



University of Wisconsin–Madison Police

Policy: 1.2

SUBJECT: LIMITS OF AUTHORITY

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POLICY:

The University of Wisconsin–Madison Police Department shall take active measures to ensure that officers exercise their authority within constitutional and statutory limitations.

DEFINITIONS:

“Bias profiling” refers to any police-initiated action that relies on the race, ethnicity, national origin, religion, sexual orientation, gender, or physical ability of an individual rather than the behavior of that individual or information that leads the police to a particular individual who has been identified as being engaged in or having been engaged in criminal activity. Two corollary principles follow from this definition:

1. Police may not use race, ethnicity, national origin, religion, sexual orientation, gender, or physical abilities as factors in selecting whom to contact, whom to stop, and whom to search; and
2. Police may use any of the above to determine whether a person matches a specific description of a particular suspect.

“Interrogation” refers to the questioning of suspects and hostile witnesses from whom officers attempt to obtain crime-related facts, admissions, or confessions.

“Interview” refers to the planned questioning of the following: witnesses, victims, confidential informants, cooperating individuals, and / or others who have information regarding an accident, crime, or other incident.

“Racial profiling” includes any law enforcement initiated action that relies upon the race, ethnicity or national origin of an individual rather than the behavior of that individual.

“Strip Search” according to Wisconsin statute 968.255 (4)(b) means a search in which a detained person's genitals, pubic area, buttock or anus, or a detained female's breast, is uncovered and

1. Exposed to view; or
2. Touched by a person conducting the search.

“Vehicle” means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except railroad trains. A snowmobile or electric personal assistive mobility device shall not be considered a vehicle except for purposes made specifically applicable by statute.

PROCEDURE:

1.2.1 LEGALLY MANDATED AUTHORITY OF SWORN OFFICERS

The following shall define the legally mandated authority vested in sworn agency personnel:

- A. The U.S. Constitution, the Wisconsin Constitution, and the Wisconsin Statutes define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes, ordinances, and arrests.
 - 1. Wisconsin Statute 36.11(2)(b) grants the Board of Regents of the University of Wisconsin authority to employ police chiefs and police officers at system institutions.
 - 2. Employed police officers shall be considered peace officers under Wisconsin Statute 939.22(22). Such police officers shall meet the minimum standards established for police officers by the law enforcement standards board.
 - 3. Police officers shall meet the minimum standards established for police officers by the law enforcement training and standards board.
 - 4. University of Wisconsin System Administrative Code 18.03(1) grants authority for police officers to accept concurrent appointments as deputy sheriffs.

- B. On duty authority and responsibilities shall include:
 - 1. As provided by Wisconsin Statute 968.07(1), University of Wisconsin–Madison Police Department sworn personnel have full arrest authority. This statute permits a law enforcement officer to make an arrest when
 - a. The law enforcement officer has a warrant commanding that such a person be arrested; or
 - b. The law enforcement officer believes, on reasonable grounds, that a warrant for the person’s arrest has been issued in this state; or
 - c. The law enforcement officer believes, on reasonable grounds, that a felony warrant has been issued in this state; or
 - d. There are reasonable grounds to believe that the person is committing or has committed a crime.
 - 2. As provided by Wisconsin Statute 36.11(2)(b), University of Wisconsin–Madison Police Department sworn officers shall preserve the peace on all university property and enforce all rules promulgated and all other laws, and for that purpose the Chancellor or the Chancellor’s designee may call for aid from such other persons as is deemed necessary.
 - 3. As provided by Wisconsin Statute 29.941, all police officers are deputy conservation wardens and shall assist the Department of Natural Resources and its wardens in enforcement of Chapter 29 of the Wisconsin Statutes whenever notice of a violation is given to them by the DNR or its wardens.
 - 4. As provided by 18 U.S. Code 3041, police officers may make arrests for Federal crimes; however, such action shall only be taken upon direction of a supervisor.

- C. On-duty arrest authority outside territorial jurisdiction, as authorized under Wisconsin Statute 175.40, exists only if an agency adopts and implements written policy regarding the authority and the officer complies with the policy. Under Wis. Stat. 175.40, a police officer outside of his or her territorial jurisdiction may arrest a person or provide aid or assistance anywhere in the state if the following criteria are met:
 - 1. The police officer must be on duty and on official business.
 - 2. The police officer is taking action that he or she would be authorized by the Department to take under the same circumstances in his or her jurisdiction.
 - 3. The police officer is acting to respond to any of the following:
 - a. An emergency situation that poses a significant threat to life or of bodily harm or
 - b. An act that the police officer believes, on reasonable grounds, to be a felony.

