

POLICIES FOR COMMENT | 200

202 Emergency Operations Plan

203 Training

204 Electronic Mail

205 Administrative Communications

208 Budget Management

NAVIGATE TO THE POLICY BY CLICKING THE NUMBER OR TITLE

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

State

The City has prepared, in compliance with State of Wisconsin requirements, an Emergency Operations Plan. The plan will guide all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. It provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated (Wis. Stat. § 323.14).

Support to law enforcement is provided by the Wisconsin Emergency Police Services (EPS) Program. The EPS Manual is the foundation for proper coordination of state and local law enforcement activities to ensure the protection of life and property during all emergency situations by providing for a comprehensive program of emergency procedures, leadership, staffing, equipment and the mobilization of resources (Wis. Stat. Chapter 323).

202.2 POLICY

Best Practice

The Fitchburg Police Department will prepare for large-scale emergencies, including but not limited to civil disturbances, mass arrests and acts of terrorism, within and outside its jurisdiction through planning and mutual cooperation with other agencies.

202.3 DEPARTMENT RESOURCES

Best Practice MODIFIED

The Department shall use its resources first in an emergency or disaster. The Fitchburg Police Department may call for assistance from other jurisdictions or the State of Wisconsin during events that overwhelm or threaten to overwhelm department response and recovery resources. The department will work directly with the Fitchburg Fire Chief, who is the Fitchburg Emergency Management Director, to ensure our practices align with the Emergency Operation Plan.

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

Best Practice MODIFIED

The Emergency Operations Plan can be activated on the order of the official designated by local ordinance. The Fitchburg Emergency Management Director will be notified in the event a request to activate the plan is necessary.

Upon activation of the plan, the Chief of Police or the authorized designee should contact the State EPS Deputy Director to assist with mutual aid response from local, state and federal law enforcement agencies to provide requested resources to this department.

202.4.1 RECALL OF PERSONNEL

Best Practice

Fitchburg Police Department

Policy Manual

Emergency Operations Plan

In the event that the Emergency Operations Plan is activated, all employees of Fitchburg Police Department are subject to immediate recall. Members may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.5 LOCATION OF THE PLAN

Best Practice **MODIFIED**

The Emergency Operations Plan is available on the Department Intranet. The Chief of Police or authorized designee should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

The State Emergency Management Plan and additional regional information can be found on the Wisconsin Department of Military Affairs, Division of Emergency Management website.

202.6 UPDATING THE PLAN

Best Practice **MODIFIED**

The Chief of Police or the authorized designee shall, in conjunction with the Fitchburg Emergency Management Director, review and update, if necessary, the Emergency Operations Plan at least once every two years to ensure it conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS), and that any needed revisions are appropriately addressed.

202.7 PLAN REVIEW

Best Practice **MODIFIED**

At least once every two years, the Department should conduct a review of the City Emergency Operations Plan, in conjunction with the Fitchburg Emergency Management Director, to ensure the plan conforms to any revisions made by the National Incident Management System (NIMS), state, area and county plans.

Training

203.1 PURPOSE AND SCOPE

Best Practice

It is the policy of this department to administer a training program that will meet the standards of federal, state, local and Wisconsin Law Enforcement Standards Board (LESB) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

203.2 PHILOSOPHY

Best Practice

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the LESB or other regulatory or nationally recognized entities.

203.3 OBJECTIVES

Discretionary

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Assist in compliance with statutes, LESB rules and regulations or policy concerning law enforcement training.

203.4 TRAINING PLAN

Best Practice

It is the responsibility of the Deputy Chief to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Deputy Chief shall review the entire training plan on an annual basis. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required, minimum-mandated training of sworn officers or hiring of non-sworn employees.

Fitchburg Police Department

Policy Manual

Training

Training listed may be provided in basic training programs. The Deputy Chief is responsible for ensuring members of the Department have been trained as required. For purposes of LESB reporting obligations, the time period for annual training begins July 1 and ends June 30.

