

**MONONA POLICE DEPARTMENT  
Standard Operating Procedures  
TABLE OF CONTENTS**

**SOP 2013-1 - Intradepartmental Communication 12-23-13**

**SOP 2014-1 - Uniform Specifications/Dress Code 4-27-14**

**SOP 2014-2 - Cash Register 4-28-14**

**SOP 2015-1 - CAPMAR PROGRAM 7-9-15**

**SOP 2017-1 - Nasal Naloxone Program 11-09-17**

**SOP 2019-1 - Retail Theft 8-2-19**

**SOP 2020-1 - Tire Deflation Device 10-4-20**



# STANDARD OPERATING PROCEDURE

## MONONA POLICE DEPARTMENT

<b>SUBJECT:</b>	<b>INTRADEPARTMENTAL COMMUNICATION</b>	<b>NUMBER:</b>	2013-01
		<b>ISSUED:</b>	12/13/2013
<b>SCOPE:</b>	All Department Personnel	<b>EFFECTIVE:</b>	12/23/2013
<b>DISTRIBUTION:</b>	Standard Operating Procedures Manual	<input type="checkbox"/> <b>RESCINDS</b>	
		<input type="checkbox"/> <b>AMENDS</b>	

**PURPOSE:** The purpose of this Standard Operating Procedure is to outline the procedures that will be used in the distribution of Intradepartmental Communication. For purposes of this Standard Operating Procedure, Intradepartmental Communication includes, but is not limited to the following: training, legal updates, Court related information, announcements/requirements, written directives, general orders, assignments, follow up, policy/procedure updates, briefings, schedule changes, special announcements, memorandums, etc., and any other communication delivered to Monona Police department employees. This Standard Operating Procedure will further outline how the Department intends to disseminate these Intradepartmental Communications through a web-based distribution system.

**DISCUSSION:**

- A. In the upcoming months the Monona Police Department will be developing a new and updated Policy & Procedure Manual and all former policies will be amended or rescinded during this process. In addition, new policies will be written to cover areas previously not addressed in the current policy manual.
- B. The Department has further retained the services of Deer Creek Technologies-LLC to distribute all Intradepartmental Communications including the new policy manual in addition to any other written directives, general orders, memorandums, etc., issued by the Chief of Police/designee via their web-based system. This service will also include training and testing for the new policy manual as well as other types of training.

**PROCEDURES:**

- A. Effective December 23, 2013 all Department personnel will be required to log into the Department computer system at least one time during each tour of duty. It is highly recommended that each person log in at the beginning of their shift.
- B. All Department personnel have been issued a Department email address. Effective December 23, 2013 all Department personnel will be required to check their Department email account at least one time during each tour of duty.

- C. Each Department employee is responsible for checking their email and following the instructions provided for reviewing all Intradepartmental Communications (new written directive, policy, memorandum, training requirement, etc.). The email you receive will show the sender as: "Training Roll Call."
- D. As part of the various Intradepartmental Communications employees will be notified of, significant Department training will now be conducted on the Deer Creek web site. Each Department employee is responsible for any and all training material that has been sent to them via email notification.
- E. After reading the communication sent to employees from the Chief , Operations Lieutenant, or Detective Lieutenant through "Training Roll Call," each employee is to "electronically sign" that they have received and read the Intradepartmental Communications.
- F. All Department employees will receive training in the use of the Deer Creek web site. After receiving this training, each employee shall be responsible for requesting any additional training in this system should they encounter difficulties.

Walter J. Ostrenga  
Chief of Police

# STANDARD OPERATING PROCEDURE

## MONONA POLICE DEPARTMENT

SUBJECT:	<b>UNIFORM SPECIFICATIONS / DRESS CODE</b>	NUMBER:	2014-01
		ISSUED:	4/17/2014
SCOPE:	All Department Personnel	EFFECTIVE:	4/27/2014
DISTRIBUTION:	Standard Operating Procedures Manual	<input checked="" type="checkbox"/> RESCINDS	3.104
		<input type="checkbox"/> AMENDS	

**PURPOSE:**

To establish the standards and specifications of police department uniform parts for full-time sworn officers, and uniformed and non-uniformed civilian personnel.

To set guidelines that provide for uniformity in the wearing of seasonal, work and dress uniform.

**POLICY:**

All personnel of the Police Department, individually and collectively, will exhibit a professional appearance in order to:

- Gain respect, trust and support from the community.
- Maintain discipline and uniformity of the department as a semi-military organization.
- Promote public recognition of uniformed officers.

**PROCEDURE:**

***UNIFORM REGULATIONS***

- A. Department personnel, when working in uniform, attending a department authorized function in uniform or on a paid detail in uniform, will wear the designated uniform of the day and may not vary the parts of the uniform without specific permission from the Chief of Police or his/her designee.
- B. All uniforms and accessories will be purchased from department approved uniform dealers.
- C. All department personnel will have a serviceable uniform, as described in this procedure; available at all times to perform uniformed duty.
- D. All cloth portions of the uniform must conform to the standards authorized by the department.

- E. Uniforms and accessories will fit properly, will be clean and neatly pressed, and will be free of rips, tears, holes, frayed edges, missing buttons, scuffs and faded colors. Cloth parts of the uniform will not be patched.
- F. All leather and nylon articles will be kept clean and give the appearance of being new. Leather articles will appear polished.
- G. Pockets will not have a bulging appearance and no more than two pens will be visible in the left uniform shirt pocket.
- H. It will be the responsibility of all department personnel to replace any uniform or accessory items that are lost, destroyed, worn out, stolen or unfit for use. The department will pay for the item if it is damaged or destroyed in the line of duty.
- I. No insignia, medal, patch or ribbon, other than that which is specifically approved in this or another department procedure, will be worn on any portion of a department member's uniform without written permission from the Chief of Police.
- J. Uniforms will be classified into two categories, work and dress.
- K. The work uniform is further categorized into a summer uniform and winter uniform.
- L. When a portion of an officer's uniform is deemed unfit for use, the officer is expected to take the necessary steps to remedy the condition. Supervisors shall monitor the appearance of employees, and make timely notification of inappropriate appearance. It will be the responsibility of the supervisor to notify the division commander of any violations.

