



SECTION: ADMINISTRATION

TITLE: Mission, Values, and Empowerment

REVISED: January 14, 2016

CALEA Standards:

PURPOSE: To state the overriding purpose for the existence of the Madison Police Department from which work plans, goals, and objectives may be defined.

POLICY: The Madison Police Department shall make its mission statement and values known to all stakeholders of the City of Madison, while empowering employees to act of their own initiative within guidelines and spirit of our mission and values.

SCOPE: This policy is applicable to all Department personnel.

RESPONSIBILITY: It shall be the responsibility of all sworn and non-sworn personnel to familiarize themselves with and comply with this written directive.

I. Mission

The Madison City Police Department is dedicated to protecting and serving our citizens to the highest standards attainable. Our goal is to enhance the quality of life of every citizen through professional police services.

II. Values

- A. The core values of the Madison Police Department are as follows:
 - 1. Rigorous obedience to the Constitution of the United States
 - 2. Respect for the dignity of all those we protect and serve
 - 3. Compassion
 - 4. Fairness
 - 5. **Uncompromising personal and institutional integrity**

III. Empowerment

- A. Is it the right thing for the community?
- B. Is it the right thing for the Madison Police Department?
- C. Is it ethical and legal?
- D. Is it something you are willing to be accountable for?
- E. Is it consistent with the Madison Police Department’s values and policies?
- F. If the answer to all of these questions is “yes”, don’t ask permission – do it.



SECTION: ADMINISTRATION

TITLE: Code of Ethics

REVISED: October 15, 2015

CALEA Standards: 1.1.2

PURPOSE: To make all sworn officers, public safety communicators and civilian employees aware of the codes of ethics that establish the basis for the general conduct expected of representatives of the Madison Police Department.

POLICY: All representatives of the Madison Police Department are expected to be familiar with and comply with the Code of Ethics adopted by this policy.

SCOPE: This policy is applicable to all employees of the Madison Police Department.

RESPONSIBILITY: It shall be the responsibility of all Department personnel to familiarize themselves with and adhere to this written directive.

I. Ethics:

The branch of philosophy dealing with values relating to human conduct, with respect to the rightness and wrongness of certain actions and to the goodness and badness of the motives and ends of such actions.

II. Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency.

I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions.

With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers.

I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

III. Public Safety Telecommunicators' Code of Ethics

As a Public Safety Telecommunicator, I am dedicated to serve the public; to safeguard life and property; to keep my personnel informed on all calls that may require their attention; to assist all public safety vehicles and personnel in the performance of their duties; assure that all rules and regulations which govern my position are not violated in any manner.

I will keep my private and social life free from all criticism; maintain a calm attitude during times of stress and emergencies; develop self-control and be constantly mindful of the welfare of others, regardless of race, creed, or religion.

I will obey the laws of the land, rules, and regulations of the Federal Communications Commission and my department. Whatever information I receive of a confidential nature will be revealed only in the official performance of my duties.

I will never act in a selfish or unofficial manner or let my personal feelings, friendships, prejudices or animosity influence my decisions. I will enforce the rules and regulations of my department and the Federal Communications Commission without fear, favor or ill will, never employing unnecessary force and never accepting gratuities.

I recognize the high responsibility of my position as a symbol of public faith and trust and will accept it to be held as long as I am faithful to the ethics of public safety service.

I will constantly strive to achieve those objectives and ideals, which govern my profession, dedicating myself, before God, to my chosen profession, public safety telecommunications.

III. Civilian Code of Ethics

I recognize I am valuable member of the Madison Police Department as a civilian employee. As such, I acknowledge and agree to the following:

I acknowledge respect for human life and diversity among the members of the communities I serve.

I will exhibit honesty and integrity through ethical behavior.

I will be obedient to the laws and ordinances of the City of Madison, the State of Alabama and the United States of America.

I will not, in the performance of my duty, work for personal advantage or profit.

I recognize that I am a public servant, and that ultimately I am responsible to the public. I will give the most efficient, impartial and courteous service of which I am capable, at all times.

I will regard my fellow employees with the same standards as I maintain myself.

I will accept responsibility for my actions.

I will recognize the positive relationship between good physical and mental conditioning and the performance of my duties.

I will do only those things that will reflect honor on me, my fellow employees, my supervisors and my agency.

IV. Ethics Training

- A. Code of Ethics training shall be conducted for all Department personnel during their initial employment orientation.
- B. Code of Ethics review shall be conducted for all personnel, at a minimum of every two years and can be in the form of roll call training, bulletins, annual meetings, or any combination of methods.
- C. All records of training shall be maintained in the Department's training files.

