



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



Changes to Code of Conduct and Standard Operating Procedures

Eff. Date **09/09/2019**

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 Administrative Assistant to the Chief will initiate the process no later than November 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 December 31 of that year.

By February 1 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:

Annual Review	Every Other Year	Every Three Years
Active Shooter Incidents	Arson Investigations	Alder Notification
Arrest, Incarceration & Bail – Adults	Back-Up	Cellular Telephones – Use of
Arrest, Incarceration & Bail – Youth	Bomb Threats	Changes to Code of Conduct and Standard Operating Procedures
Barricaded Person Incidents	Court Overtime	City Owned Property - Use and Care
Canine Use	Guarding Prisoners	City-County Building Access - Non-Business Hours
CFS Dispatch Guidelines	Guidelines for Case Assignment and Management	Civilian Hiring Process
Civil Actions Against Police Department Employees	Hours Worked	Cold Case Review Team
Crime Scene Response	In-Car Video System	Community Rooms
Critical Incident Stress Management	Interactions with Transgender and Gender Non-Conforming Individuals	Custody of Newborn
Deadly Force - Use of	Interviews of Crime Victims	Departmental Awards and Recognition
De-Escalation	Intoxicated and Incapacitated Persons	Dignitary Protection
Demonstrations & Assemblies	Investigation of Cases Involving Officers as Victims of Serious Crimes	Donation of Vacation and Compensatory Time - Civilian Process
Detox, JRC Jail and Probation and Parole Responses and Conveyances	Investigation of Incidents Involving Shots Fired	Drug Recognition Expert
Digital Forensics	Language Access Services	Employee Assistance Program
Domestic Abuse	Missing Child	Funerals and Ceremonies of LEO
Emergency Vehicle Operations Guidelines	Mutual Aid Requests and Enforcement Action Out of Jurisdiction	HR218, LE Officer Safety Act - LEOSA - for Former Madison Police Officers

Annual Review	Every Other Year	Every Three Years
Enforcement of Immigration Laws	Naloxone - Narcan – Protocol	Identification of MPD Employees
Foot Pursuits	Overtime Guidelines	Interns Application and Acceptance Process
General Duties and Expectations of Employees	Overtime Protocols for Police Report Typists	Landlord Tenant Unwanted Guest Criminal Trespass
Handling of Confidential Informants	Patrol Leave Requests	Life Threat Emergency at Facility Public Windows
Handling of Evidence, Contraband, Found, or Lost Property	Patrol Staffing Hold Guidelines, Special Events and Special Assignment Scheduling	Lost and Abandoned Property
Hostage Situation Incidents	Personal Appearance	Mendota Mental Health Institute Response
Identification Procedures	Police Weaponry	Military Leave
Labor Disputes and Picketing	Precautionary Measures and Significant Exposure to Infectious Pathogens	Mobile Data Computers - Use of
Line of Duty, Life-Threatening Injury or Death of an Employee	Probation and Parole Searches	Mounted Patrol Use
Major Case Investigations	Recording Suspect Interviews	MPD Locker Rooms
Mental Health Incidents and Crises	Reporting Procedure	News Media Relations
Non-Deadly Force - Use of	Restricted Duty	Off-Duty Officer Responsibilities
Notification of Commanding Officers	Retail Theft	Outside Employment
Officer Involved Deaths and Other Critical Incidents	Social Media - Investigative Use	Personnel File Contents and the Process for Accessing these Records
PSIA Complaint Investigation	Social Media – Non-Investigative Use	Police Motorcycles
PSIA Discipline Matrix	Social Media - Off Duty Use	Police Vehicle Parking
PSIA Electronic Complaint File Management System	Special Events Team Extrication Team	Political Activity
Records Inspection and Release	Special Events Team Grenadiers	Pre-Employment Candidate File
Response to Persons with Altered State of Mind	Special Events Team Medic Platoon	Proficiency, Continuous Improvement and After Actions Reports
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	TIME System Use and Dissemination of Records	Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding
Stop and Frisk	Traffic Parking and Crash Investigation	Special Duty
Supervision and the Early Intervention System	Uniform Standards	Stolen Vehicle Reporting Guidelines
Threats of Targeted or Mass Casualty Violence	Workplace Safety	Telestaff Requirements
Unmanned Aircraft Systems		Tours, Visitors, and Ride-Alongs
Use of Force Data Collection		Tuition Reimbursement and Educational Incentive
Video and Audio Surveillance		U Visa Program Participation
Video Evidence Retrieval		Uniform Accounts
		Update of Payroll Status for Promoted Employees
		Vehicle Escorts
		Vehicle Use, Assignment, and Maintenance
	WI Prescription Drug Monitoring	

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 Administrative Assistant to the Chief. **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 Administrative Assistant to the Chief, 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)
(Revised: 01/20/2017, 03/08/2018, 08/27/2018, 01/30/2019, 09/09/2019)