2020 data showing these totals can be located here:

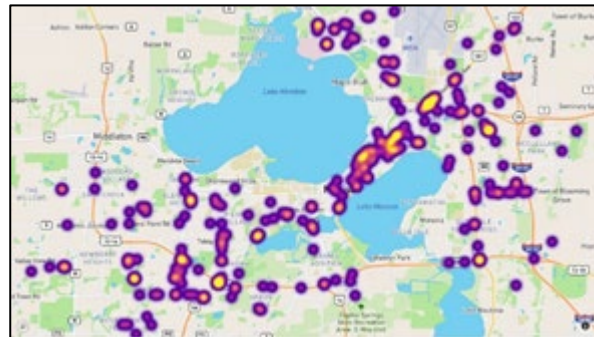
<https://www.cityofmadison.com/police/data/archived-quarterly-data.cfm>

More information is also available in the MPD 2020 Accountability Report:

<https://www.cityofmadison.com/police/documents/AccountabilityRpt2020.pdf>

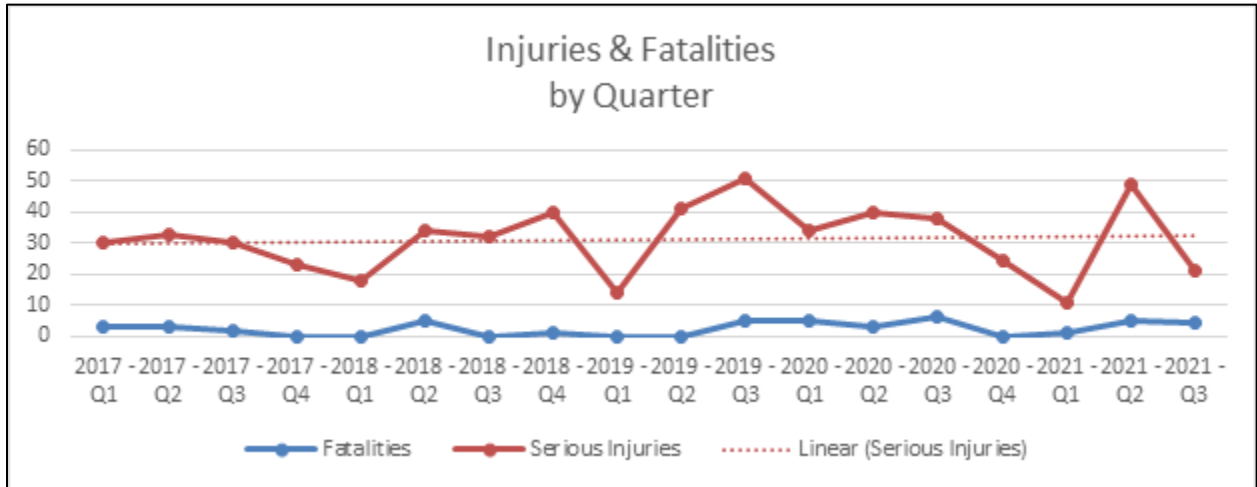
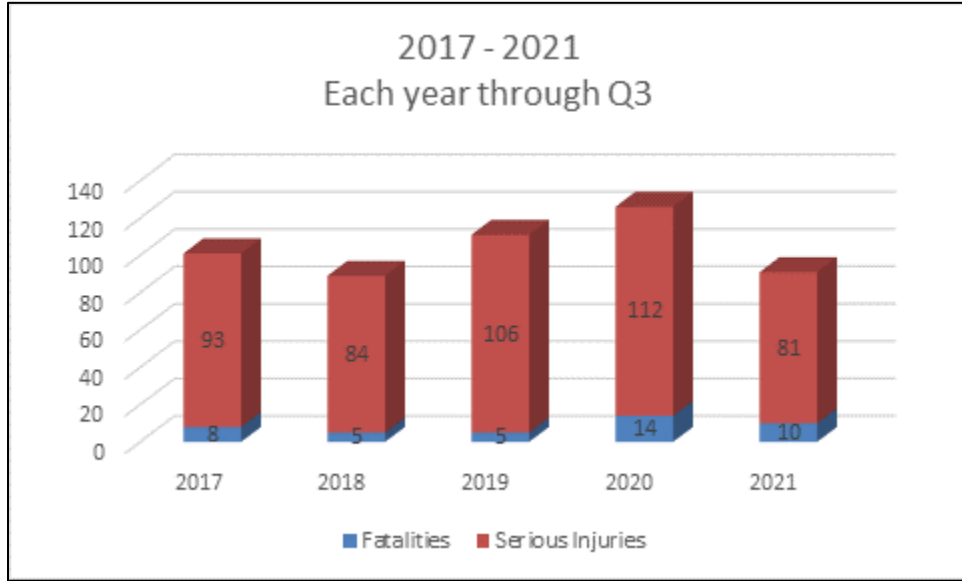
**Traffic**