### **WORK UNIFORM**

#### *Describe Work Uniform*

The following items are required to be worn by uniformed officers while on-duty, during the appropriate seasons.

- A. Hats are optional except as may be required by a supervisor, or for special duty. Officers are required to maintain a round U.S. Air Force style hat; older style 5 and 8 point hats are authorized until replacement is needed. Replacement will be the round U.S. Air Force style hat. Fur hats are authorized for winter wear. Baseball style caps are permitted, but shall have "Police, Monona Police or a MOPD Patch" embroidered/attached on the front. Black or navy knit or stocking caps may be worn during inclement weather.
- B. Shirts shall be dark blue in color, (LAPD blue) having reinforcement for the badge, military creases and standard police design. Long sleeve and short sleeve shirts are authorized. The Chief and Lieutenants will have the option of wearing a white colored uniform shirt.

- C. Black or navy turtleneck shirts or “dickies” may be worn with the long sleeve uniform shirt. A navy blue clip on tie may also be worn with the uniform shirt.
- D. The navy blue crew or V necked sweater is authorized for cold weather wear. Department patches will be sewn on the shoulders. The nametag will be worn or embroidered on the right hand side as on the uniform shirt. The badge will be worn or embroidered on the left hand side as on the uniform shirt. Officers will wear a uniform shirt under the sweater.
- E. The current departmental patch will be worn on all uniform shirts, jackets and sweaters, to be sewn on both sleeves.
- F. Trousers shall be navy blue in color (LAPD blue) and of standard police design. Cargo pocket trousers are authorized. Cargo pocket trousers will be the current authorized style, cloth weight and purchased from the department authorized manufacturer.
- G. Socks shall be black; white may be worn as required by a doctor. When boots are worn and socks are not visible, no restriction applies.
- H. Shoes or boots shall be either black plain toe, or of the athletic type as authorized, and kept polished and in good condition.
- I. Raincoats shall be black with orange reversible or high visibility yellow/green.
- J. Winter coats will be either the approved leather, issued gortex or fleece. They can be black, navy or high visibility yellow/green.
- K. All supervisors or management personnel while in uniform shall wear rank insignia. Sergeants shall wear gold in color metal rank insignia on each collar. Rank insignia shall be worn on the outside portion of the epaulet, on jackets. Lieutenant rank insignia is to be centered on the collar (military style). Chief of Police rank insignia is to be centered on the collar (military style).
- L. All uniformed personnel will wear nametags with their first name initial and their last name. Nametags will be silver (gold for supervisors) with light blue lettering that matches the department badge. Nametags will be worn centered above the right breast pocket. Officers wearing approved embroidered uniforms will have a nametag embroidered or sewn in the same location.
- M. A Serving Since tag, with the year starting in Law Enforcement, may be worn directly under the nametag. Tags will be silver (gold for supervisors) with light blue lettering that matches the department badge.
- N. Uniformed personnel shall wear the badge on the left side of the outer garment. Approved embroidered uniforms will have an approved embroidered badge in the same area.

- O. Plainclothes personnel shall wear the approved badge clearly visible on the belt, necklace, or on the shirt pocket if the badge is mounted on an approved holder. This regulation does not apply to an officer performing undercover work.
- P. Non-supervisory personnel have the option of wearing silver MOPD insignia centered on the uniform shirt collar, but may be required to wear such insignia on special occasions.
- Q. When in uniform, detectives will wear gold DET insignia centered on the uniform shirt collar.
- R. Non-uniformed personnel shall utilize outer wear with the words "POLICE" printed or embroidered on the front and the back during high risk activities, i.e. search/arrest warrants. With the letters a minimum of 2" high in contrasting color.
- S. Officers wearing the BDU style uniform may have "POLICE" displayed on the back of the shirt or jacket, with the letters a minimum of 2" high in contrasting color.
- T. All initial issued gear will be black nylon. Leather gear is authorized for officers who were issued leather gear as part of their initial issue, or choose to purchase it after completing probation. Leather gear must be dyed black and kept polished. Uniformed officers gear shall be black in color and officers must wear the following; garrison belt, Sam Browne style utility belt (leather wearers), handcuff case, handcuffs, magazine case with a minimum of two extra magazines for the duty weapon carried, flashlight and flashlight holder, O.C. spray and holder, and department approved holster.
- U. Personnel who are in uniform and are not specifically assigned to road patrol duties are not required to wear the full patrol duty belt. Either a pancake or similar approved holster, one magazine with ammunition for the duty weapon, handcuffs and radio, will be worn.
- V. All officers will carry a department-approved firearm while on duty.
- W. Officers attending court will adhere to the standards set forth in this policy.
- X. Investigative personnel working in uniform shall comply with all uniform personnel requirements above.

### ***DRESS UNIFORM***

#### *Describe Dress Uniform*

The dress uniform is optional for all personnel. The dress uniform will generally be worn for formal, (jacket and tie, black tie events, etc.). The dress uniform will consist of a wool or wool/poly blend navy blue dress jacket with matching trousers; female officers may opt for a matching skirt. A white, navy blue wool or wool/poly blend dress uniform style shirt will be worn. A matching navy blue tie will be worn with the shirt.