203.4.1 MANDATED TRAINING

Best Practice

All sworn members shall satisfactorily complete the Wisconsin law enforcement officer preparatory training or equivalent prior to any assignment in which he/she is allowed to carry a weapon or is in a position to take enforcement action.

Officers shall complete all training required to maintain their certification as a law enforcement officer, to include the 24 hours of training required each fiscal year (Wis. Stat. § 165.85). Members shall also complete National Incident Management System (NIMS) training as appropriate for their position and rank.

203.4.2 DEPARTMENT TRAINING REQUIREMENTS

Discretionary MODIFIED

Training requirements include, but are not limited to the following:

- (a) Emergency Operations Plan (supervisors and other appropriate personnel yearly), includes:
 - 1. Familiarization with the Emergency Operations Plan and the roles police personnel will play when the plan is activated.
 - 2. A full or partial exercise, tabletop or command staff discussion.
- (b) CPR/First-aid refresher (every two years)
- (c) Firearms training (all sworn employees quarterly)
- (d) Defense and arrest tactics (DAAT) (all sworn employees yearly)
- (e) Vehicle contacts and emergency vehicle operations and control (EVOC) training (every two years for sworn members)
- (f) ECD, impact weapon, chemical weapon or other control devices (yearly)
- (g) Prior to the carry of a firearm sworn officers shall receive copies and demonstrate understanding of all use of force policies
- (h) All use of force policies (all sworn employees review yearly)
- (i) Diversity, Equity and Inclusion Training (all staff at least every two years)
- (j) Ethics (all sworn employees every three years)

203.4.3 SPECIALIZED TRAINING

Best Practice

The Deputy Chief is responsible for maintaining a list of assignments that require specialized training and a description of the applicable training. In addition, the Deputy Chief shall ensure that the following training requirements are provided as needed:

Fitchburg Police Department

Policy Manual

Training

- (a) Skill development training upon promotion or assignment to a specialized position.
- (b) Training for newly appointed non-sworn members to include:
 - 1. The department's role, purpose, goals, policies and procedures.
 - 2. Working conditions and regulations.
 - 3. Responsibilities and rights of employees.
- (c) Remedial training requirements to include:
 - 1. Situations under which remedial training shall be utilized
 - 2. Timeline for completion
 - 3. Consequences for failure to successfully complete

203.5 TRAINING NEEDS ASSESSMENT

Discretionary

The Training Unit will conduct an annual training needs assessment and complete a report of the training needs, including recommendations from the Training Committee. The training needs assessment report will be provided to the Chief of Police and staff. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

203.6 TRAINING COMMITTEE

Discretionary **MODIFIED**

The Deputy Chief shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the Lead Instructor. Members should be selected based on their abilities to assess related training needs, which may include being an instructor or based upon their position in the department. The Deputy Chief may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of an employee.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.
- (d) Incidents identified in the assessment process which has training value.

The Training Committee should convene on a regular basis as determined by the Chief of Police or the authorized designee to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings

Fitchburg Police Department

Policy Manual

Training

to the Deputy Chief. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Deputy Chief will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

Best Practice MODIFIED

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor or authorize designee. Excused absences from mandatory training should be limited to the following:
 - 1. Court appearances
 - 2. Approved time off
 - 3. First choice vacation
 - 4. Sick leave
 - 5. Physical limitations preventing the employee's participation
 - 6. Emergency situations
- (b) When an employee is unable to attend mandatory training, that employee shall:
 - 1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training. The employee will also notify the instructor or training facility of his/her absence, as necessary.
 - 2. Make arrangements through his/her supervisor and the Deputy Chief to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

Best Practice MODIFIED

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Fitchburg Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Deputy Chief.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Deputy Chief. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not

Training

allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty, at the discretion of the Deputy Chief. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

203.9 TRAINING RECORDS

Best Practice

The Deputy Chief is responsible to manage and distribute training records in compliance with the Training Files section in the Personnel Files Policy.

