VISION STATEMENT

The vision of the Police Services Department is to facilitate and strengthen partnerships with UW-La Crosse students, faculty, staff, and within the La Crosse community to ensure a safe learning environment that supports academic freedom, respect for the individual, tolerance, and the open exchange of ideas.

MISSION

The select mission of the UW-La Crosse Police Services Department is to enhance a high quality of learning and life opportunity for the campus community through dedicated and professional service. The department serves with integrity, discretion, and expediency; and in a fair, proper, and thorough manner. The conduct of each member of the department will be professional and honorable. We work with other organizations to create a campus environment that is socially rich and diverse.

VALUES and GOALS

Work with students, faculty, and staff to reduce crime.
- Reduce crimes against and affecting students and employees through community policing practices.
- Provide reactive visual patrols and encourage prevention awareness.
- Provide a secure and safe campus environment that has the effect of reducing fear of criminal activity.
- Protect and preserve the assets of the University.

Protect the constitutional rights and freedoms of all persons.
- Apply integrity and honesty as the most important basis for public trust.
- Protect all people's rights through fair and impartial enforcement of university policies, Federal laws, and the State statutes.

Provide a department that is open and accessible to our customers.
- Work with other departments and agencies to maximize benefits to the University.
- Strive to always act in the best interest of the University.
- Provide outreach educational opportunities to students, faculty, and staff.
Recognize that Protective Services officers are capable, caring people who are doing important and satisfying work for the University of Wisconsin - La Crosse.

- Self-evaluate to improve the department.
- Make the department of Protective Services the best possible place to work by encouraging professional development and growth opportunities of all members.
- Understand and respect our roles and responsibilities as part of the educational process at UW-La Crosse.

Last modified on 11-15-2008
LAW ENFORCEMENT OFFICERS CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, it is my fundamental duty to serve mankind; to safeguard lives and property; to protect the innocent against deception the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all persons to liberty, equally, and justice.

I WILL keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities, or friendship to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve those objectives and ideals, dedicating myself to my chosen profession…LAW ENFORCEMENT.
UW-La Crosse Police
Police Services Department
Ride Along Program

PURPOSE AND POLICY.

This order establishes a system for processing ride along requests from outside personnel or citizen sources.

It is our policies to insure that ride along opportunities are restricted to persons having a legitimate interest in participating/observing patrol operations. The intent of the experience is to provide exposure to various interested citizens, grant an educational experience, promote positive community relations, and to promote departmental operations.

PROCEDURES.

A Supervisor will approve all persons requesting ride-along prior to approval. Unless directed for the purposes of the Department all supervisors and participating officers may deny ride-along requests if they feel that such ride-along may:

a. Compromise any officer’s or citizen’s safety.
b. Pose a threat to confidential or sensitive information.
c. Interfere with police operations.

Participating Officers will ensure that:

a. Ride-alongs have a signed waiver copy.
b. The officer and ride-along comply with related policies and appropriate state and local laws.
c. A pre-ride orientation with the ride-along is done to let the person know what is expected of them.

REQUIREMENTS FOR RIDE-ALONGS.

1. Applicants must be 18 years of age or older.
2. Applicants must complete an application and waiver form.
3. All applicants must agree to obey related policies and appropriate state and local laws.
4. Applicants with criminal records, past contacts which may impact Departmental integrity, want/warrants or parole/probation status may cause denial of the ride along request.
PURPOSE AND POLICY.

This order establishes procedures and guidelines for the proper use, care, and maintenance of mobile video/audio recording (MVR) of incidents. The use of an MVR system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the MVR and the integrity of evidence and related video documentation.

DEFINITIONS

Official Police Contact: Any enforcement contact such as an arrest, citation, warnings; responding to any citizen complaints; traffic crashes, Ch. 51 complaints, and/or dispatched calls.

Mobile Video Recorder (MVR): Refers to squad mounted digital camera systems and on officer camera recording devices.

PROCEDURES.

A. INSTALLATION OF MOBILE VIDEO RECORDERS.

1. Only authorized Department video equipment will be used to tape or record incidents related to law enforcement by trained personnel.

2. Mobile Video equipment will:
   a. be installed so as to present neither a safety hazard nor vision impairment to vehicle driver.
   b. be securely mounted/placed so that objects in the squad do not restrict the camera.
   c. automatically activate when emergency warning devices are in operation.

B. EMPLOYEE OPERATING RESPONSIBILITIES.

1. Video equipment installed in a Department vehicle is the responsibility of the employee assigned to that vehicle, and will be operated according to the manufacturer specs and related training.
2. Prior to the start of a shift, employees who have been trained in mobile video operation shall determine if the video equipment is working properly and shall bring problems to their immediate supervisor as soon as possible.

a. Proper inspection includes:
   (1) Mobile video unit SHALL be powered on, ready to record.
   (2) Wireless mic. has power, functioning properly.
   (3) Video camera is positioned to properly record events.
   (4) Monitor is functioning, displaying correct time/date.
   (5) All components are properly functioning.
   (6) Digital storage should not be less than 1 GB. If 1GB or less and file transferring is not taking place contact a supervisor for manual download.

3. Members will ensure that their Video equipment is operating in order to record any incidents that occur. In so doing they will ensure that:
   a. Once the Video recording begins, an incident will be recorded until the incident has concluded or permanently moved outside the video recorder’s field of view.
   b. Employees are not required to discontinue recording for anyone except at a supervisor’s direction.
   c. The wireless mic is activated in order to provide narration with the video recording.

4. Employees may use their video equipment to record:
   a. Circumstances at crime/accident scenes.
   b. Events such as taking evidence/contraband.
   c. Actions of suspects while in the back seat of the squad.

5. Employees shall not erase or alter USB flash memory sticks, flashcards or hard drives unless authorized herein.

6. Employees will document in reports or ordinance/traffic citations if video recordings were made and which squad car was used.

7. The viewing of unauthorized or personal video recordings is strictly prohibited.

C. SPECIAL OPERATING PROCEDURES.

1. While engaged in Official Police Contacts officers, whenever possible, shall utilize their mobile video and microphone when in contact with the suspect/violator/complainant or other member of the public.

2. Employees will not record meetings with personnel when such talks involve strategy, tactics, supervisor’s directive or topics of a confidential nature.

3. Recordings involving juvenile contacts: It is the responsibility of the Department to maintain the confidentiality of juveniles recorded during video contacts. In order to secure recordings containing juveniles:
   a. If an employee is aware that a juvenile has been recorded during a video
contact this shall be documented in their report per Section B number 6 of this policy.

4. Officers can record citizens that are secured in a Department vehicle that is clearly marked as equipped with video and audio recorders when the citizen is left alone in the vehicle.

5. Employees shall not use recording (video or audio) equipment to record conversations of an administrative nature e.g. disciplinary actions, supervisor’s directives, or talks between employees without the knowledge of ALL parties involved that the events are being recorded.
UW-Lacrosse Police
Police Services Department
UNIFORMS

PURPOSE

The purpose of this policy is to set forth a procedure for the wearing, maintenance, replacement or disposal of the Department uniform. The Chief of Police Services or his designee must make all exceptions to this policy.

POLICY

1. All officers must wear, when on duty, the established and approved Department uniform. The uniform shall be supplied by the Department but will be maintained by the officer at the officer’s expense. When on duty the uniform shall be maintained and worn properly to display a professional and clean appearance. Excessively worn out or stained uniforms will not be worn and should be presented to the Chief or his designee to be replaced at the Department’s expense.

2. All undershirts or Tee shirts visible when wearing the Department Uniform shall have sleeve length no greater than the uniform shirt being worn. The only approved undershirts are un-monogramed (those parts that are visible) in the color of black, navy blue or white.

3. Shoes worn on duty shall be a polished black in color.

4. Proper badges, collar brass and nametags shall be worn on duty at all times. A duty belt (including only approved equipment/accessories) shall be considered part of the uniform and worn when on duty.

5. Officers shall not wear while on duty, sunglasses of darkness or reflectivity where the officer’s eyes are not visible. At no time shall an officer wear nonprescription sunglasses when talking with a person/citizen.

6. When summoned to appear in court, the prescribed uniform of the day shall be worn.

7. Officers assigned to patrol will wear the Department assigned bulletproof vests at all times when on duty.

8. Uniforms shall comply with the following yearly change-over dates:

   A. Summer Uniform: May 1 through October 31. Transition dates are from April 1 through April 30 that a summer or winter uniform may be worn.
a. Summer Uniform is defined as uniform pants or shorts, short sleeve uniform shirt, or short sleeve Department marked uniform polo shirt.

B. Winter Uniform: November 1 through April 30. Transition dates are from Sept. 15 through Oct. 31 that a winter or summer uniform may be worn.

   a. Winter Uniform is defined as uniform long pants and uniform long sleeve shirts.

9. The Chief may approve special uniform days in which he mandates/directs officers to wear specific types and colors of uniforms to be worn.

10. Uniform polo shirts maybe worn during training (either by instructors or by trainees) or presentations.

11. Any hat issued by the Department (with or without) insignia will be considered uniform. Faded, frayed or discolored uniform hats and non-Department issued hats will not be worn on duty.

12. Disposal of Uniforms: All uniforms are Department property. They may not be worn when off duty unless coming immediately to and from work. Old worn uniforms that are no longer deemed serviceable for on duty work will be disposed of as follows:

   A. Pants and shorts may be thrown away.
   B. All Hats or Shirts with any Department insignia or patches shall have said insignia or patches removed then destroyed. The remainder of the shirts may be thrown away.
   C. Under no circumstances are hats, shirts or patches to be given, donated or thrown away with Department insignia still attached without approval by the Chief or his designee.

13. Plain clothes

   A. Detectives and command staff shall wear appropriate uniforms for the day or presentable casual business as directed by the Chief or designee. They shall be approved to wear concealed firearms and/or modified duty belts and firearms if they have qualified with them.

   B. Officers on special duty may be directed by the Chief or his designee to wear personal plainclothes for said special duty. Officers shall be approved to wear concealed firearms and may be directed by the Chief or his designee to wear a selection of duty gear such as vests, radios, and intermediate weapons.
UW-LaCrosse Police
Police Services Department
DUTIES & RESPONSIBILITIES FOR THE DIRECTOR OF POLICE SERVICES
(Chief of Police)

PURPOSE

The purpose of this order is to outline the duties and responsibilities of the Office of the Chief of Protective Services.

DUTIES AND RESPONSIBILITIES

The Chief of Protective Services will be responsible for the general administration and control of the Protective Services Department at the University of Wisconsin – La Crosse. He will ensure the efficiency, effectiveness, and general good conduct of the Department. His duties and responsibilities include, but are not limited to:

1. MANAGEMENT OF SECURITY OPERATION AND CAMPUS LAW ENFORCEMENT
   A. Plan and recommend crime prevention programs for the institution to the Director of University Services. Implement approved programs on the campus. Coordinate with Student Affairs and Residence Halls Staff members those programs affecting students and their safety.
   B. Develop the security operation budget for submission to the Director of University Services.
   C. Maintain a non emergency medical transportation service.
   D. Develop and maintain University policing operations.
   E. Coordinate law enforcement procedures with local, state, or federal law enforcement agencies.
   F. Review, follow-up, and bring to closure campus incident reports.
   G. Serve as the campus La Crosse County Court Officer.
1.2.2

H Serve as resource person on campus committees dealing with security issues.

I Represent UW-La Crosse at state security and safety meetings.

J Provide reports as directed by the Director of University Services.

2 DEVELOPMENT, MAINTENANCE, AND SUPERVISION OF PARKING PROGRAM

A Recommend parking procedures and controls and implement decisions of the administration.

B Supervise and train student parking attendants.

C Develop one (1) year and five (5) year budgets for submission to the Director of University Services.

D Maintain all parking lots.

E Sell and record parking permits.

F Respond to parking appeals as University representative.

G Work with the Campus Planner and the Director of University Services in the development of any new parking lots.

3 COORDINATOR OF THE RISK MANAGEMENT AND SAFETY PROGRAMS.

A Serves as the University liaison for the State Insurance Program with Central Risk Management.

B Informs University personnel of various requirements of the State Insurance Program which includes: general insurance coverage; agent liability for the protection of students and the University; insurance coverage on all buildings and contents, motor vehicles, and art displays.

C Investigates automobile accidents involving University vehicles.

D Recommends claim adjustment levels against the University and refers them to Department of Administration Risk Management.
E Maintains the insurance claims files.

F Provides driver's license record checks.

G Serves as the University Safety Officer and as such performs the following tasks: Proposes, conducts, and/or implements safety programs for the University and coordinates them with department heads; investigates complaints of safety hazards and recommends corrective action; investigates personal injuries which occur on campus; serves as a consultant on the University Safety Committee.

4 SUPERVISION AND TRAINING OF DEPARTMENTAL STAFF

A Interviews and selects new employees with approval of the Director of University Services

B Develop, implement, and/or conduct training programs.

C Develop and update procedures manual and make it available to the staff.

D Provides discipline as needed.

E Develop and implement work schedules.

F Train employees and insure that proper procedures are followed in search-and-seizure, arrests, and other acts concerning law enforcement.

Last modified on 11-15-2008
**PURPOSE**

The purpose of this order is to outline the duties and responsibilities of the University Police Sergeant.

**DUTIES AND RESPONSIBILITIES**

The primary responsibility of the Police Sergeant is supervision of the University’s Police Officers and other staff under the general direction of the Director of Police Services (Chief of Police). Due to the nature and the size of the department, the Sergeant must frequently perform many of the same duties as the police officers within the department. The Sergeant will be expected to make operational and personnel decisions affecting the safety of the campus, student, staff, as well as general public, and security for the capital assets and buildings of the University. The Police Sergeant will perform administrative duties such as direct patrols and investigative operations of the sworn officers; provide supervision to the evening dispatch staff; provide administrative support to the parking operation; and perform police activities.

The duties will also include, but are not limited to, the following:

1. Performance of administrative duties.
   
   A. Direct, supervise, and assume responsibility for all areas in protective services and parking operation in the absence of the Chief.

   B. Assist Chief in developing operation policies and procedures of the work unit to facilitate achievement of department mission, goals, and special needs of the university community and meet State and Federal mandated requirements.

   C. Advise Chief on law enforcement problems and training needs of the university community; analyze criminal/security information and statistical data; assist Chief in developing and coordinating special programs to solve those problems.

   D. Propose budgetary recommendations to Chief.
1.3.2

E Resolve citizen complaints and conflicts with police, security, and other personnel, and rules or policies in the absence of or at the direction of the Chief.

F Initiate/coordinate security/customer surveys. Analyze the results and make recommendations.

G Maintain professional level of expertise in law enforcement field by consulting with appropriate legal professionals.

H Ensure that information regarding actual and potential problems is communicated to the Chief and to the appropriate university personnel.

I Assist Chief in coordinating, developing, and revising the campus emergency plan. Make evaluations and recommendations to the Chief.

J Serve on campus/community committees at the request of Chief to provide police and security input and coordinate police and security intervention in specific activities.

K Establish and maintain effective professional working relationships with university administration, faculty, staff, and students to enhance the police, security, and safety function.

L Establish and maintain effective professional working relationships with law enforcement agencies (city, county, state, and federal), with District Attorney's office, and members of the criminal justice system to enhance coordination of law enforcement functions.

2 Direction of Patrol Operations of all sworn police officers

A Develop and implement policies and procedures relating to police operations and investigations at direction of the Chief.

B Review all reports to determine an appropriate course of action and assure proper procedures are being followed. Provide the following:

a Initiate filing of criminal complaints with the District Attorney's office for appropriate disposition of case on approval of the Chief.

b Initiate referrals of cases to Dean of Student Affairs or Resident Life for appropriate disposition of cases.
c Consult with police personnel to direct course of investigations and offer guidance.

