



LA CROSSE

POLICE DEPARTMENT

LEAD. PARTNER. PROTECT.

GENERAL ORDERS & DIRECTIVES MANUAL

October 16, 2024

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DIRECTIVE LA CROSSE POLICE DEPARTMENT	DATE 07-11-2024	PAGES 1	NUMBER 2024.1
SUBJECT: USE OF ARTIFICIAL INTELLIGENCE (AI)	POSTED BY: Captain Andrew Dittman Signed: 		

The information disseminated by this Directive supersedes all other previously posted information on the articulated subject found in General Orders, Directives, Notices or Memorandums. Directives are reviewed yearly to determine if the contents require incorporation into General Orders, need to be modified or eliminated. Directives will be rescinded upon the posting of a new General Order containing the subject matter specified.

GENERAL ORDER IMPACTED: 29.4 Report Forms (Reporting Procedure,) 29.5 Incident Reporting,

PURPOSE AND SCOPE:

This directive establishes guidelines and limitations on the use of Artificial Intelligence (AI.)

EFFECTED PERSONNEL: All Department Members

NARRATIVE: The La Crosse Police Department’s investigations are fact specific investigations. As such, generalities, such as those generated through large language model artificial intelligence systems are not sufficient for investigative purposes. Artificial Intelligence (AI) generally refers to machine-based systems that can make predictions, recommendations, or decisions influencing real or virtual environments. AI technologies are used to complete tasks usually performed by humans.

I. Use of Artificial Intelligence (AI)

To ensure accountability, privacy, and security of sensitive information while maintaining the integrity of the department’s operations, department personnel shall abide by the following:

1. Department members shall be the original authors of all their written reports, affidavits, associated narratives of sections of department forms and search warrants.
2. Department personnel shall only use department authorized software and programs when conducting any department business or official work within the department.
3. Department personnel are prohibited from using software or programs that have not been authorized or approved by the Chief of Police or his designee when conducting any department business for official work within the department.
4. This directive does not prevent the use of AI in other investigatory matters.
5. Exceptions to this directive may be granted by the Chief of Police or his designee on a case-by case basis. Such exceptions shall be documented.
6. All department members shall report any violations of this directive to their immediate supervisor upon learning of the violation.

GENERAL ORDERS LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	08.30.2023	1	1.1
TITLE		WORD CODE AUTHORITY	TOTAL PAGES
DEPARTMENT AUTHORITY	History: Updated 07/07, 09/12, 11/15, 06.18, 08/23		

1. PURPOSE AND SCOPE

This order requires all personnel, prior to assuming sworn status, to take and abide by an oath of office to enforce the law, uphold the nation’s Constitution or basic law of the land, and where applicable, those of governmental subdivisions to include the State of Wisconsin, County and City of La Crosse. This order delineates the Department jurisdiction and specifies its responsibilities and authority. It provides personnel with the limitations of their geographical jurisdiction pursuant to WI ss. 175.40(6). This order requires all sworn officers to abide by a code of ethics as adopted by the Department published as the Law Enforcement Code of Ethics by the IACP. This order defines the legal authority to carry and use weapons by Department personnel in the performance of their duties.

2. PROCEDURES

A. Oath of Office: On the new officer's first working day with the Department, s/he will take the oath of office as prescribed in Section I. The officer will be instructed to read the Law Enforcement Code of Ethics (Annex A) and adhere to the Oath of Office.

B. Code of Ethics: Sworn personnel will read the Law Enforcement Code of Ethics annually in January. The Training Division will ensure that all sworn members have read it via Share Point. Records will be maintained by the Training Division.

C. Legal Authority:

1. Within the City Limits, on duty: La Crosse Officers have authority granted Officers by WI ss. 62.09(13) and broadened by 968.07.
2. In consideration of the situation, Officers are expected to take steps necessary/consistent with their assignment to protect life, property and to enforce the ordinances/laws of the City of La Crosse, State of Wisconsin, and the United States
3. Outside City Limits (within State) while on duty: officers have full authority for police matters when acting pursuant to mutual aid agreements (WI ss. 66.305) and for matters of direct concern to the City of La Crosse. WI ss. 175.40 (6)(a): A peace officer outside of his/her territorial jurisdiction may arrest a person or provide aid/assistance in the state if the criteria under subds. a/b are met:
 - a. Officer is in uniform, on duty and on official business. If using a vehicle: marked police vehicle.
 - b. Officer is taking action that would be authorized under the same circumstances in his/her jurisdiction.
 - c. Officer is acting in response to any of the following:
 - 1) An emergency situation that poses a significant threat to life or of bodily harm.
 - 2) Acts that the officer believes, on reasonable grounds constitutes a felony.
 - 3) Under normal circumstances, situations that require law enforcement action will be turned over to the responsible law enforcement agency.
4. Out-of-State Authority/Responsibility: Powers of La Crosse Police Officers do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit and Mutual Aid Agreements. Officers who are outside the boundaries of WI on extradition, or other matters of direct concern to the city are not to engage in police activities unless necessary in the performance of their duties as an agent of the City, and then only after consideration of the tactical situation.

D. Authority and Responsibility while Off-duty:

Under Wisconsin law, off-duty officers have the same authority granted on-duty officers. Officers who are off duty should defer to on-duty officers when possible. Off-duty officers should act only after consideration of the tactical situation.

1. Under WI State Statute 175.40(6m)(a) an off-duty La Crosse police officer may arrest a person or provide aid or assistance outside of his or her territorial jurisdiction (but only within the state of WI) if all of the following apply:
 - a. The officer is responding to an emergency situation that poses a significant threat to life or of bodily harm.
 - b. The officer is taking action that he or she would be authorized to take under the same circumstances in the City of La Crosse.
 - c. When acting/responding under this subsection officers shall adhere to all policies and procedures as if the officer was acting within the City of La Crosse as well as utilizing trained tactics as approved and trained within the La Crosse Police Department for responding to emergency situations.
 - d. If an officer takes action under this authority, the officer will immediately notify the jurisdiction in which they have responded to an emergency situation that posed significant threat to life or of bodily harm. Officers will also, as soon as possible, contact the La Crosse Police on-duty shift commander and/or their bureau commander to notify him/her of their actions.
 - e. Off-duty La Crosse officers will cooperate with outside jurisdictions regarding arrests made or any other actions taken in another jurisdiction under this subsection.

E. Authority to carry and use weapons:

La Crosse Police Officers are authorized to carry and use weapons under the authority and powers granted to them by Wisconsin State Statutes and exemptions granted under Wis. Stats. Chapter 941.



Shawn Kudron
Chief of Police



CITY OF LA CROSSE
POLICE DEPARTMENT

400 La Crosse Street ▪ La Crosse, Wisconsin 54601 ▪

LAW ENFORCEMENT CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all persons to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feeling, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear, favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I KNOW that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I WILL constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	04.24.2024	1	1.2
TITLE		WORD CODE	TOTAL PAGES
		FORCE	4
USE OF FORCE	History: Updated 07/07, 09/12, 11/15, 05/18, 07/20, 3/22, 10/23, 12/23, 04/24		

1. PURPOSE AND SCOPE

This order establishes a policy for the use of force by sworn personnel pursuant to WI Statute 66.0511(2). Also addressed are procedures for ensuring the provision of appropriate medical aid after the use of lethal, less lethal or other uses of force; as well as required reporting and supervisory notifications associated with the application of force. This policy will be reviewed on an annual basis by all sworn personnel.

It is our policy that officers will use only the force necessary to accomplish lawful objectives and employ de-escalation techniques to avoid the use of force. Sanctity of human life should always be taken into consideration. The force used by an officer should only be that objectively reasonable to overcome the resistance being offered by the person the officer is trying to control. WI State Statue 175.44

2. DEFINITIONS

- A. Excessive Force:** More force than is reasonable will not affect the validity of the arrest; it may expose the officer to civil suit, discipline, or both, and in aggravated circumstances possible criminal liability also.
- B. Contact Officer Override:** cover officers have the proactive responsibility to intervene in a situation if the contact officer behaves inappropriately or is otherwise not handling the situation effectively.
- C. Deadly Force:** Any use of force that is likely to cause death.
- D. Deadly Force Requirement:** With the subject causing imminent danger of great bodily harm or death to yourself or others, and other tactics have been exhausted or would be ineffective, department policy directs you to stop the subject’s actions with the use of deadly force.
- E. De-escalation:** Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation.
- F. Disturbance Resolution:** A guideline set forth by Training and Standards that involves verbal and physical options to obtain law enforcement objectives.
 - 1. Disturbance Resolution Qualifiers:
 - 1. Use of trained techniques are preferred; however, techniques not trained may be used as long as they fit the situation and the above guidelines. Techniques may be dynamically altered on the street.
 - 2. OC (Pepper) Spray is an alternative to physical confrontation; person sprayed should be controlled and handcuffed as soon as practical; must be trained prior to use.
- G. Great Bodily Harm:** (WI State Statute 939.22) Bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.
- H. “Hog-Tying”:** The act of connecting ankle shackles to the hand cuffs of an apprehended individual, behind their back, via a strap/chain/rope short enough so as the person cannot straighten their legs and are forced to lie on their side or stomach.
- I. Imminent:** Likely to occur at any moment; impending.
- J. Lawful Force:** Physical act by an officer in the performance of duty when it is used to accomplish a legitimate police goal and the level of force used is reasonable considering known facts and circumstances at the time of the incident.
- K. Necessary Force:** Amount of force, applied against a person by any means, reasonably necessary to control a person, a situation or to achieve a legitimate law enforcement goal.
- L. Non-Deadly Force:** The use of a weapon, instrument, hold or other action which is not deadly force but which may result in injury, or which creates some degree of risk that a reasonable, prudent person would consider likely to cause injury.
- M. Objectively Reasonable:** Level/amount of force an officer uses must be reasonably necessary to accomplish the law enforcement objective (US Supreme Ct. Graham v. Connor); to determine whether force is objectively reasonable consider severity of crime, whether suspect poses imminent threat to officer or others, and whether the suspect is actively resisting or attempting to evade arrest by flight.

- N. Physical Restraint:** Holding, restraining, or other physical manipulation without the use of a weapon by one or more officers acting alone or in concert to control a person or to effect an arrest.
- O. Reasonably Believes:** An ordinary, prudent, and reasonably intelligent police officer believes that a certain fact or situation exists, and such belief is reasonable under the circumstances known to the officer at the time the officer acted.
- P. Sanctity of human life:** In serving the community, law enforcement officers shall make every effort to preserve and protect human life and the safety of all persons. Law enforcement officers shall also respect and uphold the dignity of all persons at all times in a nondiscriminatory matter.
- Q. Use of Force:** When using force, a law enforcement officer is required to act in good faith to achieve a legitimate law enforcement objective. A law enforcement officer is authorized to use force that is objectively reasonable based on the totality of the circumstances as defined in 175.44 WI State Statute.
- R. Duty to Intervene:** A law enforcement officer shall, without regard for chain of command, intervene to prevent, or stop another law enforcement officer from using force that does not comply with the standards, when the circumstances are such that it is safe for the law enforcement officer to intervene.
- S. Duty to Report Noncompliant Use of Force:** A law enforcement officer who, in the course of his or her law enforcement duties, witnesses another law enforcement officer use force that does not comply with the standards as defined in 175.44 WI State Statute in the course of a law enforcement officer's official duties shall report the noncompliant use of force as soon as is practical after the occurrence of the use of such force.
- T. Whistleblower Protection:** No law enforcement officer may be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against in regard to employment, or threatened with any such treatment, because the law enforcement officer reported, or is believed to have reported, any noncompliant use of force, or intervened to prevent or stop a noncompliant use of force as required in 175.44 WI State Statute.

3. PROCEDURES

A. Use of Deadly Force: (see Order 1.3)

B. Use of Non-Deadly Force:

1. The Disturbance Resolution as set forth by WI Training and Standards is a guide for force.
2. Officers should always attempt to gain compliance or effect an arrest through verbal skills.
3. Officers shall use de-escalation techniques in dynamic situations to restore order and avoid moving to the use of force when reasonable.
4. In situations requiring the use of force, officer shall use only that amount of force that is objectively reasonable based on the totality of circumstances, as outlined in WI State Statute 175.44(2)(b) including the severity of the alleged crime at issue, whether the suspect poses an imminent threat to the safety of law enforcement officers or others and whether the suspect is actively resisting or attempting to evade arrest by flight.
5. If force is used, officers shall incorporate de-escalation techniques once the situation or person is under control.
6. Officers shall not continue to use force, except mere physical restraint, after an individual has ceased to resist.
7. Officers involved in such situations shall display as much regard for the offender's safety as is possible.
8. Unless circumstances dictate otherwise, all persons arrested will be handcuffed, searched, and then transported in a police vehicle.
1. The "hog-tying" of a suspect is never allowed.
9. The use of excessive/unwarranted force/brutality will not be tolerated under any circumstances and may subject the officer to disciplinary action, criminal and civil liability.

C. Non-Lethal Items:

1. Officers shall not brandish or display, as a threat, unless its use is possible.

D. Pepper Spray:

1. Members who have been trained in use of pepper spray shall (station personnel MAY) carry such spray. Use of pepper spray is permitted when:
 1. Person is actively aggressive to the officer.
 2. After indicating to a person that you intend to apprehend/restrain the person, that person indicates by words or actions that (s)he may resist or cause harm to the officer or others.
 3. When it appears that mere physical restraint would be ineffective.
 2. When used, the member will complete an offense report detailing the incident. A Response to Resistance report will be completed and routed to the Training Division for documentation and review.
1. Consider the potential for cross-contamination of others.

2. Decontaminate the sprayed person as soon as practical. See section I.7 for medical treatment and decontamination.

E. Electronic Control Devices: (See General Order 1.11)

1. Authorized Electronic Control Devices (ECD) are covered in General Order 1.11
2. An officer may utilize an ECD on a subject when the officer reasonably believes that the subject is threatening the officer or third party with bodily harm; and the officer believes that the subject possesses the ability or apparent ability and opportunity to carry out that threat. (See General Order 1.11 for full details)

F. Incapacitating Techniques:

1. Members who have been trained in techniques such as the diffused strike may use such techniques to cause immediate, temporary cessation of violent behavior. These techniques usually render the subject temporarily unconscious.
1. Any officer utilizing such techniques shall as soon as practical have the subject evaluated by a medical facility prior to incarceration and shall notify jail personnel that an incapacitation technique was administered on the subject.
2. When used, the member will complete an Incident/Arrest Report detailing the incident. A Response to Resistance Form will be completed and routed to the Training Division for documentation and review.
3. Any type of neck restraint/choke hold is a prohibited incapacitation technique and may only be used if the subject is causing imminent danger of great bodily harm or death to yourself or others.

G. Batons:

1. An authorized baton may be taken from its holder and held in the ready position if the officer is threatened or confronted with potential injury.
2. Use is permitted against a resistive/assaultive person where mere physical restraint would be ineffective.
3. When used, the member will complete an Incident/Arrest Report detailing the incident. A Use of Force report will be completed and routed to the Training Division for documentation and review.

H. Chemical Munitions and Diversionsary Devices:

1. Defined in the Tactical policies and limited to use by trained personnel.
2. When used, the member will complete an incident report detailing the incident. A Response to Resistance report will be completed and routed to the Training Division for documentation and review.
3. See G.O. 1.8 annex B for authorized munitions.

I. First aid and medical assistance:

1. Any person claiming injury as a result of officer(s) use of force shall be evaluated by emergency medical personnel.
2. When force results in injury the officer shall immediately notify the on-duty shift commander and/or street supervisor.
3. Any person subjected to Deadly Force shall be evaluated by emergency medical personnel. See G.O. 1.3 for further details.
4. Any person subjected to passive or active countermeasures will be monitored by department personnel to ensure that the subject is not injured. The officer/supervisor will assess if medical attention is needed.
5. Any person subjected to less lethal munitions shall be taken to a medical facility for evaluation prior to incarceration.
6. Any person subjected to gas munitions (OC or CS) and subsequently taken into custody will be monitored by a department officer to ensure that the effects of the gas subside, if the person does not visibly improve after 45 minutes or the officer observes other problems and/or the person requests medical attention – seek medical assistance.
7. Subjects sprayed with O.C. will be provided the opportunity to flush their eyes with water as soon as practical unless the subject refuses or continues to be resistive. The officer (or another assigned officer) who utilized the O.C. will be responsible for monitoring the subject to ensure that the effects of the O.C. subside, if the person does not visibly improve after 45 minutes or officer observes other problems – seek medical assistance.

J. Documentation and Reporting:

1. Whenever force is used to control/impede/stop a subject at a level of control device or greater when following the Disturbance Resolution, a Response to Resistance Report shall be completed as well as an Incident Report detailing the circumstances in which the force was applied.
 - a. One Response to Resistance Report is required for each subject whom force was used on and one for each officer applying force. See also General Order 1.5.

- b. Officers shall notify an on-duty supervisor as soon as practical for uses of force at a level of O.C. or greater when following the Disturbance Resolution.
2. The Response to Resistance and Incident Reports documenting an officer's use of force shall be completed and reviewed by a supervisor prior to ending a tour of duty.
 - a. The Response to Resistance report will receive a final approval by the Administrative Captain after the front-line supervisor's approval.
3. Copies of all reports when force results in injury shall be routed to the Asst. Chief. If the officer is unable to do the reports, his/her supervisor or designee will initiate the report.

K. Excessive Force/Force Review:

1. In cases of possible excessive force or questionable use/application of force, the Chief may assign the involved officer(s) to administrative duties or leave pending an Internal Investigation and/or the Use of Force Review as described in General Order 1.5.
2. Officer(s) who witness another officer unnecessarily escalate a situation or use excessive force have the Duty to Intervene, 175.44 (4) WI State Statute and shall attempt a contact officer override.
 - a. If the officer continues or refuses the contact officer override, a supervisor shall be summoned to the scene.
3. All employees, have the Duty to Report Noncompliant Use of Force, 175.44(3) WI State Statute and shall immediately report to a supervisor any excessive force they observe by other officers, including officers from other agencies.
4. Any officer can report questionable tactics or applications of force to a supervisor who will in turn bring the concern to the bureau captain. This entitles an officer to all the whistleblower protections afforded under 175.44(5) WI State Statute.



Shawn Kudron
Chief of Police

<p style="text-align: center;">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	DATE STAMPED	CHAPTER	ORDER NUMBER
	04.24.2024	1	1.3
	TITLE	WORD CODE DEADLY	TOTAL PAGES 2
<p style="text-align: center;">USE OF FIREARMS/ DEADLY FORCE</p>		<p style="text-align: center;">History: Updated 09/12, 11/15, 06/18, 07/20, 3/22, 04/24</p>	

1. PURPOSE AND SCOPE

This order governs the use of force by personnel and specifies areas relating to the following:

- A. Officers are directed to use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of great bodily harm or death.
- B. Use of deadly force against a fleeing felon must comply with all statutory requirements.
- C. Use of warning shots is generally prohibited.
- D. Sworn personnel must receive and understand this chapter before being authorized to carry any firearm.
- E. Use of firearms will be in compliance with standards of the law enforcement community, department policy and the law.
- F. The overlying philosophy of Sanctity of Life means we, as law enforcement officers are committed to using the least force necessary to achieve lawful objectives.

2. DEFINITIONS

- A. **Deadly Force:** Any use of force that is likely to cause death.
- B. **Deadly Force Requirement:** With the subject causing imminent danger of great bodily harm or death to yourself or others, and other tactics have been exhausted or would be ineffective, department policy directs you to stop the subject's actions with the use of deadly force.
- C. **Great Bodily Harm:** (WI State Statute 939.22) Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.
- D. **Imminent:** Likely to occur at any moment; impending.
- E. **Graham V. Connor:** The United States Supreme Court Case that ruled that force is only to be applied by law enforcement officers when such use is "objectively reasonable" in a given situation, as determined by a "reasonable officer" at the scene. The factors which, in general, determine whether force is "objectively reasonable" include:
 - 1. The severity of the alleged crime at issue,
 - 2. Whether the suspect poses an imminent threat to the safety of officers and/or others,
 - 3. Whether the suspect is actively resisting or attempting to evade arrest by flight.
- F. **Tennessee V. Garner:** The United States Supreme Court Case which strikes down fleeing felon rules and states a law enforcement officer would not be justified in shooting to stop someone from fleeing whom is known to have committed only a property crime or who has apparently committed a felony or misdemeanor that does not endanger life or threaten serious bodily harm.
- G. **Imminent Threat Criteria:** Weapon, Intent and Delivery System. To be justified in using deadly force the subject's threat must have all three criteria.
- H. **Target Requirements:** Target Acquisition, Target Identification, and Target Isolation.
- I. **Greater Danger Exception:** Allows an officer to shoot without target isolation if the consequence of not stopping the threat would be worse than the possibility of hitting an innocent person.
- J. **Sanctity of human life:** In serving the community, law enforcement officers shall make every effort to preserve and protect human life and the safety of all persons. Law enforcement officers shall also respect and uphold the dignity of all persons at all times in a nondiscriminatory matter, 175.44(2)(a) WI State Statue.
- K. For further definitions see G.O. 1.2

3. PROCEDURES

A. Mandatory/Minimum Training

- 1. All new officers shall at a minimum be trained on General Orders 1.2 & 1.3 and successfully complete the department's firearm qualification(s) prior to being allowed to assume patrol activities.

2. Annually each sworn officer shall complete the department's firearm qualification(s) for each firearm the officer may use for duty (ie hand gun, shot gun, rifle, etc).
3. The Training Division is responsible to ensure mandatory/minimum training standards are met and documented.

B. Use of Deadly Force

Use of deadly force is justified under the following per WI State Statute 175.44(2):

1. As a last resort in the defense of oneself when s/he reasonably believes s/he is in imminent danger of death or great bodily harm.
2. As a last resort in the defense of another who the officer reasonably believes is in imminent danger of death or great bodily harm.
3. As a final alternative to effect an arrest or prevent escape of a fleeing felon who the officer reasonably believes has committed a felony involving actual or threatened use of deadly force and the officer has belief that the suspected felon poses a significant threat of death or great bodily harm to people if not immediately apprehended.
4. When feasible, before using a firearm for deadly force, officers will identify themselves as a Police Officer and give verbal commands unless, due to tactical considerations, doing so would create more danger to the officer or others.
5. The Sanctity of Life should always be taken into consideration, 175.44(2)(a)

C. Restrictions on the use of a firearm as deadly force:

1. Warning shots are generally prohibited.
2. No shooting from or at a moving vehicle unless 3 B-1 or 2 apply.
3. Firearms should not be used if the target suspect is not clearly visible or if innocent parties may be injured by use of such force, unless the greater danger exception can be asserted.
4. Limited when the officer has doubt as to legal justification.
5. Not to brandish, display as a threat any weapon unless its use is anticipated.

D. Required Notifications and Reports upon Use of Force.

1. When any officer discharges a firearm as part of his/her official law enforcement duties, whether intentional or accident, on duty or off duty, the officer shall immediately notify the on-duty shift commander.
 - a. Depending on the nature of the discharge, the officer shall complete reports and/or a memorandum as dictated by the department. Copies of all documents associated with the discharge shall be routed to the Assistant Chief.
 - b. This section is not intended to govern any departmental training, recreational firearm use or nuisance pigeon abatement.

E. Great Bodily Harm/Death

1. Any application of deadly force or firearm deployment that results in great bodily harm or death will be considered an Officer Involved Critical Incident. See General Order 1.4, 1.5 and 1.7

F. Use on Animals

1. Use of firearm to terminate an injured animals suffering is not considered deadly force as it does not involve human life. Firearms may be used:
 - a. As a last resort to terminate an injured animals suffering (other than for pigeon eradication purposes).
 - b. If your firearm is used against an animal (other than pigeons) notify LEDC and a supervisor as soon as possible and complete a Response to Resistance Report circling ANIMAL to document discharge of the weapon.
 - c. Contact your shift commander to account for duty rounds used and for replacement of same rounds.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 08.11.2023	CHAPTER 1	ORDER NUMBER 1.4
TITLE OFFICER-INVOLVED CRITICAL INCIDENTS AND IN-CUSTODY DEATHS		WORD CODE OICI	TOTAL PAGES 9 with Annex A
	History: 12/15, 11/17, 06/18, 08/23		

1. PURPOSE AND SCOPE

It is the purpose of this policy to provide guidelines for the investigation of officer-involved critical incidents, in-custody deaths, firearms discharge or acts/omissions resulting in serious injury and response to resistance reviews.

This order establishes procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting; or a person is seriously injured or dies as a result of other action or omission of an officer while on-duty or off-duty but performing activities that are within the scope of the officer's duties as defined in Wis. Stat. § 175.47, Wis. Stat 175.40 (6m)(a) and General Order 1.1 (2)D.

Employees who are compelled to exercise deadly force may experience emotional trauma. It is the policy of this Department to prevent public confrontations with officers who have not exceeded the scope of their authority and to protect the community's interests from those officers who have, to allow time for the completion of appropriate investigations and reviews, and to assure that the officer is mentally capable of continuing his/her duties.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

2. DEFINITIONS

- A. Involved Officer:** Any sworn personnel in on-duty or off-duty status who deploy force at a level as defined as an Officer Involved Critical Incident (OICI) within the scope of the officer's duties as defined in Wis. Stat. § 175.47, Wis. Stat 175.40 (6m)(a) and General Order 1.1 (2)D.
- B. OICI - Officer Involved Critical Incident:** Any officer-involved critical incident to include in-custody deaths, firearms discharge or acts/omissions resulting in serious injury. Any incident that is unusual, is violent, and involves perceived threat to, or actual loss of, human life. The incident is a significant emotional event that breaks through an individual's normal coping mechanisms and may cause extreme psychological distress.
- C. OICI Unit:** At least two investigators, one of whom is the lead investigator and neither of whom is employed by a law enforcement agency that employs a law enforcement officer involved in the OICI.
- D. Officer-Involved Death:** A death of an individual that results directly from an action or an omission of a law enforcement officer while the law enforcement officer is on duty or while the law enforcement officer is off duty but performing activities that are within the scope of his or her law enforcement duties. (Wis. Stat. § 175.47 Wis. Stat 175.40 (6m)(a) and General Order 1.1 (2)D.)
- E. Serious Injury:** For purposes of this order "serious injury" is Great Bodily Harm as defined in Wis. Stat. § 939.22 (14) as - Bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.
- F. Graham V. Connor:** The United States Supreme Court Case that ruled that force is only to be applied by law enforcement officers when such use is "Objectively Reasonable" in a given situation, as determined by a "reasonable officer" at the scene. The factors which, in general, determine whether force is "objectively reasonable" include:
 - 1. The severity of the alleged crime at issue;
 - 2. Whether the suspect poses an imminent threat to the safety of officers and/or others;
 - 3. Whether the suspect is actively resisting or attempting to evade arrest by flight.
- G. Support Officer:** A member of the department that the involved officer requests to assist them through the incident. If the requested member is off-duty, they will be requested and compensated for their time.
- H. RTR:** Response to Resistance.
- I. Wis. Stat. § 175.47 (3)(a):** Requires an investigation conducted by at least two investigators, one of whom is the lead investigator and neither of whom is employed by a law enforcement agency that employs a law enforcement officer involved in the officer-involved death.

J. Wis. Stat. § 175.47 (3)(b): If the officer-involved death being investigated is traffic-related, the policy under sub. (2) must require the investigation to use a crash reconstruction unit from a law enforcement agency that does not employ a law enforcement officer involved in the officer-involved death being investigated, except that a policy for a state law enforcement agency may allow an investigation involving a law enforcement officer employed by that state law enforcement agency to use a crash reconstruction unit from the same state law enforcement agency.

3. PROCEDURES

A. Types of Investigations and Responsibilities

Officer-involved shootings, deaths or serious injury involve several separate investigations.

The investigations may include:

1. A criminal investigation of the suspect(s) actions conducted by jurisdiction within which the crimes occurred.
2. A criminal investigation of the involved officer(s) actions conducted by the OICI Unit.
3. An administrative investigation as to policy compliance by involved officer(s) conducted by La Crosse Police appointed by the Assistant Chief.
4. A civil investigation to determine the potential liability (As needed/determined by the City of La Crosse Legal Department after initial investigations have been completed). Who will conduct the investigation will be determined at the time the civil investigation is launched.
5. Requests from another outside agency for LCPD to be the OICI Unit for an incident involving the outside agency's officer(s) will be approved by the Chief and coordinated by the Captain of Investigations.

B. Criminal Investigation of Suspect Actions

1. If the criminal actions of the suspect occurred in the City of La Crosse, the Investigative Captain will coordinate the investigation of those actions using our department staff.
 - a. The Chief of Police at his/her discretion may decide, at any time, to request an outside agency to assist and/or conduct the entire criminal investigation of the suspect's actions.
2. If the suspect's possible criminal actions occurred outside of our jurisdiction, the criminal actions will be investigated by the agency in whose jurisdiction the suspect's crime occurred, but in conjunction with the lead outside agency.
3. If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crimes. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

C. Criminal Investigation of Officer Actions

1. In the event of an OICI the La Crosse Police Department will request a OICI Unit from an outside agency. The outside agency will be appointed the lead investigative agency by the Chief of Police or his/her designee.
 - a. The Wisconsin Department of Justice (DOJ) Division of Criminal Investigation (DCI) is our Department's primary lead agency.
 - b. The Eau Claire Police Department has agreed to be a backup agency to conduct/lead the investigation in the event that DCI is not available.
 - c. The Chief of Police at his/her discretion may decide, at any time, to request an outside agency to assist and/or conduct a parallel investigation to the OICI Unit's investigation.
 - d. Requests made of the LCPD to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.
2. If the officer-involved death or serious injury being investigated is traffic-related, the investigation must include the use of a crash reconstruction unit from a law enforcement agency separate from LCPD (Wis. Stat. § 175.47(3)(b)).
3. At the scene, Involved Officers will be asked basic questions and shall provide information as defined in this policy. (Public Safety Statement)
4. The Involved Officer will be removed from the scene, be given an opportunity to seek support; however, will remain available until the arrival of the OICI Unit.
5. Upon arrival of the OICI Unit, the lead investigators will be briefed and will have access to all reports, video and all evidence obtained in the initial investigation and will be allowed to meet with the Involved Officer(s) on scene for a basic account of the incident. See [OICI Agreement](#)

6. The Involved Officer will be allowed to leave after meeting with the OICI Unit and placed on Administrative Leave or Duties with Pay.
7. The OICI Unit will be given the opportunity to obtain a voluntary statement from the involved officer(s) and to complete their interviews and complete a walk through if warranted. The following shall be considered for the Involved Officer:
 - a. LCPD Supervisory personnel should not participate directly in any voluntary interview of LCPD officers.
 - b. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
 - c. If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative who was directly involved in the incident or an attorney collectively or in groups prior to being interviewed.
 - d. The decision to allow the involved officer(s) to view any department-controlled video will be made in conjunction between the involved officer, the OICI Unit, the district attorney, and the department.
 - e. If any involved officer is physically, emotionally, or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
 - f. Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively compelled statement will be provided to any criminal investigators.
 - g. The Investigative Captain or designee will be assigned as a liaison to the investigators from the OICI Unit.

D. Administrative Investigation - Internal Affairs Unit (IAU). (See General Order 23.1)

1. This unit, for this order, is composed of not less than two supervisory personnel who are not a part of the assigned OICI unit. Assigned by the Chief/Asst. Chief.
2. The IAU will conduct an administrative investigation to determine:
 - a. Consistency with policy and orders.
 - b. Meeting of training and performance standards.
 - c. Quality of supervision.
3. The IAU can coordinate with the OICI Unit to obtain information developed by the OICI investigation.
 - a. The IAU will ensure no compelled information developed in the internal investigation will be shared with the OICI Unit.
4. All IAU interviews of involved officer(s) shall require Garrity warning be read prior to the interview.
5. Copies of all reports and conclusions will be routed to the Chief and Asst. Chief for review.

E. Duties and Responsibilities

The duties and responsibilities listed below document what should be followed but is not limited to what is listed in each area. It is all members responsibility to maintain crime scene protocol.

1. **Duties of Involved Officer(s):** Should include the follow but is not limited to the below
 - a. Inform dispatch and supervisor of the incident and use of force as soon as safely possible.
 - b. Ensure that you have not been injured (A self-check for injuries).
 - c. Secure suspect(s).
 - d. Control and secure the scene.
 - e. Identify all victims. It is important to note the possibility of other victims in the vicinity.
 - f. Take immediate and reasonable steps to provide and obtain emergency medical attention for all injured individuals.
 - g. Preserve evidence and the instrument/means of the force until relieved.
 - h. Identify witnesses for subsequent interviews; involved officers should not participate in the interviews of witnesses.
 - i. Keep all video devices recording until advised to turn off by a commander and/or the OICI Unit.
 - j. The involved officer(s) shall give a Public Safety Statement to the Supervisor/Shift Commander or Investigator on the incident details articulating the following as agreed upon in the memorandum in Annex A
 1. Injuries requiring immediate medical intervention.
 2. Location of offenders, victims and officers involved and their proximity to each other.
 3. Identify evidence to prevent loss or contamination.
 4. Identify witnesses.
 5. Has the scene changed or been altered in any way since the incident.

6. A summary of the event to include suspect actions, officer actions and the force applied in order to address and better understand the first four investigative points.
 - k. Participate in investigative interviews.
 1. OICI unit interviews are criminal in nature and as such may be done at the discretion of the officer(s) or in consultation of representation.
 2. IAU interviews are required to be participated in as part of employment and statements may be compelled and ordered consistent with the Garrity Warning.
 3. Civil investigative interviews would be completed in consultation with City Attorney, City Legal Representation and/or involved officer(s) legal representation.
 - l. Only complete reports when directed to do so.
- 2. Duties of Responding (Uninvolved) Officers:** Should include the follow but is not limited to the below.
- a. Secure the scene and identify and eliminate hazards for all those involved.
 - b. Assess involved officer's injury status and that of the suspect(s).
 - c. Identify all victims. It is important to note the possibility of other victims in the vicinity.
 - d. Take immediate and reasonable steps to provide and obtain emergency medical attention for all injured individuals.
 - e. Assume incident command until relieved by a supervisor.
 - f. Request additional resources from the Department or other agencies.
 - g. Coordinate a perimeter and/or pursuit of suspects.
 - h. Brief the supervisor upon arrival and turn over incident command to them.
 - i. Keep all video devices recording until advised to turn off by a commander.
 - j. Complete reports before ending tour of duty and participate in investigative interviews as required.
- 3. Duties of On-Duty Supervisor:** Should include the follow but is not limited to the below.
- a. Immediately report to the scene and assume incident command and responsibility for the security, medical needs of all involved and preservation of the scene and evidence.
 - b. Contact the officers involved and do a status check for injuries and well-being.
 - c. Ensure a perimeter is secured (defined) and a scene log is created as soon as possible to control access to the crime scene.
 - d. Notify the dispatcher to broadcast a message if no officers have been injured.
 - e. Establish a command post for responding commanders and investigative personnel to report to.
 - f. Interview Involved Officer(s) to collect the Public Safety Statement:
 - g. Identify Witness Officers and Responding Officers to determine pertinent information such as safety concerns, observations or items of evidentiary value.
 - h. Make arrangements for a non-involved temporary support officer to accompany the involved officer and arrange for a permanent support officer to be assigned.
 - i. Temporarily move, or have the involved officer(s) removed, and stationed a short distance away from the scene but accessible to the scene when appropriate. Crowd control may be a factor in this decision.
 - j. Provide an opportunity for the officer to contact family and/or union, legal, and spiritual counsel as soon as practical.
 - k. Identify all weapons used in the incident and properly secure them for evidentiary value.
 1. If the instrument of force was the officer's assigned handgun, give an order to keep the weapon secure and not remove, adjust, cycle, or manipulate the firearm or magazines in any manner, unless to protect themselves or another. Make arrangements for an identical weapon to be brought and exchange the weapons and all magazines for the same in a private setting (if appropriate - based on the circumstances and the officer's emotional status).
 2. If the weapon used was a squad weapon, backup weapon (when authorized) or any other device or instrument of force used in the incident secure it with all magazines as evidence.
 - l. Ensure Photographic and Video Evidence is assigned as soon as possible at the scene.
 - m. Turn over scene to Investigative Captain or designee upon arrival or OICI Unit – which ever arrives first.
 1. Remain available to provide information and/or assistance as needed.
 - n. Evaluate the need to have video recording continue for evidentiary value.
 1. Perimeter Officers & squads may have their video recording devices deactivated unless situations dictate the reactivation of the recording device. This will be done in compliance with existing policies governing the use of all recording devices.
 2. Officers with within the scene should continue to keep video recording devices running.
 - o. Assist as needed.
 - p. When the On-Duty Supervisor is the acting On-Duty Shift Commander, their duties are also inclusive.

4. Duties of On-Duty Shift Commander

- a. Report to the scene, assume command and receive briefing from the scene Incident Commander/OIC/Supervisor. Refer to the Major Crime Investigations General Order - 19.7.
- b. Ensure notification of the Chief of Police, Asst. Chief of Police and Bureau Captains.
- c. Work with bureau Captains to ensure additional duties and assignments are being completed to include but not limited to an assigned PIO, Investigators for scene processing, and administrative functions associated with the critical incident.
- d. Relay or notify LEDC to relay information on the status of the incident to other on-duty officers (e.g., injuries) this should be done in a discreet manner such as phone or MDC.
- e. Call in additional patrol personnel to ensure adequate operations.
- f. Ensure duties of the Involved Officer(s), Responding Officers and Supervisors are completed.
- g. Encourage all working members to briefly contact their immediate family to notify them of their personal status without giving details of the incident (this will stop misinformation and assist families who may also be going through a traumatic event).
- h. Ensure that significant exposure to blood borne pathogens is followed. See General Order 10.13 - Bloodborne Pathogens.

5. Duties of the Bureau Captain/Police Administrator

- a. Ensure all duties and responsibilities of Involved Officer's, Responding Officers, Supervisors and Commanders are being addressed.
- b. Ensure adequate supervision at all scenes.
- c. Ensure that involved personnel have had appropriate opportunities to contact family members, union representation, support officer and legal counsel.
- d. In the event of a serious injury or death of an employee, see General Order 10.6 – Line of Duty Deaths.
- e. Request and facilitate a Legal Blood Draw of all officers who used deadly force as agreed upon in the memorandum in Annex A.
- f. Ensure that supplemental services such as POST, Chaplains and EAP are offered to the involved officers.

6. Duties of the Investigative Captain/Designee

- a. Ensure all duties and responsibilities of Involved Officer's, Responding Officers, Supervisors and Commanders are being addressed.
- b. Contact OICI Units designated by this policy and request them to investigate. If DCI is not available, our predetermined secondary agency (Eau Claire Police Department) will be contacted and requested.
 1. Establish an ETA and define the Departments responsibilities until the incident and scene is turned over to the outside/primary agency.
 2. Continue to act as a liaison with the OICI Unit
 3. Determine with the OICI Unit if scene reconstruction and/or the Wisconsin State Crime Lab are needed.
- c. Contact the District Attorney at the earliest practical opportunity to inform him/her of the investigation.
- d. Direct the criminal investigation of the suspect's actions.
 1. The Chief of Police at his/her discretion may decide, at any time, to request an outside agency to assist and/or conduct the entire criminal investigation of the incident, or conduct a parallel investigation, or request an outside agency to shadow the OICI units investigation.
- e. Provide briefings to the Department's PIO for media releases and discuss any information to be released in coordination with the OICI unit and the District Attorney's Office.

7. Duties of the Support Officer

The Support Officer's roll is to assist an individual involved officer, serving as an assistant to the officer and as a liaison between the involved officer and the Incident Commander, Investigative Units and Administration. Communication between the Support Officer and other officers is not protected. See Annex A for the Support Officer Checklist.

8. Duties of the Officer Involved Critical Incident (OICI) Unit

- a. This unit will investigate the incident following their general investigative protocol.
- b. They will coordinate their investigation and provide investigative updates through the designated departmental liaison.
- c. Provide a copy of the final report and materials to the La Crosse Police Department and the District Attorney's office.

9. Assistance to the OICI Unit:

Our department may be called upon by the OICI Unit to assist in select areas with some limitations:

- a. Securing, preserving, documenting and collecting evidence.
- b. Canvas for potential witnesses or surveillance cameras/video.
- c. Securing the involved weapons.
- d. Conducting interviews of witnesses.
- e. Have the involved officers returned to the scene, if necessary.
- f. Coordinate the interview of Involved Officers, but not participate.
- g. Provide information obtained from the Criminal Investigation to the IAU.

10. Interviews of Involved Officer(s)

There are several interviews that involved officer(s) will be required to complete as part of an OICI that have been mentioned previously in this policy. Below is a synopsis of the interviews that an officer involved in a OICI can expect:

- a. Scene Interviews
 1. At the scene (at the time of the incident), Involved Officers will provide the Public Safety Statement to the on-scene supervisor.
 2. The Involved Officer may also complete a scene walkthrough with the OICI Unit prior to being placed on administrative leave and allowed to leave work.
- b. OICI Unit Interview
 1. OICI Unit Interviews with the Involved Officer(s) will be coordinated between the department liaison and the OICI Unit Lead Investigator.
 2. This interview should be conducted after the involved officer(s) have had reasonable rest, however the time frame for this interview may vary on a case-by-case basis.
 3. The Involved Officer(s) will be given the opportunity to provide voluntary statements. Officer(s) will be allowed to seek union representation or legal counsel on the decision to provide a voluntary statement.
 4. No officer will be disciplined for declining to provide a voluntary statement.
- c. Administrative/Internal Interview
 1. An internal investigative interview will be conducted for each officer involved and will focus on whether the officer's actions were consistent with departmental training and policies.
 2. If the officer(s) provided a voluntary statement to the OICI Unit, it will be shared with internal interview team.
 3. Officers do not have the right to refuse to participate in the internal interview. The Chief may require a compelled statement from the involved officer(s). If a compelled statement is required, IAU will issue this order in writing to the officer(s) being compelled, via the Departments Internal Investigation Administrative Rights / Warning form.
 4. All original reports will be maintained by the IAU. The content of the compelled interviews and reports documenting the compelled interview will only be used for internal investigation/review of the incident and will NOT be released to the District Attorney's office (or other prosecuting entity), or the OICI unit.

11. Required Reports by Involved Officers

- a. Any officer involved in an OICI will be required to complete the mandatory response to resistance forms/data base.
- b. Officers who complete a voluntary interview with the OICI unit will have that statement serve as their official account of the incident and will not be required to complete an incident report.
- c. Officers who refuse to complete a voluntary interview with the OICI unit will be required to complete an incident report with full details of the incident and the force the officer used.

12. Additional Considerations

- a. When a person is killed or seriously injured as a result of a use of force by an officer, the involved officer is required to undergo a debriefing with a Department appointed psychologist/psychiatrist to allow the officer to express feelings and to deal with after-effects. This debriefing is confidential and shall be completed prior to being released to active-duty status.
- b. The officer / officer's family is encouraged to consult with Clergy, Police Chaplains, P.O.S.T. and social service persons of his/her choice.
- c. Officer(s) involved should be cognizant that there are four groups that they may talk to about the incident which are considered "Privileged" by law: Clergy, Spouse, Attorney and Doctors/Medical

- d. Involved Officer(s) will be placed on administrative leave:
 1. Leave is without loss of pay/benefits and shall not imply guilt.
 2. The officer will remain available for recall.
 3. The officer will not discuss the details of the incident with anyone other than: city/district or states attorney, his/her own attorney/union representatives, personnel assigned to the investigations, clergy or a psychologist/psychiatrist.
 4. The Chief will determine when the involved officer(s) may be called back to duty.

