

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

November 20, 2024

To: City of Madison Common Council Alders

From: Shon F. Barnes, Madison Police Department Chief of Police

Subject: Quarterly Report (3<sup>rd</sup>, 2024)

**Mission Statement of the Madison Police Department**

We, the members of the Madison Police Department, are committed to providing high quality police services that are accessible to all members of the community. We believe in the dignity of all people and respect individual and constitutional rights in fulfilling this mission.

**Community Policing**

At MPD we start with a simple proposition—the police cannot go it alone. We cannot begin to address the complex issues affecting our quality of life without assistance. Assistance in the form of the help and collaboration from many diverse groups who work in and for the community, as well as enlisting the support of all of our community members!

<https://www.cityofmadison.com/police/community/policing/>

This document provides an update on selected MPD topics for the third quarter (July, August, and September) of 2024.

**Please consider the data included in this update as preliminary and subject to modification.**

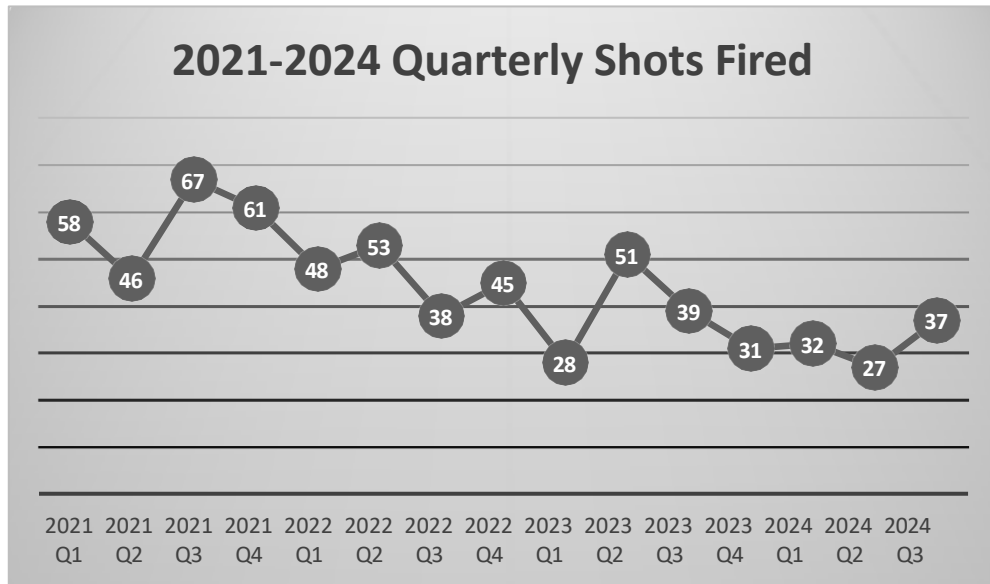
**Emergency and Priority Calls**

During the 3<sup>rd</sup> quarter, MPD patrol response was limited to emergency and priority calls about 12.5% of the time. Given the volume of 9-1-1 calls or the severity of calls requiring multiple resources, there were 105 instances where MPD's patrol response was limited. Note that some of these instances did not impact citywide response but were limited to a particular district or area of the city. The 105 instances occurred on 65 dates (some days required limited call response multiple times); this means that at some point on 70.7% of the days during the 3<sup>rd</sup> quarter MPD patrol response was limited. The 105 instances spanned about 276.2 total hours of limited call response, an average of 2.6 hours per instance.

**Significant Incidents**

**SHOTS FIRED - FIREARM CRIMES ARE SERIOUS AND A THREAT TO LIFE. EVENTS INVOLVING FIREARMS ARE CONSIDERED A SIGNIFICANT INCIDENT WITHIN THE STRATIFIED POLICING CRIME REDUCTION FRAMEWORK. MPD INVESTIGATES ALL 9-1-1 CALLS INVOLVING A FIREARM AND SHOTS FIRED.**

There were thirty-seven (37) shots fired incidents in the City from July 1<sup>st</sup> through September 30<sup>th</sup> (2024). This represents an **37% increase** from the 2<sup>nd</sup> quarter of 2024.

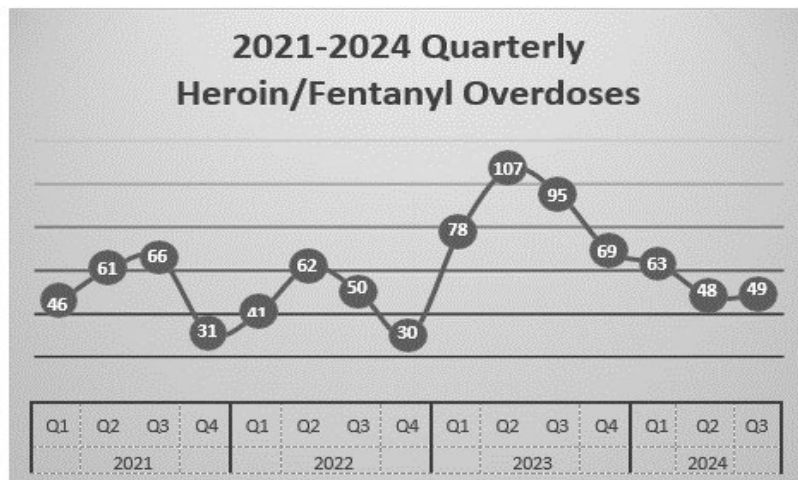


Shots fired are broken into the following categories and the count of casings recovered:

	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Total
Property Damage	9	14	9		32
Subjects Struck by Gunfire*	4	15	3		22
Accidental Discharge	1	1	0		2
Self-Inflicted (intentional)	5	2	3		10
Casings Recovered	44	152	66		262

\*Excludes accidental discharge & self-inflicted

Heroin Overdoses – MPD responded to forty-nine (49) known heroin overdoses during the third quarter of 2024. This represents a **2.1% increase** from the 2<sup>nd</sup> quarter of 2024. [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 seven (7) suspected overdose deaths during the third quarter of 2024. This is a **16.7% increase** from the 2<sup>nd</sup> quarter of 2024. [Note that these figures only include overdose deaths with police involvement and clear evidence of an overdose; the actual figure may be higher].

The Madison Police Department actively seeks opportunities to *divert* and *deflect* individuals from the justice system.

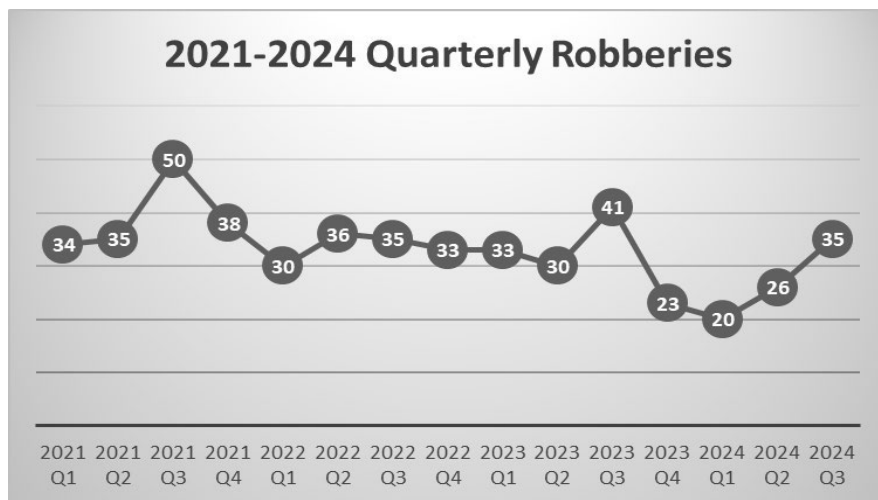
*Diversion* occurs when police refer individuals to a program or services in lieu of an arrest. Pre-arrest or pre-charge diversion seeks to connect individuals with community-based help, while avoiding a damaging arrest record.

*Deflection* is community based and entails no criminal justice system involvement beyond an individual’s interaction with a police officer in the field. Police deflection programs aim to reduce crime by connecting people living with mental health struggles or substance use disorder to treatment and recovery resources.

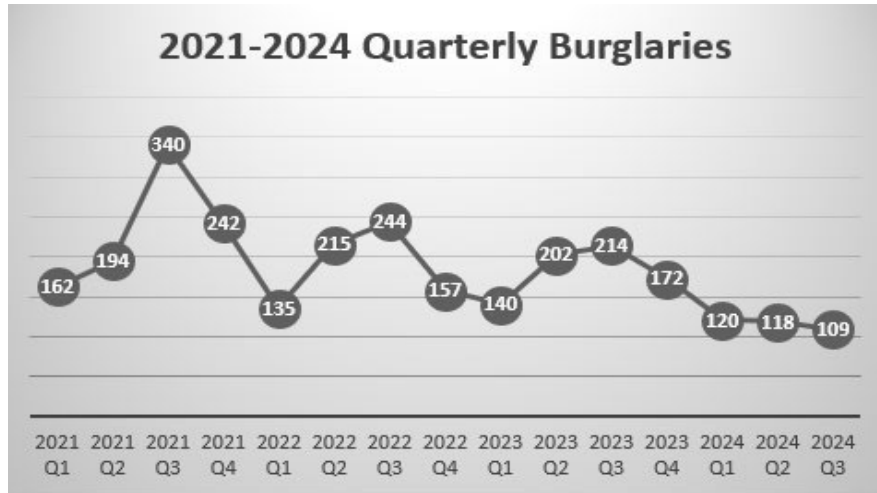
**Madison Area Addiction Recovery Initiative (MAARI)** is a program for individuals living with substance use disorders who have committed eligible, non-violent offenses stemming from their disease of addiction. The program offers six months of individualized treatment and coaching to participants. Participants must complete the program for non-prosecution of the charges they would have faced. Eligible charges include possession of drug paraphernalia, possession of a controlled substance, retail theft, prostitution, and theft/burglary if the victim of the theft/burglary agrees to the MAARI program being offered.