C Coordinate criminal and other investigations and department programs among all personnel.

D Analyze equipment and supply needs of police and security operations and makes recommendations to Chief for procurement of necessary equipment and supplies to meet department needs.

3 Supervision of police and security officer and parking personnel.

A Evaluate job performance of police and security officers to facilitate improving productivity and job satisfaction.

a Prepare formal evaluations, sign as first-line supervisor, and discuss evaluations with employees to assess areas of concern and professional development.

b Periodically, informally evaluate employees to correct problems and provide guidance.

B Counsel employees on an ongoing basis relative to daily work performance to provide guidance and direction.

C Recommend formal commendations and discipline to Chief to facilitate compliance with work rules, policy, and procedures.

D Determine when verbal and/or written reprimands are necessary and issue the appropriate reprimands in conforming to the Union contract to ensure compliance with work rules, policies, and procedures.

E Participate in new employee interviews to effectively recommend hiring to Chief.

F Evaluate overtime requests and call-ins.

G Performance of Training Officer duties for police operations.

a Plan and direct department training program for police operations to ensure awareness, understanding, and compliance with department policies and procedures, and State regulations.
b Direct necessary schedule changes to facilitate training needs.

c Instruct personnel on new and revised laws, policies, and methods of enforcement and procedures by scheduling training programs and/or providing detailed written instructions.

d Analyze training deficiencies, needs of police and security operations personnel, and make necessary arrangements to meet those needs by procuring and developing training programs.

4 Performance of Law Enforcement, Security, and Investigative Functions

A Detect violations of State Laws and WI Administrative Code which occur on University property.

B Take appropriate action including warning, referring, citing, or arresting suspects (criminal, traffic, ordinance, or University rules).

C Conduct investigations of alleged or suspected criminal activity to determine the facts, to arrest or to deter occurrences of criminal activity.

D Interview complainants, witnesses, suspects, and others who may have knowledge of the incident or violations in order to obtain facts and information.

E Record and document incidents by preparing written reports concerning those incidents.

F Collect and preserve physical evidence at a crime scene to be used later for prosecution of arrested individuals, and to maintain the chain of evidence.

G Make lawful arrests or detentions of suspects by taking them into physical custody and independently determining whether perpetrators should be incarcerated or released pending court appearance.

H Photograph and fingerprint suspects who have been arrested.

I Provide testimony for cases designated by the District Attorney's office or university administration.

J Enforce parking regulations by taking appropriate actions.
K   Patrol all areas of campus by foot, bike, or motor vehicle to provide safety, security, and protection to those areas.

L   Provide assistance to other law enforcement agencies as necessary.

M   Respond to all emergencies, and coordinate the campus response to emergencies, until relieved by the Chief of Protective Services.

5   Performance of security and various other services to the university community.

A   Develop and give presentations to various groups as assigned.

B   Provide money escorts to local banks.

C   Provide crowd control and traffic direction.

D   Identify and make necessary reports of security, safety, and repair problems.

E   Secure University buildings and classrooms at assigned times; unlock and open buildings and classrooms at assigned times.

F   Provide directions and information to faculty, staff, student, and the general public, as individual situations require.

6   Performance of technical aspects or law enforcement.

A   Maintain proficiency in CPR, first aid, defensive tactics, physical fitness, and emergency vehicle operation.

B   Participate in and successfully complete all training required and as assigned (i.e., defensive and arrest tactics; weapons; EVOC; use of force; first aid; CPR; physical fitness; and all job-related skills). This list is not all inclusive.
UW-LaCrosse Police
Police Services Department
DUTIES AND RESPONSIBILITIES OF UNIVERSITY POLICE OFFICERS

PURPOSE:
The purpose of this order is to outline the duties and responsibilities of the University Police officer.

PREFACE:
Your work affects the safety of University property, students, faculty, staff, and the general public while they are on the University grounds, and insures compliance with all applicable campus, state, and local rules and laws.

DUTIES AND RESPONSIBILITIES:
Police officers shall exercise authority commensurate to his/her responsibility. He/she will be responsible to the Director of Police Services (Chief of Police). The duties and responsibilities of a Police Officer will include, but are not limited to, the following:

1. Preservation of law, order, and personal safety of all persons on the UW-La Crosse campus.
2. Provide Security and Protection to the University of Wisconsin - La Crosse campus through enforcement of various campus policies and procedures.
3. Protects the public against offenses and property damage from fire, theft, and vandalism.
4. Make routine checks of all academic buildings and residence halls.
5. Report and record all equipment/facility malfunctions, discrepancies, or safety hazards of University property to their supervisor.
6. Work special functions to maintain order and provide assistance to the public and students.
Patrol University buildings and grounds observe and detect violations of State law and safety standards, and to enforce University policies and procedures.

Investigate complaints, crimes committed, suspicious circumstances and people.

Develop complete and accurate written police reports of all complaints, violations, safety hazards, etc.

Conduct investigations as assigned.

Conveyance of non emergency medical cases to the University Health Center and/or the hospital.

Ensure that all fire lanes and drives are open to emergency equipment.

Consistent with university jurisdiction officers shall control vehicular traffic within the University Boundaries.

Issue parking tickets for violations of University parking regulations.

Transport monies to bank from University. Pick up and deliver packages to shipping points for payroll.
CODE OF ETHICS

The observance of high moral and ethical standards by State employees is essential to the conduct of free government. Employees hold their positions as a public trust, and any effort to realize personal gain through a university position is a violation of that trust. The Wisconsin Code of Ethics clarifies what actions are protected rights of classified employees. The code relates, but isn't limited, to the following:

1. The right to engage in outside employment as long as it does not conflict with performing the duties of a State position.
2. Employees retain their rights as citizens to personal or economic interests and gains.
3. The right to accept fees for appearances made on the employee's own time and not as the result of official duties.

Employees also retain all rights under the Constitution of the United States, the State Statutes and other regulations of the State of Wisconsin, and any labor agreements negotiated pursuant to Wisconsin Statutes. Corresponding to these rights, employees have responsibilities under the Code of Ethics. For example, the code requires that employees adhere to the following:

1. An employee cannot use a State position to obtain financial gain, unlawful benefits, advantages, or privileges for self, members of the immediate family, or any business with which the employee has a significant trustee relationship.
2. Employees must notify their supervisor before accepting outside employment to ensure that no conflict of interest exists.
3. Employees must notify their supervisor before accepting a fee for an outside appearance.
4. An employee cannot use State property, including property leased by the university, for private activities. No personal use may be made of long-distance telephone lines or the campus mail service. Tools, equipment, or supplies may not be borrowed for personal use.

The Code of Ethics protects your rights. Violation of any provision under the Code of Ethics will cause disciplinary action.

(Reference: Wisconsin Administrative Code, Rules of the Department of Employment Relations, Division of Merit Recruitment and Selection,)
PURPOSE

This operation order mandates the use of safety belts and restraining devices when operating, or as a passenger, in, department/University-owned vehicles by all officers and staff of the Department of Protective Services. Evidence indicates that the use of safety belts and restraining devices have significantly reduced the number of traffic-related deaths and serious injuries. Restraints also help the officer maintain operating control of their vehicles during emergency driving as well as day-to-day driving.

PROCEDURE

Use of safety belt restraining systems, WSS 347.48(2m) refers.

A  All officers, staff, and passengers seated in a University-owned vehicle are required to use safety belt restraining devices.

B  All officers and staff operating a University-owned vehicle will ensure that all passengers, who are prisoners or under the age of 16, are properly restrained by using safety belt restraining systems.

C  No officer of staff member shall operate a University-owned vehicle in which the safety belt restraining system is inoperable, unless a replacement vehicle is not available.

D  Exceptions:

a  Officers citing WSS 347.48(2m) (dm) as an exclusion from mandatory use must submit to the Chief of Police Services a written request for exemption explaining the circumstances in which compliance could endanger the safety of the operator or another. The Chief will approve or disapprove the request in writing.

b  Personnel requesting an exemption for medical reasons must submit written documentation from a physician.

(c) Officers that are actively patrolling or those staff members doing parking enforcement (students also) are exempt from seatbelt use as stated in WSS 374.48(2m)(dr). At all other times seatbelts will be worn.
UW-La Crosse Police
Police Services Department
Officers and Employees Personal Contact Information

PURPOSE AND POLICY.

Due to the nature of UW La Crosse Police Services Department's duties and responsibilities it is imperative when an emergency need arises the University be able to contact police officers and other staff off duty. This order establishes procedures for the notification and documentation of changes in Department personal data as well as control and use of this information. This order is in addition to and supplemental to the UWL’s Human Resources needs and requirements.

PROCEDURES.

Current Contact Information Required:

A department member changing their name, address and/or telephone number SHALL notify in writing, within twenty-four hours of such change, his/her supervisor. An email will suffice. The supervisor receiving the notification will update the relevant Department data bases.

Use of Department roster use / restrictions:

Due to the extremely confidential nature of Police Department employee’s personal data the department roster is for official use only and shall be considered a “confidential” internal document. The Department roster will not be distributed outside to University Police including but limited to other agencies, persons or entities without the authorization of the Chief or his designee. Police Department employees are authorized to reproduce the roster for their own personnel use in contacting fellow employees. All employees shall ensure that this information is safeguarded against loss or release.
PURPOSE

This order governs the types of extra/off-duty employment in which personnel may engage. The purpose of this policy is to establish a department policy defining and promulgating rules pertaining to off-duty employment and activities.

POLICY

To ensure on-duty efficiency and to eliminate possible conflicts of interest, the Chief of Police shall provide guidelines to law enforcement employees to inform them of the types of secondary employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the agency. It is, therefore, the policy of this Department that off-duty employment will be permitted when it does not impair on-duty efficiency or conflict with the duties and responsibilities of departmental employees and/or the mission of the Department.

PROCEDURES

Before beginning any off-duty employment/business it must have the Chief's approval. Inappropriate off-duty employment/business will be denied. Some examples of conditions that may lead to off-duty employment being denied are:

Conditions which could compromise the confidentiality of department records and/or investigations or bring discredit to the department, or where the position could undermine public trust, could compromise the officer’s ability to enforce the law, exert command authority, or control or effect discipline. In addition, if the officer’s official position may be used to serve private interest or if the employment would assist any principal in any criminal or civil proceeding.

In addition outside employment/business may NOT be authorized if, in the opinion of the Chief, it would constitute a conflict of interest or would tend to bring discredit to the Department or any of its members. In addition it shall not:

1. Interfere with the employee's employment with the Department.
2. Render an employee unavailable during an emergency.
3. Physically/mentally tax the employee wherein on-duty performance may be affected.
4. Require any special consideration be given to scheduling regular duty hours.
5. Bring the Department into disrepute; impair the operation/efficiency of the Department or employee.

6. Use the Department name, employee's position or equipment in the pursuit of any outside or off-duty interests.
7. Wear the uniform while in off-duty employment unless authorized by the Chief.
8. Use City owned vehicles, radios, or other equipment while traveling to/from or engaging in off-duty employment unless authorized by the Chief.
9. Engage in any business/employment as an operator, agent, bartender or bouncer of any business/premise licensed to sell alcoholic beverages.
10. Injuries incurred during any off-duty employment activity are not covered by the City's Worker's Compensation Program or duty related retirement plans.
PURPOSE AND POLICY.

This order requires personnel to obey any lawful order of a superior whether disseminated verbally or in writing which includes these written orders, emails or memoranda.

PROCEDURE.

A lawful order is any verbal or written directive and Department members shall promptly obey any such lawful order emanating from any officer of higher rank. Should any such order conflict with a previous order from any other ranking officer, with any written directive, or any provision of the rules and regulations, the member to whom such order is given shall respectfully call attention to such conflict of orders, and if the officer giving the most recent order does not change it to eliminate such conflict, the most recent order shall stand and the member giving such order shall bear full responsibility. The person obeying the order shall not be held in any way responsible for disobedience of any orders previously made.

If any unlawful order is given to any member, such member shall promptly report such fact to the Chief. Department members shall promptly communicate in writing to their commanding officer any violation of written directives, rules and regulations, or disobedience of orders by any other member that may come to their knowledge.
UW La Crosse Police
Police Services Department
DEPARTMENT AUTHORITY

PURPOSE:
This order requires all personnel to abide by an oath of office to enforce the law, uphold the nation’s Constitution or basic law of the land, and where applicable, those of governmental subdivisions to include the State of Wisconsin to include the UW System. This order delineates the Department Jurisdiction and specifies its responsibilities and authority. It provides personnel with the limitations of their geographical jurisdiction pursuant to WI ss. 175.40(6). This order requires all sworn officers to abide by a code of ethics as adopted by the Department published as the Law Enforcement Code of Ethics by the IACP. This order defines the legal authority to carry and use weapons by Department personnel in the performance of their duties.

PROCEDURES:

Authority of UWLPD Officers on campus:

**UWS 18.01 Jurisdiction.** These rules shall regulate conduct on all lands subject to the control of the board of regents of the university of Wisconsin system.

**UWS 18.03 Law enforcement.** (1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. These officers shall have all the powers provided in s. 36.11 (2), Stats., except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs. (2) Uniformed peace officers shall be identified by an appropriate shield or badge hearing the word “Police” and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification card when enforcing this chapter.

Authority of UWLPD Officers off campus:

Outside UW La Crosse boundaries but within the State of Wisconsin while on duty: officers have full authority for police matters when acting pursuant to mutual aid agreements (WI ss. 66.305) and for matters of direct concern to the UW of La Crosse. In addition WI ss. 175.40 (6)(a): States a peace officer outside of his/her territorial
jurisdiction may arrest a person or provide aid/assistance in the state if the criteria under subds. a/b are met:

a. Officer is in uniform, on duty and on official business. If using a vehicle: marked police vehicle.

b. Officer is taking action that would be authorized under the same circumstances in his/her jurisdiction.

c. Officer is acting in response to any of the following:
   1) An emergency situation that poses a significant threat to life or of bodily harm.
   2) Acts that the officer believes, on reasonable grounds constitutes a felony.

d. Under normal circumstances, situations that require law enforcement action will be turned over to the responsible law enforcement agency.

Out-of-State Authority/Responsibility: Powers of UWL Police Officers do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit and Mutual Aid Agreements. Officers who are outside the boundaries of WI on extradition, or other matters of direct concern to the UW are not to engage in police activities unless necessary in the performance of their duties as an agent of the UW, and then only after consideration of the tactical situation.

D. Authority and Responsibility while Off-duty.
Under Wisconsin law, off-duty officers have the same authority granted on-duty officers. Officers who are off duty should defer to on-duty officers when possible. Off-duty officers should act only after consideration of the tactical situation.

1. Under WI State Statute 175.40(6m)(a) an off-duty UW La Crosse police officer may arrest a person or provide aid or assistance outside of his or her territorial jurisdiction (but only within the state of WI) if all of the following apply:
   a. The officer is responding to an emergency situation that poses a significant threat to life or of bodily harm.
   b. The officer is taking action that he or she would be authorized to take under the same circumstances in the UW of La Crosse.
   c. When acting/responding under this subsection officers shall adhere to all policies and procedures as if the officer was acting within the UW of La Crosse as well as utilizing trained tactics as approved and trained within the UW La Crosse Police Department for responding to emergency situations.
   d. If an officer takes action under this authority, the officer will immediately notify the jurisdiction in which they have responded to an emergency situation that posed significant threat to life or of bodily harm. Officers will also, as soon as possible, contact their supervisor.
e. Off-duty La Crosse officers will cooperate with outside jurisdictions regarding arrests made or any other actions taken in another jurisdiction under this subsection.