F. Review of Deadly Force, Less Lethal Weapon Discharge, or Sustained Serious Injury

1. Duties of the Use of Force Review Team

- a. All use of deadly force, less lethal discharge, sustained serious injuries from a use of force, or as directed by the Chief or Asst. Chief; or as directed by other orders or policy shall be reviewed by a Use of Force Review Team. See General Order 1.2

G. Duties of the Chief

1. The Chief will review reports, order dissemination of reports to relevant personnel and agencies, and establish his/her own conclusions, review for any needed discipline and provide recommendations.
2. In an OICI where the use of force results in death, the chief will assign the involved officer(s) to administrative duties or leave pending the investigation and take whatever actions deemed appropriate.
3. The Chief may assign the involved officer(s) to administrative duties or leave pending the investigation of a Less Lethal Weapon Discharge, Citizen Complaint of Excessive Force, Non-Firearm related use of Force, or other non-firearm officer involved action such as a serious/fatal motor vehicle crash. The Chief will take whatever action deemed appropriate.
4. Determine when to return involved officer(s) of an OICI back to work from administrative leave.
5. The Chief will have final say on information to be released in an OICI.

H. Audio and Video Recordings

While the agency recognizes the importance and value of audio and/or video of an incident, a police officer's use of force is based on what is Objectively Reasonable (Graham v. Connor) in a given situation, as determined by a reasonable officer at the scene. It is what the officer observed, heard, and perceived at the time the imminent danger was addressed by the officer and these factors are used to determine the level of force deployed by that officer. These factors are based on the 3-dimensional senses of the officer and his memory of the events that unfolded. Therefore, the following is our policy as it applies to audio and/or video and OICI.

1. All audio/video captured on department devices will be saved as evidence and made available to the OICI Unit.
2. Any additional audio/video from the public of an OICI will be collected as evidence and made available to the OICI Unit.
3. The OICI Unit will work in conjunction with the District Attorney's office to determine the value of any video for their investigation and whether involved officers will be allowed to view the available video as part of their investigation.
4. The Internal Investigative Unit will determine the value of any video for their investigation and whether involved officers will be allowed to view the available video as part of their investigative interviews.
5. Release of any OICI audio/video by the department to the public will be done at the discretion of the Chief. The PIO and the liaison to the OICI unit will coordinate the release.

I. Blood Draw

As part of a Memorandum of Understanding (MOU), staff represented by the Wisconsin Professional Police Association that have been involved in an OICI, have agreed in principle to an administrative blood draw as part of the departmental internal investigation.

1. The agency will execute a blood draw on all officer(s) who have applied deadly force or have discharged a firearm as part of an OICI.
 - a. The Chief, based on the incident, may decide that a blood draw is not needed.
2. Any officer who chooses not to follow the MOU and refuses a blood draw may be compelled by the Department to provide a sample or otherwise face discipline.
3. Blood Draws are completed strictly as part of the internal investigation and shall not be shared with the OICI unit.

4. Blood Draws will be retained in the La Crosse Police Department evidence section as "Safe Keeping" and not as "Evidence".
5. The Chief or designee will order blood samples disposed of upon the Chief's review of the internal investigation and the determination there was no need administratively to retain the sample.
6. Based on information developed by the internal investigation, the Chief may order the blood sample be tested to determine if departmental policy or City of La Crosse policy has been complied with.

J. Debriefing

Following an OICI, the La Crosse Police Department will determine the need to conduct a critical incident/stress debriefing. If needed, a critical incident/stress debriefing should occur as soon as practical. If, however, the debriefing could affect either the OICI investigation or internal investigation, the debriefing will be delayed.

1. The Assistant Chief is responsible for organizing the debriefing.
2. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.
3. The debriefing is not part of any investigative process.
4. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.
5. Attendance at the debriefing shall only be Department members directly involved in the incident and may include other emergency personnel such as dispatchers, EMS and Fire personnel. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory personnel.
6. Attendance for the debriefing is strictly voluntary unless ordered otherwise by the Chief.
7. This debriefing is not a protected communication.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows the Bridges Portal interface for the La Crosse Police Department. The page title is "Forms - Logs and Templates" and the sub-page is "OICI Forms and Checklists". The interface includes a navigation sidebar on the left with categories like "Home", "Recent", "LCPD Internal Announcements", "Police Links", and "Report Forms". The main content area displays a list of documents under the heading "All Documents". The list includes a search bar and a table with columns for "Name", "Modified", and "Modified By". The first document, "AGREEMENT - OICI (12.14.2015)", is highlighted. Below the list is a "Drag files here to upload" area.

✓	📄	Name	Modified	Modified By
✓	📄	AGREEMENT - OICI (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	CHECKLIST - INITIAL INVESTIGATORS (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	CHECKLIST - INITIAL SUPERVISORS (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	CHECKLIST - INVOLVED OFFICERS (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	CHECKLIST - POLICE ADMINISTRATORS (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	CHECKLIST - SUPPORT OFFICER (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	LCPD VIDEO REVIEW AND CAUTIONARY STATEMENT (12.14.2015)	November 7, 2019	Churchill, Stephanie
	📄	OICI Admin Leave (08.30.2017)	November 7, 2019	Churchill, Stephanie

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GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 08.30.2023	CHAPTER 1	ORDER NUMBER 1.5
TITLE FIREARMS DISCHARGE / USE OF FORCE REVIEW		WORD CODE DISCHARGE	TOTAL PAGES 2
	History: Updated 3/98, 04/01, 02/03, 06/03, 07/03, 06/07 09/12, 11/15, 06/18, 08/23		

1. PURPOSE AND SCOPE

This order establishes an internal review process for any incident where an officer uses force or discharges a firearm as part of official duties. The purpose of this review process is to ensure that when force is used or a firearm is discharged, the officer's actions are consistent with the training and tactics of the La Crosse Police Department. Actions that could lead to using this review protocol include, but are not limited to the following:

- A. Discharges a firearm other than in training (on the firing line with bullet impact to bullet trap) or for lawful recreational purposes.
- B. Takes an action that results in, or allegedly results in, the serious injury or death of another person.
- C. Applies force to the person of another through the use of a lethal or less lethal weapon. The Department herein has in place an internal review process to be used when personnel discharge firearms and less-lethal weapons.
- D. At the direction of the Chief of Police.

2. DEFINITIONS

- A. **Serious Injury:** For purposes of this order "serious injury" is Great Bodily Harm as defined in Wis. Stat. § 939.22 (14) as - Bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

3. PROCEDURES

A. Use of Force Review Team

- 1. The Team shall consist of the following members:
 - a. Assistant Chief (chairperson).
 - b. Field Services Captain or designee.
 - c. Investigative Services Captain or designee.
 - d. Training Director
 - e. One member selected by the involved officer(s).
 - f. If the officer involved is one of the above, the Chief shall appoint a replacement.
- 2. The duties of the Review Team are to review incidents resulting in serious injury to a person by an officer's use of force, a firearms discharge as described in this policy, the discharge of a less lethal weapon as part of an incident or any other use of force incident as directed by the Chief.
 - a. Use of force incidents that have initial indications of possible policy violations shall have an Internal Investigation completed prior to Use of Force Review Team being assigned.
- 3. The Assistant Chief or designee will notify Team members of the need for a review, set the date and provide members of the team with all reports, materials and videos for review prior to the meeting.
 - a. The review should be scheduled as soon as practical after the reported incident.
 - b. The Assistant Chief or designee will determine if any interviews will be needed for the review and make arrangements for them to occur.
- 4. The review team will focus on use of force and if it was consistent with the training and tactics of the La Crosse Police Department. Additionally, the team should consider "lessons learned" as part of the incident for additional departmental training, equipment needs and policy considerations.
 - a. If the review team identifies possible policy violations, the Assistant Chief will confer with the Chief to determine if an Internal Investigation should be launched.
- 5. Upon completion of the review, the Chairperson or designee of the team will submit a report to the Chief with conclusions/recommendations. This report should include, but not limited to:
 - 1) Description of how the review was conducted.
 - 2) Listing of all related facts.
 - 3) Any points of disagreement among Team members.
 - 4) Conclusions, findings and recommendations with a focus on the following:
 - a. Tactical considerations.
 - b. Training considerations.

- c. Equipment considerations.
- d. Quality of supervision.
- e. Possible coaching or commendations for involved employee(s).

B. Applied Force Through Use of a Lethal Weapon:

- 1. Application of force that includes officer-involved shootings and/or force that causes death or serious injury is governed by General Order 1.4. This type of incident will have both a criminal investigation and internal investigation into the officer(s) use of force. The Use of Force Review Team will not be convened until after the completion of those investigations.
 - a. The Use of Force Review Team will use the reports and evidence from those investigations to assist in their review of the incident.

C. Review:

The Chief will review reports, initiate disciplinary or criminal action if needed, disseminate report to relevant personnel and agencies, and establish his/her own conclusions and recommendations.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 07.21.2022	CHAPTER 1	ORDER NUMBER 1.6
TITLE ACCIDENTAL FIREARMS DISCHARGE		WORD CODE ACCIDENTAL	TOTAL PAGES 1
	History: Updated 03/03, 06/07, 08/09, 12/09, 09/12, 11/15, 06/18, 12/20, 07/22		

1. PURPOSE AND SCOPE

This order establishes an internal process for the documentation, review and disposition of any incident wherein an officer accidentally discharges a firearm other than in training (on the firing line with bullet impact to the bullet trap) or for lawful recreational purposes.

2. PROCEDURES

A. Reporting:

1. A verbal notification will be made immediately to the member's immediate supervisor and/or on-duty shift commander, if an accidental discharge of a member's firearm occurs. A supervisor will be immediately summoned to the scene and will head the investigation unless it results in injury or death; in such case the Investigative Captain/designee will be immediately notified by the OIC and he/she shall appoint an investigative team.
2. A formal written report on an Intra Department Memorandum will be made by the shooting member or his/her immediate supervisor if the member is physically unable to make such memo. The memo will be routed to the person's supervisor, shift/division commander, Bureau Captain, Director of Training and Assistant Chief.
 - a. If the accidental discharge occurred during a departmental training session, the officer in charge of the training session shall also submit an Intra Department Memorandum.
3. If serious injury or death has occurred as a result of the discharge, then conditions in GO 1.5 apply as well as any other post shooting orders and procedures.

B. Administrative Review:

1. Reported accidental discharges of firearms not resulting in injury/death will follow investigative procedures as outlined in GO 23.1 using the CRN system and investigative report format.
2. If the accidental discharge resulted in serious injury or death, following the internal investigation as outlined in GO 23.1 the Assistant Chief shall convene a use of force review team as described in GO 1.5

C. Firearm Re-qualification:

1. As part of the Department's assessment of the member's fitness for duty the involved member will be required to qualify with their firearm and show proficiency and knowledge of the firearm prior to resuming normal street duty as set forth in General Order 1.8.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 07.21.2022	CHAPTER 1	ORDER NUMBER 1.7
	TITLE POST SHOOTING DUTY	WORD CODE POST SHOOT	TOTAL PAGES 1
History: Updated 09/12, 11/15, 06/18, 07/22			

1. PURPOSE AND SCOPE

This order establishes the required removal of any officer from line duty assignment, pending administrative review, when such officer has used force resulting in death or serious physical injury. It is the policy of this Department to prevent public confrontations with officers who have not exceeded the scope of their authority and to protect the community's interests from those officers who have, to allow time for the completion of appropriate investigations, and to assure that the officer is mentally capable of continuing his/her duties.

2. PROCEDURES

- A.** When a person is killed or seriously injured as a result of a use of force by an officer, the involved officer is required to undergo a debriefing with a Department appointed psychologist -psychiatrist to allow the officer to express feelings and to deal with after-effects. This debriefing is confidential.
- B.** The officer / officers family is encouraged to consult with clergy, police chaplains and social service persons of his/her choice.
- C.** Involved officer(s) will be placed on administrative leave or duty pending administrative review outlined in General Order 1.4.
 - 1. Leave is without loss of pay and shall not imply guilt.
 - 2. The officer will remain available for recall.
 - 3. The officer will not discuss the incident with anyone other than: city/district/states attorney, his/her own attorney/union representatives, personnel assigned to the investigation, clergy, psychologist/psychiatrist and family.
 - 4. In bringing back the Officer for normal active duty assignment, the Chief will consider the outcomes from the investigations made in order 1.4, the officer's opinion, the immediate supervisor's opinion, and any other pertinent information that s/he may have at his/her disposal. The Chief's decision on returning to active duty status is final.
- D. Other Critical or Traumatic Incidents Involving Officers:**
 - 1. When an officer is directly involved in a non-use of force traumatic incident, such as a fatal motor vehicle collision or other critical incident, the Department, along with the officer, will determine if the officer is able to immediately return to active duty and/or if administrative duty/leave (with pay) is appropriate.
 - 2. The officer is encouraged to consult with clergy, police chaplains and social service persons of his/her choice.
 - 3. 2-C-4 also applies.



Shawn Kudron
 Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.24.2024	CHAPTER 1	ORDER NUMBER 1.8
TITLE FIREARMS AND AMMUNITION		WORD CODE FIREARMS	TOTAL PAGES 5 with Annex A
	History: Updated 08/06, 07/07, 11/08, 09/12, 01/17, 8/23, 12/23, 04/24		

1. PURPOSE AND SCOPE

This order establishes that sworn personnel, both on and off duty, may use only weapons and ammunition authorized by the Department. Only sworn personnel demonstrating proficiency in the use of authorized weapons are approved to carry such weapons. Officers shall only use firearms approved for use, mechanically sound and properly maintained. Only firearms that are registered with the Department, inspected for use and which an officer demonstrates proficiency with may be used, on/off duty, by officers pursuant to their authority as a police officer.

2. DEFINITIONS

- A. Duty Firearm:** A primary firearm issued (G17, G19 or G26), authorized and registered by the Department for carry on the person of a sworn officer as their primary weapon while on-duty. The officer must be qualified to carry this weapon.
- B. Back-Up Firearm:** An optional firearm issued (G43), authorized and registered by the Department for carry on the person of a sworn officer as a secondary weapon while on-duty. The officer must be qualified to carry this weapon.
- C. Off-Duty Firearm:** Officers may carry their Duty Firearm or Back-Up Firearm for off-duty use. The officer may carry a personally owned GLOCK 26 (with duty ammo) as long as the firearm is registered with the Department and the officer has qualified with the firearm.
 - 1. Officers may also carry a personally owned GLOCK handgun (or any handgun brand) .380 caliber to .45 caliber that has the same operating system (same functionality) as a GLOCK handgun or as approved by the chief.
 - 2. All personally owned Off-Duty handguns (that are not GLOCK's) must be approved by the Chief of Police.
 - 3. All personally owned firearms must be registered with the Department and the member must qualify with the handgun annually.
 - 4. The ammunition used in a personally owned firearm must be comparable to Department issued Duty Ammunition and is supplied by the individual officer.
- D. Special Assignment Firearm:** An easily concealed firearm (which is a G43 or G26) carried as (in place of) the sworn members Duty/Primary Firearm while on-duty for special undercover operations or during unusual circumstances. The request to use a Special Assignment Firearm must be documented in writing, articulating the justification for use of the weapon. Memos are directed to the members Bureau Captain and the request will be reviewed by the Chief of Police. Written authorization will be determined on a limited case by case basis.
- E. Specialized Firearm:** Authorized specialized firearms include shotguns, carbines, semi-auto rifles, automatic rifles, marksman rifles and chemical munitions launchers. See Annex A.

3. PROCEDURES

- A. Department Issued/Authorized Weapons and Deployment:**
 - 1. Sworn personnel are issued GLOCK 9mm Pistol(s) (G17, G19 or G26) as the authorized Duty Firearms for Department use.
 - 2. Sworn personnel are issued a GLOCK 9mm Pistol (G43) as the authorized Back-Up/Off-Duty Firearm for Department use.
 - 3. If an officer wishes to use a personally owned GLOCK 26 to be used as a Duty Firearm, Back-Up Firearm, Off-Duty Firearm or Special Assignment Firearm, they will request it in writing articulating the justification for use of the weapon. They must have written approval by the Chief of Police or designee before they carry and must register and qualify with the firearm annually and must use Department issued ammunition.
 - a. GLOCK 26's will not be used as a Primary Duty Firearm for Uniformed Patrol.
 - b. Personally owned GLOCK 26's will be armored by the Department to determine serviceability, but replacement parts or any additional costs will be the responsibility of the owner.
 - 4. Officers who are working overtime, special assignments or details sanctioned by the Department outside their regular duty hours or assignments but working as police officers with Department approval, will carry their Duty Firearm and may carry their Back-Up Firearm if desired. (Special Assign. Firearm if Authorized)

5. Court Proceedings:
 - a. Officers are On-Duty and will be armed when reporting to court.
 - b. Upon arrival at the court, the officer will follow the security protocol established for that court room.
6. Back-Up Firearm:
 - a. Back-Up Firearms are to be completely concealed and holstered in one of the following ways:
 - 1) Body Armor/Vest Holster which securely holds the firearm as approved by the Department.
 - 2) Ankle Holster which securely holds the firearm as approved by the Department.
 - 3) During Back-Up Firearms qualification/training, officers shall utilize a Department approved holster.
7. Off-Duty Firearm:
 - a. Officers may only carry their Duty Firearm, Back-Up Firearm, Special Assignment Firearm or authorized Off-Duty Firearm while off-duty under their authority as a La Crosse Police Officer.
 - b. Off-duty officers are not required to go armed off-duty but may do so in accordance with policy, state, and federal law. The decision to go armed off-duty will be based on the officer's personal evaluation of their expected activity. Officers are prohibited from carrying firearms when the officer's mental/physical abilities are or may be anticipated to be impaired by use of alcohol, drugs, medications, or a combination thereof.
 - c. This policy does not limit an off-duty officer, who has a state issued Concealed Carry License to carry a firearm other than their Duty Firearm or Back-Up Firearm. The license must be valid in the state the off-duty officer is carrying.
 - d. This policy does not prohibit an off-duty officer from arming themselves with another firearm when they do not have access to their Duty Firearm or Back-Up Firearm (or another firearm which would be more effective) and feel they must intervene in a deadly force situation to stop an active shooter or person creating an imminent threat to the off-duty officer or others.
 - e. This policy does not prohibit an off-duty officer from intervening in a deadly force situation under their authority as a police officer as defined in WI SS 175.40(6m)

B. Training, Proficiency Standards and Firearms Courses:

1. The Administrative Services Bureau Captain is the Director of Training and Firearms Coordinator.
2. The Firearms Coordinator is responsible for:
 - a. Maintaining a Firearms Training Program and Firearms Instructors.
 - b. Maintaining the weapon and ammunition standards of the Department.
 - c. Ensuring Department weapons are properly armored annually.
 - d. The instruction and testing of all sworn officers in the lawful use of force.
 - e. Firearm's qualification of all sworn personnel including registration and inspection of all firearms utilized by personnel.
 - f. Establishing a firearms training program consisting of:
 - 1) **Annual Qualification:** Sworn personnel must demonstrate proficiency by qualifying with each firearm they are required or elect to use on-duty. This includes:
 - a) Duty Firearm: WI Training and Standards Handgun Qualification Course.
 - b) Back-Up Firearm: WI Training and Standards Handgun Qualification Course.
 - c) Special Assignment Firearm: WI Training and Standards Handgun Qualification Course.
 - d) Patrol Rifle: LCPD Indoor or Outdoor Rifle Qualification Course.
 - e) Specialized Firearm: As determined by the ERT Commander.
 - f) Personally Owned Off-Duty Firearm: WI Training and Standards Handgun Qualification Course.
 - 2) Qualification is scheduled as the 1st Quarter Firearms Training.
 - 3) Quarterly firearms training (4 times per year) at a minimum for all sworn personnel.
 - 4) There will be a Back-Up Firearm deployment/familiarization course also.
 - 5) Training for less lethal weapons shall occur at least biennially generally at In-Service Training.
 - g. Establish firearms training and qualification courses, which are an accurate, comprehensive test of officer skill in the safe handling and proficient use of firearms emphasizing Officer Survival in a Deadly Force encounter.
 - h. Firearms courses will be published in the form of a lesson plan/training outline and accessible to all Bureaus, Assistant Chief, and the Chief.
 - i. Maintain records of firearms training, qualification for personnel with handguns, shotguns, and rifles. Records of training, qualification for specialized firearms for ERT will be maintained also.
 - j. Maintain supplies for training and qualification.

3. The Firearms Coordinator/designee will provide training for ERT with specialized weapons.
4. Firearm's Proficiency Standards. Officers are required to show proficiency with their weapons by displaying proper safety, handling, verbalization, and marksmanship skills.
 - a. Officers who fail to qualify will receive remedial training and re-fire the course. If the officer still fails, s/he will be assigned administrative duties and additional training until s/he qualifies/or other administrative actions are taken. Failure to qualify is subject to discipline, up to and including termination.
 - b. When qualifying, officers shall utilize the equipment normally worn for duty by the officer.
 - c. Officers who do not qualify due to scheduling conflicts or extenuating circumstances may continue in their assignment. Arrangements will be made with the Firearms Coordinator to qualify as soon as possible.
5. Review and Inspection:
 - a. Duty Firearms, Back-Up Firearms and Special Assignment Firearms shall be inspected, registered and qualification completed prior to use.
 - b. The Director of Training shall retain such records.
 - c. Further review and inspection shall take place whenever the firearm is discharged in non-training or in a Use of Deadly Force encounter. This does not include the dispatching of animals.
6. Cleaning, Care and Removing Unsafe Weapons:
 - a. Firearm cleaning, care and maintenance is each member's responsibility. Routine cleaning (quarterly is recommended) should occur to ensure the firearm is mechanically operational. Cleaning shall be done after shooting 5 rounds or more.
 - b. Malfunction/damage to a Department firearm will be reported to the members immediate supervisor and in writing to the Director of Training.
 - c. When an officer's Duty Firearm or Back-Up/Off-Duty Firearm must be taken out of service the officer will be issued another firearm of the same type for temporary use if the officer is allowed to carry a firearm. The officer must qualify with newly issued firearms prior to duty use and the firearms must be registered with the Department.
 - d. Firearms instructors will be observant to firearms and their condition during training and qualification to ensure the firearms are not altered, damaged or unserviceable. Unsatisfactory firearms will not be used for on/off duty use until they have been repaired.
 - e. Firearms damaged in the line of duty will be repaired or replaced by the Department.
 - f. Department armorers will inspect Department owned firearms annually. If a weapon is damaged, altered, or unserviceable, it will not be used until properly repaired. Weapons inspected by the armorer will be fired (3 shots) by the armorer before returned to the user.

C. Types and Specifications of Ammunition: See Annex A.

1. The Director of Training will select ammo to be authorized based on the ability to afford a strong probability of incapacitating a suspect without an unreasonable hazard, over penetration or ricochet.
2. Only ammunition authorized will be used by officers in weapons carried pursuant to their authority as officers. This does not regulate non-law enforcement activities such as hunting or recreational use.
3. Ammunition for Duty Firearms, Back-Up Firearms, Special Assignment Firearms and ERT firearms are provided by the Department to include ammo for duty, qualification, and training (9mm, 12ga, and .223).
4. Ammunition for duty use will be replaced with new as determined by the Director of Training but not to exceed two years.

D. Records on Approved Weapons for Official Use:

1. Approved weapons for official use shall be those as noted in Annex A.
2. All records regarding firearm registration for on/off duty use shall be maintained by the Firearms Coordinator.

E. Types and Specifications of all Lethal and Less Than Lethal Weapons: See Annex A.

1. Officers shall only utilize firearms that have been authorized by the Department.
2. Firearms will not be modified. The addition of laser sights, optical sights, slings, grips, night sights, shell holder sleeves or extended magazines are not authorized without permission of the Chief of Police or designee.

F. Knowledge of Applicable Laws:

1. During firearms training, the instructor will review applicable local, state, and federal law and current police practices with those persons attending such training/certification.

G. Certified Weapons Instructor:

1. During all training or exercises involving firearms, a Wisconsin Training and Standards Certified Handgun and Rifle Instructor must be present as appointed by the Firearms Coordinator.



Shawn Kudron
Chief of Police

AUTHORIZED WEAPONS AND AMMUNITION FOR DUTY USE

1. LESS LETHAL WEAPONS.

- A. Oleoresin Capsicum – Approved pepper spray.
- B. Approved expandable baton.
- C. Approved Wooden Baton.
- D. Approved Electronic Control Device (ECD) – Taser
- E. ERT tear gas: CS (non-burning and burning).
- F. ERT Pro-jet gas delivery system: OC.
- G. ERT 40mm gas delivery system: smoke, CS blast dispersal, irritant, heavy barricade CS smoke and CS liquid agent.

2. LETHAL WEAPONS.

- A. GLOCK 9mm – Models and Description:
 - 1) Full Size: G17 or G17 MOS (Modular Optic System)
 - 2) Mid-Size: G19 or G19 MOS (Modular Optic System)
 - 3) Compact: G26
 - 4) Back-Up, Special Assignment and Off-Duty: G43
AMMO: Federal 9mm, 147gr. Tactical HST, Jacketed Hollow Point
- B. Patrol Rifle - Rock River Arms or Colt .223 (5.56mm) or approved equivalent Patrol Rifle.
AMMO: Federal Tactical Bonded .223, 55gr. Soft Point
- C. Remington 870 Pump Shotgun - 12ga.
AMMO, Less Lethal – CTS (Combined Systems, Inc.) Model 2581 Super-Sock Bean Bag
- D. Penn Arms Single 40mm launcher CTS 4557 Foam Baton
- E. ERT – Sniper Rifles - .308
AMMO: Federal Premium .308 168gr. Tactical Tip Match King.
- D. Specialized Firearms.
 - 1. Shotguns: Remington 870 12ga pump shotgun.
 - 2. Carbines: M-16 and AR-15 Patrol Rifles.
 - 3. Semi-auto: M-16 and AR-15 Patrol Rifles.
 - 4. Automatic: M-16 and AR-15 Patrol Rifles.
 - 5. Marksman: specialized firearms.
 - 6. Lockbuster 12ga. ERT.
 - 7. Launchers: Designed to deliver chemical and less lethal munitions used by ERT and/or specially trained personnel only.
 - 8. Less Lethal Ammo:
 - a. CTS (Combined Systems, Inc.) Model 2581 Super-Sock Bean Bag
 - b. FS fin stabilized round; HV .32 rubber pellets; BR bean bags; CS projectile rounds.
 - c. CTS 4557 40mm Foam Baton

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 08.30.2023	CHAPTER 1	ORDER NUMBER 1.9
TITLE DEPARTMENT FIREARMS RANGE		WORD CODE RANGE 1	TOTAL PAGES 1
	History: Updated 03/03, 08/06, 07/07, 09/09, 09/12, 11/15, 06/18, 08/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for the safe use of the Department Firearms Range.

2. PROCEDURES

- A.** Range use is permitted upon authorization of the Firearms Coordinator (Director of Training) or on-duty Shift Commander.
 - 1. When not in use the range will be locked and when in use shall remain unlocked.
 - 2. Range use must be supervised by a range officer certified as a firearms instructor.
 - a. A certified department armorer may use the range to fire the weapons 3 round test fire after receiving instruction from a certified firearms instructor on range use and safety.
 - 3. All weapons will be fired in such a manner as to have the bullets impact the bullet trap and not the walls, floor or ceiling of the range.
 - 4. Use of weapons/ammo other than the following will require permission by the Firearms Coordinator: .22,.25,.32,.38,.357,.380,9mm,10mm,.40,.41,.45,.410, 20ga or 12ga shot.
 - 5. The use of Armor Piercing Ammunition is Strictly Prohibited.
 - 6. The use of Shotgun Slugs and High Powered Rifle Rounds are generally prohibited, but may be used under the direct supervision of the Firearms Coordinator or designee with written authorization from the firearms coordinator, providing the rounds do not exceed the ballistic capabilities of the bullet trap of 3,500 fps in velocity or 3,500 foot pounds of energy.

- B.** Personnel in the range are subject to the supervision of the range officer, whose authority supersedes rank for the safety of all present.
 - 1. Live fire exercise on the range require the PPE's that at a minimum include eye protection, ear protection and ballistic vest.
 - 2. Only disciplined conduct is tolerated.
 - 3. Unsafe practices will be considered grounds for discipline and/or grounds to deny access.
 - a. Misconduct or injury will be reported immediately to the Shift Commander verbally and in writing to the Firearms Coordinator.
 - b. Personnel even suspected of alcohol or drug use shall be denied access to the range.

- C.** The Range Use Log will be maintained with the range key in the Shift Commander's office to record use of the range.

- D.** The Range Officer will check the condition of the range before and after use and report any damage, maintenance, or supply needs to the On-Duty Shift Commander and in writing to the Firearms Coordinator.

- E.** The range will be cleaned after use, unless approved by a Shift Commander or Firearms Coordinator for specific reasons.

- F. Use by Outside Agencies** – Use of the Firearms Range will be approved – on a case-by-case basis as authorized by the Firearms Coordinator and the Chief of Police.
 - 1. Before use by an outside agency or group, such request shall be approved by the Firearms Coordinator, Chief of Police and a range agreement signed by the Chief of Police, the Mayor and requesting governmental units Chief and governmental head.
 - 2. The Outside Agency must have authorization by means of the MOU, and must follow all conditions articulated in the agreement.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.24.2024	CHAPTER 1	ORDER NUMBER 1.10
TITLE LESS LETHAL WEAPONS		WORD CODE LESS LETHAL	TOTAL PAGES 1
	History: New 3/98; Updated 2/03, 1/04, 4/04, 7/07, 09/12, 11/15, 06/18, 08/23, 04/24		

1. PURPOSE AND SCOPE

This order establishes the use and possession of less lethal weapons by personnel, both on and off duty, excluding recreational and hunting activities.

2. PROCEDURES

A. Additional specifics to this order are also available in orders 1.2, 1.3 and 1.11

B. Less Lethal Weapons:

1. Baton (intermediate weapon): authorized items include expandable batons in keeping within style and design as received in training by certified instructors and those fixed batons of one-piece construction used for crowd control, etc.
2. OC or Pepper Spray (empty hand weapon): as described in order 1.2; for active resistance or threat of active resistance.
3. ERT Specialty Weapons: See orders 21.10.
4. Less-Lethal Impact Munitions (Specialty Impact Munitions – SIMS): Bean bag, rubber pellet, fin stabilized rounds, foam baton.
5. Electronic Control Devices as authorized in General Order 1.11

C. General Use and Possession:

1. Items in "B" are authorized for on-duty use by trained and/or designated personnel.
2. "B-2" are authorized for on/off-duty use by trained personnel.
3. State law also governs use of the above items.

D. Less-Lethal Impact Munitions (Specialty Impact Munitions - SIMS):

1. SIMS may be utilized by any trained, sworn members in circumstances where a level of force less than deadly force would be appropriate for resolving the situation and when the risk associated with closing on the subject to take control makes other alternatives unsafe. When deploying SIMS, our goal is to resolve a potentially violent situation with a minimal amount of force and the least likelihood of serious injury to all involved participants.
2. In an effort to maximize compliance and control and minimize injury potential, it is important to target specific areas of the body when utilizing SIMS
 - a. Primary Target Zone: Upper leg, lower leg, buttocks.
 - b. Secondary Target Zone: Lower abdomen, arms, shoulders. Intentional Impact of the head, neck spinal cord, kidney area, groin, and Upper Thorax (chest) will be avoided unless deadly force is justified.
3. Prior to deploying, a determination will be made regarding the need for a lethal cover officer. Such cover is required in cases in which the suspect possesses a firearm.
4. Users of less-lethal impact munitions are required to biennially attend a course of training prescribed by the firearms coordinator.

E. Required Notifications and Reports:

1. The officer who deployed the Less-Lethal Weapons shall contact the on-duty shift commander immediately after the incident is stabilized.
2. The involved officer(s) will complete an Incident Report and Response to Resistance Report documenting the incident.

F. Medical Treatment After Deployment:

1. Due to the high probability of injury associated with the use of the Less-Lethal SIMS or other ERT Specialty Weapons the suspect(s) who are struck shall be transported to a medical facility for examination.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 08.30.2023	CHAPTER 1	ORDER NUMBER 1.11
TITLE ELECTRONIC CONTROL DEVICES (ECD)		WORD CODE ECD	TOTAL PAGES 3
	History: Updated 06/03, 03/04, 07/07, 09/12, 07/16, 06/18, 07/22, 02/23, 08/23		

1. PURPOSE AND SCOPE

The purpose of this policy is to provide Officers with the guidelines for the ECD through techniques that are designed to allow them to defend themselves and others against physically aggressive subjects, or to compel uncooperative subjects to obey a lawful order. This policy is intended to be used within the guidelines established in the Department's Use of Force Policy (General Order 1.2) and will be applicable to all members of the Department while on duty and engaged in their official duties.

2. DEFINITIONS

- A. Electronic Control Device:** (ECD) Electronic device that uses electrical current to disrupt neuro-motor control, allowing an officer to gain control of a resistive subject.
- B. Neuro-Muscular Incapacitation (NMI):** This occurs when an ECD uses electricity to cause involuntary stimulation of both the sensory nerves and the motor nerves, disrupting neuro-motor control.
- C. Data Port:** The ECD has a data port located on the back of the unit. This data port will be used to recover specific usage information that is saved every time an ECD is deployed.
- D. AFID-Anti Felony Identification Device:** Every time an ECD cartridge is deployed, 40 small confetti-like identification tags called AFIDs are ejected. Each AFID contains the serial number of the cartridge deployed, allowing supervisors to identify which Officer deployed the cartridge.
- E. Cartridge:** A single use item that attaches to the end of the ECD and contains the projectile probes & wires; each cartridge is identified by a serial number.
- F. Distance Deployment Mode:** The deployment of the ECD with the cartridge attached, resulting in the probes and wires being projected toward the target.
- G. Drive Stun Mode:** The act of making direct contact with a suspect using the ECD with the cartridge still attached; this also includes follow-up contact on a suspect with the spent cartridge still attached if the initial deployment resulted in a miss or narrow probe spread. A drive-stun may also include removing the cartridge and making direct contact with a suspect using the metal contact points at the front of the ECD.
- H. Arc Display:** The act of sparking the ECD without the cartridge attached and without making contact with a suspect's body. This is generally used to obtain compliance without having to use a drive-stun or probe deployment against a suspect.
- I. Active Resistance:** Behaviors which physically counteract an officer's attempt to control a subject and which pose a risk of harm to the officer, subject, or others.

3. PROCEDURES

A. APPROVED EQUIPMENT, TRAINING, and FIELD DEPLOYMENT:

- 1. Officers shall complete the Department's ECD Certification training program before being authorized to use ECDS.
- 2. Officers will receive recertification training biennially in the use of the ECD by a certified ECD instructor.
- 3. Officers will carry only properly functioning and charged ECDs.
- 4. All ECD's and cartridges shall be recorded by serial number by the ECD program manager.
- 5. Officers will carry the ECD in a holster that is approved by the Chief.
- 6. Only Department authorized ECD's as approved by the Chief are allowed to be carried by department personnel. See General Order 1.8 Annex A for authorized ECD's.
- 7. The Shift Commander will ensure that Department ECDs are assigned to authorized and trained department members at the beginning of each shift.
- 8. To prevent weapon confusion, the ECD shall only be carried on the Officer's reaction side of their belt, utilizing either a cross-draw with the strong hand, or removed and deployed directly with the reaction hand.

B. USE OF FORCE ISSUES:

1. The use of the ECD constitutes a Use of Force as found in General Order 1.2.
2. An ECD may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:
 - a. The subject is violent or is physically resisting.
 - b. The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and the subject reasonably appears to present the potential to harm officers, him/herself, or others.
3. Mere flight from a pursuing officer, without other known circumstances or factors, is not sufficient justification for the use of an ECD to apprehend an individual.

C. SPECIAL DEPLOYMENT CONSIDERATIONS:

1. The use of an ECD on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes the need to control the individual outweighs the risk of using the device. This includes:
 - a. Individuals whose position or activity is likely to result in collateral injury (such as a fall from a rooftop, or a person operating a vehicle).
 - b. Individuals who are handcuffed or otherwise restrained.
 - c. Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
 - d. Individuals who are known to be pregnant.
 - e. Elderly individuals or obvious juveniles.
 - f. Individuals with obviously low body mass.
2. The ECD will not be used:
 - a. To threaten or attempt to gain information from a person.
 - b. To wake a person up.
 - c. As a form of punishment.
 - d. In cases of passive resistance unless the totality of the circumstances warrants that a lesser level of force may jeopardize the safety of the subject and/or others.
3. No Officer will playfully, maliciously, or intentionally misuse the ECD in a display of the power against an individual, except to counter an imminent threat.

D. USE OF THE ECD:

1. ECDs are designed to gain compliance/control of actively resisting individuals, where lesser options have been or are reasonably likely to fail, and/or where it would be unsafe for Officers to approach the subject.
2. The ECD is programmed to deliver a 5-second cycle of electrical current. Each additional cycle must be independently justified based on the suspect's actions. Multiple applications of an ECD against an individual are generally not recommended and should be avoided unless the officer reasonably believes the need to control the individual outweighs the potentially increased risk posed by multiple applications.
3. Because the application of an ECD in drive-stun mode relies primarily on pain compliance, the use of drive-stun mode should generally be limited to supplementing the probe-deployment mode to complete the circuit.
4. **Targeting Considerations:** Reasonable efforts should be made to target lower center mass, and to avoid the head, neck, chest, and groin. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the ECD, Officers should monitor the condition of the subject if one or more probes strike any of these sensitive areas until the subject can be examined by paramedics or other medical personnel.
5. Each field use of an ECD (probe deployment, drive-stun, arc display, and laser display) shall be documented utilizing a Response to Resistance form with Taser Addendum.
6. An ECD may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

E. ACTIONS FOLLOWING DEPLOYMENTS:

1. Probes that penetrate an individual should be removed by a trained ECD user or medical personnel after the subject has been restrained and/or controlled.
2. If a subject requests medical attention, the Officer shall seek medical attention as soon as possible. An examination should be conducted by medical personnel to determine whether the subject has suffered any injury, either directly or indirectly, from an ECD deployment.
3. After the individual has been medically cleared and is being incarcerated, the Officer will notify jail personnel that an ECD was deployed on the subject.
4. Officers will secure the spent cartridge, complete with wires and probes, into an evidence bag that is clearly labeled for evidence. If possible, avoid breaking the wires during probe removal. The bagged cartridge will then be placed into evidence and labeled as a biohazardous material, per General Order 30.1 & 31.1.
5. Probes that penetrate the genitals or facial area including the eyes shall be removed by medical personnel.

F. REPORTING PROCEDURES:

1. Officers shall as soon as possible notify dispatch of an ECD deployment and ensure a supervisor is aware an ECD was deployed.
2. Officers shall document the events leading up to the use of the ECD in their Incident Report.
3. The deploying Officer shall also complete a Response to Resistance form and Taser Addendum.

G. ACCIDENTAL DISCHARGE:

1. In the event of an accidental discharge of a cartridge, the Officer shall notify the on-duty shift commander as soon as possible.
2. The involved Officer will complete a detailed IDM outlining the circumstances of the discharge.
3. A copy of the IDM will be routed to the Officer's bureau commander.
4. The spent cartridge will be collected, complete with wires and probes, and placed into a bag. The cartridge will be delivered to the ECD program manager.

H. MAINTENANCE and CARE OF EQUIPMENT:

1. The Chief will appoint an ECD program manager who will be responsible for the maintenance/inspection of the department and Officer-registered ECD's.
2. Officers shall check the ECD before the start of each shift to ensure the unit is properly charged and functioning by conducting a full 5-second spark test in a safe location with the cartridge removed.
 - a. The Taser X2 ECD does not require the removal of the cartridge and shall be tested using the "Arc" switch to verify the unit is functioning properly.
 - b. Administrative and Investigative personnel who have ECD's assigned to them must conduct a spark test prior to bringing their ECD into the field with them.
 - c. Officers will immediately advise a supervisor or ECD program manager if the battery is below 20%.
3. Officers will check the ECD and cartridge before the start of each shift for any damage. Officers shall immediately notify a supervisor or ECD program manager if they discover damage.
4. Officers shall not write on or adhere anything (i.e. stickers, tape, etc.) to the ECD or cartridge.
5. Officers shall carry their holstered ECD with the safety in the "safe" position.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	02.24.2023	1	1.12
TITLE FLYING ARMED		WORD CODE FLYING ARMED	TOTAL PAGES 3 with Annex A
	History: Updated 5/09, 09/12, 11/15, 06/18, 07/22, 02/23		

1. PURPOSE AND SCOPE

It is the policy of the La Crosse Police Department that on-duty officers when flying on commercial airlines and are engaged in protective escort duty, hazardous surveillance operations, or on official on-duty business and may be required to provide first responder law enforcement services within the scope of their duties are required to be armed.

2. DEFINITIONS

- A. Federal Air Marshals (FAMS)** - specially trained and equipped Federal law enforcement officers assigned to selected flights to take necessary action to prevent hijacking of an aircraft and loss of life. Protection of their identity is critical.
- B. Local Law Enforcement Officers (LEOS)** – Sworn law enforcement officers who are authorized and have received specialized training which allows them to when approved to fly armed on commercial airlines.
- C. Federal Flight Deck Officer** - a pilot who has volunteered, been selected for, and completed a Transportation Security Administration Training Program, authorizing them to carry a firearm to protect the flight deck of an aircraft.

3. PROCEDURES

- A.** La Crosse Police Officers are permitted to be armed on commercial aircraft when on official business necessitating a need to have a weapon on a specific flight segment for the following reasons:
 - 1. Protective escort duty.
 - 2. Hazardous surveillance operations.
 - 3. On official business and flying while on-duty which requires the need to arrive prepared for duty in case of an emergency.
- B.** Only sworn personnel who have completed the Transportation Security Administration's Law Enforcement Flying Armed Training Course may fly armed.
- C.** Only the Police Chief, Assistant Police Chief, or a Bureau Captain can grant authorization for sworn personnel to fly armed.
- D.** The following procedures will be followed when requesting and flying armed on commercial airlines.
 - 1. Complete Form 10 "Authorization to Fly Armed" and forward it for appropriate approval. If approved, the officer is responsible to obtain the required NLETS message and alphanumeric identifier code through the La Crosse Emergency Dispatch Center. Note: you must complete two forms, one for the departing flight and one for the returning flight.
 - 2. Check in at the ticket counter of the affected airline at least one hour prior to flight departure. In emergency circumstances, notify the affected airline as soon as possible if less than one hour.
 - a. Discreetly identify yourself as a law enforcement officer who is flying armed to the airline representative.
 - b. Present the following credentials at the ticket counter:
 - 1) La Crosse Police Department Identification Card and badge. A badge alone will not be accepted as a means of identification.
 - 2) Original Form 10 "Authorization to Fly Armed". A photocopy will not be accepted.
Note: Retain the original Form 10, "Authorization to Fly Armed", for all segments of the flight itinerary.
 - 3) Driver's License.
 - 4) NLETS teletype message containing unique alphanumeric identifier received from LEDC.
 - 3. The airline should issue a "Notice of Law Enforcement Officer (LEO) Flying Armed" form or equivalent. Fill out the form completely, accurately, and sign.
 - 4. If the airline refuses to allow you to fly armed:
 - a. Request assistance from the airline's Customer Service Representative who may be able to assist in resolving issues encountered at the ticket counter or boarding gate.

- b. If the issue cannot be resolved and the airline still refuses to allow you to board the plane armed, place the unloaded weapon and ammunition in checked baggage.
5. A locked, hard-sided container is required to store the firearm if being placed in checked baggage. Sworn personnel should always bring this item with them in their checked baggage in case the airline refuses to allow them to fly armed. Ammunition must be placed in the factory carton or other similar packaging. Ammunition may not stay loaded in the weapon's magazines.

E. Check-In Process for Screening Checkpoints:

1. After leaving the airline ticket counter, respond to the checkpoint of the assigned gate.
2. Proceed to the checkpoint exit lane and identify yourself as a law enforcement officer who is flying armed to a TSA agent.
3. Present the "Notice of LEO flying Armed" form obtained at the ticket counter along with the following items for inspection:
 - a. La Crosse Police Department Identification Card and badge.
 - b. Original Form 10, Authorization to Fly Armed.
 - c. Driver's License.
 - d. NLETS authorization teletype
4. In some cases the TSA agent will contact a representative from the local law enforcement agency whose jurisdiction covers the affected airport to respond and verify the credentials.
5. If problems are encountered, request to speak to a TSA Screening Supervisor who may be able to resolve issues encountered at the screening checkpoint.

