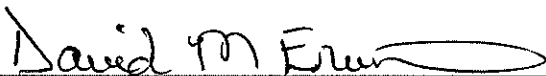
	Policy Number: PO-1-100
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Mission Statement	Rescinds: 1-100 Mission Statement 2/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/13/17
Signature: 	

PURPOSE

The purpose of this policy is to make all Wisconsin State Capitol Police personnel aware of the division's Mission Statement and the general responsibilities of all members of the division in furtherance of the division's mission.

POLICY

It is the policy of the Wisconsin State Capitol Police to honor and uphold its law enforcement activities in accordance with the division's mission statement.

MISSION STATEMENT

People serving people with dignity and respect, while providing competent and compassionate law enforcement efforts.

CORE VALUES

In addition to our legal and administrative requirements, the Wisconsin State Capitol Police is directed by our core values that guide our division and the behavior of our employees. These are our values that guide our work and decisions:

- **Human Life**– We believe that human life is sacrosanct. We will defend it to the very end. We use the minimum amount of force necessary in all situations that escalate above open dialogue.
- **Integrity** – We believe that integrity is the basis for personal and public trust. We will not compromise others or ourselves.
- **Diversity** – We believe that our diversity is strength, which moves us toward excellence. We recognize and appreciate the ethnic cultures in the divisions and the community.
- **Problem Solving** – We are accountable for working to help solve neighborhood problems through non-traditional means not limited to the criminal justice system.
- **Community** – We exist to serve the community and the State. Our resources are organized and delivered to meet the needs of the citizens.

- **Sensitivity** – We will be sensitive to the needs and concerns of our clients. We will show empathy and caring for victims, complainants, and all people we meet.
- **Teamwork** – We recognize the importance of each employee as an individual and team member. We believe that cooperation among ourselves will enable us to combine our diverse backgrounds, skills and styles to achieve common goals.

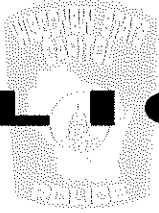
OBJECTIVES

The division objectives are to:

- Create constitutional guarantees for all persons by strategic planning of demonstrations and other large gatherings, respecting the constitutional rights of demonstrators, while providing for the safety of all persons.
- Reduce the opportunities for the commission of crime.
- Assist individuals who cannot care for themselves. Provide aid to people in danger of physical or emotional harm.
- Resolve conflict.
- Provide for the safety and security of all state employees, legislators, and visitors.
- Provide dignitary protection to the Governor, First Lady, Lt. Governor and visiting dignitaries.
- Ensure the continuation of government.
- Identify criminal offenders, criminal activity, and apprehend violators.
- Provide traffic law and law enforcement.
- Seek justice and participate in the judicial system.
- Identify problems that are potentially serious law enforcement or governmental problems and seek resolutions.
- Provide other police services to the State of Wisconsin.

In order to achieve the above objectives, the division stands committed to:

- Provide a continual training program to insure professional competence and development of personal and organizational discipline in order to carry out divisional goals and objectives.
- Recognize the importance of planning functions to develop programs, which will address major goals and objectives of the division.
- Cooperate with related public and private agencies in pursuit of their major goals.
- Emphasize a continual willingness to study and initiate new and better police services for the State of Wisconsin.

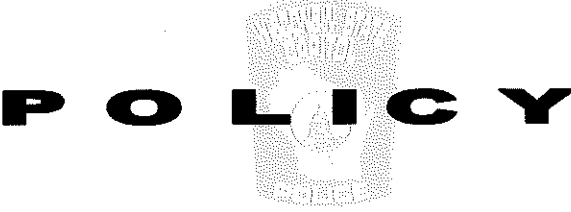

 P O L I C Y	Policy Number: PO-1-200
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Oath of Office	Rescinds: Oath of Office 1-200 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/13/17
Signature: <i>David M Erwin</i>	

PURPOSE

This order establishes a standard oath of office for sworn members of the Office of the State Capitol Police.

POLICY

Capitol Police officers must take an oath of office to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and the rules and regulations of the Department of Administration, before assuming official duties as a sworn member of the Office of the Wisconsin Capitol Police.

	Policy Number: PO-1-300
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Authority	Rescinds: 1-300 Authority 11/10/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/13/17
Signature: 	

PURPOSE

Peace officers are granted the authority to perform their function based on established legal authority.

POLICY

Officers possess the powers to preserve the peace as necessary, make arrests and enforce all local and state laws (59.28(1), Wis. Stats.; 62.09(13)(a), Wis. Stats.).

Fresh Pursuit Police Officer Powers

For purposes of criminal and civil liability, an officer may, when in fresh pursuit, follow anywhere in the state and arrest any person for the violation of any law or ordinance the officer is authorized to enforce (175.40(2), Wis. Stats.).

Off Duty Police Officer Powers

An off-duty officer may arrest a person or provide aid or assistance if all of the following apply (175.40(6m)(a), Wis. Stats.):

- (a) The officer is responding to an emergency situation that poses a significant threat to life or of bodily harm.

Capitol Security Powers

The Department of Administration is designated as the managing authority for the Capitol (16.84(1), Wis. Stats.), with specific responsibility for security (16.84(2), Wis. Stats.). The Department of Administration has statute authority (16.84(11), Wis. Stats.), to enforce rules of conduct (Wis. Adm. Code, section 2.01-2.14).

The Department of Administration vests in the Chief of Wisconsin State Capitol Police or his designee the responsibility for security of the State owned buildings, as outlined in 16.84(2), Wis. Stats.

Authority

Interstate Peace Officer Assistance

This department may request the assistance of law enforcement personnel or may assist other law enforcement agencies as warranted or authorized (59.28(2), Wis. Stats.; 66.0313(2), Wis. Stats.).

Interstate Peace Officer Tribal Assistance

This department may not respond to a request for assistance from a tribal law enforcement agency at a location outside this jurisdiction unless one of the following applies (66.0313(4), Wis. Stats.):

- (a) The governing body of the tribe that created the tribal law enforcement agency adopts and has in effect a resolution that includes a statement that the tribe waives its sovereign immunity to the extent necessary to allow the enforcement in the courts of the state of Wisconsin of its liability under 66.0513, Wis. Stats. or another resolution that the Wisconsin Department of Justice determines will reasonably allow the enforcement in the courts of the state of Wisconsin.
- (b) The tribal law enforcement agency or the tribe that created the tribal law enforcement agency maintains liability insurance that does all of the following:
 - 1. Covers the tribal law enforcement agency for its liability under law
 - 2. Has a limit of coverage not less than \$2,000,000 for any occurrence
 - 3. Provides that the insurer, in defending a claim against the policy, may not raise the defense of sovereign immunity of the insured up to the limits of the policy
- (c) This department and the tribal law enforcement agency have in place an agreement under which this department accepts liability for instances in which it responds to a request for assistance from the tribal law enforcement agency.

Additionally, the tribal law enforcement agency requesting assistance must provide to the Wisconsin Department of Justice a copy of the resolution, proof of insurance or a copy of the required agreement. The Wisconsin Department of Justice must post either a copy of the document or notice of the document on the Internet site it maintains for exchanging information with law enforcement agencies.

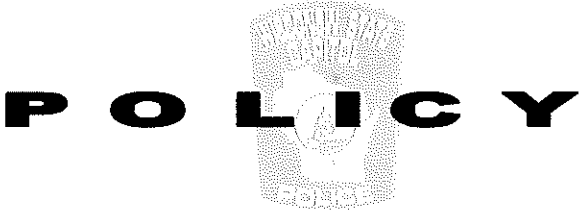
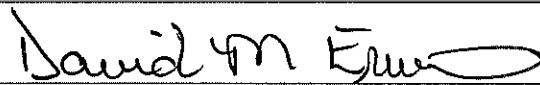
Interstate Peace Officer Powers

Peace officer powers may be extended within other adjoining states as applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state (175.46, Wis. Stats.).

Authority

During any state of emergency declared by the governor or during any training program or exercises authorized by the adjutant general, an officer, when legally engaged in traffic control, escort duty, or protective service, may carry out the functions anywhere in the state but shall be subject to the direction of the adjutant general through the sheriff of the county in which an assigned function is performed (323.16, Wis. Stats.).

Authority

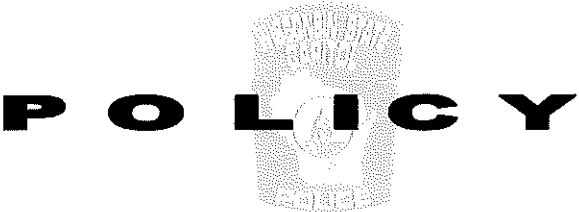
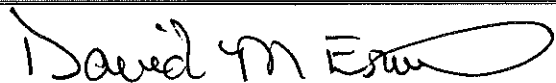
	Policy Number: PO-1-400
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Limited Term Employees	Rescinds: 1-400 Limited Term Employees 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/13/17
Signature: 	

PURPOSE

The purpose of the Public Safety Limited term Employees or L.T.E. Staff is to enable the Division to meet staffing which the Full Time Division Staff cannot fulfill. Although L.T.E. Staff members do assist in meeting routine day-to-day operational requirements, the main purpose of L.T.E. Public Safety Staff is to staff, manage and provide public safety for the various events of the Division of Capitol Police.

POLICY

To prevent personnel from being removed from availability during times of greatest need, the Division normally places hour restrictions and monitoring efforts in place, which should prevent all Public Safety Personnel from being made unavailable by the State Restrictions. Employees exceeding those hour restrictions become unavailable for assignments because the State will not permit them to continue working.

	Policy Number: PO-1-600
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Training	Rescinds: 1-600 (Authority) Training 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/13/17
Signature: 	

PURPOSE

The division will provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the division will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

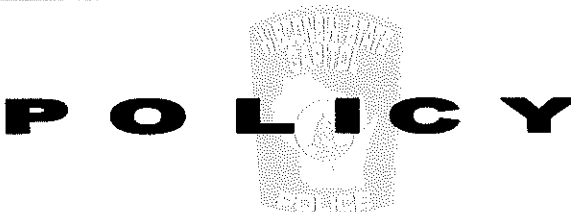
POLICY

It is the policy of this division to administer a training program that will meet the standards of federal, state, local and Wisconsin Law Enforcement Standards Board (LESB) training requirements.

Training will be provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Division will use courses certified by the LESB or other regulatory or nationally recognized entities.

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Assist in compliance with statutes, LESB rules and regulations or policy concerning law enforcement training.

	Policy Number: PO-1-610
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Field Training Police Officer Program	Rescinds: 1-610 Field Training Police Officer Program 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/19/17
Signature: <i>David M Erwin</i>	

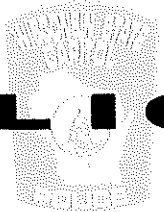
PURPOSE

The purpose of this policy is to provide guidelines for the field training program. It is the goal of the Wisconsin State Capitol Police Department to provide the best possible service to the community. The Capitol Police Department is committed to serving by selecting and retaining personnel of the highest possible qualifications and by providing training to maintain a high standard of performance.

POLICY

The Division of the Wisconsin State Capitol Police employees will be provided with training and are expected to successfully pass all training required by the department. The Field Training Officer Program is a systematically organized and consistently administered period of formal field training and evaluation with the goal of producing a police officer capable of providing solo patrol services in a safe, courteous, efficient, and effective manner.

The Division recognizes the need for training and encourages employees to further their education and skills. Employees who become Field Training Officers will be mentors and role models for trainees. Field Training Officers will be committed to serving the Division and follow the guidelines and expectations set forth by the Field Training Program and Policies of the Division.

 P O L I C E	Policy Number: PO-1-700
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Performance Recognition Awards	Rescinds: 1-700 Performance Recognition Awards 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/13/17
Signature: <i>David M Erwin</i>	

PURPOSE

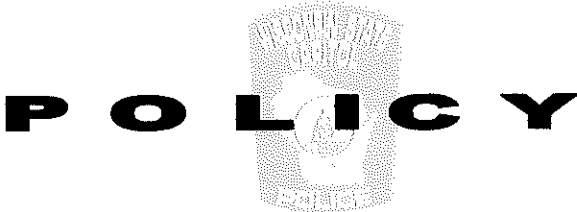

The purpose of this policy is to establish guidelines and specific standards for awards and commendations issued to members of the Wisconsin State Capitol Police Division and citizens whose meritorious actions meet established standards.

GENERAL POLICY

This policy will provide for uniformity and consistency in the granting of awards to ensure that these awards are properly valued as representing truly significant meritorious behavior.