Authority to carry and use weapons

UW La Crosse Police Officers are authorized to carry and use Department approved weapons under the authority and powers granted to them by Wisconsin State Statutes and exemptions granted under Wis. Stats. Chapter 941; and the Chancellor of UW La Crosse.
UW La Crosse Police  
Police Services Department  
Arrest Procedure

PURPOSE
This policy defines the authority to make arrests and guidelines for effecting arrests, both with/without a warrant, and releasing from custody arrested individuals. Guidelines ensure that rights/privileges are afforded to citizens during arrest situations.

POLICY
It is our policy that officers shall investigate violations of laws/ordinances and shall make arrests for violations in accordance with procedures imposed by the U.S./WI Constitution; federal, state and municipal legislation and department policy. Members, take into consideration new case laws, which can affect citizen’s rights.

DEFINITIONS
A. Arrest: Depriving a person his/her liberty by legal authority for a civil, or criminal law violation.
B. Custodial Arrest: Depriving a person his/her liberty by legal authority for the purpose of holding/detaining him/her to answer a criminal charge or civil forfeiture action.
C. Non-custodial Arrest: Temporarily depriving a person of his/her liberty by legal authority for the purpose of issuance of a citation or summons relating to a civil forfeiture action.
D. Crime: Conduct prohibited by law, punishable by fine, imprisonment or both. Conduct punishable by forfeiture only is not a crime.
F. Pat Down/Frisk - The feeling/touching of outer garments of a person temporarily detained for the purpose of locating weapons or articles capable of causing injury.
G. Search - The feeling/touching of garments of a person taken into custody for the purpose of locating weapons, evidence, or personal property.
H. Legal Standing – In cases of warrant-less arrest, a person with legal standing would be a person whom the officer reasonably believes is the person with the authority to grant permission to enter/search. Examples homeowner, renter, long-term guest or as otherwise dictated by case law.
I. Hot Pursuit – Pursuit of a suspect from the scene of a crime.

ARRESTS - GENERALLY
In order for an arrest to occur, an officer must have the intent to take a person into custody and an understanding by the person arrested that s/he is in custody. When making an arrest, an officer should:
1. Identify him/herself as a police officer. (If it is apparent by the wearing of a uniform or other means that the person making the arrest is a police officer, no further identification is necessary.)
2. Inform the subject that s/he is under arrest.
3. Restrict the arrested subject’s movements as required, using only force necessary to overcome any resistance by the person being arrested.
4. In all cases where an arrested person is taken into physical custody, a report number shall be assigned and the arresting officer shall be responsible for completing a detailed report.

**ARRESTS WITH A WARRANT**

Law enforcement officer may arrest a person when any of the following exists:

A. Have probable cause to believe a warrant for the person’s arrest has been issued in this state.
B. Have probable cause to believe a felony arrest warrant has been issued for the person in this or another state. A Wisconsin officer may not arrest a person on a misdemeanor warrant issued in another state.
C. Arrest warrants may be served at any time to the individual on the warrant in a public place, however, discretion should be used when serving a warrant to ensure serving it at a reasonable time. Factors such as the nature of the offense, potential to escape and for doing further injury/damage should be considered when selecting a time to serve an arrest warrant.
D. As soon as practicable after arresting on a warrant, the officer shall inform the person of the reason for the arrest and if able the officer should read the warrant to the person, then endorse the warrant with arrest time/place. The warrant shall be returned to the issuing court through the jail booking procedure.

**ARRESTS WITHOUT A WARRANT**

A. An officer may make an arrest without a warrant if s/he has probable cause to believe a person is committing or has committed a crime.
   1. For an officer to enter a person’s home to arrest a person without a warrant, permission by a person of “legal standing” or probable cause plus “exigent circumstances” must exist. (Exigent circumstances does not include minor traffic offenses. *Welsh V. Wisconsin*) Exigent circumstances include:
      a. The immediate threat of escape;
      b. The immediate threat of destruction of evidence;
      c. The immediate threat of death or great bodily harm to the officer or another.
      d. Hot pursuit
      e. Fleeing Felon
      f. As directed by Case and/or State laws
B. If exigent circumstances do not exist, it is necessary to obtain an arrest warrant or consent to enter the premises from someone authorized to give consent to make an arrest of a person in his/her own residence.

**FORCIBLE ENTRY without Exigent Circumstances**

2.1.3
A. When forcible entry is required in the effect of an arrest, officers shall perform the following:
   1. Make a reasonable attempt to contact a supervisor
   2. Locate and control all persons and property, which might potentially serve as a weapon
   3. Photograph damage occurring as a result of the forced entry; complete a detailed report describing same.
   4. Make reasonable efforts to contact the owner and secure the property to prevent further damage/loss.

VIII. SEARCH INCIDENT TO A LAWFUL ARREST
A. WI ss. 968.10(1), authorizes officers to conduct searches “incident to a lawful arrest.”
B. “Incident to a lawful arrest” requires that the search shall occur as soon as practical after the arrest. The search shall be made at/near the arrest location. Such searches made of the premises where the person was at the time of the arrest shall be made while the person arrested is still at the location of the arrest unless extenuating circumstances exist and are noted in relevant reports. A search of the arrested person “incident to a lawful arrest” may occur after the person has been transported to the department/detention. A search of a vehicle the arrested person was in at the time of the arrest is not permitted unless there is probable cause that further evidence shall be found within the vehicle.
C. “Lawful arrest” for the purpose of a search incident to an arrest, means any arrest action to include issuance of a citation/summons if the person is taken into physical custody and removed from the scene.
D. WI ss. 968.11, scope of a search incident to a lawful arrest: permits officer to reasonably search the person arrested and an area within the person’s immediate presence for the purpose of:
   a. Protecting the officer from attack
   b. Preventing the person from escaping.
   c. Discovering/seizing the fruits of the crime.
   d. Discovering/seizing instruments or things which may have been used in the commission of, or which may constitute evidence of, the offense.
E. The area within an arrested person’s immediate presence can be defined as that area within lunge, reach, or grasp of the person at the time of the arrest.
F. Protective Sweep
Officers making a lawful arrest or executing a lawful search in a private residence may conduct a protective sweep of the residence if they have a reasonable belief that the areas to be swept may harbor individuals posing a danger to those on the scene. Officers should be prepared to articulate the reasons for the protective sweep.

STOP AND FRISK
WI ss. 968.24 & 968.25, an officer may stop a person and conduct a limited search of that person if/when:

A. After identifying him/herself as an officer, may stop a person in a public place for a reasonable time when the officer reasonably suspects that the person is committing, about to commit, or has committed a crime and demand the name/address of the person and an explanation of conduct. Such detention/questioning shall be conducted in the vicinity where the person was stopped.

Refusal to answer the officer’s questions in itself is not “obstructing an officer.” If no further facts lead the officer to probable cause for arrest, the person must be released.

B. When stopping a person for temporary questioning and reasonably suspecting that person or another, is in danger of physical injury, the officer may search the person for weapons or an instrument/article/substance readily capable of causing injury and of a sort not ordinarily carried in public places by law abiding persons. If such a weapon/instrument or other property possession of which the officer reasonably believes may constitute the commission of a crime, or which may constitute a threat to the officer, that officer may take and keep it until the completion of the questioning, at which time the officer shall either return it or arrest the person.

STRIP SEARCHES
UW-L police officers will not conduct a strip search. If an officer has reason to believe that an arrested person may have contraband he/she shall relay this information to a La Crosse County Sheriff Department’s Jail, and let the jail staff conduct the search.
Nothing in this order prevents an officer from conducting a "pat-down" search to detect weapons.

DETERMINING CRIMINAL CHARGES OR CIVIL FORFEITURE
A. The arresting officer should consider the following factors: injury to persons, extensive property damage, violence or threat of violence, prior record of the offender indicates a continuing pattern of deviant behavior, and/or the offender’s attitude.
B. The decision to charge a person will not be based upon the offender’s race, creed, color, or sex.
C. Cases should not be referred for prosecution unless sufficient evidence.

ALTERNATIVES TO ARREST. See General Order 1.9 regarding Use of Discretion
A. Discretion - When confronted with situations involving non-serious conduct/minor violations, officers have the discretion to examine possible alternatives to arrest/confinement, (e.g. bail, citations, warnings, etc.).

B. SPECIFIC RESPONSIBILITIES
1. Officer action/discretion may be further regulated by specific policies or supervisory discretion.
2. The severity of action/inaction is not be influenced by race, sex, ethnic background, religious belief, or political reasons.
3. Enforcement action must not be more severe than can be reasonably and objectively justified to further department goals and objectives.
4. Enforcement action or contact may not be extended unnecessarily for the purpose of delaying the release or inhibiting the free movement of any person.

C. FORFEITURES AND DEPOSITS
1. Traffic and Misdemeanor Crimes: The forfeiture/deposit amount for traffic violations or misdemeanor crimes shall conform with the State Traffic Deposit and Uniform Misdemeanor Bail Schedule.
2. Non-traffic Forfeitures: The forfeiture/deposit amount for ordinance violations shall be in accordance with the current Deposit Schedule as set by law and the courts.

D. RELEASE FROM CUSTODY (NON-FELONY ARRESTS)
1. Persons arrested for a forfeiture shall be released from custody without a cash bond if they:
   a. Have a valid WI driver's license or show sufficient evidence of ties to the community; or
   b. The officer is satisfied that the accused will make court appearances.
   c. By direction of the Court
2. Persons arrested for a misdemeanor shall be released from custody without cash bond unless:
   a. Does not have proper ID, refuses to identify him/herself, or refuses to submit to booking procedures authorized under WI ss. 165.83.
   b. Appears to represent a danger of harm to him/herself, another person or property.
   c. Not a Wisconsin resident.
   d. Cannot show sufficient evidence of ties to the community.
   e. Accused has previously failed to appear in court or failed to respond to a citation.
   f. Arrest/detention is needed to carry out legitimate investigative action in accordance with policy.
3. All persons not released for a forfeiture, misdemeanor or misdemeanor traffic offense shall be released upon compliance with the state deposit or misdemeanor bail schedules unless bail is otherwise set by a court.
4. The guidelines on release from custody for non-felony arrests do not supersede specific statutorily mandated detention, judges orders or direction by a supervisor.
5. An officer need not release an arrested person if it is the officer's opinion the person in custody is not in a fit condition to care for his or her own safety or would constitute, because of his or her physical condition, a danger to the safety of others. If an arrested person is not released under this provision, the person shall be taken before a judge within a reasonable period of time. Refer to Wi. S.S. 969.07 and 970.01.

E. RELEASE FROM CUSTODY (FELONIES)
1. Persons arrested for felonies do not necessarily have to be incarcerated. In deciding to hold/release an arrested felon, consideration should include, but not be limited to:
   a. Seriousness of the offense.
   b. Seriousness of bodily injury to victim(s).
   c. Previous criminal record of the arrestee.
   d. Danger posed to others.
   e. Likelihood of fleeing to avoid prosecution;
   f. As directed by written judicial orders.
2. Further investigative requirements (i.e. line-ups, handwriting samples, bodily fluids, hair samples, etc.).

F. MANDATORY INCARCERATION. Arrested persons are held in custody upon verification of any of the following:
   1. An arrest warrant exists for the person who is unable to post required bond and the issuing agency requests the person detained.
   2. An apprehension request has been issued by Corrections or Probation and Parole.
   3. A state/federal judge has issued a capias for the individual in custody.
   4. As directed by written judicial orders of the County of La Crosse Circuit Court Judges.
G. Persons held in custody for other agencies may be: transported to the jail or turned over to the issuing agency.

JUVENILES Refer to policy 2.3 Referring to UWLPD policy on Juveniles.

SUPERVISOR REVIEW
Arresting officer(s) should consult with the shift supervisor with questions regarding if a person is to be detained. Discussion may include: review the investigation, charging alternatives, bail requirements, related booking procedures and compliance with policy guidelines.
2.2.1

UW-LaCrosse Police
Police Services Department
USE OF FORCE POLICY

PURPOSE AND SCOPE OF POLICY

A. The purpose of this policy is to provide police officers in the department at the University of Wisconsin-La Crosse with a single document explaining policies and procedures related to the authorized use of force.

B. Police Officers, as peace officers, have been delegated the responsibility to protect life and property and to apprehend criminal offenders. The protection of life, including the officer’s, must at all times take precedence over the apprehension of criminal offenders, and the value of any human life exceeds that of any physical property. The dispensation of punishment is not part of the law enforcement task.

C. The department values the safety of its employees and the public. Likewise, it is believed that police officers should use force with a high degree of restraint. Therefore, it is the policy of this department that the use of firearms is never to be considered routine, is permissible only in the defense of life, and then only after all possible alternative means have been exhausted or believed to be ineffective.

PROCEDURES

I. Department Authority

A. This department maintains a mission statement and adheres to the law enforcement Code of Ethics which guides the actions of sworn personnel and provides the basis to judge whether one’s conduct conforms to the department’s ethical standards. Upon employment, new officers must review and express knowledge of each document.

B. Newly appointed officers will receive the Oath of Office prior to assuming any of the duties and responsibilities of a police officer. The first five (5) weeks of employment is normally reserved for training with the Field Training Officer.

C. Copies of United States Constitution and the Wisconsin State Constitution are available in the University Library, and in statute books maintained at the police department.
II. Definitions:

Electronic Control Device (ECD) - Electronic device that is designed to disrupt neuro-motor control allowing an officer to gain control of a resistive subject.

Electro-Muscular Disruption (EMD) - is a direct involuntary contraction of the muscles that disrupts neuro-motor control.

AFID-Anti Felony Identification Device. Every time an ECD cartridge is deployed, 40 small confetti-like identification tags called AFIDs are ejected. Each AFID contains the serial number of the cartridge deployed allowing supervisors to identify which Officer deployed the cartridge.

Cartridge - The cartridge is a single use item that contains the projectile probes & wires and is identified by a serial number.

Probe Deployment - The activation of the ECD with the cartridge on that result in the probes and wires being projected toward the target.

Drive Stun - The act of making contact with the ECD on a target with out the cartridge on to deliver an electrical impulse to a focused area

Deadly Force - Any use of force that is likely to cause death.

Great Bodily Harm: (WI State Statute 939.22) - Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

Imminent - Likely to occur at any moment; impending.

Graham V. Connor - The United States Supreme Court Case that ruled that force is only to be applied by law enforcement officers when such use is “objectively reasonable” in a given situation, as determined by a “reasonable officer” at the scene. The factors which, in general, determine whether force is “objectively reasonable” include:

1. The severity of the alleged crime at issue;
2. Whether the suspect poses an imminent threat to the safety of officers or others;
3. Whether the suspect is actively resisting or attempting to evade arrest by flight.

Longgun – Any firearm other than department approved or issued handgun.

Tennessee V. Garner - The United States Supreme Court Case which strikes down fleeing felon rules and states a law enforcement officer would not be justified in
shooting to stop someone from fleeing whom is known to have committed only a property crime or who has apparently committed a felony or misdemeanor that does not endanger life or threaten serious bodily harm.

