



# CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



## Alder Notification

Eff. Date 01/04/2024

### Purpose

Outline the expectations for notifying Alders of significant incidents.

### Procedure

In an effort to effectively communicate with Alders on significant issues related to their assigned Aldermanic District, below you will find a list of general criteria in which a Commander or department member should notify their District Alder when significant incidents occur. This list is not meant to be inclusive, yet it is designed to be a starting point to further discussions with Alders. Each District Captain should communicate this list with their Alders and further clarify the notification process.

Notification to the Alder of the impacted district will be made as soon as practical. It is important to note that there can, at times, be a delay in making notifications to Alders for a variety of reasons. We have issued the notification memo to all Officers-In-Charge and Sergeants reminding them of our process for notifying Commanders of significant events. This will minimize the delay in sharing information to our Commanders, but may not entirely eliminate potential delays associated with weekends, holidays, vacations, delays in reports, inability to contact Commanders, etc. For these reasons, Alders may contact Commanders directly, during or after an incident, if they have questions about a particular incident.

General criteria for Alder notification:

- Homicides
- Fatal crashes
- Special Weapons & Tactics (SWAT) team call-outs
- Special Events Team (SET) activations
- High profile stabbings/shootings (serious injury)
- Unusually extensive criminal damage to property/graffiti
- Other issues that create significant concern to the community

Original SOP: 09/15/2015  
(Reviewed Only: 02/22/2016, 01/09/2017, 12/26/2017, 01/11/2021)  
(Revised: 04/02/2018, 01/04/2024)