



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Arrest, Incarceration, and Bail - Adults

Eff. Date 06/09/2025

Arrest Authority

The basic authority for police officers to make arrests derives from Wisconsin State Statute 62.09(13), which makes it a duty for a peace officer to arrest with or without a warrant and with reasonable diligence to take before the court every person found¹ in the city engaged in any disturbance of the peace or violating any law of the state or ordinance of such city.

This authority to arrest is further broadened by Wisconsin State Statute 968.07, which states:

1. A law enforcement officer may arrest a person when the officer:
 - a. has a warrant commanding that such person be arrested; or
 - b. believes, on reasonable grounds,² that a warrant for the person's arrest has been issued in this state; or
 - c. believes, on reasonable grounds, that a felony warrant for the person's arrest has been issued in another state; or
 - d. has reasonable grounds to believe that the person is committing or has committed a crime.³

1m Notwithstanding sub. (1), a law enforcement officer shall arrest a person when required to do so under s. 813.12 (7), 813.122 (10), 813.125 (6), 813.128 (3g) (b), or 968.075 (2) (a) or (5) (e).
2. A law enforcement officer making a lawful arrest may command the aid of any person, and such person shall have the same power as that of the law enforcement officer.
3. If the alleged violator under s. 948.55 (2) or 948.60 (2) (c) is or was the parent or guardian of a child who is injured or dies as a result of an accidental shooting, no law enforcement officer may arrest the alleged violator until at least 7 days after the date of the shooting.

Arrest Screening/Bail

It is the policy of the MPD to have the Officer in Charge (OIC) or a designee (i.e. Sergeant or Commanding Officer) review each custodial arrest before the person is incarcerated.

In view of the fact that the purpose of an arrest is to bring the arrested person before the court to answer to a violation, detention in jail until the next session of court is a lawful act by a police officer. However, as a matter of normal practice, certain procedures have been established that in some cases permit the release of the arrested person before the next session of court.

Bail can be set only by a judge or court commissioner and may be set by a judge or court commissioner endorsing the amount of bail on a warrant at the time of issuance, at the arraignment in court, or by endorsing and issuing a bail schedule in advance.

¹ "Found" or "in the officer's presence" means when officers receive knowledge of the commission of an offense in their presence through any of their senses, or by inferences properly drawn from the testimony of the senses. Usually the officer sees or hears, or both. Following learning that an offense is being committed, the officer must still make good use of the sense of sight in order to identify the specific person committing the offense, arrest the guilty person, and identify same at a later date in court.

² "Reasonable grounds" and "probable cause" are used interchangeably and justify an arrest without a warrant when: an officer in good faith believes that a crime has been committed; that the person in question committed it; and when the officer's belief is based on grounds which would induce an ordinarily prudent and cautious person, under the circumstances, to believe likewise. Mere "suspicion" alone is never sufficient to authorize an arrest without a warrant.

³ "Crime" is conduct that is prohibited by State law and punishable by fine or imprisonment or both. Conduct punishable only by forfeiture is not a crime.

Felonies

All persons arrested and incarcerated on a felony charge or felony charges will, with reasonable diligence, be taken before the court where only a judge or court commissioner may establish bail.

An officer may issue an order-in form to individuals if they have probable cause for one or more non-domestic enhanced felony charges and the officer is unable to book the individual in jail due to medical reasons, and if the same listed criteria for issuance of a State Statute Misdemeanor Citation apply (see section below).

Drug-Related Felonies

With the approval of a supervisor, the order-in form can be issued to individuals being referred to the Madison Area Recovery Initiative (MARI). See the Alternatives to Arrest – Diversion & Deflection section.