III. Use of Force – Necessary Force – Non-Deadly (Less Lethal)

As used in this directive, non-deadly force refers to the use of any weapon or instrument, or in any other physical action taken by an officer which is not likely to cause death. Unless otherwise noted in Department policy the use of non-deadly force is only authorized when an office reasonably believes it is necessary to control a person under any of the following circumstances:

A. Detaining a person reasonably suspected of criminal involvement
B. Effecting an arrest
C. Overcoming resistance
D. Preventing escape
E. Protecting oneself or another
F. Maintaining order
G. Taking a person into protective custody who poses a threat to themselves or others

When officers do use a certain level of force, officers should utilize tactics received in training which comply with the Wisconsin Department of Justice Standard on Defense and Arrest Tactics (D.A.A.T). Officers shall only use the degree of force they reasonably believe is necessary to control the situation. In determining the degree of force that is reasonably necessary, an officer shall consider the following factors:

A. The existence of alternate methods of control
B. Physical size, strength, and weaponry of the person as compared to the officers
C. The nature of the encounter
D. Actions of the person
E. Exigent conditions (i.e. availability of back-up, numbers of person involved, etc.)
F. Injury and exhaustion

Verbal commands to control a person will always be the alternative to use of physical force and/or non-deadly weaponry. Since this method is not always effective or appropriate in gaining compliance, officers may escalate the degree of force, if necessary. Once a person is under control, officers must revert to the lowest degree of force necessary to maintain control.
IV. Use of Firearms/Deadly Force

Deadly force refers to the use of firearms or any other means used in a manner which is likely to cause death. The use of deadly force is only authorized when an officer reasonably believes a lesser degree of force would be insufficient under any of the following circumstances:

A. In defense of one’s self and/or another person who the officer has reasonable cause to believe is in imminent danger of death or serious physical injury. To protect one’s self or another from an animal which an officer reasonably believes may cause serious physical injury if not immediately controlled or after giving consideration to public view, safety, and all other reasonable means of disposition.
B. A “Fleeing Felon” should not be presumed to pose an immediate threat to life in the absence of actions that would lead one to believe otherwise, such as previously demonstrated threats to or wanton disregard for human life.
C. Officers may not discharge warning shots in the use of force.
D. Officers shall be issued copies of, instructed in, and tested on the procedures related to the rules of force before being authorized to carry a firearm. Officers are authorized to carry a department authorized handgun, on duty and in uniform. Part-time officers are authorized to carry a handgun pursuant to the same guidelines.

Before using deadly force, officers shall, if reasonably possible, identify themselves, order the suspect to desist from unlawful activity, and threaten to use deadly force if the lawful order is not obeyed.

Department weapons may not be used while off duty or for outside employment purposes. Secure weapon storage will be provided at the University Police Offices.

V. Officers are authorized to carry and use the following intermediate weapons other than firearms:

A. Police Baton

1. The department issues hard metal batons for officers to carry them.
2. A police baton may be used only when an officer reasonably believes a lesser degree of force would be insufficient to control the situation.
3. An officer shall never strike a person’s head with a baton unless such action is justified under the use of deadly force. This section is not intended to apply to an accidental strike to the head as a result of resistance.
4. Officers shall use Department approved baton techniques established by this Department and the Wisconsin Department of Justice Standards on DAAT.
5. Department issued batons are the only authorized impact weapons. The use
of other devices, such as flashlights, radios, firearms, etc., are not recommended as impact weapons; however, the Department recognizes that emergency self-defense situations involving other objects and instruments may occur.

B. Oleoresin Capsicum (OC)
1. Officers may only carry and use department issued OC aerosol dispensers.
2. Officers may use OC only when reasonably apparent that a lesser degree of force would be insufficient to control the situation.
3. When an officer is at a point where an OC aerosol dispenser needs to be employed, the officer should attempt to provide a verbal warning to the person who is about to be sprayed with the OC product. The officer should use the product in accordance with accepted techniques included in the Wisconsin Department of Justice Standard on D.A.A.T.
4. An individual sprayed with an OC product shall be provided with an opportunity to eliminate the effects of the inflammatory by washing and flushing the affected areas with copious amounts of cold water or by allowing air to relieve the discomfort.
5. Officers may request emergency medical service to respond and insure that the subject sprayed with the OC product has the opportunity to be checked by an emergency medical technician. This is to insure that the effects of the product are reduced immediately, and also to insure that the subject is not experiencing some side effect.
6. Whenever an officer employs an OC aerosol product, the officer will prepare an officer’s report on the incident. The report should include the circumstances surrounding the incident, and shall be filed immediately for supervisory review. No report would be required if the OC product was used in the course of training.
7. All uses of OC will be reviewed by a supervisor trained in D.A.A.T.

C. Electronic Control Devices (ECD)
1. APPROVED EQUIPMENT, TRAINING, and FIELD DEPLOYMENT:
   a. Officers shall complete the Departments ECD Certification training program before being authorized to use or carry ECDS.
   b. Officers will receive Re-Certification training in the use of the ECD biennially.
   c. Officers will carry only properly functioning and charged ECDs.
   d. Officers will carry the ECD / replacement cartridges in a carrier that is approved by the Chief or program manager.

2. USE OF FORCE ISSUES WITH ECDs:
   a. The use of the ECD constitutes a Use of Force.
   b. An Officer may use an ECD on a subject when the Officer reasonably believes that the subject is threatening the Officer or third party with bodily harm; and the Officer believes that the subject possesses the
ability or apparent ability and opportunity to carry out that threat.

c. Other considerations for deployment of the ECD are:
   1. Imminent threat to Officers and/or others.
   2. Severity of the incident at issue.
   3. The totality of the circumstances.

d. The ECD will NOT be used:
   1. With passive resistance unless the totality of the circumstances warrants that a lesser level of force may jeopardize the safety of the subject and/or others.
   2. To threaten or attempt to gain information from a person.
   3. Against a person already restrained unless active resistance has to be overcome.
   4. To wake a person up.
   5. As a form of punishment.
   6. DO NOT fire the ECD near flammable liquids and/or fumes.
   7. No Officer will playfully, maliciously, or intentionally misuse the ECD in a display of the power against an individual, except to counter an imminent threat.

3. USE OF THE ECD:

a. ECDs are designed to gain compliance/control of actively resistant individuals, where options have been or are reasonably likely to fail, and/or where it would be unsafe for Officers to approach the subject.

b. There are 2 applications of the ECD:
   1. Probe Deployment – deploys 2 probes with wires attached from the replaceable cartridge toward the target. If both probes penetrate the target, the ECD will deliver an electric impulse through the wires to the probes and into the target
   2. Drive Stun – the cartridge is removed and the officer makes direct contact with the anodes on the front of the ECD to the target. Electric impulses then can be delivered to the target as long as direct contact is maintained

c. The ECD is programmed to deliver a 5-second EMD current. Officers can shorten or extend the time. Officers should not touch the probes during this period to avoid receiving the same EMD current. In addition, Officers should avoid stepping on or tripping over the wires.

d. NEVER aim the ECD at the head, eyes or face.

e. Keep hands away from the front of the ECD at all times unless the safety slide is in a “safe” position and the ECD is deactivated.

f. Always replace ECD cartridges before their expiration date. All expired cartridges will be turned in to a supervisor or designee
g. Each discharge of a Department ECD, including accidental, must be documented in a report. This does not include their use during approved training sessions.

4. ACTIONS AFTER THE ECD IS USED:
   a. Removal and preservation of probes:
      1. Probes that penetrate an individual should be removed by the ECD user (Officer) or medical personnel (if in eye, throat or face, and groin) after the subject has been restrained and/or controlled.
      2. If subject requests medical attention or the officer believes the subject has been injured during the course of the arrest, the Officer should seek medical attention immediately. An examination should be conducted by medical personnel to determine whether the individual has suffered any injury, either directly or indirectly from the ECD discharge.
      3. After subject has been medically released and the subject is being incarcerated, the Officer will notify jail Deputies that the subject was ECD’ed.
      4. Officers will secure the spent cartridge, complete with wires and probes into an evidence bag that is clearly labeled for evidence. The bagged cartridge will then be placed into evidence and labeled as a biohazardous material.

5. REPORTING PROCEDURES:
   a. Officers shall immediately contact the supervisor and advise them that they have discharged the ECD.
   b. Officers shall document the events leading up to the use of the ECD, with in a written Department Incident report.

6. ACCIDENTAL DISCHARGE:
   a. In the event of an accidental discharge of a cartridge the officer shall notify a supervisor immediately.
   b. The officer shall complete an incident report that outlines the circumstances of the discharge. The completed report, spent cartridge (with wires and probes) will be bagged and turned over to the officer’s supervisor.

7. MAINTANCE and CARE OF EQUIPMENT:
   a. Officers will check the ECD before the start of each shift to ensure the unit is properly charged. Officers will immediately advise a supervisor if the battery is low (20% or below).
   b. Officers will check the ECD case and cartridge before the start of each shift for any damage. Officers will immediately advise a supervisor if they discover damage.
   c. Officers will ensure that the cartridge doors are free of debris, and that the
cartridge has not expired.
d. Officers must carry the ECD with the safety in the “safe” position.

D. Officers may only use department issued/approved less-lethal weapons when on-duty.

VI. Firearms and Ammunition: Authorized Use and Possession

A. This Department requires that only the firearms and ammunition specified and provided by the department may be used during performance of duty.

1. **Handgun** – Each officer must qualify with an approved duty handgun. The handgun must be certified as operational by a qualified range officer and authorized for use by the Chief of Police. The standard 40 caliber police handgun will be issued.

2. **Longguns** – Each officer must qualify with the Department issued longguns. Only Department issued longguns are allowed to be carried while on duty.

3. **Ammunition** – Each officer must carry the department provided and approved ammunition. Range officers will maintain a log of all ammunition used at training, qualification sessions, and issued for on-duty use.

4. **Inspection** – At regular intervals, a supervisor may inspect an officer’s ammunition to assure compliance with this directive.

B. Part-time/LTE officers not using UW-La Crosse issued handguns must provide proof of qualification from their primary employer or qualify with this Department. This proof must specify qualification/inspection date.

C. On duty officers are authorized to carry a firearm while in plain clothes if that dress is appropriate to a given duty assignment and authorized by the Chief of Police.

1. Officers shall carry their badges and identification cards when carrying a firearm.

2. On duty officers will not consume any alcohol.

VII. Firearms Proficiency

A. Minimum Proficiency
   As a condition of employment police officers are required to demonstrate a minimum proficiency in the use of authorized firearms before the firearm may
be used or carried. Each officer must demonstrate a minimum proficiency in accordance with the course training criteria prepared by a qualified range instructor. In addition to achieving minimum scores (according to Department of Justice standards) on a prescribed course, demonstrated proficiency includes attaining and demonstrating a knowledge of laws concerning the use of firearms and being familiar with recognized safe-handling procedures for the use of authorized firearms.

B. Qualification of Proficiency
For firearms, officers are required to show proficiency at least two (2) times annually. The specific course of fire for qualification, qualifying score, target type, timing, distance, and other qualification standards shall be established by a training officer pursuant to a training program approved by the Chief of Police. Officers who fail will receive remedial training and re-fire the course in a timely manner. An officer who repeatedly fails to quality is subject to discipline.

VIII. Reporting

A. Officers who discharge a firearm for any reason other than training must submit a written report to the Chief of Police. The report should be filed immediately and set forth the circumstances surrounding the incident.

B. Accidental Discharge Procedures
1. Reporting:
   a. A verbal notification will be made immediately to the officer’s immediate supervisor and/or Chief of Police if an accidental discharge of a member’s firearm occurs. In the event of a person being injured as a result of the discharge, the La Crosse County Sheriff’s Department will be immediately summoned to the scene and will head the investigation.

   b. A formal written report will be made by the shooting officer or his/her immediate supervisor if the officer is physically unable to make such a report.

2. Administrative Review:
   a. Reported accidental discharges of firearms not resulting in injury/death will result in a complete investigation, including the notification of the Chancellor and/or his designee.

   b. The Chief shall oversee the investigative administrative review.

3. Firearm Re-qualification:
   a. As part of the Department’s assessment of the member’s fitness for duty, the involved officer will be required to qualify with his/her firearm and show proficiency and knowledge of the firearm prior to resuming normal street duty.

C. Officers must submit a report of all incidents where the officers’ actions resulted in the use of force. The report should specifically note the circumstances
necessitating and manner of such force used. An officer must complete a report when:

1. An officer takes an action that results in (or is alleged to have resulted in) injury or death of another person (e.g. deadly force). In addition the involved officer shall immediately notify the on duty or on call supervisor.
   a. Firearm: display and/or discharge of any firearm.
   b. Baton: striking any person other than during formal training
   c. Motor Vehicle: when used as a weapon
   d. Physical Force: potential of physical injury

2. When an officer applies force through the use of non-firearm weapons.
   a. Use of Oleoresin Capsicum (OC)
   b. Physical Force: striking, pushing, punching, kicking, or any other active countermeasures used against another person, or restraining devices other than handcuffs.
   c. The incidents covered in #1 and #2 will be reviewed by a supervisor to determine whether the incident was justified or non-justified. If not justified, the incident will be reviewed by the Chief of Police and may result in an investigative hearing.

3. Restraining Devices: handcuffs
   a. The standard use of handcuffs as a restraining device shall be included in all reports.

IX. Administrative Review

A. Non-Deadly Force: Whenever an incident occurs where non-deadly force is exercised, the incident shall be reviewed by the supervisor. The review should address the manner and necessity of such force. A copy of all incidents will be provided to the Vice Chancellor for Administration and Finance. Notification of other campus leaders will be made in consultation with the Vice Chancellor.

B. Deadly Force: Whenever an incident occurs where deadly force is exercised, whether accidental or unintentional, the officer shall notify a police supervisor. The supervisor in charge shall do the following:
   1. Assume responsibility for the security, preservation, and investigation of the scene.
   2. Remove the involved officer away from, but accessible to, the scene. The officer shall not be left alone.
   3. Request the Crime Lab to respond, if necessary.
   4. Request the District Attorney’s Office to respond, if necessary.
   5. Request the La Crosse County Sheriff’s Department to respond to investigate the incident. If unavailable, another appropriate agency will be requested.
   6. Retrieve and take into custody the weapon and ammunition used by the
officer as evidence in the investigation.
7. Interview all witnesses; take statements.
8. Conduct an interview with the officer involved.
9. Prepare a transcript of the officer’s interview
10. Transport officer to the nearest medical facility for the officer’s voluntary 
    submission to a blood test.
11. Contact the Chancellor, and the Vice Chancellor for Administration and 
    Finance. Notification of other Campus leaders and outside organizations 
    will be made in consultation with these individuals.
12. Make personal contact with the officer’s family.
APPROACH CONSIDERATIONS

Decision-Making
- Justification
- Desirability

Tactical Deployment
- Control of Distance
- Relative Positioning
- Relative Positioning with Multiple Subjects
- Team Tactics

Tactical Evaluation
- Threat Assessment Opportunities
- Officer/Subject Factors
- Special Circumstances
- Level Stage Degree of Stabilization

INTERVENTION OPTIONS

<table>
<thead>
<tr>
<th>Mode</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Presence</td>
<td>To present a visible display of authority</td>
</tr>
<tr>
<td>B. Dialogue</td>
<td>To verbally persuade</td>
</tr>
<tr>
<td>C. Control Alternatives</td>
<td>To overcome passive resistance, active resistance, or their threats</td>
</tr>
<tr>
<td>D. Protective Alternatives</td>
<td>To overcome continued resistance, assaultive behavior, or their threats</td>
</tr>
<tr>
<td>E. Deadly Force</td>
<td>To stop the threat</td>
</tr>
</tbody>
</table>

FOLLOW-THROUGH CONSIDERATIONS

| A. Stabilize               | Application of Restraints, if necessary                        |
| B. Monitor/Debrief        | If appropriate                                                  |
| C. Search                 | If necessary                                                    |
| D. Escort                 | If necessary                                                    |
| E. Transport              | If necessary                                                    |
| F. Turn-Over/Release      | Removal of restraints, if necessary                            |
PURPOSE

The department, in order to achieve the goal of providing for a juvenile's wellbeing and safety, shall always have as its primary consideration the best interest of the juvenile. The department shall also consider the interest of the parent or guardian as well as the interests of the community. The department and its officers shall attempt to remove the consequences of delinquent behavior for juveniles who portray such behavior and substitute therefore a program of supervision, care, and rehabilitation.

