



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Special Duty

Eff. Date 11/06/2025

Purpose

Requests for Special Duty employment are subject to the provisions of this standard operating procedure (SOP) and the following procedures, scope, and guidelines.

Procedure

SCOPE

All police functions performed by members of the Madison Police Department (MPD) fall within the authority and responsibility of the Chief of Police, and will remain under the Chief's control at all times.

All requests, whether public or private, for commissioned personnel to act in their capacity as police officers for Special Duty employment will be directed to the Chief's Office Program Assistant (Special Duty Coordinator) or designee and processed through official channels. For entities we have not previously provided Special Duty services for, the Chief's Office Program Assistant (Special Duty Coordinator) will review the request with the Captain of Traffic and Specialized Services, or their designee. The Chief's Office Program Assistant (Special Duty Coordinator) or designee will review each request and determine the desirability of such employment and the conditions under which it will be performed. In no case will individual officers directly negotiate contracts for their services. All employment while functioning in the capacity of police officer is prohibited, unless specifically authorized by the Chief or designee.

CRITERIA FOR ASSIGNMENT

Each Special Duty request will be individually reviewed to ensure that employment is authorized and in compliance with this policy. In considering a Special Duty staffing request, the Chief's Office Program Assistant (Special Duty Coordinator), Captain of Traffic and Specialized Services, or designee, will ensure a conflict with safety and the public's interest does not exist prior to the assignment of officers.

Special Duty employment will not be approved when:

1. A labor dispute is involved.
2. The Special Duty requestor would, in any way, restrict the officer from performing the duties of a police officer.
3. The officer would be involved in pictures or advertising endorsing commercial products while the officer is identified as a Madison Police Officer.
4. The requested Special Duty would have an adverse impact on the reputation of the MPD.
5. Employment is outside the city (exceptions may be made for other governmental agencies).

Careful review will be given to any request for Special Duty employment when the requestor holds any license or permit issued by the City of Madison, including, but not limited to, liquor licenses, street use permits, and park use permits, to ensure the requested service does not conflict with safety and the public's interest.

REQUESTS FOR SPECIAL DUTY EMPLOYMENT

All requests made to the MPD for Special Duty employment of police officers must be reviewed by the Chief's Office Program Assistant (Special Duty Coordinator) or the Captain of Traffic and Specialized Services prior to processing. It will be their responsibility to ensure that State Statutes, City Ordinances, and MPD Policies are adhered to in these assignments. The Chief's Office Program Assistant (Special Duty Coordinator), Captain of Traffic and Specialized Services, or designee, will determine the desirability and necessity of making an assignment based on the type of service desired, the nature of the requesting organization, and the possibility of the need to assign regularly scheduled personnel to the request. If Special Duty employment

is appropriate, assignments will be given to the officers who have expressed interest in working the assignment who have the least amount of accrued Special Duty Overtime hours worked as determined by running a picklist in Telestaff.

RESPONSIBILITY FOR COMPENSATION

Organizations who request commissioned personnel for Special Duty employment do so because of the need for authority vested in police officers. They request officers for specified periods of time, and at a specified rate of pay. The organization is then billed by the City for the work of the officers during the specified hours of the Special Duty employment.

MPD recognizes that certain police action that occurs during Special Duty employment may require the officer to work beyond the specified hours. In such cases, MPD will compensate the employee at time-and-one half for the actual time worked in excess of the hours of Special Duty employment, provided:

1. The completion of work is necessary prior to the employee's next work day; and
2. The completion of the work is authorized, in advance, by a supervisor.

In no case, however, will compensation be paid for both the Special Duty employment and regular duty employment for the same period of time.

RETURN TO DUTY

If an on duty MPD supervisor must respond to a Special Duty assignment to take command and must garner additional resources, then the officer(s) assigned to Special Duty shall be considered called back to duty and shall be compensated at the overtime rate of pay. If a member must take police action that requires them to leave the job site to process an arrest or take some other type of exigent police action, that officer shall be considered called back to duty and shall be compensated at the overtime rate of pay (use Telestaff work code OT MISC OT PAY).

MPD POLICIES, REGULATIONS AND PROCEDURES

All MPD regulations, policies, and procedures apply to Special Duty employment as they would if an officer was on regularly assigned duty. Officers are expected to perform the duties and job responsibilities as identified by the Special Duty employer.

TIMELY ARRIVAL TO SPECIAL DUTY JOB AND REGULAR TOUR OF DUTY

Officers scheduled to work a Special Duty assignment shall allow adequate time to arrive at their Special Duty assignment on time after completing their regular work shift or another Special Duty assignment. Officers working a Special Duty assignment prior to the start of a regular work shift must allow adequate time to complete their scheduled Special Duty assignment and arrive for the start of their regular work on time.

SQUAD CAR USE AND PROCEDURES

MPD squads may only be used when authorized by the Chief's Office Program Assistant Special Duty coordinator. Officers will obtain a squad from a district station and will respond directly to the job site. The officer will be paid beginning at the time they obtain the squad at a district station and check in with the Dispatch Center. The officer shall enter the actual start time in their TeleStaff entry. The maximum amount of time allowed for travel to the Special Duty assignment site shall be 30 minutes; however, officers should enter the most accurate time. When the job is completed, the officer will return to a district station directly. The ending time will be when the officer has returned the squad to the district station. The maximum amount of time permitted for travel back to a district station from a job site will be 30 minutes (this procedure does not apply to officers with a personal take home assigned squad car; for those employees, Special Duty compensation begins when the Special Duty assignment starts).

NO SHOWS AND CANCELLATIONS

If an officer fails to show up for a Special Duty assignment (no show), it will be considered an absence from duty.

If an officer must cancel a Special Duty assignment that the officer has been awarded, the officer shall immediately notify the Special Duty Coordinator, or in their absence the Lieutenant of Traffic and Specialized Services.

If an officer cancels a Special Duty assignment within five (5) business days before the starting time of the assignment and that assignment remains unfilled, it will be considered a "no show" on the part of that officer.

TELESTAFF ENTRIES

TeleStaff entries should be made immediately following completion of the assignment.

Original SOP: 02/25/2015
(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017, 01/31/2020)
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