- A. Rank insignia will be as follows:
  - 1. Chief of Police: three narrow gold bands above the cuff of the dress jacket.
  - 2. Lieutenants: one narrow gold band above the cuff of the dress jacket.
  - 3. Sergeants: three gold cavalry style stripes affixed with the chevron inverted and centered on the upper portion of the sleeve.
  - 4. Officers: no insignia or rank displayed (slick sleeve).
- B. Shoes for the dress uniform will be black dress oxfords, highly polished, or military style patent leather low quarter or quarter boot dress shoe.

### ***TELECOMMUNICATOR UNIFORM***

- A. Shirts shall be short or long sleeve polo shirts, with collar and three-button down style. The shirts may be in different solid colors, with final approval by the Chief of Police or his designee.
- B. Trousers shall be navy blue (LAPD blue) or black in color and of standard police design. Cargo pocket trousers are authorized. Cargo pocket trousers will be the current authorized style, cloth weight and purchased from the department authorized manufacturer. Black or Blue colored jeans may be worn in lieu of the above uniform and cargo pants.
- C. The polo shirt shall be embroidered on the upper left portion with "Monona Police Communications".
- D. Socks shall be black; white may be worn as required by a doctor. When boots are worn and socks are not visible, no restriction applies.
- E. Shoes shall be black plain toe, athletic type as authorized, or pumps. Shoes will be kept polished. Open toe shoes are prohibited.
- F. Business casual may be allowed on occasion, but only approved items may be purchased through the uniform allowance.
- G. Supervisors may approve a deviation from the above if an assignment dictates such a deviation.

### ***PLAIN CLOTHES OFFICERS***

- A. Officers assigned to duties requiring civilian clothes will wear appropriate clothing for their assignment. Officers are encouraged to dress smartly and in good style. Gaudy, flashy or ill-fitting attire will not be permitted.

- B. Supervisors may approve a deviation from the above if an assignment dictates such a deviation.
- C. Investigative personnel may wear a shoulder or pancake style holster and accessories, black or brown leather, or nylon. Plain clothes personnel are required to carry a minimum of one extra magazine, with ammunition, for the duty weapon carried. Handcuffs will be carried in a pouch attached to the belt, or as part of a shoulder holster rig. Plain-clothes officers are required to carry a minimum of one pair of handcuffs.
- D. Wearing of other duty equipment is optional and must be approved by the immediate supervisor. (i.e. pepper spray).
- E. Plain-clothes officers will be required to carry a department-approved weapon while on duty. Exceptions may be made by a supervisor if the assignment dictates.

### **STATION DUTY AND COURT APPEARANCE**

- A. All uniformed officers assigned to duty inside the police station, whether on a permanent or temporary basis, or attending court shall be required to dress in accordance with the uniform regulations. Officers may wear the trouser belt with an approved black in color holster.
- B. Investigators/Detectives or other plainclothes personnel attending court in civilian attire will wear clothing appropriate for the assignment. Business casual for routine matters and dress slacks, dress shirt, suit coat or sport coat and tie for trials.
- C. Female Investigators or plainclothes personnel attending court in civilian attire will wear a pants suit, skirt and blouse or other business attire.
- D. Investigators/Detectives appearing in court in civilian attire will ensure that their weapon is concealed.

### **BIKE OFFICER**

- A. Bike officers will wear an approved navy blue or yellow bike uniform shirt, navy blue bike shorts or pants, black athletic, or similar approved footwear. A navy blue or yellow jacket is optional. An embroidered badge and nametag is allowed in place of the standard metal badge and nametag. The shirt and jacket will have the word "POLICE" on the back with the letters a minimum of 2" high in contrasting color. A white, black or navy colored t-shirt may be worn under the uniform, or polo shirt. White or black socks may be worn.
- B. The current departmental patch will be worn on all uniform shirts and jackets. The officer has an option of displaying the patch on one or both sleeves.
- C. Bike officers will wear the standard duty belt.

- D. A department authorized/issued helmet will be worn when operating a bike.
- E. Bike officers are also authorized to wear bike gloves and appropriate eye wear.
- F. Inclement weather gear will be of a type authorized by the department, and will be purchased by the officer, using their uniform allowance.

***COURT CLERK AND OTHER CIVILIAN PERSONNEL***

- A. Court Clerk and other civilian personnel requiring civilian clothes will wear appropriate clothing for their assignment. Employees will dress in a professional and businesslike appearance. Gaudy, flashy or ill-fitting attire will not be permitted.

# STANDARD OPERATING PROCEDURE

## MONONA POLICE DEPARTMENT

<b>SUBJECT:</b>	<b>CASH REGISTER</b>	<b>NUMBER:</b>	2014-02
		<b>ISSUED:</b>	4/18/2014
<b>SCOPE:</b>	All Department Personnel	<b>EFFECTIVE:</b>	4/28/2014
<b>DISTRIBUTION:</b>	Standard Operating Procedures Manual	<input checked="" type="checkbox"/> <b>RESCINDS</b>	5.401
		<input type="checkbox"/> <b>AMENDS</b>	

**PURPOSE:**

To collect cash, check, or credit card payment(s) from any person who has been fined.  
 To allow persons to pay these fine(s) anytime during the course of the day.

**POLICY:**

Whenever someone comes to the Monona Police Department to pay a fine or towing charge, the Monona Dispatcher, Court Clerk or Dispatch Supervisor should collect the payment, and place that payment inside the cash register. The payee should receive a pink receipt from the Dispatcher stating that they have paid their fine(s).

No one will be allowed to use the cash register except for the on-duty dispatcher, dispatch supervisor or the court clerk. Transactions will be limited to processing payments for fines, warrants or other official police department or court business. No one will be allowed to make change from the cash register. The key to the cash register will be kept at dispatch

**PROCEDURE:**

1. Person comes to the Monona Police Department to pay a fine.

Find out whether this citation is for parking or traffic.

Locate the citation in the proper file cabinet. Look on the backside of the citation for dollar amount if this is a Municipal Ordinance or Uniform Traffic citation.