DEFINITIONS

JUVENILE-A person who is less than 18 years of age, except that for purposes of prosecuting a person who is alleged to have violated a state or federal criminal law or any civil law or municipal ordinance, "juvenile" does not include a person who has attained 17 years of age [WI statute 928.12(10m)]

AGE OF DELINQUENCY-Establishes that the juvenile court has exclusive jurisdiction over any juvenile 10 years of age or over who is alleged to have committed an act that would be a crime if committed by an adult.

ADULT-A person who is 18 years of age or older, except for the purposes of prosecuting a person who is alleged to have violated any state, federal, civil law, or municipal ordinance, "adult" means a person who had attained 17 years of age.

TAKING INTO CUSTODY-Taking a juvenile into custody shall not be considered as an arrest (s. 938.19). A police officer may take a juvenile into immediate custody when one or more of the circumstances exist as are enumerated in s. 938.20, 938.205, and 938.07.

RELEASE-The returning of a juvenile to either the parent or guardian or legal custodian without further action or pending action in Juvenile Court.

PARENT-Means either a biological parent or a parent by adoption. If the juvenile is born out of wedlock but not subsequently legitimated or adopted, "parent" includes a person adjudged in a judicial proceeding to be the biological father. "Parent" does not include any person whose parental rights have been terminated.
NOTE: If a person has reached 17 years of age, they are treated as an adult for arrest purposes and prosecution. A person must still be 18 years of age to purchase tobacco products or 21 years of age to purchase alcohol. The age for victims of abused children or battery to a child, uncontrollable, truant from school, runaway from home, remains 18 years of age.

THE ROLE OF THE OFFICER

Police officers are in a position to materially aid in the prevention of delinquency by:

1. Detecting and observing unfavorable conditions and "high risk" areas through active observant patrol and then using every available legal means of eliminating.

2. Handling minor offenders in a protective yet firm and fair manner.

3. Alerting parents to antisocial acts of their children.

4. Referring juveniles and parents to agencies which can assist them with their problem.

5. Alerting the Department of Human Services of situations of neglect and abuse (physical or sexual) which are often the forerunner of delinquency.

6. Vigorously seeking the prosecution of adults who commit offenses against children.

7. Making appropriate referrals to Juvenile Intake.

8. Working with the courts, Juvenile Intake, schools, and related agencies, in their role of delinquency prevention and control.

The prevention of delinquency and respect for authority are closely tied together. In juvenile contacts, the police officer's attitude and manner will have an influence on delinquency prevention. If the officer conducts himself or herself in a manner that commands respect and admiration, it will help develop respect for authority. Respect for authority and an appreciation for the rights of others are often qualities absent in delinquents and criminals. It is the first contact a juvenile has with police that will most often form a lasting impression. It should always be positive.

INTERVIEW OF JUVENILES

A. An officer that conducts a custodial interview of a juvenile will record said interview. Although audio recording is acceptable every effort should be made to video record all such interviews. The UWLPD office does have the capacity to video and audio record interviews.
PHYSICAL CUSTODY OF JUVENILES

A juvenile may be taken into custody under:

1. a warrant;
2. a capias issued by a court under s. 938.28;
3. an order of the court if made upon a showing satisfactory to the court that the welfare of the juvenile demands that the juvenile be immediately removed from his or her present custody. The order shall specify that the juvenile be held in custody under s. 938.207;
4. Circumstances in which a law enforcement officer believes on reasonable grounds that:
   a. A capias or warrant for the juvenile's apprehension has been issued in this state, or that the juvenile is a fugitive from justice;
   b. A capias or warrant for the juvenile's apprehension has been issued in another state;
   c. The juvenile is committing or has committed an act which is a violation of state or federal criminal laws;
   d. The juvenile has run away from his or her parents, guardian, or legal or physical custodian;
   e. The juvenile is suffering from illness or is in immediate danger from his or her surroundings and removal from those surroundings is necessary;
   f. The juvenile has violated the terms of court-ordered supervision or after-care supervision administered by the department;
   g. The juvenile has violated the condition of an order under s. 938.21 or the condition of an order for temporary physical custody by an intern worker, or;
   h. The juvenile has violated a civil law or a local ordinance punishable by forfeiture, provided that in any such case the juvenile shall be released as soon as reasonably possible under s 938.20.

"Section 938.19: When a juvenile is taken into physical custody as provided in this section, the person taking the juvenile into custody shall immediately attempt to notify the parent, guardian, or legal guardian of the juvenile by the most practical means."

The person taking the juvenile into custody shall continue such attempt until the parent, guardian, or legal guardian of the juvenile is notified, or the juvenile is delivered to an intake worker under s. 938.20, whichever occurs first. If the juvenile is delivered to an intake worker, or another person at his or her direction, they shall continue to attempt to notify the parent, guardian, or legal guardian of the juvenile until they are notified.

"Section 938.19: Taking into custody is not an arrest except for the purposes of determining whether the taking into custody or the obtaining of any evidence is lawful."

TYPES OF DISPOSITIONS

Disposition (Detention or Release). Section 938.20 of the Juvenile Justice Code reads in part: "(1) Juveniles taken into custody shall be released from custody as soon as reasonably possible. (2) A person taking a juvenile into custody shall make every
effort immediately to release the juvenile to: the juvenile’s parent, guardian, or legal custodian or, if the parent, guardian, or legal custodian is unavailable, unwilling, or unable to provide supervision for the juvenile, may release the child to a responsible adult, and verbally counsel or warn as may be appropriate, or in the case of a child 15 years of age or older, may release the child without immediate adult supervision, counseling or warning the child as may be appropriate, or…."

A RELEASED
As is the case with adult apprehensions, on occasions after a juvenile has been properly taken into custody, investigation reveals that we are unable to pursue the charges because we find the juvenile was not involved in the offense, there is insufficient evidence to adequately support the charge, etc. As a result the juveniles must be released and no charges are pursued.

B RELEASED TO PARENT OF GUARDIAN WITHOUT FURTHER ACTION
When an offense is of a minor nature and a check of the juvenile's record reveals no prior offense, this disposition should be considered.

C REFERRAL TO JUVENILE INTAKE
Juvenile offenders should be referred to Juvenile Intake when one or more of the following conditions or circumstances exist and when other dispositions are deemed adequate:

a. The offense is a felony or is a serious misdemeanor.
b. The offense is one of a series of offenses which were heretofore handled without being referred to Juvenile Intake.
c. The parental attitude towards the juvenile or the offense is negative or they display an inability to cope with the problem.
d. The attitude of the juvenile towards the offense, towards the juvenile judicial process, or towards authority itself is negative or contemptuous.

2.3.6 D DETENTION AT THE LA CROSSE COUNTY JUVENILE DETENTION CENTER
Such dispositions should be made by the Juvenile Intake Worker on call. His/her decision should be based on one or more of the criteria set forth in s 938.205:

(a) Probable cause exists to believe that if the juvenile is not held, he or she will commit injury to the person or property of others or cause injury to himself or herself or be subject to injury by others;
(b) Probable cause exists to believe that the parent, guardian, or legal custodian of the juvenile or other responsible adult is unavailable, unwilling, or unable to provide adequate supervision or care; or
(c) Probable cause exists to believe that the juvenile will run away or be taken away so as to be unavailable to proceedings of the court or its officers or proceedings of the Division of Hearings and Appeals in the Department of Administration for revocation of aftercare supervision."
REPORT CRITERIA

A  Arresting officers shall complete an Incident Report detailing the circumstances of the arrest and an investigative summary of the charge to substantiate probable cause. This should include information as to the victim's consent, suspect identification, physical evidence, witnesses, names of accomplices, and statement of the suspect.

B  If a juvenile is to be referred to Juvenile Intake the arresting officer shall complete the Intake Referral Notice and forward that form, along with his/her incident report and Juvenile Report form (FVM-09) to Juvenile Intake. It should be noted that the La Crosse County's Judicial Policy is that the investigating officer has 14 days after completion of his/her investigation to make a referral to Juvenile Intake. If this time has lapsed, the case may be dismissed with prejudice.

C  Senior officers and supervisors shall monitor case progress and review all arrests and incident reports to assure that they are properly and accurately completed before the juvenile is conveyed to the Juvenile Intake worker or to the Juvenile Detention Center.

SECURE OR NON-SECURE DETENTION

A  The Intake Worker has the responsibility of determining whether the juvenile will be held in secure or non-secure detention (s. 938.20)

B  Non-Secure Detention may include:

1.  The home of a parent or guardian
2.  The home of a relative
3.  A licensed foster home
4.  A licensed private or public shelter facility
5.  A hospital or other approved public treatment facility

NOTE: Placement in non-secure detention renders the juvenile subject to the orders of the Intake Worker or the court pending disposition of the case.

C  Secure Detention: Only by criteria set forth in s. 938.208:

1.  Probable cause exists to believe that the juvenile has committed a delinquent act and either presents a substantial risk of physical harm to another person or a substantial risk of running away as evidenced by previous acts or attempts so as to be unavailable for a court hearing.
2.  Probable cause exists to believe that the juvenile is a fugitive from another state and there has been no reasonable opportunity to return the child.
The juvenile consents in writing to being held in order to protect him or her from an imminent physical threat from another and such secure custody is ordered by the judge in a protective order.

Probable cause exists to believe that the juvenile, having been placed in non-secure custody by an intake worker under s. 938.207 or by the court or a juvenile court commissioner under 938.21, has run away or committed a delinquent act and no other suitable alternative exists.

Probable cause exists to believe that the juvenile has been adjudged or alleged to be delinquent and has run away from another county and would run away from non-secure custody pending his or her return. A juvenile may be held in secure custody under this subsection for no more than 24 hours unless an extension of 24 hours is ordered by the court for good cause shown. Only one extension may be ordered by the court.

DEPENDENT, ABANDONED, ABUSED, OR NEGLECTED CHILD CASES

When any officer of the department is called to or happens upon any of the above they shall promptly investigate and contact their immediate supervisor and the Department of Human Services for assistance.

A Whenever possible, photographs taken by a department photographer should be obtained which tend to show neglect or injury. Further, if untreated injuries are present, the child shall be taken to a hospital for treatment. Written statements shall always be obtained from the attending physician of an injured child. If statements are unavailable, the medical records may be subpoenaed.

B Officers finding an apparent dependent, s. 938.19 juvenile shall make every effort to locate the parents, guardian, or legal custodian of the child. The Department of Human Services shall be contacted if the parent, guardian, or legal custodian cannot be located.

1 If the injured juvenile is a runaway or missing juvenile from another jurisdiction, said jurisdiction shall be contacted and informed. If the parents, guardian, or other jurisdiction will respond within a reasonable amount of time, the juvenile will be turned over to them. If the parents, guardian, or other jurisdiction cannot respond within a reasonable amount of time, the officer will notify the Department of Human Services. The officer shall notify the other jurisdiction as to the disposition of the child.

C Wisconsin Statutes dealing with Dependent, Abandoned, Abused, or Neglected Children
s. 938.13 of Wisconsin Statutes related to Jurisdiction Over Children Alleged To Be Of Protective Services

s. 938.981 of Wisconsin Statutes deal with Abused or Neglected Children

(1)(a) "Abuse" means any of the following:
1. Physical injury inflicted on a child by other than accidental means.
2. Sexual intercourse or sexual contact under s. 948.20 and 940.225.
3. Violation of s. 948.05 (Sexual Exploitation).
4. Permitting or requiring a child to violate s. 944.30 (Prostitution).
5. Emotional damage.
6. Forced viewing of sexual activity (s. 940.227).

s. 938.981 of Wisconsin Statutes
a. "Neglect" means failure, refusal, or inability on the part of the parent, guardian, or legal custodian or other person exercising temporary or permanent control over a child, for reasons other that poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

b. "Physical" injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe bruising, or great bodily harm as defined under s. 939.22(14).

MANDATORY CHILD ABUSE/NEGLECT REPORTING LAW

State statute requires that certain persons, including police officers, to report any known or suspected child abuse or neglect situations. It spells out the duties and procedures to be followed.

s. 938.981(2): Persons Required to Report Cases of Suspected Child Abuse or Neglect

A physician, coroner, medical examiner, nurse, dentist, chiropractor, optometrist, other medical or mental health professional, social or public assistance worker, teacher, administrator or counselor, child care worker in a day care center or child caring institution, day care provider, alcohol or other drug abuse counselor, member of the treatment staff employed by or working under contract with a county department under s. 46.23, 51.42, 51.437, physical therapist, occupational therapist, speech therapist, emergency medical technician, or police officer having
reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall report as provided in sub. (3). Any other person, including an attorney, having reason to suspect that a child as been abused or neglected or reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur may make such a report. Any person, including an attorney having reason to suspect that an unborn child has been abused or reason to believe that an unborn child is at a substantial risk of abuse may report as provided in sub (3). No person making a report under this subsection may be discharged from employment for so doing.
I. PURPOSE

To establish guidelines for the use of eyewitness identification procedures involving photo arrays, live lineups, showups, & facial composites. Further, to reduce the risk of wrongful conviction of innocent persons while increasing the probability of convicting the guilty persons.

II. POLICY

Eyewitness identification has always been a powerful tool for investigating and prosecuting criminal cases. Eyewitness evidence can be the most important and convincing evidence in a case. Research and nationwide experience suggest that eyewitness evidence can be fragile, and that eyewitnesses can be mistaken. Eyewitnesses can make identification errors, but those errors may be difficult to detect, because the witnesses are sincere and have no motive to lie. When wrong, they usually are not being deceitful, but are simply mistaken. To reduce the risk of wrongful conviction and aid in the detection and apprehension of the guilty, officers should adhere to procedures set forth here in order to maximize the reliability of identifications, minimize unjust accusations of innocent persons and to establish evidence that is reliable and conforms to established legal procedure.

III. DEFINITIONS

A. Photo Array: The sequential showing of multiple photographs to an eyewitness for the purpose of obtaining an identification.

B. Live Lineup: The presentation of a number of individuals, including a suspect, sequentially before an eyewitness.

C. Showup: The presentation of one suspect to an eyewitness within a short time following commission of a crime.

IV. PROCEDURES

A. Photo Arrays & Live Lineups General Considerations

1) Choose non-suspect fillers that fit the witness’s description and that minimize any suggestiveness that might point toward a suspect;
2) An effort should be made to use the ‘double blind’ procedures, in which the administrator is not in a position to unintentionally influence the witness’s selection (the person administering the test doesn’t know who the suspect is);
3) Specifically instruct eyewitnesses that the real perpetrator may or may not be present and that the administrator does not know which person is the suspect;
4) Present the suspects and fillers sequentially (one at a time) rather than simultaneously (all at once.) This encourages absolute judgments of each person presented, because eyewitnesses are unable to see the subjects all at once and are unable to know when they have seen the last subject;
5) Assess eyewitness confidence immediately following an identification. Carefully document a witness’s response before any feedback from law enforcement;
6) Avoid multiple identification procedures in which the same witness views the same suspect more than once.