Community members may submit a traffic complaint or concern to the Madison Police Department by utilizing [online submissions](#) or calling the speeder hotline (608-266-4624). Since 2017 there has been an average of 841 traffic complaints/concerns to MPD annually. Through the 3<sup>rd</sup> quarter each year there has been an average of 657 complaints. So far in 2021 MPD has received 745 complaints (13% increase from last year at this time).



Annually, on average, the Madison Police Department investigates traffic crashes that result in approximately 141 serious or fatal injuries. Through the third quarter of each year since 2017, the City of Madison has averaged 8 fatalities and 99 serious injuries. So far in 2021, MPD has investigated crashes that have resulted in 10 fatalities (25% above average) and 81 serious injuries (18% decrease from average).





Factors involved in most serious or fatal crashes remain relatively consistent each year. Pedestrian or bicyclist involvement in the crash results in the highest percentage of crashes with serious or fatal injuries. Driver factors that lead serious or fatal crashes include impaired driving through the use of drugs and/or alcohol, speeding, and failure to use restraint devices.

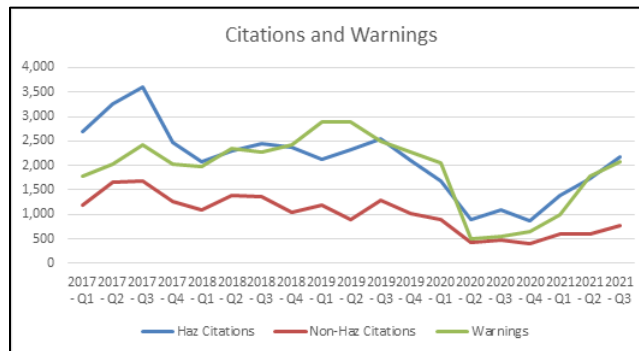
	Historical Averages	2021 Quarter 3
<b>Speed</b>	23%	50%
<b>Alcohol/Drug</b>	26%	39%
<b>Seatbelt</b>	23%	28%
<b>Distracted</b>	9%	11%
<b>Pedestrian/Bike</b>	31%	44%

Overall traffic citations include those issued by MPD personnel to include crash investigations, TEST and traffic grant overtime deployments. MPD has four primary goals in traffic enforcement:

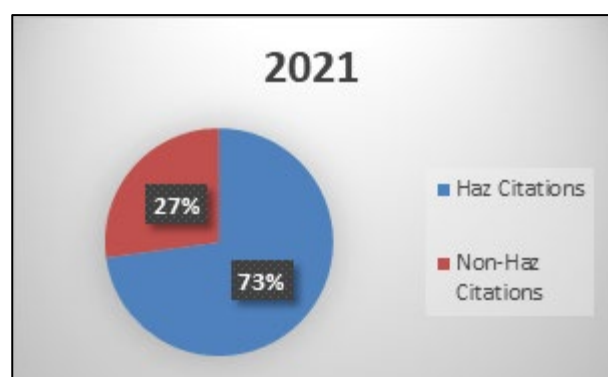
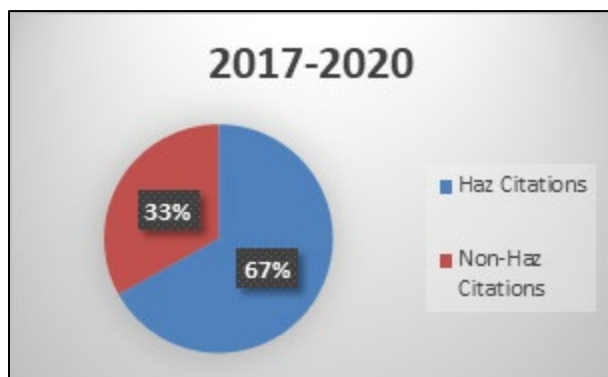
1. Focus on Hazardous Moving Violations
  - a. De-emphasize non-hazardous violations and support alternative outcomes (i.e. warnings)
2. Focus on High Injury Network
3. Supporting school zone safety
4. Responsive to citizen complaints

