

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MADISON
AND
THE MADISON PROFESSIONAL POLICE OFFICERS ASSOCIATION
(MPPOA)

BACKGROUND: Discussions were held between the parties relative to how to calculate the death and/or permanent disability pension for officers that die or become permanently and totally disabled as the direct result of bodily injury or occupational disease which arises out of and in the course of employment with the employer. The parties agreed to the following:

1. If employee dies as the direct result of bodily injury or occupational disease which arises out of and in the course of employment the employer; or
2. If an employee becomes permanently and totally disabled as defined below, as a direct result of injury or occupational disease which arises out of and in the course of employment for the employer, for which you have been approved to receive a permanent disability pension according to the applicable Wisconsin statutes then in effect; then upon receipt of satisfactory proof of your death or permanent and total disability, the Hartford will pay you or your estate an amount equal to 2 (two) times your annual rate of earnings subject to a maximum of \$1,000,000.00. Your annual rate of earnings is defined as your regular base salary and any longevity and incentive pay entitlement on your last day of active full-time work at your usual occupation without physical restrictions (i.e., the day immediately preceding the date of said debilitating bodily injury or occupational disease) plus a factored overtime supplement. The factored overtime supplement shall be computed by multiplying the average number of annual overtime hours worked in the previous five (5) years by the hourly factor of the annual rate of earnings. If you have worked for the employer for less than five (5) years, the average will be determined over the time worked.

Dated this 21st day of January, 2000.

FOR THE CITY:

MA. Oet

FOR THE UNION:

Shawn J. Armagost, PRESIDENT

**EMPLOYEE ACKNOWLEDGMENT OF NOTIFICATION OF
DRUG/ALCOHOL TEST PROGRAM**

I acknowledge that I have received a copy of and have been duly informed about the Police Department's Drug and Alcohol Testing Program (the Program) and related procedures, which are contained in the collective bargaining agreement (the Agreement) currently in effect between the Madison Professional Police Officers Association (MPPOA) and the City of Madison (the City). I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed about how drug and alcohol tests are conducted, what those tests can determine, and the consequence of violating the Program.

I also have been informed of the City's Employee Assistance Program (the EAP). I understand that if I voluntarily come forward under Section 10 of the Program and ask for professional assistance to deal with a drug use or alcohol misuse issue, I will not be disciplined by the Employer, provided that there are no aggravating circumstances present, as described in the Agreement. I understand how drug/alcohol test specimens are collected and further understand that these specimens are subjected to medical tests that are conducted under the auspices of a Medical Review Officer (the MRO), as defined in the Agreement. I understand that the MRO will review and interpret any positive test results, and that I will have an opportunity to be interviewed by the MRO to review my status, my medical history, and any relevant biomedical factors prior to the Human Resources Director being informed whether the test results are positive or negative. I also acknowledge that I will be asked, as a condition of my continued employment, to sign a Consent to Release of Information relating to my test results and about me as provided in the Agreement.

I understand that a confirmed positive drug or alcohol test result will result in my referral to a Substance Abuse Professional under the Program. Finally, I understand that a violation of the provisions of the Program or my testing positive for drugs on or off duty or for alcohol while on duty may establish just cause for discipline up to and including discharge from the Department.

Printed or Typed Name of Employee

Signature of Employee

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MADISON
AND
THE MADISON PROFESSIONAL POLICE
OFFICER ASSOCIATION (MPPOA)

BACKGROUND: On occasion, there may be situations where fellow employees are ill and do not have adequate sick leave to cover their absence. To assist fellow employees in their time of need, the City joins this bargaining unit in proposing that employees be allowed to donate earned vacation or compensatory time to a designated Union/Association member or to a general membership pool under the following conditions:

1. Members of the Union/Association may, on a strictly voluntary basis, be permitted to donate earned vacation or compensatory time to either a general membership pool or to a designated Union/Association member who has exhausted all of his/her accrued time-off, including sick leave, due to a situation falling within the parameters of contractual use of sick leave.
2. Donations shall be limited to a minimum of four (4) hours and a maximum not to exceed five (5) work days per calendar year per donating member.
3. The amount of leave-time available for distribution through this program will be based on the dollar amount of the time donated.
4. When on said leave, employees will continue to be eligible for and earn all paid leave entitlements consistent with being on paid sick leave.
5. Disputes arising from the administration of this program are not subject to the grievance procedure of this Union/Association.
6. The Union/Association is responsible for selecting members to form a board that will determine whether or not an employee would qualify for this type of assistance, and would be responsible for notifying the central payroll about transferring amounts into the designated employee's or general membership's pool donated leave time account.
7. Donations, once given, are not refunded but remain in the general membership pool.