B. Showups General Considerations

Some courts have suppressed identification evidence based on the use of showups due to inherent suggestiveness of the practice. Therefore, the use of showups should be secondary in preference to the use of photo arrays or lineups when possible. However, when exigent circumstance requires the use of a showup, the following guidelines should be considered:

1) Document the eyewitness’s description carefully prior to the showup.
2) Whenever practical, transport the eyewitness to the location of the suspect. Showups should not be conducted at law enforcement headquarters or other public safety buildings.
3) Specifically instruct eyewitnesses that the real perpetrator may or may not be present.
4) Showups should not be conducted with more than one witness present at a time. If identification is conducted separately for more than one witness, witnesses should not be permitted to communicate before or after any procedures regarding the identification of the suspect.
5) The same suspect should not be presented to the same witness more than once.
6) Showup suspects should not be required to put on clothing worn by the perpetrator. They may be asked to speak words uttered by the perpetrator or to perform other actions of the perpetrator.
7) Words or conduct of any type by officers that may suggest to the witness that the individual is or may be the perpetrator should be scrupulously avoided.
8) Assess eyewitness confidence immediately following an identification.

C. Facial Composite General Considerations

Inaccurate information from outside an eyewitness’s memory can taint development of a composite. As with photo arrays, live lineups, and showups, composites can be compromised if the witness’s description relies on information learned from external
sources after the crime or if the person administering the procedure either unintentionally supplies the witness with information or unintentionally incorporates outside knowledge of the case into the production of the composite. For this reason, when a composite is used, double-blind concepts & principles in which both the witness and the person making the composite are unaware of external information about the case may be helpful. It may not be feasible to conduct a completely double-blind procedure for a variety of reasons, in which case witnesses should be told to rely on their independent recollection of the event - not information learned from other sources – and administrators must be mindful of any natural tendency to incorporate prior knowledge into the process.

D. Recording of Identification Process and Results

Officers conducting an identification process covered by this policy shall preserve the outcome of the effort by documenting any identification or non-identification results obtained from witnesses. This will include:

1. Recording both identification and non-identification results in writing in the form of a report including the witness’ own words regarding how sure he/she is of the identification made.
2. Identification and sources of all photos used.
3. Names of all persons present at the photo line-up.
4. Date and time of the presentation.
5. Ensure a signed and dated statement is obtained from the witness.
6. This is in addition to any video, sound, and photographic recordings made of the procedure.
7. Preserve the line-up consistent with evidentiary requirements.
PURPOSE

Chapter 346.03(6) of the Wisconsin statutes provides the following:

"Every law enforcement agency which uses authorized emergency vehicles shall provide written guidelines for its officers and employees regarding exceeding speed limits when in pursuit of actual or suspected violators. The guidelines shall consider, among other factors, road conditions, density of population, severity of crime, and necessity of pursuit by vehicle."

PROCEDURES

A  Considering the scope of employment at UW-La Crosse, officers shall not become involved in high-speed chases unless the use of lethal force is warranted.

B  Should a suspect leave an area of suspicious activity, officers will obtain as much information as possible and may request assistance from other LE agencies. If conditions permit an officer may safely follow a suspect until a stop is conducted, but should it develop into a high-speed chase the officer will not become involved.
MOTORIST ASSIST

PURPOSE

This order establishes a policy of when this department will and will not assist people locked out of their vehicles. Due to the technology applied to all new vehicles, the tools need to get into a vehicle, and the greater chance for damage to the vehicle while attempting to enter them, the following order is placed into effect.

PROCEDURE

Motorist Assists: Officers will provide assistance to people on campus property when able and when no other calls have precedence. Officers will assist people into vehicles that they have locked themselves out of using the provided equipment. Officers have a battery pack for jump starting a vehicle; they will not use jumper cables under any circumstances. In addition Officers will have a supply of lock de-icer for those occasions when car door locks are frozen. Officers are not to change flat tires.

This assistance will be free of charge but as already stated will be given when other duties allow and if the assistance is not repeatedly requested by the same person. When providing this assistance an incident number will be issued, the person’s name and vehicle description (and the fact that they are either the legal owners or operator of the vehicle must be verified) given to dispatch for the header/field interview, a Department waiver of liability form will be given to the owner/operator. The person who is requesting assistance will be advised that any damage to the vehicle is their responsibility and to reference the waiver of liability. If they do not acknowledge this waiver of liability then no assistance can be provided.

If a vehicle is blocking traffic flow or posing a hazard, officers shall reference the policy of vehicle towing.
PURPOSE

To set forth guidelines that officers and employees must follow when encountering a situation where they are asked to release information and records.

PROCEDURE

No officer shall release reports or information (verbally or otherwise) about incidents, cases, personnel, investigations, unless personally directed to by the Chief or his designee. When asked for this information, the officer shall direct the person to place their request in writing to the Chief of Police Services. Copies of accident reports with no charges involved are exempt from this policy.
Purpose:

To describe the more frequently used reports and guide officers to which report(s) to use and when to use them.

Reports:

Daily Reporting

A. Records Maintained

- Call Number Log Sheet. This is a listing of all case numbers assigned to specific incidents (either calls for service or initiated incident reports).
- Dispatcher's Daily Log. This log documents all activities within a given shift or series of shifts regardless of whether a case number and/or folder number is assigned.
- Daily Activity Summary. This document outlines the case number, description, location, disposition, time, and date of all incidents assigned case numbers. This activity summary will also serve as a log open for inspection under the new revised campus security act.

B. Field Reports (Headers)

These are reports generated as a result of office action that is limited primarily for documentation and data collection purposes. These reports typically are not distributed to other agencies or departments. These are also seldom modified but are maintained in the computer database for statistical purposes. These are given their own incident numbers.

C. Incident Reports

These are reports that document specific incidents of activity whether it is an investigation or office-initiated activity. These reports typically are maintained both on the computer system and in hard copy form and are also distributed to appropriate departments throughout campus and to agencies off-campus if appropriate. Each Incident Report is individually numbered.

In addition a new Incident Report/Number should be generated when the follow-up to a case number that had been issued more than two weeks earlier. The earlier case number should be referenced in the report.
D Supplemental Reports

These are reports that are used to document further information, investigations, or actions to an Incident Report. They are never given a separate incident number. Some cases where a Supplemental Incident Report may be used are when two officers are involved and the backup/secondary officer has pertinent information. They may also be used to document follow-up investigations that have occurred recently (within the last two weeks of the number being assigned).

POLICY:

When deciding whether to complete a written report an officer should take into account possible questions, complications, or follow-up that an incident may generate. When in doubt the officer will complete a report, or may ask an on-duty supervisor for guidance. In the few cases where a report is not completed officers should take pertinent and complete notes for possible use at a later time.

Accurate and completeness will be observed whenever completing any kind of report. An officer will follow all other pertinent policies to any given incident. An officer's credibility is largely based on the reports they complete. Any false statement, omissions, or evasions will be considered a violation of work rules and be subject to discipline. All reports will be done no later than the end of the shift in which the investigation was completed. For investigations that span more than one shift the officer's supervisor will be immediately notified and it is at the supervisor's discretion that a report may be completed at a later date.

It is the officer's responsibility to allocate their time appropriately in order to get the reports done within the officer's shift.

If an incident is cleared within the last hour of the officer's shift and that incident generated a report which will take longer than the time left in that officer's shift the officer may complete the report at a later date if:

- No other policy is violated (i.e., OWI, etc.)
- The officer will be able to complete the report within 5 days of that shift (i.e., the officer isn't on extended leave, vacation, etc.)
- The officer's supervisor hasn't directed it be done sooner.
- The Courts don't need the report at an earlier time.
- If overtime is generated and the OT hasn't been approved by a supervisor.
1 PURPOSE

This order will define accident reporting requirements and procedures to follow during the investigation of accidents and the filling out of proper accident reports.

2 REPORTING CRITERIA

A Officers are required to complete DOT form MV4000 for all crashes that meet the requirements as set forth in s. 346.70

a Injury or fatality of a person

b Total damage to one person's property to an apparent extent of $1,000.00 or more; or

c Damage to government-owned property to an apparent extent of $200.00 or more.

B If accident does not meet reporting criteria:

a Give each driver a copy of the "Driver Report of Accident" form and instruct them to fill out form and mail to address on form.

b Fill out department incident report (Non Reportable Accident Form) listing the drivers, vehicles, and a short narrative of what happened.

3 PROCEDURE

A Upon notice of a crash an officer will proceed to the scene.

B Care of injured will be first priority and officer will arrange for transportation of injured to a medical facility, and then investigate the accident.

C If the crash is on University property or jurisdiction the officer will investigate the accident completely, and will follow up on investigation when needed.
D  If accident is a hit-and-run and suspect vehicle can be identified the officer will give available information to 911 Dispatch. If vehicle is located and the driver identified the officer may issue a citation.

E  In the event a wrecker is needed, the driver of the vehicle to be towed must name the wrecker they want to do the towing, and the switchboard operator may contact that wrecker.
PURPOSE

With the technological advances of the day, the UWL campus is installing a variety of different alarm systems and camera/surveillance systems. With this in mind officers should be prepared to respond to new and possibly unfamiliar systems. This procedure will define the process of the responding to and the reporting of the common alarms used on the UW-L campus.

PROCEDURE

Fire Alarms: Officers will know the location of all fire alarm control panels for all the buildings on campus and how to reset and silence all the fire alarms being used on campus.

If an alarm is sounding in an occupied building, an officer will immediately respond and verify that the LCFD has been notified and asked to respond. The Officer will verify that the building is being evacuated, will attempt to determine the cause of the alarm, and standby to assist the Fire Department. In no cases will the alarm be silenced without the permission of the LCFD. If the alarm is a malfunction, the alarm can be reset with the permission of the LCFD, an electrician will be notified, and an incident report shall be completed. If the alarm was set off by mistake, the alarm may be reset with the permission of the LCFD, and an incident report shall be completed.

If the alarm was activated falsely and maliciously, the alarm may be reset with the permission of the LCFD, a criminal investigation shall be initiated, and an incident report shall be completed.

If the alarm was activated as the result of an actual fire and damage was done, a supervisor shall be notified immediately. An arson investigation shall be initiated, and at the direction of a supervisor, an arson investigator may be requested. The crime scene shall be secured for further investigations and an incident report shall be completed.

Trouble Alarms: The fire alarm sounding on the alarm panel in the office needs to be reset. Because this is not a fire alarm, alarms will not be sounding in the building and the LCFD does not need to be called. In this situation, if the alarm can be reset on site and there is not a malfunction in any of the smoke detectors or heat sensors, no report needs to be taken and maintenance need not be called out. No reports need be completed, but the incident shall be documented in the log and an incident number shall be issued.
Projector Alarms: Officers responding to these alarms (email alerts) which are received through dispatch should now it they activated when a projector is disconnected from the network. Dispatchers will alert the Officer to the building and room number where the “alarm” had sounded. Officers should respond and investigate as if it is an intrusion alarm. A written report is needed in all cases except false/unfounded alarms.

Alarm in Cashier’s Office: Officers will have knowledge of the location of the alarm in the Cashier’s Office and the codes needed to reset the alarm.

Officers responding to this alarm should ask the dispatcher to attempt to verify the validity of the alarm over the phone and determine if assistance from the LCPD is needed. Dispatchers also have the ability to monitor this area through the video cameras located in their office. If the dispatcher is able to determine that the alarm was activated falsely, the responding officer (s) should verify this and an incident report will be completed. If the dispatcher is unable to make contact with the office or is advised that the alarm is valid, the responding officer shall respond with backup and assess the safest way to investigate based on all the available information. The safety of the officers and public shall be the primary concern. An incident report shall be completed.

AED Alarm

There are AEDs located at several locations on campus. Some of these AEDs are in alarmed towers. These AED alarms will sound when someone opens the door to remove the AED. The alarm will sound over our radio frequency which will advise you of which tower has been activated. Officers should respond as they would to any medical emergency. All cases of an AED alarm will be issued an incident number, with the exception of tests, while a written report need only be done if the AED has been removed from the tower to be used.
UW-La Crosse Police  
Police Services Department  
Recording of Interviews and Interrogations

PURPOSE:

To provide a guideline for officers to use when conducting interviews of witnesses, suspects, complainants or other members of the public that are providing information to the UWLPD for possible use during an investigation or court.

POLICY:

A. Recording of Interrogations/Interviews-In Custody or Suspects

1. Consistent with Wisconsin State Statue 968.073(2) ALL custodial interrogations/ interviews of ANY person suspected of committing a felony SHALL be audio recorded with a preference for both video and audio recording. Officers will use the department’s provided equipment to capture video as well as audio or may use the squad mobile video equipment or handheld recording devices in order to record the interview.

   a. The recording of the custodial questioning should begin at the start of the contact and continue without interruption until the questioning ends.

   b. Officers are not required to inform the subject of the interrogation/interview that they are being recorded.

2. The following conditions may apply as reasons for not recording an interrogation/interview of a suspect under this section. Officers will detail in their written reports why a recording was not made when required.

   a. The person refused to respond or cooperate in the interrogation if an audio or audio/video recording was made of the interrogation. If so, the officer shall make a contemporaneous audio or audio/visual recording or written record/statement of the subject’s refusal.

   b. The statement was made in response to a question asked as part of the routine processing of the person.

   c. The officer in good faith failed to make a recording because the recording equipment did not function or the officer inadvertently failed to operate the equipment properly or without the officer’s knowledge the equipment malfunctioned or stopped.
d. The statement was made spontaneously and not in response to a question by an officer.

e. Exigent public safety circumstances prevented the recording or rendered the making of a recording infeasible.

f. The officer reasonably believed the offense for which the person was taken into custody or for which the person was being investigated, was not a felony.

B. Interview of people not in custody, witnesses, or complainants

1. At the officers discretion interviews or interrogations of people not in custody whether they are witnesses, complainants or other information provider may be audio recorded with a preference for both video and audio recording. Officers will use the department's provided equipment to capture video as well as audio or may use the squad mobile video equipment or handheld recording devices in order to record the interview. The fact that an interview was recorded shall not alleviate the officers from the responsibility of attempting to get a written statement from the person.

C. Squad Video

1. When equipped with a functioning video system all Officers shall engage the department owned squad video system at the beginning of their patrol shift. This video system starts to record when emergency lights or sirens are activated but must be manually turned off at the end of the contact. If the video system is also equipped with a functioning microphone it shall be worn by one of the officers in the squad.

D. Maintenance of recordings.

1. All recordings shall be forwarded to and maintained by the Departments electronic evidence custodian and will be maintained consistent with the UWLPDs records retention policy.
PURPOSE

To establish a policy for officers to follow when faced with a situation where a vehicle is impounded or seized. The intent of this policy is to protect the officer and Department from claims of theft, to protect the vehicle owner’s property, and to protect the integrity of the impound area.

POLICY

An inventory search is a procedure which will be used by all officers to identify and list property that may be located in a vehicle, which is to be impounded or otherwise lawfully taken into custody. Pursuant to WI DOJ standards an inventory authorizes an officer into all parts of the car, including the glove compartment or trunk. The Department pursuant to WI DOJ standards authorizes the opening of all closed containers found in the impounded vehicle during an inventory search. Property will be documented through the use of the Department’s Incident Report.
PURPOSE

This order establishes procedures and responsibilities of officers when responding to, investigating, or documenting domestic abuse incidents. It should be noted that it is the intent of the police to follow all pertinent state statutes and to restore and maintain order: protect the victims; render medical aid and detain the primary physical aggressor.

DEFINITIONS

1. Domestic Abuse:
   1. Intentional infliction of physical pain, injury, or illness.
   2. Intentional impairment of physical condition.
   3. Violation of 940.225 (1), (2), or (3). (Sexual Assault)
   4. A physical act, or a threat in conjunction to reasonably fear imminent engagement in conduct described in 1, 2, or 3 above.

2. Pursuant to WI statute 968.075 the following adult persons are subject to mandatory arrest for domestic violence offenses when committed against the following:
   1. His or her spouse
   2. Former spouse
   3. Is residing with or formerly resided with
   4. With whom the person has created a child

3. Relative


   1 Adults who live or have lived together. In addition the La Crosse County District Attorney’s Office has expanded this to include those people that have had a lengthy and intimate relationship.