Annually, MPD issues, on average, approximately 19,184 citations and warnings (average over the 4 previous years). The below table shows the average of the 4 previous years through the third quarter, and 2021 through the 3<sup>rd</sup> quarter.

	Through 3-Quarters Avg 2017-2020	Through 3-Quarters 2021
Hazardous Citations	6,470	5,283
Non-Hazardous Citations	3,096	1,971
Warnings	5,826	4,848



As stated above, MPD’s #1 traffic goal is to focus on hazardous moving violations, and to de-emphasize, supporting warnings or other non-citation outcomes, for non-hazardous violations. This goal was added at the beginning of 2021 after considerable research into the racial and economic disparate outcomes of non-hazardous violations such as registration, vehicle equipment, and driver’s license status citations. Prior to 2021, MPD averaged an approximate 2:1 ratio of hazardous to non-hazardous citations. In just three months MPD has increased that ration of almost 3:1.



## **Training**

MPD's recruit class of 18 continues to progress in their academy training. To date, the recruits have passed all state training requirements and are scheduled to begin field training in the 4<sup>th</sup> quarter.

MPD personnel completed firearm and less lethal munition training/certification in the 3<sup>rd</sup> quarter. In-Service training has begun and will be completed in the 4<sup>th</sup> quarter. This training topic comes from the Police Executive Research Forum (PERF) ICAT (Integrating Communications, Assessment, and Tactics) training. This is a nationally recognized curriculum to improve officers' response to critical incidents. The training focuses on critical thinking, communications, and tactics to improve opportunities for positive outcomes in use-of-force encounters. This ICAT session builds upon the spring 2021 in-service by incorporating scenario based training. Providing ICAT training to all MPD commissioned personnel was a recommendation from the Madison Police Department Policy & Procedure Review Ad Hoc Committee.

## **SOP Updates**

A number of MPD SOPs were updated during the quarter. Copies showing the changes are attached to this memo as an appendix. Note that all MPD SOPs are reviewed regularly, with the most critical SOPs being reviewed annually. This process typically results in additional SOP changes/updates.

MPD has also started posting drafts of new/revised SOPs on our website before final implementation, to allow for public review and comment.

## **Defense Logistics Agency/Law Enforcement Support Office (10-33 program)**

MPD did not acquire any property through DLA/LESO during the third quarter of 2021.

## **Priority/emergency call response**

During the third quarter, there were one hundred and five (105) instances where MPD's patrol response was limited to emergency and priority calls. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the City.

The one hundred and five (105) instances occurred on sixty-eight (68) dates (some days required limited call response multiple times); this means that at some point on about **74%** of the days during the third quarter MPD patrol response was limited. The one hundred and five (105) instances spanned about **271.6** total hours of limited call response, an average of 2.6 hours per instance. In terms of total hours during the third quarter, MPD patrol response was limited to emergency and priority calls about **12%** of the time.

*Promotions*

2022 – Third Quarter Promotions

Captain Brian Austin to Assistant Chief  
Lieutenant Stephanie Drescher to Captain  
Lieutenant Harrison Zanders to Captain  
Sergeant David Meinert to Lieutenant  
Sergeant Michael Richardson to Lieutenant  
Police Officer Sarah Skoug to Sergeant  
Police Officer Bryan Dyer to Sergeant  
Detective Scott Reitmeier to Detective Sergeant  
Police Officer Justin Cumley to Detective  
Police Officer Kenneth Brown to Detective  
Police Officer Gracia Rodriguez to Detective

*Discipline/compliments (link to quarterly PS&IA summary):*

<https://www.cityofmadison.com/police/documents/psiaSummary2021JulSep.pdf>

<https://www.cityofmadison.com/police/documents/psiaRecognition2021JulSep.pdf>

## Updated/New SOPs for MPD: July-September, 2021

Reporting Procedure: 07/19/2021

Changes to Code of Conduct and Standard Operating Procedures: 08/31/2021



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



## Reporting Procedure

Eff. Date ~~05/31/2019~~ 07/19/2021

### Purpose

To outline the guidelines for Madison Police Department (MPD) reporting requirements.