- D. Authority and responsibilities while off-duty shall include the following:
 - 1. University of Wisconsin–Madison police officers have the same authority off duty as they have on duty, while within jurisdictional limits or while exercising the statutory authority afforded under Wisconsin Statutes 66.0313, 175.40(2), or 175.40(4).
 - 2. University of Wisconsin–Madison police officers who are off duty, outside of the jurisdictional limits, and not engaged in police action authorized under Wisconsin Statutes 66.0313, 175.40(2), or 175.40(4) are authorized to act under the authority granted by Wisconsin Statute 175.40(6m)(a), to include making an arrest and providing aid or assistance anywhere in the state of Wisconsin if the following conditions are met:
 - a. The officer is responding to an emergency situation that poses a significant threat to life or bodily harm.

- b. If circumstances compel intervention, the officer should take action only after considering the tactical situation with regard to his or her own safety and the safety of others. The officer shall notify the appropriate jurisdiction at the earliest opportunity.
- c. Responses made by off-duty plainclothes officers to armed threats are generally without adequate back up, and issues such as inadequate identification, body armor, and communications make the response potentially very dangerous. The Department discourages off-duty personnel from becoming involved in armed confrontations.
- d. The officer should provide a statement and cooperate in the investigation by the law enforcement agency with primary jurisdiction. If an arrest is made, then the arrestee will be turned over to the primary law enforcement agency for disposition.
- e. For the purposes of civil and criminal liability, an off-duty police officer acting under this policy is acting in an official capacity and within the scope of his or her employment for workers compensation purposes.
- f. Personnel taking action under this policy should immediately notify a supervisor unless unable to, due to injury or other extenuating circumstances.
- g. Nothing in this section should be construed in a manner that compels an officer to intervene while off duty and outside of the jurisdiction of the agency.

1.2.2 AUTHORITY TO CARRY AND USE WEAPONS

The following shall define the authority for sworn officers to carry and use weapons:

- A. The authority granted peace officers by Wisconsin Statute 62.09(13) and broadened by Wisconsin Statute 968.07 provides the legal authority to carry and use weapons by agency personnel in the performance of their duties.
- B. 18 U.S. Code 926B permits qualified active law enforcement officers to carry concealed firearms anywhere in the United States. University of Wisconsin–Madison Police Department officers electing to carry a concealed weapon under the authority granted by 18 U.S.C. 926B must, by law, be in possession of their University of Wisconsin–Madison Police Department photo identification card and must not be under the influence of an intoxicant. Furthermore, 18 U.S.C. 926B does not speak to a broadened police authority. Officers remain bound by Department policy in matters related to the exercise of police authority.
- C. Additional direction in the carry and use of weapons by agency personnel in the performance of their duties is located in the Department Use of Force and Firearms Regulations policies.

1.2.3 CONSTITUTIONAL REQUIREMENTS OBSERVED

The following describes applicable constitutional requirements during interviews and interrogations and shall govern procedures for ensuring compliance with all applicable constitutional requirements associated with a person's access to counsel:

- A. Interrogations, including those of juveniles, shall be conducted in accordance with all applicable constitutional requirements, state statutes, and Departmental directives.
 - 1. According to Wisconsin case law, any interview of a juvenile suspect shall be audio and video recorded and any interview of an adult felony suspect shall be at least audio recorded.
 - 2. Information obtained from interrogations should be documented via one or more of the following approved methods: handwritten notes recorded by an officer, handwritten or typed voluntary statements, audiotape, and/or videotape.
 - 3. Due process definitions exclude confessions and any evidence obtained thereof, when physical force, threats, promises, or coercive tactics are used; such methods shall not be used during interrogations.
 - 4. Factors compromising confession admissibility include suspect age, mentality, education, nationality, criminal experience, reasons for arrest, rights advisories, whether basic necessities were provided during questioning, and general interrogation methods.
 - 5. Generally, no more than two officers should conduct an interrogation. However, certain circumstances and officer discretion could dictate otherwise.
 - 6. The officers conducting the interrogation should be attentive to any undue stress or feelings of intimidation caused by the number of officers present and/or other related conditions.
 - 7. Restroom and refreshment needs shall not be denied or unduly delayed.