The **Addiction Resource Team** is multidisciplinary and utilizes a police officer and a Peer Specialist from Safe Communities. The teams follow up with people who have experienced a non-fatal overdose or other precipitating event that brought them into contact with Madison Police or Madison Fire personnel. The purpose is to connect individuals with recovery resources, meet people where they are, and provide harm reduction materials. The team distributes the opioid reversal agent Naloxone and fentanyl test strips on outreach visits.

Robberies – Thirty-five (35) robberies occurred in the City during the third quarter of 2024. This is a **34.6% increase** from the 2<sup>nd</sup> quarter of 2024.



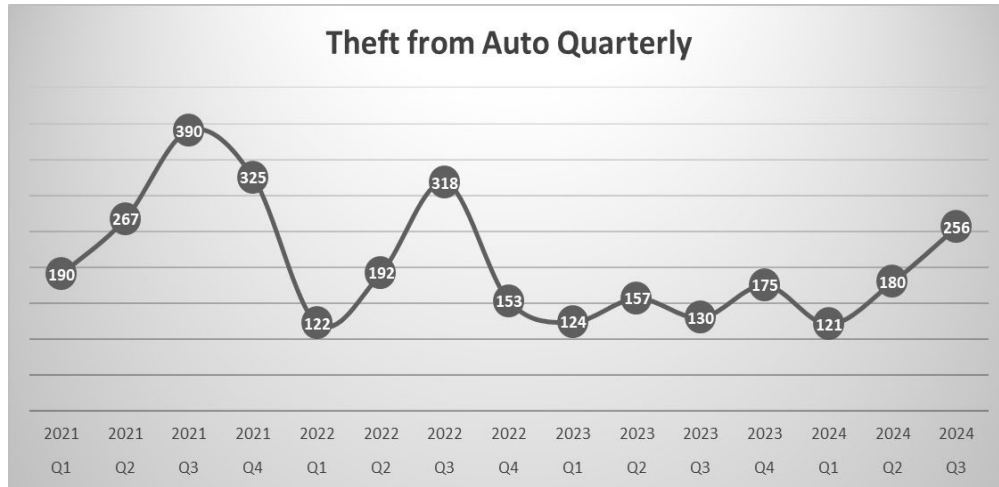
Burglaries – MPD responded to 109 burglaries during the third quarter of 2024. This represents a **7.6% decrease** from the burglaries reported in the 2<sup>nd</sup> quarter of 2024.



Stolen Autos – MPD investigated fifty-two (52) stolen autos during the third quarter of 2024. This is a **24% increase** from the 2<sup>nd</sup> quarter of 2024.



Thefts from Vehicles – MPD investigated 256 thefts from vehicles during the third quarter of 2024. From the 2<sup>nd</sup> quarter of 2024, this is a **38% increase**.



MPD encourages everyone in our community to remove valuables from their vehicle, lock their vehicles, and when possible, park near lights.

**Arrest Data**

**On-view arrests:** Law enforcement physically took someone into custody and transported them to jail.

**Citations:** This is an administrative arrest. The individual is issued a ticket and promises to appear in court.

In the 3<sup>rd</sup> quarter of 2024, MPD responded to **40,532 calls for service**. Of this total, there were 1,543 on-view arrests and 717 citations issued (Group A and Group B offenses).

Third quarter **on-view arrest** data:

Sex	Q1	Q2	Q3	Q4	Total	%
Male	1,106	1,068	1,213		3,387	76.1%
Female	364	370	330		1,064	23.9%
Unknown	1	0	0		1	0.0%
<b>Total</b>	<b>1,471</b>	<b>1,438</b>	<b>1,543</b>		<b>4,452</b>	<b>100.0%</b>

Race	Q1	Q2	Q3	Q4	Total	%
Asian	23	23	19		65	1.5%
African American	679	685	783		2,147	48.2%
Native American	3	5	7		15	0.3%
Other	34	34	30		98	2.2%
Caucasian	732	691	704		2,127	47.8%
<b>Total</b>	<b>1,471</b>	<b>1,438</b>	<b>1,543</b>		<b>4,452</b>	<b>100.0%</b>
Hispanic*	163	139	165		467	10.5%

“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.

Third quarter **citation** data:

<b>Sex</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Male	472	435	418		1,325	58.5%
Female	324	316	299		939	41.5%
Unknown	1	0	0		1	0.0%
<b>Total</b>	<b>797</b>	<b>751</b>	<b>717</b>		<b>2,265</b>	<b>100.0%</b>
<b>Race</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Asian	40	24	26		90	4.0%
African American	170	192	197		559	24.7%
Native American	4	4	3		11	0.5%
Other	15	17	19		51	2.3%
Caucasian	568	514	472		1,554	68.6%
<b>Total</b>	<b>797</b>	<b>751</b>	<b>717</b>		<b>2,265</b>	<b>100.0%</b>
Hispanic*	53	41	63		157	6.9%

“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.

The National Incident Based Reporting System (NIBRS) is used by MPD and follows the standards set by the FBI and Wisconsin Department of Justice. MPD is required to submit incidents and arrests for two different categories. Group A Offenses are reported violations and arrests of state statutes and city ordinances that are grouped into persons crime, property crime, and societal crime categories. Group B Offenses are arrest-only data. Arrests include citations and physical. Group A offenses are more serious crimes such as Murder, Rape, Robbery, etc. Group B offenses tend to be minor in nature, such as Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the Influence, etc. (2023 NIBRS User Manual).

Resources:

<https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/home>

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/nibrs>

<b>Group A Offenses</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Animal Cruelty	1	7	0		8	0.0%
Arson	1	2	6		9	0.0%
Assault Offenses	669	634	624		1,927	9.6%
Bribery	0	0	0		0	0.0%
Burglary	133	123	131		387	1.9%
Counterfeiting/Forgery	32	16	18		66	0.3%
Damage to Property	307	330	349		986	4.9%
Drug/Narcotic Offenses	317	281	293		891	4.5%
Embezzlement	7	9	9		25	0.1%
Extortion	9	17	21		47	0.2%
Fraud Offenses	322	335	296		953	4.8%
Gambling Offenses	0	0	0		0	0.0%
Homicide Offenses	0	2	1		3	0.0%
Human Trafficking Offenses	0	0	1		1	0.0%
Kidnapping/Abduction	17	21	28		66	0.3%
Larceny/Theft Offenses	1,139	1,161	1,443		3,743	18.7%
Motor Vehicle Theft	100	91	91		282	1.4%
Pornography/Obscene Material	6	9	11		26	0.1%
Prostitution Offenses	0	0	1		1	0.0%
Robbery	20	25	36		81	0.4%
Sex Offenses, Forcible	46	54	36		136	0.7%
Sex Offenses, Non-Forcible	4	1	1		6	0.0%
Stolen Property Offenses	11	5	9		25	0.1%
Weapon Law Violations	53	87	78		218	1.1%
<b>Group B Offenses</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Total</b>	<b>%</b>
Bad Checks	5	2	10		17	0.1%
Curfew/Loitering/Vagrancy Violations	0	0	0		0	0.0%
Disorderly Conduct	636	727	850		2,213	11.1%
Driving Under the Influence	213	227	195		635	3.2%
Drunkenness	0	0	0		0	0.0%
Family Offenses, Nonviolent	30	22	22		74	0.4%
Liquor Law Violations	61	66	32		159	0.8%
Peeping Tom	0	0	0		0	0.0%
Runaway	0	0	0		0	0.0%
Trespass of Real Property	231	188	208		627	3.1%
All Other Offenses	2,161	2,130	2,090		6,381	31.9%
<b>Total</b>	<b>6,531</b>	<b>6,572</b>	<b>6,892</b>		<b>19,995</b>	<b>100.0%</b>

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

### Use of Force Overview

During the third quarter of 2024, MPD officers responded to 40,532 calls for service. In that time, there were seventy-seven (77) contacts in our community in which officers used recordable force during the encounter. This means that in the 3<sup>rd</sup> quarter, MPD officers used recordable force **0.19%** (less than one quarter of 1%) of the time when engaging with members in our community. Each of these force incidents was reviewed for compliance with MPD standard operating procedures.