State Statute Misdemeanor Citations & Felony Order-In Forms

An officer arresting a person for a misdemeanor charge may elect to incarcerate the arrested person in the Dane County Jail, or may issue a Tracs-generated misdemeanor citation without transporting the person to the Dane County Jail or to the City County Building (CCB). The arresting officer shall issue a misdemeanor citation only if all of the following criteria apply:

1. The arrested person is positively identified.
2. The arrested person currently resides in Wisconsin.
3. It appears the arrested person will not continue the behavior forming the basis for the charge.
4. The arrested person poses no apparent threat to persons or property.
5. The arrested person does not have a history of failing to appear at court dates for previous offenses.
6. The offense does not fall under the definition of domestic abuse, as defined by Wisconsin State Statute 968.075(1)(a). See MPD's Domestic Abuse SOP for additional guidance.
7. The offense does not fall under the following statutes: 813.12(7), 813.122(10), 813.125(6), 813.128(3g)(b), or 968.075(2)(a) or (5e).

If the above criteria apply, the arresting officer may also convey the arrested person to the Dane County Jail to be booked and released. If all of the above criteria do not apply, the arrested person will be incarcerated in the Dane County Jail. Any deviations from this policy must be approved by a supervisor.

If the arrested person refuses to sign the citation, the officer shall inform the person of the court date and time and that court appearance is mandatory. The officer shall document these facts in a police report. Misdemeanor citations shall not be sent via mail (email or otherwise).

City Ordinance Violations (Non-Traffic)

CITATION

Most City Ordinance violations are processed by the issuance of a municipal citation. Officers shall obtain a case number for each incident resulting in the issuance of a citation. The deposit amounts to be used for City Ordinance violations have been established by the City of Madison Common Council and are indicated by ordinance number in the bail schedule pages.

In instances where a citation is appropriate, officers may release the person after the citation has been issued. Officers shall not email the citation to the person(s). A police report must be completed when the citation resulted from a community member's complaint or when there is not enough room on the citation to describe the circumstances of the violation.

PHYSICAL ARREST

A custodial arrest of a person found in violation of a City Ordinance is appropriate when a citation has been issued, but one or more of the following criteria exists:

1. The person involved refuses to cease behavior which is in violation of ordinance; or
2. The officer cannot positively identify the violator; or
3. The violator has no permanent address; or
4. The violator is an out-of-state resident; or
5. When approved by the OIC or designee

Alternatives to Arrest – Diversion & Deflection

COMMUNITY RESTORATIVE COURT (CRC):

The Madison Police Department can send referrals to Community Restorative Court (CRC), a criminal diversion program for adults aged 17-25 who have committed an eligible offense. Eligible offenses are

- disorderly conduct
- battery
- damage to property
- obstructing
- theft, including retail theft

Commissioned personnel can refer individuals to Community Restorative Court by issuing a municipal citation for any one or a combination of eligible offenses; personnel in the Community Outreach and Resource Education (CORE) unit cross-check all cited persons for CRC eligibility weekly.

Commissioned personnel can also make a direct referral, in which no citation is generated or custodial arrest occurs and the person is referred from the field to Community Restorative Court. All of the following must occur for a direct referral to take place:

- a. The officer verifies the individual is not on probation or parole
- b. The officer verifies the individual has no open criminal cases in CCAP
- c. The officer verifies that the individual has no violent criminal convictions in the past 3 years
- d. The officer determines that the charge(s) are eligible; both municipal and misdemeanor iterations of the five eligible charges can be direct referred
- e. The officer asks the individual about willingness to participate in a diversion program in lieu of being cited or arrested
- f. The officer collects the individual's full identifying information and contact information, and emails the Community Outreach Sergeant about the direct referral by end of shift
- g. The officer completes a basket 4 (priority report)

MADISON AREA RECOVERY INITIATIVE (MARI):

The Madison Police Department can refer individuals to MARI if all of the following conditions apply:

1. The individual is an adult that is at least 17 years of age,
2. The individual has residential ties to Dane County,
3. The incident and circumstances investigated do not involve domestic abuse, sex offenses, or acts or threats of violence towards others,
4. Officers believe that the individual is actively using illicit drugs (not alcohol), misusing prescription medications, or the underlying behavior has to do with substance use, and
5. Officers develop probable cause to cite or arrest the individual for one or more of the following eligible offenses:
 - Possession of a controlled substance, Wis. Stat. 961.41(3g) subsections are eligible
 - Possession of drug paraphernalia, Wis. Stat. 961.573
 - Prostitution, Wis. Stat. 944.30
 - Non-traffic City Ordinance Violation(s)

A referring officer should do the following while still in contact with the referred individual:

1. Issue the appropriate citation or order-in form corresponding to the eligible offense(s), and
2. Provide information about the MARI pre-arrest diversion program, namely the contact information for the clinical assessor. This can be done by providing the Information for Referred Individual page of the MARI packet.