**SECTION: ADMINISTRATION****TITLE: Response to Resistance****REVISED: April 26, 2016****Date Issued: January 12, 2016****CALEA Standards: 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.8, 1.3.12, 1.3.13****PURPOSE:** To provide sworn personnel with guidelines for responding to resistance.**POLICY:** It is the policy of the Madison Police Department that sworn personnel will use only the degree of response to resistance that is reasonably necessary to accomplish lawful objectives.**SCOPE:** This policy is applicable to all agency personnel.**RESPONSIBILITY:** It shall be the responsibility of all agency personnel to familiarize themselves with and adhere to this written directive.**I. Definitions**

- A. Resistance – Any behavior, actually occurring or that is reasonably perceived will occur, that attempts to overcome or evade an officer’s ability to perform his/her lawful duties.
- B. Response to Resistance – The authority of sworn personnel to intervene to resolve conflict, prevent certain actions, or dissuade a particular course of action by offenders.
- C. Objectively Reasonable – The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.
- D. Less-lethal Response – Any physical means or weapon used to control, restrain, or overcome the resistance of another. It is neither likely nor intended to cause death or serious physical injury.
- E. Lethal Response – Any physical means, weapon, or device used that creates a substantial risk of causing death or serious physical injury.
- F. Serious Physical Injury - A bodily injury that creates a substantial risk of death, causes serious, permanent disfigurement, or results in long-term loss or impairment of the functioning of any bodily member or organ.

II. Response to Resistance

- A. The reasonableness of a particular response to resistance is based on the totality of circumstances known by the officer at the time of the response and weighs the actions of the officer against the rights of the subject.
- B. Situations involving a response to resistance embody an allowance for the fact that officers are often forced to make split-second decisions and may be required to rapidly escalate or de-escalate their level of response depending on the circumstances being confronted.

- C. It is preferable that all encounters are resolved without force; however, officers are not required to sustain physical injury before applying reasonable response to survive an encounter.
1. Facts and circumstances impacting the officer's decision may include, but are not limited to, the following:
 - a) Level of resistance
 - b) Severity of the crime
 - c) Level of imminent threat to the officer or to others
 - d) Subject is resisting arrest or seizure
 - e) Officer's vs. subject's size, strength, and physical abilities
 - f) Presence of other officers
 2. Officers should seek to employ tactics and techniques that effectively bring an incident under control, while promoting the safety of the officer and the public. When safe, under the totality of circumstances, officers should consider whether a subject's lack of compliance is deliberate or if he/she displays an inability to comply based on suspected factors including, but not limited to, the following:
 - a) Medical conditions
 - b) Mental or physical impairment
 - c) Language barrier

III. Less-Lethal Response

- A. Madison police officers are authorized to use less-lethal response to gain compliance when the use of verbal commands or other reasonable options or techniques fail to effectively gain control of the situation.
- B. Officers are trained in self-defense disciplines and control techniques that give officers viable options to gain a tactical advantage to overcome resistance while minimizing the risk of unintended injury.
1. Contact control may include strategic positioning, escort holds, joint manipulation or immobilization, or pressure point stimulation.
 2. Officers are authorized to use controlled hand, knee, and leg strikes and less-lethal weapons to overcome physical and aggressive resistance so long as such use is reasonable.
 - a) Expandable Baton
 - b) Conducted Electrical Weapon (CEW)
 - c) Specialty Impact Munitions
 - d) Chemical Munitions
 - e) Canines
 3. Where deadly response is not objectively reasonable, officers should assess the incident in order to determine which less-lethal technique or weapon will best de-escalate the incident and bring it under control in a safe manner.
- C. The purpose of less-lethal means is to temporarily distract, disorient, and incapacitate to allow for safe control without serious injury; however, less-lethal does not guarantee not lethal, so such techniques and weapons must be properly handled and reasonably applied. Less-lethal techniques and weapons are only authorized to be used by officers who have been trained and certified in proper application.

Department Policies and Procedures 7-15 further defines training and use of less-lethal weapons and techniques.

- D. Police canines may be used as a means of defense and to assist in the apprehension of a suspect who poses a threat. *Use of police canines is further defined in Department Policies and Procedures 7-4.*

IV. Lethal Response

- A. Madison police officers are authorized to use lethal response to protect themselves or others from what is reasonably believed to be a threat of death or imminent danger of serious physical injury and/or;
- B. To prevent the escape of a suspect who the officer reasonably believes, based on totality of circumstances and information available to the officer at the time, will pose a significant threat of death or imminent serious physical injury to others if escape should occur.
- C. In the event of a lethal response situation, officers are authorized to use their firearms and any other means available to the officer to stop the threat, with due regard to the safety of bystanders. *Approved firearms and training requirements are further defined in Department Policies and Procedures 7-7.*
 - 1. Warning shots are prohibited.
 - 2. Officers will not discharge their firearm at an occupant of or from a moving vehicle except when extreme circumstances require the immediate use of lethal force.
 - 3. Officers will not use lethal response to subdue persons whose actions are only destructive to property or are injurious only to themselves.
 - 4. Officers should not exhibit their firearms unless circumstances create a reasonable belief that it may be necessary for the officer to use the firearm and/or its display as an element of constructive authority that helps to maintain control of a potentially dangerous situation.
- D. The use of vehicles, flashlights, radios, or any other unauthorized weapon as a means of response to resistance is generally prohibited, except where there is reason to believe that the imminent threat of serious physical injury or death exists and no other option is available.