### Procedure

The appropriate official police report format will be used to record information that is developed or received by any member of the MPD assigned a case number. A field report or dictated report shall be utilized as the primary report and where applicable the forms listed below are authorized to serve as a primary report:

1. Traffic Crash Forms DT4000 and MPD4000.
2. A Uniform Traffic Citation (UTC), municipal, e-citation (ELCI) electronic, or parking citation (NOT misdemeanor citations).
3. It is not necessary to complete a separate report on a "private property" parking complaint. However, a case number is required and at a minimum, the name of the complainant, address, phone number, and terminology of the "no parking" sign shall be included on the parking citation.
4. Protective Custody Conveyance Form.
5. Subpoena - (Case Number, Date, Time and Officer, on top right).
6. Summons - (Case Number, Date, Time and Officer, on top right).
7. Fire Station Violation Complaint - (Case Number and date on top right).
8. Boom Car Violation Complaint.

### SUPPLEMENTAL REPORTS, ATTACHMENTS, AND OTHER FORMS

The following reports will be used as a supplement to a Primary Report:

1. Submitted after follow-up or for technical personnel to record actions taken subsequent to the submission of an original/primary report;
2. Explaining a DT4000 or citation where the space provided on the original form is insufficient or
3. As otherwise required (i.e., juvenile alcohol-related offenses).

All attachments shall have the case number placed in the upper right hand corner of documents and the most obvious/legible place for non-documents. Store retail theft reports will have "state" or "municipal" added in the upper right hand corner if an arrest has been made. One set of attachments shall accompany the original report and another set/photocopies shall be left in district for the detective lieutenant.

Victim Rights Information (VRI), Municipal Rights Pamphlet, Juvenile Arrest Notification forms, and Vehicle Stop Information Cards Stop Cards shall be completed and issued or filed appropriately.

### SELF-REPORTING

Self-reporting occurs by call in, walk in, or internet submission. If an officer is dispatched to a call, the officer may not refer the complainant to self-reporting unless approved by the Officer in Charge (OIC) or a supervisor or if the city has gone to Priority Call Response dispatching.

### REPORT COMPLETION TIMELINES

Reports will be completed based on the already established dictation priority code list of report types. These guidelines encompass all report types; dictated, field, citation, etc. Reports that indicate they must be completed prior to end of shift apply to all persons completing a report for that case, not just the original report

or report containing the probable cause. Regardless of the established completion timelines, all reports should be completed as soon as possible.

Reports that indicate they must be completed prior to end of shift must be done immediately after completion of the call. Staff may return to their district to complete the report, but must remain out of service until the report is finished unless there is an emergency call **for service**.

1. Custody Juvenile – Complete before end of shift
  - In custody at **the Juvenile Reception Center** (JRC) or other secure facility
2. Custody Adult – Complete before end of shift
  - In custody
  - New criminal arrests and are at **the Dane County Jail** (DCJ), Detox, or Hospital
  - Emergency detentions
3. Priority Report – Complete before end of shift
  - In custody arrest for **Probation/Parole** (P&P) holds, **municipal arrests**, warrants
  - Domestic **abuse incidents** with **probable cause PC** and suspect is at large
  - Restraining order or other court order investigations
  - Death Investigations
  - Physical child placements
  - Child abuse/neglect cases
  - Missing persons
  - Crimes with known suspects at large (may be held with approval of the OIC)
  - Sexual assault investigations
4. Felony Cases – OIC or Supervisor discretion
  - Felony crimes without known suspects
  - Stolen/recovered autos
  - Burglaries/**B&E** or attempted **burglaries**
  - Felony weapons offenses
  - Substantial batteries
  - Felony person crimes
5. **Operating while intoxicated** (OWI) – Can be held to the next day, including 12 hour holds. **Felony arrests must be completed before end of shift.**
6. Citation Arrests
  - Misdemeanor – complete within five days of **cite citation issuance**
  - Traffic – complete within 10 days prior to court date
  - City Ordinance – complete within 10 days prior to court date
7. Crashes – Complete within five days of crash/accident
8. All Others – Complete promptly