Description	Q1	Q2	Q3	Q4	Total/%
Calls for Service	34,188	38,202	40,532		112,922
Contacts Where Force Was Used	77	93	77		247
% of CFS Where Force Was Used	<b>.23%</b>	<b>.24%</b>	<b>0.19%</b>		<b>0.22%</b>
<b>Force</b>					
Decentralization/Takedown (e.g. officer pushing or pulling a subject to the ground)	71	80	62		68.7%
Active Counter Measures (e.g. officer striking a subject with hand, forearm, foot or knee)	9	7	12		9.0%
Taser Deployment	1	8	9		5.8%
Hobble Restraints (a belt system that restricts a subject’s ability to kick at officers, squad windows, etc.)	11	6	13		9.7%
OC (i.e. Pepper) Spray Deployment	2	2	1		1.6%
Baton Strike	0	2	0		0.6%
K9 Bite	3	1	4		2.6%
Firearm Discharged Toward Suspect	0	0	1		0.3%
Impact Munition (firearm delivered projectile launched at a lower-than-normal velocity)	0	3	2		1.6%
Specialty (SWAT/SET)	0	0	0		0.0%
<b>Total</b>	<b>97</b>	<b>109</b>	<b>104</b>		<b>310</b>
Firearm Discharged to Put Down a Sick or Suffering Animal	16	23	11		50

\*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 district and time of day:

District	Q1	Q2	Q3	Q4	Total	%
West	6	6	6		18	7.3%
Midtown	8	12	15		35	14.2%
South	4	7	9		20	8.1%
Central	25	37	23		85	34.4%
North	14	18	11		43	17.4%
East	19	12	10		41	16.6%
Out of County	0	0	0		0	0.0%
Within County - Assist	1	1	3		5	2.0%
<b>Total</b>	<b>77</b>	<b>93</b>	<b>77</b>		<b>247</b>	<b>100.0%</b>
Time of Day/Patrol Shift	Q1	Q2	Q3	Q4	Total	%
1 <sup>st</sup> Detail (7am – 3pm)	14	21	17		52	21.1%
3 <sup>rd</sup> Detail (3pm – 11pm)	40	39	36		115	46.6%
5 <sup>th</sup> Detail (11pm – 7am)	23	33	24		80	32.4%
<b>Total</b>	<b>77</b>	<b>93</b>	<b>77</b>		<b>247</b>	<b>100.0%</b>



### Restorative Justice Data (3<sup>rd</sup> Quarter, 2024)

The Madison Police Department actively seeks opportunities to *divert* individuals from the justice system.

*Diversion* occurs when police refer individuals to a program or services in lieu of an arrest. Pre-arrest or pre-charge diversion seeks to connect individuals with community-based help, while avoiding a damaging arrest record.

**Restorative Justice** is an approach that focuses on the needs of the victims, respondents, and the affected community. Victims can actively participate in the process, while respondents acknowledge responsibility for their actions.

The goals of restorative justice are to repair harm, reduce the risk of re-offense and rebuild community.

**Community Restorative Court (CRC)** is a diversion program for 17–25-year-olds who are cited for disorderly conduct, simple battery, obstructing an officer, damage to property, or theft (including retail theft).

In lieu of any municipal citation, youth aged 12-16 are referred to our **Restorative Justice** program run by the **YWCA**. Any time an MPD police officer in the field investigates and has probable cause to write a municipal (forfeiture) ticket, that officer must instead issue a Restorative Justice Referral to the youth.

12–16-Year-Old Youth Data from YWCA	17–25-Year-Old Data from CRC																	
Total referrals issued: 52 Opted-in: 23 Opted out: 1 Neither: 3 (these referrals voided due to defendant’s age or per officer) Waiting for Opt-in/Opt-out: 25  Offenses: <ul style="list-style-type: none"> <li>• Retail Theft: 4</li> <li>• Theft: 3</li> <li>• Trespass: 5</li> <li>• Disorderly Conduct: 15</li> <li>• Damage to Property: 1</li> <li>• Battery: 7</li> <li>• Resist Or Obstruct: 2</li> <li>• Underage Possess/Consume off Licensed Premise: 2</li> <li>• Facsimile Firearm: 1</li> <li>• Party to Retail Theft: 1</li> <li>• Engages in violent/abusive behavior: 1</li> <li>• Public Fornication: 2</li> </ul>	Referrals from July 1st to September 30 <sup>th</sup> , 2024  Total MPD Referrals = <b>92</b>  Total MPD Referrals by Offense Type = 94 <i>*Total is more than 92 due to Clients with more than one citation.</i> <ul style="list-style-type: none"> <li>• Direct Referrals = 0</li> </ul>																	
	Offenses: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Municipal - Battery</td> <td style="text-align: right;">7</td> </tr> <tr> <td>Municipal – Trespass/Trespass to land</td> <td style="text-align: right;">56</td> </tr> <tr> <td>Municipal - Disorderly Conduct</td> <td style="text-align: right;">18</td> </tr> <tr> <td>Municipal - Resisting/Obstructing</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Municipal - Damage to Property</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Municipal - Retail Theft/Shoplifting</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Municipal – Theft</td> <td style="text-align: right;">3</td> </tr> <tr style="background-color: #d3d3d3;"> <td style="text-align: right;"><b>Total:</b></td> <td style="text-align: right;"><b>94</b></td> </tr> </tbody> </table>		Municipal - Battery	7	Municipal – Trespass/Trespass to land	56	Municipal - Disorderly Conduct	18	Municipal - Resisting/Obstructing	4	Municipal - Damage to Property	2	Municipal - Retail Theft/Shoplifting	4	Municipal – Theft	3	<b>Total:</b>	<b>94</b>
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<b>Total:</b>	<b>94</b>																	

## Traffic

### Traffic Complaints –

Community members may submit a traffic complaint or concern to the Madison Police Department by utilizing [online submissions](#) or calling the Speeder’s Hotline (608-266-4822). In the 3<sup>rd</sup> quarter of 2024, MPD received 234 traffic complaints.

### Serious/Fatal Crashes

In the 3<sup>rd</sup> Quarter of 2024, MPD investigated 829 crashes that resulted in 3 fatalities, 42 serious injuries and 298 minor injuries.

### Traffic Grants

Traffic Grant Data (3 <sup>rd</sup> Quarter, 2024)	Number of Grants	Citations Issued	Warnings Issued
Alcohol	15	302	230
Speed	17	344	245
Seatbelt	7	175	99
Ped/Bike	22	410	357

\*This number is the total number of citations and warnings issued. Citations and warnings issued in each grant can be for violations other than the violation for which the grant is intended.

## Training

Our 2024 Academy Class completed phase 1 and most of phase 2 instruction during the third quarter of 2024. Academy instruction transitions into more hands on training in phase 2 and included time for our recruits to get out into the community. We are on track for academy graduation in November when our recruits will leave the Training Center and begin three months of field training. Our Fall Professional Development training kicked off on September 5<sup>th</sup> and runs through November. All commissioned personnel will receive training in firearms, defensive tactics, de-escalation, CPR updates and officer wellness. Beyond the academy and professional development, the 2024-25 hiring process is well underway with multiple rounds of testing and oral board interviews. We continue to be impressed with the quality of the candidates we meet who are looking to serve Madison and MPD in the role of police officer.

## 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 posts 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 2024.

**2024 – Third Quarter Promotions**

Police Officer Justin Borton to Acting Investigator  
Lieutenant Diana Nachtigal to Acting Captain  
Sergeant Nicholas Eull to Lieutenant  
Sergeant Livia Novitzke to Acting Lieutenant  
Detective Sergeant Glenn Davis to Acting Lieutenant

**Discipline/compliments (links to quarterly PS&IA summaries)**

<https://www.cityofmadison.com/police/documents/psiaSummary2024JulSep.pdf>

<https://www.cityofmadison.com/police/documents/psiaRecognition2024JulSep.pdf>

## Updated/New SOPs for MPD: July-September 2024

Changes to Code of Conduct and Standard Operating Procedures: 07/09/2024

In-Car Video System: 07/29/2024

Line of Duty Death of an Employee: 09/20/2024

Workforce Telestaff Requirements: 08/19/2024



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



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

Eff. Date ~~02/08/2024~~ **07/09/2024**

**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 Police Executive Office Supervisor will initiate the process no later than October 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 November 1 of that year.

By shift change 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 as follows:

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

Annual Review	Every Other Year	Every Three Years
Enforcement of Marijuana Laws	Mobile Fingerprint Readers	Identification of MPD Employees
Evidence-Based Problem Oriented Policing	Mutual Aid Requests and Enforcement Action Out of Jurisdiction	Incident Review Process
Foot Pursuits	Naloxone - Narcan – Protocol	Interns Application and Acceptance Process
General Duties and Expectations of Employees	NIBIN Use	Landlord Tenant Unwanted Guest Criminal Trespass
Handling of Evidence, Contraband, Found, or Lost Property	Overtime Guidelines	Law Enforcement Officer Safety Act (LEOSA) for Former Madison Police Officers
Handling of Informants	Overtime Protocols for Police Report Typists	Life Threat Emergency at Facility Public Windows
Hostage Situation Incidents	Patrol Leave Requests	Lost and Abandoned Property
ICAC Investigations	Patrol Staffing Hold Guidelines, Special Events, and Special Assignment Scheduling	Mendota Mental Health Institute Response
Identification Procedures	Personal Appearance	Military Leave
Interactions with Youth	Police Weaponry	Mobile Data Computers - Use of
K9 Use	Precautionary Measures and Significant Exposure to Infectious Pathogens	Mounted Patrol Use
Labor Disputes and Picketing	Preserve the Peace	MPD Locker Rooms
Line of Duty, Life-Threatening Injury, or Death of an Employee	Probation and Parole Searches	News Media Relations
Major Case Investigations	Recording Suspect Interviews	Off-Duty Officer Responsibilities
Mental Health Incidents and Crises	Reporting Procedure	Outside Employment
Notification of Commanding Officers	Restricted Duty	Peer Support Program
Officer Involved Deaths and Other Critical Incidents	Retail Theft	Personnel File Contents and the Process for Accessing these Records
Professional Standards & Internal Affairs (PSIA) Complaint Investigation	Social Media - Investigative Use	Police Motorcycles
PSIA Discipline Matrix	Social Media – Non-Investigative Use	Police Vehicle Parking
PSIA Electronic Complaint File Management System	Social Media - Off Duty Use	Political Activity
Records Inspection and Release	Special Events Team Specialty Teams	Pre-Employment Candidate Files
Response to Persons with Altered State of Mind	Stratified Policing	Professional Staff Hiring Process
Robberies in Progress and Silent Robbery Alarms	SWAT Body Worn Cameras	Replacement of Lost, Stolen, or Damaged Equipment
Search Warrant Service	System Audits	Requesting Additions or Changes to Approved Uniform and Equipment Lists
Searches	Third Party Database Use and Dissemination	Sex Offender Notifications
Sexual Assault Investigations	Transaction Information for the Management of Enforcement (TIME) System Use and Dissemination of Records	Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding
Stops and Frisks	Traffic and Crash Investigation	Special Duty
Supervision and the Early Intervention System	Uniform Standards	Stolen Vehicle Reporting Guidelines
Threats of Targeted or Mass Casualty Violence	Use of Tire Deflation Devices	Tours, Visitors, and Ride-Alongs
Unmanned Aircraft Systems (UAS)	Workplace Safety	Tuition Reimbursement and Educational Incentive (MPPOA)
Use of Force		U Visa Program Participation