Those members who actions, specific achievements and overall performance exceed Division standards deserve special recognition in the form of a commendation or award. Commendations and awards are not to be granted without proper cause.

Commendations and awards will become part of the employees personnel file record and will remain the property of the member to whom they were granted. Commendations and awards are non-transferable.

	Policy Number: PO-1-900
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Report Preparation	Rescinds: Reports 1-900 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 09/19/17
Signature: 	

PURPOSE

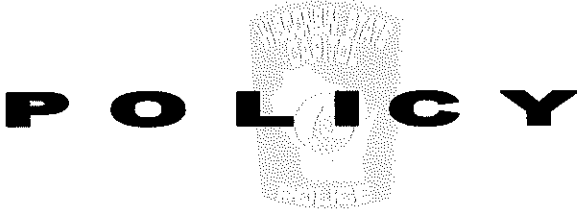

Report preparation is a major part of each employees job. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution.

POLICY

Employees should ensure that their reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to delay submission of the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be delayed.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, witnesses, all pertinent information seen, heard or assimilated by any other sense and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

	Policy Number: PO-1-1000
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Honor Guard	Rescinds: 1-1000 Honor Guard 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 10/09/17
Signature: 	

PURPOSE

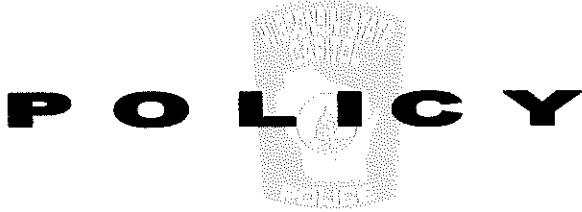
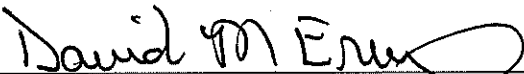
The purpose of this administrative policy is to describe the selection, training and activation of the Wisconsin State Capitol Police Department Honor Guard unit.

POLICY

The Honor Guard unit will normally be comprised of a minimum of four members: three officers and one supervisor.

Larger formations may be detailed; however, the composition of this detail will be dictated by the type of activity, space for maneuvering, and staff availability.

The Honor Guard unit supervisor will oversee the administrative duties and coordinate all unit activities.

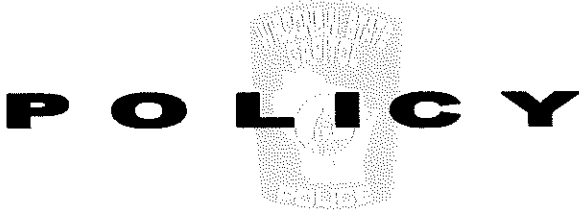
	Policy Number: PO-1-1100
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Line of Duty Life Threatening Injury or Death of an Employee	Rescinds: 1-1100 Line of Duty Life Threatening Injury or Death of an Employee 7/6/2010
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/06/17
Signature: 	

PURPOSE

This policy's purpose is to prepare department personnel for the tragic event of an active employees' death or life threatening injury.

POLICY

The Wisconsin State Capitol Police will notify family members and Wisconsin State Capitol Police employees in a timely, professional and compassionate manor of any life threatening injury or death of an employee.

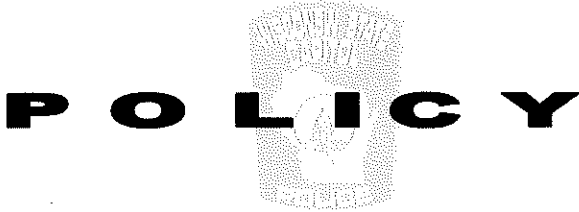
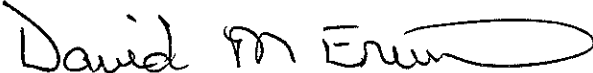
	Policy Number: PO-1-1200
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Post-Traumatic Stress and Post Critical Incidents	Rescinds: 1-1200 Post-Traumatic Stress and Post Critical Incidents 8/11/2011
By Authority of Chief of Police: David M. Erwin	Date of Issue: 10/23/2017
Signature: <i>David M Erwin</i>	

PURPOSE

The Division recognizes that stress is inherent in policing, and employees may become involved in incidents which place them under such great emotional strain that characteristic symptoms of psychological distress may develop. This condition is known as Post-Traumatic Stress Reaction, which may result from active involvement in a psychologically traumatic event, which is generally outside the range of an employee's usual performance.

POLICY

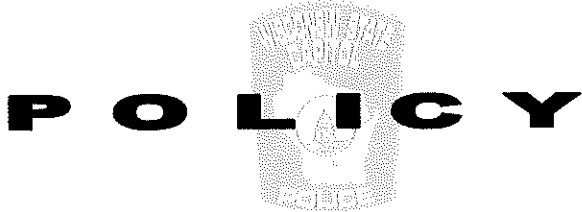
The Division will take a pro-active approach in addressing Post-Traumatic Stress by providing and making available appropriate services to the involved employees. The Division also encourages its employees to notify supervisors if they are aware of other employees suffering from Post-Traumatic Stress.

	Policy Number: PO-1-1300
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Photographic Identification Cards and Firearm Certification Cards for Retired DCP Officers	Rescinds: PO-1-1300 Photographic Identification Cards and Firearm Certification Cards for Retired DCP Officers 6/13/2016
By Authority of Chief of Police: David M. Erwin	Date of Issue: 10/23/2017
Signature: 	

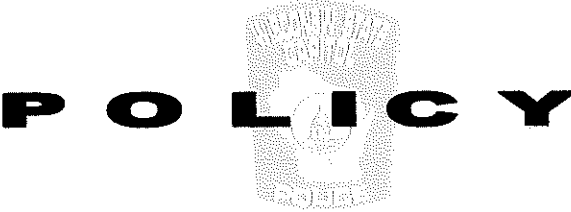
POLICY

DOA/DCP may provide former DCP Officers who are qualified retired law enforcement officers with photographic identification cards, and firearm certification cards if they meet law enforcement handgun qualification standard as established by the Wisconsin Department of Justice at the time of issuance or renewal of the credential.

Photographic Identification Cards and Firearm Certification Cards for Retired DCP Officers

	Policy Number: PO-1-1400
	Type of Order: Administration
	Expiration Date: (n/a if empty)
Subject: Vacation Selection	Rescinds:
By Authority of Chief of Police: David M. Erwin	Date of Issue:
Signature:	

There is no Policy for Procedure PR-1-1400


	Policy Number: PO-1-1500
	Type of Order: Administration
	Expiration Date:
Subject: Division Special Orders	Rescinds: NEW
By Authority of Chief of Police: David M. Erwin	Date of Issue: 11/06/2017
Signature: <i>David M Erwin</i>	

PURPOSE

The Division needs to make immediate changes to policy and procedures at times to address emerging issues so that law enforcement can do their jobs to address life safety, incident stabilization and property preservation.

POLICY

Special Orders establish interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.


 P O L I C E	Policy Number: PO-2-100
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Personal Appearance and Grooming Standards	Rescinds: 2-100 Grooming Standards dated 07/30/2012
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/03/18
Signature: <i>David M Erwin</i>	

PURPOSE

To project uniformity and neutrality toward the public and other members of the Division, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

POLICY

Employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

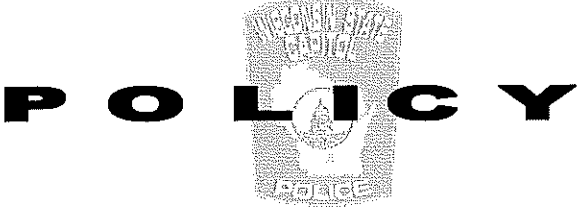
 P O L I C Y	Policy Number: PO-2-200
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Uniforms	Rescinds: 2-200 Uniforms 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/03/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to reflect a professional image and to insure all personnel will maintain a high standard of dress and appearance.

POLICY

Wisconsin State Capitol Police uniformed officers, special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of division uniforms. The Wisconsin State Capitol Police Department will provide uniforms for all employees who are required to wear them.

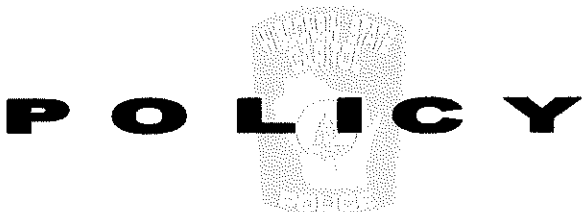
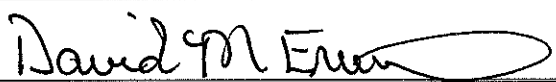
	Policy Number: PO-2-220
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Body Armor	Rescinds: 2-220 Body Armor 8/11/2011
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/03/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

POLICY

It is the policy of the Wisconsin State Capitol Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

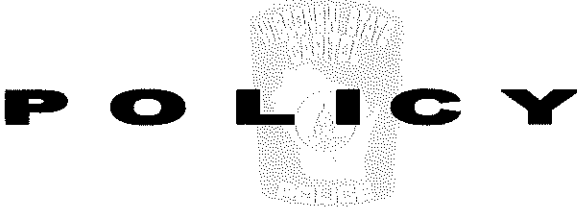
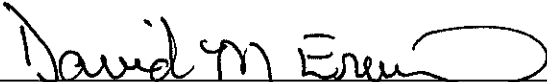
	Policy Number: PO-2-300
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Sick Leave – Light Duty	Rescinds: 2-300 Sick Leave – Light Duty 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/06/17
Signature: 	

PURPOSE

To establish a protocol for a period during which members of the department are authorized to be absent from their regular duties with pay by division rules and policy.

POLICY

It shall be the policy for the Wisconsin State Capitol Police employees to report to work when required, except when authorized leave has been approved. Employees shall follow all policies, and rules when utilizing any leave of absence from the division.

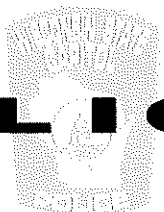
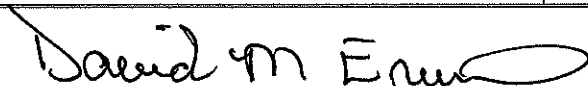
	Policy Number: PO-2-400
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Outside Employment	Rescinds: 2-400 Outside Employment 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/06/17
Signature: 	

PURPOSE

The purpose of this policy is to avoid actual or perceived conflicts of interest for division employees engaging in outside employment.

POLICY

All employees shall initially obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the procedures for this policy.

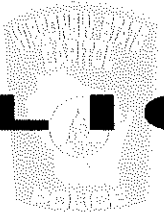
 P O L I C Y	Policy Number: PO-2-500
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: General Rules	Rescinds: 2-500 General Rules 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/06/17
Signature: 	

PURPOSE

The purpose of this policy is outlined and prohibits conduct that undermines the policy, goals, good order and/or efficiency of the department. All employees will familiarize themselves with DOA rules and regulations, Policy and Procedures of the Division, and the laws and regulations of the State of Wisconsin.

POLICY

While on duty employees of the Division shall, at all times preserve the public peace, prevent crimes, detect and arrest violations of the law, protect life and property, and enforce all the criminal laws of the State of Wisconsin. Officers shall report all violations coming to their attention, and they shall not repress, conceal, ignore or distort the facts of any violation.

 P O L I C Y	Policy Number: PO-2-600
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Chain of Command	Rescinds: 2-600 Chain of Command 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/06/17
Signature: <i>David M Erwin</i>	

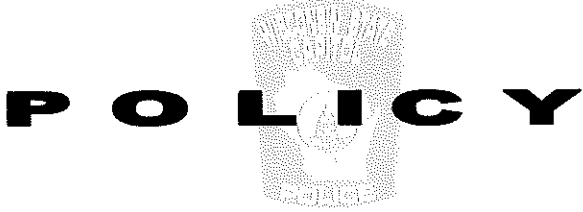

PURPOSE

The Chain of the Command is the line of authority and responsibility which orders are passed within Wisconsin State Capitol Police Department, officers, and other units who either carry out the order personally or transmit it up or down the chain as appropriate.

POLICY

It shall be the policy of the Division of Capitol Police for Officers and other employees of the Division to execute any lawful order given from a Supervisor or Officer/Person in Charge.

Supervisors shall not knowingly permit employees of Wisconsin State Capitol Police to violate any law, division policy or procedure.

 P O L I C E	Policy Number: PO-2-700
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Use of Intoxicants/Controlled Substances	Rescinds: 2-700 Use of Intoxicants/Controlled Substances 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/11/17
Signature: 	

PURPOSE

Employees of the Capitol Police shall follow the rules for use of controlled substances and intoxicants as indicated in this section.