## REPORT CONTENT

### Language should be Understandable, Accurate and Concise

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1. Foul/abusive language should only be quoted to describe another's actions or accurately document a statement taken by an officer.
2. Names and difficult word spellings should be checked for accuracy.
3. Standard abbreviations for street types and titles (e.g., PO, Dep, Sgt, Dr, LPO) or agencies (e.g., DCJ, DCHS, **DCMH**) may be used. Abbreviations of commonly used terms (e.g., w/o, veh, approx) may not be used.
4. Reported information must be legible including members' signatures, where required.
5. Unreadable documents shall be returned to the responsible officer for correction.
6. A black ballpoint pen must be used for completing all citations/required forms so that readable copies can be made (exception – DT4000).

7. All names, addresses, and phone numbers (private or businesses) must be complete, when possible.
8. Reports must accurately reflect situations investigated by the officer(s) on the scene.
9. Ten codes may not be used in report narratives.

## REPORT REVIEW

Written reports must be useful to persons other than the writer, and should be a word picture about what occurred. Reports # must be used to describe a wide variety of actions, and become an official statement of facts.

1. Detective Lieutenants or their designee's shall review all district reports.
2. If the report does not adhere to the requirements of the Reporting Procedures, and if the reporting officer is not available to make corrections, the reviewer should forward a copy of the report to the reporting officer's supervisor or commanding officer, indicating the errors or omissions.
3. If the report does not adhere to the requirements of Reporting Procedures, requires urgent modification or attention, and if the reporting officer is not available to make corrections, the reviewer should contact the appropriate work unit indicating what next day follow-up is required. If immediate attention is necessary (i.e., directing that an arrested person be released), the reviewer will ensure that the appropriate action is taken.
4. All reports returned for corrections shall be re-submitted, in a timely fashion, as a supplemental report containing the requested changes.

## REQUIRED REPORTS

Employees should complete reports on incidents when circumstances indicate a report is warranted, to include all criminal investigations and reports required by other MPD standard operating procedures. Employees who do not complete a report must advise the dispatcher that there will not be a report on the case number involved. Nothing in this procedure will prohibit a supervisor from requiring an employee to complete a report on any incident. CAD/MDC call notes may be used to supplement incident information in situations not requiring a report, but may not be used as a substitute for completing a report. Employees are not required to complete reports on incidents identified below.

### Calls Canceled

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Calls canceled by the complainant except robberies, calls to liquor license establishments (bars and restaurants), calls which might have involved physical harm or threat of harm to anyone (e.g., family trouble, crimes against persons, etc.) where the person canceling the call may not be the victim.

### Unfounded Calls

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Unfounded calls where nothing is located and no new information is received (e.g., traffic accident, unable to locate vehicle or driver).

### False Security Alarms

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False security alarms from a governmental agency, unless a continuing problem exists. Any alarms that fall within the guidelines of Verified Alarm Response in the Calls for Service (CFS) Dispatch Guidelines SOP. False fire alarms always require a report.

### Assist Calls

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Requiring no follow-up action.



1. Assist outside agencies.
2. Assist citizens.
3. Delivering messages.
4. Assistance to other City departments or government agencies for traffic direction or similar safety precautions.

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### **Blood Runs**

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Blood runs for Red Cross or other emergency personnel.

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### **On-Street Parking Violations**

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Unless vehicle is towed.

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### **Private Parking**

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Private parking when vehicle(s) has been moved prior to arrival.

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### **District Information**

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Documentation and the ability to retrieve information received from citizens who wish to make the police aware of situations which may occur or have occurred in the past. This information may not require immediate action and is provided to officers to make them aware of citizens' concerns. Officers may take enforcement action if appropriate (e.g., driving complaints, extra patrol, etc.).

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### **Simple Conveyances**

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Unrelated to offense or intoxication.