Annual Review		Every Three Years
Use of Force Data Collection		Uniform Accounts
Use of the Superhailer Long Range Communication System		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
		Workforce 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 Police Executive Office Supervisor. 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 Police Executive Office Supervisor, 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, 11/29/2023)  
 (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, 03/21/2022, 01/31/2023, 02/23/2023, 06/02/2023, 02/08/2024, 07/09/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



## In-Car Video System

Eff. Date ~~12/28/2021~~ 07/29/2024

### Purpose

The utilization of the Madison Police Department's (MPD) in-car video system can provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts. The use of the in-car video system shall be limited to trained employees and be in accordance with MPD procedures and applicable laws. All video files recorded by MPD in-car video systems are official police records which are subject to Wisconsin Open Records laws. Officers are required to select the appropriate Classification Tag and to enter the corresponding case number (or ~~their pd+initials~~ "none" when applicable) in the Case File Number field of the video recording tagging window for each video file they generate during the course of their work shifts.

For the purpose of this Standard Operating Procedure (SOP), the term "officer" means any MPD commissioned employee who has been trained in the use of the in-car video system installed in MPD vehicles.

### Procedure

#### USE AND CARE OF IN-CAR VIDEO EQUIPMENT

1. Officers shall be responsible for the proper care and operation of their individually assigned wireless microphone, charging dock, and optional lapel microphone (if applicable). Microphones shall be properly charged prior to the start of each shift.
2. Officers shall not remove, dismantle, or tamper with in-car video (ICV) equipment and/or microphone(s).
3. At the beginning of each shift or assignment, officers operating a squad equipped with an ICV shall complete the following procedures:
  - a. Log into the ICV application.
  - b. Confirm that the correct date, time, and live video display appear in the ICV application.
  - c. Officers shall synchronize and wear the synchronized wireless microphone (and optional lapel microphone) in a position where it can effectively record audio throughout the duration of the officer's shift. In the event two officers are assigned to a single squad (i.e. Field Training, Special Events), one officer is required to synchronize that officer's wireless microphone to the ICV system of the shared squad.
  - d. Perform a short test to confirm video and audio recording.
4. Officers shall be logged into the ICV application throughout the duration of the shift or assignment. In the event of unexpected application closures or laptop restarts, officers shall log back into the ICV application as soon as practical.
5. If an officer is required to respond to a call in emergency mode prior to being able to complete the steps listed above then the above should be completed at the first available opportunity.
6. Officers who are operating a squad in a non-operational capacity (for example, when using a squad for training, shuttling squads between districts, or shuttling squads to/from Fleet Services) where they are not logging into Mobile/Computer Aided Dispatch (CAD) are not required to utilize the in-car video system.
7. When problems with the in-car video system are identified, officers are required to report the issue to Information Management and Technology (IMAT) by calling the IMAT support line Monday-Friday 8:00am-4:30pm at 608-261-9655 or by sending an email containing the vehicle number and description of the problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com). If the identified problem could impact subsequent officers' ability to use a particular squad, officers are encouraged to note the squad number and its identified problem on the appropriate Police District vehicle dry erase marker board.



Officers may operate squads with non-functional in-car video systems when no other squad is reasonably available.

### OPERATION OF THE IN-CAR VIDEO SYSTEM

1. The in-car video system is set to automatically start video recordings (including a 30-second video only pre-event) when any of the following actions occur or thresholds are exceeded:
  - a. The squad's emergency lights are activated.
  - b. The wireless microphone's record (REC) button or auxiliary (AUX) button is depressed.
  - c. The record button is depressed on the back of the front camera.
  - d. The record button is selected in the in-car video software on the Mobile Data Computer (MDC).
  - e. The vehicle crash sensor is triggered.
  - f. The vehicle speed trigger threshold has been exceeded (80mph).
2. In-car video equipment shall be used to record the following:
  - a. All emergency vehicle operations.
  - b. All traffic stops.
  - c. All transports of persons either in or out of custody.
  - d. All interviews as required by Wisconsin State Statutes when other established recording facilities are not available, practical, or preferred.
  - e. When an officer attempts to place an individual into physical custody (either criminal or protective) when safe to do so.
  - f. When approaching an individual the officer reasonably anticipates may be taken into custody when safe to do so.
3. In-car video equipment may also be utilized to record any other official police contacts or actions beyond those listed in point #2 above.
4. Officers should make reasonable efforts to position the front squad camera to accurately capture events outlined in #2 above, unless circumstances dictate a different squad positioning for officer safety purposes.
5. Once initiated, video and audio recordings should remain activated until the incident or event has concluded or until deactivation is permissible. The conclusion of an incident or event has occurred when any arrest(s) related to the incident have been made and arrestee(s) have been transported, after a stopped motor vehicle driver is released from a traffic stop, or when no further law enforcement action is likely to occur related to the incident or event. Deactivation of video and audio recordings prior to the conclusion of the incident or event is permissible:
  - a. When an officer is not directly involved in activity related to the incident or event (i.e., blocking traffic at a position not near the scene of an incident); officers not directly involved in the incident or event do not need to complete a report if the purpose is to just document the cessation of their recording;
  - b. When an officer reasonably believes there is no evidentiary value in collecting further video and audio; for transparency purposes, officers shall document in a report or in call notes the assessment for the cessation of any recording.
6. Officers may temporarily mute audio recording of conversations between police personnel for administrative reasons including, but not limited to, the following:
  - a. Employee to employee training (e.g., during Field Training, incident debriefings, etc.);
  - b. Officer to supervisor discussions about incident dispositions and/or charging decisions;
  - c. Employee to employee discussions involving response strategy or tactics; or
  - d. Personal conversations unrelated to the incident or event being investigated.
7. Reasons for any **intentional** interruptions/microphone muting during video recordings shall be audibly noted prior to the muting and documented within official reports, narrative sections of citations, or in call notes. After the purpose of a temporary mute of an audio recording has concluded, officers shall reactivate the audio recording.
8. Upon completion of a recording, **the officer shall select the applicable classification tag** from the available menu options listed in the "Classify Tag" field of the recording window. Officers shall not intentionally close the recording window on the MDC without making a selection from the classification choices. The current classification tag options include the following: Non-Evidence,

- Equipment Check**, Traffic Stop, Arrest/Transport, OWI, Evidence (**default tag**), and Crash/Pursuit. In the event of multiple, successive recordings that result in multiple files to classify and tag, officers shall locate and add tagging information to the untagged files when they can safely do so, but prior to the conclusion of their work day. Exceptions to this shall be approved by the OIC or other supervisor. Officers can locate these files in the Archive area of the Arbitrator program on their MDC prior to the files being uploaded to the server or they can sign into the Back End client on a district workstation.
9. **Officers shall ensure that the “Classify Tag” and “Case File Number” fields of the recording window are filled out properly for each recording.** If there is no case number associated with the recording, officers shall type **their respective pd+initials “none”** in the Case File Field. Officers may enter any additional information (e.g., license plate, name, suspect information, etc.) deemed pertinent to the investigation in the “Note” field. The classification tag, case file number, and additional information entered by the officer will serve as the initial selection for the duration of video retention of each video recording.
  10. Officers are only responsible for tagging the videos that are created when signed into arbitrator during their assigned shifts.

### VIDEO TRANSFER AND DOCUMENTATION

1. Video recording(s) shall be transferred at least once during the course of each work shift or assignment. Exceptions to this must be approved by the OIC or other supervisor. Transfer of video may be accomplished by wireless transfer at MPD district stations or other identified wireless access points. Officers can check the status of video files in the Archive area of the Arbitrator program on their MDC or they can sign into the Back End client on a district workstation to confirm upload.
2. Officers should make every attempt to transfer video recording(s) deemed to be evidence prior to the end of their shift. If this process requires the employee to be on overtime, the employee shall obtain prior approval for the overtime from a supervisor or from the OIC. If the video does not transfer, contact IMAT through the support line Monday-Friday 8:00am-4:30pm at **608-261-9655** or send an email containing the vehicle number and description of the problem to the IMAT support email address, [imat@cityofmadison.com](mailto:imat@cityofmadison.com) prior to the end of the employee’s shift.