POLICY

No employee shall illegally use or possess a controlled substance. Employees shall not consume intoxicants or controlled substances at any time after reporting for a duty shift or during the duty shift unless appropriate in the performance of an official assignment; in such cases there must be prior approval from the Chief or his designee.

No employee shall report for duty, nor perform any on-duty work with any measurable level of intoxicant, controlled substance or other drug in the body, other than that prescribed by an authorized medical professional or except as authorized above.

In cases of prescribed medications, it shall be the responsibility of the employee to determine from his/her physician that the prescribed medication will not adversely affect the employees on duty performance. He/She will not report for duty when his/her judgment or physical condition is impaired by medication or other substances unless authorized by an authorized medical professional and approved by a Supervisor.

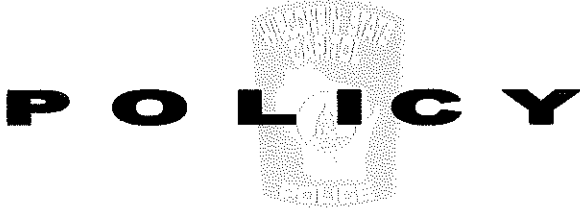
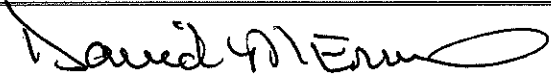
An employee at the request of any superior officer is required to submit to a chemical test of his/her breath, blood or urine for determining the presence of alcohol or controlled substance. The appropriate test(s) shall be determined and administered at the direction of a superior officer.

No off-duty employee shall use or consume any intoxicants or controlled substances when armed with a weapon.

No employee shall use or consume intoxicants or controlled substances in public when they are identifiable by uniform or other clothing bearing the division logo. Trousers are the only uniform item considered unrecognizable.

Employees shall not bring onto or keep any intoxicants or controlled substances on Division premises, except when necessary in the performance of duty or when prescribed by a physician.

Intoxicants/controlled substances shall not be transported in any police vehicle, on duty or off duty, except as necessary in accordance with official duties.

	Policy Number: PO-2-800
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Complaint Review	Rescinds: 2-800 Complaint Review 11/10/2011
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/11/17
Signature: 	

PURPOSE

It is the policy of this division to investigate and properly resolve all complaints of alleged employee misconduct to determine whether the allegations are valid or invalid and to take appropriate action.


POLICY

When an employee is involved in an investigation, they will be required to cooperate fully, answer questions truthfully, and render material and relevant statements to the investigating officer/supervisor.

Supervisors assigned to investigate a complaint against an employee are responsible for conducting a thorough and fair investigation. Supervisors will respect the dignity of all persons involved. Persons making a written complaint will be informed that the written complaint, including their name, maybe subject to public disclosure unless they request in the complaint that their name be kept confidential.

Every employee of the Division has the responsibility to insure that a citizen complaint is received and referred to the appropriate Supervisor.

Investigations against employees and dispositions will be done as promptly as possible.

 P O L I C Y	Policy Number: PO-2-900
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Ride-Along	Rescinds: 2-800 Ride-Along 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/13/17
Signature: <i>David M Erwin</i>	

PURPOSE

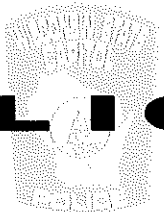
Good community relations are important to the Wisconsin State Capitol Police. A ride-along program provides the opportunity to learn about the Wisconsin State Capitol Police Department and the people we serve. The purpose of allowing citizens to ride with police employees is to add to the knowledge and understanding of the problems and complexities of law enforcement.

POLICY

This policy will apply to all individuals including employees of the Division while off duty, civilian ride-along, interns, students, applicants, state employees while off duty, etc.

Employee participation in the ride-along program will be voluntary. The duration of the ride along should not exceed eight hours. A Supervisor on an individual basis will determine the number of ride-alongs an employee will be allowed to take and the number of passengers.

Employees on probation will not be allowed to participate in the ride along program unless prior approval has been granted from their supervisor.

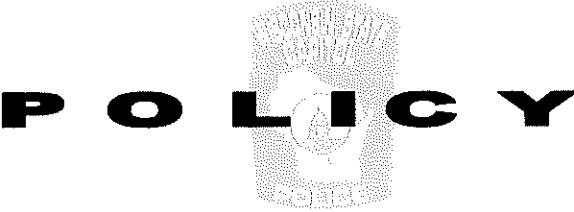
 P O L I C Y	Policy Number: PO-2-1000
	Type of Order: Personnel Issues
	Expiration Date: (n/a if empty)
Subject: Conduct	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 12/28/17
Signature: <i>David M Erwin</i>	

PURPOSE

This policy establishes expectations and standards of conduct that are consistent with the values and mission of the Wisconsin State Capitol Police Department and are expected of its members. The standards contained in Department and Division guidelines are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning member conduct. Members are also subject to provisions contained throughout this manual as well as any additional guidance on conduct that may be disseminated by the Division or the member's supervisors. This policy applies to all employees (full- and part-time), auxiliary officers and volunteers.

POLICY

The continued employment of every employee of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure of any employee to meet the guidelines set forth by the Department or the Division, whether on- or off-duty, may be cause for disciplinary action.

	Policy Number: PO-3-100
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Arrest	Rescinds: 3-100 Arrest 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 01/04/18
Signature: <i>David M Erwin</i>	

PURPOSE

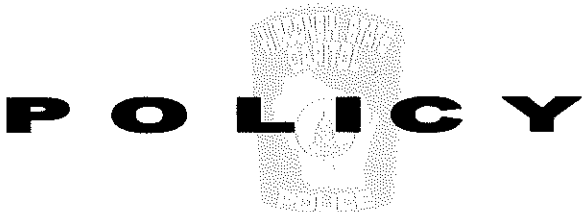
This policy is intended to facilitate the exercise of the authority to arrest in conjunction with the objectives of the Division, needs of the community, and the requirements of the law. Police officers should try to retain community support in the arrest process. He/she should be familiar with community expectations so that laws may be vigorously enforced against serious crimes in response to community needs. In addition, crimes that the community legitimately considers minor should not be rigorously and relentlessly enforced. Alternatives to arrest and incarceration shall be considered whenever the employment of an alternative would facilitate a departmental objective or community need and would not conflict with the law.

POLICY

An officer may arrest a person when:

1. He/she has a warrant commanding that such person be arrested; or
2. He/she believes on reasonable grounds that a warrant for the person's arrest has been issued in this state; or
3. He/she believes on reasonable grounds that a felony warrant for the person's arrest has been issued in another state; or
4. There are reasonable grounds to believe that the person is committing or has committed a crime.

Special Note: An arrested person may not be released until the officer has established his/her identity.


	Policy Number: PO-3-200
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Juvenile	Rescinds: 3-200 Juvenile 12/04/08
By Authority of Chief of Police: David M. Erwin	Date of Issue: 01/04/18
Signature: <i>David M Erwin</i>	

PURPOSE

The intent of this policy is to provide guidelines for police officers with assistance in making discretionary decisions pertaining to juveniles. These guidelines are the policy and procedures set forth to achieve in providing for the well-being and safety of young persons and the community at large.

POLICY

The juvenile process focuses on rehabilitation and correction rather than punishment. Officers will attempt to facilitate these objectives when dealing with juveniles. Officers will apprehend and process juvenile offenders, however, when possible officers should exercise alternative action to custodial disposition of juvenile matters. Juveniles who encounter this agency should be treated with respect and due regard for their constitutional rights.

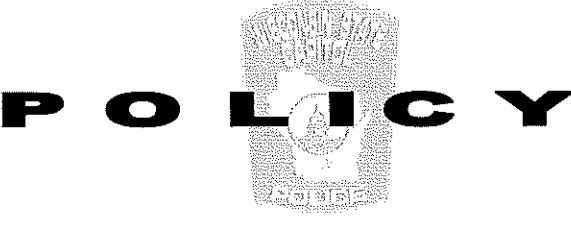

 P O L I C Y	Policy Number: PO-3-300
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Homeless Persons	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 01/04/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Wisconsin State Capitol Police Department recognizes that members of the homeless community are often in need of special protection and services. The Wisconsin State Capitol Police Department will address these needs in balance with the overall mission of this police department. Therefore, officers will consider the following policy when serving the homeless community.

POLICY

It is the policy of the Wisconsin State Capitol Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this police department will not use homelessness solely as a basis for detention or law enforcement action.



	Policy Number: PO-3-310
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Emergency Detention-Mental Illness	Rescinds: 3-310, 3-320 Emergency Detention/Mentally Ill 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/22/18
Signature: 	

PURPOSE

An officer's response to a situation, which involves individuals exhibiting abnormal behavior, should reflect sensitivity toward those individuals while insuring the maximum safety for themselves and others.

POLICY PURPOSE

The Division recognizes that police are not qualified to solve the underlying problems of people who exhibit abnormal behavior; however, officers can learn to recognize it. Whenever possible and appropriate the officer should refer a person exhibiting abnormal behavior to agencies, which can provide them with the professional help they need. Officers should be cognizant of the fact that abnormal behavior does not necessarily constitute illegal behavior. Mentally Ill persons will be treated with respect and with due regard for their Constitutional rights.

 P O L I C E Y	Policy Number: PO-3-330
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Excited Delirium/Drug Induced Psychosis	Rescinds: 3-300 Excited Delirium/Drug Induced Psychosis 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/02/18
Signature: 	

PURPOSE

The purpose of this policy is to inform and provide guidance to employees when dealing with individuals with Excited Delirium.

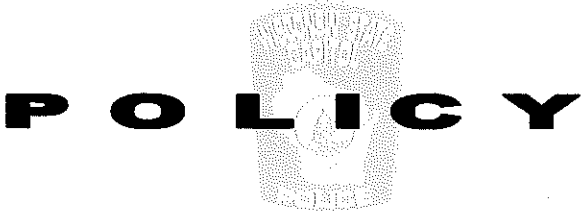

POLICY

Excited Delirium is a medical condition that is usually brought on by stimulant drug abuse or non-compliance with psychiatric medications. A person experiencing Excited Delirium is in a life threatening state and urgently requires medical attention. Excited Delirium is a state of extremely agitated behavior recognized by some of the following:

- Extreme paranoia, delusions of persecution and hallucination
- Incoherent yelling and screaming
- Aggression toward objects, especially glass, and other people
- Disrobing, running and hiding
- Extreme physical strength and violent resistance
- Hyperthermia, causing profuse sweating

These behaviors can be caused by large amounts of adrenalin and other chemicals having been released into the body. The effect of these chemicals on the human body is to constrict the blood vessels in the heart and brain, during a time of high oxygen demand. The risk of sudden death (**restraint asphyxiation**) increases, especially when the subject is restrained in a prone position.

Officers should differentiate between someone exhibiting purely criminal behavior and those having a behavioral illness with criminal features.

	Policy Number: PO-3-400
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Domestic Abuse	Rescinds: 3-400, 3-410 Domestic Abuse 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/06/18
Signature: 	

PURPOSE

The primary purpose of any police department and one of its most critical roles is the physical protection of individuals as well as the protection of society as a whole. This role must have primary consideration in domestic abuse situations.

There are numerous factors in domestic Child or spousal abuse situations, which make it difficult for a victim to take steps to correct or dissolve the "destructive" relationship. The division recognizes the difficulties involved and will initiate efforts not only to be supportive of the "battered" victims in these situations, but also to encourage them to cooperate with the division in prosecuting the offender

POLICY

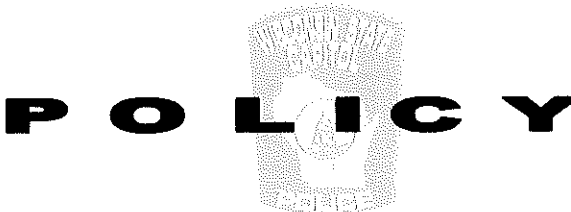
It is the policy of the Wisconsin State Capitol Police to provide a proactive, pro-arrest approach in responding to domestic violence. The primary focus shall be on victim safety. The officer shall attempt to determine the predominant aggressor and arrest him/her.

This division's official response to cases of domestic violence will stress the protection of victim(s), enforcement of the laws, and emphasize the attitude that violent behavior is neither excused nor tolerated. Furthermore, criminal laws will be enforced without regard to the relationship of the parties involved.

In this section, "Domestic Abuse" means any of the following, engaged in by a person over 17 years of age against his or her spouse, former spouse, an adult with whom the person has created a child in common, or against an adult with whom the person resides or formerly resided:

1. Intentional infliction of physical pain, physical injury or illness.
2. Intentional impairment of physical condition.
3. A violation of law amounting to first, second or third degree sexual assault.
4. A physical act or threat that may cause the other person reasonably to fear imminent engagement in the conduct described under law.