8. Employees will not be permitted to draw wage insurance benefits for the same time period covered by this program. Individual employees will always retain the right to refuse benefits under this program without penalty. Hourly and seasonal employees are not eligible for this program.
9. Each Union/Association will decide any other rules or policies that may apply to their specific need, as long as they do not replace or change any of the conditions listed above.

Dated this 26th day of September, 2000.

FOR THE CITY:

W. Q. Oet
11/1/00

FOR THE ASSOCIATION:

Shawn J. Armagost
President, MPPOA

Memorandum of Understanding
Between
The City of Madison
And
The Madison Professional Police Officer's Association .

Exigent Personal Leave

Bargaining Unit members may use up to two (2) exigent personal leave days per calendar year. These days may be granted regardless of staffing levels excepting blackout dates. The employee must provide at least 48 hours notice to the employer to use an exigent personal leave day.

A member must use twelve (12) hours of accrued vacation, MPPOA earned time, compensatory leave time or any combination thereof for each 8 hour day taken off. Sick leave may not be used for exigent personal leave days, and exigent leave may not be used on a contractual holiday.

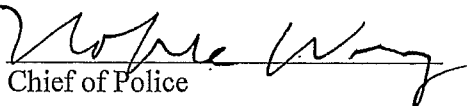
An employee using an exigent personal leave day will only be charged eight (8) hours of leave time if:

1. If it was not necessary to utilize overtime to maintain minimum staffing levels on the shift that the employee used exigent personal leave; and
2. The employee determines that overtime on the shift in question was not incurred and notifies his/her shift scheduler, shift OIC or MPD Master Scheduler within 72 hours of the shift in question, or the Telestaff close of the relevant payroll period (whichever comes first).

The blackout dates for exigent leave are:

Mifflin Street Block Party
Rhythm and Booms and rain date
Freakfest

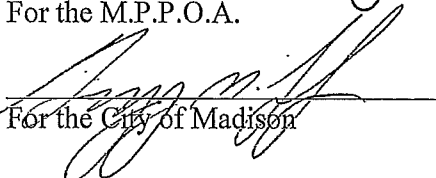
This Memorandum of Understanding will expire on 12/31/2011 unless extended by mutual agreement of both parties.


Chief of Police

2/16/11
Date


For the M.P.P.O.A.

2/16/11
Date


For the City of Madison

2-16-11
Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MADISON
AND
THE MADISON PROFESSIONAL POLICE OFFICERS ASSOCIATION

The Police Honor Guard has been a cherished tradition in the law enforcement community and members of the Madison Police Department have been proud to serve this department well at funerals, special events, and other functions approved by the Chief of Police. The Honor Guard both serves the need for solemn rites within the law enforcement community and reflects well on this department and on the City of Madison. In order to support the Honor Guard Team of the Madison Police Department, the City and the Madison Professional Police Officers Association agree to the following terms:

1. The Honor Guard team will consist of individuals selected by the existing team, and approved by the Chief of Police. The team will consist of members representative of the ranks of those who voluntarily apply to join the team. The Honor Guard Team Leader may request removal of any team member who demonstrates an unwillingness or inability to be available to fulfill his/her obligations to the team. It will be the responsibility of the Honor Guard Team Leader to report any vacancies on the Honor Guard team to the Chief of Police, and to recommend replacements.
2. All requests for Honor Guard services will be made to the Chief of Police and/or his designee for approval. Approval will always be given for Honor Guard funeral services when requested by the family of a deceased active or retired commissioned member of the Madison Police Department when the services are conducted within 100 miles of Madison. The City will also commit the services of the Honor Guard Team whenever reasonably possible in the event that any Wisconsin law enforcement officer is killed in the line of duty. Requests for Honor Guard Team services falling outside these parameters will be subject to the approval of the Chief of Police or his designee.
3. Members of the Honor Guard shall be permitted and scheduled for 2 full days of on-duty training per calendar year. Additional on-duty training requests for the team as a whole can be made to the Chief of Police or his designee and will be subject to staffing availability and budgetary considerations. Other individual training requests for specialized training relating to Honor Guard may be made through the members command staff, subject to the customary review, prioritization and approval processes.
4. All Honor Guard members will serve in an on-duty status while participating in and traveling to and from approved Honor Guard services and training. Those members who are called upon for such services during their regularly scheduled shifts shall have their hours on Honor Guard status count as regular duty time. Members called upon to serve in their capacity as members of the Honor Guard Team for an event scheduled on their Regular Day Off shall have their regular scheduled day off rescheduled by the designated team leader. Members called upon to serve on a regular work day, but outside of their normally scheduled shift hours, shall have their shift and/or hours rescheduled by the designated Team Leader so that their rescheduled hours cover the hours necessary for Honor Guard service. Regular Day Off and shift or hour changes shall be made with at least 72 hours notice unless the employee agrees to voluntarily waive this advance notice. In no case shall Honor Guard service be less than four hours of duty time, or