### IN-CAR VIDEO MANAGEMENT

1. Evidentiary recordings submitted by officers will be maintained on a secure server within the City of Madison computer network until the case has been adjudicated and/or in accordance with existing MPD policies and procedures for the handling and disposition of evidence. Evidentiary images of recordings may not be duplicated without supervisory authorization.
2. Recordings will be maintained based upon the retention schedule designated for each classification tag.
3. Designated members of the Forensic Services Unit (FSU) and IMAT will be responsible for system administration of recordings.
4. Video recordings may be placed on an administrative hold, preventing their disposal by:
  - a. The Chief of Police or **his/her** designee.
  - b. Professional Standards and Internal Affairs Lieutenant.
  - c. A Command Officer.Any later removal of this hold must be submitted in writing to FSU.
5. If upon receipt of a complaint concerning the conduct of an officer or other employee, the supervisor receiving the complaint determines that the event in question has been recorded, that information shall be forwarded to the District Command Officer, and the Professional Standards and Internal Affairs Lieutenant outlining the details of the complaint.

<b>Tag / Retention</b>	<b>Definition/Use Case</b>
Non-Evidence (180 days)	Not categorized by any other tag
Evidence (30 years) – Default Tag	All other evidence
Equipment Check (7 days)	Lightbar checks at the start of a shift
Crash/Pursuit (30 years)	Squad crashes and vehicular pursuits
OWI (30 years)	OWI incidents
Traffic Stop (180 days)	Standard traffic stops
Arrest/Transport (30 years)	Transporting arrestees to Jail, JRC, Detox, etc.

Original SOP: 02/25/2015

(Reviewed Only: 02/04/2016, 02/05/2024)

(Revised: 12/22/2016, 06/15/2017, 11/30/2017, 04/09/2021, 12/28/2021, 07/29/2024)



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Line of Duty Death of an Employee

Effective Date: 1/23/2024 09/20/2024

## Purpose

The purpose of this SOP is to outline the Madison Police Department's response to a line of duty death.

The Madison Police Department (MPD) recognizes that a line of duty death will likely have far-reaching affects across the agency and the community, and will require a timely and sensitive response to the needs of the involved officers, surviving family members, the organization, and the community.

The Madison Police Department recognizes that adhering to an incident command model, with clearly defined assignments/roles, will greatly assist the surviving family members and the organization in the aftermath of a line of duty death.

The Madison Police Department recognizes that proper "notification" is a critical component of the survivors' ability to adjust to the loss of a family member.

The Madison Police Department recognizes that ensuring survivor benefits are in order and quickly addressed will assist the surviving family in the aftermath of their loss.

The Chief of Police may institute any part of this policy for a non-commissioned employee of the Madison Police Department, or for any death of a Madison Police Department Public Safety Officer.

## Definitions

**Public Safety Officer:** An individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer.

**Line of Duty Death (LODD):** Any action, felonious or accidental, which claims the life of a Madison Police Department sworn employee, while on duty. This definition is for the purposes of this policy only. Also:

Pursuant to 34 U.S. Code SUBCHAPTER XI— PUBLIC SAFETY OFFICERS' DEATH BENEFITS, a line of duty death is presumed when a public safety officer dies from a heart attack, stroke, or vascular rupture while engaged in, on duty, or within 24 hours of participating in a non-routine stressful or strenuous physical law enforcement service, or a training exercise involving non-routine stressful or strenuous physical activity.

**Survivors:** Primary family members of the deceased employee, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé, and/or significant others.

**LODD Involved Officer:** An officer who is directly involved in the line of duty death of another officer.

**Family Liaison Officer:** A member of the Madison Police Department who is assigned to the survivors of the officer killed in the line of duty, for the purposes of coordinating communication between the survivors and the involved agency to include funeral arrangements, benefits, and investigative updates. In most cases, this will be a member of the MPD Peer Support Team who has received specialized training in dealing with line of duty deaths and the role of a Family Liaison Officer.

**Employee Designated Representative (EDR):** A pre-identified person, of the deceased officer's choosing, who can act as a liaison between the survivors, the Family Liaison Officer(s), and the Madison Police Department.

**Law Enforcement Death Response Team (LEDR):** The Wisconsin Department of Justice Law Enforcement Death Response team is an available resource/team that is trained to assist with all details surrounding the death of a law enforcement officer, regardless of the circumstances. LEDR's response is willing to assist any agency in any manner requested and can include: Death Notification, Critical Incident Debriefings, Peer Counseling, Funeral Service Preparations, Public Safety Officer Benefits (PSOB), Family Support, Media Coordination, and Department logistics. LEDR can be reached 24/7 at: (866) 410-5337.

**Notification Team:** The personnel responsible for notifying the next of kin of a deceased employee. Ideally, this team consists of the Chief of Police or designee, the person(s) designated in the employee's emergency notification packet, and a representative from the county medical examiner's office, with emergency medical technicians (EMTs) standing by; however, the time necessary to fully assemble and deploy this team must be balanced against the prompt notification of survivors, with special consideration given to any possibility that a survivor might be able to reunite with an employee before their passing.

## Procedures

### Pre-Incident

1. All employee photographs shall be kept up-to-date.
2. Employees will meet with their supervisor annually to review and edit (if necessary) all paperwork related to critical incidents and emergency notifications.
  - a) In order to make prompt notification to an employee's family, in the case of a death, an Employee Emergency Notification packet is saved to the employee's personnel file in LERMS. This packet will contain a notification sequence for each employee of the Madison Police Department, indicating who should be notified first, second, third etc., their addresses, and phone numbers. Employees should include in this sequence someone who would be able to contact/locate dependents who are in school or additional people to contact. Employees may also identify an Employee Designated Representative. See Employee Emergency Notification Information Packet (Form A).
  - b) All employees are encouraged to make sure they have up-to-date beneficiary designations in place.
  - c) Employee Emergency Notification packets shall only be viewed for official purposes related to a notification, or for administrative purposes by the supervisor responsible to ensure the form has been reviewed annually. Access history to Employee Emergency Notification packets will be audited to ensure that only appropriate access occurs.
3. Peer support officers who can act as Family Liaison Officers should attend training that teaches best practices in dealing with line of duty deaths.

### In the Event of a Line of Duty Death

- A. Duties of LODD Involved Officer(s)
  1. Immediately notify dispatch of incident and location. When practical, any radio communication should be done over an encrypted radio channel.
  2. Render first aid and request response by emergency medical services.
  3. Officer(s) shall inform a supervisor or the Officer-in-Charge of the incident as soon as possible.
  4. Protect and secure the scene until relieved.
  5. Identify witnesses for subsequent interviews. The LODD involved officer(s) shall not participate in the interviews of witnesses.
  6. Brief the first arriving supervisor of the nature of the incident.

7. Reporting requirements for LODD involved officer(s) will be completed by investigators assigned to the incident. LODD involved officers will not be required to prepare a written report.

#### B. Duties of the On Scene Supervisor

1. Assume responsibility for the security and preservation of the scene. The involved agency is responsible for the initial response unless relieved by an outside agency lead investigator.
2. Notify the Officer-in-Charge.
3. Ensure that a LODD non-involved supervisor, if not already at the scene, responds immediately to the scene of the incident (A LODD non-involved supervisor is defined as one who has not been involved specifically at the scene, or involved in any tangential fashion, e.g., operation planning, drafting of search warrants, surveillance officers, intelligence gathering, etc.).
4. If necessary, establish a scene command post and give location to the Dane County Public Safety Communications (911 Center).
5. As soon as practical, relieve the officers directly involved in the line of duty death of any further responsibilities at the scene.
6. Identify and separate witnesses until the arrival of the lead investigator and/or other outside investigators.
7. If an outside agency lead investigator is involved, provide all necessary information to the outside agency lead investigator, and then relinquish control of the investigation to the outside agency lead investigator.

#### C. Duties of the Officer-in-Charge (OIC)

1. The Officer-in-Charge shall retrieve all employee paperwork completed by the deceased officer, which is maintained in the employee's personnel tab in LERMS. The OIC will review the packet for the names of any on-duty officers who are requested to be part of the Notification Team. If possible, those officers will be taken out of service and immediately assigned to the Notification Team.
2. Notify the Officer Involved Critical Incident (OICI) team commander or designee, and the Forensic Services Sergeant.
3. Notify the Chief, the Assistant Chief of Operations, and the Assistant Chief of Investigative and Specialized Services.
4. Notify Commanders of the District where the incident occurred. If the incident occurred outside of the employee's assigned district, the District Commanders of the involved employees should also be notified.
5. In the event of an Officer Involved Death or Other Critical Incident, refer to that SOP.
6. Notify the Captain of the "back-up" District where the incident occurred. For example, West District is backed up by Midtown District. In most cases, this commander will eventually become the Hospital Supervisor.
7. Contact Dane County Public Safety Communications (911 Center) Supervisor to inform on-duty officers of the status of the incident (e.g., injuries to officers and community members, or other important information). This should be done via silent dispatch, utilizing the Mobile Data Computer (MDC) and/or email, and should contain the following information:
  - a. Name of the deceased officer(s);
  - b. Name of LODD involved employee(s) and their status;
  - c. Directive to on-duty officers to refrain from any information sharing outside of MPD, including social media posting;
  - d. Advise on-duty officers it is appropriate to communicate to their own families their current status, but they should refrain from sharing any other information until authorized by a commander. It is critically important that information is not inadvertently shared with survivors.