8. The Miranda Warning shall be provided to suspects when the elements of custody and interrogation are both present. Custody shall exist when persons are under arrest or when they believe their freedom of movement is significantly curtailed. For purposes of this directive, interrogation shall mean asking incriminating questions.
 9. *Miranda v. Arizona* (1966) established the following due process protections: that the suspect has the right to remain silent; that if the suspect gives up the right to remain silent, anything the suspect says can and will be used against him or her in a court of law; that the suspect has a right to speak to an attorney and have an attorney present when being questioned by law enforcement officers; and that if the suspect cannot afford an attorney, one will be appointed to represent the suspect before any questioning occurs.
 10. Officers should ensure that suspects understand each of the foregoing rights as have been read to them.
 11. Translators should be provided in a timely manner when deemed necessary. A translator may be available through the city of Madison Police Department, from within the Eagle Heights community, or from the University of Wisconsin International Student Services.
 12. Officers shall obtain verbal and/or signed waivers before beginning custodial interrogations.
 13. Waivers should be recorded on Departmentally-approved forms whenever possible.
 14. Once an individual has invoked the right against self-incrimination, questioning may not resume unless that person reinitiates the process. Any desire by a suspect to reinitiate an interrogation should be clearly documented by officers. Advice from prosecutorial officials may be sought as deemed necessary.
 15. *Massiah v. United States* (1964) established that once criminal prosecution has been initiated, the government may not deliberately elicit statements from a defendant without a waiver. The Massiah Rule does not require custody and is purely crime specific. Before interrogation may commence for an offense already charged, the defendant must have been advised of, and voluntarily waived, the right to counsel.
- B. Field interviews may be conducted when one or more of the following conditions are present:
1. The officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime;
 2. The officer believes the subject may be a hazard to self or others;
 3. The officer believes the interview may have a preventive effect.
- C. Interviews, including those with juveniles, shall be conducted in accordance with all applicable constitutional requirements, state statutes, and Departmental directives.
1. According to Wisconsin case law, any interview of a juvenile suspect shall be audio and video recorded and any interview of an adult felony suspect shall be at least audio recorded.
 2. Information obtained from interviews should be documented via one or more of the following approved methods: handwritten notes recorded by an officer, handwritten or typed voluntary statements, audiotape, and/or videotape.
 3. Generally, no more than two officers should conduct an interview. However, certain circumstances and officer discretion could dictate otherwise.
 4. The officers conducting the interview should be attentive to any undue stress or feelings of intimidation caused by the number of officers present and/or other related conditions.
 5. Restroom and refreshment needs shall not be denied or unduly delayed.
 6. The Miranda Warning shall be provided when it becomes apparent that an individual being interviewed is a suspect and the elements of custody and interrogation exist.
 7. Translators should be provided in a timely manner when deemed necessary.
- D. Defendants shall be informed of access to counsel in accordance with applicable constitutional requirements, state statutes, and Departmental directives.
1. *Escobedo v. Illinois* (1964) established that when a person accused of committing a crime is being interrogated, such a person has a right to have an attorney present.
 2. Officers must cease an interrogation once an individual has expressed a desire to speak with an attorney or have an attorney present during questioning. This shall not preclude an interrogation from being conducted while an attorney is present.
 3. Officers shall bring arrested persons, unless they have been released on bond or their own recognizance, before a magistrate or other judicial official without delay, to file formal charges or complaints. Judicial officials shall then ensure that accused persons are guaranteed the right to court-appointed or private counsel.

4. Occasionally, persons who have been charged will not request or receive the assistance of counsel until after the time of their initial court appearance and the filing of formal charges. When significant time has passed since initial appearance or the filing of charges, officers shall work with prosecutorial officials to determine whether such persons have obtained counsel and whether notice to counsel is required before having any further contact.
 5. Safety concerns require that a prisoner's right to communicate with attorneys shall not normally be exercised during the period that the prisoner is being transported. Supervisory approval shall be required before any such communication is allowed.
- E. The decision to waive a Constitutional protection belongs with the accused individual. Officers will not attempt to coerce or unduly influence a suspect in the decision of whether or not to exercise any right.
- F. When a suspect invokes his or her right to counsel, all interrogation shall cease immediately. A request for counsel must be articulated clearly enough that a reasonable officer in the circumstances would understand the statement to be a request for an attorney. The suspect may not again be interrogated about the crime for which he or she is charged, other crimes, or by other officers (from this or another agency) unless:
1. The suspect's attorney is present at the questioning; or
 2. The suspect initiates new contact with the police. In this later case, Miranda rights must again be administered and a waiver obtained before any questioning may take place. Officers shall also document and, if possible, obtain written verification that the suspect initiated the communication.
- G. Upon request, a telephone will be provided for access to counsel. Audio recording of attorney client conversation is prohibited.

1.2.4 WARRANTLESS SEARCHES & SEIZURES

The following shall govern procedures associated with warrantless search and seizure by agency personnel:

- A. Officers shall document any warrantless search that is conducted. Officers will document any stop and frisk that occurs.
- B. Persons should be searched as soon as possible when taken into custody. As a safety precaution, everyone in police custody who is placed in a police facility must be searched immediately upon entry to the facility. This search is mandatory even though a preliminary search has been conducted in the field prior to transport. This search can include, but is not limited to
1. A pat down of clothing and the emptying of all pockets;
 2. Inspection of all packages, luggage, book bags, wallets or purses; and
 3. Removal of boots and shoes for inspection.
- C. Any item that may be used as a weapon by the person in custody is to be seized. Evidentiary material is to be seized and held.
- D. All persons in custody who are left unattended in a temporary detention room shall have their shoes, belts, and other items that could be used for self-harm or as a weapon removed from their person and clothing.
- E. Officer discretion will prevail as to whether any of these items are returned when, and if, the person is released from custody. Contraband will be destroyed in the presence of another officer and documented if not used for evidence. If held and used for evidence, it will be destroyed at the completion of the trial unless ordered otherwise by the court.
- F. Officers may search property or persons when voluntary consent has been given by a person who has the authority to do so; no threats or coercion may be used by officers to obtain such permission. The consent may be withdrawn by the authorizing person at any time during the search. Consent to search forms should be utilized by officers whenever possible.
- G. *Terry v. Ohio* (1968) established that officers may stop and frisk an individual under circumstances in which officers are able to articulate reasons to fear for their safety. Officers performing this type of action shall limit

their scope to a protective pat-down search for weapons. *Michigan v. Long* (1983) extended this same principle to the search of a vehicle's passenger compartment.