The Legislative Intent is that Officers not arrest victims. The Legislative intent is to protect victims from arrest. 2005 Act 104

	Policy Number: PO-3-500
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Intoxicated/Incapacitated Persons	Rescinds: 3-500 Intoxicated/Incapacitated Persons 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 01/18/18
Signature: <i>David M Erwin</i>	

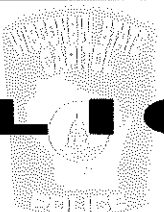
PURPOSE

The Alcohol and Intoxication Act (51.45, Wis. Stats.) authorizes law enforcement officers to appropriately respond to the behavior of intoxicated persons. The authority will assist officers in aiding individuals who are in danger of physical harm or who cannot care for themselves.

POLICY

It is the policy of this division that the authority granted will be applied in a manner consistent with the intent of the Alcoholism and Intoxication Treatment Act and with the objectives of the division.

The police officer's role under 51.45, Wis. Stats., is essentially limited to taking the inebriate home or, where appropriate, taking the individual into protective custody and transporting the person to a treatment facility.

 P O L I C Y	Policy Number: PO-3-600
	Type of Order: Legal
	Expiration Date: (n/a if empty)
Subject: Search and Seizure	Rescinds: 3-600 Search and Seizure 12-4-08
By Authority of Chief of Police: David M. Erwin	Date of Issue: 01/19/18
Signature: <i>David M Erwin</i>	

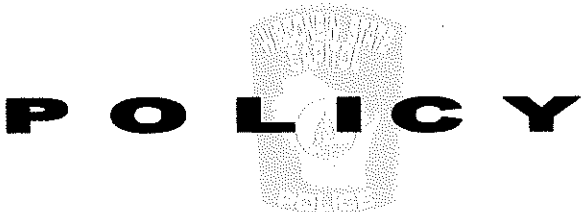

PURPOSE

Both the United States and the Wisconsin Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Wisconsin State Capitol Police Department personnel to consider when dealing with search and seizure issues.

POLICY

It is the policy of the Wisconsin State Capitol Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this division will comply with relevant federal and state law governing the seizure of persons and property.

The Division will provide relevant and current training to officers as guidance for the application of current law as well as local community standards and prosecutorial considerations to specific search and seizure situations as appropriate.

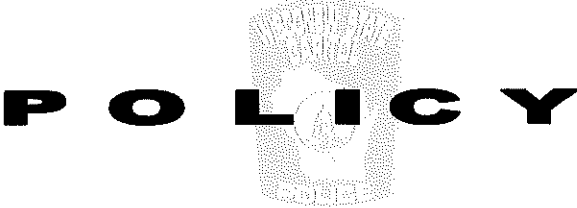

	Policy Number: PO-3-700
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Vehicle Searches and Seizures	Rescinds: 3-700 Vehicle Searches and Seizures 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/19/18
Signature: 	

PURPOSE

Perhaps the best-known exception to the warrant requirement is the automobile exception. It applies to not only automobiles, but also boats, airplanes or any movable vehicle. The policy and procedures will assist officers with the mobility of the automobile, the possibility of moving out of the jurisdiction and justifying a warrantless search.

POLICY

Probable cause is required but proof of exigent circumstances is not. Based on probable cause, an officer may search any place in an automobile that is reasonable to believe the object of a search might be located. This includes searching any container, closed, locked or open. The officer may search any place a judge could give him/her a warrant to search. *(The United States Supreme Court has abolished any distinction between a probable cause search of an automobile and search for a particular object known to be in the automobile. Therefore, whether the investigatory focus is on the automobile in general or on a particular object, the officer may search and seize within the automobile without a warrant.)*

	Policy Number: PR-3-800
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Strip Searches	Rescinds: 3-800 Strip Searches 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/06/18
Signature: 	

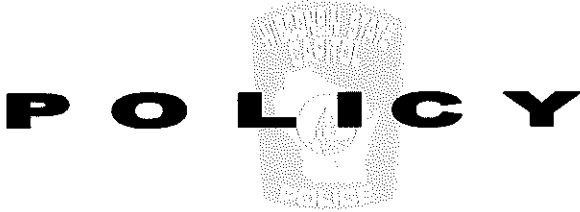
PURPOSE

This policy is to inform and instruct officers with Strip Searches as defined by law and policy.

POLICY

In order to ensure the safety and security of staff and persons arrested, an effective system of searching prisoners is implemented to prevent contraband from entering the jail, to discover the presence of existing contraband, to prevent weapons from entering any police facility, or to detect any injuries to prisoners (vermin infestation, evidence of previous suicide attempts, or needle tracks) while performing a search.

Strip searches of new arrests, probation/parole holds, or other prisoners in custody may be conducted in accordance with 968.255, Wis. Stats. .

	Policy Number: PO-3-900
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Stop and Frisk	Rescinds: 3-900 Stop and Frisk 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/06/18
Signature: <i>David M Erwin</i>	


PURPOSE

The purpose of this policy is to establish guidelines for members of the Wisconsin State Capitol Police in conducting field interrogations, which promote public safety, safeguards the officer from harm, but also restricts invasions of personal rights and privacy to a minimum.

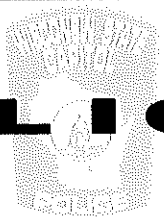
POLICY

In performing their responsibilities, a police officer must often approach individuals who appear to be engaged in activity calling for investigation. Such activities may cover a wide range of situations; in some cases the officer will be preventing or detecting crime; in others they will be providing assistance to persons in need. Depending on the nature of the situation encountered, the police response may at times constitute a "stop" and possibly a "frisk", as defined in this policy. Unless an officer concludes that an arrest should be made, or that a stop is justified, communications with a private citizen should begin with a contact.

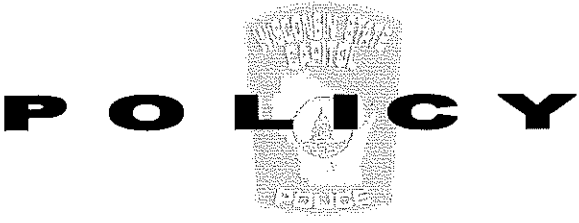

A proper "stop" will not automatically authorize a "frisk." Officers must be able to articulate the "reasonable suspicion" required for a "stop" and separately from the "reasonable fear" required for a "frisk."

 P O L I C Y	Policy Number: PO-3-1000
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Court Procedures Madison	Rescinds:
By Authority of Chief of Police: David M. Erwin	Date of Issue:
Signature:	

There is no Policy for Procedure PR-3-1000

 P O L I C Y	Policy Number: PO-3-1100
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Court Procedures Milwaukee	Rescinds:
By Authority of Chief of Police: David M. Erwin	Date of Issue:
Signature:	

There is no Policy for Procedure PR-3-1100

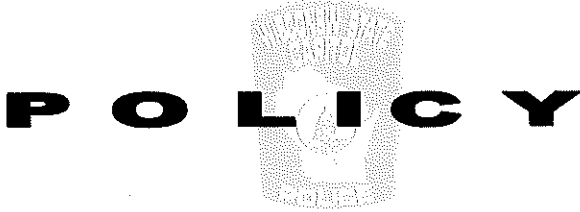
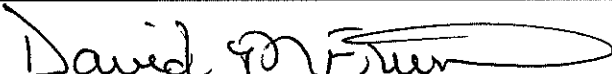
	Policy Number: PO-3-1200
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Subpoena's	Rescinds: 3-1200 Subpoena's 12/04/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/22/18
Signature: 	

PURPOSE

The purpose of a subpoena is to order officers, witnesses, victims, etc. to testify before the courts at a certain time and place.

POLICY

It is the policy of this division for employees of the Wisconsin State Capitol Police to abide by all subpoenas known to employees. If there is a conflict with the court date and time, the person subpoenaed will contact the courts and advise them of the conflict. The courts will decide whether the subpoena stands as is.

	Policy Number: PO-3-1300
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Traffic Law	Rescinds: 3-1300 Traffic Law 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/19/18
Signature: 	

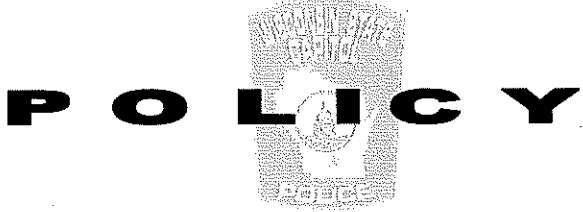

PURPOSE

Traffic laws are enforced to minimize the danger of injury to life and property and to decrease or eliminate violations by educating violators. It is the intent of this policy to insure that traffic laws are enforced consistently and focus efforts upon those violations, which carry with them the greatest probability of causing injury or property damage. By enforcing traffic laws, we help to ensure the safety of employees and visitors to state facilities and the State of Wisconsin.

POLICY

The Division will take enforcement action upon the detection of an illegal and potentially hazardous act without regard for such factors as attitude, intent, or frivolous excuse. Enforcement action may consist of a warning, citation, and application for complaint or physical arrest.

Officers should attempt to make each traffic violation contact an educational experience for the violator and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. Officers should refrain from lecturing or making unprofessional comments to any violator.

	Policy Number: PO-3-1500
	Type of Order: Law and Legal Consideration
	Expiration Date: (n/a if empty)
Subject: Suspect Identification	Rescinds: 1-1500 Suspect Identification 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/22/18
Signature: 	

PURPOSE

The purpose of establishing uniform procedures for identification of suspects is to safeguard innocent persons while insuring guilty persons are arrested and convicted. Police conduct must be reliable, fair, and able to withstand judicial scrutiny. Procedures, which suggest the guilt of a particular suspect, must be avoided in all cases.


POLICY

Police Identification of a Suspect

An officer who has taken an individual into custody will not release the suspect until the officer believes the suspect has been positively identified. The officer shall document the means of identification in writing.

Eyewitness Identification of Suspects

1. The photograph, sketch, or composite drawing of a suspect shall not be deliberately displayed to more than one witness at a time.
2. Witnesses who are part of an identification procedure must not be permitted to state conclusions within earshot of another person who is a witness.
3. Officers must avoid making any statements or gestures to the witness suggesting that the suspect has committed the crime.
4. A complete record of each identification procedure shall be made in writing, including the time, location, the identity of those present, including persons being viewed who are not the suspect. Photographs sound, and video recording devices should be used when practical.



 P O L I C Y	Policy Number: PO-3-1510
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Informants	Rescinds: 3-1510 Informants 4/7/2016
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/13/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to establish guidelines and limits on the use of informants.

POLICY

It is the policy of the Division of the Wisconsin State Capitol Police to utilize sources wishing to remain confidential for gathering information and introducing Wisconsin State Capitol Police employees to those involved in criminal activities in the areas where regular employees are unable to penetrate the criminal underworld. Such informants should be utilized only within fixed limits.

 P O L I C Y	Policy Number: PO-3-1600
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Metal Detectors	Rescinds: 3-1600 Metal Detectors 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/19/18
Signature: 	

PURPOSE

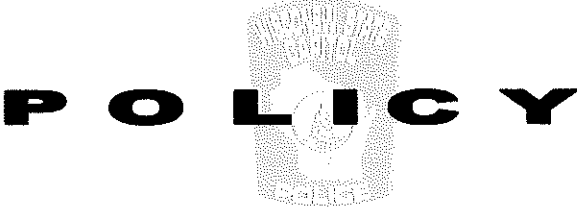

The Department of Administration and the Wisconsin Capitol Police value the safety of all State Employees, legislators, their staff and the citizens whom use and visit the facilities managed by the Department of Administration.

POLICY

The Capitol Police reserves the rights to employ the Metal Tec or similar type metal detector to help secure a safe working environment where and when conditions arise that may have any of the following conditions:

- *A credible threat has been made towards a person, building or event including terrorism.*
- *A controversial speaker/subject matter will be featured.*
- *A request for such equipment has been made by the staff of an event/hearing or speaker with credible threat.*

The Wisconsin State Capitol Police realize that there may be events that fall outside the parameters set above and that due to special circumstances may require use of extra security measures. In such cases, a review will be done to determine whether the Chief of Police (or designated Wisconsin State Capitol Police rep.) and the event coordinator will use the Metal Tec or similar metal detectors.