- e. Advise personnel that they may gather at an MPD facility (such as Midtown or the MPD Training Center) for support; but they shall not assemble at the hospital. Only officers who have been directed to go to the hospital as a result of being assigned a necessary and specific law enforcement task by a supervisor should go to the hospital, and they shall check-in with the Hospital Supervisor upon arrival.
8. Notify the Madison Professional Police Officers Association (MPPOA) or Association of Madison Police Supervisors (AMPS) President, or another member of the MPPOA/AMPS board if the President is not available.
9. Notify the Peer Support Team Coordinator and deploy any on-duty Peer Support Officers to initiate the Critical Incident Stress Management protocol.
10. After formal notification to the involved officer's family has been made and in coordination with the Incident Commander, notify the department, via phone chain, followed by an email (sent to PD Group), that an MPD employee/officer was killed in the line of duty. The OIC will identify the officer by name, rank, and the location of the event, the location for all employees to assemble at if they decide to come in to work for support purposes. This email notification shall direct all employees to refrain from making social media notifications about this incident.
11. All media releases shall be cleared through the Internal Communications Commander and/or the Incident Commander. The name of the deceased employee will not be released to the media by the Department before the immediate family is notified. If the media obtains the employee's name prematurely, the Chief of Police or designee will request the name to be withheld until proper notification can be made to the survivors.

#### D. Duties of the Notification Team

1. It is the responsibility of the Notification Team to properly notify the next of kin of an employee who has died in the line of duty. Consideration should be given to immediate family, extended family, significant others, and relevant military branches. The deceased employee's *Emergency Notification Packet* must first be consulted. Prompt notification must be balanced with the wishes of the employee, if noted in their packet, with special consideration given to any possibility that a survivor might be able to reunite with an officer before their death. Additionally, expedience is of the utmost concern in consideration of instant social media, instant messaging, and other means in which the survivor family could learn of the tragedy before proper notification can take place.
2. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be immediately available at the time of notification.
3. Notification will be made in person and ideally never alone. At least two vehicles should be used so someone can stay with the family, if necessary.
4. Never make a death notification on the doorstep. Ask to be allowed into the residence and gather the survivors together. If the survivor is at work, the Notification Team should request that the survivor be brought to a private room. Members shall not inform the workplace supervisor of the purpose of the visit other than to indicate that it is a family emergency.
  - a. Inform survivors slowly and clearly of the information that you have.
  - b. If specifics of the incident are known, the Notification Team should relay as much information as possible to the family.
  - c. Be sure to use the deceased officer's name during the notification. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away." Experience has shown that survivor family members want and need straightforward talk. State the facts as known. Be clear on what information is known and what is not yet known.
5. If the family requests to visit the hospital, they should be transported by police vehicle.
  - a. It is highly recommended that survivors not drive themselves to the hospital.
  - b. If the survivor insists on driving, someone should accompany them in the family car.



- c. If young children are at home, and the survivor's decision is for those children to remain at the home, the Notification Team should arrange for babysitting needs. This may involve a co-worker's family, transportation of children to a relative's home, or similar arrangements.
- ~~6. Survivors will not be discouraged from viewing the deceased.~~
7. Do not be overly protective of the family. This includes sharing specific information as to how the employee died, as well as allowing the family time with the deceased employee.
8. Any promises, such as, "We will promote them him/her posthumously," or "We will retire their his/her badge," shall not be made to the family by any person except the Chief, and even then, strong consideration should be made to withhold such promises and actions until the emotion of the incident is under control.
9. Prior to departing for the hospital, the Notification Team should notify the hospital staff and the Hospital Supervisor (by telephone, if possible) that survivors are en route so that arrangements can be made for their arrival.
10. The deceased employee's parents should also be afforded the courtesy of a personal notification whenever possible and practical. Be aware of any medical problems of the parents that may exist. If immediate survivors live beyond the Dane County area:
  - a. The Notification Team will ensure that a teletype message is sent to the appropriate jurisdiction, requesting a personal notification.
  - b. The Notification Team may choose to call the other jurisdiction by telephone, in addition to the teletype (TTY) message.
  - c. Arrangements should be made through the notifying agency to facilitate a conference call with the Notification Team, so details of the incident can be relayed directly from the Notification Team to the survivor family.
11. During a line of duty death, the external monitoring of police frequencies may be extensive. Whenever possible, communications regarding notifications should be restricted to the telephone or to encrypted channels.
12. The Notification Team should complete written details specifying the identity, time, and place of the survivor notifications.
13. The Notification Team should remain at the hospital while the family is present until adequately relieved by the family liaison(s).

#### E. Duties of the Hospital Supervisor

- ~~4.~~ 1. The Hospital Supervisor is responsible for coordinating the law enforcement activities at the hospital where the injured or deceased officer has been transported. This on-scene role should be initially filled by the first available supervisor, who may be supplemented by a commander from the back-up district of injured or deceased officer. It is essential this role is filled without delay in order to prevent significant disruption at the hospital. These responsibilities include, but are not limited to the following:
  - A. Announcing to Dispatch over the radio that they have assumed the role of Hospital Supervisor
  - B. As soon as reasonably practical, identify who from the hospital will be MPD's primary point of contact for exchange of information
  - C. Contacting the head of security to ensure patient privacy and the normal functioning of the hospital
  - D. Whenever possible, wearing a traffic vest when in this role, which helps hospital staff know who is in charge from MPD for communication purposes
  - E. Coordinating the arrival of the Notification Team with hospital staff
  - F. Coordinating with the OICI Hospital Supervisor, if applicable
  - G. Limiting the number of MPD personnel at the hospital to only those with a specifically assigned, critical law enforcement task
  - H. Redirecting MPD personnel without an assigned task to the designated place of assembly, like the MPD Training Center. Officers shall not assemble at the hospital.



2. ~~of hospital personnel, the survivor's family, Department personnel, the press, and others. This person is typically a commander from the "back up" District. It is essential this role is filled without delay in order to prevent loss of control at the hospital. These responsibilities include, but are not limited to the following:~~
  - A. ~~Family Receiving Area: Arrangements shall be made with hospital personnel to provide an appropriate, private waiting/receiving area for the family and others invited by the immediate survivors.~~
  - B. ~~Command Receiving Area: Arrangements shall be made for a separate waiting area for the Chief, Command Staff, and other Officials (if needed).~~
  - C. ~~Officer Receiving Area: Arrangements shall be made for fellow MPD officers to assemble (please note that a District Station could be designated as such).~~
  - D. ~~Press Area: Establish a press staging area.~~
  - E. ~~Ensure that the family is updated regarding the incident and the employee's condition upon their arrival at the hospital.~~
  - F. ~~Ensure that medical personnel relay pertinent information regarding an employee's condition to the family on a timely basis and before such information is released to others.~~
  - G. ~~Arrange transportation for the family back to their residence as needed. This should be coordinated with the Family Liaison.~~
  - H. ~~Hospital Security: Contact the head of hospital security to ensure patient privacy and the normal functioning of the hospital. Contemplate the need to designate officer parking protocols for the hospital.~~
  - I. ~~Coordinate with the OIC Hospital Supervisor if relevant.~~
  - J. ~~Implement a squad parking plan around hospital.~~
3. ~~If it is possible for the family to visit the critically injured officer before death, they should be afforded that opportunity. While it may be appropriate to prepare the family for what they are about to see, no attempt should be made to dissuade the family from that final visit due to worry of them witnessing trauma. Evidence is a factor that should be considered and evaluated before contact is allowed. Consideration should be given to processing for evidence a small portion of the critically injured or deceased officer's body (hands, face) so that family members may touch those areas.~~
4. 2. Do not be overly protective of the family. This includes sharing specific information as to how the employee died, as well as allowing the family time with the deceased employee.
5. 3. Any promises, such as, "We will promote them him/her posthumously," or "We will retire their his/her badge," shall not be made to the family by any person except the Chief, and even then, strong consideration should be made to withhold such promises and actions until the emotion of the incident is under control.

#### F. Duties of Assistant Chief of Investigative & Specialized Services

1. Will make the request for an outside agency lead investigator, or outside agency observer. If an outside agency lead investigator is unavailable, MPD will oversee the criminal investigation and assign a lead investigator.
2. Will evaluate the need for an administrative review and/ or the need for Professional Standards & Internal Affairs (PSIA) investigation.

#### G. Duties of the Investigative Commander

1. This position is typically assigned to an MPD Assistant Chief or Captain and is responsible for coordinating investigative resources related to the line of duty death. This person will typically be the Captain of Investigative Services.
2. Contact Assistant Chief of Investigative & Specialized Services and notify them of the line of duty death.

3. In the event of an outside agency criminal investigation, coordinate with the investigating agency to make certain they have access to all necessary MPD resources to conduct the investigation.
4. Make investigative assignments and coordinate investigative efforts.
5. Management of investigative personnel (assignments, monitoring hours worked, etc.).
6. Managing overtime and arranging relief for investigative staff.
7. Communicate investigative updates to the Assistant Chief of Investigative & Specialized Services and the Incident Commander.
8. Designate case as "Extraordinary" for Telestaff/payroll purposes (if appropriate).

#### H. Duties of the Incident Commander

1. This position is typically assigned to an MPD Assistant Chief or Captain and is responsible for coordinating MPD operational resources. This person should not be in charge of any investigation related to the line of duty death. This person will typically be the Operations Captain.
2. Establish and staff a Department Command Post (CP), if necessary, to coordinate information and response to the tragedy.
3. Ensure a Hospital Supervisor has been assigned.
4. Ensure an Honor Guard Commander has been designated and the duties fulfilled.
- ~~6-~~ 5. Ensure that at least one Family Liaison Officer has been designated and the duties fulfilled.
- ~~7-~~ 6. Ensure a Staffing Commander has been designated and the duties fulfilled.
- ~~8-~~ 7. Designate an Internal Communications Commander.
- ~~9-~~ 8. In conjunction with the Honor Guard Commander, ensure the issuance of a teletype message to formally announce the line of duty death. As soon as practical, an initial TTY may be distributed with the announcement and that arrangements are pending. Details of arrangements should be withheld until completely verified; once that happens, subsequent TTY and email release should be considered. Extreme care should be given to releasing a TTY with information that will need to be changed or withdrawn. A follow-up TTY shall include the following:
  - a) Name of deceased.
  - b) Date and time of death.
  - c) Circumstances surrounding the death.
  - d) Funeral arrangements (state if service will be private or a police funeral).
  - e) Expressions of sympathy in lieu of flowers.
  - f) Contact person and phone number for visiting departments to call to indicate their desire to attend or to obtain further information.
- ~~10-~~ 9. Direct the wearing of badge mourning bands and any other Agency memorials.