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### **Traffic Stops**

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All vehicle traffic stops must be documented in a report, through the Traffic and Criminal Software (TraCS), or with a Vehicle Stop Information Form. Investigative traffic stops related to criminal (non-traffic) violations must be documented in a report. Vehicle stops related to traffic violations must be documented by either a TraCS citation or TraCS warning. The Vehicle Stop Information Form will be used to document a traffic-related vehicle stop if TraCS is unavailable.

Completed Vehicle Stop Information Forms should be submitted to the Traffic section via inter-departmental mail or email (PD Traffic Stop Warnings email group).

Original SOP: 11/18/2015  
(Reviewed Only: 02/22/2016, 12/26/2017)  
(Revised: 01/19/2017, 05/31/2019, 07/19/2021)



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**



**Changes to Code of Conduct and Standard Operating Procedures**

Eff. Date ~~10/12/2020~~ **08/31/2021**

**Code of Conduct**

The Code of Conduct is based on the values of the Madison Police Department (MPD) and thus it is anticipated that little change will be necessary. Any member of the MPD may recommend a change to the Code of Conduct. The changes must be in writing and show the edits from the most current edition of the Code of Conduct. The written request should be directed to the Assistant Chief of Support and Community Outreach.

It shall be the responsibility of the Assistant Chief of Support and Community Outreach on the behalf of the Chief, to follow-up on any proposal, and to complete any needed action.

**Standard Operating Procedures (SOP)**

**SOP REVIEW**

All SOPs shall be subject to regular review. The Administrative Assistant to the Chief will initiate the process no later than November 1 of each year. SOPs due for review will be sent to a lead Captain (generally the process owner) to conduct the review. Any revisions to the SOP are due back the Chief's office by December 31 of that year.

By February 1 of the following year, the SOP revision process shall be completed, with the posting of the most current SOP and date of revision to the current departmental reference site.

SOPs will be reviewed annually, every other year, or every three years:

<b>Annual Review</b>	<b>Every Other Year</b>	<b>Every Three Years</b>
Active Shooter Incidents	Arson Investigations	Alder Notification
Arrest, Incarceration & Bail – Adults	Back-Up	Cellular Telephones – Use of
Arrest, Incarceration & Bail – Youth	Bomb Threats	Changes to Code of Conduct and Standard Operating Procedures
Barricaded Person Incidents	Court Overtime	City Owned Property - Use and Care
Canine Use	Guarding Prisoners	City-County Building Access - Non-Business Hours
CFS Dispatch Guidelines	Guidelines for Case Assignment and Management	Civilian Hiring Process
Civil Actions Against Police Department Employees	Hours Worked	Cold Case Review Team
Crime Scene Response	In-Car Video System	Community Rooms
Critical Incident Stress Management	Interactions with Transgender and Gender Non-Conforming Individuals	Custody of Newborn
Deadly Force - Use of	Interviews of Crime Victims	Departmental Awards and Recognition
De-Escalation	Intoxicated and Incapacitated Persons	Dignitary Protection
Demonstrations & Assemblies	Investigation of Cases Involving Officers as Victims of Serious Crimes	Donation of Vacation and Compensatory Time - Civilian Process
Detox, JRC Jail and Probation and Parole Responses and Conveyances	Investigation of Incidents Involving Shots Fired	Drug Recognition Expert
Digital Forensics	Language Access Services	Employee Assistance Program
Domestic Abuse	Missing Child	Funerals and Ceremonies of LEO
Emergency Vehicle Operations Guidelines	Mutual Aid Requests and Enforcement Action Out of Jurisdiction	HR218, LE Officer Safety Act - LEOSA - for Former Madison Police Officers