INITIAL RESPONSE

A. If called in as a domestic:
   1. Have a back up officer sent to the scene, if one is working or request a city squad be sent.

INVESTIGATION
1. Attempt to obtain written statements from the victim including non-consent to the offense, if applicable. The interviews should be conducted outside the suspect's presence. Do not ask the victim if they want to press charges.

2. If needed get medical assistance for victim(s) or obtain a signed medical release form.

3. Arrange an area where you can photograph the victim's injuries and seal off the crime scene for processing, if applicable. The victim should be informed to contact New Horizons or the UWLPD for later photos if injuries show enhancement.

4. Attempt to obtain statements from witnesses.

5. Record utterances, admissions, and informal statements of the defendant, as well as formal statements.

6. Domestic situations involving a person under the age of 18 should be handled according to the guidelines established in Chapter 48.

7. Advise the victim of available shelter and other services in the community.

8. Request permission from the victim to release a copy of the incident report to the La Crosse County Domestic Assault Response Team.


**MANDATORY ARREST**

A. A law enforcement officer's decision concerning whether or not to arrest under section 968.075(3)(1)(c) & (d) MAY NOT BE BASED ON:

   1. Consent of the victim to any subsequent prosecution.
   2. Relationship of the person involved.
   3. The absence of visible indication of injury or impairment.

B. An officer shall arrest and take a person into custody if:

   1. The officer has reasonable ground to believe that the person is committing or has committed domestic abuse and that the person's actions constitute the commission of a crime and either or both of the following circumstances are present:
a. The officer has reasonable basis for believing that there is a possibility of continued violence against the alleged victim

b. There is evidence of physical injury to the alleged victim.

**NOTE:** If the officer has reasonable grounds to believe that both parties are committing or have committed domestic abuse against each other, the officer does not have to arrest both person, but should arrest the person who the officer believes to be the primary physical aggressor. An officer should consider the intent of this section to protect victims of domestic violence, the relative degree of injury or fear inflicted on the persons involved, and any history of domestic abuse between these persons if that history can reasonably be ascertained by the officer.

2. The officer has probable cause to believe that either party has violated the terms of an active injunction or restraining order.

3. The officer has probable cause to believe that the person has violated the "no contact" provisions of his/her bond, in which case he/she is to be charged with bail jumping.

C. If the suspect is not at the scene, the officer will make a reasonable attempt to locate him/her. If unable to locate, the officer shall refer the report to the Chief of Protective Services who will make an appropriate referral for follow-up investigation.

D. If the suspect is charged with a second domestic abuse-related crime within 24 hours of the first arrest, he/she will be charged with the crime committed and 939.621, and will be held without bond unless set by a judge.

E. It should be noted that if the Department's officer has taken on the role of an assisting officer this does not release the Department officer from making the mandatory arrest if the primary officer has not followed the requirements as set forth in WI Statute.

**BONDING PROCEDURE**

A. Cash bonds, following the Wisconsin Uniform Bond Schedule, shall be required for crimes committed constituting "Domestic Abuse". Increases in bond deviating from the Bond Schedule require approval from a Circuit Court judge. If the arrestee is released on bond, the "no contact" provisions of the CR-5, as ordered by the Circuit Court judges, shall be completed.

B. A law enforcement officer may deny bond under 969.07 if the "officer is of the opinion that the defendant is not in a fit condition to care for his/her own safety or would constitute, because of his/her **physical condition**, a danger to the safety of others".
C. An officer will inform the victim that he/she will be contacted upon the release of the arrested party.

1. If the arrestee is released by officers, that person will inform New Horizons of such, and they will inform the victim.

2. If the jail releases the arrestee, jail personnel will contact New Horizons.

REPORTING PROCEDURE

All incidents concerning domestics and related injunction, restraining orders, or bail jumping will be documented on the Incident Report.

All reports where an arrest is made or where probable cause exists but no arrest is made must be forwarded to the District Attorney's Office. The "non-arrest" report shall state why the person was not arrested.

INTER-AGENCY COOPERATION

1. New Horizons

   1. Arresting officers will provide requested data to New Horizons personnel regarding the arrestee for the purpose of dispatching jail visitors and victim advocates.

2. Prosecuting Attorney's Officer

   1. The Chief of Police Services will monitor domestic abuse-related arrest reports occurring within the same 24-hour period and inform the District Attorney of such so that the second and subsequent arrests are upgraded to felonies.

   2. Department personnel will work with the District Attorney when additional information or evidence is requested.

3. La Crosse DART

   1. The Department is a contributing member to the La Crosse Dart.
PURPOSE

This order established the procedure to follow in the event of a life-threatening emergency or death of a student at UW-La Crosse.

PROCEDURE

When notified, the officer and lead officer will proceed to the scene and render medical aid or request ambulance for those in need of medical attention. Once all assistance has been given also will follow a basic police procedures which includes securing the scene and starting a preliminary investigation. Once the basic facts have been ascertained notification will be made to the Chief of Police or other police supervisor. In the event that the Chief or other police supervisor is not available the officer will contact the Dean of Student Affairs.
ANIMALS

PURPOSE

To set forth a policy when dealing with stray animals or animal bites in order to establish procedures for the investigation of animal complaints and liaison with the County Health Department and Humane Society. WI ss. 95,170-174,948

PROCEDURE

Stray: It is often a police function to encounter animals abandoned or running astray. Members shall make a reasonable effort to locate the owner of such animals. In cases where an animal comes into the possession of this department, the Coulee Region Humane Society shall be notified without delay and preparation shall be made for impounding.

Cruelty: Such complaints are referred to the Humane Society for investigation who may request police assistance. This does not prohibit our agency from conducting a cruelty investigation or making appropriate charges as a result of an investigation.

Animal bites: require investigation as to the type of animal and ownership for Health Department follow-up.

1. ALL bites/marks that penetrate the skin are investigated by our Department with copies routed to the Health Department and Humane Society.

2. The Animal Report shall be as complete as possible; questions regarding confinement are referred to the Humane Society prior to clearing; the owner will sign relevant confinement orders, if known; if the owner is unknown and the animal is located, the Humane Society will be called to confine the animal.

Quarantine procedures as specified by ordinance are necessary for observation purposes and possible medical treatment of the victim. Information is to be documented on proper incident report forms. All follow-up will be conducted by the initial investigating officer in a timely manner.

Injured/Deceased Animals: Motorists are required to report accidents with animals to the owner or police; animals may be removed by the owner or Humane Society. DNR notifications may be necessary for endangered or wild species.
PURPOSE

This order established procedures for the detection, testing, arrest, and processing of impaired drivers.

POLICY

Impaired drivers are a serious threat to roadway users. It is Department policy that officers will actively apprehend persons operating vehicles while under the influence of alcohol/drugs.

PROCEDURES

A Detection
1 Members will be alert for impaired behavior. When observing such behavior, officers will gather evidence to stop the vehicle; officers will not permit unsafe driving that endangers others to continue.

2 On contact, officers will watch for signs of intoxication and may request a backup unit.

3 Officers will note the demeanor, actions of the suspect such as speech, balance, attitude, and odors.

B Tests and Screening
1 Officers will attempt field sobriety tests on drivers suspected of being OWI; tests should be conducted at the scene unless other factors necessitate moving. Tests should be on a flat, lighted area out of traffic and conducted in a consistent manner from case to case.

2 The suspect will be informed that his/her ability to comprehend and follow directions is part of the test.

3 Unless the driver is uncooperative or physically unable to perform, tests will be given as follows:
   a Standardized Field Sobriety Tests (SFST): horizontal gaze nystagmus (HGN), walk/turn (heel to toe), and one leg stand.
   b Optional Tests: alphabet recital, finger to nose.
c Officers not trained in HGN should perform a & b; results of all tests will be documented.

d Officers may use a Preliminary Breath Test (PBT) after administering all other Sobriety Tests.

C Arrest

1 The officer will decide if there is probable cause to arrest. If arrested, the driver will be handcuffed and searched, including a search of the vehicle while the driver is at the scene, and will remain handcuffed for transport unless extenuating circumstances are present.

2 Accidents with serious injury/death and where OWI is suspected requires notification of the District Attorney.

D. Arrestee’s Vehicle

1 The officer will secure the person’s vehicle and its contents prior to leaving the scene.
   a If there is no sober, licensed passenger in the vehicle and with the owner/driver’s permission it may be left legally parked; if it is illegally parked the police may move it to a legal parking area with the permission of the owner/driver.
   b If there is a sober, licensed passenger in the vehicle it may be turned over to such person if the driver/owner consents.
   c The vehicle will be towed if it cannot be secured by one of the options set forth in a or b.

2 This does NOT mandate release if the officer wants the vehicle for evidence, nor is the officer required to remain at the scene to attempt to locate another driver.

3 If there are other occupants in the vehicle and it is being secured or towed, the officer will attempt to make reasonable arrangements for the other occupants but the officer is NOT expected to transport such persons.

A Chemical Tests

1 The Department designates the BREATH test as the primary chemical test of intoxication. The officer may modify the primary test if other conditions or circumstances exist, with supervisor approval. Blood shall be drawn at the Gunderson Lutheran Hospital Emergency Room.

2 Prior to requesting a person to submit to such a test, the officer will issue a citation for OWI and inform the driver of such; if the driver is charged with an offense where a citation is not used such as a felony, the driver will be informed of the charges.
The driver will be read the "Informing the Accused" form. If consent is given, an appropriate test is administered.

An officer may REQUIRE a blood sample withdrawal from a person who is unconscious or otherwise not capable of giving consent if there is probable cause to believe the person violated WI ss. 346.63(1), (2), (2m), or 940.25, 940.09, or an ordinance which adopts such laws.

If charged with a crime and the person refuse a test, blood may be ordered taken as evidence to the crime.

If the results are .08% or more, the officer will write a citation for such charge or refer the data to the DA if the driver was charged with a felony.

Post Test/Refusal Processing

Alcohol Influence Report -- completed by officer. If Miranda is waived, questions may be asked of the driver.

Notice of Intent to Revoke -- completed by officer, read to driver refusing a test and issued a copy.

Notice of Intent to Suspend -- completed by officer, read to the Driver with a .08+ test and issued a copy.

Release of Driver after Processing

Drivers may be released after processing under the following conditions:
   a  If the driver has a valid WI D.L. or is employed or attending school in the City; OR
   b  An appropriate, supervisor-approved bond is posted; -AND-
   c  A responsible, sober adult will come to the Department and take responsibility for the driver. Persons accepting responsibility must read and sign a "Driver Release" form. If the person refuses to sign the form, the driver will not be released.

Persons held in jail are subject to jail procedures.

Reports

In addition to the above reports, a narrative completed by the arresting officer and any assisting members will be completed and attached as is appropriate, before leaving at the end of their shift.
PROCESSING AN O.M.V.I.

1. FIELD OBSERVATIONS
2. FIELD TESTS
3. ARREST
4. ISSUE O.M.V.W.I. CITATION
5. READ "INFORMING THE ACCUSED" *
6. 20-MINUTE OBSERVATION PERIOD
7. PREPARE AND ADMINISTER INTOXIMETER
8. ISSUED "PROHIBITED ALCOHOL CONCENTRATION CITATION"
9. ISSUE "NOTICE OF INTENT TO SUSPEND" AND ADMINISTRATIVE REVIEW FORM
10. COMPLETE "ALCOHOLIC INFLUENCE REPORT"
11. "RESPONSIBLE PARTY FORM" COMPLETED UPON RELEASE OR JAIL

IF LEGAL BLOOD IS PRIMARY TEST

1. COMPLETE STEPS 1 THROUGH 5
2. OBSERVATION PERIOD NOT NECESSARY
3. COMPLETE PAPERWORK IN BLOOD KIT (OBTAINED FROM HOSPITAL)
4. TAKE CONTROL OF BLOOD EVIDENCE; OBTAIN POSTAGE AND MAIL
5. COMPLETE STEPS 10 AND 11
6. UPON RECEIVING BLOOD TEST RESULTS COMPLETE STEPS 8 AND 9
7. LEAVE DATE BLANK ON "NOTICE OF INTENT TO SUSPEND" FORM

IF SUBJECT REFUSES

1. COMPLETE STEPS 1 THROUGH 7
2. OFFER INTOXIMETER; IF REFUSAL, PRESS "R" KEY
3. COMPLETE "NOTICE OF INTENT TO REVOKE" FORM (NOTE: MUST PROVIDE A CIRCUIT COURT DATE)
4. COMPLETE A DRIVER'S LICENSE RECEIPT
5. COMPLETE "ALCOHOLIC INFLUENCE REPORT"
6. PROCEED FOR BLOOD INCIDENT TO LAWFUL ARREST IF APPROPRIATE
7. "RESPONSIBLE PARTY FORM" COMPLETED UPON RELEASE OR JAIL
8. UPON RECEIVING BLOOD TEST RESULTS COMPLETE STEPS 8 AND 9

ABSOLUTE SOBRIETY VIOLATIONS

1. COMPLETE STEPS 1, 2, AND 3
2. ISSUE "ABSOLUTE SOBRIETY" CITATION
3. IF TIME ALLOWS COMPLETE STEPS 5, 6, AND 7
4. IF OVER PROHIBITED ALCOHOL CONCENTRATION COMPLETE STEPS 8 THRU 11
5. IF UNDER PROHIBITED ALCOHOL CONCENTRATION COMPLETE STEPS 10 & 11
PURPOSE

This order establishes a policy of when this department will and will not assist people with a variety of problems with their vehicles. Officers will provide assistance to people on campus property when able and when no other calls have precedence.

PROCEDURE

Officers will verify ownership or authority to operate the vehicle from the person requesting assistance. Dispatch must be notified of the person, vehicle and other pertinent information. Officers will provide the person requesting assistance with the waiver form and the person must understand that neither the officer nor the University are responsible for any damages which may or may not occur.

Locked Vehicles: Officers will assist people into vehicles that they have locked themselves out of with the Department supplied equipment. All officers will receive training in the proper use of these lock out tools.

If officers are unable to unlock the vehicle with the appropriate tools they will offer to call a locksmith of their choice but any and all costs are the responsibility of the owner/operator of the vehicle.

Other Motorist Assists: Officers have a battery pack for jump starting a vehicle; they will not use jumper cables under any circumstances. In addition Officers will have a supply of lock de-icer for those occasions when car door locks are frozen. The officer will also have a small air pump for blowing up flat tires; officers are not change flat tires.

This assistance will be free of charge but as already stated will be given when other duties allow and if the assistance is not repeatedly requested by the same person. When providing this assistance an incident number will be issued, the person’s name and vehicle description given to dispatch for the header/field interview, a Department waiver of liability form will be given to the owner/operator. The person who is requesting assistance will be advised that any damage to the vehicle is their responsibility and to reference the waiver of liability. If they do not acknowledge this waiver of liability then no assistance can be provided.
UNDERAGE ALCOHOL VIOLATIONS

PURPOSE

The purpose of this policy is to give officers a guideline when dealing with a case of underage alcohol consumption or purchase during their patrols.

POLICY

The Department in cooperation with the Countywide Alcohol Task Force initiative has a zero tolerance for any person who the officer finds to be in possession of or having consumed an alcoholic beverage when they are not at least 21 years of age.

An officer will in all cases issue a citation to all people they have found to be violation of the state’s age requirement for alcoholic beverages. An officer should attempt to obtain a breath sample (by PBT) but failure to do so isn’t justification for not following this policy. If the officer has probable cause (i.e. odor of alcohol on breath, possession of alcohol, etc) to believe the person is in violation the person shall be cited.