#### I. Duties of the Peer Support Commander of the Family Liaison Officers

1. This person will assign and oversee the Family Liaison Officer and will monitor the wellbeing of any designated Employee Designated Representative (EDR) from MPD. Typically, this person will be a lieutenant assigned to the Peer Support program. The Peer Support Commander of the Family Liaison Officers will report directly to the Incident Commander until the completion of ceremonial events related to the line of duty death; the Peer Support Commander will then report to the Commander of Support Services.
2. Designate at least one Family Liaison Officer with consideration not to designate someone so close to the survivor family that they would not be able to handle the responsibilities of this role.
3. Coordinate the schedules of the Family Liaison Officers to provide as much daily availability to survivors as possible.
4. Place the Family Liaison Officers on special assignment in order to fulfill their duties.

5. Ensure that the Family Liaison Officers have department issued cell phones and that the phone numbers are shared with the Incident Commander and the Honor Guard Commander.
6. Work with the Family Liaison Officer to coordinate Employee Assistance Program (EAP) and Critical Incident Stress Management (CISM) responses for the survivors.
7. If an MPD Employee Designated Representative (EDR) is working with survivors, monitor the wellbeing of the EDR with recognition that this is an extremely emotionally taxing role.
8. Place the Critical Incident Partner (CIP) on special assignment in order to fulfill their duties.

J. Duties of the Family Liaison Officer

1. This person is a facilitator between the survivors and the MPD. It is important that this person not be someone so close to the survivor family that they would not be able to handle the responsibilities of this role. This person(s) will report directly to a Peer Support Supervisor.
2. The Family Liaison Officer is not a decision-making position, but a “facilitator” between the survivors and the MPD. It is important that the person(s) assigned this role realize they are not to make decisions on behalf of the MPD. The Family Liaison Officer will have immediate access to the Department Incident Commander, the Honor Guard Coordinator, and the Benefits Coordinator so necessary decisions can be made immediately.
3. In conjunction with the Honor Guard Commander or their designee, assist the survivors with funeral arrangements and making them aware of what the Department can offer if they decide to have a law enforcement funeral.
4. Apprise the survivors of information concerning the death and the continuing investigation.
5. Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting childcare and transportation needs, etc. The Peer Support Commander should contact the MPPOA or AMPS President, or board member if the President is unavailable, to discuss and coordinate financial and other logistics associated with these needs.
6. Work with the Benefits Coordinator to obtain needed information from the family for benefit processing, as well as keeping the family apprised of the progress with the death benefits.
7. Work with the deceased officer’s district command to ensure that the officer’s personal property is returned to the family.
8. Work with the department coordinator regarding “Donations” to the family.
9. If no court proceedings surround the circumstances of the member’s death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity. If criminal violations surround the death, the Family Liaison Officer will:
  - a. Inform the family of all new developments prior to press release.
  - b. Keep the family apprised of legal proceedings.
  - c. Introduce the family to the Dane County Crime Response Program and the Dane County Victim/Witness coordinator.
  - d. Arrange for investigators and prosecutor(s) to meet with the survivors, at the earliest opportunity before and following any trial, to answer all their questions.
10. The Family Liaison Officer acts as a long-term liaison with the survivors to ensure that, if desired, close contact is maintained between the MPD and the survivors and that their needs are met.

K. Role of the Employee Designated Representative (EDR)

1. This person is predetermined and of the deceased officer’s choosing.

2. This person is identified when MPD commanders access your Emergency Death Information Packet (Form A), which is stored in the employee's personnel file in LERMS.
3. If an officer did not identify an Employee Designated Representative on the Emergency Notification Form, the department may appoint one if requested.
4. The Employee Designated Representative will coordinate with the Family Liaison Officer.

L. Duties of the Honor Guard Commander

1. This is the person who will oversee and coordinate the planning and implementation of all aspects of the funeral arrangements. The Honor Guard Commander will also be primarily responsible for external communications to the greater law enforcement community. This person will report directly to the Incident Commander.
2. Notify the Law Enforcement Death Response Team (LEDR). This notification can be made by contacting the Wisconsin State Patrol Regional Post, where all contact information for the LEDR Team is maintained. LEDR Team contact information is also located at [www.wichiefs.org](http://www.wichiefs.org).
3. Work with the Incident Commander and the Notification Team with regard to timely release of initial information via TTY and email. Details of arrangements should be withheld until completely verified; once that happens, subsequent TTY and email release should be considered.
4. Coordinate all movement of the deceased in a ceremonious fashion. This includes any procession from the hospital to the morgue.
5. As soon as possible, arrange for a 24-hour guard that is posted to stay with the fallen officer. While this is a function of the Honor Guard, other sworn employees of the agency can be assigned this role. This 24-hour-a-day posting should start at a minimum following the release of the deceased by the Medical Examiner.
6. As soon as feasible and practical, in conjunction with the Family Liaison Officers, meet with the survivors to determine their wishes regarding MPD participation in the preparation of the funeral or services. Any information in the employee packet shall be shared with the family at this time. The family shall be assured that the MPD is willing and able to coordinate all arrangements, but no decisions will be made without their input and approval (Should the family elect to not have a law enforcement funeral, the Chief must consider holding a Department memorial service in recognition of the need for co-workers to grieve and experience some closure to the line of duty death).
7. Work closely with the family-identified Funeral Director and Clergy to develop arrangements. Attention will be given to selecting venues that will be capable of accommodating the large law enforcement response, and in the absence of such venues, developing contingency plans, as needed.
8. In accordance with Honor Guard Policy, ceremonial aspects of the visitation and funeral arrangements will be planned by the Honor Guard Coordinator.
9. Determine what public safety, church, fraternal, and labor organizations will provide in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.
10. Evaluate the necessity of reaching out other Honor Guard resources.
11. For the funeral, if necessary:
  - a. Designate a *Logistics Lead* whose responsibilities include the following:
    - I. Arrange for adequate water/food at each venue.
    - II. Arrange for portable restrooms, if needed.
    - III. If deemed necessary, arrange for bus transportation from alternate staging/parking locations to venues.
    - IV. Responsible for copying and distribution of funeral instructions for visiting agencies.
    - V. Responsible for documenting all visiting agencies and dignitaries.
    - VI. If directed, coordinate having someone video record services and document agencies present.
  - b. Designate a *Traffic Coordinator* whose responsibilities include the following:

- I. Coordinate/Manage traffic and parking at each venue including visitation, funeral, cemetery, and any fellowship function.
- II. Collaborate with any involved jurisdictions for needed traffic control for visitation, funeral, and procession.
- III. Under direction of the Honor Guard Commander, direct the assembly of the squad and vehicle procession.
- IV. Pre-plan and designate the procession route in consultation with the Honor Guard Commander.

M. Duties of the Internal Communications Commander

1. This person will coordinate the internal communications related to the line of duty death including, but not limited to, support services updates, investigative updates, and ceremonial activities. This person will report to the Incident Commander, but will also be in regular contact with the Investigative Commander, and the Support Commander and will share and coordinate information from these branches to MPD personnel at regular intervals.
2. Coordinate timely department-wide notifications, releasing factual information with directives regarding confidentiality.
3. This person will coordinate with the Public Information Officer (PIO) regarding external communications.

N. Duties of the PIO

1. This person will be responsible for external communications regarding the incident.
2. This person must coordinate all external releases of information regarding the incident with the Internal Communications Commander.
3. The name of the decedent should be withheld until survivors are notified.
4. If the media learns the identity of the decedent prior to notifications, the PIO will request the name be withheld until proper notification can be made to the survivors.

O. Duties of the Staffing Commander

1. This person is responsible for ensuring the staffing of all critical department assignments through the conclusion of ceremonies related to the line of duty death.
2. If necessary, coordinate deployment of outside law enforcement agencies to cover functions of patrol services at the time of the funeral, if deemed necessary.
3. Coordinate extra patrol of family residence throughout all phases of the planning, visitation, and funeral.

P. Duties of the District

1. Ensure that involved personnel have had appropriate opportunities to contact family members, Union officials, and/or attorneys.
2. Coordinate with the Support Commander to ensure that EAP and trauma services have been offered.
3. Ensure that regular command updates are given to the Chief and Assistant Chief of Operations.
4. If applicable, ensure that the Significant Exposure to Blood Borne Pathogens SOP is followed.
5. Responsible for Community Care tasks.
6. Arrange for the cleaning out of the employee's workspace and/or locker, as well as the delivery of the employee's personal belongings to the family at an appropriate time. This should be coordinated through the Family Liaison Officer.

Q. Duties of the Support Commander

1. This position is typically assigned to an MPD Assistant Chief or Captain and will be primarily focused on providing support to commissioned and non-commissioned personnel. This support will come in many forms including, but not limited to, Peer Support, EAP, LEDR, and Finance (Benefits). This person will typically be the Peer Support Captain.
2. Ensure that the Wisconsin Law Enforcement Death Response (LEDR) Team has been contacted at (866)410-5337.
3. Designate a Peer Support Commander of the Family Liaison Officers.
4. Designate an Internally Focused Peer Support Supervisor and ensure that Peer Support is immediately activated.