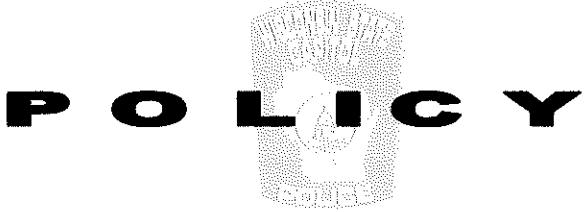
	Policy Number: PR-3-1700
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Off Duty Law Enforcement Actions	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/19/18
Signature: 	

PURPOSE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Wisconsin State Capitol Police Department with respect to taking law enforcement action while off-duty (175.40(6m)(a)(3), Wis. Stats.).

POLICY

Initiating law enforcement action while off-duty is generally discouraged and an officer's authority is limited by the State of Wisconsin. Officers, unless responding to an emergency situation that poses a significant threat to life or bodily harm pursuant to 175.40(6m)(a)1, Wis. Stats., shall not attempt to initiate enforcement action when witnessing non-violent crimes or property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency (175.40(6m), Wis. Stats.).

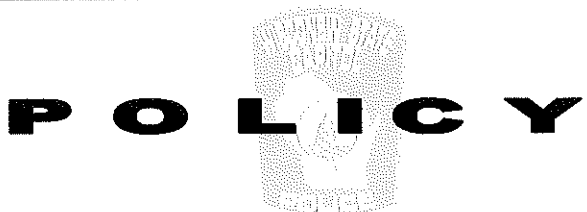
	Policy Number: PO-3-1800
	Type of Order: Law and Legal Considerations
	Expiration Date: (n/a if empty)
Subject: Diplomatic and Consular Contacts	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/21/18
Signature: <i>David M Erwin</i>	

PURPOSE

The Vienna Convention on Consular Relations sets forth certain rights of foreign nationals from member countries when they are arrested, detained or imprisoned by law enforcement officials in this country. This policy provides direction to officers when considering a physical arrest or detention of a foreign national.

POLICY

All Foreign Service personnel shall be treated with respect and courtesy, regardless of the level of established immunity. As noted herein, the United States is a party to several bilateral agreements that obligate authorities to notify the consulate upon the person's detention, regardless of whether the detained person requests that his/her consulate be notified. The list of specific countries that the United States is obligated to notify can be found on the U.S. Department of State (DOS) website, www.travel.state.gov/consularnotification.

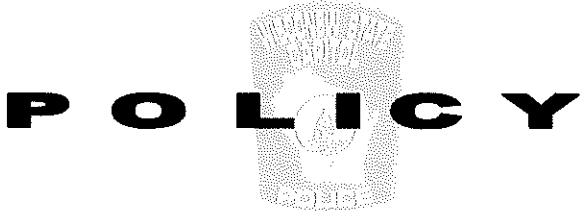
	Policy Number: PO-4-100
	Type of Order: Vehicle Operation
	Expiration Date: (n/a if empty)
Subject: Emergency Vehicle Operation	Rescinds: 4-100 Emergency Vehicle Operations 9/12/2011
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/30/17
Signature: <i>David M Erwin</i>	

PURPOSE

All officers must be cognizant of the fact that a motor vehicle, when improperly operated, is capable of inflicting great injury and damage to persons and property. The purpose of this policy is to give direction to the officer on the requirements and privileges given to them when operating an emergency vehicle.

POLICY

Wisconsin Statutes set forth the requirements for emergency vehicle operation in 346.03(1), Wis. Stats. All officers shall be familiar with the contents of this statute. While officers are entitled to the privileges of that chapter, they are also held responsible for the restrictions placed on them by the statute and are not protected from the consequences of reckless disregard for the safety of others.

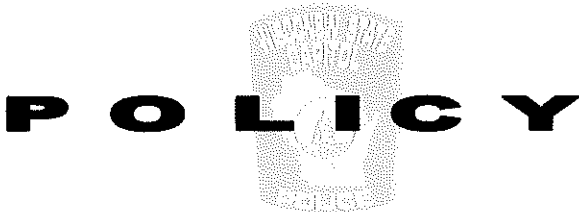
	Policy Number: PO-4-200
	Type of Order: Vehicle Operation
	Expiration Date: (n/a if empty)
Subject: Vehicle Pursuits	Rescinds: 4-200 Vehicle Pursuits 9/12/2011
By Authority of Chief of Police: David M. Erwin	Date of Issue: 08/30/2017
Signature: <i>David M Erwin</i>	

PURPOSE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance. Another purpose of this policy is to minimize the potential for pursuit-related crashes. Vehicle pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers.

POLICY

Officers should balance the safety of the public and themselves against law enforcement's duty to apprehend violators of the law (346.03(6), Wis. Stats.; Wis. Admin. Code LES § 3.07). During the pursuit, constant evaluation of the situation must take place by the officer involved, due to changing conditions.

	Policy Number: PO-4-300
	Type of Order: Vehicle Operation
	Expiration Date: (n/a if empty)
Subject: Conveyances	Rescinds: 4-300 Conveyances 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/26/18
Signature: <i>David M Erwin</i>	

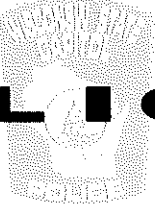

PURPOSE

The purpose of this policy is to ensure the safe transportation of persons in Wisconsin State Capitol Police vehicles.

POLICY

It is the policy of the Division that persons who are not Division employees may be permitted in Division vehicles under limited circumstances, as long as officer and rider safety can be ensured within the guidelines set forth by the Division.

Employees operating any state-owned vehicle shall follow all policies, procedures, and laws.

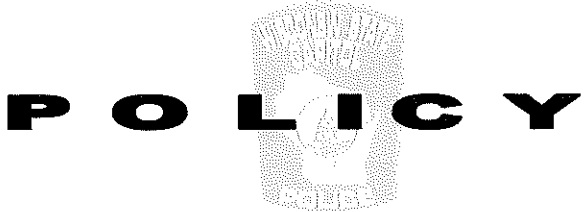
 P O L I C Y	Policy Number: PO-4-400
	Type of Order: Vehicle Operations
	Expiration Date: (n/a if empty)
Subject: Vehicle Escorts	Rescinds: 4-400 Vehicle Escorts 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/26/18
Signature: 	

PURPOSE

Escorts of emergency vehicles are generally discouraged. Officers may stop traffic at intersections or otherwise control the movement of traffic to assist the passage of an emergency vehicle.

POLICY

Officers shall attempt to obtain permission from a supervisor before escorting another emergency vehicle. Supervisors should grant permission only in limited circumstances where the inherent danger of several emergency vehicles traveling in tandem is justified by the need for such an escort. Such circumstances would involve a significant danger to life or serious property damage that could be lessened by such an escort, (i.e. escorting an ambulance with a seriously ill patient that lost all or part of its emergency equipment or is not familiar with the location of the medical facility).

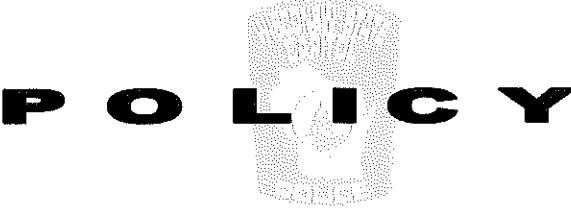
	Policy Number: PO-4-500
	Type of Order: Vehicle Operations
	Expiration Date: (n/a if empty)
Subject: Safety Belts/Restraint Devices	Rescinds: 4-500 Safety Belts/Restraint Devices 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 06/13/17
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose is to promote safety and set a positive example of safety practices.

POLICY

The Wisconsin State Capitol Police employees using state owned vehicles shall use safety belts and/or restraint devices consistent with 347.48, Wis. Stats., unless there are circumstances, in which compliance could endanger the safety of the operator or another.

	Policy Number: PO-4-600
	Type of Order: Vehicle Operations
	Expiration Date: (n/a if empty)
Subject: Road Service	Rescinds: 4-600 Road Service 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/30/17
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose is to provide road service and towing policies that assist the public and honor contractual agreements made through the State of Wisconsin.

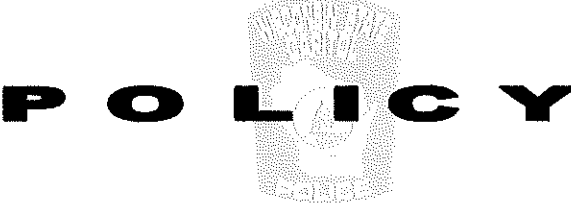
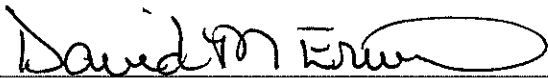
POLICY

Employees shall not recommend nor suggest to any person a particular towing or emergency service, corporation or company.

The Division of Wisconsin State Capitol Police vehicles are not to be used for the purpose of pushing, pulling, or starting other vehicles unless exigent circumstances exist. State owned vehicles would be towed by the company/business contracted through DOA/A.R.I.

Should Wisconsin State Capitol Police vehicle become disabled the dispatcher will be notified to contact the state contracted towing service by going through A.R.I. The vehicle will be moved to a safe location and secured. If possible, contact DOA Fleet Operations for a preferred location.

All weapons, keys, cards, and other items of value will be removed from any police vehicle taken out of service and made safe/cleared, and stored properly.


	Policy Number: PO-4-700
	Type of Order: Vehicle Operation
	Expiration Date: (n/a if empty)
Subject: Road Blocks	Rescinds: 4-700 Road Blocks 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/27/18
Signature: 	

PURPOSE

A roadblock is setup to induce a vehicle to stop is a show of force in hopes that the fleeing driver will realize that he or she cannot escape and will stop and/or surrender.

POLICY

Wisconsin State Capitol Police will use a roadblock in situations that require the stopping of a vehicle that is actively attempting to elude the police. Wisconsin State Capitol Police may also place an object or objects, on the roadway in such a manner as to impede or alter the normal flow of traffic as needed.

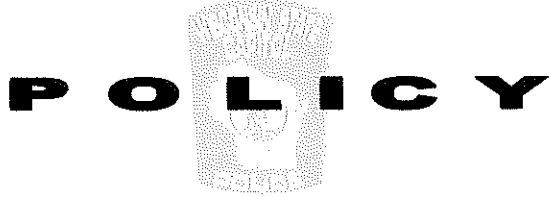
 P O L I C Y	Policy Number: PO-4-800
	Type of Order: Vehicle Operations
	Expiration Date: (n/a if empty)
Subject: Police Bikes	Rescinds: 4-800 Police Bikes 12/4/2008
By Authority of Chief of Police: David M. Erwin	Date of Issue: 10/04/17
Signature: <i>David M Erwin</i>	

PURPOSE

The Division recognizes the value of the bike unit as a positive representation of the Wisconsin State Capitol Police Department to the public. In addition, it provides an alternate means of quick and silent response to disturbances and crimes in progress.

POLICY

The bike unit will be assigned to any areas or functions, which may be deemed advantageous by the on-duty supervisor. All assigned officers are expected to attend any training sessions scheduled for the unit, abide by rules and regulations as outlined by the division.

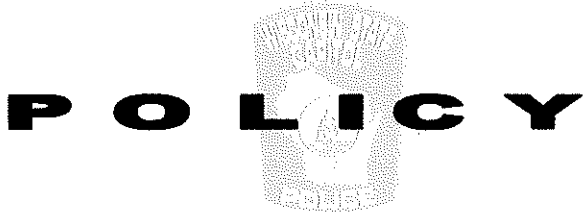

	Policy Number: PO-4-1200
	Type of Order: Transportation and Vehicle Operations
	Expiration Date: (n/a if empty)
Subject: Unmanned Aircraft Systems	Rescinds:
By Authority of Chief of Police: David M. Erwin	Date of Issue: 08/23/2016
Signature: <i>David M Erwin</i>	

Purpose

The purpose of this policy is to establish guidelines for the use of small unmanned aircraft systems (UAS).

Policy

Small Unmanned Aircraft Systems may be utilized to enhance the department's mission of preserving life safety, property preservation, and incident stabilization. The unmanned aircraft system (UAS) may be used as requested by, and in support of State and local public safety agencies throughout the State of Wisconsin, or other locations as approved by the Chief or his/her designee. The unmanned aircraft system (UAS) shall be operated by, or under the supervision of, an FAA certificated Remote Pilot in Command (PIC). Any use of the unmanned aircraft system (UAS) will be in accordance with constitutional and privacy rights, Wisconsin state statute, and FAA regulations in affect at the time of the mission.