- H. *Carroll v. United States* (1925) established that officers may search a vehicle without a warrant under a movable vehicle exception. A motor vehicle, including the trunk and other containers, may be searched without a warrant if officers have probable cause to believe they contain evidence. *California v. Carney* (1985) declared that this exception also applies to motor homes or mobile campers.
- I. *Mincey v. Arizona* (1978) established that there is no crime scene exception to the search warrant requirement. In this decision, the Supreme Court held that the seriousness of the offense under investigation does not in and of itself create exigent circumstances of the kind that would justify a warrantless search.
- J. Officers may search a person or property without a warrant under exigent circumstances, such as where public safety is endangered. An exigent circumstance occurs when an emergency exists and there is no time for officers to obtain a search warrant. That is, the evidence could be destroyed or displaced by the time a search warrant is obtained. Generally, the more serious the crime or greater the threat to public safety, the more likely it is that the courts will recognize the situation as a true emergency justifying a search based on exigent circumstances.
- K. Officers shall conduct inventory searches of seized vehicles or other seized property without a warrant based on the following justifications: an inventory protects the property of the owner; an inventory protects the law enforcement agency against claims that property in its possession has been lost or stolen; and an inventory allows officers to discover any potential danger that may exist because of property in their possession.
- L. Officers may search a suspect's residence to execute an arrest warrant if they have probable cause to believe the suspect is present. Officers may not conduct a search of any other residence or location even though they possess an arrest warrant. For other locations, a search warrant must be obtained.
- M. *Chimel v. California* (1969) established that officers may search a person for weapons and evidence incident to arrest. This search must be limited to the area within the arrestee's immediate control. The entire interior of a motor vehicle may be searched if the person was an occupant at the time of arrest.
- N. *Arizona v. Gant* (2009) established that a police officer may perform a search incident arrest of a defendant's vehicle if one of two factors is present:
 - 1. The arrestee is within reaching distance of the vehicle's passenger compartment at the time of the search.
 - 2. The police have "reason to believe" that the vehicle contains evidence supporting the arrest.
- O. Officers may seize evidence in plain view, provided they have a legal right to be at the location where the evidence was observed.
- P. *Oliver v. United States* (1984) established that officers may search open fields without a warrant. However, residences and their respective curtilage are generally protected from unreasonable or warrantless searches.
- Q. Officers may search abandoned property, including bags or purses discarded while being chased, without a warrant. Garbage that has already been placed for collection may be searched, provided that it is located where the actual pickup is normally performed.

1.2.5.1 ARREST PROCEDURES WITH OR WITHOUT A WARRANT

The following shall specify procedures for any arrest, made with or without a warrant:

- A. Wisconsin statute 968.07(1) permits a law enforcement officer to make an arrest when
 - 1. He or she has a warrant commanding that such person be arrested;
 - 2. He or she believes, on reasonable grounds, that a warrant for the person's arrest has been issued in this state;
 - 3. He or she believes, on reasonable grounds, that a felony warrant for the person's arrest has been issued in another state;
 - 4. There are reasonable grounds to believe that the person is committing or has committed a crime.

