



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



JRC, Jail, and Probation & Parole Responses & Conveyances

Eff. Date 05/11/2026

Purpose

This outlines guidelines for Madison Police Department (MPD) response to the Juvenile Reception Center (JRC), the Public Safety Building (PSB)/Dane County Jail, and Probation and Parole offices under certain circumstances.

Procedure

PSB/Jail

- *PBT Refusals at the Jail* – If an MPD officer determines that an arrested person is incapacitated, the arrested person should be conveyed to an emergency medical facility. If the arrested person is not incapacitated and the person is presented to the jail for booking, MPD officers should not convey individuals to an emergency medical facility based solely upon the PBT testing administered by jail personnel.
- *Medical Clearances for Criminal Violations* – If an officer concludes that a person is in need of medical treatment prior to being booked into the jail, the officer should convey the arrested person to a hospital for a medical clearance. The general jail guidelines for requiring a medical clearance prior to booking include the following:
 - Any pregnancy beyond six (6) months
 - Any pregnant female under the influence of alcohol or drugs
 - Anyone involved in a significant motor vehicle crash (ejection, roll-over, or head-on collision)
 - Anyone who sustained any traumatic injuries prior to arrest
 - Incapacitation due to alcohol or controlled substance
 - Anyone suspected of an overdose or who may be concealing drugs internally
 - Injuries needing sutures, casts, or complex wound care
 - Anyone with a blood sugar reading greater than 400
 - Anyone with a blood pressure over 180/120
 - Anyone exhibiting symptoms such as tremors, profuse sweating, chest pain, or shortness of breath
 - Anyone brought to the facility in a hobbled position
 - Anyone with significant signs of infection

The above list is not all-inclusive. Per the Dane County Sheriff's Office (DCSO), medical clearances will be made at the request of the medical professional after an assessment is completed prior to intake. Disputes on appropriate dispositions should be referred to the Officer in Charge (OIC).

JRC

- MPD will respond to JRC for emergency calls for service and investigate any criminal activity that takes place at JRC.
- Officers shall conduct an assessment of each juvenile taken to JRC and if necessary, should have the juvenile medically evaluated prior to JRC intake.
- If MPD officers are presenting a person to JRC and at the time of intake or shortly thereafter it is determined that a medical release/clearance is necessary, MPD officers should convey the person to a medical facility for that evaluation.
- MPD officers should not make scheduled conveyances from JRC.
- MPD will **not** be responsible for conveyances of juvenile females from Mendota Mental

Health (MMH) to the Winnebago Mental Health Institute. DCSO is responsible for these conveyances.

Deviation from these guidelines may be approved by a supervisor or commanding officer under exceptional circumstances.

Probation and Parole Conveyances

- Probation & Parole (P&P) personnel will be responsible for all routine conveyances to the PSB. In most instances, agents will take the client into custody themselves and will convey them to the PSB in a Department of Corrections (DOC) vehicle. Officers should be aware that these conveyances will be routinely taking place without law enforcement involvement and should be prepared to respond to any emergency requests for assistance (either at a P&P office or during the transport).
- MPD officers may be asked to assist P&P with taking a client into custody and conveying the client to the PSB if the client has a history of violent/resistive behavior or if there are other indications that the client will resist being placed into custody. In these instances, officers should respond to the appropriate P&P office and work cooperatively with the agents involved to take the client into custody and then convey the client to the PSB.
- If officers take an offender into custody from a P&P officer or from a transitional housing facility, the officer(s) may complete the Probation and Parole Conveyance form in lieu of a report. However, if officers arrest an offender from any other location, they should complete a short report documenting the incident.
- If a conveyance made by a P&P agent results in new criminal charges (contraband located on the client, client resists, etc.), officers should investigate and document the new charge, as needed. The officer should also complete a Probable Cause (PC) affidavit for the new charge. P&P will still have primary responsibility for the booking process.
- P&P will be responsible for taking custody of any non-contraband property in the possession of a client being taken into custody that the PSB will not accept.
- Contact your commanding officer with any questions or issues that arise regarding these conveyances.

Original SOP: 05/02/2014

(Revised: 02/11/2016, 01/13/2017, 04/16/2018, 01/15/2020, 01/31/2023, 05/11/2026)

(01/13/2017: Combined Detox, JRC and PSB Response SOP with Probation and Parole Conveyances SOP)

(05/11/2026: removed "Detox" from title of SOP)

(Reviewed Only: 12/26/2017, 01/30/2019, 01/11/2021, 02/04/2022, 02/05/2024, 02/09/2025)