

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

**General Duties and Expectations of Employees**

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Eff. Date 01/31/2023

**Purpose**

The purpose of this standard operating procedure (SOP) is to provide general expectations as to the duties and responsibilities of all employees of the Madison Police Department (MPD). This document does not encompass all aspects of an employee's specific job description.

**Procedure**

**EXPECTATIONS FOR ALL PERSONNEL**

Support the Constitution of the United States, the Constitution of the State of Wisconsin, and the Charter of the City of Madison.

Actively support the Mission, Vision, and Core Values of the MPD.

Know, understand, and comply with provisions of the Code of Conduct, SOPs, Field Manual, and departmental memorandums.

Familiarize yourself with all possible aspects of your assignment and strive for excellence in performing the duties so assigned through active participation and training.

While on duty, members of the MPD shall engage in business of the MPD. Incidental business of short duration is allowable, so long as it does not interfere with the duties of the employee.

Work to build functional cultural norms that are consistent with departmental values to help build a strong work environment. Respectfully challenge those behaviors, systems, or processes whose influence is contrary to this goal.

Be accountable to your chain of command or supervision.

Strive to improve working conditions for maximum efficiency and morale.

Actively participate in team meetings and provide feedback as appropriate.

Promote teamwork through effective relationships.

Submit reports to your team leader or to another supervisor, in prescribed form and detail, as may be required to actively reflect the problems, services, and activities of your assigned area.

Personnel shall check City email, mailboxes, and voicemail systems once per shift. Responses to requests should be completed as indicated in the message.

Commissioned personnel will maintain a valid Wisconsin driver's license, maintain certification with the State of Wisconsin as a law enforcement officer, and have the ability to effect a forcible arrest.

Personnel must notify the Chief's Office within 24 hours of returning to work after any change of address and telephone by filling out the "change personal info" form on the intranet (how to section). For legal name and/or gender confirmation, please refer to the instructions at the end of this SOP. Personnel must notify the Chief's Office of these legal changes by emailing the Police Executive Office Supervisor.

Visit the City of Madison's employeenet website for additional helpful information on changes to employee's information: <https://www.cityofmadison.com/employeenet/pay-benefits/changes-to-employee-information>

## **EXPECTATIONS FOR SUPERVISORY PERSONNEL**

Provide active and visible leadership to the MPD.

Be responsible for implementing operational plans developed to achieve the goals of the MPD as envisioned by the Chief of Police.

Identify personnel training needs or deficiencies and facilitate appropriate training.

Be informed of the affairs and status of your team and communicate with subordinates and supervisors as appropriate.

Coach, consult, and guide MPD personnel.

Direct, supervise, and hold accountable the personnel assigned to your command.

Assist members of the MPD by providing sound advice and interpreting procedures of the MPD.

Supervisory staff shall not knowingly allow members of the MPD to violate any criminal law, or provisions of the Code of Conduct.

SOPs are the prescribed method of action for MPD personnel. Situations may be encountered, where based on the totality of the circumstances, deviation from an SOP would not be inconsistent with the MPD Code of Conduct, values, and laws. Supervisory staff may authorize deviation in limited circumstances, and shall be accountable for decisions that allow a member to deviate from a prescribed SOP.

Routinely meet, both formally and informally, with subordinate staff.

Recognize and reward outstanding personnel performance.

Discover existing weaknesses within your area of responsibility and address inadequacies to see that corrective action is taken.

Hold employees accountable and verify that subordinate officers or professional staff discharge their full duties and responsibilities.

Conduct personnel evaluations and investigations as required.

Ensure proper and economical use of MPD property and equipment.

Know and abide by the provisions of applicable Labor contracts or the City Employee Handbook.

## **PERSONNEL NAME CHANGE**

Obtain one of the following documents in order to change your name with the Social Security Administration:

- Marriage document
- Divorce decree
- Certificate of Naturalization showing the new name
- Court order approving the name change

After your name has legally been changed with the Social Security Administration, you will have all necessary documents to change your name on official City records.

Send the Federal (W-4) and State (W-204 WT-4) tax withholding forms to your Payroll Clerk. The Payroll Clerk will process a personnel action to update your name on City official records. <https://www.cityofmadison.com/employeeenet/finance/payroll/payroll-clerks>

The Federal and State tax withholding forms links are updated annually, but current forms can always be found here: <https://www.cityofmadison.com/employeeenet/pay-benefits/changes-to-employee-information>

- **Federal:** <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
- **State:** <https://www.revenue.wi.gov/TaxForms2017through2019/w-204f.pdf>

## PERSONNEL GENDER CHANGE

You will need a new state ID or court order recognizing your gender.

- Send a photocopy of your new state ID or court order to your Payroll Clerk. Payroll staff will process a personnel action to update your gender on official City records.
- To update your gender in your Health Insurance information, contact Employee Trust Funds: <https://etf.wi.gov/resource/addressnamegender-change>

Original SOP: 04/30/2015

(Revised: 03/04/2016, 01/13/2017, 04/27/2017, 11/09/2020, 04/22/2022, 01/31/2023)

(Reviewed Only: 12/26/2017, 01/30/2019, 02/05/2024, 02/09/2025)