more than eight hours, unless approved by the Chief of Police or his designee under unusual circumstances, such as the need to travel a great distance for funeral services. In all cases, Management will be directed by the Chief of Police to make reasonable arrangements for Honor Guard team members to be able to serve when called upon to do so without creating work schedules which would not allow for a reasonable break between shifts for sleep. However, members will not be scheduled to serve Honor Guard assignments if back-filling their regularly assigned shifts would result in overtime.

Both parties recognize that in the above paragraph, the intent of the (no less than) "four hours of duty time" is to allow for members to have reasonable periods of time for rehearsal and preparation and maintenance of uniforms and equipment.

5. If a member of MPPOA is called upon to serve the Honor Guard in the capacity of Team Leader, this member will, with supervisory approval, be allowed time while on duty to make calls, coordinate activities, to ensure that appropriate departmental resources such as vehicles, etc., are cleaned and prepared for service, and to perform other necessary administrative tasks.

For the City of Madison:

Richard K. Williams

Chief of Police

Date: 7/31/00

For the MPPOA:

Frank J. Armagost

PRESIDENT, MPPOA

Date: 08-02-00

MEMORANDUM OF UNDERSTANDING

BETWEEN
CITY OF MADISON
AND

MADISON PROFESSIONAL POLICE OFFICERS ASSOCIATION

Background

Following discussion during contract negotiations for the 2000-2001 contract the classification of positions open to assignment selection and the procedure to follow when a vacancy occurs following the once a year selection process, both the Union and the City decided to enter into an MOU establishing a committee to review all of the aspects involved with the above mentioned subjects in the context of existing collective bargaining contract language.

The committee that was created established the guidelines that follow:

Detective shift assignments will be based on classification seniority; except:

- a) Newly hired or promoted personnel may be assigned to various shifts and assignments for training purposes for not more than one year, but such assignments shall not be considered permanent.
- b) Management reserves the right to determine staffing levels on the various shifts for all ranks.

Detective specialty and district assignment will be filled by the Detective Lieutenants with due consideration given to: classification seniority, training and experience, job performance, needs of the assignment, and the needs of the Department.

Annual Process

The detective assignment process will proceed as follows:

- 1) At least once a year detective assignments will be open for selection.
- 2) Prior to initiation of the annual selection process all detectives will be provided a list of available assignments (shift, specialty and district).
- 3) Detectives will designate their shift by classification seniority.
- 4) Detectives will designate their preferred assignments.

5) The Detective Lieutenants will then make assignments based upon the criteria cited above and considering the expressed preferences of the detectives. After the assignments have been made a detective may contact their Detective Lieutenant to get feedback pertaining to their assignment. If requested, a career development plan will be discussed .

~~6) Whenever a vacancy occurs outside of the yearly selection process the Detective Lieutenants will decide if the vacancy will be opened to those detectives submitting an expression of interest or filled with the newly promoted detective. Consideration will be given to time remaining in the assignment, the nature of the assignment, district and detective preference. When the vacancy is opened the Detective Lieutenants will use the same process as mentioned above.~~

Dated this 1st day of August 2000

FOR THE CITY

W. De Oert

FOR MPPOA

Frank J. Armogast MPPOA
PRESIDENT

**Memorandum of Understanding
Between
The City of Madison
and
The Madison Professional Police Officer's Association**

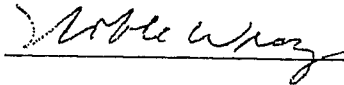
Exigent Personal Leave

An employee may designate, with 48 hours notice to the employer, two eight hour work shifts as **Exigent Personal Leave** per calendar year regardless of staffing levels. The employer may designate five blackout dates when this leave option may not be exercised and may also limit this option to a maximum of two employees per shift or per work unit. The employee will be charged 12 hours of leave time for each 8 hour shift taken as exigent leave. The employee may not use accrued sick time for this type of leave. The employee may not use exigent personal leave on a city holiday. The employee must inform their supervisor which type of leave they plan to use when scheduling exigent personal leave.

The employer designated blackout dates for 2008 are: May 3, June 28, June 29, October 31, and November 1.