If this citation is for parking the fine amount will be \$30.00, unless the person didn't pay the citation within 10 days after receiving it. The fine would then increase to \$60.00.

If the customer never came to court and never paid their citation, their vehicle registration may have been suspended. In this case the fine would increase to \$65.00.

2. Filling out the receipt.

Fill out all the proper blanks on the receipt, remembering to put your initials on the top right hand corner of the receipt.

3. Operating the Cash Register.

Use your training that you have received for operating the cash register. If you have forgotten how to use the cash register refer to the Training Manual for more instructions.

4. Giving any cash back and receipt to the customer.

After you have finished the transaction and validated the receipt, the pink copy is given to the customer, the yellow goes in the cash register, and the white goes with the citation in the gray box next to the cash register.

5. Showing that the citation has been paid.

After you have received the payment for the citation and the register operation has been completed, you must indicate that the citation has been paid. This should be done by marking the forfeiture box and the dollar amount in the space provided along with the date paid on the backside of the citation.

6. Balancing the cash register.

Personnel will be assigned to balance the cash register at the end of their respective shift. At the end of their shift the dispatcher should total the yellow receipts. They should then remove enough money from the cash register to equal the yellow receipts. This should all be recorded on the register spreadsheet by date. They should then verify that \$100 is left in the cash register.

After balancing the register, the dispatcher or clerical personnel should verify that a \$100 balance is in the cash register.

If the dispatcher were over/under the \$100 that should be in the cash register they would record that on the form. They would then make sure that \$100 is left in the cash register and they would be over/under in their envelope.

The dispatcher would then place the money, the yellow receipts and the completed spreadsheet in the money bag and deliver the bag to the inbox of the City Clerk.

An assortment of currency and coins should be left in the cash register. If only large bills are left you will need an officer to get change for you. You may have to tell the person paying a fine that you cannot accept large bills or that they have to have the exact amount.

The cash register will be balanced out completely at least three times per week. The money and receipts will be immediately delivered to the City Clerk at City Hall.

# STANDARD OPERATING PROCEDURE

## MONONA POLICE DEPARTMENT

SUBJECT:	<b>CAPMAR PROGRAM</b>	NUMBER:	2015-01
		ISSUED:	6/29/2015
SCOPE:	All Department Personnel	EFFECTIVE:	7/9/2015
DISTRIBUTION:	Standard Operating Procedures Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	

**PURPOSE:** The purpose of the CAPMAR program is to provide immediate, predetermined and methodical personnel resources to requesting agencies.

**GENERAL POLICY:** It is the intent of this department to actively participate in the CAPMAR program and to both utilize its capabilities when we are in need as well as to provide personnel to other departments when they are in need. Employees of the Monona Police Department will familiarize themselves with CAPMAR concepts, and remain at the ready to utilize the program. The Chiefs of participating departments have agreed in advance to honor all CAPMAR requests whenever it is possible to do so, and to back-fill their agency with staffing necessary to continue with routine business in their community.

**DEFINITIONS:**

CAPMAR – an acronym for Capitol Area Police Mutual Aid Response. CAPMAR is a coordinated responses protocol consisting of 23 Dane County Police agencies. It operates under existing mutual aid statutes, and requested personnel thereby operate under the authority and liability of the requesting agency.

CAPMAR Activation or Callout – refers to the act of a sworn police officer requesting a CAPMAR response.

**PROCEDURES:**

**I. Utilization of CAPMAR**

- A. The Intent of CAPMAR is to provide immediate mutual aid assistance.
  - 1. All sworn Monona Police personnel are authorized to initiate a CAPMAR callout.
  - 2. If a supervisor is on duty and in a position to immediately make a decision as to initiating a CAPMAR callout, they will do so.
  - 3. If no supervisor is on duty or they are not in a position to make an immediate decision, the OIC or senior officer on duty will make this decision, and there is no requirement to seek permission from a supervisor in this instance.
  - 4. In the event that only one officer is working, that officer is authorized to make this decision without consulting with a supervisor or senior officer.

5. Officers shall not delay in making this callout decision; rather the decision should be made quickly. Delay contradicts the intent of the CAPMAR program.
- B. How and when CAPMAR will be utilized by the Monona Police Department.
1. The CAPMAR system is designed to provide anywhere from five to 40 police officers, depending on the type of incident, and in an expedient and systematic manner.
  2. CAPMAR is not intended to replace the customary system of assisting other agencies. Ordinary, routine backup to typical incident types will be handled as it has been in the past.
    - a. Example 1: requesting one outside agency unit to assist with a traffic stop or domestic would not be appropriate for a CAPMAR callout.
    - b. Example 2: requesting additional officers to assist with a large fight in progress would be an ideal use of a CAPMAR callout.
  3. Examples of incidents that would be appropriate for a CAPMAR callout (not exhaustive, examples only):
- C. Large civil disturbance or protest
- a. Large fight in progress
  - b. Lost child or endangered adult
  - c. Active shooter incident
  - d. Natural disaster (tornado, flood, etc.)
  - e. Serious traffic accident requiring major roadways to be shut down
  - f. HAZMAT or environmental emergency
  - g. Barricaded subject

## **II. Initiating a CAPMAR Response to the City of Monona**

- A. Requesting officer(s) will quickly develop an “approximate estimation” of their personnel needs over the next one to two hours, taking into consideration:
  1. Supervisory needs
  2. Staffing of staging areas, command post, media staging, etc.
- B. Advise dispatch that you are requesting the appropriate level CAPMAR response. (Level 1 = 5; Level 2 = 10; Level 3 = 15; etc.; up to Level 10 = 50).
- C. Advise dispatch where units are to respond (i.e. predetermined staging area, the scene, command post, police department, etc.)
- D. Advise dispatch whether you are requesting an emergency or non-emergency response. (Remember, this is mutual aid and the requesting agency is responsible for anything that happens while enroute or on scene).
- E. CAPMAR is designed to be flexible. You have the ability to:
  1. Specify only a certain number of officers within a level (i.e. level one, but only need three officers).
  2. Add, subtract, or disregard level or units at any time as the incident develops.
- F. Upon the arrival of a Monona Police supervisor that is not actively engaged in point of contact field operations, or another supervisor requested to assist at the command post, mutual aid decision authority will then be transferred to that supervisor for the remaining life of the CAPMAR callout.