The officer’s first responsibility for any person shall always be the person’s safety and the officer will without delay seek medical assistance for any person they feel needs it. But again this doesn’t release the officer from their obligation to follow up with a citation if the person has violated the state laws dealing with underage alcohol consumption.

First Time Offender Diversion Program

The Department is also participating in an alcohol diversion program for those people we cite for this violation for the first time. Persons that are cited for underage alcohol may be offered this program (by being given a Department referral form) if all the following conditions are met:

1) The person has not been booked into jail or issued any other citation that is NOT eligible for a department’s diversion program.

2) The person has not been in the program before (although at times this information may not be available to officers so they can be given the benefit of the doubt).

3) Exhibits behavior consistent with someone who will take responsibility for their actions.

4) People with priors can still be offered the diversion as long as these priors were not with our Department, but only if officers believe the other conditions listed above does not apply.
Sharing of Information

It is also the Department's responsibility to inform the office of Student Life of any student the Department has charged with a violation of this type.
Firearm Storage

Purpose

The Department has the responsibility of storing and securing student owned firearms they bring to Campus but are not allowed to keep in the resident halls or when there are firearms on campus for some campus function such as ROTC. This policy gives Department police officers a set of guidelines to use when taking and releasing firearms from storage.

Policy

The Department will maintain a secure and locked facility, check in and check out record. All personal guns being turned over to the Department must be checked in or out by the on duty officer, using the appropriate form and will be secured in the facility supplied by the Chief. Any officer may check in or out a firearm. Firearms will only be released to the owner after confirmation of their identity by use of a picture ID. The owner may drop off or pick up their firearm at any time.

Department or government owned firearms like the ROTC will be stored in a secure and locked facility but no check in form is necessary.
PURPOSE

The purpose of this policy is to set up a standard procedure for the handling of the different kinds of evidence, recovered property, or found property by the police officers of the University. This is to ensure the chain of custody for court as well as to document the proper handling and final disposition of all property that comes into the possession of the Department. This Department follows all State Statutes and Case Law when handling property. It is the responsibility of an officer to search for, recognize, and protect all evidence at a crime scene and to handle it properly so as to maintain its evidentiary value. All evidence and property will be turned in to the evidence room immediately following seizure and no later than before leaving at the end of the shift during which it was seized. When turning in property or evidence the officer will fill out the appropriate property form or evidence tag, and also list all property seized or recovered in his/her incident report.

DEFINITIONS

Evidence: Anything that can be used to determine the truth and elements of a crime.

Recovered Property: Anything of value, which the Department has come into control of, that is determined to be the fruits of a crime.

Found Property: Anything of value, which the Department has come into control of, for which the Department is unable to determine the owner.

Contraband: Anything that no longer has evidentiary value but which State Law prohibits the owner from possessing.

PROCEDURES

A. For Recovered or Found Bicycles

1) Complete a Bicycle Form and Incident Report Form

2) Make every effort to determine the owner and document all efforts along these lines in your incident report. Check for current registration and attempt to determine to whom the bicycle belongs or is licensed. Check previous Incident Reports for information of any stolen bicycles. Check NCIC to determine if the bicycle has been listed as stolen.

3) Attach copy of the Bicycle Form to the bicycle and place in secure storage in the basement of the Protective Services Office; give copy of Bicycle Form to
Evidence/Property Officer to be placed in Bicycle Binder.

4) Bicycles that the Department are unable to return will be disposed of at the direction of the Chief through auction or other approved means.

B. Miscellaneous found or recovered property

1) If value is less than $50.00 and the owner is unknown, property shall be placed in the non-secure “lost and found” located in the Department’s office as determined by the Chief. Property in this area shall be disposed of periodically at the direction of the Chief.

2) If value is greater $50.00 and the owner is unknown then an Incident Report shall be completed and the property shall be tagged and secured in the office.

C. Evidence

1) All evidence shall be tagged with a properly completed evidence tag and placed into a temporary evidence locker immediately, but in no case before leaving at the end of the shift.

2) The evidence officer shall empty the “temporary” locker when he/she reports to work, inventory the items, and store in the evidence room properly.

3) If an officer needs evidence for court, it shall be the responsibility of the officer to make arrangements with the evidence officer to obtain the evidence in a timely fashion and keep the evidence in secure possession until needed for court. When court is over the officer shall return evidence to the evidence officer as soon as possible, keeping secure possession at all times. Property released from the Evidence Custodian for court shall be returned the same day, unless the court retains it. If the court retains the property the officer to whom the property was released shall notify the Evidence Room custodian of the name, branch, and jurisdiction of the court for documentation purposes.

4) It shall be the responsibility of the Evidence Room custodian to be accountable for all Inventory Reports and inventoried property under his/her control. It will be the responsibility of this officer to maintain updated reports of all property seized and in possession of the Department. It shall be the responsibility of the Property Room custodian to notify citizens to claim property once it no longer has any evidentiary value. On a regular ongoing basis the Evidence Room custodian shall conduct an audit of all Inventory Records and property to determine of such reports have been adjudicated through the courts and disposition can be made.

5) Disposition of Evidence
Return all property to the rightful owner. If unable to determine the rightful owner, property should be transferred to the Lost and Found and disposed of as listed in that section. If the property is contraband or hazardous it shall be disposed of in accordance with law.
6) Disposition of Contraband

The preferable method of disposing of contraband such as alcohol that is not needed as evidence will be disposed of at the scene in front of the suspects. If the amount is large, the officer gets another call or simply does not have the time at that moment the alcohol may be disposed of by dumping down the drain at the office at a later time. In absolutely no case will this contraband be converted to personal use.
I. PURPOSE

The purpose of this policy is to establish guidelines for the use of emergency vehicular warning devices both audible and visual.

II. POLICY

It is the purpose of this policy to ensure that all members of the Department will adhere to statutory restrictions on the use of emergency warning devices and that such devices are employed only in prescribed conditions and circumstances and in ways that will minimize the risk of accidents or injuries to employees or the public.

III. DEFINITIONS

Emergency Vehicle: An authorized law enforcement vehicle equipped with emergency lights (red/blue/white), siren, and other emergency warning devices required by law and used for emergency response situations.

Emergency Warning Devices: Devices placed in/on each agency emergency vehicle that emit audible or visual signals in order to warn others that law enforcement services are in the process of being delivered.

IV. PROCEDURES

A. Assigning/Determining Response Modes to Calls for Assistance.

1. Officers will ultimately determine the response mode they will use based on information from dispatch and/or in response to a sudden occurrence unbeknown to communications personnel and include the:
   a. The nature of the situation, and
   b. The location and destination of the field unit.

B. Use of Emergency Warning Devices While in Emergency Response Mode.

1. During an emergency response, emergency lights and/or siren and other emergency signal devices shall be activated as required by law.
2. When responding in the emergency mode, the headlights of the emergency vehicle shall be activated to augment the emergency vehicle’s visibility.

3. During an emergency response, four-way flashers shall not be used when the emergency vehicle is in motion because they may interfere with brake lights and turn signals.

4. The spotlight is primarily utilized to facilitate building and stationary vehicle checks and shall at no time be directed at the windshield or vision of oncoming traffic.

5. When responding in an emergency response mode, emergency signal devices may be deactivated at a distance from the scene (to be determined by the vehicle operator) so as to not alert subjects to law enforcement proximity.

6. When emergency signal devices are deactivated, the operator of the emergency vehicle shall comply with posted speed limits, obey all traffic control devices and signals, and proceed in a manner consistent with normal traffic flow.

C. Use of Emergency Warning Devices While Conducting Vehicle Stops.

1. Audible and/or visible warning devices shall be used to make adequate notice of intent to stop a motor vehicle and to provide a safe environment for the vehicle operator, officer, and public.

D. Discretionary Use of Emergency Warning Devices.

1. Officers may activate emergency signal devices when required to assist in handling any perceived emergency situation. The officer shall advise communications personnel of the nature of the emergency and the emergency response mode that has been taken.

2. In other than emergency situations, when expediency is required to effectively eliminate a potential hazard to the public or fellow officers, law enforcement officers may activate emergency warning devices to allow orderly and safe transit through heavily congested roadways. Examples of permissible uses of emergency warning devices during nonemergency response situations include, but are not limited to:
   a. Using emergency lights as “beacons” to protect disabled motorists, or
   b. Using emergency lights when it is necessary to use agency vehicles as protective barriers.

3. Operators of emergency vehicles shall deactivate emergency warning devices as soon as possible.
Purpose

To set a policy for officers to follow when confronted with a situation that may warrant a vehicle to be towed.

Policy

A vehicle will not be towed without permission from a supervisor unless the vehicle poses and immediate traffic hazard or poses a threat to public safety in some way. Vehicles that are involved in custodial arrest situations can be towed or legally parked at the owners request and cost.
PURPOSE

This order established the procedure to follow for strip searches.

AUTHORITY

Wisconsin statutes state that all law enforcement agencies must have a policy for strip searches.

PROCEDURE

1 UWL Police Officers will not conduct a strip search.

2 If an officer has reason to believe that an arrested person may have contraband he/she shall relay this information to a La Crosse County Sheriff Department’s Jail, and let the jail staff conduct the search.

3 Nothing in this order prevents an officer from conducting a "pat-down" search to detect weapons through outer clothing and recovering said weapons before transport to the jail.
I. PURPOSE/POLICY

To establish guidelines for the use and disposal of property received through the 1033 Excess Military Property Program.

IV. PROCEDURES

1. All equipment will be inventoried by the Chief or his designate upon receipt of property from the respective DRMO. The inventory will include acquisition date, current location and when disposed of the date, location and name of individual that is responsible for the disposal or destruction.

2. Property obtained from a DRMO will be placed into service within one year of receipt and utilized for one year, unless the condition of the property renders it unusable.

3. The Chief will dispose of or destroy the received property by:
   a. Discarding in trash unserviceable equipment (if not demilitarized).
   b. Auction/bid process if the property is no longer needed but has value.
   c. Returning all demilitarized required equipment to the respective DRMO.
   d. Document method of disposal as noted above.
A PURPOSE
It is the department’s position that profiling based on race, ethnicity, skin color, gender, sexual orientation, physical/mental handicap, or religion, is unacceptable and prohibited.

B POLICY
It is the policy of this department that all people will be treated in a fair manner consistent with our Policy and Procedures and Mission Statement. Reasonable suspicion shall be the minimum basis for stops.

A DEFINITIONS
Racial Profiling: Any enforcement action, detention, or disparate treatment that relies upon a person’s race, ethnicity, national origin, or other characteristics, rather than their behavior. Officers MAY NOT use racial or ethnic stereotypes as factors in selecting who to stop or whom to search. Officers MAY use race, ethnicity, or other specific characteristics to determine whether a person matches a specific description of a particular suspect.

Reasonable Suspicion (Articutable Suspicion): Suspicion that is base on a set of facts and/or circumstances that can be articulated, and that would warrant a reasonable person to believe that a violation of the law has occurred, is about to occur, or is occurring and that the person under suspicion did it. It can be developed by the observations of an officer combined with their training and experience or through reliable information received from credible sources.

B PROCEDURE
I TRAINING
Officers will receive initial and ongoing training in proactive enforcement tactics, including officer safety, professional communication, culture diversity, search and seizure.

II ENFORCEMENT PROCEDURES
A. Law enforcement decisions (to stop, detain, further investigate search, warn or arrest) made by department personnel will be made solely on the basis of reasonable suspicion and probable cause irrespective of the race, gender, ethnicity, national origin, or sexual orientation of the people involved.

B. Each time a citizen is detained, the officer should radio to
dispatch the location of the stop, the description of the person or vehicle being stopped and other relevant information.

III CITIZEN CONTACTS
A. All Law enforcement actions should be recorded with dispatch, logging location, vehicle registration and the identification of the driver, passenger, or pedestrian involved.
B. When making any contact with a person, officers should identify themselves, their department and state the reason for the contact. During traffic stops, officers should use the following procedure however, the department recognizes that individual officers may develop approaches that work better for them and still minimize conflict during the contact.
   Greeting
   I.D. Self and Department
   Reason for Stop
   Request Drivers License
   Obtain other needed documentation
   Make Enforcement Decision
C. No citizen, once cited or warned shall be detained beyond the point where there exists no reasonable suspicion for further criminal activity and no searches executed in the absence of a warrant, legally recognized warrant exception, or the persons voluntary consent exists. In cases of voluntary consent it is advised to complete the proper department form for consent searches.
D. Enforcement actions will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.

C DATA COLLECTION
All enforcement activity, to include traffic and ordinance citations, warnings and arrest reports, shall contain the person’s race and gender. This information, along with the enforcing officer’s identification, shall be entered into the department’s log.

D COMPLAINTS
Any person may file a complaint pursuant to the department’s citizen complaint policy if they feel they have been stopped, searched or otherwise detained based on racial, ethnic, or gender based profiling. No person shall be discouraged, coerced, or intimidated, from filing such a complaint, nor shall they be discriminated against because they have filed such a complaint.
II  Any officer contacted by a person wishing to file a complaint shall immediately advise a supervisor or should a supervisor not be available, provide them with the phone number to the department.

III Supervisors shall take appropriate action whenever it appears that this policy is being violated, they shall be particularly alert to any pattern or practice of possible discriminatory treatment by individual officers.
DATE_________________  TIME STARTED_______________   CASE #_______________

NAME OF COMPLAINANT________________________________________________________________________

ADDRESS/PHONE_____________________________________________________________________________

================================================================================================

WITNESS #1_________________________________________________________________________________

ADDRESS/PHONE_____________________________________________________________________________

================================================================================================

WITNESS #2_________________________________________________________________________________

ADDRESS/PHONE_____________________________________________________________________________

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NAME OF OFFICER (S) INVOLVED

DESCRIBE WHAT HAPPENED-COMPLAINT

I HAVE READ THIS COMPLAINT AND I CERTIFY THAT THE FACTS CONTAINED THEREIN ARE TRUE AND CORRECT TO THE
BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT THE INFORMATION SUPPLIED MAY BE USED IN A COURT OF LAW
IF FURTHER ACTION IS REQUIRED. I ALSO UNDERSTAND THAT ANY FALSE STATEMENTS OR ACCUSATIONS AGAINST A
POLICE OFFICER IS A VIOLATION OF STATE LAW PER s. 946.66.

________________________________________________________(SIGNATURE OF COMPLAINANT)  TIME OF
STATEMENT________________
PURPOSE

This procedure will define the process to be followed during the investigation of a complaint made upon a member of the department.

PROCEDURE

Complaints shall be made, in writing on a Department approved form, to the Chief of Police Services or to the Chief's designees. The Chief or his designee shall make prompt and diligent inquiry into every complaint of delinquency or misconduct on the part of a member of the department that shall come to their attention.

The fact that there is a complaint and all facts of the complaint shall be treated as privileged by the officers involved and no release or dissemination except as provided by the “Records or Information Release” policy.

When a complaint is made by a civilian or other person, against any member of the department, the statement of the complainant shall be in writing and taken by the highest ranking officer working. The report shall be specific in obtaining the names and addresses of all witnesses, circumstances and other pertinent information. The complainant is encouraged to sign the complaint; but if the complainant refused to do so, that should also be so noted.

After being written, the complaint shall be promptly transmitted to the investigating officer assigned by the Chief. All writings, together with the original complaint and any transcripts of testimony that may have been taken shall be transmitted to the Chief or to the Chief's designee.

Formal disciplinary charges may be preferred, with the approval of the Chief, against any member of the department for violation of the Rules and Regulations, Standard Operating Procedures or for any conduct or negligence to the prejudice of good order, efficiency, or discipline.