F. Check-In Process at Boarding Gate:

1. Upon arrival at the boarding gate, discretely identify yourself as law enforcement officer who is flying armed to the gate agent and present the "Notice of LEO Flying Armed".
2. Upon boarding the plane, present the "Notice of LEO Flying Armed" form to the flight crew. The flight crew and/or Pilot-In-Command may also request to see your credentials and authorization form.
3. Present the "Notice of LEO Flying Armed" form to the gate agent and flight crew on all segments of the flight itinerary, including transfer and connector flights.
4. After boarding but prior to closing the aircraft's doors, the airline crew must notify the Pilot-In-Command of the airline of each armed law enforcement officer aboard the aircraft. The airline crew must also notify armed law enforcement officers of the location of other armed law enforcement officers aboard the aircraft, including Federal Air Marshals and Federal Flight Deck Officers. Federal Air Marshals may request and examine all documentation to verify LEO status.

G. Officers Flying Armed:

1. Shall at all times keep the firearm concealed and out of view of the public, if not in uniform.
2. Shall at all times keep complete control of the firearm on their person. The firearm may not be carried off the officer's person in any manner, i.e., carried in a purse or placed in an overhead storage compartment.
3. Shall not carry the Department issue chemical irritant or any other type of self-defense spray onto a commercial aircraft, even if in uniform. The issued chemical irritant canister may be carried in checked baggage.
4. Sworn personnel flying armed may not be under the influence of alcohol or consume any alcohol while onboard the flight.

H. Response to Incidents aboard Aircraft

1. For disorderly passengers and other non-life threatening situations, allow the flight crew to handle the incident. They have been trained to handle most crisis situations. Only assist if requested by airline personnel.
2. For aircraft hijackings or other life-threatening situations do not take action if there are Federal Air Marshals onboard unless they specifically request assistance.
3. For aircraft hijackings or life-threatening situations when there are not Federal Air Marshals aboard, take the necessary action to prevent loss of life or serious physical harm.


Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows a web-based file management interface. At the top, there is a blue header with a grid icon on the left, followed by the text 'La Crosse Bridges' and 'Sites'. On the right side of the header, it says 'LA CROSSE WISCONSIN'. Below the header, there are three tabs: 'BROWSE', 'FILES', and 'LIBRARY'. The 'FILES' tab is active. The main content area displays a list of files. The first file is partially visible and appears to be a PDF document. The second file is 'FLYING WHILE ARMED NLETS Letter 02032020' with a green asterisk icon. The third file is 'FLYING WHILE ARMED NLETS Request Form 02032020' also with a green asterisk icon. To the right of each file name, there is a three-dot menu icon, a timestamp '12 minutes ago', and a checkbox next to the name 'Churchill, Stephanie'.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 1	ORDER NUMBER 1.13
	WORD CODE DISCRETION		TOTAL PAGES 1
TITLE USE OF DISCRETION	History: Updated 09/12, 11/15, 06/18, 07/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes the use of discretion by sworn officers. It defines the limits of individual discretion and provides guidelines for exercising discretion within those limits. Members shall preserve the public peace, prevent crime, detect and arrest violators of the law, and protect life and property regardless of citizen race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic.

All members are equally responsible for the enforcement of laws and ordinances. The delegation of the enforcement of certain laws and ordinances to particular subdivisions of the Department does not relieve any member from the responsibility of taking prompt and proper police action relative to violations of any laws or ordinances observed by them or coming to their attention. It is recognized that police officers exercise discretion in law enforcement duties; however, such discretion will not become bias, prejudice or otherwise discriminatory.

2. PROCEDURES

A. An Officer’s Discretion is Limited to the Following Levels of Enforcement:

1. Verbal Warning
2. Written Warning
3. Parking citation
4. Juvenile Apprehension
5. Ordinance Citation
6. Traffic Citation
7. Adult Arrest

B. Discretion Guidelines:

1. Verbal warning - for minor infractions of a law or ordinance where such violation has no direct impact on another citizen or his/her property, also used for secondary offenses wherein the offender received a higher level of enforcement for his/her primary offense.
2. Written warning - documentation of infractions of a law or ordinance, usually traffic related, that require prompt correction by the offender but which are not perceived by the officer to warrant a monetary fine, can be used for second and subsequent minor infractions or for secondary offenses as noted in C.1.
3. Parking citation - used for issuing a fine to the vehicle owner for illegal parking contrary to city ordinance or state statute.
4. Juvenile apprehension - see Chapter 20 for greater detail, authorized by WI ss. chapter 948.
5. Ordinance citation - a forfeiture action against an individual or business for violation of a city ordinance which may or may not adopt a state statute, used where the officer perceives a lesser form of penalty will suffice when a statute adopts an ordinance based on the seriousness or degree of the offense.
6. Traffic citation - a state issued uniform forfeiture citation used for traffic related offenses with a referenced state statute, monetary fine and possible point assessment.
7. Adult arrest - the custodial arrest or detention of an adult for Intake Court purposes for a statutory violation punishable by monetary penalty and/or jail regardless of whether the officer allows signature or monetary bond or jail holding.

C. Throughout this manual of orders, varying degrees of enforcement and discretion are discussed and advised for different incidents.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 1	ORDER NUMBER 1.14
TITLE CONSTITUTIONAL REQUIREMENTS		WORD CODE CONSTRIGHT	TOTAL PAGES 2 with Annex A
	History: Updated 04/04, 09/12, 11/15, 06/18, 08/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for assuring compliance with all applicable constitutional requirements. It is policy that all officers uphold the Constitution of the United States, of which fundamental to all, is the Bill of Rights. Officers will acquaint themselves with this Constitution and the Bill of Rights. Members utilize every effort to avoid coercion/involuntary nature of confessions and admissions, arraignment delay, failure to inform defendants of their rights when required, deprivation of counsel, and pretrial publicity tending to prejudice a fair trial.

2. PROCEDURES

- A. Miranda Rights:** Rights are read to/by an arrestee prior to any in-custody interrogations of a suspect/defendant. Admissions or confessions given freely prior to receipt of Miranda are documented in detail. After voluntary admission, the officer will give him/her Miranda Rights. As stated in the Waiver, "...no promises or threats have been made...and no pressure or coercion...has been used."
- B. Right to Know:** Every person has a right to know why s/he is arrested. If the charge is not evident to the person, the arresting officer will inform the arrestee why s/he is arrested within a reasonable time frame, and if the arrest is for a warrant, the officer will inform them of its contents.
- C. Arraignment:**
 - 1. Person jailed: county jail personnel with D.A. cooperation, routes prisoners through Intake Court on a daily basis; the same is true of Records notifying the municipal court judge of persons held on City violations. On weekends/holidays, 48hr judicial review procedures insures judicial decision as to whether a person is held/released based on Department reports. The day shift supervisor is responsible for the above notifications.
 - 2. Persons released are given a timely court date/time and projected bond/fine amount if available.
 - 3. A supervisor may contact a D.A./judge on call for consultation and recommendations.
- D. Pretrial Publicity:**
 - 1. Right to privacy/pre-trial information is carefully balanced with the public's freedom of information and in full compliance with Wisconsin open records laws.
 - 2. Release of information is controlled by General Orders.
 - 3. Information released will be limited to facts of the incident without anticipated conclusions. No information is released that may jeopardize an ongoing investigation, witnesses or statements, victims, deceased parties without kin notification, or as described in 1.



Shawn Kudron
Chief of Police

**THE BILL OF RIGHTS
UNITED STATES CONSTITUTION****FIRST TEN AMENDMENTS****AMMENDMENT ONE**

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble and to petition Government for a redress of grievances.

AMENDMENT TWO

A well regulated militia, being necessary to the security of a free State, the right of the people to keep and bear arms, shall not be infringed.

AMENDMENT THREE

No Soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

AMENDMENT FOUR

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT FIVE

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service in time of War or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT SIX

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to the informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense.

AMENDMENT SEVEN

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any Court of the United States, than according to the rules of the common law.

AMENDMENT EIGHT

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

AMENDMENT NINE

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

AMENDMENT TEN

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.21.2023	1	1.15
TITLE ARREST PROCEDURES		WORD CODE	TOTAL PAGES
		ARREST	4
History: Updated 03/03, 06/07, 09/12, 03/16, 10/16, 06/18, 08/23, 12/23			

1. PURPOSE AND SCOPE

This order establishes the authority to make arrests and guidelines for effecting arrests, both with/without a warrant, and releasing from custody arrested individuals. Guidelines ensure that rights/privileges are afforded to citizens during arrest situations. It is our policy that officers shall investigate violations of laws/ordinances and shall make arrests for violations in accordance with procedures imposed by the U.S. / WI Constitution; federal, state, and municipal legislation and department policy. Members, take into consideration new case laws, which can affect citizen's rights.

2. DEFINITIONS

- A. **Arrest:** Depriving a person of his/her liberty by legal authority for a civil or criminal law violation.
- B. **Custodial Arrest:** Depriving a person of his/her liberty by legal authority for the purpose of holding/detaining him/her to answer a criminal charge or civil forfeiture action.
- C. **Non-custodial Arrest:** Temporarily depriving a person of his/her liberty by legal authority for the purpose of issuance of a citation or summons relating to a civil forfeiture action.
- D. **Crime:** Conduct prohibited by law, punishable by fine, imprisonment or both. Conduct punishable by forfeiture only is not a crime.
- E. **Pat Down/Frisk:** The feeling/touching, without manipulation of outer garments of a person temporarily detained for the purpose of locating weapons or articles capable of causing injury.
- F. **Search:** A search, as defined by the Wisconsin Supreme Court decisions, is looking into hidden places for contraband, instrumentalities of a crime, fruits of a crime or evidence of a crime with the intent of charging the individual with an offense.
- G. **Legal Standing:** In cases of warrant-less arrest, a person with legal standing would be a person whom the officer reasonably believes is the person with the authority to grant permission to enter/search. Examples: homeowner, renter, long-term guest or as otherwise dictated by case law.
- H. **Hot Pursuit:** Pursuit of a suspect from the scene of a crime.

3. PROCEDURES

A. Arrests - Generally:

In order for an arrest to occur, an officer must have the intent to take a person into custody and an understanding by the person arrested that s/he is in custody. When making an arrest, an officer should:

- 1. Identify him/herself as a police officer. (If it is apparent by the wearing of a uniform or other means that the person making the arrest is a police officer, no further identification is necessary.)
- 2. Inform the subject that s/he is under arrest.
- 3. Restrict the arrested subject's movements as required, using only force necessary to overcome any resistance by the person being arrested.
 - a. The arresting officer will make the determination if the arrestee meets the criteria for release articulated in section 3.I.4b of this policy.
- 4. In all cases where an arrested person is taken into physical custody, an incident number shall be assigned, and the arresting officer shall be responsible for completing a detailed report.
- 5. The arrestee will be transported and booked into La Crosse County Jail.
 - a. Transport of prisoners will follow GO 26.1 "Prisoner Transports."
 - b. Booking of prisoners will follow La Crosse County Jail procedures and state booking requirements.
 - c. If the custodial arrest occurs in an out-state jurisdiction, the arrestee will be taken to the jail of the jurisdiction and booked following the jail procedures and state booking requirements.

B. Arrests with a Warrant:

Law enforcement officers shall arrest a person with a warrant per the provisions of Wis. Stat. § 968.09 when any of the following exists:

- 1. Have probable cause to believe a warrant for the person's arrest has been issued in this state.

2. Have probable cause to believe a felony arrest warrant has been issued for the person in this or another state. A Wisconsin officer may not arrest a person on a misdemeanor warrant issued in another state.
3. Arrest warrants shall be served at any time to the individual on the warrant in a public place; however, discretion should be used when serving a warrant to ensure serving it at a reasonable time. Factors such as the nature of the offense, potential to escape and for doing further injury/damage should be considered when selecting a time to serve an arrest warrant.
4. As soon as practicable after arresting on a warrant, the officer shall inform the person of the reason for the arrest. If the officer has the arrest warrant in his/her possession, the officer should read the warrant to the person, and then endorse the warrant with arrest time/place. The warrant shall be returned to the issuing court.

C. Arrests without a Warrant:

An officer may make an arrest without a warrant if s/he has probable cause to believe a person is committing or has committed a crime.

1. For an officer to enter a person's home to arrest a person without a warrant, permission by a person of "legal standing" or probable cause plus "exigent circumstances" must exist. (Exigent circumstances do not include minor traffic offenses. *Welsh V. Wisconsin*) Exigent circumstances include:
 - a. The immediate threat of escape.
 - b. The immediate threat of destruction of evidence.
 - c. The immediate threat of death or great bodily harm to the officer or another.
 - d. Hot pursuit
 - e. Fleeing Felon
 - f. As directed by Case and/or State laws
2. If exigent circumstances do not exist, it is necessary to obtain a search warrant or consent to enter the premises from someone authorized to give consent to make an arrest of a person in his/her own residence.

D. Forcible Entry (Non-Exigent Circumstances):

1. When forcible entry is required in the effect of an arrest, officers shall perform the following:
 - a. Locate and control all persons and property, which might potentially serve as a weapon.
 - b. Notify a supervisor as soon as practical.
 - c. Photograph damage occurring as a result of the forced entry; complete a detailed report describing same.
 - d. Make reasonable efforts to contact the owner and secure the property to prevent further damage/loss.

E. Search Incident to a Lawful Arrest:

1. Wis. Stat. § 968.10(1) authorizes officers to conduct searches "incident to a lawful arrest."
2. "Incident to a lawful arrest" requires that the search shall occur as soon as practical after the arrest. The search shall be made at/near the arrest location. Such searches made of the premises or vehicle the person was in at the time of the arrest shall be made while the person arrested is still at the location of the arrest unless extenuating circumstances exist and are noted in relevant reports. When an officer makes a custodial arrest, prior to placing the offender in a police vehicle/facility, the officer shall search the subject, remove evidence, contraband or anything that may cause harm to anyone.
3. "Lawful arrest" for the purpose of a search incident to an arrest, means any arrest action to include issuance of a citation/summons if the person is taken into physical custody.
4. Wis. Stat. § 968.11, scope of a search incident to a lawful arrest: permits officer to reasonably search the person arrested and an area within the person's immediate presence for the purpose of:
 - a. Protecting the officer from attack.
 - b. Preventing the person from escaping.
 - c. Discovering/seizing the fruits of the crime.
 - d. Discovering/seizing instruments or things which may have been used in the commission of, or which may constitute evidence of, the offense.
5. The area within an arrested person's immediate presence can be defined as that area within lunge, reach, or grasp of the person at the time of the arrest.
6. If the area within "E" above includes a motor vehicle, per *Arizona v. Gant* an officer's search may include the passenger compartment of the vehicle when the subject is still present at the scene. The search of the vehicle incident to arrest requires one of two parameters be met:
 - a. The arrestee is within reaching distance of the vehicle's passenger compartment at the time of the search, or
 - b. The officer has "reason to believe" the vehicle contains evidence supporting the arrest.

7. Officers are not authorized to conduct searches of routine traffic violators who are merely issued citations and subsequently released without being taken into physical custody unless a "Terry-type" frisk or other exception to the search warrant requirement is present. Persons taken into physical custody for traffic violations, even if only temporarily such as to post bond are subject to search incident to a lawful arrest.
8. Protective Sweep
 - a. Officers making a lawful arrest or executing a lawful search in a private residence may conduct a protective sweep of the residence if they have a reasonable belief that the areas to be swept may harbor individuals posing a danger to those on the scene. Officers should be prepared to articulate the reasons for the protective sweep.

F. Stop and Frisk:

1. Wis. Stat. § 968.24 & 968.25, an officer may stop a person and conduct a limited search of that person if/when:
 - a. After identifying him/herself as an officer, may stop a person in a public place for a reasonable time when the officer reasonably suspects that the person is committing, about to commit, or has committed a crime and demand the name/address of the person and an explanation of conduct. Such detention/questioning shall be conducted in the vicinity where the person was stopped. Refusal to answer the officer's questions in itself is not "obstructing an officer." If no further facts lead the officer to probable cause for arrest, the person must be released.
 - b. When stopping a person for temporary questioning and reasonably suspecting that s/he or another is in danger of physical injury, s/he may pat down/frisk the person for weapons or an instrument/article/substance readily capable of causing injury and of a sort not ordinarily carried in public places by law abiding persons. If such a weapon/instrument or other property possession of which s/he reasonably believes may constitute the commission of a crime, or which may constitute a threat to his/her safety, s/he may take and keep it until the completion of the questioning, at which time the officer shall either return it or arrest the person.

G. Strip Searches:

1. Strip searches will only be conducted pursuant to Wis. Stat. § 968.255 in instances where high probability of weapons, contraband, or evidence of the crime for which s/he is detained would be present on the detained person's body. No person may be the subject of a strip search unless s/he is under arrest. Refer to General Order 26.2

H. Determining Criminal Charges or Civil Forfeiture:

1. The arresting officer should consider the following factors: injury to persons, extensive property damage, violence or threat of violence, prior record of the offender indicates a continuing pattern of deviant behavior, and/or the offender's attitude.
2. The decision to charge a person will not be based upon the offender's race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic.
3. Cases should not be referred for prosecution unless there is sufficient evidence.

I. Alternatives to Arrest:

1. Discretion - When confronted with situations involving non-serious conduct/minor violations, officers have the discretion to examine possible alternatives to arrest/confinement, (e.g., bail, citations, warnings, etc.).
2. Specific Responsibilities:
 - a. Officer action/discretion may be further regulated by specific policies or supervisory discretion.
 - b. The severity of action/inaction shall not be influenced by race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic.
 - c. Enforcement action must not be more severe than can be reasonably and objectively justified to further department goals and objectives.
 - d. Enforcement action or contact may not be extended unnecessarily for the purpose of delaying the release or inhibiting the free movement of any person.
3. Forfeitures and Deposits:
 - a. Traffic and Misdemeanor Crimes: The forfeiture/deposit amount for traffic violations or misdemeanor crimes shall conform with the State Traffic Deposit and Uniform Misdemeanor Bail Schedule.
 - b. Non-traffic Municipal Forfeitures: The forfeiture/deposit amount for ordinance violations shall be in accordance with the current Deposit Schedule as set by law and the courts.

- c. It is the practice of the department not to issue charges into two different courts (municipal and circuit) if there is a state criminal charge being referred to the Circuit Court/DA's office. However, Officers are allowed to cite the same person for a municipal offense of possession of marijuana (or marijuana paraphernalia) while also referring/charging the same person for any state criminal offense into circuit court in the same incident.
4. Release from Custody (Non-Felony Arrests):
 - a. Persons arrested for a forfeiture shall be released from custody without a cash bond if they:
 - 1) Have a valid WI driver's license or show sufficient evidence of ties to the community; or
 - 2) The officer is satisfied that the accused will make court appearances.
 - 3) By direction of the Court.
 - b. Persons arrested for a misdemeanor shall be released from custody without cash bond unless:
 - 1) Does not have proper ID, refuses to identify him/herself, or refuses to submit to booking procedures authorized under Wis. Stat. § 165.83.
 - 2) Appears to represent a danger of harm to him/herself, another person or property.
 - 3) Not a Wisconsin resident.
 - 4) Cannot show sufficient evidence of ties to the community.
 - 5) Accused has previously failed to appear in court or failed to respond to a citation.
 - 6) Arrest/detention is needed to carry out legitimate investigative action in accordance with policy.
 - c. All persons not released for forfeiture, misdemeanor or misdemeanor traffic offense shall be released upon compliance with the state deposit or misdemeanor bail schedules unless bail is otherwise set by a court.
 - d. The guidelines on release from custody for non-felony arrests do not supersede specific statutorily mandated detention or written standing orders issued by a judge(s) of the County of La Crosse.
 - e. An officer need not release an arrested person if it is the officer's opinion the person in custody is not in a fit condition to care for his or her own safety or would constitute, because of his or her physical condition, a danger to the safety of others. If an arrested person is not released under this provision, the person shall be taken before a judge within a reasonable period of time. Refer to Wis. Stat. § 969.07 and 970.01.
 5. Release from Custody (Felonies):
 - a. Persons arrested for felonies do not necessarily have to be incarcerated. In deciding to hold/release an arrested felon, consideration should include, but not be limited to:
 - 1) Seriousness of the offense.
 - 2) Seriousness of bodily injury to victim(s).
 - 3) Previous criminal record of the arrestee.
 - 4) Danger posed to others.
 - 5) Likelihood of fleeing to avoid prosecution.
 - 6) As directed by written judicial orders.
 - b. Further investigative requirements (i.e., line-ups, handwriting samples, bodily fluids, hair samples, etc.).
 6. Mandatory Incarceration - Arrested persons are held in custody upon verification of any of the following:
 - a. An arrest warrant exists for the person who is unable to post required bond and the issuing agency requests the person detained.
 - b. An apprehension request has been issued by Corrections or Probation and Parole.
 - c. A state/federal judge has issued a capias for the individual in custody.
 - d. As directed by written judicial orders of the County of La Crosse Circuit Court Judges.
 7. Persons held in custody for other agencies may be transported to the jail or turned over to the issuing agency.

J. Juveniles:

1. Refer to General Order 20.4

K. Supervisor Review:

1. Arresting officer(s) should consult with the shift supervisor with questions regarding if a person is to be detained. Discussion may include review the investigation, charging alternatives, bail requirements, related booking procedures and compliance with policy guidelines.


 Shawn Kudron
 Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 1	ORDER NUMBER 1.16
TITLE SEARCH AND SEIZURE		WORD CODE SEARCH	TOTAL PAGES 6
	History: Updated 04/04, 08/05, 08/06, 06/07, 09/12, 10/16, 06/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for conducting searches and seizures by departmental personnel to include situations such as search by consent, stop and frisk, search of a vehicle under moveable vehicle exception, crime scene, exigent circumstances, inventory searches and other situations authorized by state and federal constitutional provisions. Provide guidelines for conducting such searches/seizures that have not been reviewed by judicial personnel. Adherence to guidelines will ensure the admissibility of evidence & protect the rights of citizens to be free from unreasonable searches/seizures. Officers shall observe the rights of citizens under the State/Federal Constitutions to be secure in their person, houses, papers, and effects against unreasonable searches/seizures. Officers conducting searches/seizures shall comply with all constitutional/statutory laws. Searches/seizures shall be accomplished pursuant to a valid warrant obtained upon probable cause except searches/ seizures may be accomplished under clearly recognized exceptions to the warrant requirement. Officers conducting searches/seizures, with/ without a warrant, shall show due regard for the rights, welfare and property of the citizens involved.

2. DEFINITIONS

- A. Frisk:** A limited pat-down search for weapons occurring during a valid investigative stop in which the officer reasonably suspects that the person stopped poses a threat of injury to the officer or others.
- B. Lawful Arrest:** For the purpose of a search incident to an arrest, means any arrest action to include the issuance of a citation or summons if the person is taken into physical custody.
- C. Protective Sweep:** A quick and limited search of premises, incident to an arrest or the conduct of a search, to protect the safety of police officers or others. It is confined to a cursory visual inspection of those places in which a person might be hiding.
- D. Search:** An examination of a person, place, or object, including motor vehicles, with the intent of discovering contraband, evidence of a crime or the fruits of a crime, to be used in the prosecution of a criminal action.
- E. Seizure:** The taking of a person or physical piece of evidence, including a motor vehicle, audio, or video recording, into custody.
- F. Stop:** A temporary detention for questioning based upon reasonable suspicion that the person stopped is committing, has committed, or is about to commit a crime. The detention must occur in the vicinity of the stop and the stop must not exceed a reasonable duration.

3. PROCEDURES

A. Search / Seizure may occur under any of the following conditions:

- 1. Pursuant to a valid search warrant.
- 2. Incident to a lawful custodial arrest.
- 3. As authorized under established judicial exceptions;
 - a. public places, open fields, plain view, inventory searches, abandoned objects
 - b. automobile searches
 - c. exigent circumstances
 - d. crime scenes
- 4. With consent of the person the officer reasonably believes has the authority to give such consent.
- 5. Within the scope of a lawful inspection; or
- 6. Pursuant to a stop and frisk situation.

B. Consent Search:

- 1. A search warrant is not necessary when a person the officer reasonably believes has authority or control over the thing/ place to be searched consents to the search.
 - a. Generally, such authority extends to a person who possesses shares use, has access to, or has control of the property.
 - b. If two people have joint ownership, possession or control of the property, either may give consent, however, if either retract the consent the search must stop (Georgia V. Randolph 2006).
- 2. Valid consent must be given freely and without coercion.

3. A person who initially gives consent may withdraw it at any time. Officers shall then secure the premises and seek a warrant.

C. Stop and Frisk:

1. Section 968.24, Wisconsin Statutes, provides that an officer, after having properly identified him/herself, "may stop a person in a public place for a reasonable period of time when the officer reasonably suspects that such person is committing, is about to commit or has committed a crime, and may demand the name and address of the person and an explanation of his conduct. Such detention and temporary questioning shall be conducted in the vicinity where the person was stopped."
2. The following are examples of factors that may be considered in building reasonable suspicion:
 - a. The officer has knowledge that the person has a felony record or a history of police contacts of the nature the officer is investigating.
 - b. A person fits the description of a wanted person.
 - c. A person exhibits conduct such as fleeing from the presence of an officer or attempting to conceal an object from the officer's view.
 - d. A person's physical description is similar to that given in an "attempt-to-locate" for a specific offense.
 - e. A vehicle description is similar to one involved in a specific offense.
 - f. A person exhibits unusual behavior such as staggering or appearing to be in need of medical attention.
 - g. The area and time of day that an officer makes certain observations, e.g., a person is observed in a public area which has a history of recurring crime during the same time as that of the stop.
3. An investigative detention must be conducted as briefly as possible. Once the detaining officer determines that the basis for reasonable suspicion no longer exists, the person detained shall be immediately released. Should the suspicion be reinforced with additional information, or probable cause developed, the period of detention could be lengthened, or an arrest made.
4. According to Section 968.25, Wisconsin Statutes, if an officer makes a stop pursuant to Section 968.24, and reasonably suspects that the person stopped poses a danger to the officer or another, s/he may search the person for weapons or other items that may function as weapons, seize the item(s), and either arrest the individual or return the item(s) upon conclusion of the questioning.
5. A search conducted during an investigative stop is limited to a pat-down or frisk of outer clothing.
6. Under certain conditions, the protective search for weapons may extend beyond the person detained. The most common example involves a vehicle, where a protective search may extend to those areas within the lunge, reach, or grasp of the person detained. Such a search must be limited to the areas where a weapon may be concealed.

D. Automobile Search:

1. It is preferable to search a motor vehicle under the authority of a warrant whenever it is practical to obtain one. A motor vehicle may be searched without a warrant if the following conditions exist:
 - a. Probable cause exists to believe that the vehicle contains contraband, evidence of a crime or the fruits of a crime.
 - b. The vehicle is moving or capable of being moved quickly so that if the officer does not search immediately, the contraband or evidence could be destroyed or lost.
2. When Officers have probable cause to believe that contraband, evidence, or the fruits of a crime are concealed somewhere within a vehicle; they may conduct a warrantless search of the entire vehicle, including all containers and packages that may conceal the object of the search. If probable cause is directed at a specific container within the vehicle, the officer may seize the container and obtain a warrant before searching it.
3. A warrantless vehicle search may also occur under the following circumstances:
 - a. Incident to a lawful arrest. Refer to Section P below.
 - b. As part of a lawful "stop and frisk" situation. Refer to Section C, above.
 - c. With consent. Refer to Section B., above.

E. Crime Scenes:

1. Officers who are on private property investigating a crime without a search warrant may only perform a search for evidence if a recognized exception to the search warrant requirement exists. Even if an exception to the search warrant requirement exists, it is strongly recommended that a search warrant be obtained prior to conducting a search.
2. If custody of the crime scene is relinquished by police, consent of the person lawfully in control of the premises or a search warrant must be obtained to re-enter private property.

F. Exigent Circumstances:

1. A warrantless search or entry may be made if circumstances exist that would lead a reasonable police officer to conclude that life or public safety would be endangered, or evidence or a crime destroyed if immediate action is not taken.

G. Vehicle Inventory Search:

1. Vehicles seized or taken as evidence and towed at the direction of department personnel shall undergo an inventory search of contents, as specified below, to be conducted by the Department. The inventory search is conducted for the purposes of protecting personal property of those persons whose vehicles are towed under circumstances where they cannot arrange for the safekeeping of items contained in the vehicle, defending against allegations of theft directed at the Department and protecting evidence.
2. Vehicles towed at the direction of a police officer shall undergo an inventory search of contents, as specified below. Inventory should usually be completed by the arresting officer, or officer requesting tow if non-arrest situation. The inventory search is conducted for the purposes of protecting the personal property of persons whose vehicles are towed under circumstances where they cannot arrange for the safekeeping of items contained in the vehicle; defending against allegations of theft directed at the Police Department and; protecting evidence.
 - a. All safekeeping tows, except cases where the vehicle owner or operator is present at the time the vehicle is towed and is capable of arranging for the safekeeping of items of personal property contained in the vehicle. For example, vehicles shall not be inventory searched in cases of towing from the scene of a traffic accident unless the owner, authorized operator, or someone on their behalf is not present at the scene to arrange for the safekeeping of personal property when the vehicle is towed from the scene. Vehicles in violation of 48 parking and deemed abandoned do not require an inventory search.
 - b. All vehicles being held as evidence or subject to forfeiture.
3. Location and scope of inventory search
 - a. Vehicles subject to inventory search shall be searched prior to removal from the scene unless the vehicle is being towed to a police facility for storage.
 - b. The scope of the inventory search shall include the interior of the vehicle and areas which can be readily entered without the use of force. The glove compartment, console, or trunk is within the scope of the search if unlocked or if keys are available and entry can be made. Containers found in the vehicle shall be opened if the contents cannot be determined without opening same. The inventory search shall be conducted in a manner to avoid any damage to the vehicle or its contents.
4. Storage of Items Discovered During the Inventory Search
 - a. Towing companies under agreement with the Police Department are responsible for the vehicle and its contents in their custody until retrieved by the owner or otherwise disposed of by law. Consequently, items discovered during the course of the inventory search will normally remain in the vehicle until retrieved by the owner from the storage facility. Contraband or items constituting evidence of a crime shall be removed by the officer conducting the inventory search for storage in the property room pending proper disposition.
 - b. If the officer conducting the inventory has reason to believe that items of value located in a vehicle to be towed will not be adequately protected while at the storage facility, the officer shall remove the items for storage in the property room.
5. Documentation of Inventory
 - a. All vehicles being held as evidence shall have a case number assigned to them and properly tagged as evidence. Contraband or evidence located in the vehicle should be removed from the vehicle and placed in evidence.
 - b. Items located in a vehicle that is being towed for safekeeping and are not being removed by the officer for property inventory, shall be recorded in the officer's notes or squad video/audio for future reference. The officer will inform the tow truck operator of the presence of the items noted.

H. Strip Searches:

1. Strip Searches shall only be conducted in accordance with General Order 26.2.

I. Plain View:

1. An officer may seize items in plain view when the officer is in a place where s/he has a lawful right to be and there is probable cause to believe that the items to be seized are contraband, evidence of a crime, or the fruits of a crime.

2. It must be immediately apparent to the officer that the items represent contraband, evidence, or other items subject to seizure. The officer may not move items, look underneath, inside, or behind items for serial number or identifying marks, etc.

J. Open Fields:

1. Contraband or evidence observed on private property that is not considered part of the curtilage of a building or dwelling may be seized without a search warrant.
2. Officers making such observations may still elect to obtain a search warrant and should weigh the need to immediately seize the items as opposed to obtaining a warrant. A warrant should be obtained in all cases where there is any doubt as to whether or not the property to be seized is within the curtilage of the property or when the officers cannot articulate exigent circumstances demanding immediate seizure.

K. Probation/Parole Searches:

1. Upon request, Officers may assist agents from the Wisconsin Department of Corrections during their search of a probationer/parolee's home provided the agent has reasonable grounds to believe contraband is present in the home. Officers may offer security and take custody of evidence seized by the Department of Corrections.
2. Warrantless Searches under Act 79, which became Wisconsin law in 2013. This act allows the police to search the person, the residence, or the property under his/her control, of anyone placed on probation for a felony; or for any misdemeanor under Wisconsin Chapters 940, 948, and 961; or released on parole, or extended supervision if all 3 of the following are met:
 - a. The police have reasonable suspicion the subject is committing, is about to commit, or has committed a crime OR the police have a reasonable suspicion that the subject is committing, is about to commit, or has committed a violation of his/her conditions of probation or release.
 - b. The person is currently supervised by the Wisconsin Department of Corrections on probation for a felony; or for any misdemeanor under Chapters 940, 948, and 961; or parole, or extended supervision related to a Wisconsin conviction; and
 - c. That period of supervision began on or after December 14, 2013. In other words, the same standard that permits a *Terry Stop* of any person allows for a search under this Act if the supervision requirement is met.

L. Public Property:

1. No search warrant is required for an officer to search public property or seize evidence on public property where no other reasonable expectation of privacy exists.
2. Examples include public lands or public buildings that have not been leased or otherwise placed under the control of an individual or group.

M. Private Property Held Open to the Public:

1. No search warrant is required for an officer to seize evidence or contraband in plain view on private property held open to the public.

N. Abandoned Property:

1. A Search warrant is not required for property that has been abandoned.
2. To constitute abandoned property, two conditions must apply:
 - a. The property was voluntarily abandoned.
 - b. The property was discarded outside the area in which someone has a reasonable expectation of privacy.
3. Examples of abandoned property include an automobile that has been left unattended in a public place for an extended period of time or left by a suspect in flight, or an item dropped or thrown by a suspect in flight.

O. Lawful Inspection:

1. Certain licensed premises, such as taverns and restaurants, are subject to unannounced inspections.
2. An officer may search the business premises without a warrant, although this authority does not extend to the owner's private office or, if applicable, private attached apartment.

P. Search Incident to a Lawful Arrest:

1. Section 968.10(1), Wisconsin Statutes, authorizes officers to conduct searches "incident to a lawful arrest."
2. "Incident to a lawful arrest" requires that the search shall occur as soon as practical after the arrest. Further, the search shall be made at or near the place of the arrest. Searches "incident to a lawful arrest" made of the premises or vehicle the person was in at the time of the arrest shall be made while the person arrested is still at the location of the arrest. If it is not practical or safe to search the vehicle at the scene

- the vehicle can be moved to a safe area prior to the search. When an officer makes a custodial arrest, prior to placing the offender in a police vehicle/facility, the officer shall search the subject, remove evidence, contraband or anything that may cause harm to anyone.
3. Section 968.11, Wisconsin Statutes, establishes the scope of a search incident to a lawful arrest. It permits an officer to “reasonably search the person arrested and an area within the person’s immediate presence for the purpose of:
 - a. Protecting the officer from attack; or
 - b. Preventing the person from escaping; or
 - c. Discovering and seizing the fruits of the crime; or
 - d. Discovering and seizing any instruments, articles or things which may have been used in the commission of, or which may constitute evidence of, the offense.
 4. The area within an arrested person’s immediate presence can be further defined as that area within lunge, reach, or grasp of the person at the time of the arrest.
 5. If the area within the arrested person’s lunge, reach, or grasp includes a motor vehicle, the search may include passenger compartment of the vehicle when the subject is still present at the scene. *Arizona v. Gant* allows the search of the vehicle incident to arrest but requires one of two parameters be met:
 - a. The arrestee is within reaching distance of the vehicle’s passenger compartment at the time of the search, or
 - b. The officer has “reason to believe” the vehicle contains evidence supporting the arrest.
 6. Officers are not authorized to conduct searches of routine traffic violators who are merely issued citations and subsequently released without being taken into physical custody unless a “Terry-type” frisk or other exception to the search warrant requirement is present. Persons taken into physical custody for traffic violations, even if only temporarily such as to post bonds are subject to search incident to a lawful arrest.

Q. Search Warrants:

1. Obtaining a search warrant
 - a. An officer requesting a search warrant must provide sufficient information from which a judge may find probable cause to believe that the objects sought are currently in the location to be searched. Officers shall confer with the district/city attorney prior to seeking a search warrant.
2. Execution of Search Warrants
 - a. Section 968.15(1), Wisconsin Statutes, requires that a search warrant be executed and returned within 5 days of the date of issuance.
 - b. Search warrants not executed within 5 days of issuance shall be considered void and returned to the issuing judge/clerk of courts.
 - c. A case report shall be completed after the execution of a search warrant documenting the officer’s activities and seizure of any property and/or other evidence.
 - d. Prior to executing a search warrant, officers shall knock and state their identity and purpose and allow a reasonable amount of time for the occupant to permit entry. If the officer notes activity within the premises that reasonably leads him/her to believe that the officer(s) or other persons within the premises are in imminent danger of bodily harm, evidence is being destroyed or escape attempted, officer(s) may use reasonable force to enter the premises. Section 968.14, Wisconsin Statutes, provides that officers may use, “all necessary force” to execute the search warrant.
 - e. When obtaining a search warrant, officers may request a “No-Knock” warrant authorizing initial entry to the premises without announcing the officers’ presence. Such requests for “No-Knock” search warrants should only be made if the officer can present to the magistrate sufficient specific facts that indicate one or more of the following circumstances are present:
 - 1) Information, beyond the mere possibility that evidence may be destroyed, which establishes that there is reasonable cause to believe evidence may be destroyed if officers announce their presence such as prior attempts to destroy evidence or information that the suspects have stated their intent or established plans to destroy evidence; or
 - 2) Information which establishes reasonable cause to believe there is a danger to officers or others on the premises if officers announce their presence; or
 - 3) Information which establishes reasonable cause to believe there is a likelihood of escape if officers announce their presence.
 - f. Damage which occurs during the execution of a search warrant shall be photographed and documented in an incident report. Regardless of whether damage occurs, photographs may be valuable in the event that damage claims are made at a later date.
 - g. Section 968.16, Wisconsin Statutes, provides a person executing a search warrant, “may reasonably detain and search any person on the premises at the time to protect him/herself from attack or to prevent the disposal or concealment of any item particularly described in the search warrant.”

- h. While executing a search warrant, officers shall be careful to record a description of and the location from where items were seized. In addition to a written record, photographs may be used to show the location from which property was seized.
 - i. The number of officers conducting the actual search shall be limited to ensure that each item seized is properly recorded and a chain of evidence is maintained.
 - j. An officer may legally seize anything described in a search warrant. Officers may search any location, within the parameters established in the warrant, in which an item described in the warrant may reasonably be secreted.
 - k. Items not identified in a search warrant may be seized if they meet all of the following requirements:
 - 1) The evidence must be discovered in the course of a lawful search; and
 - 2) The evidence must be readily recognized as contraband or, in conjunction with facts known to the officer before the search, the officer recognizes property as evidence of or the fruits of a crime; and
 - 3) The property was discovered in the physical area properly subject to search by authority of the warrant; and
 - 4) The evidence was found prior to the time that all specifically named items in the warrant were found.
 - l. Officers must terminate the search when all described warrant items are found.
3. Return of a Search Warrant
- a. After a search warrant is executed, the officer to whom the warrant was directed shall be responsible for returning the warrant to the court designated therein with a written inventory of the property seized. This must occur within 5 days of the date of issuance and 48 hours of the time of execution of the warrant.
 - b. Within 5 days after the execution of the warrant, the officer responsible for obtaining the search warrant shall ensure the affidavit or complaint made in support of the issuance of the warrant and a transcript of any testimony taken in support of the issuance of the warrant shall be filed with the Clerk of Courts.

R. Inventory of Property other than Vehicles:

- 1. Property seized, recovered, found or abandoned and brought into police custody is subject to an inventory search, particularly noting items of value. Packages or items that may contain or hold multiple items should be inventoried with the contents documented in a property report.

S. Disposition of Seized Property:

- 1. Any property seized by officers under this Order shall be entered into evidence/property in accordance with order 30.1 & 31.1. All items shall be receipted with the proper department forms and the facts surrounding the seizure shall be documented in a report.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 1	ORDER NUMBER 1.17
TITLE Request to Assist Another Agency in Officer Involved Critical Incident (OICI)		WORD CODE OICI	TOTAL PAGES 2 with Annex A
	History: 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for providing information, as it relates to WI State Statute 950.08(2g)(h,) when La Crosse Police Department members have been requested to assist another agency in their officer-involved critical incidents (OICI) per WI State Statute 175.47.

2. PROCEDURES

A. Process to Provide Information

1. Per WI State Statute 950.08(2g)(h), LCPD officers when requested by another agency to assist with their department's officer-involved critical incidents, shall provide information to family members of a person killed in an officer involved death. The information includes the process by which he or she may file a complaint about the process of an inquest.
 - i. The department member shall provide the written documents, which can be found on the department's Bridges program:
 1. WI OID Ch 950 Rights Compliance
 2. Victim Rights Brochure for OICI with another agency
 - ii. The department member shall use the acknowledgement receipt document, which can be found on the department's Bridges program, this shall be included with the written report.
 1. Victim Rights Brochure Receipt for OICI with another agency



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Police Department Squad Dashboard

OICI Forms and Checklists ▸ Forms for Assisting Other Agency

New Upload Sync Share More ▾

All Documents Home Page Display View

✓	Name	Modified	Modified By
	Victim rights Brochure for OICI with another agency	... Tuesday at 11:55 AM	<input type="checkbox"/> Schott, Avrie
	Victim Rights Brochure Receipt for OICI with another agency	... Tuesday at 11:56 AM	<input type="checkbox"/> Schott, Avrie
	WI OID Ch 950 Rights Compliance	... Tuesday at 11:59 AM	<input type="checkbox"/> Schott, Avrie

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GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 2	ORDER NUMBER 2.1
TITLE UW-L POLICE		WORD CODE UW-L POLICE	TOTAL PAGES 1
	History: Updated 03/03, 06/07, 09/12, 11/15, 07/18, 11/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for assisting University of Wisconsin - La Crosse Campus Police.

2. PROCEDURES

- A. WI ss. 36.11(2) grants concurrent police powers "...over all property subject to its jurisdiction and all property contiguous to such property..." to campus police.
- B. The La Crosse Police Department will provide primary reporting and investigative services on UW-L property, upon their request, for the following, unless extenuating circumstances exist:
 - 1. Homicides
 - 2. Suspicious Deaths
 - 3. Tactical Deployments
- C. Our Department will provide secondary assists to all other complaints on campus unless extenuating circumstances exist.
- D. WI ss. 36.11(2)(a) states, in part, "this subsection does not impair the duty of any other peace officers...to arrest...persons found violating any state law on such property".
- E. No provisions are available for enforcing municipal ordinance on campus property.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 2	ORDER NUMBER 2.2
	TITLE LA CROSSE REGIONAL AIRPORT	WORD CODE AIRPORT	TOTAL PAGES 2
History: Updated 09/12, 10/16, 07/18, 11/22, 02/23			

1. PURPOSE AND SCOPE

This order establishes standard procedures and protocols for responding to the La Crosse Regional Airport and outlines our duties and commitment to providing quality police service to the airport. Our Department will work with Airport Administration, Airport Operations and the Transportation Security Administration (TSA) to serve and to protect life and property, enforce violations of State Statutes and Municipal Ordinances to maintain security and order for the airport and its patrons.

2. DEFINITIONS

- A. TSA** – Transportation Security Administration. Non-Sworn Uniformed Officers without arrest powers.
- B. Airport Operations** – Non-sworn personnel who have duties of fire suppression and rescue operations.
- C. Airport Administration** – Airport personnel consisting of the Director, Deputy Director - Airport, Airport Operations and Maintenance Manager.