V. Medical Aid and Supervisor Notification

- A. Medical Aid – If any response results in the appearance of, or is alleged to have resulted in injury of another, officers shall provide first aid in a timely manner at the degree for which they have been trained. Depending on the nature and seriousness of the injury, it may require that officers summon emergency medical personnel to the scene.
 - 1. Arrestee moved to or taken to a medical facility may present a risk to the public. Caution will be taken to ensure the arrestee is isolated from other patients and is not left without law enforcement security or unattended.
 - 2. Employees who have used any chemical irritants on a person will not leave the individual unattended and will continue to provide post-use care of the suspect until the suspect has recovered from the effects.

- a) Remove the person away from the area of exposure;
 - b) Have the person face the wind or placed in an area with constant air flow; and
 - c) If the irritation persists or in a case of severe irritation, irrigate the eyes with clean cool water.
3. Medical aid for CEW deployments is further defined in Department Policies and Procedures 7-15(A).
 4. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored.
 5. If any person refuses medical attention, such a refusal shall be fully documented and witnessed by medical personnel.
 6. Officers shall automatically request medical aid in certain situations including, but not limited to, the following:
 - a) Incidents involving subjects who are reasonably believed or known to be the following:
 - i. Pregnant
 - ii. Pre-adolescent children
 - iii. Elderly
 - iv. Physically frail
 - b) Any subjects or officers who sustain the following:
 - i. Gunshot injury
 - ii. Physical or impact weapon strike
 - iii. Strike of their head against a hard, fixed object
 7. Absent exigent circumstances, subjects should not be restrained in a manner that compromises their ability to breathe. Officers are not permitted to use hobble restraints, leg shackles, or any other device to place a subject in a manner which is likely to cause positional asphyxia.
 8. Officers injured during a response to resistance incident will seek appropriate medical aid and will be further directed by the responding supervisor should further medical attention be deemed appropriate.
 9. The degree and nature of medical care shall be documented for the subject and officer, if applicable. Photographs shall be taken of all injuries and of areas where injuries are alleged, even if there is no apparent injury.
- B. Supervisors shall be notified of the following:
1. Response to resistance that results in injury;
 2. Discharge of a firearm or the use of less-lethal weapon; or
 3. Any type of physical action such as pushing, pulling, and throwing.
 4. Supervisors shall do the following:
 - a) Ensure that any injured parties are examined and treated;
 - b) Obtain basic facts from the officer(s) taking necessary steps to bring the situation safely and effectively under control; and
 - c) In incidents involving the use of a firearm and/or death or serious injury by an officer, the supervisor will supervise the preliminary investigation of the incident. Supervisor responsibilities are further defined in *Department Policies and Procedures 1-9 Post Deadly Force Protocol and 1-17 which covers Command Protocol*.

VI. Reporting

- A. Any response to resistance shall be accurately documented in the appropriate police report, including injuries requiring only simple first aid.
1. Officers will be required to complete a Response to Resistance Report “form” when an officer initiates, is responsible for, and/or is involved in any response to resistance incident, including, but not limited to, the following:
 - a) Discharging of a firearm regardless of injury;
 - b) Any weapon, weaponless means, and/or physical response or any other action that results in or is alleged to have resulted in injury or death of another person;
 - c) Applies force through the use of a lethal or less-lethal weapon;
 - d) Vehicle pursuit that results in injury or death; or
 - e) Canine bites/injuries.
 2. Off-duty personnel who discharge a firearm under the color of law will immediately notify the on-duty shift supervisor. Intentional or accidental discharge of firearms will be reported and the officer shall complete a Response to Resistance Report.
 3. A Response to Resistance Report is not required for the following:
 - a) The use of firearms during training or off-duty recreational purposes;
 - b) The use of less-lethal weapons during training; or
 - c) The humane euthanasia of animals. The euthanasia of vicious animals will be guided by the same principles set forth for self-defense and the defense and safety of others.
 4. A supervisor may request agency members to complete a Response to Resistance Report for any circumstance that in their opinion needs to be documented.
 5. Reports shall accurately describe, in detail, the circumstances of the incident, including the actions of the subject necessitating the response and the specific response(s) used to overcome the subject’s actions.
 - a) Reports shall accurately detail any medical services rendered.
 - b) Reports shall be submitted to the officer’s supervisor along with the appropriate arrest report, incident/offense report, and/or any other supporting documentation, such as witness statements, photos, etc.
- B. Supervisors shall review all reports and any video recording of the incident for policy, training, equipment, or disciplinary issues and submit an Officer’s Report to the Chief of Police via their Chain of Command.
1. The Chief of Police will review the report and make a determination of appropriateness.
 - a) A finding of negligence by the Chief of Police may result in disciplinary action to include a requirement that the affected officer undergo remedial training.
 - b) If the Chief of Police determines that an administrative investigation is needed, the affected employee shall be notified.
 2. The Office of Professional Standards is responsible for administratively investigating all officer-involved shootings. *Department Policies and Procedures 4-1 further defines administrative inquiries.*