- B. Wisconsin statute 62.09(13) expands an officer's authority to arrest for violations of noncriminal state law and municipal ordinance when it states that an officer "shall arrest with or without process...any person violating any law of the state or ordinance of the city."
- C. Wisconsin statute 968.07(2) provides that "a law enforcement officer making a lawful arrest may command the aid of any person, and such person shall have the same power as that of the law enforcement officer."
- D. In addition to statutory requirements, officers shall abide by all federal laws and court decisions pertaining to the following: use of authority, arrests, searches, seizures, interrogations, and due process.
- E. An incident report is required for any arrest, with or without a warrant.
- F. In accordance with Wisconsin statute 165.83(2), officers shall obtain fingerprints of all persons arrested for the offenses listed below. Fingerprints and photographs should be obtained from the County Jail.
 - 1. An offense, which is a felony.
 - 2. An offense which is a misdemeanor involving:
 - a. burglary tools
 - b. commercial gambling
 - c. dealing in gambling devices
 - d. contributing to the delinquency of a child
 - e. dealing in stolen property
 - f. controlled substances under ch. 961
 - g. firearms
 - h. dangerous weapons
 - i. explosives
 - j. pandering
 - k. prostitution
 - l. sex offenses where children are victims
 - m. worthless checks
 - n. a fugitive from justice
 - o. stalking
 - p. harassment
 - 3. An offense charged as disorderly conduct, but which relates to an act connected with one or more of the offenses listed in the preceding section.
- G. Wisconsin law requires law enforcement agencies to obtain a DNA specimen at arrest from an adult or any juvenile taken into custody for specific violent crimes as defined in SS. 165.84(7)(ab) unless it is verified a valid sample is on file with the Databank. In addition, certain misdemeanor convictions by an adult or juvenile offender require submission of a DNA specimen – see Appendix L.
 - 1. Upon arrest, officers shall use the E-TIME system to check whether a DNA sample is required or not. Upon entering the offender information and potential charges, E-TIME will provide the officer with information on whether a specimen is required or not or if the specimen required is for a previous conviction.
 - 2. Officers may use reasonable force to obtain a specimen, but should consult with the District Attorney's office prior to forcing a specimen.
 - 3. Officers are immune from civil and criminal liability if the specimen is obtained in good faith and is reasonable as described in ss. 165.765 (2)(bm).
 - 4. This immunity applies to medical staff and facilities unless they are negligent in the collection of the specimen.
 - 5. Collection of the biological specimens from subjects or offenders taken for the University of Wisconsin – Madison Police Department shall be taken as directed by the Wisconsin State Crime Lab using the kit provided by them.
 - 6. Biological specimen kits shall be handled in accordance with current Department property and evidence collection procedures.
 - 7. Best practice includes obtaining a court order and blood draw for those resisting to give a DNA specimen.
 - 8. The Dane County Sheriff's office has arranged to collect DNA samples from adults arrested for violent crimes at the time of booking into the Dane County Jail.

9. In cases of convictions where jail time is not required, the individual will be assigned a report date and time for DNA submission at their sentencing hearing and may be found in contempt or charged with a Class A misdemeanor for Failure to Produce a Biological Specimen if they do not appear.
 10. The Dane County Juvenile Reception Center (JRC) will be unable to collect DNA samples. Officers shall transport any juvenile offender to the University of Wisconsin – Madison police department to obtain a biological sample prior to transport to JRC. Unless exigent circumstances occur, the soft interview room (133) should be used for collection of the DNA sample.
- H. Officers shall obtain palm prints from any person arrested for burglary, major theft or from any arrestee for whom print comparisons will be sought.
 - I. The criteria for photographing arrestees shall be the same as that for fingerprinting.
 - J. Officers should photograph juvenile runaways in situations where the officer processes the juvenile at the Department.
 - K. Officers should photograph persons suspected of being associated with a gang when the officer has that person at the Department.
 - L. The above criterion does not preclude officers from photographing and/or fingerprinting persons arrested for other offenses.

1.2.5.2 ARREST PROCEDURES, SPECIFICALLY WITHOUT A WARRANT

The following shall specify procedures for arrests made without a warrant:

- A. An arrest on the strength of a warrant is preferable to a warrantless arrest; however, the immediacy of many police arrest situations makes it impractical to delay matters while a warrant is obtained.
- B. The decision to make a custodial arrest shall be based on the gravity of the offense, likelihood of flight, safety of the public, and the need to collect and preserve evidence essential to prosecution.
- C. The alternative to a custodial arrest is to complete an offense report documenting the alleged criminal activity and refer the report to the district attorney for review and the issuance of a criminal complaint and warrant or summons to appear.
- D. When circumstances permit an officer to effect an arrest without a warrant, and the arrest will be made at a private residence, officers shall be required to knock, state their identity and purpose, and await permission to enter. Without permission to enter, warrantless entries are generally considered unreasonable unless the following circumstances exist:
 1. Probable cause exists to make a felony arrest and the officer has a reasonable belief the suspect is engaged in the destruction of evidence.
 2. Probable cause exists to make a felony arrest and the officer has a reasonable belief the suspect is attempting to escape.
 3. Probable cause exists for making an arrest and officers are justified in the belief that they, or the persons within, are in imminent peril of bodily harm.
 4. Officers with probable cause to make an arrest for a criminal offense are in fresh pursuit of a defendant.
- E. When forcible entry is required, officers shall perform the following:
 1. Locate and control all persons on the premises and any property that might potentially serve as a weapon.
 2. Photograph any damage occurring as a result of the forcible entry and describe in the offense report how the damage occurred.