- G. Notification requirements following a CAPMAR callout in the City of Monona:
1. If a supervisor is not on duty or otherwise aware that a CAPMAR callout has been initiated in the City of Monona, a Supervisor will be notified as soon as practically possible.
  2. If a CAPMAR callout has been initiated in the City of Monona of a level two or higher, the Supervisor will notify the Operations Lieutenant. The Lieutenant will determine the need to notify the Chief of Police.
  3. If a CAPMAR callout has been initiated in the City of Monona of level three or higher, the Lieutenant will notify the Chief of Police.

### **III. Responding to a CAPMAR callout requested by another jurisdiction**

- A. It is the intent of the Monona Police Department to respond to any and all CAPMAR callouts from other departments when requested by dispatch. That said, all participating departments understand that circumstances at the time of callout could prevent a department from responding. Below are examples of circumstances in which Monona Police Officers will not respond to a CAPMAR request:
1. All available staff is out of service handling an incident in Monona that is of equal or greater seriousness than that of the requesting agency.
  2. All available staff is out of service handling an incident in Monona that is of a serious nature and must be dealt with immediately.
  3. Some other circumstance exists, such as a mechanical or equipment problem or failure that would render you of no use to the incident.
  4. In the event one of the aforementioned circumstances exists and you are unable to respond, notify dispatch of this immediately following their request for your response. Dispatch is trained to handle this situation, and will simply move ahead on the list until they have secured the number of personnel requested.
- B. Who Will Respond
1. Upon request by dispatch, the requested officer will respond immediately to the request. Supervisory approval is not required.
  2. Each time our agency is requested, one officer from the Monona PD will respond.
  3. If a supervisor is on duty and able to immediately designate who will respond, they will make this decision.
  4. If a supervisor is on duty but unable to immediately designate who will respond, the OIC or most senior officer on duty will designate who will respond.
  5. Officers shall not delay in their response, as delay defeats the intent of the CAPMAR program.
  6. One of the main purposes of CAPMAR is to share the response among all the participating agencies; therefore all Monona units on duty will never all leave the city without providing some level of backfill to handle calls in the City of Monona.
    - a. An exception to B.6. could be an active critical incident in close proximity that needs an immediate emergency response, i.e., an active shooter, or similar incident, at Lafollette, McFarland HS, etc.

- C. How to respond
  - 1. Officers will respond in adherence to the wishes of the requesting agency, emergency or non-emergency.
  - 2. Officers will respond to the specific location directed by dispatch.
  - 3. Responding officers will do so with due regard and in accordance with department policy, training and State Statute related to emergency vehicle operation.
  - 4. Officers will respond to a CAPMAR callout only if specifically requested. Officers will not self-initiate their response, unless they happen to be in very close proximity to the incident location. In this instance officers will notify dispatch of their location and ask if they are needed.
- D. Actions when on scene in another jurisdiction
  - 1. CAPMAR operates under the authority of State of Wisconsin Mutual Aid Statutes, and as such you are acting under the authority and liability of the requesting agency.
  - 2. Officers will function under the direction and supervision of the requesting department, or under the direction and supervision of a supervisor from an outside agency as authorized by the requesting department.
- E. Post-CAPMAR callout staffing considerations
  - 1. The police chiefs of the departments participating in CAPMAR have agreed in advance to backfill staffing in their own agencies following a CAPMAR callout.
  - 2. Upon being notified of or becoming aware of a CAPMAR request to which Monona Police personnel have responded, the supervisor will assess the immediate staffing needs of the department, taking into consideration:
    - a. The incident type and likely length of time Monona staff will be out of service.
    - b. Where the incident is occurring and what the likelihood is of additional Monona units being requested in the near future, referencing the CAPMAR incident card for the requesting agency as a resource and considering what level of callout has already been activated.
    - c. The current needs of the Monona PD and availability of staff.
  - 3. Supervisors are pre-authorized to backfill staffing as they see fit, and in accordance with standard procedures typically used to call in staff.
- F. Notification requirements when responding to a CAPMAR callout from another jurisdiction
  - 1. In the event an officer is requested to respond to a CAPMAR callout, they will notify a Supervisor as soon as practically possible.
  - 2. In the event that two or more Monona officers have been requested, the Sergeant will notify the Lieutenant. If the Lieutenant believes that the incident may require additional Monona Police resources beyond that, he or she will notify the Chief of Police.

#### **IV. Reporting Requirements**

- A. Officers responding to a CAPMAR callout will complete an incident report, documenting their actions at the scene, amount of time spent at the scene, any injuries, equipment problems or damage experienced.

Walter J. Ostrenga, Chief of Police

# STANDARD OPERATING PROCEDURE

## MONONA POLICE DEPARTMENT

SUBJECT:	<b>MONONA POLICE DEPARTMENT NASAL NALOXONE PROGRAM</b>	NUMBER:	2017-01
		ISSUED:	10/31/2017
SCOPE:	All Department Personnel	EFFECTIVE:	11/09/2017
DISTRIBUTION:	Standard Operating Procedures Manual	<input type="checkbox"/> RESCINDS	N/A
		<input type="checkbox"/> AMENDS	

### GENERAL POLICY

It is the policy of the Monona Police Department to have all sworn members with the department receive proper training so they may administer nasal naloxone (Narcan) in accordance with the established training guidelines as determined by the Monona Fire Department (MOFD) Medical Director pursuant to guidelines set forth in Wisconsin State Law.