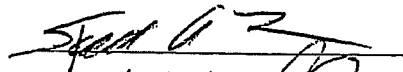

This MOU will expire on 12/31/2008.

For the City of Madison


Ma. O. O.

Date: 01-03-08

For the M.P.P.O.A.

Date: 01-03-08

Memorandum of Understanding
between
The City of Madison
and
The Madison Professional Police Officer's Association

7/21/2006

Regarding: Granting of Compensatory Leave (COA), full shift.

Members of the Madison Professional Police Officer's Association are granted the ability to take Compensatory Leave at a time mutually agreeable to the Member and Madison Police Department Management. This document will outline the process to grant this type of leave, commonly known as COA, for members of this bargaining unit with the exception of COA requested under the MOU describing the Vacation selection process.

Any member with a COA balance of 8 hours or over may request a COA day at any time during the calendar year. These requests will be evaluated in one of two ways. If the request is made 30 days or more prior to the requested day off, then all requests will be evaluated 30 days prior to the requested date. The member that has used the least amount of COA in that calendar year shall be granted the day off if available. If more than one opportunity to use a COA day exists, then the requests will be evaluated based on which members have used the least amount of COA that calendar year in descending order.

If the request for a COA day is made within 30 days of the requested date then the requests will be granted on a, "first come, first served", basis if time off is available.

This agreement will expire on 12/31/2007 or by mutual agreement of both parties.

Wade Wray 7/24/06 For the Madison Police Department
date

Maureen O'Leary 7/25/06 For the City of Madison
date


Sam O'Leary 7/25/06 For the M.P.P.O.A.
date

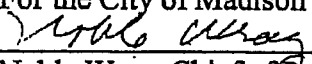
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date

Memorandum of Understanding
Between
The City of Madison
And
The Madison Professional Police Officers Association

The City of Madison and the Madison Professional Police Officers Association (MPPOA) agree to the following terms for the compensation of members working grant funded overtime, for work related phone calls to employees that are in off-duty status, and for officers that initiate a law enforcement action while off-duty, as specified below:


- 1) All grant-funded overtime shall be paid at the rate of time-and one-half the employee's regular rate of pay. No compensation minimums apply, as this is not a Callback under Article VIII (E).
- 2) Compensation for each continuous hour worked in excess of twelve consecutive hours shall be paid at the rate of two times the employee's regular rate of pay, except any overtime accrued due to grant funded activity, which is paid at time and one-half. Any grant-funded work performed before or after an employee's regular work shift will not be considered continuous service for the purposes of compensation.
- 3) Whenever an off-duty officer initiates law enforcement action, the officer reverts to on-duty status and is compensated at time and one-half for the exact amount of time worked, subject to supervisory review. No minimums or continuation to a shift apply, as this is not a Callback under Article VIII (E); however, if an employee's involvement in an off-duty incident exceeds 12 hours, the employee will be compensated at double time their regular rate of pay for any time exceeding 12 hours.
- 4) Employees that are off-duty and who are contacted by phone by the employer regarding a work related issue, or by a prosecutor regarding testimony about events arising out of their employment, shall be compensated at time and one-half the employee's regular rate of pay for any phone call that exceeds ten minutes or more. No compensation will be provided for phone calls less than ten minutes duration, and no other compensation minimums apply. Employees may be required to verify requests for compensation under this provision following prescribed Department procedures.

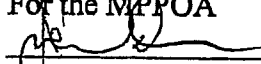


Michael Deiters – Labor Relations
For the City of Madison


Noble Wray, Chief of Police

Date: 4/18/06



Scott Favour
For the MPPOA


Joe Durkin – WPPA

Date: 4/21/06

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MADISON
AND
MADISON PROFESSIONAL POLICE OFFICERS ASSOCIATION
(MPPOA).**

BACKGROUND: For many years, the City and the Union have included in their Collective Bargaining Agreement, the conditions under which the City agrees to provide a subsidy for employees toward the cost of bus passes on the City's Metro system. The City would like to enhance its transportation demand management program by participating in a Metro Transit unlimited ride pass program, for which reimbursement is made by the City to Metro, at no cost to City employees. This document would replace the language in the contract concerning bus pass subsidy until such time that the unlimited ride bus pass program is not in existence. The terms and conditions of this program are as follows:

1. The initial pilot project started August 1, 2005, through December 31, 2005, and for such further time as the requisite funding was allocated and approved during the budget process. This program replaced the City's former bus pass subsidy program. Approval for the program has been extended until December 31, 2009 with the understanding that the City may terminate this program on or after January 1, 2009, upon ninety (90) days' written notice to the Association.
2. The Metro unlimited ride pass for which full payment is made by the City will replace the Bus Pass Subsidy. In the event the free of charge, unlimited ride pass program is abolished or canceled, the City will reinstate the Bus Pass Subsidy Program.
3. The Metro unlimited ride pass provides free-fare access by City employees to Metro's fixed route and ADA Complimentary Paratransit Services.
4. Metro Transit services specifically excluded from the free-fare program are Metro special event shuttles for sporting and other events for which special event fares are charged.
5. Metro will provide unlimited ride passes to the City Human Resources Department and/or the City Treasurer's Office or other agency designated by the Mayor for distribution to all current employees. Replacement passes can be purchased for \$10.00 by any eligible City employee who can verify that their pass was lost, stolen or destroyed. To qualify for the free ride, employees must present both an employee identification card and an unlimited ride pass.

6. The unlimited ride pass is not transferable and shall be forfeited and confiscated if misused or presented for transportation by any person other than the person to whom it was issued.
7. The City of Madison may terminate this program upon ninety (90) days written notice to the Union and participating employees.

Agreed to this 28th day of July, 2008.

FOR THE CITY

MR. OSE
[Signature]

FOR THE UNION

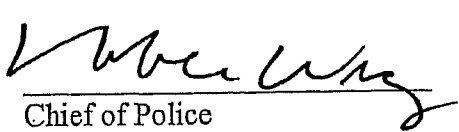
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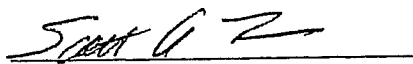
**Memorandum of Understanding
Between
The City of Madison
And
The Madison Professional Police Officer's Association**

Promotional Process


The City of Madison and The Madison Professional Police Officer's Association agree to a new promotional process covered in Article XX of the Collective Bargaining Agreement. This process is outlined in a memorandum titled Madison Police Department Promotional Process for 2008 For Investigators, Detectives, and Sergeants. Sections of the Article XX not changed by the memorandum continue in effect. The intention of the parties is that the promotional process will comply with all applicable Federal, State and local laws with respect to employee promotion. This agreement will expire on November 1, 2008 unless earlier terminated or extended by mutual agreement of both parties.

This resolves MPPOA grievance on the Promotional Process, dated 11-28-07 (WPPA# 08-027).

 2/28/08
Chief of Police date

 02/27/08
For the Association date

 2/27/08
For the Association date

 2/27/08
For the City of Madison date

**MADISON POLICE DEPARTMENT
PROMOTIONAL PROCESS For 2008
For Investigators, Detectives and Sergeants**

ELIGIBILITY REQUIREMENTS

Eligibility Requirements for the Rank of Detective or Investigator

Four (4) years or more Police Officer experience with MPD from the date once off probation to the starting date for the Promotional Academy.

Eligibility Requirements for the Rank of Sergeant:

1. Five (5) years or more experience as a Police Officer on MPD once off probation, or
2. Four (4) years or more experience as a Police Officer on MPD once off probation and one (1) year or more experience as a MPD Detective or Investigator.

PART I: DESCRIPTION OF THE PROMOTIONAL PROCESS

Announcement

1. Captain of Personnel and Training determines the number of anticipated vacancies in each rank on an annual basis. This will be accomplished by using projected vacancies calculated using age 50 as the eligible retirement date, and then adding five more panel positions to this number.
2. Formal announcement will be given of the number of projected vacancies for each rank (and the subsequent size of each panel) and publication of the dates and times of the Promotional Academy, written test, and Assessment Center. This announcement will include a request for personnel intending to compete in the process to submit an email formally declaring their intention to compete.
3. Eligible personnel submit an email to the Captain of Personnel and Training expressing their intention to compete in the promotional process and the rank for which they intend to compete.

Screening Process for Admission to the Promotional Academy

1. Captain of Personnel and Training requests the current supervisor of each candidate to complete a supervisory input form by a specific date within a two-week period of time, based on the employee's performance in the last twelve months. This form is to be returned to the Captain of Personnel and Training. If, based on the supervisory input form, the candidate is not going to be allowed to participate, the Commanding Officer of the candidate will be required to meet with her/him within a two-week period of time to explain why s/he cannot participate and provide him/her with a copy of the form. If the candidate chooses, s/he can appeal this decision by written notice to the Chief within a one-week period of time. The Chief will have two weeks to respond to the appeal request.
2. Eligible candidates submit a resume to the Captain of Personnel and Training.

3. Candidates who are eligible to attend the Promotional Academy on duty are identified and notified with the publication of a formal eligibility list prepared by Personnel and Training.

