



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



**Civil Actions Against Employees**

Eff. Date 02/03/2025

**Purpose**

To outline the proper procedure for employees to follow when they are named as a defendant in a civil suit or similar proceeding stemming from their employment with the City of Madison.

**Procedure**

**INITIAL SERVICE**

- All civil service should come through the Central District. If civil service is attempted at any other location (at a district station, etc.) the process server should be directed to the Central District during normal business hours. Employees should not personally accept or admit any work-related civil service attempt.
- Upon receiving service, Central District staff will deliver the original notice/summons and a copy to Professional Standards & Internal Affairs (PSIA).
- PSIA personnel will coordinate delivery of the copied notice/summons personally to the affected employee. In the event that PSIA personnel are not available, the OIC will coordinate delivery. It is important that the employee personally receives the notice/summons in a prompt manner (do not simply leave the documents in the employee's box).
- The original copy of the notice/summons will be forwarded promptly to the City Attorney's Office by PSIA personnel. This original copy should be hand delivered to the City Attorney's Office during business hours.

**POST-SERVICE**

- The named employee should confirm with PSIA personnel that they have received the notice/summons.
- PSIA personnel should notify the captain of the named employee about the notice/summons so that unit/district supervisors can provide any needed support and assistance.
- The employee should send an email to the Police Executive Office Supervisor, notifying the Chief of the pending legal action and requesting legal representation in the matter.
- The PSIA Lieutenant serves as the liaison with the City Attorney's office for civil actions against MPD employees, so any correspondence or other activity concerning employment- related civil actions should be copied and forwarded to the PS&IA office.

It is very important that these steps be followed to ensure that the City Attorney's office is able to defend these cases in a prompt and effective manner and to ensure that named employees are properly protected and represented.

These guidelines apply only to civil actions related to acts or omissions undertaken during the course of employment with the City of Madison. They do not change the current procedures relating to subpoenas to appear for criminal cases in circuit or federal court or for forfeiture actions in municipal court. They also do not apply to any civil actions that are unrelated to employment with the City.

Original SOP: 03/01/2014  
(Reviewed Only: 02/17/2016, 01/09/2017, 12/26/2017, 01/30/2019, 01/31/2020, 01/11/2021, 02/04/2022, 01/31/2023)  
(Revised: 03/16/2016, 8/11/2016, 1/22/2024, 02/03/2025)