3. PROCEDURE

A. Airport Operations Duties and Responsibilities:

- 1. Fire suppression and EMS Services, working with the La Crosse Fire Department and EMS units.
- 2. Maintenance and security of Airport Grounds.
- 3. Fisherman’s Road and Gate Security.
 - a) Airport Operations inspects the road and gate daily.
 - b) The gate operates on a photo-cell unlocking the gate at sunrise and locking the gate at sunset (times vary and are approximate). The gate has a sensor allowing vehicles to exit only after hours and the location to activate this is signed on the right side of the road close to the gate.

B. La Crosse Police Department General Duties and Responsibilities:

- 1. Provide routine patrol to the airport facility to include the Main Terminal, luggage claim area, airlines check in lounge and Fisherman’s Road.
- 2. Respond to all Law Enforcement Calls for service.
 - a. Respond within 15 minutes for routine (non-emergency) matters.
 - b. A quicker response time is expected for emergency calls for service.
- 3. Provide random visual presence at the TSA Security Checkpoint and Airport facility.
- 4. Become familiar with Airport operations and facilities to better police the facility.
- 5. Conduct routine patrols to the exterior of the airport property to include the Fisherman’s Road area.
- 6. Respond to TSA checkpoint when called upon for various reasons (firearm in carry-on luggage, undeclared firearms in checked-in luggage, suspicious packages).
- 7. LCPD Sworn members have jurisdiction and arrest authority for any incident occurring on airport property to include any incident that occurs on an aircraft prior to entering the city limits of La Crosse.
 - a. Officers may board an airplane to conduct investigations.
 - b. Hijacking and Terrorism – The FBI has jurisdiction and may become the lead agency.
- 8. Our Department will provide primary reporting and investigative responsibilities for all police matters other than parking and those incidents as determined by our Department in collaboration with the Airport Administration. The TSA will be looking to our responding officers for direction on how to handle calls for service.
- 9. The airport terminal has interview rooms for our use. It is recommended that these rooms be used for further screening or conducting our investigation out of the general public’s view.

C. Airport Screening Area (TSA Security Checkpoint):

- 1. The Airport screening area is located on the second floor of the main terminal building.
- 2. The screening area is a controlled access (glassed in) area staffed by TSA Officers during inbound and outbound flights only.
- 3. The design allows anyone in that area to see any person making an approach once they have entered and made their way to the escalators or if they are coming in from the runway area.

4. Department personnel assigned to the Airport area shall make it a point of their daily duties to frequent the Main Terminal and specifically the Airport Screening Area to familiarize themselves with the layout and operations and become familiar with TSA Staff and Operations.
5. Response to this area will be in compliance with all written orders and directives and based upon the incident type. Responding personnel shall exercise care in their approach giving consideration to circumstances of the incident, behavior of the individual in question, other non-involved persons in the area, access points, and possible offender optimum views of the approaching personnel.
6. TSA has a primary alarm system; it is a silent alarm at the passenger screening check point. The alarm goes to TSA Ops Center which notifies EDC.

D. Airport Emergency Plan (LCPD Responsibilities):

1. Manage law enforcement resources, direct traffic and law enforcement operations.
2. Provide security for airport terminal, perimeter, airfield, emergency site and media access area.
 - a. Security inside the Air Ops Area will require our members to be escorted.
3. Assist with sheltering and evacuation of passengers, employees and tenants.
4. Serve as a representative in EOC.
5. Control access to evacuated/sheltered areas and provide security for those people accessing these areas.
6. Assist with media communications.
7. Control perimeter and address any crowd control issues.
8. Assist in identification of fatalities.

E. Airport Emergency Plan Alert Status:

1. Alert 1 – Local Standby
2. Alert 2 – Full Emergency
3. Alert 3 – Aircraft Accident



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	02.24.2023	2	2.4
TITLE ISLE LA PLUME GATE MARCO ROAD SECURITY		WORD CODE ISLE LA PLUM	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/18, 11/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for complying with Board of Public Works policy regarding admittance to the south end of Isle la Plume.

2. PROCEDURES

A. Admittance Policy for the Southern end of Isle la Plume:

1. No Public Admittance during the following times.
 - a. *April 1 through October 21; 9:00pm-6:00am.*
 - b. *November 1 through March 31; 7:00pm-6:00am.*
2. Only during time of no public admittance will the gate be closed.
3. When the gate is closed, only employees with a work-related necessity are allowed to enter the closed area.

B. Besides City employees, the following are also authorized to enter the gated area: Winding Rivers Library System, Board of Education, Brennan Marine, WTC authorized personnel and Milestone Materials (Mathy) personnel .

C. Primary opening/closing of secured gates is the responsibility of the MTU attendant and/or the Municipal Service Center for lockdown and opening. Any gate problems are reported to the Municipal Service Center 789-7313.

D. After Hours Access:

1. Locked Swing Gate - Northbound Lane.
 - a. Used as a secondary access point if the automatic gate is not functional or in emergencies.
 - b. Contact On-call Street Supervisor; Dispatch has an copy of the on-call list
2. Electronic Gate - Southbound Lane.
 - a. Used as the primary access point via the City of La Crosse Employee ID Card. The code number is available from the on-duty shift commander who will be given the access code from the City Recycling Coordinator.
 - b. The gate operates on a timer.
3. Whoever opens either gate is responsible for making sure it gets closed properly. The gate should be secured behind you when entering and exiting to avoid access to unauthorized people.
4. After Hours Exit. Exiting the area after closed hours, operators may deviate from the northbound lane and stop in front of the electronic gate over the detector loop for automatic gate opening. As this involves lane deviation exiting vehicles must yield to entering vehicles. The swing gate may be unlocked for use if necessary.

E. Postings and Penalties:

1. Signs are posted on the perimeter of the property affected by the closure with the dates and hours.
2. Possible related offenses include:
 - a. City Ordinance 36-21 Illegal Dumping/Littering.
 - b. City Ordinance 32-37 Trespassing.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 2	ORDER NUMBER 2.5
TITLE CIB/NCIC RESPONSIBILITIES		WORD CODE CIB/NCIC	TOTAL PAGES 1
	History: Updated 08/05, 08/06, 07/07, 09/12, 11/15, 07/18, 02/23		

1. PURPOSE AND SCOPE

This order establishes maintenance responsibilities for CIB/NCIC records. It is policy that the Department shall have an accurate method for entry, cancellation, validation and follow-up of information eligible for participation within the CIB/NCIC records systems.

2. PROCEDURES

A. Officer responsibility includes the gathering of essential preliminary information for purposes of entering and canceling of information within CIB/NCIC by LEDC personnel.

B. Reviewing supervisors will insure the content of data contains pertinent information regarding one of the following categories:

1. Apprehensions (for criminal history information).
2. Vehicles and boats/motors.
3. Firearms.
4. Securities.
5. Missing Persons.
6. Wants/warrants.

The supervisor will route information for entry or cancellation to LEDC, note such on the report when relevant, and route received entry/cancellation sheets from LEDC to the Records division.

C. The Records Division Supervisor is responsible as the Department validation officer for monthly validations, purging data and re-entry if needed.

D. The Investigative Services Captain or designee is responsible for reviewing police reports and assigning follow-up on property loss incidents. For minor incidents with little follow up investigation possibilities, the case may be suspended immediately. Property loss incidents assigned for follow-ups investigation will be assigned to investigators who will contact victims and complete supplemental reports. The investigative bureau will also follow-up on active missing persons.

E. Further loss/recovery of CIB property/information must be coordinated between the Investigative Services Captain and the Records Division Supervisor to ensure that CIB data is up to date.



Shawn Kudron
Chief of Police

<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 12.8.2023</p>	<p align="center">CHAPTER 3</p>	<p align="center">ORDER NUMBER 3.1</p>
<p>TITLE CONTRACTUAL SERVICES</p>		<p align="center">WORD CODE CONTRACT</p>	<p align="center">TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 07/18, 12/23</p>		

1. PURPOSE AND SCOPE

This order establishes a mandate that provisions or receipt of any contractual services by the Department are affected and governed by an appropriate written agreement. The city, department and their employees are protected by reducing to writing all agreements of a contractual nature.

2. PROCEDURES

- A. ALL contractual agreements must go through the Chief and Assistant Chief's office for clarification, signing, council action if needed and approval. Contracts must be approved by the city attorney and filed with the city clerk; finance will receive a copy for reference.
 - 1. The Administrative Services is responsible for the maintenance of contractual service agreements that affect departmental budget, operations, or personnel.
 - 2. Monetary contractual agreements shall be filed with the city clerk under the approval and signature of the Chief and Assistant Chief.
 - 3. Contractual service agreements will be disseminated by the Administrative Services to the affected bureau and or division personnel.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 4	ORDER NUMBER 4.1
TITLE LEGAL ADVICE		WORD CODE ADVISE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/18, 11/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes access to legal advice and the assumption of such responsibility by both the office of the City Attorney and the District Attorney.

2. PROCEDURES

A. City Attorney:

1. The City Attorney's office is the legal counsel for the City and as such may be consulted for question or concerns regarding:
 - a. Municipal ordinances.
 - b. Adopted State statutes.
 - c. City operations and departments.
 - d. City liability issues.
2. This office represents the City and its officers as the prosecuting attorney for ordinance and state adopted statutory violations.

B. District Attorney:

1. The DA's office may be consulted for questions or concerns regarding:
 - a. Requesting State Attorney General's opinions.
 - b. State statutes not adopted by ordinance.
 - c. Intake Court related matters.
 - d. Warrant (search or person) request.
2. The DA's office represents the City and its officers as the prosecuting attorney for statutory offenses.

C. Availability:

1. Both attorney offices are available for consultation either through normal office phones or, after hours, at their homes. Such numbers are available in the Shift Commander's office and through Investigative Services. Calls to attorney's homes must be pre-approved by the officer's supervisor prior to calling.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 4	ORDER NUMBER 4.2
TITLE LIABILITY INSURANCE		WORD CODE LIABILITY	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/18, 11/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes the providing of liability insurance or indemnification for Department personnel, and those asked to assist them, by the City. All personnel are indemnified when acting for and under the authority of the Department. Special provisions are made for use of private vehicles.

2. PROCEDURES

- A. This order is in effect whether the City is self-insured or represented by an insurance carrier.
- B. Use of Private Vehicles - Insurance Coverage:
 - 1. Use of a private vehicle must be authorized by the Chief, Assistant Chief, Bureau Captain or Lieutenant.
 - 2. The use of a private vehicle is generally at the request of the member and is strictly voluntary.
 - a. If the private vehicle is used for Department purposes, City insurance coverage is limited only to liability. Collision or comprehensive coverage is NOT available.
 - b. Members using their private vehicle shall have a copy of their insurance on file with the City Clerk.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 5	ORDER NUMBER 5.1
TITLE ORGANIZATIONAL STRUCTURE		WORD CODE STRUCTURE	TOTAL PAGES 2 with Annex A
	History: Updated 02/11, 09/12, 12/15, 10/16, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the organizational structure of the Department both in writing and by organizational charts. To ensure unity of command and pertinent span of control the Department has adopted an organizational structure that arranges the components of the organization by function and identifies a clear chain of command.

2. PROCEDURES

A. Organization: (See annex A)

1. Office of the Chief of Police
 - a. Chief
 - b. Assistant Chief
2. Bureaus and Subdivisions
 - a. Field Services (Operations) Bureau
 - 1) Day Shift
 - 2) Night Shift
 - b. Investigative Services Bureau
 - 1) General Investigations
 - 2) Sensitive Crime Investigations
 - 3) Narcotic/Vice Investigations
 - 4) NRO's
 - 5) DART
 - c. Professional Standards/Community Services Bureau
 - 1) Crime Prevention
 - 2) Traffic Safety
 - 3) D.A.R.E
 - 4) G.R.E.A.T
 - 5) C.O.P
 - 6) Crime Stoppers
 - 7) Media Relations
 - 8) School Resource Officer's (SRO's)
 - 9) Crime Analyst
 - 10) CRU
 - d. Administrative Services Bureau
 - 1) Training Section
 - 2) Property Section
 - 3) Court Liaison
 - 4) Records and Identification Division
 - 5) Civilian Service Officers (CSOs)

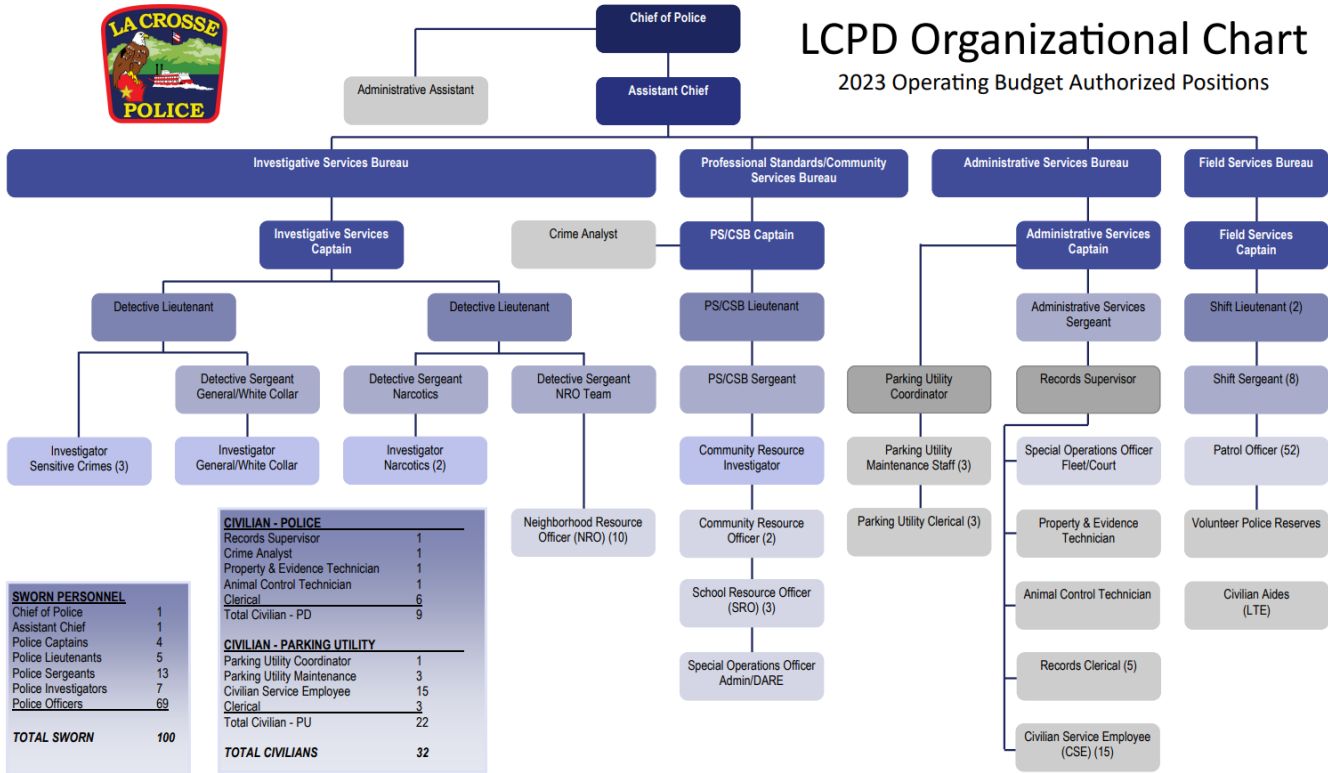


Shawn Kudron
Chief of Police



LCPD Organizational Chart

2023 Operating Budget Authorized Positions



SWORN PERSONNEL	
Chief of Police	1
Assistant Chief	1
Police Captains	4
Police Lieutenants	5
Police Sergeants	13
Police Investigators	7
Police Officers	69
TOTAL SWORN	100

CIVILIAN - POLICE	
Records Supervisor	1
Crime Analyst	1
Property & Evidence Technician	1
Animal Control Technician	1
Clerical	6
Total Civilian - PD	9
CIVILIAN - PARKING UTILITY	
Parking Utility Coordinator	1
Parking Utility Maintenance	3
Civilian Service Employee	15
Clerical	3
Total Civilian - PU	22
TOTAL CIVILIANS	32

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 5	ORDER NUMBER 5.2
TITLE PERSONNEL RESPONSIBILITIES		WORD CODE PERSONNEL	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/18, 07/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes duties and responsibilities of each position or assignment within the Department, and minimum entry level requirements thereof, are set forth in written job or position descriptions. Such descriptions are updated when needed and are available to all personnel.

2. PROCEDURES

- A. A professionally written job/position description is established and periodically updated for each position in the Department.
- B. All job descriptions are included in the manual entitled:
 - 1. Job Description Manual (Job Descriptions, Duties, Responsibilities, Qualifications).
- C. A digital copy of our Job Descriptions Manual is available to all personnel via the Police Sharepoint (V) Drive under LCPD Manuals.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 10.16.2024	CHAPTER 5	ORDER NUMBER 5.3
TITLE PERSONAL DATA		WORD CODE DATA	TOTAL PAGES 1
	History: Updated 03/07, 09/12, 11/15, 07/18, 12/23, 10/24		

1. PURPOSE AND SCOPE

It is the policy of the Department that all members have an active phone line (cellular and/or ground line) for emergency contact purposes. This order establishes procedures for the notification and documentation of changes in Department member's personal data as well as control and use of the department personnel roster.

2. PROCEDURES

A. Notification:

1. A department member changing their name, address and/or telephone number shall notify, within twenty-four hours of such change to his/her supervisor.
 - a. If on-duty during the above time period, the notification will be in writing.
 - b. If off-duty during the above time period, the notification will be verbal but put in writing when returning to on-duty status.
 - c. Notification is made using the Change of Personal Data Form (Annex A).
2. The employee will submit copies of Change of Personal Data Form to:
 - a. Direct Supervisor – supervisor will place copy in employee’s personnel shift/division file
 - b. Chief’s Executive Assistant – Executive Assistant will update personnel roster and related Department records under control of the Office of the Chief of Police. The Executive Assistant will periodically furnish updated rosters to police department personnel only.
3. The employee must also update this information with the Human Resources Department one of two ways:
 - a. Utilize “Employee Self Service” to update address and/or telephone (Annex B); or
 - b. Submit a copy of the Change of Personal Data Form

B. Use of Department roster use / restrictions:

1. The department roster is for official use only and shall be considered a “confidential” internal document. The Department roster will not be distributed to outside agencies without the authorization of the Chief or Asst. Chief.
2. Police Department employees are authorized to reproduce the roster for their own personnel use in contacting fellow employees.
3. Employees shall not use the Department Roster for personal gain, political, or business purposes or allow it to be distributed for such.
4. All employees shall ensure that the department roster is safeguarded against loss or interception by non-department employees.
5. Disposal - All employees shall insure that any roster under their control that is disposed of shall be shredded or burned to ensure security.

- C.** Due to the confidential nature of Police Department employees’ personal data, any violation of this policy will be considered a severe infraction.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the City of La Crosse Bridges program:

The screenshot shows the 'Bridges Portal' interface for the La Crosse Police Department. The main content area displays a list of documents under the heading 'Documents - Forms - Logs and Templates'. The list includes various forms and templates, with the document '2. Change of Personal Data Form 10.15.2024 #' highlighted in yellow. The interface also shows navigation options like 'New', 'Upload', 'Sync', and 'Share', and a search bar.

Name	Modified	Modified By
Animal Control Forms	November 6, 2023	Neises, Stephanie
ATF K-9 Explosives SOP (2016)	November 7, 2019	Neises, Stephanie
Badge Order Form - Authorization	November 7, 2019	Neises, Stephanie
Boat Patrol (Forms and Resources)	December 11, 2019	Stockus, Bryan
Department Letterhead and Memo	August 24, 2023	Neises, Stephanie
Email Signatures	August 24, 2023	Neises, Stephanie
ICS Forms	November 7, 2019	Neises, Stephanie
Internal Investigation Forms	November 7, 2019	Neises, Stephanie
OICI Forms and Checklists	November 7, 2019	Neises, Stephanie
Performance Evaluations	November 7, 2019	Neises, Stephanie
Use of Force Debrief Forms	October 1	Neises, Stephanie
Warrant Templates	November 7, 2019	Neises, Stephanie
1. Report Template v10	September 9	Neises, Stephanie
1a. Report Template Instructions v10	March 13, 2023	Neises, Stephanie
1b. Victim-Witness Rights 04.2023	June 28, 2023	Neises, Stephanie
2. Change of Personal Data Form 10.15.2024 #	A few seconds ago	Neises, Stephanie

The following reports, forms or reference material are referenced in this General Order and can be found on the City of La Crosse Bridges program:

The screenshot shows a web browser window displaying the City of La Crosse Bridges program. The main content is a calendar for August 2024, showing events for Monday through Friday. The calendar is titled 'August 2024' and includes navigation buttons for 'month', 'week', and 'today'. The events are listed in a table format with columns for each day of the week.

Mon	Tue	Wed	Thu	Fri
19	20	21	22	23
<ul style="list-style-type: none"> 9:45a City Hall Eagle, Miller: Elsen 2:45p City Hall Hedgehog: Odega 3p City Hall Eagle: Elsen Nikki 7:30p Munis/Tyler/EnerGov Main 	<ul style="list-style-type: none"> 3:15p City Hall Bluffs: Odegaard J 	<ul style="list-style-type: none"> 7:15a City Hall Miller, Grandad, Et 7:45a City Hall Hedgehog: Franze 12:45p City Hall Eagle: Hass Kara 	<ul style="list-style-type: none"> 3:45p City Hall Eagle: Trane Andre 3:45p City Hall Miller, Cliffwood: T 6p City Hall Council Chambers: Tr 	
26	27	28	29	30
<ul style="list-style-type: none"> 7:45a City Hall West Conference: I 9:45a City Hall Eagle, Miller: Elsen 	<ul style="list-style-type: none"> 7:45a City Hall West Conference: I 	<ul style="list-style-type: none"> 7:15a City Hall Miller, Grandad, Et 9:15a City Hall West Conference: I 	<ul style="list-style-type: none"> 7:45a City Hall West Conference: I 	<ul style="list-style-type: none"> 7:45a City Hall West Conference: I

On the right side of the calendar, there is a 'Quick Links' sidebar with the following items:

- City Home Page
- City Employee Directory
- City Employee Directory - with Police
- City Department Phone Numbers
- County Phone Book
- Employee Self Service**
- Fitness Room Reservations
- Legislation Viewer
- MiCollab Softphone
- Municipal Code
- Wisconsin State Statutes

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 5	ORDER NUMBER 5.4
TITLE LUNCH BREAKS		WORD CODE LUNCH	TOTAL PAGES 1
	History: Updated 07/05, 09/12, 11/15, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes rules governing lunch breaks for uniformed Department personnel.

2. PROCEDURES

A. Lunch Duration:

1. Such breaks are for a half-hour and the member is subject to calls during such period.
2. Supervisors will schedule such breaks to provide adequate manpower to avoid interruption of lunches when possible.

B. Home Lunches:

1. Lunch breaks may be taken at the employee's home, if such home is located in their sector or area of assignment. Other requests for home lunches must receive supervisor approval.

C. Restaurants:

1. Lunch breaks may be taken at a restaurant located in their sector or area of assignment. Other requests for leaving their sector for such lunches must receive supervisor approval.
2. No more than two marked units may be out for lunch at the same restaurant at the same time unless approval is received from a supervisor.

D. Station:

1. Lunch breaks may be taken at any police station corresponding with their sector or assignment. Central Station may be used as an alternative location for any unit.

E. Notifications:

1. Personnel will notify LEDC/dispatch of such lunch breaks and the location and/or phone number prior to going temporarily out of service.
2. Personnel will maintain radio communications via their walk unit during lunch breaks.
3. Personnel will notify LEDC/dispatch of returning back into service at the conclusion of their break.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 5	ORDER NUMBER 5.5
TITLE USE OF TOBACCO PRODUCTS		WORD CODE TOBACCO	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the regulation and use of tobacco products, e-cigarettes and alternative nicotine products by employees and citizens within department buildings and vehicles. It is the policy of this department to ensure a healthy and clean environment for all employees/citizens and prohibit tobacco use where it may be legally prohibited or objectionable to other employees and/or the public.

2. DEFINITIONS

- A. Tobacco:** Under this policy tobacco products are defined as any tobacco like product or substance which is smoked or chewed whether or not the product actually contains tobacco substance or a similar substance.
- B. E-Cigarette:** Handheld electronic device that simulates the feeling of smoking tobacco. This device works by heating a liquid to generate an aerosol which generates a vapor in which the user inhales.
- C. Alternative Nicotine Products:** Products or devices not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, or sniffing, or by any other means.

3. PROCEDURES

A. In compliance with this policy and City of La Crosse Common Council Resolution the use of all tobacco products, e-cigarettes or alternative nicotine products shall be prohibited within the following:

- 1. In City Hall or any other City of La Crosse owned or leased building.
- 2. In the Police Department and Police Garage.
- 3. In all Police Department vehicles, marked and unmarked squads, and/or all city-owned or leased motor vehicles.
- 4. When on-duty and in contact with the public, or while in direct or open view of the public.
- 5. In any other place prohibited by state law or local ordinance.

B. Exemptions:

- 1. Employees may at times be required to use or allow to be used tobacco or e-cigarette products during the course of an investigation to further enhance the quality of the investigation. This policy shall not prohibit tobacco or e-cigarette use during these situations.
- 2. Employees who are using alternative nicotine products or medically prescribed products as part of a cessation program shall not be prohibited by this policy.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 5	ORDER NUMBER 5.6
TITLE DIVISION RESPONSIBILITIES		WORD CODE DIV RESP	TOTAL PAGES 3
	History: Updated 03/03, 07/07, 01/11, 09/12, 07/16, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes responsibilities of each operational component within the Department that are updated periodically.

2. PROCEDURES

Order 5.2 establishes position duties and responsibilities for all Departmental positions whereas this order organizes such positions into functional components and briefly describes the responsibilities of each unit.

A. Office of the Chief of Police:

1. Comprised of: Chief, Assistant Chief and an Administrative Assistant.
2. Chief has overall responsibility for City police service.
3. The Assistant Chief is responsible for management and administrative activities and special projects.
4. The Administrative Assistant is responsible for providing clerical support to the Office of the Chief.

B. Field Services Bureau:

1. The Bureau is commanded by a Captain and the Day Shift Lieutenant is second in command.
2. The Bureau provides primary police services to the community, including preventive patrol, traffic supervision/enforcement, preliminary criminal investigations, and a variety of other service-oriented functions.
3. Each shift is commanded by a Lieutenant; first line supervision on a shift is performed by Sergeants. Each of the Sergeants is responsible for managing a team of police officers. The number of officers assigned to each shift is contingent upon workload by time of day. Each shift Lieutenant is responsible for ensuring service delivery during their shift hours. A high degree of autonomy is afforded each Lieutenant for developing strategies to cope with problems/requirements on shift.
4. Police reserves: a non-profit entity composed of volunteers donating time to augment the Department where no police powers are needed.

C. Investigative Services Bureau:

1. Commanded by a Captain and the Detective Lieutenant is second in command to the Bureau Captain.
2. The Bureau provides expertise and specialized training in criminal investigations. It handles those cases which may not be effectively pursued otherwise. Personnel in the Bureau also investigate certain vice, narcotics, and organized crime cases which are more appropriately pursued in a centralized manner.
3. The Investigative Bureau is divided into three sections of investigation - General, Sensitive Crimes and Narcotics/MICE. Each section is staffed by Detectives and/or Investigators as determined by the Chief of Police. A Detective is a sworn member who holds the rank of sergeant/lieutenant and is on assignment to the Investigative Bureau at the pleasure of the Chief of Police. The term "Detective" is representative of the Investigative Bureau assignment and provides no higher rank or authority than the given rank of the officer. See Command Protocol GO 5.7
4. NRO (Neighborhood Resource Officers) are assigned to various neighborhoods throughout the city. They form relationships within those neighborhoods and proactively works alongside community members to solve problems

D. Administrative Services Bureau:

1. The Bureau is commanded by a Captain who reports to the Assistant Chief.
2. The Bureau provides functions that include records management, property control, training, clerical support, budgetary development and control, parking enforcement, and civilian assistance.
3. The Captain/Director of Training is responsible for overseeing all training for employees, managing the field training process for new sworn employees, maintaining training records, conducting special projects, and giving input on equipment, projects and goals.
4. Special Operations assignment reports to the directly to the Captain. This position assists with achieving department goals, meeting the demands of the training division, and maybe assigned specific projects. This position is appointed by the Chief, of an employee of any rank, on an "as needed" basis.

5. The Administrative Services Sergeant is the overall supervisor for the Records staff, evidence, and Civilian Service Officers. This position also processes day to day purchasing of the agency and coordinates payroll.
6. The Records Civilian Supervisor is responsible for the work of the clerical staff, ensuring the integrity and security of the records system, administering release of information policy/orders, and police parking utility enforcement staff.
7. The Parking Utility Coordinator is in charge of city parking ramps and public parking areas, including the roadways.
8. The Special Operations Officer is responsible for monitoring the progress of cases in court, notifying officers of pending proceedings and for maintaining records.
9. The Property Civilian Service Officer (CSO) is responsible for evidence/property management.
10. Civilian Service Officers (CSOs) are civilians that perform police related duties not requiring a sworn officer such as front desk duties, parking enforcement, traffic control and general services.
11. The Parking Utility is composed of civilians responsible for parking citation entry, billing, and participation in the State registration suspension program.

E. Professional Standards/Community Services Bureau:

1. Commanded by a Captain; the Lieutenant is second in command to the Captain. The bureau Sergeant is the first line supervisor of all subordinate personnel. The number of personnel is determined by the type of community programs.
2. The Bureau provides crime prevention, community education, media relations, traffic safety programs, liaison with the criminal justice system, and other programs such as Neighborhood Watch, Crimestoppers, D.A.R.E., and G.R.E.A.T.
3. D.A.R.E. is officers that teach drug abuse resistance education in public/private schools.
4. G.R.E.A.T. is officers that teach gang resistance education in schools.
5. The School Resource Officers (SRO) report daily to area schools and are supervised by the PS/CSB Sergeant.
6. CRU (Community Resource Unit) is a hybrid unit that works with community members who are experiencing mental health crisis to better serve. This unit also co-responds with a crisis worker riding alongside the CRO (Community Resource Officer.)
7. The traffic safety component is responsible for bike rodeos and safety sessions, school crossing guards, and traffic safety presentations.
8. Bureau members serve on a variety of advisory community committees.

F. Liaisons:

Establishing and maintaining relationships:

1. It shall be the responsibility of all members to work in a cooperative effort to maintain liaisons that may be beneficial to the Department.
2. Those employees appointed by the Chief or his/her designee to serve as liaisons are responsible for attending regularly scheduled meetings to facilitate communication and cooperation. Meetings provide a forum for participants to discuss matters of mutual concern, review policies and procedures, and to plan for events of a multi-jurisdictional nature.
3. Court Liaison.
 - a. Provide the district attorney with police reports and related documents for adults that are arrested for violating state statutes.
 - b. Work with the courts for member attendance at hearings or trials.
 - c. Refer to the Assistant Chief all cases the prosecutor declines to prosecute, or causes to be dismissed, as a result of alleged mishandling by the Department.
 - d. Meet with prosecutors, judges and court commissioners/staff to identify and correct problems.

G. Liaisons with other law enforcement agencies:

Maintaining liaisons with law enforcement agencies in adjoining jurisdictions and agencies having border authority enhances the exchange of information and facilitates the development of joint plans.

H. Probation and parole:

The Investigative and Field Services Captains may meet with representatives of the Probation and Parole Department to:

1. Identify offenders that are released into the community and are on a probation or parole status.
2. Identify and resolve problems of mutual concern.

I. Police and fire meetings:

The Investigative and Field Services Captains may meet with representatives of the Fire Department to:

1. Discuss status of joint investigations.
2. Identify and resolve problems of mutual concern and update mutual policies and procedures.

J. Referrals to other agencies:

1. In the course of performing their duties, personnel often encounter people in need of assistance best provided by another criminal justice, social service or support agency. Personnel will refer such persons or cases to the agency which has authority by jurisdiction statute authority or is best suited to meet the needs of the persons and their situation.
2. Great Rivers 211 may be used as a directory by officers to identify and contact support agencies. The 24-hour line may be utilized as a resource to identify emergency resources available to those in need.

K. Professional associations / memberships:

1. Personnel are encouraged to participate in professional organizations.
2. Depending upon the factors of meeting time, location, and work requirements; personnel may be allowed to attend meetings on duty. Personnel must receive prior approval from their supervisor.
3. Personnel are expected to share the information gained from their memberships through reports, training, etc.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 5	ORDER NUMBER 5.7
TITLE COMMAND PROTOCOL (Chain of Command)		WORD CODE PROTOCOL	TOTAL PAGES 2
	History: Updated 03/03, 05/08, 02/11, 09/12, 11/15, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes command protocol in the following situations:

- A. Absence of the chief executive officer
- B. Exceptional situations
- C. Situations involving personnel of different functions and engaged in a single operation
- D. Normal day-to-day agency operations.

Functional support and lateral cooperative efforts within the Department are characterized by the chart in Annex A of order 5.1. The following chain of command will be strictly adhered unless specific extenuating circumstances exist.

2. PROCEDURES

A. Chain of Command: Protocol - In the absence of a superior officer / supervisor, the next ranking officer in the chain of command or another supervisor within the same bureau may act on behalf of that supervisor should immediate action be necessary.

- 1. Chief of Police
- 2. Assistant Chief
- 3. Senior Ranking Captain
- 4. Captain
- 5. On-duty Field Services Shift Lieutenant
- 6. On-duty Field Services Shift Sergeant
- 7. On-duty staff supervisor
 - a. Investigative Services Detective-Lieutenant
 - b. PS/CSB Lieutenant
 - c. PS/CSB Sergeant
 - d. Administrative Services Bureau Sergeant
- 8. On-duty Investigative Services Detective
- 9. On-duty Investigative Services Investigator
- 10. On-duty senior Officer

Personnel will utilize the chain of command within their shift/division in order to preserve agency continuity and integrity. Exceptions are authorized when: there is an absence of a superior officer and the matter needs immediate attention; or, information that, in an employee's judgment, should be directed to a higher rank due to the apparent need for an internal investigation to be conducted.

B. Organizational Communications: Recognizing the importance of maintaining departmental continuity, all personnel will utilize the chain of command for communication of information within the Department. Supervisors shall, to the best of their abilities, facilitate both downward and upward communication accurately and effectively within the organization.

C. Incidents and events may cause an interruption in the usual chain of command: Some examples of this include pre-planned events with manpower allocations that have a lower ranking officer in charge, ERT unit use that has their own leadership protocol, or subordinates with specialized training wherein the higher rank performs 'F' below.

D. A higher level of authority may turn over his/her authority to the next level or subordinate: The officer-in-charge may call in to on-duty status another level of authority when circumstances dictate.

E. Whenever personnel of different organizational units are engaged in a single operation, the supervisor in command of the operation shall have the authority and responsibility for all personnel involved. If no supervisor is predetermined for the event then Chain of Command protocol under 2.A 1 through 10 is to be followed to establish the incident commander/OIC.

F. Rank Order:

1. Chief of Police
2. Assistant Chief
3. Captain
4. Lieutenant and Detective Lt.
5. Sergeant and Detective Sgt.
6. Investigator
7. Officer
8. CSO
9. Reserve



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 5	ORDER NUMBER 5.8
TITLE ORGANIZATION NOTIFICATIONS MAJOR CRIMES, FATALITIES, OR SERIOUS INJURY		WORD CODE NOTIFY	TOTAL PAGES 2 with Annex A
	History: Updated 03/03, 07/07, 09/12, 10/16, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes systematic notification of Departmental personnel for events to include, but not limited to, major crimes (see GO 19.7), fatalities (see GO 19.6), or serious injury. It is Department policy to ensure that the administration of the Department is kept abreast of incidents as noted above.

2. PROCEDURES

A. In the event of occurrence of the above types of calls for service, the on-duty station supervisor is ultimately responsible for the following notifications to be made even if s/he assigns them to a designee.

1. Chief of Police – If determined appropriate by 2, 3, or 4 below.
2. Assistant Chief.
3. Investigative Services Captain.
4. Field Services Captain.
5. Administrative Services Captain
6. Community Services Captain, if their services are needed immediately at the time of the incident or anticipated to be needed immediate to their arriving for their normal workday.
7. District Attorney. *If the incident directly involves the City or an active employee of the City, then the City Attorney will be notified also.



B. Employees are encouraged to provide notification when not technically required to do so rather than not making the notification and regretting it later.

C. Check related General Orders to ensure that any additional notifications are made if required, such as the medical examiner.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites	LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY		
	NON REPORTABLE ACCIDENTS	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	NOTIFICATIONS CHECKLIST 10.18.2016	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 5	ORDER NUMBER 5.9
TITLE ACCOUNTABILITY OF AUTHORITY		WORD CODE AUTHORITY	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/18, 07/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes and ensures that all personnel understand that only authority is delegated and that the responsibility remains with the delegating authority. Even though the ultimate responsibility rests with the delegating authority, each member is held accountable for their individual actions. Each employee is accountable for the use of delegated authority.

2. PROCEDURES

A. Authority:

1. The management authority of the Department is centralized in the office of the Chief. The Chief exercises all lawful powers of his/her office and issues such lawful orders as are necessary to assure the effective and efficient performance of the Department. The Chief is responsible for planning, organizing, staffing, directing, coordinating, and budgeting of all activities involving the Department, for its continued effective and efficient operations, and for the enforcement of rules, regulations and orders within the Department.

B. Delegated Authority:

1. The Chief designates the Assistant Chief to serve during absences. In the absence of both, the chain of command noted in order 5.7 shall be in effect.
2. All Department supervisors have general delegated authority to make decisions and take actions necessary for the effective execution of their responsibilities.
3. All Department personnel are fully accountable for their use, abuse or failure to use delegated authority and responsibility.

C. Command/Supervision:

1. Commanders have general responsibility for, and control over, all members of their command. They exercise direct control over intermediate supervisory personnel within their command. Supervisory personnel shall exercise direct control and responsibility over line personnel within their command.
2. Specifically, supervisory personnel are responsible for overseeing the actions of employees operating within their span of control. This span of control provides that each employee is accountable to one supervisor.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 5	ORDER NUMBER 5.10
TITLE RETIRED OFFICER IDENTIFICATION		WORD CODE LEOSA	TOTAL PAGES 4 with Annex A
	History: Updated 12/08, 01/10, 09/12, 10/16, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the identification requirements for retired La Crosse Police Officers. H.R. 218, the Law Enforcement Officers Safety Act (LEOSA), was enacted July 22, 2004 as Pub. L. 108-277, and is codified as 18 U.S. Code §926B and §926C. The Act permits the nationwide carrying of concealed handguns by qualified current and retired law enforcement officers and amends the Gun Control Act of 1968 (Pub. L. 90-618, 82 Stat. 1213) to exempt qualified current and retired law enforcement officers from state and local laws prohibiting the carry of concealed firearms. The Act does not exempt current or retired officers from any state or local firearm owner registration laws. The purpose of this order is to set out the procedures by which retired La Crosse Police Officers may obtain LEOSA identification cards as required by the statute. The La Crosse Police Department will only issue LEOSA Identification cards to retired La Crosse Police Officers.

2. DEFINITIONS

- A. In Good Standing:** At the time of retirement, the officer after having reached years of service, age, and other criteria set by the Wisconsin Retirement System, is eligible to receive retirement benefits at the time of their separation, was an active duty officer who was not the subject of an internal affairs, administrative or criminal investigation, not under discipline or pending discipline that could have resulted in his or her termination for misconduct or unfitness for office, and whose separation was not part of a settlement agreement.
- B. Mental Instability:** The officer either was medically separated for mental instability or, at the time of a years-of-service or disability retirement, the officer was facing removal for reasons of mental instability.
- C. Law Enforcement Officer Safety Act (LEOSA) ID:** An identification card issued by the La Crosse Police Department pursuant to the Law Enforcement Officers Safety Act of 2004, 18 USC Sec.926(d)(1) that contains the following:
 - 1. A photo of the retired officer.
 - 2. Full name of the retired officer.
 - 3. Address of the retired officer.
 - 4. D.O.B., sex, height, weight, hair color and eye color.
 - 5. Qualification – issued date.
 - 6. Expiration date.

3. PROCEDURES

- A. Eligibility:** Retired law enforcement officers of the La Crosse Police Department who apply for a LEOSA ID must meet the following conditions:
 - 1. The former officer must have separated from service with the law enforcement agency that employed him or her in good standing.
 - 2. The former officer must have served an aggregate of at least ten years, or the former officer separated from service due to a service connected disability as determined by the agency from which he or she separated from service, after completing any applicable probationary period.
 - 3. The former officer has not been found by a qualified medical professional employed by the law enforcement agency from which the former law enforcement officer separated from service, to be unqualified to be a law enforcement officer for reasons related to the former officer’s mental health, and the former officer did not enter into an agreement with his/her agency that he or she is not qualified to be an officer because of mental health reasons.
 - 4. The former officer is not prohibited by federal law from possessing a firearm as indicated by a search of the TIME system and the national criminal background check system.
 - 5. The former officer has, during the previous 12 months at the former officer’s expense, been found by an LESB-certified Handgun instructor, to meet the standard for qualifications in firearms training for active officers established by the state. As this is LESB curriculum, any LESB-certified Handgun instructor may perform the qualification course.
 - 6. Not be under the influence of alcohol or drugs while carrying firearms.

7. Submit a completed La Crosse Police Department "Application for LEOSA Identification Card" form and any other required documentation along with the established fee.
8. Submit a completed and signed "Retired Law Enforcement Officer Identification Card Liability Waiver, Release and Indemnification agreement".

B. Background Check:

1. The La Crosse Police Department will conduct a complete local, state and federal background check to ensure that the retired officer is legally able to continue to possess a firearm. The background investigation will also determine that requirements in 3-A-1 through 8 of this policy are met.

C. Records Database:

1. The office of the Chief of Police will maintain a database of retired officers which will indicate whether a retired officer was eligible to hold a LEOSA identification card under HR 218 and this policy at the time of retirement. The database should also include record of those retired officers that are currently holding LEOSA ID cards issued by the La Crosse Police Department.

D. Issuance of ID: The La Crosse Police Department may issue LEOSA ID to retired officers who meet all requirements set as forth in this policy.

1. The Chief of Police has the final authority on the issuance/denial of all LEOSA ID.
2. LEOSA ID cards are the property of the La Crosse Police Department and shall be surrendered upon written or verbal notification from the Chief of Police/designee.
3. All LEOSA ID cards expire after twelve (12) months from date of issuance.
4. Renewal of LEOSA ID cards requires the same process as new cards.

E. Application Process: Applications for the LEOSA ID card will originate with the Director of Training in conjunction with the Police Records Division. Personnel will verify that the person requesting the application is a retired La Crosse Police Officer prior to giving an application. Retired officers currently living out of state will be mailed an informational packet containing resources including this policy and applications, and are required to provide a current digital format photograph as determined to be acceptable by the Records Division as well as all other required documentation.

1. Completed applications and any other required documentation will be accepted and processed by the Records Division.
2. A non-refundable fee will be submitted with the completed application along with any required documentation as stated in 3-A-1 through 8.
3. The Records Division will take a digital photograph of the retired officer.
 - a. A new photograph will be taken and used on the ID when the retired members appearance has changed requiring an update.
4. The Records Supervisor will assign personnel to conduct the background check.
5. The completed background investigation along with the recommendation for approval will be forwarded to the Director of Training who forwards it to the Office of the Chief for final approval.
6. If approved, the Records Division will produce a LEOSA ID card and the officer will receive their ID card after successful completion of the training course.
7. Sworn officers who are current La Crosse Police Department employees who wish to have an LEOSA ID Card issued on their last day of employment must submit an application for LEOSA ID no more than 60-days and no less than 30-days prior to their retirement date. The training division will ensure that the officer completes the LESB qualification course. Fees and background checks will be waived for current employees who provide application in compliance with this section. The LEOSA ID will be issued on the last date of employment.