R. Duties of the Internally Focused Peer Support Supervisor

1. This person is responsible for coordinating MPD's internal EAP, Peer Support, and CISM resources in response to a line of duty death. This assignment reports to the Support Commander.
2. Ensure that police witnesses and other employees, who may be emotionally affected by the death of another employee, will be afforded the opportunity to attend a Critical Incident Stress Management (CISM) debriefing held by a trained mental health professional (EAP).
3. Ensure that services of the LEDR Team, as well as the Department's contracted Employee Assistance Program (EAP) provider is activated immediately.
4. Coordinate all EAP, Peer Support and CISM response.
  - i. EAP responsibilities:
    1. Coordinate a CISM response for the involved officers.
    2. Coordinate a CISM response for MPD command staff.
    3. Provide grief support services for all impacted MPD employees (civilian and commissioned)
  - ii. Peer Support Responsibilities:
    1. Assist EAP staff in identifying impacted MPD personnel and coordinating CISM response.
    2. Provide a supportive presence at the Districts.
    3. Conduct follow up check-ins as requested.
    4. Provide grief support to impacted MPD personnel if/when requested.

S. Duties of the Benefits Coordinator

1. This role will typically be filled the MPD Human Resources Coordinator.
2. This person will work with benefits specialists from LEDR and Concerns of Police Survivors (COPS) to ensure every available survivor benefit is explored.
3. This person will coordinate with the Family Liaison Officer(s) to share benefits information with the appropriate survivors.
4. This person's responsibilities will continue well after the immediate event.
5. This person will report directly to the Department Support Commander.
6. This person will be responsible for the following:
  - a. Filing Workers' Compensation claims and related paperwork.
  - b. Contacting the appropriate agencies immediately to ensure that the beneficiary receives death and retirement benefits, the employee's remaining paychecks, and payment for remaining annual and compensatory time.
  - c. Gathering information on all benefit/funeral payments, to include the Federal Public Safety Officers Benefits Act that is available to the family.



- d. Notifying police organizations, such as Wisconsin Professional Police Association (WPPA), and any other fraternal organizations of which the employee was a member. These organizations may also offer financial assistance with logistical needs of the funeral services.
- e. Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries and contacts at various benefits offices and when they can expect to receive payment.
- f. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive, what has been done, as well as what has yet to be completed. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
- g. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.
- h. Attention should be given to the revocation of health care benefits. Many providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.
- i. Continue meeting with the family until benefit applications are well underway. Then, meet with the family in four to six months to ensure they are receiving benefits.

#### T. Public Safety Officer Death Benefit (PSOB)

1. Public Safety Officer Death Benefit (PSOB) is a program that provides a death benefit to eligible survivors of a public safety officer whose death is the direct and proximate result of a traumatic injury sustained in the line of duty or certain work-related heart attacks or strokes. To receive a death benefit, the claimant must establish that the public safety officer died as the direct and proximate result of an injury sustained in the line of duty. Under the program, it is presumed that a public safety officer who dies from a heart attack, stroke, or vascular rupture, while engaged in, on duty after, or within 24 hours of participating in a non-routine stressful or strenuous physical law enforcement activity, or other emergency response activity, or a training exercise involving non-routine stressful or strenuous physical activity, has died in the line of duty for death benefit purposes. The PSOB program pays a one-time lump sum death benefit to eligible survivors of a public safety officer killed in the line of duty. The amount paid to the officer's survivors is the amount authorized to-be paid on the date that the officer died, not the amount authorized to-be paid on the date that the claim is approved.
2. PSOB death benefits are paid to eligible survivors in the following order:
  - a) If the officer is survived by only a spouse and no children, 100% of the death benefit goes to the spouse.
  - b) If the officer is survived by a spouse and children, 50% of the death benefit goes to the spouse and the remaining 50% is distributed equally among the officer's children.
  - c) If the officer is survived by only children and not a spouse, the death benefit is equally distributed among the officer's children. If the officer is survived by neither a spouse nor children, the death benefit is paid to the individual(s) designated by the officer in the most recently executed designation of beneficiary on file at the time of the officer's death. If the officer does not have a designation of beneficiary on file, the benefit is paid to the individual(s) designated by the officer in the most recently executed life insurance policy on file at the time of the officer's death.
  - d) If the officer is survived by neither a spouse nor eligible children and the officer does not have a life insurance policy, the death benefit is equally distributed between the officer's surviving parents.
  - e) If the officer is survived by neither a spouse, nor eligible children, nor parents, and the officer did not have a designation of beneficiary or a life insurance policy on

file at the time of **their his or her** death, the benefit is paid to surviving adult, non-dependent, children of the officer.

- f) A death or disability benefit will not be paid:
- i. If the fatal or catastrophic injury was caused by the intentional misconduct of the public safety officer or the officer's intention to bring about **their his or her** death, disability, or injury;
  - ii. If the public safety officer was voluntarily intoxicated at the time of **their his or her** fatal or catastrophic injury;
  - iii. If the public safety officer was performing **their his or her** duties in a grossly negligent manner at the time of **their his or her** fatal or catastrophic injury;
  - iv. If an eligible survivor's actions were a substantial contributing factor to the officer's fatal or catastrophic injury.

#### U. Continued Support for the Family

1. Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
2. Holidays may be especially difficult for the family, particularly if small children are involved. Increase contact with the survivors, as additional support is important at these times.
3. The Chief of Police or a designee should observe the member's death date with a short note to the family, flowers on the grave, and/or wreath placement at the Wisconsin Law Enforcement Officers Memorial.

Original SOP: 05/13/2015

(Reviewed Only: 03/04/2016, 12/20/2016, 12/26/2017, 02/04/2022)

(Revised: 01/15/2019, 01/28/2020, 01/31/2023, 1/23/2024, **09/20/2024**)

(Name Change and Overhaul of SOP: 01/28/2020 – previously known as Line of Duty, Life-Threatening Injury or Death of an Employee SOP)





# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Workforce Telestaff Requirements

Eff. Date ~~01/31/2023~~ 08/19/2024

### Purpose

All members of the Madison Police Department (MPD) have the responsibility of ensuring that Workforce Telestaff accurately reflects their work time.

### Procedure

Various work codes have been established in Telestaff to account for how each employee is assigned and the hours that are worked, and it is important that each employee utilizes the correct codes for the work that is performed.

When an employee takes leave time, it is the employee's responsibility to make certain that an entry is made in Telestaff prior to the close of payroll on each payroll Monday at 10 am. When an employee works overtime, the Telestaff entry should be made prior to leaving that day. The note field of the entry should include a case number, where applicable, followed by the name of the approving supervisor. If there is no case number, XX-000000 should be entered where "XX" is the last two digits of the current year, followed by the name of the approving supervisor, and then the reason for the overtime.

If an entry cannot be made at the end of the work period, the entry must be completed in Telestaff during the employee's next work shift, or in extenuating circumstances, prior to close of payroll. Employees are responsible to verify that overtime, leave time, and work hour adjustment entries on their Telestaff calendar are entered on a timely basis and accurately reflect the hours worked.

Members of the MPD are further required to update their current address and telephone listings in the Telestaff within 24 hours of returning to work after any change. This information is located in the My Info area of Telestaff. Members of the MPD are also required to notify the Chief of Police of these changes.

### Exigent Leave Telestaff Procedure

The following information outlines the procedure for the use of Exigent Leave Time:

- The employee will provide at least 2 hours notice to notify the shift scheduler, shift Officer in Charge (OIC), or MPD Master Scheduler of the employee's request for an exigent personal leave day with at least 48 hours of notice. The notification will include the type of leave (vacation, comp, etc.) to be used.
- The shift scheduler, shift OIC, or MPD Master Scheduler will enter the appropriate Exigent Leave Work Code on the employee's Telestaff calendar.
- Within 72 hours of the shift, or prior to the close of payroll (whichever comes first), if no overtime is needed on the shift, the employee will notify the shift scheduler, shift OIC, or MPD Master Scheduler of the employee's request to be charged only eight (8) hours of exigent leave.
- The shift scheduler, shift OIC, or MPD Master Scheduler will verify contract conditions have been met, will reduce the exigent leave hours used from twelve (12) hours to eight (8) hours if appropriate, and will send an email to PD Payroll of the change along with the date the employee notified them of the request for reduced hours. At no time will the work code be changed from Exigent Leave to a different type of leave.

- After an exigent personal leave request has been submitted, but prior to the shift in question, the employee may request to cancel the exigent personal leave request. The employee may submit another type of leave request (vacation, comp, etc.), which will be considered in the appropriate sequence with any other leave requests.

## Sick Leave Usage

For commissioned personnel, all sick leave usage should be in accordance with Article X, B of the Madison Professional Police Officers Association (MPPOA) contract, or Article IX, A of the Association of Madison Police Supervisors (AMPS) contract. For non-commissioned personnel, all sick leave usage should be in accordance with the appropriate employee handbook. Sick leave beyond three consecutive days should be utilized in conjunction with a doctor's note. Consecutive leave includes leave that encompasses regular days off.

Once an employee has submitted their intention to resign or retire from the department, sick leave cannot be used after that date (even if sick leave was pre-approved by a supervisor prior to the employee submitting their intent to depart) without a respective doctor's note.

Original SOP: 02/25/2015

(Revised: 02/12/2016, 11/04/2016, 12/11/2017, 01/15/2020, 07/12/2022, 01/31/2023, 08/19/2024)