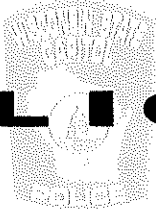
	Policy Number: PO-5-100
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Communications	Rescinds: 5-100 Communications 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/01/18
Signature: 	

PURPOSE

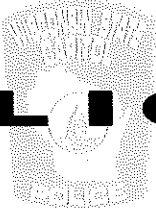
The purpose of a public safety radio system is to dispatch messages and related information pertaining only to the official business of the licensee, to and between its mobile units. The laws of the FCC, DOJ, and the policy and procedures of the Wisconsin State Capitol Police regulate dispatchers and officers.

POLICY

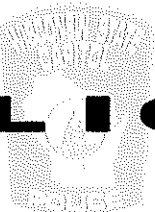
It is the policy of the Wisconsin State Capitol Police for employees to follow all communications procedures to ensure prompt and appropriate actions on the part of both officers and dispatchers.

 P O L I C Y	Policy Number: PO-5-105
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Major Incident Notification	Rescinds:
By Authority of Chief of Police: David M. Erwin	Date of Issue:
Signature:	

There is no Policy for Procedure PR-5-105

 P O L I C Y	Policy Number: PO-5-106
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Firearm Injury Reporting	Rescinds:
By Authority of Chief of Police: David M. Erwin	Date of Issue:
Signature:	

There is no Policy for Procedure PR-5-106

 P O L I C Y	Policy Number: PO-5-110
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Watch Commander	Rescinds: 5-110 Watch Commander 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/01/18
Signature: <i>David M Erwin</i>	

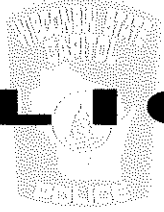

PURPOSE

The purpose of this report is to make sure that all division employees are aware of the events that have taken place before the start of their shift and those that have an effect on the operation of their current shift.

POLICY

A watch commander's report will be distributed to assure timely communication of shift events.

Watch Commander

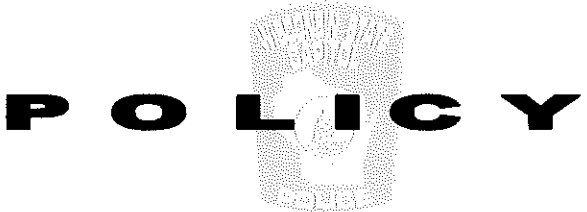
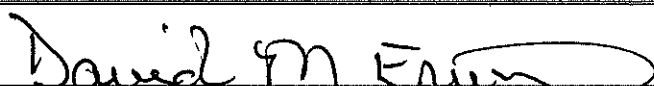
 P O L I C E	Policy Number: PO-5-200
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Cell Phones	Rescinds: 5-200 Cell Phones 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/01/18
Signature: 	

PURPOSE

The purpose of this policy is to enhance communications with the use of cell phones during the performance of one's duties. With the advent of cellular telephones service, mobile telephones have become a common tool for communications in today's society. Mobile telephones provide more privacy and security than are afforded by existing two-way radio communications. Cellular phones can, however, be monitored with available radio scanners.

POLICY

State owned mobile phones for both incoming and outgoing telephone calls should be used only for Division business. The use of the cellular telephone for lengthy telephone calls should be avoided whenever possible. Cellular telephones should not be used in circumstances where normal radio communications or landline telephones are an appropriate means of communication. Employees who are assigned cell phones shall normally have them on, and answer incoming calls while working.

	Policy Number: PO-5-300
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Internet and Email	Rescinds: 5-300 Internet and Email 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/06/18
Signature: 	

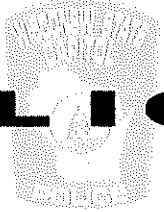
PURPOSE

The Internet and e-mail have emerged as valuable and cost-effective tools for DOA employees. However, press reports and court cases from around the country underscore the fact that these technologies can also pose potential problems for both employers and individual employees. DOA's Internet and E-Mail Usage Policy is designed to encourage the appropriate use of the Internet and e-mail, while also minimizing risks.

POLICY

All DOA employees should use common sense when they use the department's Internet or e-mail facilities. While the Division has the ability to monitor Internet usage, we do not do so routinely. Our employees are trusted colleagues and are expected to use all business tools appropriately. However, if an instance of abuse of Internet access becomes evident, active monitoring might be needed. The department will comply with reasonable requests from law enforcement and regulatory agencies for access to logs, diaries, archives and other records regarding any employee's e-mail or Internet activities. All employees using Internet and e-mail resources are also reminded that the department's Internet and e-mail files may be subject to disclosure under the state's public records law.

The department may install filters to block access to inappropriate Internet sites. However, the fact that access to a site is not blocked does not necessarily mean that it is an appropriate site to use.

 P O L I C Y	Policy Number: PO-5-400
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: Mobile Data Communication System	Rescinds: 5-400 Mobile Data Communication System 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/06/18
Signature: <i>David M Erwin</i>	

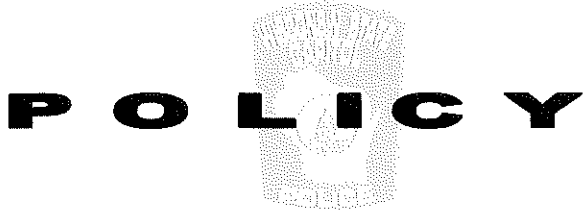
PURPOSE

The use of an MDC/Laptop is an extension of the State TIME system and the State Patrol Mobile Data Computer Network. The messages received on the MDC are provided for law enforcement purposes. MDC users should guard against the unintentional or improper dissemination of information and messages received on the MDC. The MDC is another tool used by law enforcement and the purpose of the policy is to provide the guidelines for the MDC usage.

POLICY

The loading or installing of unauthorized programs on state owned Capitol Police Mobile Data Computers is prohibited, except when authorized and installed by the MDCN Administrator. Any configuration changes will be authorized and or accomplished by the MDCN Administrator. Unauthorized computers or other devices shall not be used with MDC ports/connections, etc.

While the information received on the MDC is often confidential, messages and other traffic may fall under the open records law and be available to defendants or the public under either discovery or the open records provisions of state statutes.

	Policy Number: PO-5-500
	Type of Order: Communications
	Expiration Date: (n/a if empty)
Subject: TIME System	Rescinds: 5-500 TIME System 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/30/17
Signature: <i>David M Erwin</i>	

PURPOSE

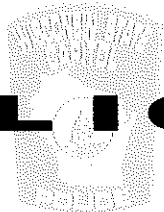
The rapid and efficient exchange of information between law enforcement agencies has long been recognized as one of the major necessary elements of crime control and apprehension. **The Transaction Information for the Management of Enforcement (TIME)** provides a central system for the collection and dissemination of information of mutual concern to law enforcement agencies. Portions of information from the TIME System are maintained solely for reasons of officer safety.

In addition to rapid and efficient exchange of information, it is also essential that the information exchanged be accurate and complete. The TIME System is a central repository for information submitted by its contributors, who are responsible for the information entered, updated and cancelled. Each agency providing access to its files is solely responsible for the information contained therein.

POLICY

All employees of the State Capitol Police using the TIME System will be trained and certified. Division employees shall follow the appropriate guidelines, rules and regulations pertaining to the TIME system as outlined in the Wisconsin Department of Justice TIME System Manual

The Crime Information Bureau TIME System Control Center will monitor system discipline as it pertains to the use of the data files and authorized law enforcement messages. Any and all uses made of the TIME System must relate to and involve only "official business". Personal use of the system is strictly prohibited.

 P O L I C Y	Policy Number: PO-6-100
	Type of Order: Evidence and Property
	Expiration Date: (n/a if empty)
Subject: Evidence Processing	Rescinds: 6-1-100 Processing Evidence 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/26/18
Signature: <i>David M Erwin</i>	

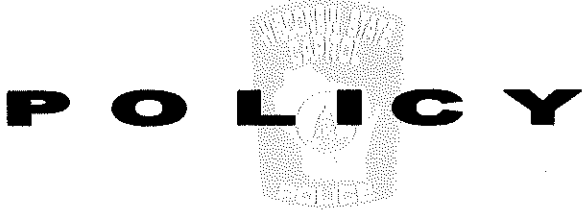
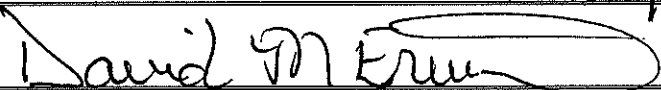
PURPOSE

The purpose of this policy provides guidelines and methods of collecting, transporting, and disposing of evidence in the custody of the Wisconsin State Capitol Police.

POLICY

It is the policy of the Division to respect the property of others that is collected as evidence by the division, particularly by protecting the value and usefulness of property in the custody of the department.

Evidence seized by the department shall be returned to its rightful owner as soon as it is apparent that it will be of no use in any court action, including appeals and Habeas Corpus proceedings, except if possession of that evidentiary property is illegal contraband. The identity of all officers involved in the collection, transportation or disposition of any evidence shall be documented in the police report describing each officer's involvement in the evidence chain.

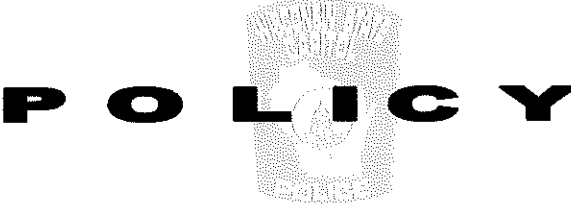

	Policy Number: PO-6-200
	Type of Order: Evidence and Property
	Expiration Date: (n/a if empty)
Subject: Non-Evidentiary	Rescinds: 6-200 Non-Evidentiary 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/26/18
Signature: 	

PURPOSE

The purpose of the policy is to provide guidelines for handling of all property with no evidentiary value. This includes the following types of property; lost, found, abandoned, prisoner and safekeeping property. This policy excludes vehicles. (See policy 6-300 Vehicles - Seizures & Removals).

POLICY

Officers and dispatchers shall follow the procedures outlined below when handling non-evidentiary property, so that it is properly inventoried, packaged, and stored. The Property Officer will be responsible for the disposition of such property. Perishable items may be photographed and discarded.

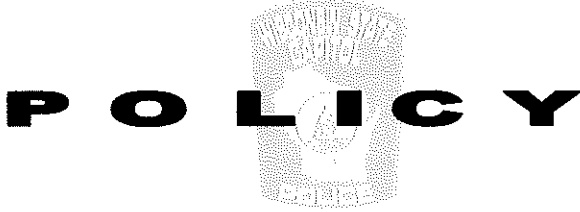

	Policy Number: PO-6-300
	Type of Order: Evidence and Property
	Expiration Date: (n/a if empty)
Subject: Vehicle (seizure and removals)	Rescinds: 6-300 Vehicle(seizure and removals) 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/26/18
Signature: 	

PURPOSE

The disposition of vehicles in law enforcement is an important aspect of many incidents. The purpose of the "Vehicle Policy" is to identify the proper disposition and handling of motor vehicles belonging to persons in a variety of situations and/or circumstances involving law enforcement action.

POLICY

Officers will follow state law and the procedures of the Division when processing seized vehicles as evidence, forfeitures, prisoner's property, traffic or parking removals, and abandoned vehicles.

	Policy Number: PO-6-400
	Type of Order: Evidence and Property
	Expiration Date: (n/a if empty)
Subject: Disposition of Property	Rescinds: 6-400 Disposition of Property 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/26/18
Signature: 	

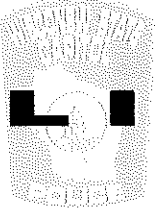
PURPOSE

The purpose is to abide by statutory requirements regarding property in possession of the Wisconsin State Capitol Police Department.

POLICY

Wisconsin State Capitol Police will abide by Wisconsin State Statutes when disposing of property coming into the possession of the Division.

Wisconsin State Statute 20.909 Lost or abandoned property. Except as provided in 170.12, Wis. Stats., any personal property lost or abandoned in any building or on any lands belonging to the state and unclaimed for a period of 60 days may be returned to the person finding the same or may be sold at private or public sale by the state agency having charge of the place where such personal property is found. All receipts from such sales, after deducting the necessary expenses of keeping such property and selling the same, shall be paid promptly into the state treasury and credited to the school fund.

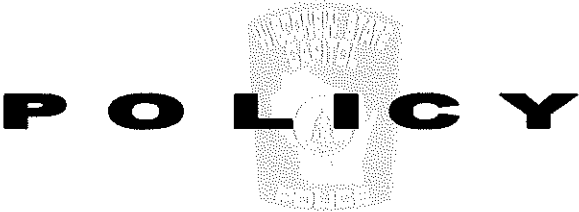
 P O L I C Y	Policy Number: PO-6-500
	Type of Order: Evidence and Property
	Expiration Date: (n/a if empty)
Subject: Recording Equipment	Rescinds: 6-500 Mobile Recording Equipment 2/20/2003
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to provide officers with guidelines for the use of visual and audio recording equipment.