F. Prohibitions: The Law Enforcement Officers Safety Act and provided LEOSA ID Card does not authorize the retired officer to:

1. Carry a machine gun, silencer, or other destructive device.
2. Act in the capacity of a law enforcement officer of the La Crosse Police Department.
3. Carry a firearm on any government property, installation, facility, building, base or park with laws or regulations prohibiting or restricting the carrying of firearms (such as airport boarding areas, courthouses, etc.).
4. Carry a firearm on any other public or privately owned property, facility, building or area, where the carrying of firearms is prohibited or restricted (such as private schools, commercial aircraft, etc.).

G. Non-H.R. 218 LEOSA Retired ID Cards: Officers who retire in good standing and do not wish to hold a H.R. 218 LEOSA ID card are eligible to receive a standard La Crosse Police Department "RETIRED" identification card. This identification card will indicate that the identification card is not in compliance with H.R. 218 and conveys no privileges to carry concealed weapons.

1. Retired ID cards are the property of the La Crosse Police Department and shall be surrendered upon written or verbal notification from the Chief of Police/designee.
2. Standard "Retired" ID cards do not expire.
3. Retired officers will be provided with an ID card at no expense.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites		LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY			
		REQUIRED ACTION REPORT	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RESERVE APPLICATION 04082016	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RETAILER KEG NOTICE	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RETIRED CARRY ID Application Form 06.24.2016	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RETIRED CARRY Waiver of Liability LEOSA 02.20.2014	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RETIRED Checklist 12.09.2013	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RETIRED ID (ONLY) Application Form 06.24.2016	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
		RETIRED STATUS LETTER 05.13.2016	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie

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GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 6	ORDER NUMBER 6.1
TITLE CHIEF EXECUTIVE OFFICER AUTHORITY		WORD CODE CEO AUTH	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the Chief of Police as having full authority and responsibility for the management, direction, and control of the operations and administration of the Department.

2. PROCEDURES

A. Statutory Provisions

WI ss. 62.13(1) establishes the Board of Police and Fire Commissioners. The Board has authority in WI ss.62.13(3) to "...appoint the chief of police...".

B. Job Description Provisions

The Chief of Police has defined authority and specified responsibilities as articulated in the Departments Job Description Manual.

C. The above documents clearly establish that the Chief is duly appointed and is legally responsible for the operation of the Department.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 6	ORDER NUMBER 6.2
TITLE SUPERVISOR ACCOUNTABILITY		WORD CODE SUPERVISOR	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the accountability of supervisory personnel for the performance of employees under their immediate control. The member's immediate supervisor is responsible for the employee's job performance.

2. PROCEDURES

Additional reference is order 5.6.

A. All Department supervisors have general delegated authority to make decisions and take actions necessary for the effective execution of their responsibilities. All Department personnel are fully accountable for their use, abuse, or failure to use delegated authority and responsibility.

B. Command / Supervision:

Commanders have general responsibility for, and control over all members of their command. They exercise direct control over the intermediate supervisory personnel within their commands. Supervisory personnel shall exercise direct control and responsibility over line personnel within the command.

1. Specifically, supervisory personnel are responsible for overseeing the actions of employees operating within their span of control. This span, depicted in the organizational chart, provides that each employee is accountable to a supervisor.
2. The limitations on individual span of control have been set to ensure effective direction, coordination, and control of employees under the immediate control of a given supervisor and have been developed with consideration of such factors as type of work performed, the complexity of the work, separation of the supervisor from immediate subordinates by time or place, etc. However, commanders shall also monitor individual span of control to ensure that the supervisory personnel operating within their command are able to effectively direct, coordinate, and supervise their personnel.
3. The organizational structure by design, promotes unity of command.
4. In the event an employee's immediate supervisor is unavailable, (s)he will consult the available, ranking supervisor within his/her unit. If no such person is available, the available ranking supervisor will be consulted.
5. Supervisors are accountable for the performance of employees under their immediate control.
6. All supervisors shall make reasonable efforts to that subordinates adhere to existing laws, Department General Orders, Directives, Notices and Standard Operating Procedures.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 6	ORDER NUMBER 6.3
TITLE DUTY TO OBEY LAWFUL ORDERS		WORD CODE DUTY OBEY	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the requirement for all personnel to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.

2. PROCEDURES

A lawful order is any verbal or written directive which meets either of the conditions set forth in A or B below:

- A.** Members shall promptly obey any lawful order emanating from any officer of higher rank.
 - 1. Failure to comply with a lawful order will be considered insubordination and subject to discipline.

- B.** Should any such order conflict with a previous order from any other ranking officer, with any written directive, or any provision of the rules and regulations, the member to whom such order is given shall respectfully call attention to such conflict of orders, and if the officer giving the last order does not change it to eliminate such conflict, the order shall stand and the member giving such order shall bear full responsibility. The person obeying the order shall not be held in any way responsible for disobedience of any orders previously made.
 - 1. Every effort will be made to avoid contradicting an existing and should only occur if the need arises.

- C.** If any unlawful order is given to any member, such member shall promptly report such fact to the Assistant Chief. If the Chief issues an unlawful order it will be reported to the Mayor.

- D.** Members shall promptly communicate in writing to their commanding officer any violation of written directives, rules and regulations, or disobedience of orders by any other member that may come to their knowledge.

- E.** The above sections include those orders relayed from a supervisor by an employee of the same or lesser rank.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 6	ORDER NUMBER 6.4
TITLE WRITTEN ORDERS AND DIRECTIVES		WORD CODE DIRECTIVES	TOTAL PAGES 2
	History: Updated 03/03, 04/06, 08/06, 06/07, 10/08, 12/09, 09/12, 11/15, 11/18, 09/20, 12/23		

1. PURPOSE AND SCOPE

This order establishes a system for the development and implementation of General Orders, Written Directives and Written Notices. The Department's Professional Standards/Community Service Bureau (PS/CSB) maintains a written (paper copy) and a computerized General Orders and Directives Manual, and with the police administration, manages the Department policies, directives, procedures and rules and regulations for the organization.

2. DEFINITIONS

- A. General Order:** Standing, long-term policies/procedures that direct personnel in the proper performance of their duties. They are designed to be in effect indefinitely, but are subject to review, modification and removal.
- B. Written Directive:** A document used in articulating, modifying, or changing portions of an existing General Order, Policy or Procedure. A Directive may also be a standalone document that does not reference any other Policy. The use of a Written Directive is to modify a General Order or Department Policy by quickly detailing a change without the need for a formal policy review and change.
- C. Notice:** A Memorandum or E-mail which is not a General Order or Written Directive but may be used to provide instruction or guidance and can be enforced as a lawful order. Any member of the Police Supervisory staff may issue a Notice. It should be clearly defined as a **NOTICE**:
- D. Duties, Responsibilities and Qualifications:** Written job descriptions for all Department positions.
- E. Policy:** Another term commonly used when referring to General Orders, Directives and Notices.

3. PROCEDURES

A. Formatting, Indexing, Purging, Updating and Disseminating General Orders and Directives.

- 1. General Orders, Directives and Duties, Responsibilities and Qualifications.
 - 1. Orders are composed of a title, date, chapter, number, review date if applicable, code, and total pages. The body is in outline form, containing the Purpose and Scope, (Definitions if needed) as well as Procedure.
 - 2. Orders are composed of chapters/sections and a numbering method to group similar directives. A table of contents/search engine (computer format) will be maintained to assist inquiries.
- 2. Color Coding: General Orders considered essential to understand, or high risk are color coded in pink for easy identification and Directives are color coded blue for the same reason.

B. Purging, Updating and Review

- 1. General Orders and Duties, Responsibilities and Qualifications: Reviewed within 3 years from issuance. If the order is for a specific time period, it will be noted in the order's instructions. Updating will be accomplished on an as need to basis.
- 2. Written Directives: The Department will review each Written Directive yearly and assess the need for incorporation into a General Order. Once incorporated into a General Order; the Directive will be rescinded and eliminated from the manual.
- 3. Any department member may make recommendations to improve/modify Department policy.

C. Dissemination and Access

- 1. A General Orders and Directives Manual shall be maintained by the PS/CSB.
 - 1. The General Orders and Directives Manual may be accessed via the City's Intranet system or via the Internet on the Department's web site.
 - 2. The digital version shall be available to all members via the City's Intranet system or via the Internet on the Department's web site.
- 2. All probationary employees will receive initial training on General Orders and Directives.
- 3. The Director of Training will provide training via the Departments Electronic Training System to ensure all members received new/updated General Orders or Directives. Distribution is made via City's Intranet system; a system generated report will be produced and saved for documentation purposes.
- 4. Bureau/Shift Commanders shall answer questions and provide training on new/revised General Orders and Directives. Further questions can be referred to the issuing authority.

5. It's the responsibility of the Captain of the Professional Standards/Community Services Bureau or their designee to ensure that the General Orders and Directives Manual is maintained as defined above.
6. Members shall not have personal copies (paper or digital) of the General Orders and Directives Manual without authorization and shall rely on the City's Intranet System, the Department Website or the Hard Copy in the Command Room to ensure they are being guided by the most up to date and accurate standards.

D. Issuance

1. General Orders: The Chief has the authority to issue, modify, or approve General Orders.
 - a. With the resignation/retirement of a Chief and appointment of a new Chief, such Chief will issue a Written Directive stating his/her adoption of all, or any part of such documents.
 - b. The Assistant Chief is also authorized to issue General Orders subject to the Chief's approval.
2. Directives: The Chief, Assistant Chief and Captains have the authority to issue or modify Directives with the approval of the Chief of Police.
 - a. Written Directives will use the specified format with a blue color coding and will be found in the first section of the departments General Orders and Directives Manual. The Directive number will be the listed format: Year with a period (i.e. 2013.1) and number designator in numerical order of Directives posted for that year.
3. Notices: Any member of the Police Supervisory staff may issue a Notice via Department Memorandum or E-mail. It should be clearly defined as a **NOTICE**:

E. Administrative Staff Review, Implementation and Archiving

1. The Chief, Assistant Chief or Bureau Directors will review or make recommendations for new/updated policy.
2. The Professional Standard/Community Services Bureau will be assigned to review, modify or write policy. This will include:
 - a. Reviewing all related documents for final drafting for presentation to the Chief.
 - b. Obtaining input and assistance from a representation of affected personnel prior to final drafting.
 - c. Ensure that the new policy is not in conflict with current labor contracts.
 - d. Once the policy has been drafted by PS/CSB, it will be disseminated to the administrative staff and any department member necessary for a final review.
 - e. After the Captains and Assistant Chief have reviewed the policy, it is returned to the PS/CSB with recommendations and a final draft is presented to the Chief of Police for his approval or denial with recommendations.
 - f. The PS/CSB will maintain/archive the Individual General Order Status Reports with all related documents in a digital folder accessible to the Police Administration on the Police Drive.

F. Policy Review

1. The Captain of the PS/CSB will ensure that following is done:
 - a. Conduct a review of all policies at a minimum of every 3 years and make updates or purge as needed. Changes should be reflective of new laws/case law, updated procedures or other changes that are consistent with accreditation standards.
 1. Any changes that effect procedure and are not "language cleanup" should follow the administrate review process.
 - b. Recommending training to affected personnel to implement any documents, if needed.
 - c. Ensure written orders do not conflict with established policy, union contracts or existing laws/ordinances.
2. Any member may, by virtue of expertise/function, provide policy direction, however; final issuance rests with the approval of the Chief or, in his/her absence, the Assistant Chief.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	08.30.2023	6	6.5
TITLE DEPARTMENT CORRESPONDENCE		WORD CODE CORRESPOND	TOTAL PAGES 1 with ANNEX A, B, C
	History: Updated 09/12, 11/15, 11/18, 08/23		

1. PURPOSE AND SCOPE

This order establishes procedures for using Department letterhead and memorandum when corresponding on any police matter.

2. PROCEDURES

A. Only the Chief may send correspondence on Department letterhead or memorandum over his/her own signature.

B. Other Department Personnel:

1. Department letterhead (see Annex A)
 - a. Format of closing line:

Sincerely,

(Chief's Typed Name)
Chief of Police

By:

<<<SIGNATURE>>>
(Name of person sending)
(Rank / Title – Bureau / Division)
(Phone)
(Email)

- b. Assistant Chief and Bureau Captains, using the above format, do not need prior approval of the Chief; however, without such approval, the signing individual is solely responsible for the document's contents and ramifications thereof.
 - c. For other personnel use, correspondence will follow the above format and will be sent to the Chief's Office for approval prior to sending/delivering the document. Form letters shall be sent to the Chief's office with an explanation and may be granted blanket approval for use.
2. Department memorandum (see Annex B)
 - a. All staff may use memorandum but must include signature or initials next to name in the "From" section.

C. Only approved Department letterhead and envelopes will be used for Department purposes unless prior approval of the Chief is given.

D. Personnel shall not provide any Department information (written, verbal or electronic) to any unauthorized person unless approved by the Chief of Police. Any inquiries or requests for information concerning the official operation of the Department shall be referred to the Chief or designee.

E. Location of documents – See Annex C



Shawn Kudron
Chief of Police



LA CROSSE
POLICE DEPARTMENT
LEAD. PARTNER. PROTECT.

[Redacted]

[Redacted]

Dear [Redacted]:

[Redacted]

Sincerely,

Shawn P. Kudron
Chief of Police

By:

[Redacted]





LA CROSSE
POLICE DEPARTMENT
LEAD. PARTNER. PROTECT.

Letterhead Format:
All Font Work Sans Size 11
Single spaced
No space after paragraph

January 1, 2023

Date Format: Month Day, Year
No 1/1/2023 or January 1st, 2023

Mr. Jim Jones
1234 Main Street
Suite 123
La Crosse, WI 54601

Addressee Format:
Addressee
Address
City, State ZIP

Dear Mr. Jones: — Addressee

This is the body of the letter. It has interesting information.
So much information, we need a new paragraph.

Body Format:
No indent to start paragraphs

Sincerely,

Shawn P. Kudron
Chief of Police

Chief's Closing:
Do not change

By:

Daniel Kloss
Captain – Administrative Services Bureau
(608) 789-7204
klossd@cityoflacrosse.org

Sender's Closing:
Signature – digital or physical
Name of person sending
Title/Rank – Bureau/Division
Phone number
Email address



LA CROSSE
POLICE DEPARTMENT
LEAD. PARTNER. PROTECT.

MEMORANDUM

DATE: [REDACTED]

TO: [REDACTED]

FROM: [REDACTED]

SUBJECT: [REDACTED]

COPIES TO: [REDACTED]

[REDACTED]





LA CROSSE
POLICE DEPARTMENT
LEAD. PARTNER. PROTECT.

MEMORANDUM

Letterhead Format:
All Font Work Sans Size 11
Single spaced
No space after paragraph

DATE: January 1, 2023
TO: All Staff
FROM: Captain Dan Kloss *D. Kloss*
SUBJECT: Memo Template Example
COPIES TO: ZZ Police All Staff

Date Format: Month Day, Year
No 1/1/2023 or January 1st, 2023

This is the body of the letter. It has interesting information.
So much information, we need a new paragraph.

Body Format:
No indent to start paragraphs

NOTE: Sender's Closing:
No need for signature line as
that is contained in the
opening section "From:"

The following reports, forms or reference material are referenced in this General Order and can be found on the Department's Bridges page:

The screenshot shows the 'La Crosse Bridges' portal interface. At the top, there is a blue navigation bar with 'La Crosse Bridges' and 'Sites' on the left, and 'LA CROSSE WISCONSIN' on the right. Below this is a secondary bar with 'BROWSE', 'FILES', and 'LIBRARY' tabs. The main content area is titled 'Bridges Portal' and 'La Crosse Police Department Squad Dashboard'. The current view is 'Forms - Logs and Templates' with a sub-view of 'Department Letterhead and Memo'. A sidebar on the left lists 'Home' and 'Recent' items, including 'police-calendar', 'FTO Schedule', 'LCPD Internal Announcements', 'Police Links', and 'Report Forms'. The main area features a toolbar with 'New', 'Upload', 'Sync', 'Share', and 'More' options, and a search bar labeled 'Find a file'. Below the toolbar is a table of documents:

✓	Name	Modified	Modified By
	Department Letterhead 08.25.2023 ✖	... A few seconds ago	<input type="checkbox"/> Neises, Stephanie
	Department Letterhead Example ✖	... A few seconds ago	<input type="checkbox"/> Neises, Stephanie
	Department Memorandum 08.25.2023 ✖	... A few seconds ago	<input type="checkbox"/> Neises, Stephanie
	Department Memorandum Example ✖	... A few seconds ago	<input type="checkbox"/> Neises, Stephanie

At the bottom of the document list, there is a text prompt: 'Drag files here to upload'.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 08.30.2023	CHAPTER 6	ORDER NUMBER 6.6
TITLE Email Signature		WORD CODE SIGNATURE	TOTAL PAGES 2 with ANNEX A,B
	History: 08/23		

1. PURPOSE AND SCOPE

The purpose of this policy is to strengthen the La Crosse Police Department’s brand identity by creating a professional, consistent, standardized staff signature on emails sent through the Department’s email system. The policy applies to all Police Department members who are authorized to use email. A La Crosse Police Department email signature establishes professionalism and credibility for our department staff by identifying them and their role at the department.

2. DEFINITIONS

- A. Email Signature:** An email signature is a small block of text appended to the end of an email to identify the sender and facilitate further contact.
- B. Standard Confidentiality Statement:** A Standard Confidentiality Statement is a statement which shall be listed at the end of your email signature and is there to give notice the content of your message is confidential.
 - 1. The following Confidentiality Statement shall be listed at the end of your email signature:
 - a. Confidential and Protected: The information contained in this email message may be confidential and protected from disclosure. This email is intended solely for the recipient to whom it is addressed. Any review, transmission, dissemination, distribution, copying, or other use is strictly prohibited. If you have received this email in error, please respond to the sender at xxxxxxx@cityoflacrosse.org and delete the material from any computer and/or server.

3. PROCEDURES

A. Creating an email signature

- 1. All La Crosse Police Department members shall create an email signature using the department’s email templates. The templates have been created to align with job assignments. As such, members shall use the correct template for the job assignment they currently perform.
- 2. The signature templates and Step by Step Guide can be found on Bridges (see Annex A).
- 3. To maintain consistency, the official La Crosse Police Department email signatures will include the colors, font, point sizes and style indicated (see Annex B).
- 4. The official signature provides contact information for the employee and provides the La Crosse Police Department Website, a key source of information about the department.
- 5. Department members may not create their own variations or interpretations of the official email signature style for email.
- 6. This email signature has been approved as the official email signature for the La Crosse Police Department; for all department members and shall not include any extraneous information that may not align with the Department’s mission, vision, values, and branding identity. Additional information not approved includes, but is not limited to, links to websites or social media accounts, mottos, quotations, taglines, or other statements, as well as borders, backgrounds, photos, GIFs, emojis, logos or other images.
- 7. Once a department member has created an email signature consistent with the current brand standards, all older email signatures shall be deleted so they are no used inadvertently.
- 8. New department members shall receive instructions on creating an official La Crosse Police Department email signature.
- 9. If a department member’s job assignment changes, they shall update their email signature using the correct email template for their new assignment.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Department's Bridges page:

The screenshot shows the 'Bridges Portal' interface for the La Crosse Police Department. The main heading is 'Forms - Logs and Templates > Email Signatures'. The interface includes a navigation menu on the left with items like 'Home', 'Recent', 'police-calendar', 'FTO Schedule', 'LCPD Internal Announcements', 'Police Links', and 'Report Forms'. The main content area displays a list of documents under the heading 'All Documents'. The list includes:

Name	Modified	Modified By
01 - Email Signature Instructions	4 minutes ago	Neises, Stephanie
02 - Generic Email Template	4 minutes ago	Neises, Stephanie
Admin - Assistant Chief	6 days ago	Neises, Stephanie
Admin - Assistant	6 days ago	Neises, Stephanie



Rank Name

Bureau or Unit

La Crosse Police Department

400 La Crosse Street, La Crosse, WI 54601

Phone: 608-789-XXXX

Cell: XXX-XXX-XXX Fax: 608-789-XXXX

www.cityoflacrosse.org/police

Confidential and Protected:

The information contained in this email message may be confidential and protected from disclosure. This email is intended solely for the recipient to whom it is addressed. Any review, transmission, dissemination, distribution, copying, or other use is strictly prohibited. If you have received this email in error, please respond to the sender at XXXXX@cityoflacrosse.org and delete the material from any computer and/or server.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.21.2023	CHAPTER 7	ORDER NUMBER 7.1
TITLE ADMINISTRATIVE REPORTING PROGRAM		WORD CODE ADMINREPORT	TOTAL PAGES 2
	History: Updated 03/03, 07/07, 09/12, 11/15, 11/18, 11/23		

1. PURPOSE AND SCOPE

This order establishes an administrative reporting program, which requires the preparation of periodic reports of the agency’s activities and data summaries, based on such reports. It is Department policy that management decision making be facilitated by applying relevant information and communicating it to all participants in the decision-making process. This will be accomplished through the completion/distribution of administrative reports and regular staff meetings.

2. PROCEDURES

A. Daily Reports:

1. CAD Log/Web RMS. Shift supervisors or designated personnel shall review a log listing calls for service containing OCA numbers, times, locations, officers, incident type and disposition. If printed, it will be kept in the CO office for no more than 10 days.
2. Shift Information. Shift supervisors will digitally maintain information with extra attention matters, missing persons, apprehension requests, stolen vehicles, and report copies pertinent to shift operations. It is maintained on the Bridges Platform. Information shall be updated by department personnel as permission to add/remove information is available to all.
3. Shift Clipboard. Shift supervisors will maintain a clipboard-containing memorandum and other pertinent information, which affects shift operations. It is maintained in the CO office.
4. Shift Communication. Each shift shall compose an email containing the previous shift’s significant incidents and will provide updates to who was added/removed from bridges.

B. Weekly Reports:

1. Court Calendar. The Court Officer will route court notices to affected personnel from pertinent court and prosecutor.

C. Bi-weekly Reports:

1. Payroll Records: Timekeepers will prepare/submit payroll records to the assigned Records Division clerk on a timely basis.

D. Monthly Reports:

1. Uniform Crime Reports (UCR). The Records Supervisor is responsible for the completion of UCR and copies shall be routed to the FBI via WI OJA.
2. Statistical Summary. The report will be made available to personnel via the police server.
 - a. A monthly statistical summary will be prepared by the Records Division Supervisor who shall include the following:
 - 1) Calls for Service.
 - 2) UCR Incidents and Clearances.
 - 3) Adult /Juvenile Arrests/Apprehensions.
 - 4) Traffic Accident Summary.
 - 5) Traffic Law Enforcement Summary.

E. Annual Report: The Records Division will complete the Annual Report. It will be made available to personnel via the police server with copies to the Chief, Mayor, Common Council, Board of Police and Fire Commissioners, and the City library.

F. Department Meetings: The following meetings will be held on a regular basis for the purpose of ensuring open lines of communications and the passing of information throughout the Department.

1. Administrative: Meetings composed of the Chief, Assistant Chief, and Captains.
2. General: Meetings composed of the Chief, Assistant Chief, Captains, Lieutenants, and Sergeants.
3. Bureau: Meetings within a specific bureau attended by its supervisors and/or members as called for by the Captain and authorized by the Chief.

4. Division/Shift: meetings which encompass one specific division or shift and its supervisors and/or total members as called for by the division/shift commander with approval of the Bureau Director.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 8	ORDER NUMBER 8.1
TITLE POLICE RESERVE UNIT		WORD CODE RESERVES	TOTAL PAGES 2 with Annex A
	History: Updated 03/03, 07/07, 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the Reserve Unit personnel and its sections. It is our policy to provide a method for volunteer Unit members to assist with police work, community service and to utilize members as a resource in emergencies, special events, and related assignments.

2. PROCEDURES

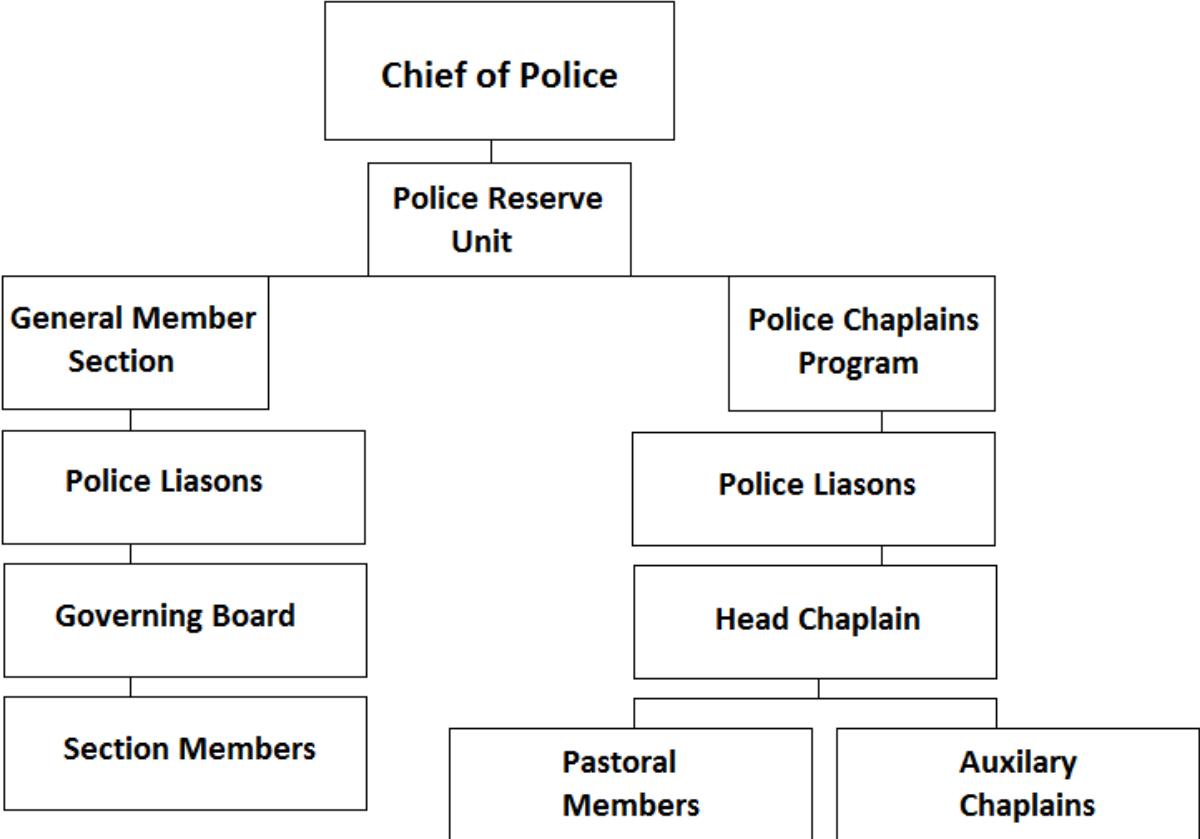
A. General:

1. The Unit is required to maintain not-for-profit/non-profit status.
2. The Chief has sole authority for recognition and/or termination of the unit or its parts.
3. The Unit shall not discriminate against anyone because of race, sex, or ethnic origin.
4. Applicants must be a minimum of 18 years old.
5. Applicants must complete an application, pass a background check, and pass an oral interview conducted by the liaison(s) and/or Unit board.
6. General Section – composed of general membership, the police liaison(s) is appointed by the Chief of Police.
 - a. Police Chaplain Program – composed of community pastors, police liaisons include one sworn officer(s) as appointed by the Chief of Police, see policy 8.2.
 - b. Each Section may be composed of a board that is elected or appointed through each section’s operational rules as approved by the police liaison(s).
7. General Reserve Duties. Reserve Personnel duties are limited in nature and may include duties such as Traffic Direction and Control, Crossing Guard, and Telephonic reporting.
8. Reserve Personnel will be under the direction and control of the Reserve Unit Liaison(s). In the absence of the Unit Liaison, Reserve Personnel will follow the direction of the on-duty shift commander.
9. General Reserve Authority.
 - a. Reserves do not possess sworn status.
 - b. Reserves shall wear a uniform or other identifiable attire as approved by their Section police liaison(s). No part of the uniform shall be worn or utilized other than during or while enroute to/from a Department authorized function.
 - c. Misuse/misrepresentation or other misconduct will result in discipline or discharge.
 - d. Reserves have no authority when not in uniform and acting outside of a department authorized function.
10. General Reserve Responsibility
 - a. Reserves may be assigned to assist in non-sworn incidents or as approved by a police liaison(s).
 - b. Reserves shall act professionally.
11. Those seeking to use the services of the Unit shall be referred to police liaisons.
12. This order adopts the Unit’s constitution, bylaws, and related regulations.
 - a. Liability Protection
 - 1) Reserve Unit personnel are defined as “auxiliary personnel” civilians affiliated with the Department acting in a non-sworn capacity and as such are indemnified when acting under the authority of the Department in accordance with this policy.
 - b. Training
 - 1) Reserve Personnel will be trained in those duties that they are authorized and assigned to provide, such as but not limited to: Traffic Direction, Reporting, Crossing Guard Duty.
 - 2) Applicants are encouraged to attend a Citizen’s Police Academy prior to or during their first year of Unit involvement.
 - 3) Police liaisons are responsible for Unit/Section training.
 - 4) New Reserves will be assigned to a senior member for initial training.



Shawn Kudron
Chief of Police

La Crosse Police Reserve Unit
Organizational Chart



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 09.09.2024	CHAPTER 8	ORDER NUMBER 8.2
TITLE POLICE RESERVE UNIT POLICE CHAPLAINS PROGRAM		WORD CODE CHAPLAIN	TOTAL PAGES 3 with Annex A
	History: Updated 06/07, 09/12, 11/15 11/18, 12/23, 09/24		

1. PURPOSE AND SCOPE

This order establishes the Police Chaplains Program of the La Crosse Police Reserve Unit. This order describes duties and responsibilities, authority, confidentiality, and discretion in carrying out these duties, limitations or restrictions to this authority, and the amount of supervision they receive. Police Chaplains shall receive training corresponding with those authorized and assigned duties. It is our policy to maintain a Police Chaplaincy Program. The program uses members of area clergy on a voluntary basis: ministry for guidance, counseling comfort and help. Such services are available to the community and active and retired officers as well as their families. Liaison Officer(s) are appointed by the Chief to coordinate this program.

2. DEFINITIONS

- A. Head Chaplain:** A volunteer, non-sworn clergy person, independent from the Department, who is appointed by the Chief by recommendation of the Chaplain Liaison Officer(s).
- B. Assistant Chaplain:** Same as above and they will assist the Chaplain as requested.
- C. Primary Designated Chaplain:** A Chaplain assigned to a specific law enforcement agency to provide most Chaplain services to that agency. This may include participation in Chaplain office hours, swearing in ceremonies, promotional ceremonies and any other ceremonies and services as requested by the department.
- D. Chaplain Liaison Officer(s):** A sworn member appointed by the Chief who acts as an advocate(s) for both the Chief and chaplains. Such officer(s) are responsible for coordinating, training, and assigning members of the chaplain program.
- E. Personal Contact:** Contact between a Department employee and a chaplain. All such contacts are strictly confidential WI ss. 905.06.
- F. Public Contact:** Contact between a chaplain and the general public.
- G. International Conference of Police Chaplains (ICPC):** An internationally recognized professional membership organization of Police Chaplains from different faith groups and law enforcement agencies. ICPC provides specialized training, standards, and guidance to assist individual Chaplains and their departments in carrying out their duties.
- H. Canon of Ethics for Law Enforcement Chaplains:** ICPC's code of ethics for agencies and chaplains to better define the role of chaplains.

3. PROCEDURES

A. Chaplain Requirements:

1. Chaplains are not law enforcement officers and possess no law enforcement authority other than that of any other private person unless as at the direction of a sworn police officer, under the authority of the Chief, or in accordance with the provisions as outlined for a reserve.
2. Chaplains are appointed by the Chief and are issued a photo identification card through the Administrative Liaison designating their title and expiration period.
3. Chaplains are to assist police personnel and community members in whatever way possible as expressed or implied by the Department's General Orders and/or program manuals.
4. Chaplains will abide by the Department's General Orders.
5. Chaplains are required to conform to the standards and protocols of the International Conference of Police Chaplains (ICPC) and the Canon of Ethics for Law Enforcement Chaplains.
6. Chaplains shall not interfere with Department members or the performance of their duties.
7. Chaplains must be ordained or licensed ministers or must have an endorsing agency (a recognized religious or faith institution that gives them an ecclesiastical endorsement.)
8. Chaplains must never have been convicted of a felony, unless granted a pardon by the governor of the State in which charges were levied or by the President of the United States.
9. Chaplains shall be in good standing with and endorsed by the religious faith group to which the Chaplain serves.
10. Chaplains must possess a valid driver's license and be valid in the State of Wisconsin.
11. All personal contact between Chaplains and Officers is Confidential under Wisconsin State Statute 905.06

B. Duties and Responsibilities:

General – Notification, Services, Identification, Confidentiality, Ride Alongs. See Annex A for an overall matrix.

1. Notification:
 - a. The investigating officer is primarily responsible for initiating the call to a Police Chaplain; an on-scene supervisor may also make such request. The dispatcher will make the contact via use of the Chaplains' personal phone listed on the on-call Chaplain roster. If a specific chaplain is requested or a specific denomination, the dispatcher will use the call list to make the proper notification.
 - 1) Chaplains will respond on a no-decline basis (unless extenuating circumstances exist, and they shall find a substitute) when requested by an officer or dispatcher.
 - 2) When making a public contact, the chaplain should notify the involved person's clergy if the party does not object. The chaplain should make proper referrals in those cases that need specialized attention.
2. Services:
 - a. Chaplains serve the dual purpose of being available to serve the public as well as police department members whenever called upon.
 - 1)The Primary Designated Chaplain will be visible and available to the officers and shall maintain regular monthly office hours during which they are at the Police Station available to meet with department members.
 - 2)The exact times and dates of the Chaplain office hours will be subject to coordination between the Chaplain Liaison Officer and the Primary Designated Chaplain.
 - 3)Assistant Chaplains serve as on-call chaplains in case of a major incident, specific need, extenuating circumstance or as requested.
 - 4)The Chaplain Liaison Officer with assistance from the Primary Designated Chaplain may use as many Assistant Chaplains as necessary to accomplish the objectives and purpose of the Program.
 - 5)All Chaplains will assist in accomplishing the goals and objectives of the Chaplain Program.
 - b. A chaplain may be called to assist Department personnel in a variety of situations to include, but not limited to:
 - 1) Death notifications.
 - 2) Serious Traffic Accidents
 - 3) Attempted or completed suicides
 - 4) Assistance to victims or families of victims
 - 5) Other support following an officer involved critical incident, if requested.
 - c. There will be no reports generated regarding personal information; to include but not limited to, names of person(s) involved in calls, birthdates, addresses, family members, religious affiliation, details surrounding the nature of the incident or information about the circumstances of the situation.
 - d. Efforts should be made to visit seriously ill or injured members and/or family members in hospital care, if requested.
3. Identification and Uniforms:
 - a. Police Chaplains shall always carry suitable identification on their person when performing related duties. This includes their issued Chaplain ID card being visibly displayed.
 - b. They shall be neat, clean, and properly attired.
 - c. Body armor is to be made available to Chaplains who are riding along or otherwise assisting officers on a call for services.
4. Confidentiality:
 - a. Chaplains shall maintain all conversations with employees and/or their immediate family members during the scope of chaplaincy duties as privileged. Chaplains shall maintain all privileged communication to themselves, unless waived by the employee or family member as applicable unless the communication affects the safety of the employee, family members or others.
 - b. Department Chaplains shall not maintain any recordings; digital or written, of any privileged communication(s).
 - c. Chaplains shall only keep written information (monthly reports) pertaining to the number of service hours spent on:
 - a. Ride-alongs
 - b. One-on-Ones
 - c. Roll Calls
 - d. Officer hours
 - d. This information on service hours will be forwarded to the Chaplain Liaison Officer monthly.
 - e. Chaplains are prohibited from releasing any information to external parties unless granted express permission by the Chief of Police or his designee.

- f. Chaplains shall maintain confidentiality and not release any information to media or other social networks of communication concerning the scope of their services or departmental operation.
4. Ride Alongs:
 - a. Ride-alongs are coordinated, assigned, approved, and documented by the Chaplain Liaison Officer, in conformance with related General Orders.
 - b. Ride-alongs for the Primary Designated Chaplain may be composed of two (2) ride-alongs per month with a sworn officer lasting not more than four (4) hours each. Request for extending a ride-along or for additional ride-alongs shall be requested and approved by the Captain of Field Services.
 - c. Ride-alongs for an Assistant Chaplain may be on a quarterly basis and shall be in the form of a written request to the Head Chaplain and processed through the Field Services Bureau Captain and the Chaplain Liaison Officer.
 - d. Ride-alongs are a privilege and not a right.
 - e. Prior to going on a ride-along, the Chaplain shall ask the officer what is expected of them and what is acceptable for them to do or not to do.
 5. Head Chaplain. The provisions of 4 – (a.), (b.), (d.) above apply.
 - a. The Chaplain Program of the Reserve Unit is headed by the Chaplain Liaison Officer who appoint, with approval of the Chief, the Head Chaplain. The Head Chaplain is the volunteer person in charge of the program, who is appointed by the Chief of Police
 - b. His/her duties include, but are not limited to, the following:
 - 1) Planning, organizing, and directing activities of the Program.
 - 2) Providing reports to the Chaplain Liaison Officer and Chief as requested.
 - 3) Maintaining duty rosters and call lists for chaplain coverage.
- C. Recruitment, Selection and Appointment:**
1. Recruitment of Chaplains is primarily the responsibility of the Head Chaplain. The Chaplain Liaison Officer may assist with recruitment efforts.
 2. A primary qualification for participation as a Chaplain is an interest in, and ability to serve the La Crosse Police Department, support the officers and assist officers in serving the public.
 3. The Head Chaplain will forward Chaplain applications to the Chaplain Liaison Officer who will then facilitate a background check and ensure all qualifications are met.
 4. The Chaplain Liaison Officer will report to the Chief of Police making a recommendation on appointing a chaplain.
 5. Chaplains are appointed by the Chief of Police and are issued a photo identification/access card through the City of La Crosse Human Resources Department designating their title and granting them access to the Police Department.
- D. Limitations and Restrictions:**
1. The Police Chaplain Program is limited in scope to comply with all Department General Orders, rules, and regulations, as well as less formal guides such as verbal and written orders and/or intra-department memorandums. Officers and/or supervisors that the Chaplain(s) are assigned to be with may place additional restrictions and limitations on such participants.
- E. Supervision:**
1. Though the Chaplain Liaison Officer is assigned overall supervision of the Police Chaplain Program, operationally, any Department supervisor who the Chaplains either are assigned to or are responding to/with shall have supervisory authority.
- F. Chaplain Liaison Officer's duties and responsibilities:**
1. The Chaplain Liaison Officer's responsibilities include the following:
 - a. Ensure the Chaplain Program is being administered according to department policy as well as the verbal and written directive of the Chief of Police
 - b. Act as the primary point of contact facilitating communication between the La Crosse Police Department and Chaplain Program.
 - c. Work with the Chaplain Program to schedule ride-alongs, trainings, Chaplain office hours, and any other events or activities relating to the Chaplain program.
 - d. Receive and distribute the monthly on-call Chaplain roster as needed including forwarding the roster to dispatch.
 - e. Communicate with department members and Designated Primary Chaplain any information about the Chaplain program, events, etc.
 - f. Assist the Chaplain Program with recruitment, selection, and appointment of Police Chaplains.
 - 1) Conduct background checks and screening of new Chaplain applicants to include Criminal History, Driving Record, local records check, CCAP Check, Social media check, verification of ordainment/license or endorsement along with any other pertinent information.
 - g. Make recommendations to the Chief of Police on changes to policies, procedures, and practices relating to the Chaplain program.
 - h. Maintain Chaplain training records, monthly reports, applications, and background investigations.

G. Training:

1. The Chaplain Liaison Officer and Head Chaplain are responsible for training and the documentation thereof, appropriate to the duties stated above.
2. All Chaplains are required to complete the ICPC 10 Chaplain Basic Courses within two years of appointment as a Chaplain.
3. The Chaplain Liaison Officer will provide or facilitate quarterly training open to all Chaplains. The intent of the training is to inform and instruct the Chaplains on various law enforcement subject matter. All Chaplains are encouraged to attend the quarterly trainings, but it is not required.
4. The Primary Designated Chaplains may be invited to additional department trainings.
5. Any tuition or registration fees as well as expenses for travel or meals is the responsibility of the Chaplains. Funding will not be provided by the La Crosse Police Department.
6. ICPC membership is not a requirement, but all Chaplains are encouraged to attend ICPC training conferences. Police Reserve Unit Training is not a requirement but is an optional training opportunity.
7. Attendance at training shall be documented with a roster and have a lesson plan or other topical documentation attached.



Shawn Kudron
Chief of Police

CHAPLAIN MATRIX

<u>DUTY / PROCESS</u>	<u>PRIMARY DESIGNATED CHAPLAIN</u>	<u>ASSISTANT CHAPLAIN</u>
FORMAL APPLICATION	M	M
BACKGROUND	M	M
APPROVAL OF CHIEF	M	M
PHOTO IDENTIFICATION	M	M
RIDE ALONG PARTICIPATION	M	O
INITIAL TRAINING	M	M
ICPC 10 CHAPLAIN BASIC	M	M
QUARTERLY TRAINING	O	O
ICPC TRAINING CONFERENCES	O	O
RESERVE UNIT TRAINING	O	O

M – mandatory; O – optional; NA – does not apply.

For purposes of this matrix, the Head Chaplain shall be categorized the same as an Assistant Chaplain.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 8	ORDER NUMBER 8.3
TITLE RIDE-ALONG PROGRAM		WORD CODE RIDEALONG	TOTAL PAGES 3 with Annex A
	History: Updated 09/12, 11/15, 11/16, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes a system for processing ride along requests through in-house programs and sections as well as from outside sources. It is our policy to ensure that ride along opportunities are restricted to persons having a legitimate interest in participating/observing patrol operations. The intent of the experience is to provide exposure to various in-house program members, grant an educational experience, promote positive community relations, and to promote Departmental operations.

2. PROCEDURES

A. In-House Programs:

The Department is composed of various divisions/sections that have programs that allow members to ride-along with our Department. These members are not required to complete a Waiver of Liability.

These in-house programs include, but are not limited to:

1. Police Reserve Unit – General Membership Section.
2. Police Reserve Unit – Police Chaplain Section.
3. Professional Standards/Community Services Bureau – Department Interns.
4. Administrative Services Bureau – Police CSO's and Civilian Aides.
5. Law Enforcement Explorers – See G.O. 8.4 for details.

Liaisons/supervisors for the above personnel will be responsible for determining the eligibility of ride-along candidates.

B. External Ride-Along Program Responsibilities:

1. The Field Services Bureau Captain will be responsible for administrating the external ride-along program. External Ride-alongs include all ride-alongs other than in-house program ride-alongs. The Field Services Bureau Captain's specific duties include, but are not limited to:
 - a. Processing all written ride-along requests.
 - b. Referral to the Records Division for brief background checks.
 - c. Referral to Shift Supervisors for scheduling ride-alongs.
 - d. Maintenance of ride-along applications/waivers for a period of one year from the date of application.
2. The Ride Along may be approved by any member of the Police Administration, after consulting with the Field Services Captain, who administers the program.
 - a. Complete the Ride-Along Worksheet which serves to schedule and give notice of the ride-along.
 - b. Ensure a background check has been completed.
 - c. Complete the Liability Waiver (for external ride-alongs) and send it with the Ride-Along Worksheet. The rider must sign this Liability Waiver before the ride-along begins.
3. The Field Services Bureau Director will approve all external ride-along persons prior to allowing the ride-along. ALL supervisors and participating officers may deny ride-along requests if they feel that such ride-along may:
 - a. Compromise any officer's or citizen's safety.
 - b. Pose a threat to confidential or sensitive information.
 - c. Interfere with police operations.
4. The Supervisor and Participating Officer will ensure that:
 - a. They possess the Ride-Along Worksheet detailing the ride-along and signed by an Administrator and Supervisor.
 - b. They possess the ride-alongs signed Liability Waiver for an external ride-along.
 - c. The officer and ride-along comply with related General Orders and appropriate state and local laws.
 - d. A pre-ride orientation with the ride-along is done to let the person know what is expected of them.