1.2.5.3 ARREST PROCEDURES, SPECIFICALLY WITH A WARRANT

The following shall specify procedures for arrests made with a warrant:

- A. An arrest warrant provides for independent prosecutorial or judicial review of an incident. Whenever time and circumstances allow, the warrant process should be used for an arrest.
- B. In situations in which the arresting officer is not in possession of the warrant, the officer shall be responsible for confirming the validity of the warrant. Foreign warrants shall require teletype confirmation; however, telephone confirmation shall be acceptable pending its receipt.
- C. Temporary detention of an individual for the purpose of verifying warrant status is permissible.
- D. Upon making an arrest on the strength of a warrant, the arresting officer shall inform the defendant as soon as practicable of the nature of the crime with which the defendant is charged. If available, a copy of the warrant shall be provided to the defendant.
- E. An arrest warrant may be lawfully served at any time, though certain restrictions shall apply to the service of warrants for minor forfeiture actions, i.e., violations of administrative codes, municipal ordinances, and non-criminal traffic statutes. These warrants may be served at any time when the person named on the warrant is contacted during the course of a lawful stop or observed in a public place. The preferred time for service of these warrants is between 07:00 and 22:00 hours. This does not, however, preclude officers from serving such warrants outside of these hours if circumstances are reasonable.
- F. Upon execution of a warrant, officers shall notify the Communications Center and request that the warrant be removed from the T.I.M.E. system.
- G. Outstanding warrants issued as a result of Department contact are filed alphabetically in the Communication Center. Active warrants shall not be removed from the Department. An officer may copy a warrant for service. The copy must be destroyed if the attempt was unsuccessful.
 - 1. Served warrants will be signed by the officer and returned to the Court Officer with a note indicating the court date assigned or other disposition.
 - 2. The officer making an attempt at warrant service requires a new case number and disposition regardless of the outcome. Outside agency warrants require report completion under the UW–Madison Police Department case number. In addition, successful service of a Department warrant requires a supplemental report to the original case number.
- H. When serving an arrest warrant at a residence, officers shall be required to knock, state their identity and purpose, and await permission to enter, with the following exceptions:
 - 1. When executing a warrant for a felony and, after announcement of identity and purpose, entry is refused;
 - 2. When those within, upon being made aware of the presence of someone outside, engage in activity that justifies officers in the belief that destruction of evidence is being attempted;
 - 3. When those within, upon being made aware of the presence of someone outside, engage in activity that justifies officers in the belief that escape is being attempted;
 - 4. When officers are justified in the belief that they, or the persons within, are in imminent peril of bodily harm.
- I. When forcible entry is required, officers shall perform the following:
 - 1. Locate and control all persons on the premises and any property that might potentially serve as a weapon.
 - 2. Photograph any damage occurring as a result of the forcible entry and describe in the offense report how the damage occurred.

1.2.5.4 ARREST PROCEDURES, SPECIFICALLY FOR A TEMPORARY FELONY WANT

The following shall specify procedures for obtaining temporary felony wants:

- A. An arrest on the strength of a warrant is preferable to a temporary want; however, the immediacy of many police arrest situations makes it impractical to delay matters while a warrant is obtained.
- B. The entry of a temporary felony want should be considered when probable cause exists that a serious felony was committed and there is a known suspect, but the suspect was not located. It is important to remember that a temporary felony want does not take the place of a warrant. It does allow the police to get a want entered into the

T.I.M.E. system soon after the crime was committed. This may increase the likelihood that the suspect will be quickly apprehended and decrease the danger to the public.

- C. The investigating officer must notify an on-duty supervisor and receive approval for the entry based on the following required elements being met:
 - 1. Probable cause that a serious felony was committed;
 - 2. Probable cause that a known suspect committed the felony; and
 - 3. The need to immediately apprehend the suspect.
- D. The officer or supervisor must call the District Attorney's office of jurisdiction. If the office is closed, notify the on-call DA and provide the details of the incident and the intent to enter the temporary felony want.
- E. As soon as possible (prior to the 48-hour expiration time), the officer will attempt to secure a warrant through the District Attorney's office of jurisdiction.
- F. The investigating officer(s) shall complete the required offense reports.
- G. If a warrant is not issued, the temporary felony want shall not be reentered after the 48 hours has expired.
- H. If the suspect is taken into custody by another agency on a temporary felony want, a supervisor shall make the decision to send on-duty officers or a transport team to take custody of the suspect. Once the suspect is in custody, the on-duty PCO must cancel the warrant.

1.2.5.5 ACCEPTANCE OF BOND MONEY

The following shall specify procedures for accepting bond money:

- A. Department personnel accepting bond should ensure that the correct amount of money is placed in the bond envelope by double counting the money or having another Department employee verify the count. The bond envelope should then be placed in the designated locked bin.
- B. Notification to the Court Officer and Court Operations Program Associate will be made via e-mail or voice mail as well as a written message left in Court Services of bond being placed in the locked box.
- C. A case number shall be assigned, either the original case number if one exists or a new case number for bond accepted for outside agency warrants, and a report shall be completed containing information on the amount of bond accepted, from whom, for what, and where it was placed. Case documentation shall be completed by anyone who handles the bond money.
- D. If credit cards are used to post bond, a receipt shall be issued by the person collecting the bond. The receipt should be issued to the card holder. A copy should be retained in the Department case file. Information on bond collection shall also be forwarded to Court Services.
- E. Bond is not kept or deposited into any UW-Madison Police Department fund or account. Bond is transmitted from the locked bin to the respective court system or agency requesting the bond.
- F. The following personnel have access to open the locked bond box:
 - 1. Court Services Officer
 - 2. Court Operations Program Associate

1.2.6 ALTERNATIVES TO ARREST AND CONFINEMENT, PRETRIAL RELEASE

The following shall define and govern alternatives to arrest, pre-arraignment confinement, and/or pre-trial release:

- A. Officers may elect to exercise alternatives to arrest, pre-arraignment confinement, and/or pre-trial release when deemed appropriate. Such alternatives may include the following: issuing verbal and written warnings, referring persons to social service agencies and counseling organizations, issuing citations in lieu of arrest, and releasing persons after posting bond.