POLICY

Recording equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses, search and rescue, security, safety monitoring/documentation, evaluation of officer performance as well as in training. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for recording equipment use. Recording equipment is not intended to normally be used as a monitoring system of day to day operations.

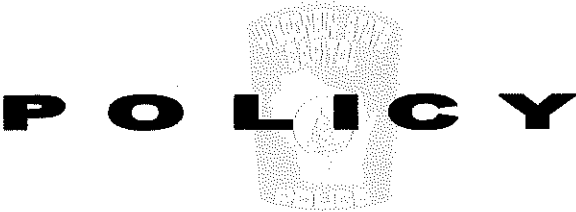
	Policy Number: PO-6-600
	Type of Order: Evidence and Property
	Expiration Date: (n/a if empty)
Subject: Computers and Digital Evidence	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 03/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information. This policy also establishes procedures for the preservation and storage of digital evidence.

POLICY

The collection, preservation, transportation and storage of computers and related equipment requires specialized training and handling to preserve its value as evidence. If it is anticipated that computer evidence or equipment will be seized, officers should request that certified computer forensic examiners assist in seizing computers and related evidence. Officers should be aware of the potential to destroy information through careless or improper handling and should utilize the most knowledgeable resources available. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

	Policy Number: PO-7-100
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Emergency Procedures	Rescinds: 7-100 Emergency Procedures 03/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 07/20/17
Signature: <i>David M Erwin</i>	

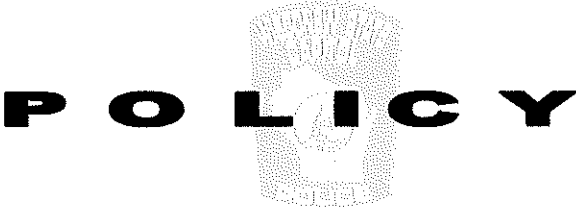
PURPOSE

The purpose is to provide guidelines to officers, dispatchers and other employees of the State Capitol Police Division in the event of a significant emergency.

POLICY

In dealing with significant emergencies (i.e. bomb threats, snipers, barricaded persons, or hostage situations, pulse less non-breathers, life threatening injuries, etc.) the following objectives are primary goals:

- Life Safety
- Incident Stabilization
- Property Preservation

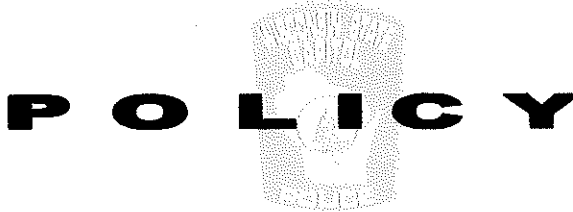
	Policy Number: PO-7-200
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Persons with Weapons/Gunshots/Stabbing Guidelines	Rescinds: 7-200 Persons with Weapons/Gunshots/Stabbing Guidelines 03/05/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 08/02/2017
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to provide guidelines take a safe tactical approach for officers, gather information, and take action in a high-risk incident.

POLICY

This policy contains guidelines to responding to weapon calls, stabbings, or similar events. It does not preclude a rapid response for other significant incidents. The circumstances of the incident may dictate police action taken.

	Policy Number: PO-7-210
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Rapid Response	Rescinds: 7-210 Rapid Response 03/05/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 08/15/17
Signature: <i>David M Erwin</i>	

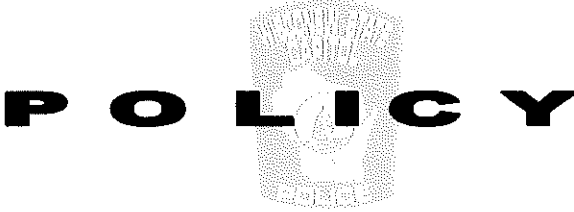
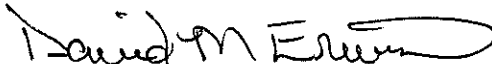
PURPOSE

This policy provides initial responding officers to active shooting and similar deadly force incidents, as herein defined, with protocols for assessing the threat and performing rapid intervention tactics to limit serious injury or loss of life.

POLICY

It is the policy of the Wisconsin State Capitol Police Department to:

- Expediently take action to stop active shooters using all lawful and necessary means.
- Evacuate all living persons from the scene of the active shooting incident when the suspect(s) are no longer a threat or when additional resources are available during an ongoing active shooter event.
- Conduct an investigation into the circumstances surrounding the active shooting incident.

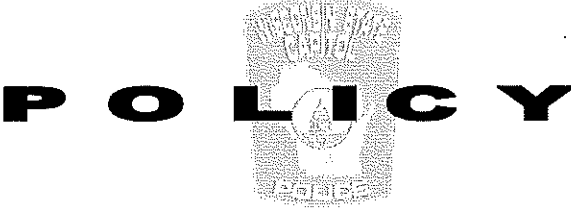
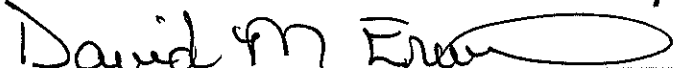
	Policy Number: PO-7-301
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Response to Suicidal – Homicidal Bomb Threats	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 10/04/17
Signature: 	

PURPOSE

The purpose of the policy is to provide guidelines for response to a Suicidal – Homicidal Bomb threat.

POLICY

It is the Division’s policy to respond promptly to Suicidal – Homicidal Bomb threat calls without jeopardizing the safety of people, to render aid, and protect persons and property.

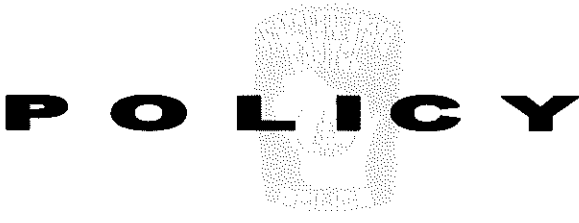
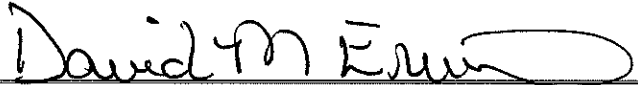
	Policy Number: PO-7-400
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Death Investigations	Rescinds: 7-400 Death Investigations 3-5-09
By Authority of Chief of Police: David M. Erwin	Date of Issue: 05/22/18
Signature: 	

PURPOSE

The investigations of cases involving death include those ranging from natural causes to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The importance of a thorough death investigation cannot be emphasized enough.

POLICY

Death investigations shall be conducted pursuant to Chapter 979 of the Wisconsin State Statutes. The Wisconsin State Capitol Police will work in conjunction with other resources as needed. The dispatcher/officer will immediately notify the officer in charge, Sergeant, Lieutenant, Captain, Deputy Chief and/or Chief.

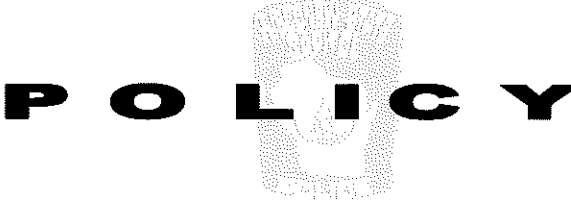
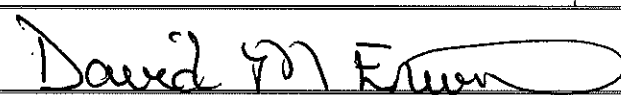
	Policy Number: PO-7-500
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Suicide	Rescinds: 7-500 Suicide 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/04/18
Signature: 	

PURPOSE

The purpose of the policy is to provide guidelines for a suicidal call.

POLICY

Suicide can be complicated with unknown extenuating circumstances that may require a tactical response, hazmat, less lethal use of force and the need for outside resources such as a Negotiator, Coroner or other agencies. The Capitol Police will work in conjunction with other resources as needed.

	Policy Number: PO-7-600
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Battery	Rescinds: 7-600 Battery 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/04/18
Signature: 	

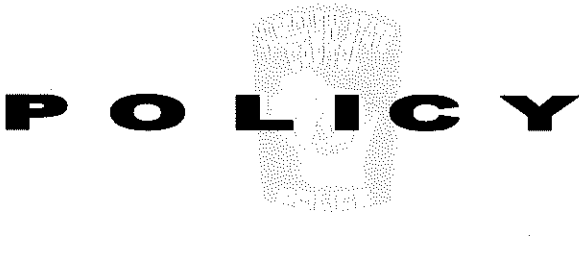
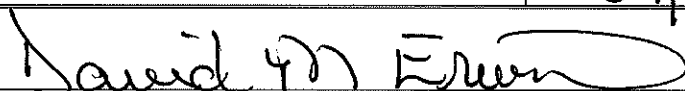
PURPOSE

The purpose of the policy is to provide guidelines for a battery to person call.

POLICY

The Capitol Police will work in conjunction with other resources as needed when responding to a battery call and shall follow all applicable state statues. There may be unknown extenuating circumstances that need to be employed such as a tactical response, medical response, hazmat, less lethal use of force, etc. The incident may require outside resources such as a Crime Scene Investigator, Shelters, Medical/Hospital, Coroner or other agencies.

Other policies, procedures and statues may be applicable during the investigation and should be followed.

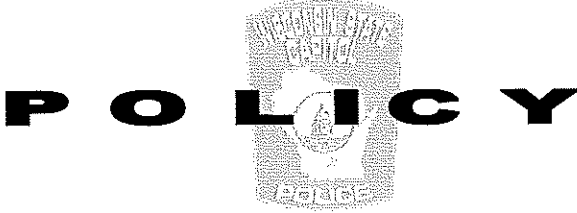
	Policy Number: PO-7-700
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Hold up Alarms	Rescinds: 7-700 Hold up Alarms 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/04/18
Signature: 	

PURPOSE

The purpose of the policy is to provide guidelines for a “hold up” or robbery alarm. A robbery alarm may be silent, audible, or reported by a person.

POLICY

It is the Division’s policy to respond promptly to alarms without jeopardizing the safety of people, to render aid, and protect persons and property.


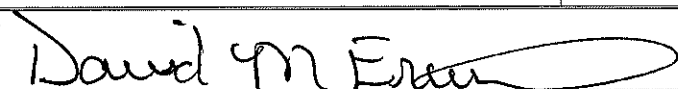
	Policy Number: PO-7-800
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Robbery	Rescinds: 7-800 Robbery 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of the policy is to provide guidelines for a robbery call.

POLICY

It is the Division's policy to respond promptly to alarms/robbery calls without jeopardizing the safety of people, to render aid, and protect persons and property.

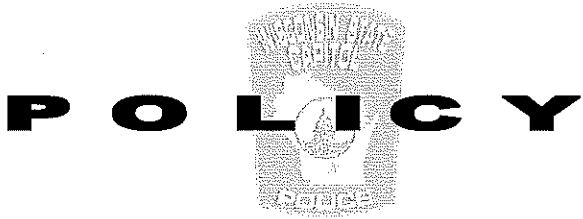
 P O L I C Y	Policy Number: PO-7-900
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Duress Alarms	Rescinds: 7-900 Duress Alarms 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: 	

PURPOSE

The purpose of the policy is to provide guidelines for a duress alarms received through the Wisconsin State Capitol Police Communications Center. The Wisconsin State Capitol Police receives and responds to a wide variety of duress alarms from various state agencies. The intent of duress alarms is to protect persons and property by a quick and effective response to requests for assistance initiated in a covert manner.

POLICY

It is the Division's policy to respond promptly to alarms without jeopardizing the safety of people, to render aid, and protect persons and property.



	Policy Number: PO-7-1000
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Fire Alarms	Rescinds: 7-1000 Fire Alarms 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of the policy is to provide guidelines for fire alarms received through the Capitol Police Communications Center. The Capitol Police receives and responds to a wide variety of fire alarms from various state agencies. The intent of fire alarms is to protect persons and property by a quick and effective response to requests for assistance.

POLICY

It is the Division's policy to respond promptly to fire alarms without jeopardizing the safety of people, to render aid, and protect persons and property.