### II. PURPOSE AND OBJECTIVES

The purpose of this Policy & Procedure is to establish guidelines for the organization, administration, and implementation of the Monona Police Department Nasal Naloxone Program. The primary objectives are twofold:

- A. Reduce the danger to personnel who are at great risk of accidental overdose and death due to the handling of extremely potent opioids.
- B. Establish guidelines and regulations governing utilization of the nasal naloxone (Narcan) administered by trained personnel.

### III. DEFINITIONS

- A. **Opiate/Opioid:** Opiates and opioids (hereinafter referred to as “opioids”) are drugs that are derived from opium or its derivatives, or other classes of drugs that mimic opium derivatives. Legally administered opioids, such as morphine, methadone, oxycodone and hydrocodone, are narcotics most often used to treat pain and opioid addiction. Some commonly encountered opioid trade names include Methadone, Demerol, Vicodin, OxyContin, Percocet and Percodan. Overdoses of opioids and illicit street drugs, such as heroin, can result in severe depression of central nervous system activity and can lead to death.
- B. **Opioid Overdose:** According to Wis. Stat. § 256.40(1)(d), an opioid-related drug overdose is “a condition including extreme physical illness, decreased level of consciousness, respiratory depression, coma, or the ceasing of respiratory or circulatory function resulting from the consumption or use of an opioid or another substance with which an opioid was combined.”

- C. **Naloxone:** A medication that acts as an opioid antagonist and counters the effects of opioid overdoses. It is marketed under the trade name Narcan.

#### IV. POLICY

The Monona Police Department recognizes that the use of naloxone is a valuable tool that can assist the agency in preventing accidental overdose deaths as a result of the inadvertent inhalation or absorption of opioid-based substances like carfentanil, fentanyl, and fentanyl analogs when handling evidence or property containing these substances. The Monona Police Department will regularly train its members in the proper administration of naloxone.

- A. All sworn members shall be trained in the administration of naloxone to a person suspected of experiencing an opioid overdose, in accordance with Wisconsin state statutes and Monona Police Department Policy, and MOFD Medical Director's guidelines.
- B. Under Wisconsin State Statute § 256.40(3)(b), a law enforcement officer or firefighter who, reasonably believing another person to be undergoing an opioid-related drug overdose, administers naloxone or another opioid antagonist to that person, shall be immune from civil or criminal liability for any outcomes resulting from the administration of the opioid antagonist to that person, if the law enforcement officer or firefighter is acting pursuant to an agreement and any training obtained under Wis. Stat. § 256.40(3)(a).

#### V. PROCEDURE

##### A. Naloxone Coordinator

1. The Naloxone Coordinator shall be designated by the Chief of Police. The Naloxone Coordinator shall schedule training every two years in the use and administration of naloxone.
2. The Naloxone Coordinator shall notify the MOFD Medical Director within five business days of the administration of naloxone.
3. The Naloxone Coordinator is responsible for maintaining an adequate inventory of the drug at the Monona Police Department. Upon receiving notification that naloxone has been deployed or a kit has been damaged, the Naloxone Coordinator shall provide replacement items as necessary to maintain an adequate supply in the field. The Naloxone Coordinator shall conduct regular inspections to monitor expiration dates and compliance with storage procedures.

##### B. Administration of Naloxone

1. Personnel trained in the administration of naloxone shall assess personnel who are believed to be potential opioid overdose victims. Trained personnel should administer naloxone when the following criteria are met:

- a. Reasonable belief that the employee is under the influence of an opioid due to accidental absorption or inhalation.
  - b. An assessment that the employee is in respiratory/circulatory distress related to the opioid exposure and would benefit from administration of naloxone.
2. Trained personnel who believe that another employee is undergoing an opioid overdose due to accidental inhalation or absorption shall use universal precautions to protect themselves from pathogens and communicable diseases. Applicable precautions include:
    - a. Wearing nitrile gloves to prevent contact with bodily fluids or potentially contaminated items.
    - b. Washing or sanitizing of hands immediately after gloves are removed.
    - c. Thoroughly and immediately washing skin if contaminated with bodily fluids or other potentially harmful materials.

C. Industry Best Practices

1. Personnel administering naloxone shall respond using current industry best practices.
2. The Naloxone Coordinator shall maintain a training program that meets current industry best practices.

D. Arrival of EMS Personnel

Upon the arrival of EMS personnel (e.g., emergency medical technician, paramedic), personnel shall immediately report that they have administered naloxone, the approximate time of dosage, and the number of doses administered.

E. Documentation and Reporting

Personnel who administer naloxone shall:

1. Notify their supervisor as soon as practicable that they have administered naloxone.
2. Notify the Naloxone Coordinator that a unit or units have been deployed.
3. Complete the Naloxone Quality Assurance Form. Personnel shall document the nature of the incident, the use of naloxone, and their observations of the sick/injured person before and after the administration of the drug. The document shall be forwarded to the Naloxone Coordinator, who will send it to the MOFD Medical Director for medical and quality oversight.

F. Storage, Maintenance, and Replacement

1. Naloxone is perishable, and therefore it must be stored properly to maintain its effectiveness.
2. Naloxone kits shall be stored in suitable locations as determined by the Chief of Police. The drug must maintain a consistent temperature when not in use, between 58-86 degrees Fahrenheit, and unboxed vials cannot be stored in direct light.
3. Personnel shall notify their supervisor of any damaged naloxone vials or syringes that are rendered unusable. Supervisors shall contact the Naloxone Coordinator to request a replacement.