When making a MARI referral, the investigating officer shall communicate to the MPD MARI Team that the individual has been referred to MARI pre-arrest diversion. This can be accomplished by completing the online MARI Referral form. The primary referral form is on SharePoint, and the backup referral form is on EmployeeNet.

Traffic Violations (City Ordinance or State Statute)

If a person is arrested without a warrant for the violation of a traffic regulation, the arresting officer shall issue a uniform traffic citation. In most cases, the arrested person should then be released.

A custodial arrest for a traffic violation is appropriate when a citation has been issued, but:

1. The officer cannot positively identify the violator; or
2. The violator has no permanent address; or
3. The violator is an out-of-state resident; or
4. The offense is Operating a Motor Vehicle While Intoxicated (OMVWI) related; or
5. The person involved refuses to cease behavior which is in violation of ordinance or state statute; or
6. When approved by the OIC or designee.

Any person physically arrested for a traffic violation, pursuant to this SOP, may be conveyed to the CCB or to the Dane County Jail. There are times when the arrested person may be taken to a medical facility (i.e. for a blood draw) and then released to a responsible party from the hospital.

The arrested person shall be released if the person:

1. Makes a deposit under Wisconsin State Statute 345.26 (driver posts on the citation); or
2. Complies with Wisconsin State Statute 345.24 (Officer completes the Release to a Responsible Party form).

A traffic violator who presents a guaranteed bond certificate (as provided for in Wisconsin State Statute 345.61) shall be released from the scene of the stop, provided that the card is not expired, the bail is covered by the guaranteed amount, and the charge is not listed as an exception on the card.

Mailing of Citations (City Ordinance Violations and Traffic Violations)

The preferred method of service at all times for both city ordinance citations and traffic citations is in person. Officers in most circumstances should serve the citation on scene. If that is not possible, reasonable attempts should be made to follow up and serve the citation in person. Officers should not mail citations simply because it is more efficient than in person service. An exception exists for officers working an enforcement project as part of a special team such as Central CPT.

If after following the above guidance, if it is not possible to serve a city ordinance or traffic citation in person, these citations may be mailed by **USPS First Class mail**. This must be documented in a report.

The same guidance is true for most traffic citations. For certain traffic violations involving owner liability, the law is very specific and requires mail service be made by **USPS Certified Mail**. Before mailing these owner liability traffic citations, the statutes require due diligence be made to serve the citation in person. Efforts to serve these owner liability citations in person should be documented in a police report. State statutes also require the mailing to occur within a certain timeframe and failure to do so may result in dismissal of the citation.

Below is the list of owner liability citations that require service either in person or by USPS Certified Mail:

1. 346.175; Eluding Officer
2. 346.195; Failure to Yield to Emergency Vehicle
3. 346.205; Failure to Yield to Funeral Procession
4. 346.452; Failure to Yield at Rail Road Crossing
5. 346.457; Illegally Passing a Firetruck
6. 346.465; Not Stopping for Crossing Guard
7. 346.485; Not Stopping for School Bus
8. 346.675; Not Stopping for an Accident
9. 346.945; Radio too Loud

In the event a certified mailing has been returned to the officer, the officer should then mail the citation through standard (regular) mail and document that in a police report. When this occurs, the officer must ensure the returned service is included in the case file and provided to court services.

Traffic Warrant Service Guidelines

Persons served warrants who are unable to post bail or who are served bench warrants will be processed in accordance with MPD guidelines, including the officers completing required reports and forms.