Successful Completion of the Promotional Academy

1. Personnel and Training coordinates and offers the two-week Promotional Academy, consisting of the following two parts for the ranks of Investigator (two days plus a three day in-house Investigator training), Detective (one-week), and Sergeant (two-weeks):
 - a. Technical competence skills that are rank specific.
 - b. General quality improvement methods and leadership skills.
2. Promotional candidates must attend required appropriate portions of the academy while on duty, at least once, and pass the academy exam(s) with a score of 70% or better.
3. Once the Promotional Academy has been attended once, additional attendance, whether voluntary or required by a candidate's Commanding Officer, is at the approval/request of the candidate's Commanding Officer.

Formation of the Assessment Center for Each Rank

1. The Assessment Center will be required annually with no ability to carry over scores from previous years.
2. Training staff will schedule and coordinate participation in the Assessment Center.
3. The Assessment Center will consist of five sections for all ranks: written test, interview, in-basket assignment, role-play situation, and a group exercise.
4. All candidates have to participate in each section annually.
5. The Captain of Personnel and Training determines who the evaluators will be for each testing section of the Assessment Center. (MPPOA president will have the option to strike one evaluator suggested for each rank.)
6. The Captain of Personnel and Training selects (or approves) the topics to be covered during each section, the specific section test elements and the benchmarks to be used by the evaluators.
7. The evaluators will not be allowed to see the resumes of any candidate.
8. Each section of the Assessment Center, as well as the written test, will have equal rating values.
9. The Captain of Personnel and Training will tabulate the scores with a second person (agreed upon by MPPOA president with option for one strike) or receive the tabulated scores from a contracted source, if applicable.
10. The Captain of Personnel and Training will compile a grid of each candidate's individual scores in all sections of the Assessment Center, including the written test, as well as a total score, and a copy will be provided to the Chief of Police.
11. The final score for each candidate will be determined by adding all the individual scores from the five areas together (written test, oral presentation, in-basket, group exercise, and role-play scenario).
12. If the number of candidates competing is greater than the number of panel positions, then only the top scoring candidates for the number of panel positions available will make the panel. The remaining candidates will be eliminated for the year.

Topics That Can Be Covered in the Assessment Center

Written test:

1. Policy
2. Procedure
3. Wisconsin Law/Statutes
4. Anything contained in reading list (list provided with a minimum of four weeks).

Oral Presentation:

Investigator:

1. Policy/procedure
2. Motivation (why)
3. Self initiation
4. Problem solving
5. Crime scene preservation
6. Evidence collection
7. Technical knowledge
8. Role within department
9. Time management
10. Teamwork
11. Research
12. Job-related Qualities/skills
13. Analytical thinking

Detective:

1. Statutes/legal
2. Organizational skills
3. Self initiation
4. Teamwork
5. Motivation (why)
6. Multitasking
7. Report writing
8. Crime scene
9. Tactical response
10. Policy and procedure
11. Role of detective within department and interagency
12. Sources of information

Sergeant:

1. Personnel issues
2. Policy/procedure
3. Leadership/supervision
4. Motivation (why)
5. Training and experience
6. Expectation and goals
7. View of Sergeant role in the department
8. Tactical situation
9. Why is diversity important
10. Decision making

11. Problem solving methodology
12. Communication (internal/external)
13. Accountability

The testing process is intended to test for the necessary knowledge, skills and abilities for each position. The foregoing is intended to be a representative sample.

Role Play:

Investigator:

1. Scene processing

Detective:

1. Interview

Sergeant:

1. Tactical
2. Major case/coordination/media relations
3. Personnel/complaint

Group Exercise:

Investigator:

1. Debate
2. Major incident/multiple scene
3. Communication skills

Detective:

1. Debate
2. Major case/multiple scene coordination
3. Communications skills (internal/external)

Sergeant:

1. Event Planning
2. Communication skills (internal/external)
3. Debate
4. Tactical
5. Personnel
6. Problem solving
7. Major case

In-Basket:

Investigator:

1. Assign case
2. Diagram/mapping
3. Community presentation
4. Problem solving
5. Hands on task
6. Report writing

Detectives:

1. Case assignment
2. Communication skills (internal/external)

3. Problem solving
4. Report/case feedback

Sergeants:

1. Policy clarify/change/create
2. Personnel issues
3. Communication skills (internal/external)
4. Review reports/provide feedback
5. Event planning
6. Press release
7. Problem solving
8. Coordinate training

The above Assessment Center scenarios are intended to be examples only; the actual scenarios and/or topics may vary.