VI. FIELD TESTING

- A. Due to the extreme danger of exposure to personnel, it is strongly recommended that personnel avoid conducting field tests on any substance suspected to contain carfentanil, fentanyl, or fentanyl analogs, or items believed to have been exposed to the above fentanyl analogs.
- B. Field testing of ANY powdered substance should be avoided whenever possible. It is preferred that substances be submitted directly to the Wisconsin State Crime Laboratory for analysis. If use of a field test kit is necessary, testing should be conducted in a controlled work environment using appropriate personal protection equipment (protective gloves, glasses, masks, etc.). This eliminates the potential for exposure incidents and the contamination of working surfaces, tools, and equipment.
- C. At least two employees, or another law enforcement officer, will be present when field testing and packaging powdered substances. One employee will process the evidence, and the second employee will wait outside of the evidence-processing area to render aid and seek medical attention in case of accidental exposure.
- D. If there is reason to believe there is a presence of carfentanil, fentanyl, or fentanyl analogs in an item of evidence, clearly indicate such on the evidence packaging. By alerting the Wisconsin State Crime Laboratory of these suspected opioids, laboratory personnel can take necessary safety precautions during the handling, processing, analysis, and storage of the sample.

## Naloxone – After Action Summary for Law Enforcement

Date:	
Case #	
Who administered?	
Time or Estimated Time that the drug was administered?	
Condition of patient <b>PRIOR</b> , including signs that indicated the need for Naloxone	
Condition of patient <b>AFTER</b> , including signs that Naloxone was or wasn't effective	
Number of doses and amount with each dose?	
Any complications?	
Would you like to discuss this with MOFD Medical Director? (please include best contact information)	

## Naloxone – After Action Summary for Law Enforcement

Date:	
Case #	
Who administered?	
Time or Estimated Time that the drug was administered?	
Condition of patient <b>PRIOR</b> , including signs that indicated the need for Naloxone	
Condition of patient <b>AFTER</b> , including signs that Naloxone was or wasn't effective	
Number of doses and amount with each dose?	
Any complications?	
Would you like to discuss this with MOFD Medical Director? (please include best contact information)	

**NARCAN NASAL SPRAY 4mg  
Physician/Medical Director Standing Order**

NARCAN is indicated for the reversal of opioid overdose induced by natural or synthetic opioids and exhibited by respiratory depression or unresponsiveness. NARCAN is delivered by intranasal administration as indicated.

This standing order covers the possession and distribution of NARCAN Nasal Spray 4mg.

Trained staff of Monona Police Dept. may possess and distribute NARCAN Nasal Spray 4mg to 1) a person at risk of experiencing an opioid-related overdose or 2) a family member, friend, or other person(s) in a position to assist a person at risk of experiencing an opioid-related overdose.

Administration of NARCAN Nasal Spray 4mg to a person suspected of an opioid overdose with respiratory depression or unresponsiveness as follows:

Use NARCAN Nasal Spray for known or suspected opioid overdose in adults and children. Important: For use in the nose only.

- Do not remove or test the NARCAN Nasal Spray until ready to use.
- Each NARCAN Nasal Spray has 1 dose and cannot be reused.
- You do not need to prime NARCAN Nasal Spray.

How to use NARCAN nasal spray:

- Step 1. Lay the person on their back to receive a dose of NARCAN Nasal Spray.
- Step 2. Remove NARCAN Nasal Spray from the box. Peel back the tab with the circle to open the NARCAN Nasal Spray.
- Step 3. Hold the NARCAN Nasal Spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
- Step 4. Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose.
- Step 5. Press the plunger firmly to give the dose of NARCAN Nasal Spray.
- Step 6. Remove the NARCAN Nasal Spray from the nostril after giving the dose.
- Step 7. Get emergency medical help right away. • Move the person on their side (recovery position) after giving NARCAN Nasal Spray. • Watch the person closely. • If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available. • Repeat Steps 2 through 6 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, Steps 2 through 6 may be repeated every 2 to 3 minutes until the person responds or emergency medical help is received.
- Step 8. Put the used NARCAN Nasal Spray back into its box.
- Step 9. Throw away (dispose of) the used NARCAN Nasal Spray in a place that is away from children.

QTY: 2 REFILLS: As needed SIG: Det. Matt Bonkamp 0190

DATE 10/16/17 Dr. Signature John C Yost MD

Print Dr. Name and contact information: John C Yost Monona Fire Dept  
5211 Schluter Rd.  
Monona, WI 53716

# STANDARD OPERATING PROCEDURE

## MONONA POLICE DEPARTMENT

SUBJECT:	<b>Tire Deflation Device</b>	NUMBER:	2020-01
		ISSUED:	9/24/2020
SCOPE:	All Department Personnel	EFFECTIVE:	10/4/2020
DISTRIBUTION:	Standard Operating Procedures Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	

### PURPOSE:

The purpose of this standard operating procedure (SOP) is to establish guidelines on the safe use of tire deflation devices (STOP STICKS).

### DEFINITIONS

**Tire Deflation Device:** These devices are spiked strips or sticks that are put down on the roadway to deflate the tires of any vehicle running over them. The tires lose air, making continued travel difficult or impossible. Timing is critical, requiring good communication and coordination among officers. When deploying tire-deflation devices, there should be adequate warning and sufficient distance to permit the suspect to stop before reaching the device. Proper training is necessary in order for officers to use this technique. Only tire deflation devices approved by the Monona Police Department are approved for use by Monona Police Department employees.

**Stationary Vehicle:** Any vehicle with four or more tires, which has the apparent ability to be driven away from the scene of an incident.

**Moving Vehicle:** Any vehicle with four or more tires, which is being operated in such a manner as to avoid the arrest of the occupant.

**Stop sticks:** Stop sticks are a tire deflation device. Stop sticks is a private company that manufactures tire deflation devices. There are other companies with different names that produce tire deflation devices.

### PROCEDURE:

#### ***Tire Deflation Device***

Authorization: This department has made available to officers, tire deflation devices (e.g., STOP STICKS), to help with the apprehension of fleeing vehicles during a pursuit or disabling a vehicle to prevent a pursuit.