- C. All incidents requiring a Response to Resistance Report shall be forwarded to the Office of Professional Standards (OPS) for annual analysis, which will be used by the Department to improve employee and organizational performance.
1. Analysis will focus on, but will not be limited to, the following:
 - a) Policies
 - b) Procedures
 - c) Training needs
 - d) Equipment needs
 - e) As an early warning system for patterns in officer behavior and decision-making that can be used to assist in individual remediation.
 2. All information gathered shall be forwarded to the Office of the Chief of Police and the Department Training Section.

VII. Administrative Responsibility

- A. Response to resistance that is not lawful, reasonable, and appropriate will not be tolerated. Department policy, as well as relevant Federal, State, and Local laws, govern the use of force by officers.
- B. Any officer observing another officer using a level of response that is clearly beyond that which is objectively reasonable under the circumstances shall safely intercede to direct a reasonable response. Officers shall promptly report such observations to a supervisor.
- C. Any officer whose actions result in the death or serious physical injury of a person shall be placed on administrative leave or alternative duty assignment pending an administrative review of the incident. Such administrative action is automatic and should not be considered punishment or indication of wrongdoing. *Post-incident protocol is further defined in Department Policies and Procedures 1-9.*
1. Any Department employee involved in and/or exposed to a critical or traumatic incident that result in another's death or serious physical injury may be placed on administrative leave at the discretion of the Chief of Police.
 2. Regardless of role, employees may seek counseling.
- D. During their initial training and in-service recertification phase of training for firearms and less-lethal weapons, officers shall receive instruction, at least annually, on the Department's Response to Resistance Policy and be given a copy of the directive.
1. Training will also encompass current standards established by statutory requirements and case law.
 2. Prior to being authorized to carry any lethal or less lethal weapon, agency personnel must receive instruction on the Department's Response to Resistance Policy.
 3. All training will be properly recorded and records of instruction shall be maintained in the Department's training files.

**SECTION: ADMINISTRATION****TITLE: Employee Identification****REVISED: December 23, 2015****CALEA Standards: 22.2.7**

PURPOSE: To provide guidelines for standardized identification for ease of identifying law enforcement officers and employees of the Madison Police Department.

POLICY: It is the policy of the Madison Police Department that sworn personnel and civilian employees properly identify themselves and present department identification upon a citizen's request.

SCOPE: This policy is applicable to all personnel.

RESPONSIBILITY: It shall be the responsibility of all personnel to familiarize themselves with and adhere to this written directive.

I. Photo Identification

- A. The Madison Police Department issues photo identification to employees when they begin employment.
 - 1. Employees of the Madison Police Department will have their employee identification on their person while at work.
 - 2. Sworn personnel will have their photo identification and badge in their possession when carrying department issued weapons or department approved personal weapons while off duty under the color of law. Employee identification is not required when carrying personally owned weapons in accordance with state laws.
- B. Replacement photo identification will be issued or updated as necessary.

II. Request for identification

- A. In most cases all employees of the Madison Police Department, whether sworn or not, will produce their picture identification upon request by citizens.
- B. Sworn personnel will have the discretion not to produce identification in situations where their safety would be compromised.
- C. Sworn personnel assigned to undercover operations will have the discretion of not presenting identification when it would endanger the safety of the officer or hinder the success of the operation. However, officers assigned to undercover operations will clearly identify themselves when affecting the detention or arrest of persons or when performing any lawful action.

III. Verbal Identification over the Telephone

- A. Employees of the Madison Police Department are required to answer external phone calls and internal phone calls from other departments, in a professional manner.

- B. Calls will be answered with the appropriate greeting (i.e., good morning or good afternoon) and the employee will identify themselves by name and department or division.
- C. Internal phone calls from within the department can be answered in a more casual manner, but professionally.