Creation of Promotional Panels

Once the Assessment Center is complete, the Captain of Personnel and Training will distribute a memo, listing in rank order (without scores) those who completed the Assessment Center and were placed on the panel. Candidates can request feedback from the Captain of Personnel and Training after completion of the Assessment Center. It is the candidate's responsibility to seek out any future training they may need so that they can improve their performance in future assessment centers and or promotional processes.

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from the candidate on the concerns raised, if any. This is not be an opportunity for the Commanding Officer to “sell” their candidate, but to provide the Chief with the facts about their candidates knowledge, skills and abilities as it relates to the promoted position they are competing for, and so the Chief can make an informed decision on who is the best person for the promotion.

3. Only issues of concern raised about a candidate can be discussed without an opportunity for rebuttal from the candidate if they are recent and came to light after the interview with the candidate.
4. Candidates will be provided feedback if desired on the discussions during the Management Team meeting from their Captain.

Promotional Panel

1. The panel expires after a period of one year unless extended by the Chief.
2. After the panel expires, upon request, the Chief provides feedback to all members of panels who did not get promoted.

Chief Interview with Candidates

1. Prior to making a selection, the Chief of Police will conduct an interview with the candidates being considered for promotion.
2. The candidate can use their resume and address their knowledge, skills, and abilities that would make them a good selection.

Appointment for Promotion

1. The Chief designates an employee for promotion to the interim rank from the promotional panel. This is accomplished by choosing from the top 7 candidates, if the number of candidates on the panel is between 1-14. If the number of candidates on the panel is 15 or larger, the Chief can select from the top 8 scoring candidates. There are several factors considered by the Chief when making a designation that includes, but is not limited to, the candidate’s rank order on the promotional panel. Rank order on the promotional panel itself will not determine who is selected for promotion. Each time someone is selected from a panel for promotion, the next person on the panel, in rank order, will be moved up into the 7th or 8th position on the panel. This allows the Chief to always have 7 or 8 candidates to select from when making the designation for promotion. If there is more than one candidate designated for the same rank at the same time, the seniority of the candidate’s will be determined by the Chief, following the guidelines listed above (i.e. The first candidate selected out of the top 7 or 8 will have the most seniority, the second candidate selected out of the new top 7 or 8 will be the second in seniority, etc.).
2. This preliminary recommendation is forwarded for approval to the Police and Fire Commission.
3. The appointment to the promoted rank is subject to the final recommendation of the Chief and the approval of the Police and Fire Commission pursuant to WS 62.13(4)(a), which is reserved for 12 months, unless extended by the Chief, for a period not to exceed 6 months.

**MADISON POLICE DEPARTMENT
PROMOTIONAL PROCESS For 2008
For Investigators, Detectives and Sergeants**

ELIGIBILITY REQUIREMENTS

Eligibility Requirements for the Rank of Detective or Investigator

Four (4) years or more Police Officer experience with MPD from the date once off probation to the starting date for the Promotional Academy.

Eligibility Requirements for the Rank of Sergeant:

1. Five (5) years or more experience as a Police Officer on MPD once off probation, or
2. Four (4) years or more experience as a Police Officer on MPD once off probation and one (1) year or more experience as a MPD Detective or Investigator.

PART I: DESCRIPTION OF THE PROMOTIONAL PROCESS

Announcement

1. Captain of Personnel and Training determines the number of anticipated vacancies in each rank on an annual basis. This will be accomplished by using projected vacancies calculated using age 50 as the eligible retirement date, and then adding five more panel positions to this number.
2. Formal announcement will be given of the number of projected vacancies for each rank (and the subsequent size of each panel) and publication of the dates and times of the Promotional Academy, written test, and Assessment Center. This announcement will include a request for personnel intending to compete in the process to submit an email formally declaring their intention to compete.
3. Eligible personnel submit an email to the Captain of Personnel and Training expressing their intention to compete in the promotional process and the rank for which they intend to compete.

Screening Process for Admission to the Promotional Academy

1. Captain of Personnel and Training requests the current supervisor of each candidate to complete a supervisory input form by a specific date within a two-week period of time, based on the employee's performance in the last twelve months. This form is to be returned to the Captain of Personnel and Training. If, based on the supervisory input form, the candidate is not going to be allowed to participate, the Commanding Officer of the candidate will be required to meet with her/him within a two-week period of time to explain why s/he cannot participate and provide him/her with a copy of the form. If the candidate chooses, s/he can appeal this decision by written notice to the Chief within a one-week period of time. The Chief will have two weeks to respond to the appeal request.
2. Eligible candidates submit a resume to the Captain of Personnel and Training.

3. Candidates who are eligible to attend the Promotional Academy on duty are identified and notified with the publication of a formal eligibility list prepared by Personnel and Training.