- B. The use of verbal and written warnings may provide a satisfactory solution to many cases. When determining whether a warning should be issued, officers should consider the following: the seriousness of the offense, the circumstances surrounding the violation, the likelihood that the violator will heed the warning, and the offense history of the violator. All warnings should be documented via CAD records and/or approved forms.
- C. If a warrantless arrest has already been made for a non-criminal or criminal misdemeanor offense, a citation may be issued in lieu of continuing custody.
- D. The following arrests require incarceration:
 1. Domestic abuse arrests;
 2. Operating while intoxicated arrests in which a responsible person cannot be located;
 3. Drug possession cases other than T.H.C.;
 4. Body only or probation warrants;
 5. Felony charges unless a book and release procedure is appropriate.

1.2.7 USE OF DISCRETION BY SWORN OFFICERS

The following shall govern the use of discretion by sworn officers:

- A. Officers shall use discretion in furtherance of established Department goals and objectives but only when in compliance with applicable laws and the law enforcement code of ethics.
- B. The exercise of discretion shall be guided by a combination of written enforcement policies, training, and supervision.
- C. Reasonableness and probable cause shall vary with each situation, and different facts may justify investigation, detention, search, arrest, warning, or no action at all. In each case, officers shall act reasonably and within the limits of authority as defined by statute and judicial interpretation.
- D. Arrests or other enforcement actions should generally be taken or effected when there is probable cause to believe that a person has committed a serious crime.
- E. For minor offenses, officers should consider the action that would most likely deter future violations. Such actions may include the following: physical arrest, citation, written warning, or verbal warning.
- F. The degree of enforcement action or inaction used by officers shall not be influenced by malice, vengeance, or prejudice based on race, gender, ethnic background, religious belief, economic status, sexual orientation, physical ability, or political affiliation.
- G. Enforcement action shall not be more severe than can be reasonably and objectively justified. Officer contact shall not be extended unnecessarily for the purpose of delaying the release or inhibiting the free movement of any person.

1.2.7.1 EMERGENCY CONTACT OF STUDENTS

The following shall govern the situations where sworn officers may enter a classroom when class is in progress:

- A. Officers may enter a classroom when class is in progress for any active emergency involving threats of violence or actual violence, medical emergencies or other crimes in progress.
- B. Officers may enter classrooms when class is in progress in response to 911 calls or other summons for help or assistance.
- C. Officers may enter a classroom when class is in progress upon invitation of the professor, instructor or students.
- D. Officers may make notifications to students in an active classroom setting to deliver emergency messages that involve a death, illness, injury, accident, or a threat to a student's livelihood or property.

E. Classroom interruptions when class is in progress for all other than emergency situations will be avoided.

1.2.8.1 STRIP AND BODY CAVITY SEARCHES

The following shall govern the use of strip searches:

- A. Strip searches and/or body cavity shall be conducted only upon specific written authorization of the Chief of Police or designee with the rank of lieutenant or above of this Department and only when special circumstances as defined in Wisconsin statute 968.255(1)(a), 1, 2, 3, and, 4 exist and there are indications that these extreme searching measures are necessary to retrieve evidence.
- B. Strip searches/body cavity shall have the following restrictions:
 - 1. The person conducting the search must be of the same sex as the person being searched, unless the search is a body cavity search conducted by a person as defined in Wisconsin statute 968.255(3)–licensed medical personnel.
 - 2. The person being searched cannot be exposed to the view of any person(s) not conducting the search. Whenever practical, the search should be conducted by two individuals of the same sex as the person being searched.
 - 3. The search will not be reproduced through a visual or sound recording and therefore should be conducted in the first-floor restroom appropriate to the gender of the person being searched.
 - 4. The officer conducting the search shall prepare a report identifying the person detained; all persons conducting the search; the time, date, and place of the search; and the written authorization required. A copy of this report must be provided to the detained person who was searched.
- C. For the purposes of a search, the mouth, nose and ears shall not be considered a body cavity and, as such, may be searched by an officer possessing lawful authority to search a person.
- D. The following safety exemptions shall be employed in regards to strip searches:
 - 1. If probable cause exists to believe that the detained person is concealing a weapon, the requirement to obtain authorization prior to the search is waived.
 - 2. If probable cause exists to believe that the detained person is concealing a weapon, the same sex-search requirement is waived.
- E. Whenever it appears that any of the foregoing rules should be modified or suspended because of special circumstances, specific authorization to do so should be obtained from the District Attorney's Office.
- F. The Department shall provide annual training regarding the policies and procedures to any employee or agent of the Department who may conduct a strip search.