Annual Review	Every Other Year	Every Three Years
Enforcement of Immigration Laws	Naloxone - Narcan – Protocol	Identification of MPD Employees
Enforcement of Marijuana Laws		
Foot Pursuits	Overtime Guidelines	Incident Review Process
General Duties and Expectations of Employees	Overtime Protocols for Police Report Typists	Interns Application and Acceptance Process
Handling of Confidential Informants	Patrol Leave Requests	Landlord Tenant Unwanted Guest Criminal Trespass
Handling of Evidence, Contraband, Found, or Lost Property	Patrol Staffing Hold Guidelines, Special Events and Special Assignment Scheduling	Life Threat Emergency at Facility Public Windows
Hostage Situation Incidents	Personal Appearance	Lost and Abandoned Property
Identification Procedures	Police Weaponry	Mendota Mental Health Institute Response
Interactions with Youth	Precautionary Measures and Significant Exposure to Infectious Pathogens	Military Leave
Labor Disputes and Picketing	Preserve the Peace	Mobile Data Computers - Use of Mounted Patrol Use
Line of Duty, Life-Threatening Injury or Death of an Employee	Probation and Parole Searches	
Major Case Investigations	Recording Suspect Interviews	MPD Locker Rooms
Mental Health Incidents and Crises	Reporting Procedure	News Media Relations
Non-Deadly Force - Use of	Restricted Duty	Off-Duty Officer Responsibilities
Notification of Commanding Officers	Retail Theft	Outside Employment
Officer Involved Deaths and Other Critical Incidents	Social Media - Investigative Use	Personnel File Contents and the Process for Accessing these Records
PSIA Complaint Investigation	Social Media – Non-Investigative Use	Police Motorcycles
PSIA Discipline Matrix	Social Media - Off Duty Use	Police Vehicle Parking
PSIA Electronic Complaint File Management System	Special Events Team Extrication Team	Political Activity
Records Inspection and Release	Special Events Team Grenadiers	Pre-Employment Candidate File
Response to Persons with Altered State of Mind	Special Events Team Medic Platoon	Replacement of Lost, Stolen or Damaged Equipment
Robberies in Progress and Silent Robbery Alarms	SWAT Body Worn Cameras	Requesting Additions or Changes to Approved Uniform and Equipment Lists
Search Warrant Service	System Audits	Sex Offender Notifications
Searches	Third Party Database Use and Dissemination	Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding
Sexual Assault Investigations	TIME System Use and Dissemination of Records	Special Duty
Stop and Frisk	Traffic Parking and Crash Investigation	Stolen Vehicle Reporting Guidelines
Supervision and the Early Intervention System	Uniform Standards	Tours, Visitors, and Ride-Alongs
Threats of Targeted or Mass Casualty Violence	Workplace Safety	Tuition Reimbursement and Educational Incentive
Unmanned Aircraft Systems		U Visa Program Participation
Use of Force Data Collection		Uniform Accounts
Use of Tire Deflation Devices		Update of Payroll Status for Promoted Employees
Video and Audio Surveillance		Vehicle Escorts
Video Evidence Retrieval		Vehicle Use, Assignment, and Maintenance
		WI Prescription Drug Monitoring
		Workplace Telestaff Requirements

## MID-YEAR ADJUSTMENTS

Any member of the MPD may recommend a change to any SOP or recommend creating a new SOP. The changes must be in writing and show the edits from the most current edition of the SOP. The written request should be directed to the Administrative Assistant to the Chief. Members of the public may also suggest changes or provide feedback on existing SOPs.

## PROCESS FOR CHANGES

For potential changes, either at the annual review or per a recommendation, the SOP must have the edits visible on the current version. If the recommendations are for major substantive process changes, the drafts will be scheduled for a review at the Field or Support level. Final draft review will be sent to the Management Team in writing for feedback. Minor changes will only be reviewed with a draft showing mark-ups sent to the Management Team.

Once edits have completed the internal review process, public/community input on the changes will be solicited. Any input/feedback received will be shared with the Chief prior to final approval of the changes.

Changes that are time-sensitive may be implemented prior to the formal input process.

Non-substantive changes to an SOP (such as edits to grammar, punctuation, or word usage) that do not have an operational impact are not required to go through the formal change process.

It shall be the responsibility of the Administrative Assistant to the Chief, acting as a delegate to Assistant Chief of Support and Community Outreach, to follow-up on any proposal, and to complete any needed action.

Nothing in the Code of Conduct or Standard Operating Procedures is intended to create an enforceable legal right or private right of action.

Original SOP: 04/08/2015

(Reviewed Only: 03/01/2016, 01/09/2017)

(Revised: 01/20/2017, 03/08/2018, 08/27/2018, 01/30/2019, 09/09/2019, 01/03/2020, 10/12/2020, 08/31/2021)