1. When a possible traffic or ordinance warrant contact is made, officers will always check with the Public Safety Communications Center Data Terminal Operator to ascertain if the warrant is active.
2. When Court Services personnel are unavailable, the opportunity to post required bail will be afforded. A receipt will be issued for all bail collected. If subject is unable to post, jail booking is required.
3. If bail is posted on a warrant and defendant wishes a court date, the officer will contact the court officer for the next available court date within two working days. Receipt should state that defendant wishes to appear in court.
4. Advise the Public Safety Communications Center Data Terminal Operator of identity of person served with the warrant to ensure removal from the MAPD Wanted Person File.

WHEN SERVING A WARRANT PROCEDURE

1. Read warrant to defendant.
2. If paying, place money, receipt, warrant, and jacket in CCB ticket slot.
3. If defendant is taken to the Public Safety Building, place warrant and jacket in warrant tray.

PROCESSING PHYSICALLY ARRESTED ADULTS

1. Appropriate Booking Forms must be completed prior to processing an arrested person into jail.
2. Prior to transporting an arrested adult to jail, officers shall search the person as a routine security measure to ensure that weapons/contraband are not introduced into the jail environment.
3. When processing an arrested adult or 17 year old:
 - a. Conveyance should be made directly to the Dane County Jail UNLESS the arrest is one which requires additional processing, e.g., an intoximeter, an interrogation, a strip

- search, to obtain a City of Madison arrest warrant, an extended consultation with OIC reviewing charges.
- b. Arresting officer should contact the OIC via the telephone to approve charges and establish bail.
 - c. The OIC will confirm that the arrested person has been asked medical condition questions and, where appropriate, direct officers to convey the arrested to a medical facility for attention and medical release.
 - d. If a charge or charges are approved, the arresting officer will ensure completion of booking forms to include the specific charge(s) and established bail and will present this to the jail booking deputy along with the completed Probable Cause (PC) Affidavit.
 - e. When an arrested person must be medically treated prior to incarceration, officers must obtain the medical clearance form(s) provided by medical staff. After leaving a medical facility, officers will convey the arrested person to the Dane County Jail where the medical clearance forms will be turned over to the jail booking deputy.
 - f. When an arrested person is taken to a detoxification facility prior to being taken to jail, a police report shall be completed prior to the end of the officer's shift. The Booking Forms and PC Affidavit will be placed in the locked file cabinet at Detox. Officers shall complete the release notification form and leave that form with the nurse at Detox.
 - g. Copies of the Booking Forms received at the jail are to be returned to the CCB for transfer to Data Control.
 - h. Seventeen-year-olds arrested only for ordinance violations shall not be incarcerated in the Dane County Jail.
 - i. Arresting officers will ensure the appropriate entries are made into the SharePoint Arrest log.
 - j. In the event that SharePoint is unavailable, the arresting officer will obtain a paper form from the OIC and will complete this paper form. The OIC will then forward that paper form to Records.
4. All police reports dealing with an arrested person must be completed prior to the officer ending their shift unless permission is granted by the OIC, designee, or supervisor.

Enforcement Action Outside of Jurisdiction

Wisconsin State Statute 175.40 empowers a law enforcement officer to take enforcement actions outside of the officer's territorial jurisdiction, within the state of Wisconsin, under certain circumstances. This standard operating procedure (SOP) outlines the circumstances under which Madison Police Department (MPD) officers may intervene while outside of the territorial jurisdiction of the City of Madison and the actions that may be taken.

This SOP applies only to those MPD officers who are on duty at the time of the incident. This SOP does not apply to officers who are off-duty or acting under a mutual aid request.