1.2.8.2 PATIENT DISROBEMENT AT UNIVERSITY HOSPITAL AND CLINICS

The following shall govern the assistance of medical personnel in disrobing patients:

- A. Pursuant to Wisconsin statute 968.255(7)(c), the "strip search" statute "does not apply to any person who...is committed, transferred or admitted under ch. 51 (Mental Health), 971 or 975." Officers responding to a request under this section will be acting at the direction of medical personnel.
- B. Officers may be directed by on-scene medical personnel to assist in disrobing a patient to remove anything that may be used by the patient to harm him- or herself or someone else.
- C. Custody for all such seized property will remain with the hospital unless it is a weapon or contraband. Such items may be turned over to the officer for disposition.
- D. In all instances in which officers are called upon to assist hospital personnel with the physical control of a patient, a report will be completed. If officers are asked to assist in disrobing a patient, this should be noted in the report along with the name of the person making the request.

- E. Officers may be called to assist medical personnel in disrobing a patient in the course of the patient's medical treatment in other areas of the Clinical Sciences Center. This is not intended to be a search; however, the above sections apply.
- F. Whenever it appears that any of the foregoing rules should be modified or suspended because of special circumstances, specific authorization to do so should be obtained from the district attorney's office.

1.2.9 BIAS-FREE POLICING

The following shall govern procedures regarding bias based profiling:

- A. The purpose of this directive is to reaffirm the long-standing position against bias-based policing or any other type of discriminatory practice, including racial profiling or race-based decision making. The Department has not tolerated, and will not tolerate, discrimination against any person based on race, color, ethnic background, gender, cultural group, sexual orientation, religion, economic status, age, physical ability or other identifiable group.
- B. Bias-based profiling constitutes discrimination. Such activities alienate a significant percentage of the population and foster a distrust of law enforcement by the community. Related practices invite corruption, judicial/legislative intervention, disciplinary action, and media scrutiny.
- C. Employees shall be strictly prohibited from engaging in bias-based profiling when conducting any law enforcement activity, to include traffic and field contacts, searches, investigatory detentions, asset seizure, and forfeiture proceedings. Such actions shall be based on a standard of reasonable suspicion or probable cause as required by federal laws, state statutes, and Department directives.
- D. Department personnel may not use racial or ethnic stereotypes as factors in selecting whom they stop and whom to search. Department personnel may use race or ethnicity in selecting whom they stop and whom they search when a person matches the specific description of an individual who is suspected of engaging in criminal behavior.
- E. Officers shall use approved interview techniques when contacting and detaining all individuals. Officers shall maintain professional objectivity through constant self-examination, evaluation, and awareness of personal prejudices. Accepted community and problem-oriented policing practices shall be utilized to identify problems and reduce crime.
- F. In an effort to prevent misperceptions of bias-based profiling, police officers shall provide traffic stop brochures to all motorists. These brochures contain information about what can be expected during a traffic stop and how to provide feedback regarding those experiences, as well as the name of the officer who initiated the stop.

In addition, all vehicle traffic stops shall be documented with a Department case number at the time of the stop. The time, date and location of the stop are captured by the computer system upon initiation of the case number process; the following additional data must be collected and noted in the case number disposition or report:

1. Name of vehicle operator;
 2. Sex/ Race;
 3. Date of birth;
 4. Reason for the stop;
 5. Disposition of stop (C=cited, WW=written warning, VW=verbal warning); and
 6. UW Affiliation.
- G. For bicycle or pedestrian education initiatives, a single case number may be generated. Group education projects do not require identification of individuals.
 - H. Enforcement personnel shall receive ongoing training in bias based profiling issues, including legal aspects, as deemed necessary and appropriate. Recruit and in-service training should be used to address the following: cultural diversity; constitutional requirements; Department directives; and other agency practices.

- I. Corrective measures shall be immediately implemented if bias-based profiling occurs. Remedial training and employee counseling may be conducted when deemed appropriate for the situation. Any officer found to be involved in such activity may also be subject to disciplinary action, to include written warning, suspension, demotion, or termination.
- J. The Chief of Police or designee shall be responsible for conducting a documented annual administrative review of agency practices, including citizen concerns, as they relate to bias-based profiling. The review should be disseminated to all personnel and at a minimum include: an analysis of citizen complaints, concerns and comments; a summary of pertinent statistical data; an overview of any training conducted; and procedural or policy recommendations, if any.
- K. Bias-based profiling should not be confused with criminal profiling, which is recognized as a legitimate law enforcement tool. Criminal profiling is an investigative method in which officers, through observation of activities and the environment, identify suspicious people and develop a legal basis to stop them for questioning. Bias-based profiling refers to the decision by officers to stop and question people when their physical characteristics and/or surroundings are used as indicators of suspicious activity or criminal tendency.