C. Requirements for Ride-Alongs:

1. Applicants must be 18 years of age or older. (Exception: La Crosse Police Explorers Program).
2. The Ride-Along Worksheet and Liability Waiver (external ride-along) must be completed as detailed above.
3. When scheduling Police Officers from other jurisdictions the Ride-Along Worksheet and Liability Waiver will be used.

4. All applicants must agree to obey related General Orders and appropriate state and local laws.
5. Applicants with criminal records, past contacts which may impact Departmental integrity, want/warrants or parole/probation status may cause denial at the discretion of the Chief, Assistant Chief, Field Services Captain, Shift supervisor or participating officer.
6. Family members cannot ride-along with officers of their immediate family (except during parades and other extenuating circumstances). These persons must ride with an unrelated member of the Department.
 - a. Immediate Family shall be defined as the employee's mother, father, legal guardian, spouse, children, brother or sister, mother-in-law, or father-in-law.
 - b. Family members who are active sworn law enforcement officers or officers who have retired in good standing may be allowed to ride-along with their family member following the protocols detailed in this policy.

D. Duration of Ride-Along:

1. Participants in the program will normally ride-along for a four-hour period.
2. Exceptions to the time period are up to the approving supervisor/liaison, shift supervisor, and participating officer.
3. The participating officer may terminate the ride-along at any time with the approval of the shift supervisor or under conditions previously stated in this order or mandated by any other related order.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites	LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY		
	Urine Speciment Screening Form	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	USE OF GO	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	VEHICLE TOW REPORT LCPD 06 20 16 (X3 For Printing)	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	VICTIMS RIGHTS WORKSHEET 07.11.17	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	VICTIMS RIGHTS WORKSHEET 07.11.17	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Visitor Log Book 02.16.2012	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Waiver of Liability (Citizens Police Academy) 03.12.2014	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Waiver of Liability (Police Ride-Along) 03.13.2014	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Waiver of Liability (Police Training - Firearms - Range - DAAT - TASER) 03.12.2014	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Waiver RIDE ALONG WORKSHEET 03.13.2014	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Waiver RIDE ALONG WORKSHEET 03.13.2014	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 8	ORDER NUMBER 8.4
TITLE LAW ENFORCEMENT EXPLORER PROGRAM		WORD CODE EXPLORER	TOTAL PAGES 2 with Annex A
	History: Created: 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines and procedures for the Law Enforcement Exploring Program that functions in conjunction with *The Learning for Life* Division of the Scouts of America. Program management, personnel responsibilities, limitations, and operations will be governed by this policy. The overriding goal of the program is to educate young adults on the purpose, mission, and objectives of law enforcement agencies.

2. DEFINITIONS

- A. Advisors:** Sworn Police personnel appointed by Chief of Police.
- B. Lead Advisor:** Sworn member appointed by Chief of Police to be the Officer In Charge (OIC) of the Explorer operations and liaison to the local Scout Council.

3. PROCEDURES

- A. Eligibility:** Eligibility to be a Police Explorer include but are not limited to the following:
 - 1. High school student, ages 14 – 18 years.
 - 2. The Unit shall not discriminate against anyone because of race, sex, or ethnic origin.
 - 3. Have a parent/legal guardian authorize the participation by signing a release.
 - 4. Must not have prior conviction for a criminal offense or serious traffic offense.
 - 5. Must have and maintain a minimum of a 2.0 cumulative grade point average in high school.
 - 6. Complete an application and pass an oral interview conducted by the liaison(s) and/or Unit Committee.

- B. Authority/Limitations:** While the Police Explorer Program is guided by the Explorer Handbook (Annex A) that is developed in partnership between the Department and the local Scouts, the following Departmental limitations are set as part of this policy:
 - 1. The Chief has sole authority for recognition and/or termination of the unit or a member.
 - 2. Explorers do not possess sworn status or have any enforcement authority.

- C. Program Structure:**
 - 1. The Explorer program will have at least 1 Lead Advisor and at least 2 additional Advisors appointed by the Chief of Police.
 - 2. The Explorer program will report through the Professional Standards/Community Service Bureau.
 - 3. Each meeting/training/function will have at least 2 of the appointed Advisors present.

- D. Position Responsibilities:**
 - 1. **Lead Advisor:** The Chief of Police will assign one sworn member as the Lead Advisor who will be considered the OIC of the Explorer program and responsibilities will include:
 - a. Organizing meetings and trainings.
 - b. Coordinate with the designated staff from the local Scout chapter.
 - c. Recruitment of new Explorer members.
 - d. Coordinate the application process and acceptance process for those applying to be an Explorer.
 - e. Report to the Chief or his designee on the status of the Explorer program, including issues or concerns involving members of the group.
 - f. Provide mentorship and guidance to Explorer members.

 - 2. **Advisor:** The Chief of Police will appoint sworn members as Advisors (based on need) to assist the Lead Advisor. An Advisor's responsibilities will include:
 - a. Assist with meetings and trainings.
 - b. Assist with recruitment of new explorers.
 - c. Assist with the application and acceptance process.
 - d. Provide mentorship and guidance to Explorer members.

- E. Activities/Trainings:** The following is a general guide of authorized activities/trainings
1. Static/classroom presentations on law enforcement topics.
 2. Demonstration and displays of law enforcement equipment.
 3. Hands on use of department equipment as authorized by the Chief or designee.
 4. Low impact/reduced speed DAAT techniques.
 5. Police ride alongs if authorized by the Lead Advisor and the Patrol Division Captain.
 - a. Requires completed departmental waivers.
 - b. Must 16 years of age
 6. Explorers are prohibited from participating in the “live” firing any department firearms.
 7. Explorers are prohibited from operating any department vehicles unless all of the following are met:
 - a. The Explorer is a licensed driver.
 - b. The activity part of an Explorer training
 - c. The vehicle operation is under the direct supervision of an Advisor.
- F. Code of Conduct:** Members of the Explorer post have an obligation to abide the La Crosse Police Code of Conduct that is above and beyond the Explorer Handbook.
1. Misuse/misrepresentation as a Police Explorer or other misconduct will result in discipline or discharge.
- G. Uniforms:**
1. Explorers shall wear the proper “Uniform of the Day” whenever they attend meetings or are called upon to participate in any police related activities or functions.
 2. The Explorer’s official uniform shall be clearly distinguishable from a sworn officer. It will consist of a grey short sleeve polo shirts & one long sleeve uniform shirt (provided by the explorer post), black, blue or khaki pants and a black belt, which will be maintained by the explorer.
 - a. The polo shirt is the property of the Explorer program and will be returned to the post when the explorer is no longer a member.
 3. Explorers have no authority to wear the Department Explorer uniform acting outside of a department authorized function.
 4. Explorers shall wear the uniform or other identifiable attire as approved by the Department.
 5. Explorers shall abide by the personal appearance and grooming standards of La Crosse Police General Order 10.9.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows a web-based file management interface. At the top, there is a blue navigation bar with a grid icon on the left, followed by the text 'La Crosse Bridges' and 'Sites'. On the right side of the blue bar, the text 'LA CROSSE WISCONSIN' is displayed in white. Below the blue bar is a light gray header area with the words 'BROWSE', 'FILES', and 'LIBRARY' in a small font. The main content area is white and contains a list of files. Each file entry consists of a document icon, the file name, a date, and a user name. The first file is 'EXPIRED VEHICLE FOLLOW UP 04.04.2017' with a date of 'November 7, 2019' and user 'Churchill, Stephanie'. The second file is 'Explorer Post 609 Manual updated 2018 07 20' with a date of 'A few seconds ago' and user 'Melby, Jason'.

File Name	Date	User
EXPIRED VEHICLE FOLLOW UP 04.04.2017	November 7, 2019	Churchill, Stephanie
Explorer Post 609 Manual updated 2018 07 20	A few seconds ago	Melby, Jason

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 9	ORDER NUMBER 9.1
TITLE ACCOUNTING SYSTEM		WORD CODE ACCOUNTING	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 04/17, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes an accounting system which includes the preparation and provision for quarterly and periodic status reports to include:

- A. Initial appropriation for each line-item account.
- B. Balances at the commencement of each period.
- C. Expenditures and encumbrances made during the period.
- D. Unencumbered balances.

The Department has established the City's line-item budgeting to ensure orderly, accurate, and complete documentation of the flow of funds. Each appropriation and expenditure is classified, at a minimum, according to line item account. Data processing facilitates rapid retrieval of data on the status of appropriations and expenditures any time the information is required.

2. DEFINITIONS

- A. **Appropriation:** money allotted for a specific purpose.
- B. **Encumbrance:** a commitment in the form of an order, contract salary, or similar item that will become payable when goods are delivered, or services rendered.
- C. **Unencumbered balance:** part of an appropriation that has not been committed and is thus available for expenditure.

3. PROCEDURES

A. The Department utilizes a line-item budget with the following line-item accounts, which may vary from budget to budget:

- | | |
|---------------------------------------|------------------------------------|
| 1. Salaries | 14. Repairs |
| 2. Employee Benefits | 15. Maint.- Radio, Radar, Computer |
| 3. Telephone | 16. Miscellaneous (ID's, Dues) |
| 4. Lights | 17. Maint. –Range and ammunition |
| 5. Travel/Investigation | 18. Uniform Allowance |
| 6. Program Supplies/Printing Services | 19. Crime Prevention |
| 7. Boarding Prisoners | 20. Contract Services |
| 8. Photo Supplies/Equip | 21. Oktoberfest |
| 9. Supplies | 22. City Services |
| 10. Maint. –car, truck, cycle | 23. Cellular/Maintenance |
| 11. Animal Control | 24. Safety Equipment |
| 12. Postage | 25. Boat Patrol |
| 13. Medical Examinations | 26. New Equipment |

B. Budget Maintenance:

- 1. Administrative Services designates a member to maintain budgetary records. Account balance books of each line item are documented through purchase orders, contracts, or service agreements within the Department; records document initial appropriation, balances, expenditures/encumbrances, and unencumbered balances.
- 2. Encumbrance Report: outstanding purchase orders for goods and services, will be totaled at the end of each month, and will be attached to the printout of the monthly budget report and maintained by the Administrative Services Bureau designee.
- 3. Summaries, quarterly and periodic status reports as requested by the Department administration, City or auditors will be prepared in an accurate and timely fashion.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 9	ORDER NUMBER 9.2
TITLE AUDITS		WORD CODE AUDITS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for both the monitoring and auditing of the Department's fiscal activities. Sound business practices are followed within the fiscal management of the Department.

2. PROCEDURES

A. Fiscal Management Responsibilities:

1. The Chief has overall authority and responsibility for the fiscal management of the Department.
2. The Assistant Chief and Administrative Services will be responsible for performing the fiscal management function on behalf of the Chief.
3. Each commander shall be responsible for preparing budget requests and for submitting them to his/her Bureau head.

B. Budget Preparation:

1. The fiscal activities of the Department are controlled through the administration of an operating budget.
2. The budget process will be coordinated by the Assistant Chief with input from all Bureaus and subdivisions.
3. Each unit supervisor will be responsible for drafting budget requests.
4. At the initiation of the annual budget process, the Assistant Chief will distribute a timetable for the completion of all phases of the budget process.
5. Each budget request submitted shall be accompanied by justification for all requested items.
6. The Assistant Chief and Administrative Services will consolidate, review, and edit all budget requests and justifications, and submit them to the Chief.

C. Fiscal Control and Audit:

1. The Assistant Chief has primary responsibility for managing the fiscal activities of the Department.
2. The management function will include:
 - a. Reviewing expenditure requests from personnel to ensure such requests are consistent with budget authorizations.
 - b. Monitoring monthly expenditures, encumbrances, and fund balances.
 - c. Rectifying all budgetary discrepancies.
3. The fiscal activities of the Department shall be audited on an annual basis during the course of the annual audit of all City fiscal activities.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 9	ORDER NUMBER 9.3
	TITLE CASH	WORD CODE CASH	TOTAL PAGES 2
History: Updated 08/05, 08/06, 05/08, 08/09, 09/12, 04/17, 11/18, 12/23			

1. PURPOSE AND SCOPE

This order establishes procedures for receiving, maintaining or disbursement of cash funds. It is our policy to govern cash transactions in a manner that ensures financial accountability.

2. PROCEDURES

A. Individual Responsibilities:

1. Administrative Service Supervisor is responsible for allocation of all cash funds.
2. The Records Supervisor is responsible for managing the Records petty cash fund/Records cash register, transactions, Random Acts of Kindness Fund (RAK) and maintaining records of balance checks.
3. The Investigative Captain is responsible for: managing the Investigative cash fund, transactions, and maintaining records of balance checks.

B. Records Cash Fund:

1. A log sheet identifies initial balances, credits, debits and the balance on hand. A cash fund is maintained by Records and is intended to cover incidental expenditures.
2. Receipts or documentation for cash received are forwarded to the Records Division Supervisor or Administrative Supervisor for payment.
 - a. The Assistant Chief sets the cash fund.
 - b. The Administrative Supervisor allocates the fund.
3. Authorization for cash disbursements are handled by the Records Supervisor or Administrative Supervisor.
 - a. All expenditures are receipted, transactions recorded: transaction date, persons involved, account charged, amount, balance, and reason for the transaction. Access to the petty cash fund is limited to the Records Supervisor, Administrative Supervisor or designee thereof. Authorized personnel may make expenditures up to \$50 without the Chief of Police approval. Any dispersal in excess of \$50 needs the approval from the Chief/Asst. Chief.
 - b. Supplemental funds are requested from the Administrative Supervisor with spent receipts attached.
 - c. Any odd expenditure/receipt will be routed to the Administrative Supervisor. Records and related documentation for cash expenditures are required for personnel to submit claims for reimbursement.
4. The Records Supervisor and Administrative Supervisor are authorized to accept cash.
5. Quarterly accounting of agency cash activities.
 - a. The cash fund/cash register is internally audited quarterly by the Administrative Supervisor or Records Supervisor via Memo to the Asst. Chief.
 - b. The fourth quarter audit of funds serves to close the previous year and to start a new year's balance. The findings are routed to the Assistant Chief.
 - c. Random audits may be conducted by the Chief's designee.

C. Records Cash Register:

1. The cash register interacts with the City Munis accounting system and maintains transactions through the computerized software that performs balances, credits and debits. Access to the Records Cash Register is limited to authorized Records personnel, Records Supervisor and the Administrative Supervisor.
2. Receipts or documentation for cash/payments received/paid are performed by those designated clerical and related staff members as assigned by the Records Supervisor or Administrative Supervisor.
 - a. The Assistant Chief sets the cash fund.
 - b. The Administrative Supervisor allocates the fund.
3. Receipts are handled by assigned clerical and related staff. Such staff is responsible for the accuracy of the account and the balancing of the cash register with the accounting software. Any discrepancies shall be brought to the immediate attention of the Records Supervisor or Administrative Supervisor.
 - a. The Records Cash Register will not be used for purchases or cash disbursements.
4. Quarterly accounting of agency cash activities.
 - a. The cash fund/cash register is internally audited quarterly by the Administrative Supervisor or Records Supervisor via Memo to the Asst. Chief.

- b. The fourth quarter audit of funds serves to close the previous year and to start a new year's balance. The findings are routed to the Assistant Chief.
- c. Random audits may be conducted by the Chief's designee.

D. Investigative Cash Fund:

1. A balance or ledger sheet of each fund that identifies initial balances, credits, debits and the balance on hand. A cash fund is maintained by the Investigative Services Captain for the purposes of investigating drug related crimes.
2. Receipts/documentation for cash received is the responsibility of the Bureau Captain.
 - a. Only the Investigative Captain, Investigative Lieutenant, and authorized drug investigators are allowed access to such account. Authorized personnel may make expenditures up to \$1500 without the Chief of Police approval. Any dispersal in excess of \$1500 needs the approval from the Chief/Asst. Chief.
 - b. All income and expenditures transactions are recorded: transaction date, persons involved, amount, balance, and reason for the transaction.
3. Authorization for cash disbursement must be made through the Bureau Captain, Lieutenant or designee.
4. Records, documentation, or invoice requirements for cash expenditures. The Investigative Captain or designee shall be responsible to ensure such record keeping.
5. Persons or positions authorized to disburse or accept cash.
6. Quarterly accounting of agency cash activities. Investigative Cash Fund is internally audited quarterly by the Investigative Captain via Memo to the Asst. Chief. Random audits may be conducted by the Chief's designee.

E. Cash taken as Evidence:

1. Refer to General Order 31.1 for details in handling cash as evidence.

F. Random Acts of Kindness Fund (RAK):

1. RAK is a community based program funded by monetary donations.
2. A staff member takes part in a Random Act of Kindness (RAK), purchasing item(s) for community members in need with their own money.
 - a. Authorized personnel may make expenditures up to \$50 without supervisor approval.
 - b. Any expenditure above \$50 needs prior supervisor approval.
3. The staff member must get a detailed receipt for the RAK purchase.
4. The staff member places the case number on the receipt and gives the receipt to the Records Supervisor.
5. The Records Supervisor will reimburse the staff member from the RAK Funds.
6. The Staff member will send an email to the Lieutenant in the Professional Standards/Community Services Bureau (PSCSB) with the details surrounding the RAK purchase.
7. PSCSB Lieutenant will be responsible to ensure records, documentation, invoice requirements and balances in the RAK Funds are kept.
8. PSCSB Lieutenant is responsible for sending a quarterly audit to the Chief of Police on activity that has taken place utilizing the RAK Fund.



Shawn Kudron
Chief of Police

9.4 GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	9	9.4
TITLE INVENTORY CONTROL		WORD CODE INVENTORY	TOTAL PAGES 3
	History: Updated 03/03, 06/07, 09/12, 11/15, 04/17, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the control, use, and maintenance of Department owned property, equipment and other assets. The Department shall operate under a system of accountability regarding Department facilities and equipment that ensures the safety of all personnel and the proper care and maintenance of all Department owned property.

2. PROCEDURES

A. General Building Security - Central Station:

1. All exterior doors, exceptions being the 6th Street door and the City Hall lobby door will be closed and locked unless directly used or controlled by an employee.
2. Interior doors providing access to areas of the building not open to the public shall remain closed and locked when not in use, unless prohibited by law.
3. Administrative Services shall issue keys to pertinent employees with a master key maintained on the Shift Key Board. Requests for replacement keys must be made through Administrative Services.
4. Station supervisors or designees are responsible for monitoring closed circuit monitors and building security checks outside of normal business hours.

B. Northside Station:

1. All exterior doors, with the exception of the main lobby, will be closed and locked when not in use.
2. Interior doors to the police office area shall be closed and locked when not in use.
3. Administrative Services shall issue keys to pertinent employees with a master key maintained on the Shift Key Board. Requests for replacement keys must be made through Administrative Services.
4. Shift supervisors are responsible for monitoring the north side station.

C. Central Station Lobby Security:

1. The lobby of the Department is open to the public as posted on exterior doors:
 - a. Open: 8:00am to 4:00pm – Monday to Thursday
 - b. Closed: 4:00pm to 8:00am – Monday to Thursday
 - c. Also Closed: All Day: Friday, Saturday, Sunday, Holidays and as necessary.
2. Records and shift personnel are responsible for monitoring the lobby and for reporting any suspicious activities to the shift supervisor.

D. Visitor Identification System (VIS):

1. VIS is designed to identify visitors that enter the inner perimeter of the police station.
2. Visitors who need to enter, other than the lobby area MUST register with the Department.
Methods of registering:
 - a. Red Visitor Badge: logged by front desk personnel and issued a tag to visitors; log includes visitor name date, tag number, and time in and time out. This visitor will be escorted by a department employee during their visit.
 - b. Green Visitor Badge: logged by front desk personnel and issued a tag to visitors and they have unescorted access to the department. (Example: other law enforcement, DA's office)
 - c. VIS Written letter: written document signed by the Chief, Assistant Chief, or Administrative Supervisor granting use/entrance permission stating specific date(s) and time(s) and purpose.
3. Temporary workers shall wear a VIS tag when they are in either station and/or not in uniform.
4. VIS Exceptions:
 - a. Citizen groups under the control of an employee.
 - b. Prisoners/ Individuals under the direct control of an officer.

E. Security violations:

1. It's the responsibility of all employees to ensure that all visitors to the police buildings are properly identified.

2. If an employee finds a non-employee in the inner perimeter without VIS documentation, or conducting affairs that appear to be inconsistent with the visitor's authority, that employee will identify the visitor and inquire into his/her actions.
3. Violations will be reported to a supervisor.

F. Parking Guidelines:

1. City hall parking is restricted by Police Parking Utility; all members will comply with their regulations.
2. The three stalls located in front of the Department's garage bays are restricted to short term parking by police vehicles only.
3. Employees shall abide by posted regulations in lots.
4. Personal Vehicles: No personal vehicle may be parked on the back ramp police designated areas, not even on the weekends or overnight. Exception: If you are loading or unloading, you may park to have quick access to the doors for a short period of time.

G. General Building Guidelines:

1. Use of tobacco products is limited to areas designated by the Chief.
2. Employees identifying facility defects requiring maintenance will convey the information to a maintenance person and/or Administrative Services.
3. Safety inspections of facilities shall be conducted as required by City policy and accomplished by the City Hall Safety Office.
4. No firearms will be left unattended unless secured in a locked environment such as a locker or specified room.

H. Multi-purpose Meeting/Community Rooms:

1. The rooms will be used by employees to conduct training, seminars, meetings and conferences.
2. Specified rooms by Administrative Services are open for public use with written approval on file with the person authorized to use the room and with the Front Desk. Security for locking and lights is the responsibility of the user; any problems will be reported to the Administrative Supervisor.

I. Fitness Room/Equipment:

1. The equipment is available 24 hours a day.
2. The equipment should be used only by persons who are familiar with the use of the equipment. Employees who have had no prior experience should contact the Training Division.
3. Use of the equipment is limited to employees and their family members with employee supervision or other persons as authorized by the Training Division.
4. All persons using the exercise facilities do so at their own risk. No one should commence an exercise program without first checking with their physician.

J. Garage:

1. Four separated garages on the 4th Street side of the back ramp:
 - a. Garage #1 can be used for storage of department vehicles or for evidentiary purposes. If used for evidentiary purposes, the following steps will be followed:
 - 1) This garage bay is left open so the member will place the evidence in the bay
 - 2) Obtain the door closer from the Command Room & shut the overhead door
 - 3) Place the door closer in temporary evidence locker #20
 - b. Garages #2, #3, & #4 are not to be used for evidentiary purposes and are used to store department vehicles.
2. Attached garage bays 1 and 2: used by Department vehicles; no employee may use the bays for their personal vehicles.
3. Attached security garage bay 3: Is the primary storage area for ERT equipment, weaponry & vehicle. This room is to remain secured when not in use.

K. Firearms Range (see order 1.9):

1. The indoor range may be utilized for scheduled training and practice by sworn personnel with a Department Firearms Instructor.
2. The Training Division may authorize the use of the firearms range by outside law enforcement agencies.

L. Records Division Area:

1. The Records area represents the central repository for Department records and is restricted to employees only unless escorted or granted permission by the Division supervisor.

M. Department Lounge:

1. Available for employees to prepare/eat lunch or take authorized breaks.
2. Only employees or persons under the control of an employee are allowed to use the lounge.

N. Department Owned/Leased Property:

1. The responsible use of Department resources is a concern shared by all employees.
2. Property management function.
 - a. Controlled by Administrative Services and includes:
 - 1) Procurement/requisitioning of property.
 - 2) Distribution/issuance of property to users.
 - 3) Inventory control.
 - 4) Property maintenance in operational readiness.
 - b. Administrative Services may enlist others in conducting various aspects of this function. ex.-
 - 1) ERT leader is responsible for ERT equipment.
 - 2) Shift Commanders are responsible for squad maintenance.
 - 3) Records Supervisor is responsible for the annual inventory as mandated by City policy.
3. Employees are responsible for property issued to them.
4. Property not specifically issued to an employee shall not be removed from the station without the consent of the Administrative Services Bureau.
5. Equipment issued to specialized units may be used with the approval of the unit supervisor.
6. Inventory System.
 - a. Major pieces of property are issued an inventory control number by the City Finance Department.
 - b. Administrative Services and Records have access to all inventoried property reports through Finance.
7. Defect Procedures.
 - a. Any employee who damages equipment or finds equipment that is damaged shall submit written notification to a supervisor.
 - 1) Damage/defects are reported on pertinent forms.
 - 2) Damage/defects requiring lengthy explanation will be recorded on a Department Memo.
 - b. Damage requiring immediate attention shall be brought to the attention of a supervisor in person.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 9	ORDER NUMBER 9.5
TITLE DEPARTMENT LOCKERS AND LOCKER ROOM PRIVACY		WORD CODE LOCKERS	TOTAL PAGES 2
	History: Updated 05/03, 10/08, 09/12, 11/15, 04/17, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the assignment, control, and inspection of Department lockers by supervisory personnel as well as to communicate Wisconsin law relating to an individual's right to privacy within an area operated as a locker room facility. This General Order will comply with 2007 Wisconsin Act 118 which created WI Statute 175.22 requiring written policy on privacy in locker rooms. It is the policy of the La Crosse Police Department that lockers assigned to Department Personnel are the property of the Police Department and may be subjected to inspection. Additionally, no recording devices capable of video recording or taking photographs will be used and/or operated in department locker rooms, unless for official police business.

2. DEFINITIONS

- A. Recording Device:** Defined as a camera, a video recorder, a cellular phone, or any other device that may be used to record or transfer images.
- B. Surveillance Device:** Any device, instrument, apparatus, implement, mechanism, or contrivance used, designed to be used or primarily intended to be used to observe the activities of a person. Surveillance device includes a peephole.

3. PROCEDURES

- A.** Lockers are assigned to uniformed employees by the Administrative Supervisor and are subject to removal or moving based on promotions, need or other management decision. The Administrative Supervisor will make every effort to assign lockers to coordinate with the officer's badge number.
- B.** Members will not keep anything in their lockers that they do not wish to have inspected; however, issued equipment and written material must be kept in such lockers unless they are used off duty for a legitimate purpose. All such equipment and supplies are subject to immediate call-in if a supervisor calls for an inspection.
- C.** Members will use only the locks provided with the lockers. Any other locks are prohibited and may be removed by the Administrative Supervisor at no cost to the Department or any of its staff if authorized entry is required.
- D.** Members are responsible for the upkeep and condition of their assigned lockers, along with the upkeep of the general area of the locker room.
 - 1. No labels, stickers or signs shall be attached to the outside face of the locker.
 - 2. No uniform boots/shoes or flip flops (for shower) will be stored on the locker room floor. Only non-uniform shoes of members working shall be left on the locker room floor, in order for maintenance staff to be able to mop locker room floor when needed.
 - 3. Members duty bag shall not be stored on the locker room floor or bench area.
 - 4. Personal uniform items or towels should not be kept on the locker room coat racks, except when damp uniform items need to be dried (example: wet raincoat, damp ballistic vest, etc.). Member's personal uniform items (shirts, pants, shoes, coats, bags, etc.) shall be kept in their personal locker or stored above their locker.
 - 5. Towels shall not be stored on bathroom hangers or coat racks.
 - 6. Any damage or other problems noted by members will be reported to his/her supervisor immediately.
- E. Locker Room Privacy:**
 - 1. All persons who utilize Department Locker rooms may reasonably expect a high level of privacy, which includes being safe from being observed or having their image captured by a recording or surveillance device without his/her knowledge and consent. The following are expressly prohibited in the locker room:
 - a. Use of a recording or surveillance device, which includes a cellular phone, unless conducting official police business.
 - b. Capturing, recording, or transferring an image of a nude or partially nude person in the locker room.

- c. Capturing a representation of a person depicting that person nude or partially nude without that person's knowledge and consent.
 - d. Capture, record, transfer, display, reproduce or distribute, a representation of a nude or partially nude person depicted without that person's knowledge and consent.
2. To protect the privacy of users there will be no interviews of persons in the locker room by news media or other persons not associated with the Department.
 3. Violations- Any employee who knowingly and willingly violates this policy will be subject to discipline of a serious nature including dismissal. Violation of this general order may also subject a person to a criminal prosecution.
 4. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy should immediately report the use to a supervisor. Supervisors are required to take immediate action.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 11.06.2018	CHAPTER 9	ORDER NUMBER 9.6
TITLE MEDIA & REPORT- PREVIEW PERSONNEL IDENTIFICATION		WORD CODE MEDIA ID	TOTAL PAGES 1
	History: Updated 08/05, 08/06, 09/12, 11/15, 11/18		

1. PURPOSE AND SCOPE

This order establishes procedures for the identification of media and report-review personnel and outlines their limited access to the Department.

2. PROCEDURES

A. Media Identification Card:

1. ID cards are issued solely by the Police Department. Any other form of identification is not valid for purposes of this order.
 - a. Photos for ID cards are required, are by appointment only through the Professional Standards/Community Services Division, and are at no charge to the holder or media employer.
 - b. ID cards are the property of the Police Department and are subject to revocation/recall.

B. Report-Review Personnel such as the Housing Authority and New Horizons/DVIP persons are also bound by the above criteria.

C. Restrictions:

1. Media personnel should have their Department issued Media ID available to present anytime they are at the agency to conduct report reviews or interviews.
2. Any further access is restricted to police escort or as defined in other related orders and directives.
3. Failure to display appropriate ID will result in the person being required to comply with General Order 9.4 section 2-D-2 by logging in and wearing a VIS tag or by personal escort. Failure to comply will result in denial of access.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 9	ORDER NUMBER 9.7
TITLE PURCHASING AND PCARDS		WORD CODE PURCHASING	TOTAL PAGES 3 with Annex A
	History: Updated 07/07, 09/12, 12/16, 3/17, 4/17, 11/18, 11/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the requisition and purchasing of Department equipment/supplies and/or services to ensure budgetary compliance. This order also establishes the use of the City of La Crosse Procurement Card (PCard). Only the Chief/Asst. Chief and other authorized personnel are able to encumber expenses on the Department's behalf.

2. AUTHORIZED PERSONNEL:

- A. Police Chief and Asst. Chief – Authorized to make all budgetary approvals, purchases, and decisions within the scope of the Department's budget and in compliance with City purchasing guidelines. Responsible for the administration of the annual budget.
- B. Administrative supervisor authorized to purchase equipment and supplies within the approved budgetary guidelines and in compliance with City purchasing guidelines.
- C. Bureau Captains- Authorized to purchase (and authorize purchases) of supplies less than \$100 without approval of the Chief or Asst. Chief. Supplies should be within the scope of the respective bureaus budgetary lines. Purchases exceeding \$100 need prior approval.
- D. Shift Commanders- Authorized to make emergency purchases up to \$50 without prior approval.
- E. Other Employees – Authorized to use assigned PCARD for training and make other purchases as specifically and narrowly authorized by A through D.

3. DEFINITIONS

- A. Supplies— Items such as office supplies, postage, training materials, copying paper, and other expendable equipment items costing less than \$100. Generally, supplies include any materials that are expendable or consumed.
- B. Equipment - Tangible property having a useful life of more than 2 years and an acquisition cost of \$1,000 or more per unit.
- C. Services – Activity that is intangible is not stored and does not result in ownership. A service is consumed at the point of sale such as training, cleaning, consultancy, insurance, medical treatment or transcription.

4. PROCEDURES

A. Acquisitions:

- 1. Made only by authorized personnel as provided in the City Budget and as permitted by state and local regulations.

B. The purchasing process:

- 1. Open to qualified vendors; criteria for a vendor is one in business to provide the needed goods/services, with a reputation of valid business practices or as available through Finance.

C. Requests for supplies:

- 1. Will be forwarded to Administrative Services supervisor who will:
 - a. Ensure that the relevant account is solvent and that it meets standardized purchasing guidelines.
 - b. Prepare required purchase orders when needed.
 - c. Obtain the approval/signature of the Chief or Assistant Chief.
 - d. If quotes are needed they will be coordinated through Finance. Sole providers will be noted in requests. Finance will forward tabulated results to the Department.
 - e. City guidelines are strictly adhered to when requesting any required Council approval prior to purchase.
 - f. Account books reflect all expenditures.

- D. **When an item is charged** to the Department or paid for by an employee needing reimbursement, the receipt is forwarded to Administrative Services who may require further explanation.

E. Travel Expenses:

1. Complete a travel request before leaving for any overnight travel or when travelling out of the State of Wisconsin over 45 miles outside the City of La Crosse corporate limits unless in fresh/hot pursuit.
2. If a private vehicle is used, have personal insurance on file with the City Clerk's Office.
3. Reimbursable expenses require an itemized receipt.
4. Approved requests are routed to the person on the request who will return a copy to Administrative Services within three (3) working days after the request expired.
5. Meal allowance maximums are available through www.GSA.gov. Meals in excess of the GSA rates may be invoiced by the Administrative supervisor.
6. Unless extenuating circumstances exist, no lodging is authorized for events within 50 miles of the city.

F. PCard Use (See Annex A):

1. Employees should use their issued PCard for all Department purchases.
2. Employees will be required to pay any gratuities which exceed 15% of the total meal, and will be invoiced by the Administrative supervisor for any amount over the 15% gratuity.
3. Any personal use of the PCard is strictly prohibited.
4. Employees should not permit any other person(s) to use their PCard.
5. Any lost/stolen PCard shall be reported immediately to the Administrative supervisor and the member's supervisor.
6. All PCard purchases shall be supported by an itemized receipt for all transactions.
7. All documentation must be provided immediately upon purchase or as soon as the member returns from travel. Documents are sent to the Administrative supervisor who promptly processes for payment.
8. Itemized receipts shall be taped to an 8" x 11" standard sheet of paper (printer paper).
9. Employees must sign and print their name on each 8" x 11" sheet of paper.
10. An employee who does not produce an itemized receipt may be required to pay the charge made on their PCard.

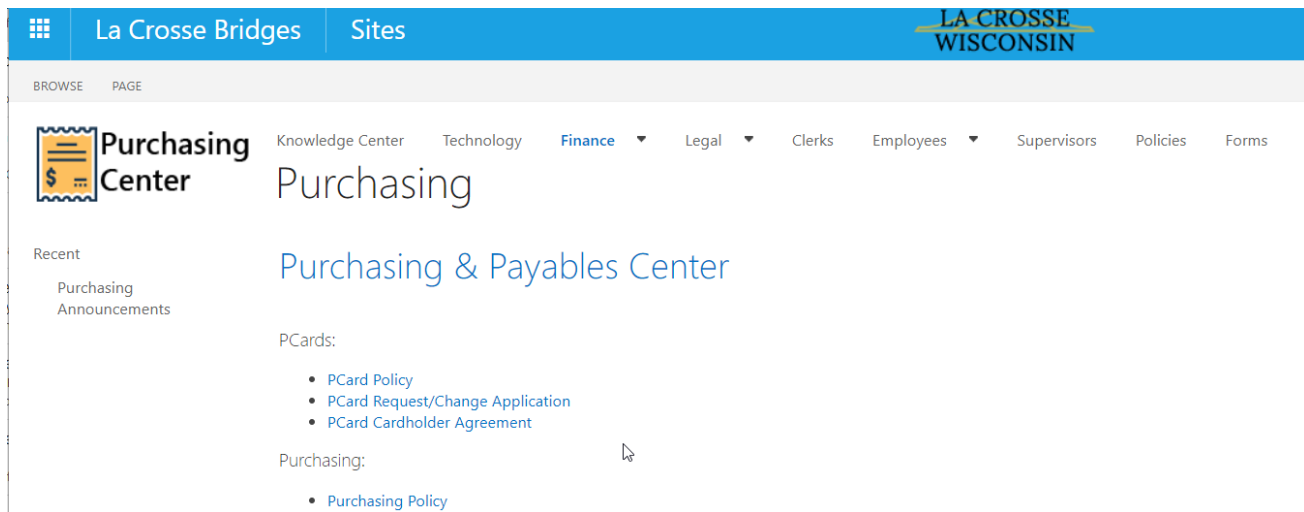
G. Budget Requests:

1. The Department maintains and annually updates budget preparation and plans.
2. All employees can submit data for budget inclusion to Administrative Services.
3. The annual plan/updates are based on previous years of experience for consistency purposes.
4. Budget requests, plans, and final results are maintained by the Chief, Assistant Chief and Administrative Service supervisor



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 9	ORDER NUMBER 9.8
TITLE EQUIPMENT & PROPERTY DISPOSAL / DRMO PROGRAM		WORD CODE DRMO	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 04/17, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes policy of this department to comply with all requirements of the DRMS 1033 Federal Excess Military Property Program. In compliance with this program this policy shall serve as an equipment & property disposal policy.

2. PROCEDURES

A. Authorized Property Screeners:

1. The Department will maintain an updated list of authorized screeners. This list will be kept on file with the State of Wisconsin's DRMO coordinator. The screeners are authorized by the department to view property at area DRMO facilities. As a requirement under DRMO regulations, only two screeners are allowed per visit, additional personnel are allowed in receiving property previously screened and approved for transfer.
2. The Department's Administrative Captain shall act as the DRMO POC (point of contact). The Administrative Supervisor will maintain records of any weapons received through DRMO.

B. DRMS Equipment Use and Disposal:

1. The Assistant Chief or designee will inventory all equipment upon receipt from DRMO. The inventory will consist of the equipment type, acquisition date, and current location of equipment.
2. Property obtained from the DRMO will be placed into use within one year of receipt and utilized for a minimum of one year, unless the condition of the property renders it unusable.
3. The Assistant Chief / designee will dispose of or destroy the equipment/property received through the DRMO by:
 - a. Discarding in trash and unusable equipment/supplies no longer serviceable and not demilitarized required.
 - b. Place on city auction items no longer to be used, but having value.
 - c. Returning all demilitarized required property to the DRMO.
4. At the time of disposal the Assistant Chief / designee will ensure that each item disposed of is properly documented on the inventory as to the date, location, and responsible individual for disposal or destruction. If required, notification of disposal shall be made to the State of Wisconsin DRMO coordinator to have the item removed from the department's inventory.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.1
TITLE COMPENSATION		WORD CODE COMPENSATE	TOTAL PAGES 2
	History: Updated 08/05, 08/06, 09/12, 11/15, 10/16, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for providing all personnel with complete and updated information in the following areas:

- A. Entry level salaries.
- B. Salary differential within ranks.
- C. Salary levels for personnel with special skills.
- D. Compensatory time policy.
- E. Overtime policy.

All personnel will be provided with and become knowledgeable of the City's compensation through the pertinent union/association providing him/her with a relevant contract/agreement. In reference to compensatory time and overtime, it is Department policy to provide such compensation to employees in accordance with Federal, State and contractual guidelines.

2. PROCEDURES

A. General Contract Provisions:

Contract/agreement provisions referencing the topics noted in "1" prevail over all procedures herein.

B. Guidelines for Obtaining Overtime and Compensatory Time:

1. Overtime is used only when other alternatives are not appropriate.
2. All overtime must be approved by a supervisor. Overtime should be approved prior to the work being performed. Overtime worked without such approval is subject to denial.
3. The employee performing the overtime must complete the Certificate of Overtime Worked in a timely fashion unless extenuating circumstances exist.
 - a. Failure to submit the certificate in a timely fashion, prior to going off-duty, may result in disciplinary action.
 - b. An employee signature on the certificate verifies that the information is true and correct.
 - c. Submission of false information may subject the submitting person to disciplinary action.
4. The supervisor authorizing the overtime will sign for overtime worked whenever possible.
 - a. If the authorizing supervisor is not available, an employee will follow the chain of command and have an appropriate supervisor sign.
 - b. In the case of court appearances, the on-duty shift supervisor will sign the certificate.
 - c. If special circumstances dictate working overtime without prior approval, the certificate will be signed by the employee's immediate supervisor.
 - d. The supervisor's signature indicates his/her review of the certificate and the validity of the claim in accordance with Department policy and contractual obligations.
5. Routing of the Overtime Certificate.
 - a. The original copy will be forwarded to the employee's immediate supervisor or timekeeper for payroll processing.
 - b. After processing, it shall be forwarded to the appropriate Bureau Director for review and evaluation.
 - c. It will then be returned to the immediate supervisor for retention of not less than one year.
6. Overtime is allowed for, but not limited to:
 - a. Call Back: calling members in to work for an emergency or because of their skill level.
 - b. Holding: holding officers beyond their normal work shift for reports or calls for service.
 - c. Court: when an officer receives notification of a court date/time requiring his/her appearance.
 - d. When a supervisor determines that other alternatives are not appropriate.
 - e. Whenever authorized by a supervisor.
7. Overtime is NOT allowed for, but not limited to:
 - a. To attend training unless a supervisor authorizes overtime. Members should attend training whenever possible during their normal shift.

- b. Personnel on leave of absence, sick leave in most cases, or while receiving workman's comp unless in extenuating circumstances with the supervisor's knowledge.
- c. Extra duty paid for by another agency unless routed and approved through proper Department Bureau Directors.

C. Completion of the Certificate of Overtime Worked:

The requesting member shall complete all relevant fields to include at a minimum: date, paid or comp, reason for overtime, statement of certification, and his/her legible signature.

D. Use of Compensatory Time:

- 1. Accumulation of compensatory time is subject to contract agreement and may have a maximum cap with alternative pay off stipulations.
- 2. Compensatory time off is subject to the approval of the employee's supervisor. Requests for use will follow normal channels of communications. Honoring time off requests is based on the date of submission not by the type of time to be used such as comp, vacation, or PH day.

E. Retired Sworn Members Court Compensation:

At the discretion of the Chief of Police, sworn personnel retiring in good standing may be compensated for court related testimony resulting from their employment as a La Crosse Police Officer (Sworn Member). This will be applicable for six (6) months following the date of retirement. Compensation will be for testimony time only, on an hourly basis (one hour minimum), at the base rate of pay for First Class Patrol Officer. No other fees or costs will be reimbursed. This section may be changed anytime at the discretion of the Chief.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.27.2023	CHAPTER 10	ORDER NUMBER 10.2
	TITLE LEAVE	WORD CODE LEAVE	TOTAL PAGES 1
History: Updated 08/05, 08/06, 09/12, 11/15, 11/18, 12/22, 12/23			

1. PURPOSE AND SCOPE

This order establishes the Department's leave programs to include:

- A. Administrative Leave
- B. Sick Leave
- C. Holiday Leave
- D. Vacation Leave
- E. Family Medical Leave (FMLA)

Limitations on the use of leave and the procedures for application and approval are included. It is Department policy that it is necessary to provide adequate staffing to carry out its goals.

2. PROCEDURES

- A. Administrative Leave:** bereavement, military, maternal/paternal, and other temporary leaves of absence.
 - 1. Bereavement/funeral leave: See contract/agreement. Notify supervisor of leave in writing.
 - 2. Military Leave: Chapter 43, Part III of Title 38 U.S. Code and by contract/agreement.
 - a. May use comp time, vacation, or other days off.
 - b. Notify supervisor as soon as possible in writing. Written orders, if available, should be given to their supervisor.
 - c. Submit a Military Leave Request to supervisor.
 - 3. FMLA: Provided by federal/state law and/or by contract/agreement. Notify supervisor as soon as practical in writing as to how the leave will be used: vacation, sick, etc. Proper completion of FMLA forms is required as requested by Human Resources or the Department.
 - 4. Other temporary leaves of absence: Requests for other leave is on a case-by-case basis. In writing, present reasons for leave to his/her supervisor. Approval may only be made by the Chief.
- B. Sick Leave:** Accumulated/used in accordance with contract and agreements and related orders.
 - 1. Call in procedure: notify the on-duty shift commander or front desk no less than one hour prior to his/her duty hours. If it is not the on-duty shift commander who receives the call, the person receiving the call shall ensure the on-duty shift commander is notified. The on-duty shift commander shall ensure the sick member's supervisor and bureau captain is notified.
 - 2. Sick Leave Memos are needed as noted by contract.
 - 3. Personnel are not allowed to engage in outside employment while on sick leave.
- C. Holiday Leave:** In accordance with contract/agreements and related orders. Pay alternative or similar to vacation.
- D. Vacation Leave:** In accordance with contract/agreements and related orders. It is the Bureau Director's option as to how many subordinates are allowed vacation at any given time giving full thought to adequate manpower staffing levels.
- E.** It is each members own responsibility to keep track the number of hours/days they have available to them for any type of leave. Abuse or overuse of leave may result in lost wages, days without pay, and/or disciplinary action.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.3
TITLE INSURANCE / RETIREMENT		WORD CODE INSURANCE	TOTAL PAGES 1
	History: Updated 08/05, 08/06, 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes complete and updated information to be available to all personnel regarding:

- A. Retirement programs.
- B. Health Insurance programs.
- C. Disability and Death benefits.
- D. Liability protection.