1. MPD officers may take intervention or enforcement action when:
 - a. The officer is on duty and on official business outside of the City of Madison, but within the State of Wisconsin; and
 - b. The officer would be authorized to take action if the incident occurred in the City of Madison; and
 - c. The officer is acting in response to:
 - i. An emergency situation that poses a significant threat to life or of bodily harm; or
 - ii. An act the officer reasonably believes is a felony.
2. MPD officers may take enforcement action including making arrests and issuing citations:
 - a. On the entire width of boundary highways and on the entire area of boundary intersections for any violation of either the state criminal code or any City of Madison ordinance.
 - b. When in fresh pursuit of a person suspected of having committed a violation of either the state criminal code or any City of Madison ordinance in the City of Madison.

3. Determining appropriate enforcement action includes the following considerations:
 - a. This SOP authorizes MPD officers to act as if they were within the territorial jurisdiction of the City of Madison.
 - b. When acting under this policy, the officer shall comply with all MPD regulations, policies, and procedures.
 - c. The officer shall consider a number of factors when determining the nature and extent of intervention action to be taken. These factors include, but are not limited to, the following:
 - i. The nature and particular circumstances of the situation
 - ii. The level of threat presented
 - iii. Availability of appropriate equipment and personnel
 - iv. Officer-Subject factors based on a tactical evaluation
 - v. The officer's assignment and whether taking action will significantly compromise that assignment
 - vi. Other tactical considerations
4. Range of appropriate action(s) includes the following:
 - a. In the case of an emergency situation that poses a significant threat to life or of bodily harm, an officer shall take immediate intervention action to prevent such harm or stabilize the situation, or both. The action may include the following:
 - i. Any combination of stopping, detaining, or arresting a suspect;
 - ii. The use of force sufficient to control the situation and in compliance with MPD SOPs
 - iii. Rendering aid and assistance to victims;
 - iv. Identifying and interviewing victims, witnesses, and suspects;
 - v. Assisting local law enforcement agency as requested; or
 - vi. Taking other action that would be authorized under the same circumstances if the events had occurred in the City of Madison.
 - b. When encountering a situation that the officer reasonably believes constitutes a felony, the officer may:
 - i. Take immediate intervention action as outlined above; or
 - ii. Notify a local law enforcement agency for appropriate intervention.
 - (1) In determining the appropriate response, the officer shall consider the immediacy and level of threat presented by the crime.
 - c. Under this guideline, an officer may elect to report the incident to local authorities and serve as a witness in a property crime, or the officer may elect to intervene with appropriate force and make an arrest in the case of a personal crime that poses a significant threat to life or of bodily harm.
 - d. An officer is not required to take intervention action, even in the case of violent felonies, when doing so will either compromise the officer's current assignment or when circumstances present an unreasonable risk of escape of prisoners in the officer's custody. In such cases, the officer shall, at a minimum, immediately notify local authorities and take whatever action possible while maintaining the security of any prisoners.
 - e. When an officer takes action in a circumstance that poses a significant threat to life or of bodily harm, the officer shall:
 - i. Notify the local law enforcement authority as soon as practical;
 - ii. Assist and cooperate with local law enforcement agencies;
 - iii. Notify the officer's supervisor, or the Officer in Charge (OIC) as soon as practical; and
 - iv. Upon return to the City of Madison, complete a police report of the incident and action taken.
 - f. When in fresh pursuit outside of the City of Madison for an offense committed in the City, an officer may take action as if the officer were in the City. In doing so, the officer shall:
 - i. Comply with MPD regulations, policies, and procedures;
- ii. Notify the local law enforcement agency and assist that agency in the investigation of any offenses that occur in that jurisdiction;
 - iii. Notify the officer's supervisor or the OIC; and
 - iv. Complete reports of the incident as required by MPD policy.

- g. When acting on boundary highways or in boundary intersections, an officer is not required to make any notification or take action other than that which is required if the incident occurred entirely within the City. This does not prevent the officer from informing the adjoining jurisdiction as a matter of professional courtesy.

Original SOP: 12/14/2015

(Reviewed Only: 12/26/2017, 01/30/2019, 02/09/2025)

(Revised: 04/02/2018, 01/15/2020, 12/21/2020, 01/14/2022, 02/07/2023, 08/04/2023, 1/29/2024, 06/09/2025)