Tire deflation devices may be deployed during an active police pursuit. This includes pursuits initiated by this agency and pursuits entering this jurisdiction by an outside agency. On a formal mutual aid request, tire deflation devices may be used outside of the Monona City jurisdiction.

Tire deflation devices may be deployed on a stationary vehicle when the possibility exists that a wanted or dangerous person may enter a vehicle and leave an area of containment (during an active police operation).

Tire deflation devices may be utilized to contain a suspected impaired driver who refused to exit a vehicle and may attempt to drive away after being stopped by an officer.

Tire deflation devices may only be deployed on a stationary vehicle when a reasonable belief exists that the vehicle will be operated or occupied by an individual posing a risk to officers or to the public. Officers must maintain visual sight of a stationary vehicle after a tire deflation device (STOP STICKS) has been deployed, and warn the driver of the devices prior to him/her operating the vehicle (if feasible).

Tire deflation devices may be deployed on a moving vehicle not being actively pursued with the approval of a supervisor (or OIC) only under these circumstances:

- A reasonable belief exists that the vehicle has recently fled from officers attempting to stop it. (whether an actual pursuit followed or not); or
- Pursuit of the vehicle is not authorized, but the vehicle is, or has been, operating in an extremely unsafe manner that creates a risk to the public.

The intent in using Tire deflation devices is to stop the violator by disabling his/her vehicle. The use of these road spikes is a force option. These devices may be used if:

- If practical, supervisor's permission obtained prior to the utilization of the tire deflation device.
- Other reasonable means of apprehension have been ineffective and/or have been rejected as impractical, such as continued following or additional unit assistance when deadly force is not justified.
- The vehicle being pursued is not a motorcycle or similar two-wheeled vehicle, unless deadly force is justified.
- The vehicle being pursued does not pose an unusual hazard to innocent parties.

Deployment: Deployment locations should provide a good line of sight for the person deploying the road spikes to enable observation of the pursuit and other vehicles as they approach. The officer deploying the device should choose a location with a physical barrier such as a roadway overpass, guardrail, tree, or building, behind which the officer will have adequate cover in the event that a fleeing offender should take evasive action or otherwise deviate his/her vehicle toward the officer. Dispatch and pursuing officers should be informed of the tire deflation device's location. Pursuing officers can create distance between their unit(s) and the violator to limit damage to their squad(s) from the device. The device should be removed from the roadway after the violator's vehicle has passed over them.

The primary goal using tire deflations devices is to prevent the pursuit from endangering residents and citizens located in the City of Monona. Tire deflation devices may be used outside the City of Monona, but only when mutual aid is requested by the outside agency.

Prior to deploying tire deflation devices, Officers must:

1. Be familiar with General Order 6.02 Vehicle Pursuits
2. Reviewed the guidelines for Use of STOP STICK Lesson Plan (by STOP STICK)
3. Reviewed the Use of STOP STICK PowerPoint (by STOP STICK)
4. Received hands on STOP STICK training by a state certified EVOC instructor

Report Requirements

1. Written report to document the incident
2. Use of Force report
3. Vehicle Pursuit Review Form (Only if actively involved in the pursuit)
4. STOP STICK Pursuit Reporting Form ([www.stopstick.com](http://www.stopstick.com))

Notifications

Notify the Chief of Police and the designated EVOC supervisor of the deployment so that the proper measures can be taken to replace and/or repair the used tire deflation device.

Guidelines for Use of Tire Deflation Devices

- A. Deployment of tire deflation devices
  1. Before Deploying tire deflation devices
    - a. Safety Considerations
      - (1) Every Pursuit is different
      - (2) Always plan ahead
      - (3) Find substantial coverImportant Note: Patrol Vehicles are not adequate cover, unless there is a 2<sup>nd</sup> Patrol Vehicle providing a buffer and safety spotter for the deploying officer.
  2. Deployment Locations
    - a. Avoid deploying tire deflation devices:
      - (1) in areas with heavy traffic
      - (2) in populated areas or locations with pedestrians nearby
      - (3) near road construction
      - (4) near steep embankments, curves, or obstacles that limit the deploying officer's view of traffic and the approaching pursuit.
  3. Deployment Actions
    - a. Prior to Deploying tire deflation devices, officers shall inform pursuing vehicles of the location of the tire deflation device to ensure safety of deploying and pursuing officers.
      - (1) pursuing officers should maintain sufficient distance from the pursued vehicle to permit removal of the device upon passage of the suspect vehicle.

- b. The tire deflation device should be deployed sufficiently in advance of a fleeing vehicle to protect the deploying officer.
  - c. The tire deflation device should be deployed from a position of adequate cover.
4. Post Deployment Actions
- a. Deploying officers shall remove the tire deflation device from the roadway as soon as it is safe to do so.
  - b. Deploying officers should update pursuing units with information on whether or not the suspect vehicle struck the tire deflation device.
  - c. If another vehicle, other than the pursued vehicle, runs over the device, the officer shall:
    - (1) Obtain assistance for the citizen to effect repairs if possible.
    - (2) Provide an explanation to the citizen of the reason for the use of the tire deflation device.
    - (3) Explain the procedure for filing a claim for damage to their vehicle.
    - (4) Notify a supervisor of the situation and document the damage in the report for the incident.
  - d. When safe to do so, the officer shall check the condition of the tire deflation device after use and take it out of service if necessary.
    - (1) If the tire deflation device is no longer safe to use, it shall be removed from the squad and turned in to a supervisor for replacement.

Walter J. Ostrenga  
Chief of Police

This Standard Operating Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Approved by Public Safety Committee 7/22/20  
Approved by City Council 9/21/20  
Issued 9/24/20  
Effective 10/04/20