2. PROCEDURES

Association agreements provide for related programs and for any contributions to be made. Employees may seek additional sources on their behalf if they wish.

- A. **Retirement Programs:** Supplemental pre-tax programs in addition to the above may be available by contacting Human Resources.
- B. **Health Insurance Programs:** Supplemental pre-tax cafeteria plans, prescription or coverage options, and income continuation plans may be available by contacting Human Resources.
- C. **Disability and Death Benefits:** Other agencies may have regulations covering these areas; life insurance and disability packages in addition to the above may be available by contacting Human Resources. Section 40.65 Disability Pensions: The Department of Industry, Labor and Human Relations (DILHR) uses a form "Stipulation of Eligibility" in disability cases
 - 1. ONLY the Common Council can agree that a disability pension be paid to an employee without a hearing.
 - 2. "Stipulation" forms will be forwarded to the City Attorney's office with copies to the Chief, Assistant Chief and Administrative Services.
 - a. Upon request from the City Attorney, the Administrative Services will provide a written summary of the history of all duty-related injuries for the employee to the City Attorney.
 - b. The merits of the "stipulation" will only be discussed with an authorized City agent or with the approval of such agent.
- D. **Liability Protection:** The City shall provide liability protection to members through being self-insured and/or through carrying other insurance. Corresponding representation on City matters is provided by the City Attorney's office or third-party representatives that the City may hire. Employees may also seek representation.
- E. Complete package benefits are available through labor agreements and by requesting such through Human Resources.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	10	10.4
TITLE ON THE JOB INJURIES		WORD CODE JOB INJURIES	TOTAL PAGES 2
	History: Updated 08/05, 08/06, 06/07, 09/12, 11/15, 11/18, 11/20, 12/23		

1. PURPOSE AND SCOPE

This order establishes a method of reporting and investigating on the job-related injuries effectively and efficiently. On the job injuries will be promptly reported to the employees on duty supervisor or, in his/her absence, the on-duty shift commander who shall ensure that the preparation, investigation and filing of appropriate reports is completed. Any injury which may/does require treatment must be reported on the *Employee Report of Injury form*. The City's workers comp. claims handler cannot pay medical bills on injuries not properly reported. It is suggested that any on the job injury be documented on the appropriate form in case problems develop at a later time that could be related to a specific injury. This policy applies to full and part-time/special employees/help such as reserves and out-of-town officers assisting by Department request.

All forms will be routed to the injured employee's bureau Captain who will review and route to City Human Resources.

2. PROCEDURES

- A. An employee injured while on duty shall, as soon as possible, promptly notify his/her supervisor, if not possible s/he will have a co-worker make the notification. Notification shall be made prior to ending the tour of duty.
- B. If medical treatment is necessary, the appropriate authorization/release form will be used by/for the employee.
 - 1. If medical attention is sought at the time of the injury, the employee will notify the hospital staff that this is a duty related injury and ensure they receive a copy of the Physicians Status Report that is completed by the treating physician.
 - 2. If medical attention is sought at a time/date later than the injury, the employee will notify the hospital staff that this is a duty related injury and ensure they receive a copy of the Physicians Status Report that is completed by the treating physician.
 - 3. The injured employee will notify their immediate supervisor that s/he has seen a physician. This notification will be in the form of the above Physicians Status Report completed by the physician.
 - a. This original form will be forwarded to the Bureau Captain who will ensure that it is transferred to Human Resources by interoffice mail and/or electronically.
 - b. The Bureau Captain will ensure that an electronic copy is saved in the Administrative folder for employee injuries in the Police Departments computer network.
 - c. The Bureau Captain will notify the Assistant Chief and Chief of all on-duty injuries.
- C. The *Employee Report of Injury* will be completed by the injured employee, unless s/he is physically unable to do so. In the event the employee is unable to complete the report, the employee's supervisor will complete the report.
- D. The *Accident Investigation Report* will be completed by the injured employee's supervisor, only if the supervisor believes it may be a fraudulent claim or if corrective action is needed to City of La Crosse owned property, buildings, or equipment.
- E. The *Employer's First Report of Injury or Disease Report* must accompany any *Employee Report of Injury*. Completed by injured employee and on-duty supervisor. If there is no loss of work hours occurred at the time of injury but were lost at a later date, the employee must have seen his/her physician. A new *Worker's Compensation Work Status report or similar medical facility form* must be completed for each doctor's visit.
 - 1. The Wage Information Section of the Employer Report of Injury will be completed by HR.
 - 2. All lost time related to an injury must be excused by a medical provider for it to be recorded as Work Comp hrs.
- F. Employees/Supervisors will forward all original forms to the injured employee's Bureau Captain will ensure that all paperwork related to an injury shall be forwarded to the City Human Resources either electronically

or through interoffice mail. This would include the Employer Report of Injury, Employee Report of Injury, work status reports from the employee's medical provider, timesheets for lost time, and a police report for the incident causing the injury (for incidents that occur during public interaction or response to a call.) Copies of all forms shall be routed to:

1. Employees Bureau Captain – Bureau Captain will review for accuracy and file in the Departments Administrative folder for employee injuries in the Police Departments computer network.
- G.** Any false or intentionally misleading information provided while reporting an injury may lead to discipline up to and including termination.
- H.** Failure to adhere to this order may result in the loss of workmen's compensation claims and/or disciplinary action.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 10.16.2024	CHAPTER 10	ORDER NUMBER 10.5
TITLE TEMPORARY LIGHT DUTY		WORD CODE LIGHT DUTY	TOTAL PAGES 3
	History: Updated 08/05, 08/06, 09/12, 03/15, 11/15 11/18, 12/23, 10/24		

1. PURPOSE AND SCOPE

This policy establishes the assignment of temporary light duty and the procedures for granting such duty to eligible personnel. Temporary light duty assignments, when available, are for eligible employees who, because of injury, illness, pregnancy, or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments.

It is the policy of this Department that eligible personnel are given a reasonable opportunity to work in temporary light duty assignments when available and consistent with this policy. This policy in no way affects the privileges of employees under Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state laws.

2. DEFINITIONS

A. Eligible Personnel: For purposes of this policy, any full-time member of the Department suffering from a medically certified illness, injury, pregnancy, or disability requiring treatment of a licensed health-care provider and who, because of the injury, illness, pregnancy, or disability, is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.

3. PROCEDURES

A. General Provisions:

1. Temporary light duty positions are limited. Therefore:
 - a. Personnel who become eligible in the line of duty shall be given preference in assignment to light duty; and
 - b. The Department may change temporary light duty assignments at any time, upon the approval of the treating physician, if deemed to be in the best interest of the employee or the Department.
2. Assignment to temporary light duty shall not affect an employee's pay or benefits.
3. No specific position shall be established for use as a temporary light duty assignment, nor shall any existing position be designated exclusively for temporary light duty.
4. Light duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary light duty not capable of returning to their original duty assignment shall:
 - a. Present a written request for extension of temporary light duty, with supporting documentation from the health care provider, to the Chief / designee; or,
 - b. Pursue other options as provided by employment provisions of the City or federal or state law.
5. Personnel on temporary light duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions or functions for which they have been determined physically or mentally unable to perform on behalf of this Department. Any outside employment authorization shall be re-evaluated.
6. Uniform While on Light Duty:
 - a. All uniformed personnel on temporary light duty are required to wear business casual; see G.O. 10.9((2)(C)(4)(b) such as a Polo Shirt and dress pants as determined by the Police Administration. LCPD, polo shirts are recommended.
 - b. Members shall wear their issued Duty Weapon or Glock 43, Holster and Badge unless specific accommodations are granted by the Police Administration.
 - c. The Department will provide special holsters if required.
 - d. Uniforms for light duty use are at the employee's expense covered under the provided uniform allowances.
 - e. Investigative and Administrative Services Bureau personnel may continue to wear their usual plain clothes attire per uniform standards.
 - f. Standards are not all inclusive given the circumstances surrounding each situation. Therefore, the Chief or his designee may approve alternate uniform/dress as necessary.

7. Employees assigned to temporary light duty should not operate marked squad cars in order to avoid direct officer-to-person contact.
8. Employees assigned to temporary light duty shall not conduct any police business which puts them in harms way (in direct face-to-face contact with the public) which could require them to respond physically and potentially further injure themselves.
9. Light duty assignments shall not be made for disciplinary purposes.
10. Light duty assignments are not guaranteed.

B. Temporary Light-Duty Assignments/Functions:

1. Temporary light duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
 - a. Administrative (e.g., report review, scheduling, special projects)
 - b. Clerical (e.g., filing, data entry)
 - c. Desk Duty (e.g., walk in complaints as long as they are not face-to-face, telephone reports)
 - d. Investigative (e.g., follow-up contacts, reports)
 - e. Property (e.g., record & release property)
2. Decisions on temporary light duty assignments shall be based upon the availability of an appropriate assignment, the applicant's knowledge, skills, and abilities; availability of light duty assignments; and the physical/mental limitations imposed on the officer. Light duty assignments may be offered on a shift other than the employee's normally assigned shift.
3. Efforts will be made to assign employees to positions consistent with their rank and classification. However, personnel may be assigned to positions designated for personnel of lower rank or classification based on available light duty positions. Personnel will maintain the pay class and benefits of their original position held prior to their assignment to light duty.

C. Requests and/or Assignment to Temporary Light-Duty:

1. Requests for light duty shall be submitted via Department Memorandum to the Office of Assistant Chief. Requests must be accompanied by a medical certification signed either by the treating physician or licensed health-care provider, which supports light duty.
The statement must include:
 - a. The nature and probable duration of the injury/disability.
 - b. Prognosis for recovery.
 - c. Work restrictions and an acknowledgement by the provider of familiarity with the light duty assignment and that the employee can assume the duties.
2. The request for light duty should be completed in the form of Department Memorandum and:
 - a. **In cases of on-duty accident/injury/disabilities** – Worker's Compensation Work Status Report, a Physician's Status Report or City of La Crosse Fitness for Duty Certification completed by the licensed health care provider.
 - b. **Non-work-related accident/injury/disabilities** – Physician's Status Report or City of La Crosse Fitness for Duty Certification completed by a licensed health care provider indicating nature of injury/disability, temporary work restrictions, and anticipated date allowing return to unrestricted normal duties.
 - c. The Department may require the employee submit to an independent medical exam by a health care provider of the Department's choosing. In the event the opinion of the City's health provider differs from the original health provider; the employee may request a third opinion at the employer's expense. In such cases the employee and Department shall act in good faith in selecting the third health care provider and both parties shall be bound by that decision.
 - d. An employee, who has not requested temporary light duty, may be recommended for such assignment by request from the officer's immediate supervisor to the bureau head. Such a request must be supported by facts regarding the employee's fitness for duty. The Chief / designee will determine the need for temporary light duty and/or request or order a medical or psychological fitness-for-duty evaluation.
 - e. Notice shall be provided to the employee of the proposed temporary light duty assignment with justification for such recommendation.
3. As a condition of continued assignment to temporary light duty, personnel can be required to submit to periodic physical assessments of their condition as specified by the Department.

D. Pregnant Employees:

1. Pregnant employees are required to maintain a uniform consistent with their regular assignment but will be required to wear the alternate uniform as defined in G.O.10.9((2)(C)(4)(b) if they are on a light duty assignment. Standards are not all inclusive given the circumstances surrounding each situation. Therefore, the Chief or his designee may approve alternate uniform/dress as necessary. Members are required to wear their service weapon or Glock 43, if applicable. The Department will provide any special holsters that are required.
2. Pregnant employees are eligible for temporary light duty assignments as available and as appropriate to their physical capabilities and well-being.
3. Where appropriate or where temporary light duty assignments are unavailable, pregnant employees may pursue other forms of medical, disability or family leave (FMLA).
4. Pregnant employees should consult with their health care provider to determine at what point temporary light duty is appropriate. Requests should follow procedures outlined in this policy.
 - a. Pregnant employees assigned to temporary light duty shall, on a regular basis submit medical documentation with any recommended duty restrictions, or modifications to their temporary light duty assignment.
5. Pregnant employees shall be permitted to continue working on regular duty or temporary light duty assignments until such time that the employee/physician recommends that work be curtailed.
 - a. Pregnant employees assigned to temporary light duty shall, on a regular basis submit medical documentation with any recommended duty restrictions, or modifications to their temporary light duty assignment.

Pregnant employees shall be permitted to continue working on regular duty or temporary light duty assignments until such time that the employee/physician recommends that work be curtailed.

E. Return to Regular Duty Status:

Members on light duty will communicate in writing with the Office of the Assistant Chief with their anticipated return to regular (unrestricted) duty status. The Department must receive formal documentation in the form of a Physician's Status Report or City of La Crosse Fitness for Duty Certification with a return-to-work authorization from the members Doctor (before the return to regular duty) This document must clearly articulate:

1. The date the member is cleared to return to full (unrestricted) duty status.
2. The member has no restrictions and is authorized to return to unrestricted normal police duties.

F. Management Rights:

Nothing in this policy shall prevent management from making assignments whether temporary or permanent that is within the best interest of the Department and consistent with bargained agreements.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.6
TITLE LINE OF DUTY DEATHS		WORD CODE DUTY DEATHS	TOTAL PAGES 3
	History: Updated 06/07, 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to prepare the Department for the event of an active-duty officer's death, whether in or outside the line of duty, and to direct the Department in providing proper support for the deceased officer's family.

2. DEFINITIONS

- A. Line of Duty Death:** the death of an active-duty officer by felonious or accidental means during the course of performing police functions while on or off duty.
- B. Survivors:** family members of the officer including spouse, fiancée, significant other, children, parents, and siblings.

3. PROCEDURES

A. Notification:

This section will be adhered to in line of duty deaths and in cases of critically injured officers with poor prognosis of survival. It is understood that the wishes of the family take precedence. Officers providing assistance to survivors will accommodate their needs and desires but shall not make promises that they may not be able to keep.

1. The Chief of Police will be notified by the Shift Commander as soon as possible. The injured/deceased officer's name will not be released to the media or others until the survivors in the area are notified.
2. Prior to notification, the Shift Commander will check the Shift Commanders Locker to see if the injured/deceased officer completed a Personal Data Sheet (Crisis Management Information). This document will be crucial for notification(s) as it articulates the wishes of the officer in case of a tragic event and shall take precedent for all notifications.
3. The Head Chaplain and the on-call Chaplain should be contacted for immediate response to assist with notification and to support the officer's family.
4. The Chief or Shift Commander will designate two department members to inform the survivors of the officer's condition or death.
5. Notification of survivors will be made immediately, if feasible, coincidental with command notifications.
 - a. Local survivors will be notified in person.
 - b. If the health of a survivor is a concern, emergency medical personnel will be requested to stand by.
 - c. If the officer is dead, notification will be made to survivors in a forthright and empathetic manner.
6. If the opportunity to get survivors to the hospital exists prior to his/her death, notifying officers will inform the hospital liaison that survivors are en route.
 - a. Transportation will be provided for the survivors.
 - b. An unmarked unit should be used for transportation.
7. Information concerning the officer and incident will, when possible, be restricted to secure communications (not cellular/radio phones) to avoid interception. If the media obtains the officer's name prematurely, the ranking officer will request that the information be withheld until notification of survivors can be made.
8. Notifying officers will be responsible for the identification of survivors outside of the area and shall make notifications as desired by the local survivors. Such notifications will be made by contacting the police agency in that area and requesting a personal notification be made by that agency.
9. Notifying officers will submit a report to the Chief specifying the names, addresses and phone numbers as well as the time and place of notifications made.
10. If an active-duty officer of this Department dies other than in the line of duty appropriate assistance will be provided to the officer's survivors in accordance with this policy and the wishes of the family.

B. Assisting Survivors at the Hospital:

The Chief may join the survivors at the hospital in order to give support. The Shift Commander will notify the Community Services Captain (or Lieutenant in his/her absence) and designate a Hospital Liaison Officer, a supervisor, who will be responsible for:

1. Coordinating the arrival of local survivors, Department personnel, media, and others.

2. Arrange for waiting areas for survivors and one for the media. The desires of survivors will be followed with regard to access by other officers and friends.
3. Ensure that medical personnel provide pertinent information to the survivors before anyone else.
4. Assist survivors' in gaining access to the officer.
5. Ensure that medical bills are directed to the City Human Resources office and not forwarded to the survivors.
6. Arrange transportation for survivors on their departure.
7. Ensure that survivors are provided with needed assistance while at the hospital.

C. Department Coordination Personnel:

Designations will be made by the Chief unless identified in this order. Designees will serve in the listed capacities; these assignments will be contained on a handout sheet for survivor usage. The Chief or designee will:

1. Make assignments to assist in handling inquiries and to direct the public.
2. Ensure that the employee assistance program (E.A.P.) is implemented to assist survivors.
3. Provide Department members with the opportunity to participate in a critical incident stress debriefing.

D. Department Liaison - Community Services Bureau Commander-duties:

1. Serve as a facilitator with survivors and the Department.
2. Work with and coordinate all other Liaisons to ensure that the needs and requests of survivors are fulfilled.
3. Overview travel/lodging arrangements for out of town survivors.
4. Identify alternate churches/halls that will accommodate the funeral. Alternatives will be presented to the family with their decisions being final.
5. Coordinate law enforcement notifications/arrangements, to include the Honor Guard, pallbearers, traffic control and liaison with visiting police agencies, in accordance with the wishes of the survivors.
6. Assist survivors in dealing with media and inform them of limits on releases to the media.
7. Provide liaison with the media to include coordination of statements and conferences. Ensure that Department members are aware of restrictions regarding release of information that may undermine future legal proceedings.
8. Ensure that security checks of the survivors' homes are initiated at the time of the incident and continuing as long as is necessary.

E. Funeral Liaison - Honor Guard OIC - duties:

1. Serves as facilitator with the survivors and the Department prior to and during the wake and funeral.
2. Meet with survivors and explain his/her duties.
3. Be available to survivors prior to and during the wake and funeral.
4. Ensure that the needs and wishes of the survivors come before the Department's for the wake and funeral.
5. Assist survivors in working with the funeral director regarding related arrangements.
6. Determine the travel needs for out of town survivors and report special needs to the Department Liaison.
7. Brief the survivors on the scope and elements of a law enforcement funeral that are available.
8. The family will be consulted as to their wishes regarding video and photo taking during the funeral, procession and burial.
9. Make notification via LEDC TIME system to other agencies regarding the death.
10. Make preparation for outside agency personnel's attendance to include staging areas for vehicles, see letters cooperation maintained by the Honor Guard OIC.

F. Benefits Coordinator - Administrative Services Bureau duties:

1. Ensure proper compilation of worker's comp claims and related paperwork is made.
2. Present data on all benefits available to survivors.
3. Document inquiries for public donations to survivors and establish a method for receiving donations if needed.
4. Coordinate benefits due to survivors, to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of the contact persons at each benefit/payment office.
5. Ensure filing of all benefit paperwork and maintain contact with survivors in order to ensure that the benefits are received. Copies of benefits documentation shall be provided to all relevant survivors affected and will be explained to each of them.

6. Advise the survivors of the role of police associations and organizations and the nature of support programs that they sponsor for survivors.

G. Support Advocate - Chief's designee - duties:

1. Long term liaison with survivors.
2. Provide contact with the survivors to keep them abreast of any criminal proceedings relating to the death.
3. Accompany survivors to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other required persons.
4. Identify available support services for survivors and work on their behalf to secure any necessary services.
5. Maintain regular contact with survivors to provide companionship and emotional support and maintain an ongoing relationship between the Department and the survivors.
6. Relay the concerns and needs of the survivors to those individuals or organizations that may provide assistance and encouraging others to visit and help as necessary.

H. Intra-Department Procedures:

1. Badge mourning bands will be disseminated to uniformed members for wearing for a period of one week after the death. The Honor Guard OIC will distribute bands.
2. Marked police vehicles will have their headlamps on during the day on routine patrol for one week after the death.
3. Subject to approval of the mayor, flags at government buildings will fly their flags at half-mast for one week after the death.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.7
TITLE FUNERAL RITES		WORD CODE FUNERAL	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to be followed in the event of the death of a Department member, active or retired, or an officer from another jurisdiction killed in the line of duty.

2. PROCEDURES

- A.** Personnel learning of a death as indicated above will notify the on-duty shift commander as soon as possible.
 - 1. If the deceased is an active member, the shift commander will notify the Chief, Assistant Chief and relevant Bureau Captain.
 - 2. If the deceased was a retired member or an officer from another jurisdiction, such notifications will be made during business hours.
 - 3. The honor guard OIC will be notified as per related orders or also during normal business hours.

- B.** The shift commander receiving information regarding an active or retired deceased member will have a designee make notifications through LEDC/dispatch TIME system to other departments.

- C.** The Honor Guard OIC will complete a memo to the Chief regarding any requests for their services and an after-action report as to what services they provided if approved to do so by the Chief.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.8
TITLE POLICE OFFICER SUPPORT TEAM (P.O.S.T.)		WORD CODE POST	TOTAL PAGES 3
	History: Updated 06/11, 09/12, 11/15, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes the organization, responsibilities, and other criteria for POST (Police Officer Support Team). POST is maintained for the purpose of the general health and well-being of all La Crosse Police Department members active and retired. It is our policy to view POST as a resource, assistance, and referral, for all department members; active and retired, and their families.

2. DEFINITIONS

- A. POST: Police Officer Support Team:** A team made up of members of the department; active and retired who are trained to provide voluntary and confidential support, referral information for officers, employees and their families who have a need to talk about conflicts of feelings they have concerning professional or personal lives, or the relationship between the two.
- B. Leadership Team:** A team made up of 7 POST members who govern the Police Officer Support Team.
- C. Peer Support Coordinator:** A POST member selected by the Leadership Team and approved by the Chief. The Peer Support Coordinator is charged with the oversight of the POST Team.
- D. Peer Supporter:** Are members of the Department which make up the POST Team and can be active or retired. They are trained to provide voluntary and confidential support. Their primary duty is a confidential resource for members and their families to talk about professional and personal issues. All members active and retired agree to abide by this policy as a part of their membership on POST.

3. PROCEDURES

A. Peer Support Coordinator:

- 1. The POST Peer Support Coordinator shall be a volunteer, appointed position from existing sworn personnel. When a vacancy is anticipated in this position, the POST Leadership Team shall make a recommendation to the Chief of Police of a POST member to fill this position. The Chief shall make the final decision regarding this appointment.
- 2. In the event that the Peer Support Coordinator will be unavailable for an extended period of time (a leave in excess of 14 days), he/she shall notify the Chief in writing informing him/her of same. In addition, the coordinator shall make a recommendation to the Chief of Police of a member of the POST Leadership Team to act as the acting coordinator during this absence.
- 3. In the event that the Peer Support Coordinator will be unavailable for less than 14 days (e.g., vacation, training, etc.) he/she shall name a member of the POST Leadership Team to work in a temporary capacity as the acting coordinator. The duties of the acting coordinator shall be carried out during the assigned member's normal tour of duty.

B. Post Leadership Team:

- 1. The affairs and funds of the Police Officer Support Team are governed exclusively by the POST Leadership Team. This board shall consist of seven active POST (active and retired) members elected by the membership to serve a two-year term. There shall be no term limit
- 2. The POST Leadership Team's duties include, but are not limited to:
 - a. Selection of new POST members
 - b. Plan training of POST members
 - c. Create, review and update POST policies
 - d. Critical Incident Response Coordination
 - e. Act as a resource for POST members

C. Membership Active:

From time to time, POST will enhance its membership by posting volunteer team openings via Department memorandum. Department members who wish to become members of POST shall submit a memorandum to The POST Coordinator with a copy to the Chief of Police and to their immediate Supervisor. A confidential application will then be disseminated by the Peer Support Coordinator for completion by the interested member. Considerations for selection of POST members includes, but are not limited to, previous education and training, resolved traumatic experiences; desirable personal qualities, such as maturity, judgment,

personal and professional credibility. Members shall be chosen from volunteers who are currently in good standing with the Department and who have received recommendations from their superiors. Selected applicants shall be required to initially complete a new peer support member training session and thereafter, attend biannual POST in-service training sessions. Members will be required to attend POST meetings. POST team members will be acting in a volunteer capacity and will not be compensated for their time as a POST member when they are off-duty. All approved training for active members in relations to POST will be compensated for all POST team active members.

D. Membership-Retired:

1. Interested retired members will apply directly to the POST Leadership Team.
2. Active members that retire may request retired status as a POST team member.
3. Retired members will be acting on a volunteer basis.
4. Retired members approved training costs will be covered by the department.
5. Retired members shall be required to initially complete a new peer support member training session and thereafter, attend biannual POST in-service training sessions, and attend POST team meetings.

E. Membership-Removal:

1. When the majority of the Leadership Team agrees a POST Team Member should no longer serve on the team, the reason should be made known to the member. If the POST Team Member agrees, no further action will need to be taken. If the POST Team Member does not agree with the reason for removal from the POST Team, the POST Team Member may appeal to the Chief of Police. The Chief's decision will be final.

F. Confidentiality:

1. Except as provided below, all contacts by Department members with the City of La Crosse Employees' Assistance Program, Chaplain Program or any member of POST, shall remain strictly confidential and not subject the member to disciplinary action for failing to report disobedience of orders by any member that comes to their attention. Because conversations are confidential discussions held between POST member and an employee, information shared between the parties shall not be subject to disclosure for disciplinary action. The exceptions to this confidentiality policy are those circumstances where:
 - a. A member is believed to be an imminent threat to the safety of him/herself or others;
 - b. Child abuse is involved;
 - c. The commission of a felony or personal injury or threat to harm any individual (to include, but not limited to, domestic abuse) is involved.
2. The confidentiality provisions of this section are limited to contacts with the City of La Crosse Employee Assistance Program, Chaplain Program or any member of POST while such member is functioning in such capacity. POST members shall specifically and initially advise all concerned of the confidentiality provisions set forth herein and further, that there is no guarantee that a court will not be able to order either the individual seeking assistance, or the POST member to whom he/she spoke, to disclose any conversations which may have taken place, unless the POST member has a confidentiality privilege under Chapter 905 of the Wisconsin State Statutes (clergy, chaplain program).
3. If there is reason to believe a POST team member has breached confidentiality, the POST Leadership Team will review the incident and allegations, as well as the member's fitness to continue as a POST member. The Leadership Team retains the right to remove any member from the team if there is cause to believe confidentiality has been breached. This could be subject to appeal to the POST Leadership Team and the Chief of Police.
4. Any Post team member at the onset of contact with anyone, as a POST team member, will make their role clear, that they are acting as a POST team member and not in any other capacity (Union Rep, Supervisor).

G. Relationship of Department to Police Officer Support Team (POST):

1. The Chief of Police shall permit POST to continue as an independent entity consistent with Fair Labor Standards Act requirements for uncompensated "volunteer" status. The extent of the Department's participation in the POST program is codified in this Standard Operating Procedure. The Department shall not be under any obligation to continue such participation if the Chief determines to end the participation.
2. POST members are to be documented on the daily line-ups provided to the Technical Communications Division for each shift. This attribute shall also be entered for each POST member in the Computer Aided Dispatch System. In addition, the Peer Support Coordinator shall periodically disseminate a current roster of active POST members to all work locations.

H. Time Spent by POST Members Engaging in POST-Related Activity:

1. POST-Related Activity Performed Within POST Members' Normal Hours of Work

- a. Training: The Chief or his designee may allow POST members to engage in POST-related training during the member's normal hours of work so long as the request for such training does not cause a shortage of the member's current assignment, is approved by the Director of Training, Member's Supervisor and POST Leadership Team. The Chief or his designee reserves the right to deny any such requests. All approved training for active members in relations to POST will be compensated for all POST team members.
 - b. Emergency Situation:
 - 1) An on-duty POST member will be allowed to provide POST -related services during such member's normal hours of work if authorized to do so by his/her Shift Commander.
 - 2) The Shift Commander will make every effort to allow the on-duty POST member to assist in the POST-related service.
 - 3) The Shift Commander will evaluate the shift's needs and determine if this officer will need to be replaced with other resources. If other resources are not available and the officer must be replaced due to call volume, the Shift Commander may call in an officer on overtime.
 - 4) POST members directly involved in a particular critical incident shall not be used to provide POST-related services.
 - 5) The POST Peer Support Coordinator should be notified when a critical incident has occurred.
 - c. Follow-Up Contact
The POST Peer Support Coordinator will assign a member to make a follow-up contact within 24 hours of the incident.
2. POST-Related Activity Outside POST-Members' Normal Hours of Work. (Excluding Training)
No compensation shall be provided to POST members performing POST-related activities outside such member's normal hours of work. If a POST member is engaged in POST activities at the time their duty should begin, then every effort will be made by the Department to allow the member to continue as a POST member, on duty, paid at regular straight duty time.

I. Conduct of POST Members at Police Related or Personal Critical Incidents:

1. A critical incident is defined as any powerful or sudden event that falls outside the usual realm of human experience and may be markedly distressing to the individual or group. Such events may have sufficient impact to overwhelm usual coping skills and may include but are not limited to a line-of-duty death or serious injury of a co-worker, suicide of a colleague or citizen, an officer-involved shooting, death or serious injury caused by an officer, multi-casualty disaster or terrorist event, or a serious injury to the officer that may result in disability. This definition must remain fluid as that which negatively affects one officer may not affect another. If an Officer feels an incident has affected them in such a way, POST shall offer support/services to that Officer, if requested by the Officer or another person who feels an Officer may have been affected.
2. Whenever a POST member responds to any critical incident the following provisions shall govern the conduct of the POST member. These provisions shall be applicable at the location of the incident, the site of any investigation associated with the incident or any other location associated with the incident:
 - a. The purpose of a POST member's response to a critical incident is to offer peer support to the affected Department member(s); it is not investigative in purpose but rather to offer encouragement, to educate and normalize potential stress reactions that sometimes occur after a critical incident, and to provide the member(s) involved with information regarding the subsequent mental health debriefing process.
 - b. A POST member arriving at a location involving a police-related critical incident shall report directly to the command post and inform the supervisory officer of the POST member's presence and purpose. A POST member shall not enter a crime scene without the approval of the supervisory officer in charge of the investigation.
 - c. A POST member may have access to Department members involved in the incident upon approval of the supervisory officer in charge of the investigation. POST members shall be subject to the directives of the supervisory officer in charge of the investigation.
 - d. When the supervisory officer in charge permits access to members involved in the incident, such members may accept or decline the services of the POST member.
 - e. Under no circumstances may a POST member interfere with any investigation or Department procedure. If, in the judgment of a supervisory officer, a POST member's conduct interferes with any investigation or Department procedure, the POST member shall be ordered to desist and vacate the scene.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 10.16.2024	CHAPTER 10	ORDER NUMBER 10.9
TITLE UNIFORMS / EQUIPMENT AND GROOMING		WORD CODE UNIFORMS	TOTAL PAGES 11 with Annex A-C
	History: Updated 03/03, 08/06, 06/07, 05/10, 05/12, 06/13, 09/12, 09/13, 11/15, 10/16, 04/18, 12/19, 03/20, 04/22, 02/23, 9/23, 12/23, 03/24, 5/24, 10/24		

1. PURPOSE AND SCOPE

This order governs clothing, equipment and grooming standards for employees while performing police related duties. Employees must present a professional image. It is our policy that employees maintain a high standard of appearance. Uniform specifications, grooming standards and authorized equipment/clothing are designated by the Chief (See Annex A for authorized uniforms). The standards cannot be all inclusive, so what is deemed as appropriate is left to the interpretation of the Chief or designee. All supervisory personnel are responsible to ensure that the standards in this order are followed.

2. PROCEDURES

A. General Uniform and Clothing Appearance:

1. Clothing shall be neat, cleaned and pressed and in good condition, not showing signs of excessive wear, stains, patches, fading, tears, holes, frays, etc.
2. Accessories will be kept in good order and polished.
3. Firearms, handcuffs, duty gear and metal items will be kept clean, rust-free, and in serviceable condition.
4. If clothing becomes soiled while on duty, members should put it in good order.
5. All buttons shall be buttoned where appropriate.
6. Uniform pants and shirt shall be worn as a matched set.
7. Hats shall not be worn inside unless a concern for safety over-rides proper etiquette.

B. Clothing for Non-Sworn Civilian Employees:

1. Civilian employees will follow the City of La Crosse Dress Code Policy, unless assigned to a specialized position within the police department where a specific uniform would be necessary (i.e., Property Technician, Animal Control Officer).

C. Uniforms for Sworn Officers and Non-Sworn Uniformed Members:

1. Class "A" (Dress) Uniform: A Class A (Dress) Uniform shall be maintained by all fulltime personnel.
 - a. Shirt: Long sleeve w/military creases; (Shoulder patches affixed as prescribed in Annex B):
 - 1) Dark Navy Blue: CSO's, Officers, Investigators, Sergeants and Lieutenants, Captain, Asst. Chief and Chief.
 - 2) White: Optional for Captains, Assistant Chief and Chief
 - 3) French Blue: Police Reserves
 - b. Pants: Dark navy-blue dress pants without cargo pockets, pleats or cuffs not tucked into boots.
 - c. Tie: Dark navy blue as specified in Annex A.
 - d. LCPD Tie Bar: Issued and required to be worn by sworn personnel when in Class A.
 - e. Hat: 8-point, black mesh frame and dark navy-blue side/top panels. Rank variations (Annex A).
 - f. Shoes: Dress or boot style, black polished, free of ornamentation (no other color than black on footwear).
 - g. Socks: Black.
 - h. Badge: The Department Issued/Authorized Badge (**metal**) shall be worn on the shirt and jacket of the Class A (Dress) Uniform. If you have only 1 badge it shall be worn on the outermost uniform.
 - i. Nametag: A metal nametag shall be worn as prescribed on Annex A and B.
 - j. Rank Insignia: Metal rank insignia shall be worn on the Class A (Dress) uniform on collars, not shoulder boards, except for Dress Jacket for Lieutenant and above. Sergeants will wear collar brass and chevron shoulder patches.
 - k. Dress Jacket: Dark navy-blue Dress jacket is an alternate dress uniform item, worn when specified for formal engagements. (i.e.: Class A (Dress) Uniform with Dress Jacket). This is an optional uniform item for Officers and Sergeants, and a mandatory uniform item for Lieutenants, Captains, the Assistant Chief, and the Chief. (Shoulder patches affixed as prescribed in Annex B).
 - 1) The dress jacket is worn with a white Class A Shirt. for Captains, Assistant Chief and Chief.

- 2) See General Order 10.10 Department Awards and Recognition for the wearing Command Braids, Service Stars or Service Bars on the Class A dress jacket.
 - l. All badges, nametags and rank insignia on the Class A dress jacket are metal.
 - m. All members of the La Crosse Police Department will have their Class A (Dress) uniform inspected annually. At the discretion of the Chief of Police of his designee, this may be a worn or hanger inspection. This will occur during the two weeks leading up to Police Memorial Week (the week of May 15th).
2. Class B (Duty) Uniform: Members may wear a Class A uniform for daily duty wear if they desire. Class B is allowed when a Class A is not prescribed.
- a. Shirt: Long or short sleeve w/military creases; seasonal (Shoulder patches affixed as prescribed in Annex B):
 - 1) Dark navy blue for all sworn members and CSO's.
 - 2) White optional for Chief.
 - 3) French blue for Police Reserves.
 - b. Pants: Dark navy-blue dress pants without pleats or cuffs not tucked into boots.
 - c. Authorized cargo style pants (same general appearance as above) may be worn as an alternative.
 - d. Tie: Optional when a Class A uniform is not specified. If worn, the tie shall be the same style as specified in Class A.
 - e. Hat: Optional when a Class A uniform is not specified. If worn, the hat shall be the same style as specified in Class A. Exceptions:
 - 1) Winter Hat: During cold weather, the authorized winter hats, as described in Annex A, with a department logo (patch) or LCPD may be worn.
 - 2) Baseball Cap: The department authorized baseball cap with department logo (patch) may be worn ONLY when authorized for special events/details by the Chief, Asst. Chief or Captain.
 - f. Shoes: Black polished, free of ornamentation (no other color than black on footwear). Boots are recommended for duty.
 - g. Socks: Black.
 - h. Badge: The Department Issued/Authorized Badge (metal) shall be worn on the shirt of the Class B (Duty) uniform and External Vest Carrier.
 - i. Nametag: A metal nametag, embroidered name or cloth name strip shall be worn on the duty shirt as prescribed.
 - j. Rank Insignia: Cloth rank insignia on the shoulder board of the Class B duty uniform shirt or metal rank insignia on collar of Class B duty uniform shirt for Lieutenant or higher. For the rank of Sergeant, cloth Sgt. chevrons affixed to the sleeves for Class B, no shoulder board or collar brass worn on Class B.
 - k. Jacket: Authorized squad jacket and fleece jacket (used solo or in combination) as defined in this policy with metal or cloth name strip and cloth rank insignia on the shoulder board area as detailed in Annex B for lieutenant and higher. For the rank of Sergeant, cloth Sgt. chevrons affixed to the sleeves.
 - l. External Vest Carrier / Undervest Shirt System
 - 1) Only authorized External Vest Carrier Undervest Shirt Systems are allowed to be worn as an alternate Class B (Duty) uniform and are intended to be worn as a matched set by manufacturer or as approved in annex.
 - 2) The external vest carrier is designed to be worn over an undervest or standard uniform shirt.
 - 3) All uniforms will have shoulder patches and rank attached per existing standards.
 - 4) External Vest Carriers shall have a metal badge and a metal, cloth, or embroidered name.
 - 5) Undervest Shirts may have a cloth badge and the members embroidered name/name strip.
 - 6) Cloth badges and embroidered name shall be consistent with other standards requiring silver or gold based on member's rank.
 - 7) Embroidered name shall be 3/8" silver or gold block (Arial Font) capital lettering, centered and 1/8" above the right shirt pocket.
 - m. Load-bearing External Uniform Vest Carrier
 - 1) Only authorized brands as shown in Annex A & C in Dark Navy.
 - 2) Only approved pouches in ANNEX C may be worn on a load-bearing uniform vest carrier.
 - 3) Pouches must be placed in the Department approved layout as shown in ANNEX C.
 - 4) Load-bearing uniform vest carriers are Class B, not authorized for state/federal court.
3. Other Clothing Items:
- a. Gloves: black, free of ornamentation (no other color than black on gloves); no finger sections missing (except Bike Patrol); no extra weight added; blaze orange or hi-visibility yellow for traffic.

- b. Raincoat: Authorized black reversible to hi-visibility yellow, ANSI Class 207 compliant as approved in Annex.
 - c. Black nylon operations jacket for Investigative and Administrative staff.
 - d. Suspenders (Suspension System): The wearing of suspenders is authorized as long as they are not visible.
 - e. Pull over "Job Shirts" are authorized for non-patrol duties.
 - f. T-shirt/Turtlenecks: black or white t-shirts (black not under a white uniform shirt); black or dark blue dickey/turtleneck worn under shirt. Turtlenecks may have logos or lettering showing, however, it must be subdued/blacked out.
 - g. Body armor shall be worn in accordance with General Order 18.21.
 - h. Variations of Uniform Due to Rank or Status.
 - 1) Community Service Officers: Dark navy-blue shirt, silver badge and accessories.
 - 2) Officer: Silver badge and silver accessories.
 - 3) Investigator: Silver badge with gold trim and silver accessories.
 - 4) Sergeant: Gold badge, gold accessories and authorized rank insignia.
 - 5) Lieutenant: Gold badge, gold accessories and authorized rank insignia.
 - 6) Captain, Asst. Chief and Chief: Gold badge, gold accessories and authorized rank insignia.
 - 7) Reserve, and Chaplain Uniforms: Specified in respective orders.
 - 8) Law Enforcement Explorers: Specified in respective orders.
4. Alternate Uniform/Dress Defined:
- a. Business: Professional business attire, dress/sport coat, dress shirt, tie, dress slacks, dress shoes and socks.
 - b. Business Casual: Dress or polo shirt, dress pants, professional tactical pants, boots, dress shoes or appropriate athletic shoes.
 - 1) The Pocket Badge style badge may be worn with the dress/sport coat or in the pocket of a dress shirt. See Annex A.
 - c. Casual: T-shirt, khakis or jeans and boots or athletic shoes.
 - d. Court Uniform: Class A (Dress) Uniform or business attire shall be worn when attending court.
 - e. Athletic: Work out (exercise, jogging, wind) pants, t-shirt, and athletic shoes.
 - f. Special Purpose: Any other uniform needed to perform any specific duty as authorized by the department. Example: Coveralls for dirty jobs.
 - g. The wearing of clothing with our department's logo/patch, cloth badge or representing a department sponsored programs is allowed.
 - h. No indecent, profane, or socially questionable clothing items may be worn while on duty.
 - i. Standards are not all inclusive given the circumstances surrounding each situation. Therefore, the Chief or his designee may approve alternate uniform/dress as necessary.