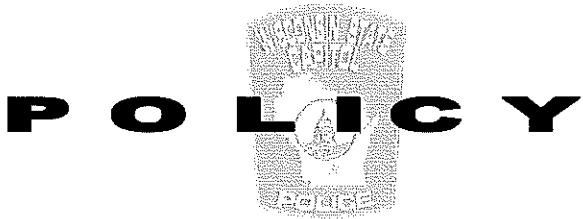
 P O L I C Y	Policy Number: PO-7-1100
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Security Alarms	Rescinds: 7-1100 Security Alarms 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: 	

PURPOSE

The purpose of the policy is to provide guidelines for security alarms received through the Wisconsin State Capitol Police Communications Center. The Wisconsin State Capitol Police receives and responds to a wide variety of security alarms from various state agencies. The intent of security alarms is to protect persons and property by a quick and effective response and ensure the security and contents of state office buildings.

POLICY

It is the Division's policy to respond promptly to security alarms without jeopardizing the safety of people, to render aid, and protect persons and property.

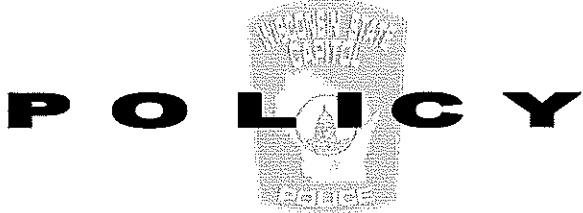
	Policy Number: PO-7-1200
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Elevator Alarm	Rescinds: 7-1200 Elevator Alarm 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of the policy is to provide guidelines for elevator alarms received through the Wisconsin State Capitol Police Communications Center. The Wisconsin State Capitol Police receives and responds to elevator alarms from various state agencies. The intent of elevator alarm is to protect persons and property by a quick and effective response and ensure the safety of person(s) who may be extricated from an elevator.

POLICY

It is the Division's policy to respond promptly to elevator alarms without jeopardizing the safety of people, to render aid, and protect persons and property.


	Policy Number: PO-7-1300
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Environmental Alarms	Rescinds: 7-1300 Environmental Alarms 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of the policy is to provide guidelines for environmental alarms received through the Capitol Police Communications Center. The Capitol Police receives and responds to environmental alarms from various state agencies. The intent of alarm is to protect persons and property by a quick and effective response and ensure the safety of persons and state office buildings.

POLICY

It is the Division's policy to respond promptly to environmental alarms without jeopardizing the safety of people, to render aid, and protect persons and property.


 P O L I C E	Policy Number: PO-7-1400
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Demonstrations and Assemblies	Rescinds: 7-1400 Demonstrations and Assemblies 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The vitality and permanence of our national institutions depend upon the free expression and demonstration of ideas and the protection of that right even if the ideas are bitterly unpopular. The basic police function as it pertains to demonstrations or assemblies is to protect the first amendment rights. This includes free speech, to peaceably assemble and to petition the government and at the same time protect the rights of the public to free movement, privacy and freedom from violence; to prevent the eruption of violence and to take whatever action may be necessary to protect lives and property and to maintain the public peace. This Division, while closely guarding the first amendment to the constitution, must also assure that governmental institutions can continue to function.

POLICY

The position of the Division and of all Division personnel with regard to demonstrations and assemblies will be one of complete impartiality. Actions of officers taken to diffuse the potential for violence will not be defined as a display of partiality. Officers shall make no public statement while on duty that reflects preference to the issue(s) concerning the demonstration or assembly.


 P O L I C Y	Policy Number: PO-7-1500
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Blood Borne	Rescinds: 7-1500 Blood Borne 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose is to provide a policy of the Wisconsin State Capitol Police regarding significant exposure to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and other Blood Borne pathogens in the occupational setting.

POLICY

The Capitol Police shall follow procedures to protect themselves and the public from exposure to Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and other Blood Borne pathogens in the occupational setting. This includes contact, cleanup/disposal, definition of a significant exposure and follow-up procedures


 P O L I C Y	Policy Number: PO-7-1600
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Special Events	Rescinds: 7-1600 Special Events 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to standardize the way the Wisconsin State Capitol Police plan, prepare and debrief a special event.

POLICY

Our goal is to provide for the safety and security of the people of the State of Wisconsin. Special Events provide for the ability of groups and individuals an outlet in which to engage in their chosen interests. Our obligation is to facilitate for these persons a climate to express these opinions, agendas and interests in a way that provides for the safety and security of all persons involved. It is also critical for state governmental operations to continue during this time. Treating everyone with respect and dignity is of utmost importance and is at the core of our organizational beliefs.

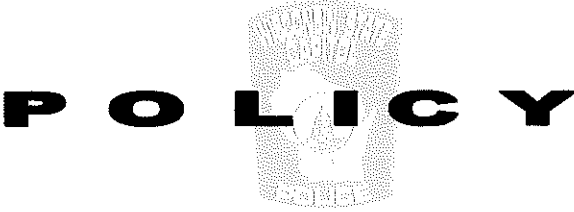
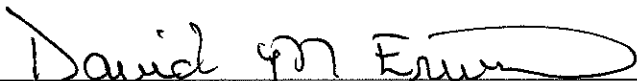
 P O L I C Y	Policy Number: PO-7-1700
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Public Recording of LE Activity	Rescinds: New
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this police department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

POLICY

The Wisconsin State Capitol Police Department recognizes the right of persons to lawfully record members of this police department who are performing their official duties. Members of this police department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

	Policy Number: PO-8-100
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Use of Force	Rescinds: 8-100 Use of Force 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 08/15/17
Signature: 	

PURPOSE

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, members of this department are expected to use these guidelines to make such decisions.

POLICY

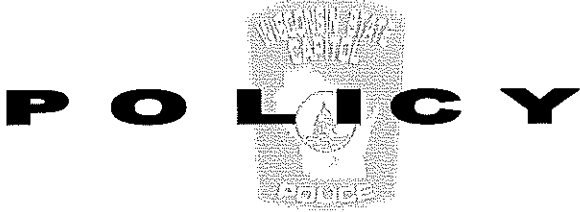
Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their law enforcement duties in a professional, impartial and reasonable manner.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Division recognizes and respects the value of all human life and dignity without prejudice to anyone. Officers are given the authority to use reasonable force and to protect the public welfare which requires monitoring, evaluation and a careful balancing of all interests.

REVIEW

This policy shall be made available to the public at no charge upon request (66.0511(2), Wis. Stats.).

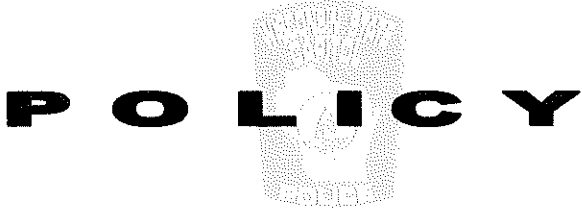
	Policy Number: PO-8-102
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Control Devices and Techniques	Rescinds: 8-600 Less Than Lethal and Non-Lethal Weapons 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 04/26/18
Signature: <i>David M Erwin</i>	

PURPOSE

To provide guidelines for the use and maintenance of control devices.

POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Wisconsin State Capitol Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy (PO-8-102).

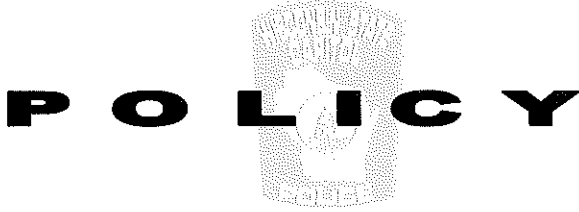
	Policy Number: PO-8-200
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Conducted Energy Devices	Rescinds: 8-700 Electronic Control Devices 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 06/27/2017
Signature: <i>David M Erwin</i>	

PURPOSE

This policy provides guidelines for the issuance and use of TASER® devices.

POLICY

The TASER device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

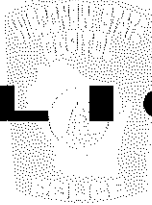
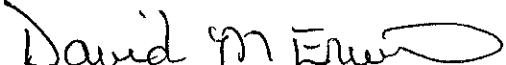
	Policy Number: PO-8-300
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Officer-Involved Death	Rescinds: 8-300 Investigation of the Use of Deadly Force 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 07/10/2017
Signature: <i>David M Erwin</i>	

PURPOSE

The purpose of this policy is to ensure that unbiased investigations are conducted in a manner that has been approved by the State of Wisconsin.

POLICY

All officer involved deaths shall be investigated in a fair and impartial manner and follow all applicable state requirements for such investigations.

 P O L I C Y	Policy Number: PO-8-301
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Use of Force Review Boards	Rescinds: 8-300 Investigation of the Use of Deadly Force 3/5/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 07/10/2017
Signature: 	

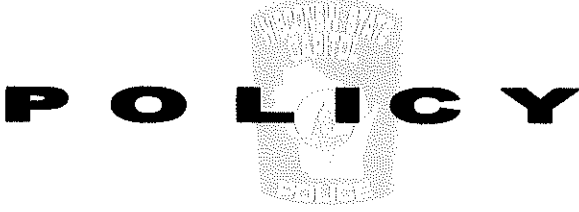

PURPOSE

This policy establishes a process for the Wisconsin State Capitol Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having authority over the investigation or evaluation of the use of deadly force.

POLICY

The Wisconsin State Capitol Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy

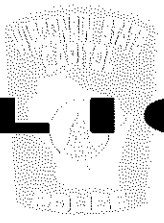
	Policy Number: PO-8-400
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Firearms and Qualification	Rescinds: 8-400 Weapons Policy 9/4/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 02/26/18
Signature: 	

PURPOSE

This policy establishes procedures for the acquisition, use and documentation of training in the use of duty firearms.

POLICY

The Chief of Police or the authorized designee shall approve all duty firearms before they are acquired and utilized by any member of the Wisconsin State Capitol Police Department. All members of the Wisconsin State Capitol Police Department shall meet this police department's procedures in the use, care and training of duty firearms and approved personal firearms.

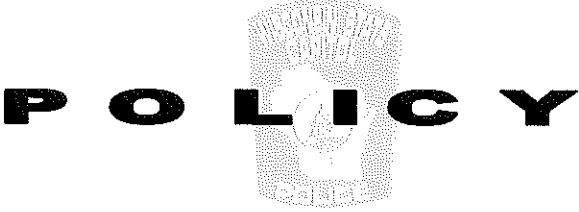
 P O L I C Y	Policy Number: PO-8-500
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Patrol Rifles	Rescinds: 8-400 Weapons Policy 9/4/2009
By Authority of Chief of Police: David M. Erwin	Date of Issue: 07/10/2017
Signature: <i>David M Erwin</i>	

PURPOSE

To more effectively and accurately address the increasing level of firepower and body armor utilized by criminal suspects, the Wisconsin State Capitol Police Department will make patrol rifles available to officers.

POLICY

Wisconsin State Capitol Police will make patrol rifles available to qualified officers as an additional and more immediate tactical resource. Officers shall use, maintain, train and deploy these rifles as needed to meet the potential or immediate threat. Officers may utilize their own rifles that meet the requirements of the division and the officers have meet all qualifying standards required for personal rifles.

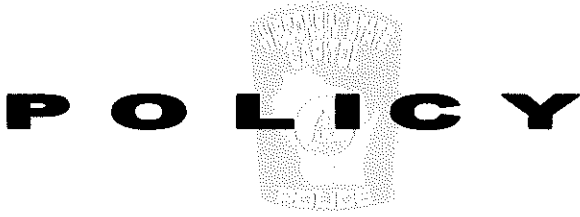
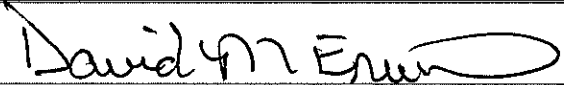
	Policy Number: PO-8-600
	Type of Order: Use of Force
	Expiration Date: (n/a if empty)
Subject: Handcuffing and Restraints	Rescinds: 8-600 Use of Force 12/1/2005
By Authority of Chief of Police: David M. Erwin	Date of Issue: 07/10/2017
Signature: <i>David M Erwin</i>	

PURPOSE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

POLICY

The Wisconsin State Capitol Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and Division of Capitol Police training. Restraint devices shall not be used to punish, to display authority or as a show of force.

	Policy Number: PO-8-800
	Type of Order: Enforcement Guidelines
	Expiration Date: (n/a if empty)
Subject: Transport and Use of Canines	Rescinds: 8-800 K9 Policy 9/6/2016
By Authority of Chief of Police: David M. Erwin	Date of Issue: 07/10/2017
Signature: 	

PURPOSE

To define the procedures for allowing a state-owned canine to accompany a Wisconsin State Capitol Police Officer while on duty, and for transporting canines in state owned vehicles.

POLICY

While on duty, officers may be authorized to use a K9 that has demonstrated proficiency to augment a specific law enforcement work related task, and to transport dogs in state owned vehicles in accordance with procedures and conditions of this policy