



Fire and Police Commission

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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date:

RE: SOP 085 – Citizen Contacts, Field Interviews, Search and Seizure
SOP 150 – Court Procedures
SOP 460 – Use of Force
SOP 650 – Vehicle Crashes
SOP 870 – Modified Assignment Official Discipline

SOP 085 – Citizen Contacts, Field Interviews, Search and Seizure

- The vast majority of updates are procedural updates related to the department changing from AIM to Benchmark to document strip searches.
- Updating the list of statutes in which a strip search can be authorized.

SOP 150 – Court Procedures

- Updating how cases are presented to the District Attorney's Office and who is responsible for presenting those cases. Court liaison officers are now to scan and submit all cases to the DA's office. None are to be hand delivered. The investigating officer is to present DV, other felony and misdemeanor cases to the DA's office or with the assigned community prosecutor. "Members shall not order in victims on Saturdays. Whenever a presenting member orders in a victim to the District Attorney's office ... the member shall appear at the District Attorney's Office at the same time as the victim."
- Adding requirements for Wisconsin Department of Corrections subpoenas.
- Requiring members to attach a copy of the subpoena to the Court Case Adjournment Request.

- Updating the policy to refer members to their union contract for how court overtime is compensated so the policy does not have to be updated whenever the union contracts are updated.

SOP 460 – Use of Force

- The vast majority of updates are procedural updates related to the department changing from AIM to Benchmark to document uses of force.
- Removing reference to a draw and displaying a firearm to effect an arrest of a person in a Note as that was inadvertently not removed the last time this SOP was updated and this was removed as a use of force.

SOP 650 – Vehicle Crashes

- The vast majority of updates are procedural updates related to the department changing from AIM to Benchmark to document vehicle crashes.
- Updating how members can file non-reportable crashes in TraCS.

SOP 870 – Modified Assignment Official Discipline

Please see the Roll Call version of this SOP for detailed changes.

- Updating the name of the SOP to Modified Assignment / Official Discipline so the name of the SOP more appropriately describes this SOP.
- Updating the purpose and policy statements to better describe this policy.
- Adding non-disciplinary correction action to the policy to replace counseling as this can also include policy review and remedial training.
- Updating the types of formal discipline that can be imposed.
- Adding the criteria for modified assignment and the types of modified assignment.
- Adding that members who are placed on full administrative suspension must check in daily with their commanding officer or shift commander and be prepared to return to duty unless they are on pre-approved leave.
- Adding requirements if a member receives two (2) non-disciplinary corrective actions (NDCAs) in one year (2 NDCAs involving any type of violation) or three (3) NDCA alerts in a three (3) year period for the same violation.
- Removing a *Department Memorandum* as an option for counseling or policy training as this can be entered directly into the personnel management software (eliminating the need for paper versions).
- Minor grammatical updates throughout the policy.