203.10 FIELD TRAINING PROGRAM

Discretionary **MODIFIED**

The Deputy Chief shall establish a field training program for newly hired police officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Field Training Officers (FTO) and supervisors, the daily evaluation of recruits participating in the program and the rotation of FTO personnel to provide for the objective evaluation of recruit performance.

Electronic Mail

204.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties. It is to be used in accordance with generally accepted business practices and current law (e.g., Wisconsin Public Records Laws). Messages transmitted over the email system must only be those that involve official business activities or that contain information essential to employees for the accomplishment of business-related tasks and/or communications directly related to the business, administration or practices of the Department.

204.2 EMAIL RIGHT OF PRIVACY

Best Practice

All email messages, including any attachments, transmitted over the department computer network or accessed through a web browser accessing the department system are considered department records and therefore are the property of the Department. The Department reserves the right to access, audit and disclose for any lawful reason, any message including any attachment that is transmitted or received over its email system or that is stored on any department system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential or personal communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department. The use of any computer, internet service, phone service or other wireless service to send or receive information that may be related to public business may be subject to review or disclosure.

204.3 PROHIBITED USE OF EMAIL

Best Practice **MODIFIED**

The department email system shall not be used for personal purposes unless that use is authorized in writing by the Chief of Police.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in corrective action.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. Users are reminded that all email is subject

Fitchburg Police Department

Policy Manual

Electronic Mail

to review and scrutiny with regard to appropriate content or violation of any prohibitions. In the event that a user has questions about sending a particular email communication, the user should seek prior approval from the Chief of Police or a Section Commander. Personal advertisements or announcements are not permitted, unless approved by the Chief of Police.

It is a violation of this policy to transmit a message under another user's name or email address or to use the password of another to log into the system. Users are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of an individual's email, name and/or password by others.

204.4 EMAIL RECORD MANAGEMENT

State **MODIFIED**

Email may, depending upon the individual content, be a record under the Wisconsin Public Records Law (Wis. Stat. § 19.31) and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Chief of Police, in conjunction with the City Clerk, shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Administrative Communications

205.1 PURPOSE AND SCOPE

Discretionary

Administrative communications of this department are governed by the following policies.

205.2 DEPARTMENT E-MAIL

Discretionary

Department E-mail may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

205.3 CORRESPONDENCE

Discretionary **MODIFIED**

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Department letterhead may not be used for personal purposes.

Internal correspondence should use appropriate memorandum forms. These may be from line employee to employee, supervisor to employee or any combination of employees.

205.4 SURVEYS

Discretionary

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee or a Section Commander.

205.5 OTHER COMMUNICATIONS

Discretionary

General Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee or a Section Commander.

205.5.1 ADMINISTRATIVE REPORTS

Discretionary **MODIFIED**

The Fitchburg Police Department participates in an administrative reporting program. The Administrative Services Managers shall develop and maintain a list of all administrative reports created by the Fitchburg Police Department that minimally includes:

- (a) The position within the organization that is responsible for the formulation of each report.
- (b) The purpose, frequency and distribution of each report.

Budget Management

208.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines for department budgeting and accounting.

208.2 POLICY

Best Practice

The Fitchburg Police Department endeavors to appropriately obtain, manage, review and audit department funds.

208.3 BUDGET PREPARATION AND MANAGEMENT

Best Practice MODIFIED

Each Chief of Police or the authorized designee shall be responsible for preparing an annual budget proposal. The Deputy Chief of Police, Section Commanders and other department members may be requested to assist in the development of the annual budget proposal.

Adopted budgets shall be reviewed and monitored periodically by the Chief of Police or designee to ensure expenditures do not exceed allocated funds.

208.3.1 ACCOUNTING

Best Practice MODIFIED

The Chief of Police or authorized designee shall be responsible for utilizing the financial and budget management systems and other financial processes established by the City.

Accounting practices for cash accounts are described in the Cash Handling, Security and Management Policy.

208.4 AUDITS

Best Practice MODIFIED

Audits of the department's fiscal activities should occur periodically in accordance with established procedure, as determined by the City.