Successful Completion of the Promotional Academy

1. Personnel and Training coordinates and offers the two-week Promotional Academy, consisting of the following two parts for the ranks of Investigator (two days plus a three day in-house Investigator training), Detective (one-week), and Sergeant (two-weeks):
 - a. Technical competence skills that are rank specific.
 - b. General quality improvement methods and leadership skills.
2. Promotional candidates must attend required appropriate portions of the academy while on duty, at least once, and pass the academy exam(s) with a score of 70% or better.
3. Once the Promotional Academy has been attended once, additional attendance, whether voluntary or required by a candidate's Commanding Officer, is at the approval/request of the candidate's Commanding Officer.

Formation of the Assessment Center for Each Rank

1. The Assessment Center will be required annually with no ability to carry over scores from previous years.
2. Training staff will schedule and coordinate participation in the Assessment Center.
3. The Assessment Center will consist of five sections for all ranks: written test, interview, in-basket assignment, role-play situation, and a group exercise.
4. All candidates have to participate in each section annually.
5. The Captain of Personnel and Training determines who the evaluators will be for each testing section of the Assessment Center. (MPPOA president will have the option to strike one evaluator suggested for each rank.)
6. The Captain of Personnel and Training selects (or approves) the topics to be covered during each section, the specific section test elements and the benchmarks to be used by the evaluators.
7. The evaluators will not be allowed to see the resumes of any candidate.
8. Each section of the Assessment Center, as well as the written test, will have equal rating values.
9. The Captain of Personnel and Training will tabulate the scores with a second person (agreed upon by MPPOA president with option for one strike) or receive the tabulated scores from a contracted source, if applicable.
10. The Captain of Personnel and Training will compile a grid of each candidate's individual scores in all sections of the Assessment Center, including the written test, as well as a total score, and a copy will be provided to the Chief of Police.
11. The final score for each candidate will be determined by adding all the individual scores from the five areas together (written test, oral presentation, in-basket, group exercise, and role-play scenario).
12. If the number of candidates competing is greater than the number of panel positions, then only the top scoring candidates for the number of panel positions available will make the panel. The remaining candidates will be eliminated for the year.

Topics That Can Be Covered in the Assessment Center

Written test:

1. Policy
2. Procedure
3. Wisconsin Law/Statutes
4. Anything contained in reading list (list provided with a minimum of four weeks).

Oral Presentation:

Investigator:

1. Policy/procedure
2. Motivation (why)
3. Self initiation
4. Problem solving
5. Crime scene preservation
6. Evidence collection
7. Technical knowledge
8. Role within department
9. Time management
10. Teamwork
11. Research
12. Job-related Qualities/skills
13. Analytical thinking

Detective:

1. Statutes/legal
2. Organizational skills
3. Self initiation
4. Teamwork
5. Motivation (why)
6. Multitasking
7. Report writing
8. Crime scene
9. Tactical response
10. Policy and procedure
11. Role of detective within department and interagency
12. Sources of information

Sergeant:

1. Personnel issues
2. Policy/procedure
3. Leadership/supervision
4. Motivation (why)
5. Training and experience
6. Expectation and goals
7. View of Sergeant role in the department
8. Tactical situation
9. Why is diversity important
10. Decision making

11. Problem solving methodology
12. Communication (internal/external)
13. Accountability

The testing process is intended to test for the necessary knowledge, skills and abilities for each position. The foregoing is intended to be a representative sample.

Role Play:

Investigator:

1. Scene processing

Detective:

1. Interview

Sergeant:

1. Tactical
2. Major case/coordination/media relations
3. Personnel/complaint

Group Exercise:

Investigator:

1. Debate
2. Major incident/multiple scene
3. Communication skills

Detective:

1. Debate
2. Major case/multiple scene coordination
3. Communications skills (internal/external)

Sergeant:

1. Event Planning
2. Communication skills (internal/external)
3. Debate
4. Tactical
5. Personnel
6. Problem solving
7. Major case

In-Basket:

Investigator:

1. Assign case
2. Diagram/mapping
3. Community presentation
4. Problem solving
5. Hands on task
6. Report writing

Detectives:

1. Case assignment
2. Communication skills (internal/external)

3. Problem solving
4. Report/case feedback

Sergeants:

1. Policy clarify/change/create
2. Personnel issues
3. Communication skills (internal/external)
4. Review reports/provide feedback
5. Event planning
6. Press release
7. Problem solving
8. Coordinate training

The above Assessment Center scenarios are intended to be examples only; the actual scenarios and/or topics may vary.

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