D. Special Assignment Uniforms:

- 1. Bike Patrol:
 - a. Shirt: Authorized Bike Patrol Polo – Yellow/black for bicycle patrol, reflective POLICE on back, cloth badge, embroidered name.
 - b. Pants: Blauer Flexforce Zip-Off bike pants - Black or 5.11 Cargo – Black.
 - c. Shorts (seasonal): Blauer Flexforce Bike Pants with legs removed - Black or Endura Humvee – Black.
 - d. Helmet: Black bike helmet with LCPD Logo provided by Department
 - e. Gloves: Primary Black in color. Bike Patrol may use duty gloves or fingerless biking gloves.
 - f. Shoes: Same standard as other uniforms but may wear black athletic style shoes.
 - g. Socks: Black (ankle high if in shorts).
 - h. Jacket: Yellow/black, reflective, inclement weather bicycle jacket – Department provided.
 - i. Badge: Sewn on Department cloth badge (silver or gold by rank)
 - j. Nametag: Embroidered or Cloth Name per other uniform standards for shirts and jackets.
 - k. Rank Insignia (is optional): If worn - Cloth Sgt. chevrons affixed to the sleeves and cloth rank insignia are applied on shirts shoulder board area. (Not applied to Bike/Boat Patrol Jackets).
 - l. Identifying accessories: Reflective material (safety). Shirts and jackets have LCPD shoulder patches.
 - m. Body Armor: Required to be worn.
 - n. Any other uniformed item as deemed necessary by the Chief of Police.
 - o. A Class B (Duty) Uniform (with mandatory helmet) may be used for Bike.
- 2. Boat Patrol:
 - a. Shirt: External Vest Carrier/Undervest Shirt Systems or the Blauer Colorback Polo – Blue/black.
 - b. Pants: Blauer Flexforce Zip-Off bike pants – Black
 - c. Shorts (seasonal): Blauer Flexforce Bike Pants with legs removed – Black or 5.11 Cargo-Black

- d. Hat: LCPD Authorized ball cap or watch cap may be worn for Boat Patrol Duties.
 - e. Gloves: Black in color.
 - f. Shoes: Same standard as other uniforms. May wear black athletic style shoes or water sandals that cover the toes and are professional in appearance- Black in color.
 - g. Socks: Black (ankle high if in shorts and none with sandals).
 - h. Badge: Sewn on Department cloth badge (silver or gold by rank)
 - i. Nametag: Embroidered or Cloth Name per other uniform standards for shirts and jackets.
 - j. Rank Insignia (is optional): If worn - Cloth Sgt. chevrons affixed to the sleeves and cloth rank insignia are applied on shirts shoulder board area. (Not applied to Bike/Boat Patrol Jackets).
 - k. Identifying accessories: Reflective material (safety). Shirts and jackets have LCPD shoulder patches.
 - l. Body Armor: Shall be worn in accordance with General Order 18.21(3)(B)2.
 - m. Any other uniformed item as deemed necessary by the Chief of Police.
 - n. A Class B (Duty) Uniform (+ LCPD ball cap) may be used for Boat Patrol.
3. Honor Guard:
Each member of the La Crosse Police Department Honor Guard shall maintain a Class A (Dress) Uniform in accordance with this policy (specifically 2.C.1) and each clothing item must be identical in appearance and worn in a consistent/uniform manner while on any Honor Guard detail. Exceptions or additions include:
- a. LCPD Honor Guard shall wear Elbeco Tex-Trop2 (Class A) Long Sleeve Shirt and Pants.
 - 1) Honor Guard Members will transition to Elbeco Tex-Trop2 as determined by the OIC.
 - b. Members will maintain a ceremonial high gloss duty belt, holster, hand cuff case and shoulder strap.
 - c. Members will maintain a pair of high gloss low quarter shoes as determined by the OIC.
 - d. Black mourning bands with a blue stripe in the middle for Honor Guard functions.
 - e. Blue Braid worn on the left shoulder.
 - f. White gloves for ceremonial use are authorized during an Honor Guard function.
 - g. Black gloves may be worn if the weather conditions require. Use will be at the discretion of the Honor Guard Detail OIC but must be uniform (all or none).
 - h. Any other uniformed item as deemed necessary by the Chief of Police.
4. Emergency Response Team:
- a. Shirt: Condor Combat Shirt – OD green in color.
 - b. Pants: Proper BDU or Condor Tactical Operator Pants - OD green in color.
 - c. Hat/Helmet: As determined by assignment and OIC.
 - d. Shoes: Boot style, black, OD green or tan (must be over the ankle).
 - e. Jacket: Condor Summit Softshell Jacket – OD Green
 - f. Body Armor: As determined by assignment and OIC.
 - g. Identifying Accessories: ERT Shoulder Patch - Subdued
 - h. Any other uniformed item as deemed necessary by the Chief of Police.
5. Large Scale Events: OIC's of large scale such as Riverfest and Oktoberfest events can dictate specific uniform and equipment requirements based on officer assignments.
- a. Officers assigned to foot patrol for large scale events should wear their high visibility traffic vests.
 - 1) Officers who have the high visibility bicycle polo described in D.1.a. may wear that instead of the traffic vest.

E. Wearing of Firearms and Holsters:

Only authorized sworn law enforcement members may carry firearms while on duty.

1. Daily/Extra Duty: If you are working your daily assignment or an overtime assignment (being compensated by the department in any way), you shall be armed with your duty issued weapon and holster (no other weapon or holsters are allowed without authorization of the Chief or designee). Members shall have their badge and ID on their person. For plain clothes details, it is recommended that your badge is displayed next to your weapon or readily available for visual display.
 - a. Members may choose to carry their department issued Glock 43 back-up firearm as a secondary weapon for daily/extra duty as long as they have qualified with it and is carried in approved holsters as specified in General Order 1.8.
 - b. Exception: There may be certain situations that limit firearms such as specific trainings or certain locations in which you are not allowed to carry a firearm. These situations will be brought to the attention of administration for exceptions to this policy.
2. Training, Travel, Conferences, etc.: Officers may elect to carry the department issued Glock 43 in the department authorized holster as their primary weapon for approved situations such as classroom only training, conferences, extended travel via vehicle or airlines, out of town meetings, etc. Approval for these situations will be made by police administration.

3. Off Duty: Carrying off-duty is at the discretion of the individual member and in accordance with all department policies.

F. Wearing of the Uniform:

The uniform must be worn completely; the mixing of civilian and uniform clothing is prohibited on-duty unless authorized by the employee's immediate supervisor.

1. If worn, the 8-point hat will be on straight with the hat badge attached. A black with reversible ANSI Class 207 compliant yellow/orange as approved by the department rain cover may be used when necessary.
2. Only badges, insignia or decorations authorized by the Chief shall be worn on the uniform.
3. The badge is worn above the left breast pocket on all outer garments.
4. Nametags shall be worn immediately above the right pocket flap of uniform shirts. Supervisors wear plain gold nametags with black lettering; other members wear plain silver nametags.
5. Authorized award badges or pins may be worn above the nametag, or on the right pocket flap.
6. Uniforms shall not be worn while off-duty except: when traveling to and from work, when performing an approved police type function, and when authorized by the Chief.
7. Investigative Services Bureau Sworn Members: Day shift Investigative personnel - Business or business casual which can include suit with shirt and tie, blazer and dress trousers with shirt and tie, sweater may be worn with a shirt and tie, dress shirt, polo style shirt and dress trousers, dress type shoes, no jeans unless approved by the Captain for other duties. Evening/Night Shift Investigative Personnel – As approved by the Investigative Captain.
8. All other Department personnel sworn and non-sworn not assigned to patrol duty: Business or Business casual as approved by the Bureau Director/designee. No jeans unless approved by the Bureau director for special/other duties.

G. Badge Standards:

1. All badges for duty use must conform to the standard as shown in Annex B.
2. Department personnel may purchase and wear "personalized" badges (members name added) at their own expense as long as the badge conforms to the Department standards. Personnel cannot have their Department issued badge personalized. Personnel wishing to purchase a personalized badge must submit a request for a "personalized badge authorization order form" from the Assistant Chief, a Captain, or the Administrative Sergeant. The authorized badge vendor will not honor individual requests that do not have a completed authorization form.

H. Personal Grooming and Appearance:

Members will strive to maintain high standards of personal appearance and hygiene.

1. Officers will refrain from wearing excessive jewelry that may subject the officer to injury.
2. Hair must be clean and neat. It shall be cut, styled and worn in a conservative manner. Extreme styles/colors, inappropriate for police wear, are not permitted.
 - a. Male officers: no longer than the bottom of the back shirt collar when standing unless assigned to undercover duties or special assignments as approved by the Chief/designee.
 - b. Female officers: no longer than 4" beyond the bottom of the back shirt collar when standing at normal posture.
 - c. Wigs/hair pieces permitted if they conform to the above standards.
 - d. Members will be clean shaven with exceptions noted in H.2.e, f and g. No stubble is allowed unless the member is growing/intending to grow a beard as authorized under section H.2.g.
 - e. Sideburns, w/o a beard: neatly trimmed/rectangular, not beyond the ear lobes.
 - f. Mustaches, w/o a beard: neat and clean, not extend beyond/below the corner of the mouth, no handlebar variety.
 - g. Beards and Goatees: neat and clean, no longer than ½" in length; top of beard shall not exceed up past the base of the sideburns to the corner of the mouth; bottom of beard shall not extend down past the base of the ear to the top of the Adam's Apple. Beards/goatees MAY not be allowed on ERT duty. Goatee - A short, rounded beard on the chin but not the cheeks. Beards and goatees, if worn; are worn with a mustache.
3. Tattoos, brands and scarification – Tattoos, body art, or brands that are extremist, indecent, sexist, racist, offensive, or inappropriate for the law enforcement community are prohibited, regardless of location on the body. The final decision on the interpretation of a tattoo is determined by the Chief. An employee shall not have any tattoos, body art, or branding on the head, face, neck, scalp, or hands, unless authorized by the Chief because of special circumstances.
4. Body Piercing – Body piercing and jewelry on the tongue, neck, face, or head or any other area exposed when wearing a Class, A or B uniform is prohibited. This does not include ear piercing for female employees as long as they are modest in appearance and not hoop style or other design that can be easily torn from the ear.

I. Equipment and Supplies: (NOTE: Items not specifically provided for are PROHIBITED)

1. On duty uniformed street officers shall have on their person:
 - a. Authorized handgun, magazines, duty ammunition, holster, and magazine pouch.
 - b. Portable radio and holder.
 - c. Handcuffs, key, and case (handcuffs shall be black or silver/gray in color).
 - d. Police Identification Card.
 - e. Authorized baton and holder.
 - f. Pepper spray and case.
 - g. Taser and holster if available.
 - h. Personal body armor.
 - i. Rubber gloves.
 - j. Tourniquet
2. The above items (I-1 a through i) other than the cuff key and ID card shall be on the officer's belt/vest. Such belt and other holders/cases shall be of web material unless authorized by the Chief.
3. On duty uniformed street officers may have on their person:
 - a. Utility tool/knife but shall be within a holder or secured so no visible parts are showing.
 - b. Second set of handcuffs/authorized flex cuffs. (handcuffs shall be black or silver/gray in color).
 - c. Flashlight and holder.
 - d. Naloxone (Narcan)
4. Street Officers shall carry on their person or with them by way of a briefcase or other approved carrier:
 - a. Enforcement materials: parking tickets, traffic citations, ordinance citations and bond book.
 - b. Reporting materials
 - c. Reference materials: statutory and ordinance summaries.
 - d. Writing instruments: pens/pencils, notebook/paper, and diagram aids.
 - e. Traffic vest shall be ANSI 207 rated high visibility or higher apparel and worn when directing traffic, investigating crashes, handling lane closure, obstructed roadways, and disasters at a minimum and related equipment such as whistle and high viz gloves.
5. Officers not assigned to street duty shall have such above items readily available.
6. On duty non-uniformed officers, investigators, and detectives shall have in their possession (unless operating undercover or on special assignment):
 - a. Authorized handgun, magazines, duty ammunition, holster, and magazine pouch.
 - b. Portable radio, pager, or other method of communication.
 - c. Handcuffs and key. (handcuffs shall be black or silver/gray in color).
 - d. Police identification card and badge.
 - e. The above items other than the key, ID and badge shall be on the person. Such holders/cases shall be of web or leather material unless authorized by the Chief.
7. Items that non-uniformed persons may carry are:
 - a. Utility tool/knife but shall be within a holder or secured so no visible parts are showing.
 - b. Second set of handcuffs; authorized flex cuffs. (handcuffs shall be black or silver/gray in color).
 - c. Rubber gloves and holder.
 - d. Pepper spray and case.
 - e. Authorized baton and holder.
 - f. Flashlight and holder.
 - g. Naloxone (Narcan)
 - h. Such persons shall carry on their person or with them by way of a briefcase or other approved carrier: Writing instruments: pens, pencils, paper, and those items necessary to effectively and efficiently perform their duties.
8. On duty uniformed enforcement street CSOs shall have with them:
 - a. Portable radio and holder.
 - b. Police department identification card.
 - c. Pepper spray and case-may carry if properly trained.
 - d. The above items other than the ID card shall be on the CSO's belt. Such belt and other holders/cases shall be of web material unless authorized by the Chief.
 - e. Enforcement materials: parking tickets & chalk
 - f. Reporting materials: forms most often used.
 - g. Reference material.
 - h. Writing instruments: pens, pencils, and paper.
 - i. Traffic vest shall be ANSI 107 or 207 rated Class 2 high visibility or higher apparel and worn when directing traffic, investigating crashes, handling lane closure, obstructed roadways, and disasters at a minimum and related equipment such as whistle and high viz gloves.
9. Additional items that a CSO may carry are:

- a. Utility tool/knife SHALL be within a holder or secured so no visible parts are showing.
 - b. Rubber gloves and holder.
 - c. Flashlight and holder.
 - d. Handcuffs, key, and case. Must be trained (handcuffs shall be black or silver/gray in color).
10. Other employees shall have or be issued necessary supplies and equipment as dictated by their immediate supervisor to them through Department Memo.
 11. Personal Cellular Telephones shall not interfere, impact, or affect a department member's abilities to remain dedicated and professional as stated in G.O. 13.1.

J. Method of Issuance, Purchase, and Replacement:

1. Uniform allowances are provided as governed by contract/agreement.
Additional methods of reimbursement may be available through Administrative Services.
2. Purchase of uniforms must comply with standards articulated in this policy.
3. The Department will replace items/equipment damaged on duty as governed by contract/agreement.
Replacement requests shall be documented via the Uniform and Equipment Report. For replacement of Naloxone (Narcan) replacement requests will be made through the Special Operations Officer who will document use and replacements.
4. The Department may replace equipment that is worn out through normal wear or used in the line of duty dependent upon the provider, vendor, budget, and circumstances.
5. Uniform items/equipment lost/damaged due to neglect/abuse may be replaced at the cost of the employee if neglect/abuse is evident. Such neglect or abuse may subject the employee to disciplinary action.
6. The Department will issue sworn members and train such members as needed in the use:
 - a. Badges: One hat and one uniform badge.
 - b. Patches and Cloth Badges.
 - c. Rank Insignia.
 - d. Glock sidearm(s) and holsters.
 - e. Magazines and holder.
 - f. Duty Ammunition.
 - g. Body armor.
 - h. Handcuffs, key, and case.
 - i. Baton and holder.
 - j. Duty belt.
 - k. Taser Holster
 - l. Pepper Spray and holder
 - m. Radio holder.
 - n. Squad Video Microphone holder
 - o. Traffic Vest, gloves, and whistle.
 - p. Tourniquet
 - q. Other materials as needed, i.e., Naloxone (Narcan).
 - r. Other materials as noted by the Chief.
7. The Department will issue CSOs:
 - a. Badges: One hat/one uniform badge.
 - b. Patches and Cloth Badges.
 - c. Flashlight and Holder (if needed).
 - d. Duty belt.
 - e. Pepper Spray and holder.
 - f. Radio holder.
 - g. Traffic Vest, gloves, and whistle.
8. Unless authorized by the Chief of Police, LCPD patch, badge and logo are for official department use only as discussed in this policy. Furthermore, they shall not be given to non-department members without the authorization of the Chief of Police.

K. Uniform Review Committee:

1. The Captain of Field Services will review Annex A for additions, deletions and will make recommendations to the Chief of Police as needed. A committee will be convened at the request of the Field Services Captain as needed for review of Annex A.

L. Previously authorized duty uniforms:

1. Previously authorized 5.11 uniform shirts, pants and jackets and other miscellaneous uniforms, that have been purchased prior to the issuance date of this order, and that are currently in-service are grandfathered for continued wear until they no longer meet section 2-A-1 above, or at the discretion of the Chief.

A handwritten signature in black ink, appearing to read 'Shawn P. Kudron', written in a cursive style.

Shawn P. Kudron
Chief of Police

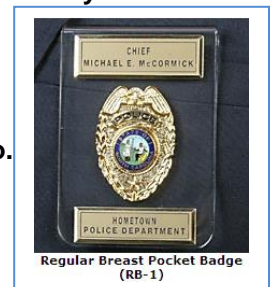
Authorized Uniforms and Accessories:

The La Crosse Police Department Uniform Standard is defined in this policy (including Annex A and Annex B) along with our uniform providers' websites.

The following is the list of authorized items, brands, models, and descriptions:

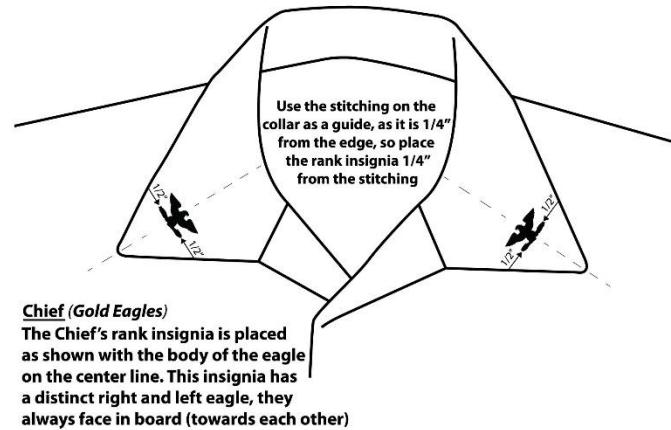
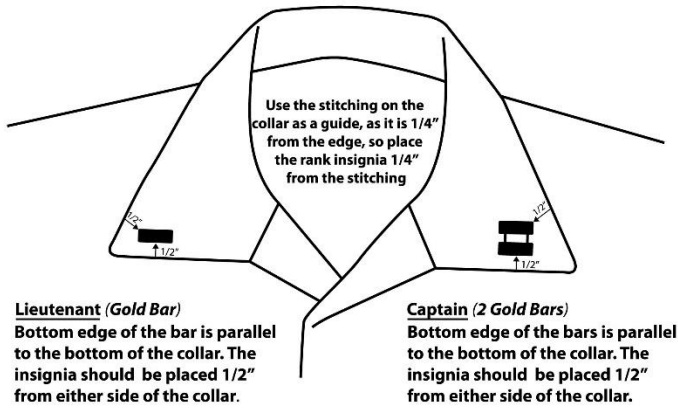
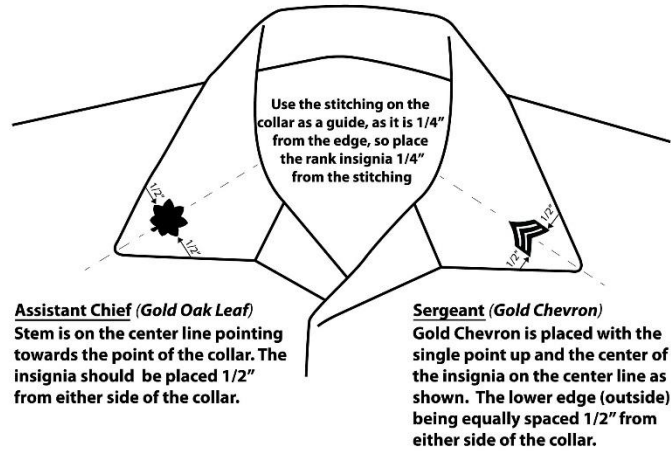
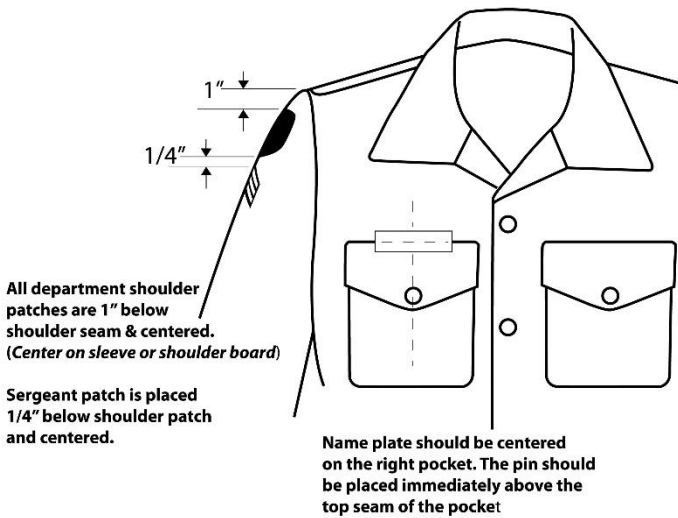
1. **Shirts:**
 - a. Blauer – Classact Shirt 8600,8610 – Dark Navy (Long Sleeve meets Class A)
 - b. Blauer – SuperShirt 8436, 8446, 8670, 8675 – Dark Navy (Class B only)
 - c. Elbeco - Tex-Trop2, Dark Navy (Long Sleeve meets Class A).
2. **Pants:**
 - a. Blauer – Classact 8650 (meets Class A) – Dark Navy
 - b. Blauer – StreetGear 8655, 8565 (Class B) – Dark Navy
 - c. Elbeco - Tex-Trop2, Dark Navy (w/o cargo pockets meet Class A - w/ cargo pockets Class B)
3. **Uniform External Vest Carriers and Undervest Shirts (Class B Only):**
 - a. Elbeco – BodyShield External Vest Carrier, Dark Navy
 - b. Elbeco - UV1 Undervest Shirt Tex-Trop2, Dark Navy (Long/Short Sleeve).
 - c. Elbeco – UFX Short/Long Sleeve Uniform Polo – Dark Navy
 - c. Blauer - Armorskin / Armorskin XP 8360, 8370, 8380 or 8470, Dark Navy
 - d. Blauer – 8371, 8372, 8373, 8374, 8471 or 8472 series Under Shirt, Dark Navy (Long /Short Sleeve).
4. **Uniform Load Bearing External Vest Carrier (Class B Only)**
 - a. BlueStone – External Vest load bearing- Dark Navy with authorized pockets. NOTE: Bluestone can be worn with Elbeco or Blauer (and grandfathered uniforms).
 - b. Authorized Bluestone Pouches – Baton, Flashlight, Radio or Taser, Tourniquet, OC, Handcuff, Dual Magazine
 - c. Elbeco Bodyshield Accessory pouches for both Elbeco and Blauer - Midnight Navy
5. **Suspenders:**
 - a. Elbeco VSS1 Suspension System.
 - b. Blauer Armor Skin Suspenders.
6. **Job Shirt for non-patrol duty:**
 - a. Elbeco Shield Job Shirt Midnight Navy Blue,
 - b. Blauer 4605 Job Shirt, Dark Navy
7. **Duty Jacket:**
 - a. Blauer Superlight Patrol Shell (series 9815) - Black
 - b. Blauer Tacshell Jacket (series 9820) – Black
 - c. Elbeco Shield Duty Jacket – Black
 - d. Blauer Lightweight Fleece (4665) – Black
 - e. Blauer Softshell Fleece (4660) – Black
 - f. Elbeco Shield Performance Soft Shell – Black
8. **Duty Sweater:**
 - d. Blauer Fleece Lined Sweater (225) – Dark Navy
9. **Nylon Operations Jacket: Blauer ID Jacket 315 - Black w/ POLICE silk screened.**
10. **Raincoat:**
 - a. Blauer – 26990, 269991, 233R Raincoats
11. **Tie: Samuel Broome (Uniform Cravats) Duty Ties (Dark Navy Blue – Size appropriate = To top of belt buckle) or Samuel Broome Poly/Wool 3” Necktie with buttons #45135.**

12. **Boots/Shoes:** *Brand not specified but description defined in this policy.*
13. **Gloves:** *Brand not specified but description defined in this policy.*
14. **8 Point Hat:** Bayly, Inc. – All hats Midnight Navy with Black Mesh Frame
 - a. CSO, Officer and Investigator: Silver P Buttons and Black Front Strap.
 - b. Sgt. and Lt.: Gold P Buttons and Permagold Front Strap.
 - c. Captain, Assist. Chief and Chief: Gold P Buttons, Permagold Front Strap and Permagold Oak Leaf Visor.
15. **Winter Cap:**
 - a. Black skull cap or watch cap with a department patch or letters LCPD embroidered on it.
 - b. Winter hats must be serviceable and in good condition.
16. **Ball Cap:** Authorized style Black, low profile baseball style hat with Police Shoulder Patch design embroidered on the front, LCPD embroidered (same font as on our shoulder patch) in gold on the left side, and members name embroidered on the back in gold block capital letters. Example: P. JOHNSON
17. **Badge:** Symbol Arts
18. **Shoulder Patches and Cloth Badges:** Emblem Enterprises
19. **Rank Insignia Metal:** Blackinton
20. **Rank Insignia Cloth:** Emblem Enterprises
21. **Nametag Metal:** Brand not specified - Silver or Gold, ½” X 2 ½”, Pin or 2-Post (clutch back) Name centered, block (Arial Font) capital lettering (black), First Initial. Last Name - (P. JOHNSON.)
22. **Nametag Cloth:** 1” Black cloth with embroidered 1/2” Silver or Gold block (Arial Font) capital lettering, name centered, First Initial. Last Name - (P. JOHNSON.)
23. **Embroidered Name:** 3/8” Silver or Gold block (Arial Font) capital lettering, name centered and 1/8” above right shirt pocket, First Initial. Last Name (P. JOHNSON.)
24. **Dress Jacket:** Elbeco Top Authority Blousecoat, 4-Pocket-Single Breasted, Dark Navy Blue with Silver or Gold P Buttons depending on rank.
 - a. Captains, Assist. Chief and Chief wear a Single Command Sleeve Braid (Gold cloth - 1/2”) placed 3” from the cuff on each sleeve.
25. **Pocket Badge (for Court or Business Jacket):** Pocket Badge - Walter Curtis Co.
 - a. Badge Style CP-101 with WI State Seal as shown...
 - b. Select Silver or Gold panels by rank.
 - c. See detail of rank, name and department pictured here.



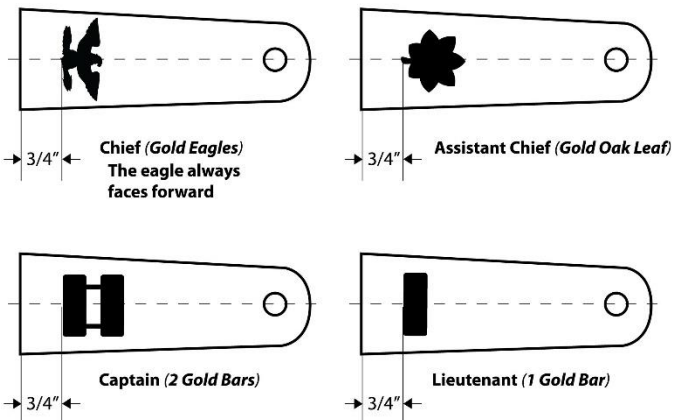
ANNEX B

Shirt and Jacket Placement of: Patches, Nametags, Rank Insignia (Badges Defined)



Shoulder Boards

All rank insignia is placed centered and 3/4" from the shoulder seam



Sergeant Chevrons may be worn on the Shoulder Boards (area) of Shirts or Jackets as Detailed Above

La Crosse Police Department Approved Right Hand Draw Load Bearing Layout

Note: Some officers may not have room for all authorized pouches. Officers can move items to the duty belt as needed. Radio or Taser on vest, the other goes to belt.

Note: Left hand draw swaps pouches to other side

Specially designed openings within the vest allow microphone cables to run through the interior.



GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 05.28.2024	CHAPTER 10	ORDER NUMBER 10.10
TITLE DEPARTMENT AWARDS AND DECORATIONS		WORD CODE AWARDS	TOTAL PAGES 4 with Annex A
	History: Updated 09/12, 11/15, 10/16, 11/18, 04/19, 03/20, 07/22, 05/24		

1. PURPOSE AND SCOPE

This order governs the department awards and decoration standards for employees performing exemplary service. It is our policy to recognize the experience and achievements of our members. Service Stars/Bars are used to mark sworn members years of full-time service and Department Awarded Ribbons designated and authorized by the Chief of Police are used to acknowledge service above and beyond the expectations of our members. All officers and supervisory personnel are responsible to ensure that the standards of this order are followed.

2. PROCEDURES

A. Service Stars and Bars:

1. A Service Star or Bar will represent a period of 5 years of sworn full time experience in civilian law enforcement. See Annex A
2. Service Bars are optional for all sworn members on any long sleeve uniform shirt.
3. Service Stars are worn only on the Class A Dress Jacket of Captain, Assistant Chief and Chief.
4. Service Bars shall be worn on all "Class A" Uniform Dress Jackets of the rank of Officer, Investigator, Sergeant, Detective Sergeant and Lieutenant. (only Lt. and above are required to have a Class A Dress Jacket).
 - a. The first (bottom) Service Bar shall begin 4" above the opening of the left sleeve of the Class A Dress Jacket or long sleeve uniform shirt and shall be placed 1/8" to the left of the crease with the slant rising toward the rear. Any additional bars shall be stacked upon the first, moving up the sleeve. For the long sleeve uniform shirt, place the bar against the button seam as shown in the Annex A photo.
5. Service Stars shall be worn on all Class A Uniform Dress Jackets of the rank of Captain, Assistant Chief and Chief of Police.
 - a. The first (bottom) row of Service Stars shall begin 4" above the opening of the left sleeve of the Class A Dress Jacket and 1/2" above the gold command braid.
 - b. The first star shall begin 1/4" forward of the crease and the second star shall be 1/4" to the rear of the crease.
 - c. All stars will have 1/2" spacing and will alternate as more are earned so as to create an evenly centered row with the primary side being forward of the crease.
 - d. Upon completion of 20 years (4 stars) a second row of Service Stars will begin 1/2" above the first row.
 - e. Stars collected in the second row shall be evenly centered above the first row so as to create an evenly centered pyramid.
 - f. A spacing of 1/2" shall be placed between each star and 1/2" between each row of stars.

B. Department Awards and Ribbons:

1. Awards/Ribbons issued to members of the department, after having been vetted and recorded by the Department's Awards and Recognition Team and approved by the Chief of Police, shall be worn in the prescribed manner:
 - a. Award Ribbons are to be worn 1/8" above the member's metal nametag and centered using the nametag as a reference.
 - b. No more than three ribbons to one row.
 - c. When more than three ribbons are worn a second or third row shall be added.
 - d. Ribbons worn should be worn in sequence of prestige from right to left.
 - e. Award Ribbons earned may be worn when in Class A Uniform.
 - f. No other Award Ribbons will be worn unless authorized by the Awards and Recognition Team and approved by the Chief of Police. This is to ensure the continued prestige of departmental awards.
2. Sworn Police Award Ribbons
Authorized Award Ribbons issued to sworn personnel by the Awards and Recognition Team and approved by the Chief of Police are listed in Sequence of Prestige:



- a. Medal of Honor: Awarded to an Officer (or his/her family in the event of the Officer's death) for conspicuous gallantry while on or off duty.



- b. Silver Star: Awarded to an Officer (or to his/her family in the event of the Officer's death) who performs an act of heroism with great personal risk to him/herself, based on the officer's knowledge that the act involved inherent danger and that the Officer acted with unusual disregard to his/her safety. The actions were beyond the normal expectations of duty and the officer showed a high level of character and integrity.



- c. Departmental Citation: Awarded to an Officer who has accomplished outstanding and or meritorious service while on or off duty and did so with knowledge that the action involved a high degree of danger to him/herself resulting in a felony arrest or other favorable outcome.



- d. Superior Achievement: Awarded to an Officer who has shown a high degree of professionalism and dedication to a particular incident resulting in a felony arrest or other favorable outcome.



- e. Lifesaving Award: Awarded to an Officer who performs an action that preserves life without known additional extraordinary risk to him/herself. This could include use of an AED or giving CPR.



- f. Chief's Achievement Award: Awarded by the Chief of Police to an Officer, Civilian Individual, or Organization to whom has provided the community exemplary service. This award is the Chief's Award and is not issued or vetted by the Awards & Recognition Team.



- g. Northwestern Staff and Command Graduate: Awarded to an Officer who has successfully graduated from Northwestern Staff and Command School.



- h. FBI National Academy Graduate: Awarded to an Officer who has successfully graduated from the Federal Bureau of Investigation's National Academy.



- i. Traffic Safety Award: Awarded annually to the Officer or Officers who provide education via the use of traffic related programs and/or the use extraordinary traffic related law enforcement resulting in the improvement of traffic safety in and around the La Crosse Community.
3. Non-Sworn Employee Awards:
Authorized Awards issued to department non-sworn personnel by the Awards and Recognition Team and approved by the Chief of Police are listed in Sequence of Prestige:
 4. Citizen Awards:
Authorized Awards issued to citizens by the Awards and Recognition Team and approved by the Chief of Police are listed in Sequence of Prestige:
 - a. Citizen Merit Award

- 1) Presented to a Citizen who prevents loss of life or great bodily harm to another while paying no regard to their own personal safety.
- b. Citizen Award of Excellence
 - 1) Presented to any Citizen who acts commendably in assisting law enforcement and/or the community. Awarded actions generally lead to an arrest or other favorable outcome.

C. Awards and Recognition Team (ART):

1. The Awards and Recognition Team shall be composed of seven department members and should include representation from each bureau.
2. The ART shall have at least 3 non-supervisory members and 1 civilian member.
3. The Professional Standards/Community Services Bureau Captain shall chair the ART; however, is not a voting member unless to break a tie vote.
4. The Chief's administrative assistant will receive award nominations and keep records of previous award recipients.
5. The ART member is asked to commit a minimum of 2 years and shall maintain his/her position until their resignation or they accept a promotion or transfer that would upset the consistency of the ART as described above.

D. Awards and Recognition Nomination Process:

1. Sworn Members, Civilian Members, and Citizens may be nominated by anyone for Awards and/or Recognition via the LCPD Awards Nomination Form available on the Police Sharepoint Drive.
2. An Awards Nomination Form must be submitted for ARC consideration, routed as directed on the LCPD Awards Nomination Form.

E. Honorable Service Plaque:

1. Any sworn member leaving the agency meeting the following requirements will have their name added to the Department's "Honorable Service" plaque:
 - a. Has attained the status of "First Class" officer as set forth in the current labor bargaining agreement (currently is set at 3 years of service).
 - b. Left the agency by means of:
 - 1) retirement without a pending internal investigation
 - 2) resignation in "Good Standing" as classified with ACADIS



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Sharepoint Drive:

Service Stars



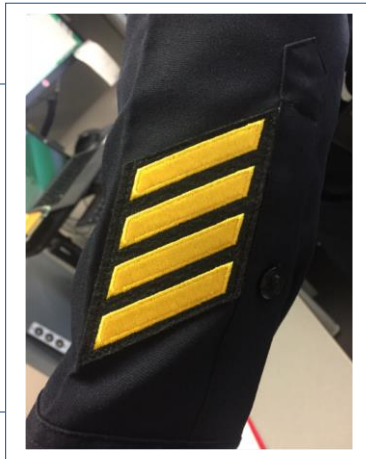
**Blackinton Collar
Insignia: 1 Star,
Goldplate Finish,
Clutch Back**

Metal Service Star:

- 7/8" Gold Star – Blackinton
- With 2 – Clutch back pins

Distribution:
The Administrative Lt. will maintain a supply as needed.

Service Bars



Cloth Service Bar:

- Gold Bars with Black background
- Emblem Enterprises Co.
- Comes on a row

Distribution:
The Administrative Lt. will maintain a supply as needed.

Award Ribbons Appearing in Order of Significance



<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 12.8.2023</p>	<p align="center">CHAPTER 10</p>	<p align="center">ORDER NUMBER 10.11</p>
<p>TITLE MEDICAL EXAMINATIONS</p>		<p align="center">WORD CODE MEDICAL</p>	<p align="center">TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 5/19, 12/23</p>		

1. PURPOSE AND SCOPE

This order establishes that no cost will be passed on to any employee required by the Department to obtain a physical, medical, or psychological examination.

2. PROCEDURES

- A. If physical, medical or psychological examinations are required by the City and/or Department, the City and/or Department will bear the cost rather than the employee.
- B. There are no exceptions to this order whether the examination is required by written order, mandated by memorandum, or given by oral command.
- C. Any Department ordered examination should be conducted only to confirm the employee's continued fitness to perform the tasks of his/her assignment and to inform him/her of his/her general condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties with or without reasonable accommodation.
- D. Employees are encouraged to undergo a periodic physical examination as a benefit to both the employee and the Department.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.12
TITLE EMPLOYMENT CHEMICAL SCREENING (Drug / Alcohol Testing)		WORD CODE DRUG TEST	TOTAL PAGES 2
	History: Updated 09/12, 10/16, 4/17, 5/19, 12/23		

1. PURPOSE AND SCOPE

Chemical screening is an integral part of the La Crosse Police Department's Commitment to Excellence, Accountability and Transparency, which must be balanced against an individual member's privacy and protection of unreasonable intrusions. For this reason, aspects of chemical screening have also been negotiated/placed in union contracts and the employee handbook. This policy is intended to provide additional details to the process agreed to or contained in contracts and shall not supersede contractual language.

It is the policy of the La Crosse Police Department to use chemical screening as part of our pre-employment standards for all potential officers; as well as additional screening(s) during the probationary employment period. All current members are also subject to be drawn for an annual random chemical screening. Additionally, there are specific assignments within the agency that require additional chemical screening to accept the position and to continue to hold the position.

2. PROCEDURES

A. General

1. The administration and coordination of employee chemical screening is done by the Human Resources office in conjunction with the Captain of Administration. The Captain of Field Services may be used in the absence of the Captain of Administration.
2. The Human Resources Department or designee is responsible for making all "random" selections for chemical screenings and scheduling all (random, pre-employment, etc.) screenings with the City's designated facility.
3. The Captain of Administration is responsible for internal coordination of random selections and coordinating with Human Resources for pre-employment, probationary and mandatory job specific screenings.
4. The Human Resource Department will determine what screening facility will be used for initial screening and ensure the facility uses a physician or health care professional qualified and authorized to administer and determine the meaning of any test results.
5. All screening results are routed to the Human Resources office. Any positive test results will require immediate notification of the Chief of Police by Human Resources. The Chief will make required notifications to command staff to place the employee on administrative leave pending further testing.
6. Positive test results will require the screening facility to forward the provided sample to a National Institute of Drug Abuse (NIDA) laboratory for analysis. Prior to sealing the original sample, it will be split into two samples; one for the analysis and one to be held in the event the employee wishes to challenge the findings of the NIDA laboratory.
7. Confirmed Positive Tests (CPT) from the NIDA laboratory may invoke immediate termination.
8. Members with a CPT may request an additional test at their expense and at a lab of their choice.
 - a. A written request to the Chief must be made within three business days after the member received the test results.
 - b. The sealed sample will be transmitted to the employee's selected lab at his/her expense.
 - c. Written re-test results will be provided to the Chief by the employee within ten days after the specimen was delivered to the employee's selected lab.
9. Refusal to be screened can result in discipline up to and including termination.

B. Pre-Employment Chemical Screening:

1. All applicants shall be screened during the pre-employment hiring process. Refusals or a CPT for illegal or prohibited drugs/controlled substances will be grounds for disqualification.
 - a. Pre-Employment chemical screening will follow the standards set forth by the State of WI Department of Justice; therefore, the screening procedure for pre-employment may differ from that of the Police Department.

C. Probationary Chemical Screening:

1. Successful completion of the initial probationary period of an officer is subject to additional chemical screening(s).
 - a. There shall be at least one additional screening during the probationary period.
 - b. Probationary officers will still be subject to the possibility of departmental random screening.

D. Random Chemical Screening:

1. Effective January 1, 2016, all sworn members shall be subject to random drug and alcohol testing.
2. Testing shall be limited to one (1) sworn member per month.
3. In the random screening process the member may be selected randomly for Alcohol only, Drug only, or both Drug and Alcohol.

E. Position Specific Drug Screenings: The following duties within the agency place members in positions where they have regular contact with both pharmaceutical and illegal drugs: Drug Enforcement Investigations, Police Evidence Room, Medication Dropbox Administrator(s), and Canine Officers/Supervisor who have access to the drug training aids. The following drug screening procedures will be followed for these positions:

1. Be required to submit to chemical screening prior to accepting the assignment.
2. Be subject to the department wide random chemical screening.
3. Be subject to an annual (random) drug screening during their assignment (at a minimum of once per year).

F. Prescription and Non-Prescription Drugs/Medications:

1. Members using drug/medications that may affect performance will tell their supervisor prior to coming on duty of such use and possible side effects; such data is confidential. It is the member's responsibility to tell a supervisor requesting screening what they are taking or have taken, within the past 72 hours, such as drugs and/or medications.
 - a. Specify the type, amount, and the times taken.
 - b. Provide data prior-to screening.
 - c. Written verification of lawful use as recommended by a doctor or manufacturer will be given to the supervisor within 48 hours after testing or after the supervisor's request.
 - d. Members using other person's drugs or medications may be deemed to have illegal possession if controlled by law and is thereby subject to discipline and/or prosecution.
2. The member may be kept on leave until such time as s/he presents written documentation that s/he was legally using the drug or medication and with the stated dosage.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.13
TITLE BLOODBORNE PATHOGENS		WORD CODE BLOODBORNE	TOTAL PAGES 3
	History: Updated 03/03, 08/06, 09/12, 11/15, 05/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to eliminate/minimize exposure to blood or certain other body fluids, outline a course of action if a member is exposed, and complies with DILHR.

2. DEFINITIONS

- A. Blood:** Human blood components.
- B. Bloodborne Pathogens:** Micro-organisms present in human blood which can cause human disease including but not limited to hepatitis (HBV) and human immunodeficiency virus (HIV).
- C. Significant exposure:** when exposed to body fluids under universal precautions and such fluids enter a cut/open wound or break in the skin where there is significant breakdown in epidermal barrier, enter the airway/mucous membrane.
- D. Other Potentially Infectious Material (PIMs): (Body Fluids):**
Cerebrospinal/synovial/pleural/pericardial/peritoneal/amniotic fluid, semen, vomit, urine, vaginal excretions, saliva in dental procedures/bodily fluid contaminated with blood; any unfixed tissue; HIV/HBV containing cell/tissue cultures, and culture medium/other solutions and blood, organs/other tissues from experimental animals infected with HIV/HBV.

3. PROCEDURES

- A. Exposure Determination:** Made without regard to protective equipment use; sworn/CSE members may expect to incur exposures.
- B. Universal Precautions:** Medical history/exams can't identify all persons infected with bloodborne pathogens; all persons are assumed to be infected; treat all body fluids as hazardous.
- C. Compliance Methods:**
 - 1. Universal Precautions: observed to prevent contact with blood/PIMs, consider infectious.
 - 2. Hand Washing: hands/skin surfaces are to be washed with germicide soap-immediately/thoroughly if contaminated with blood or PIMs. Hands should be washed after glove removal. If at the scene, wash with warm water/soap; rewash with germicide at the station. Supervisors will ensure that members wash potentially contaminated areas immediately, ensure that if exposure is to skin mucous membranes, that those areas are washed/flushed with water as soon as possible.
 - 3. Needles: contaminated sharps are not bent, recapped, removed, or purposely broken, except if OIC deems removal is in the public interest or its evidence and ambulance personnel are not available to remove the items; members may use the one hand method or recap using such method, double bagged marked biohazard and placed in plastic biohazard containers located in the squads for disposal/evidence.
 - 4. Human Bites: medical attention ASAP; bites breaking the skin are treated as a significant exposure.
 - 5. Workplace Restrictions: in areas where there is a likelihood of exposure to blood/PIMs, employees are not to eat, drink, apply cosmetics/lip balm, smoke, or handle contact lenses. Food/drink are not kept where blood/PIMs are present; no blood/PIMs are placed in/near food areas (including not washing hands in such areas). Minimize splashing, etc.
 - 6. Personal Protective Equipment (PPE): The Administrative Bureau provides protective equipment at no cost to members. PPEs are chosen based on anticipated exposure to blood/PIMs; PPEs are not to permit blood/PIMs to pass through, reach clothes, skin, eyes, and mouth/other mucous membranes under normal use.
 - 7. Use of PPEs: latex gloves are used on calls involving bodily fluids, where warranted personnel may double glove. If body fluids may splatter; use splash goggles/masks/service coats are worn. If CPR is given, bag mask/pocket masks are used. After mask/glove use, place in biohazard bags and disposed of; contaminated clothes are placed in a biohazard bag and taken to an approved cleaners by Administrative Staff. Supervisors will ensure that members use appropriate PPEs. If the member perceives that PPE use may impede care or pose an increased hazard to themselves, s/he may decline supplies however, such

incidents are reviewed to determine compliance and if changes can be made to prevent future occurrences.

8. **Cleaning/Disposal:**

Latex gloves shall be worn during the cleaning/disposal process.

PPEs are cleaned at no cost to members or are disposed of; clothes penetrated by blood are removed ASAP and placed in designated containers for documentation/disposal. Solid objects: wash with bleach solution or other approved cleaning solution, rinse and air dry.

- a. Towels/blankets/uniforms: place in laundry bags supplied by cleaners and/or into biohazard bags and drop off at approved cleaners, mark personal items.
- b. Gloves: disposable gloves are disposed of; gloves for re-use are only decontaminated if they're in good shape.
- c. General Decontamination: OIC ensures that equipment contaminated with blood/PIMs is examined/decontaminated unless decontamination is not feasible. Contaminated PPEs are placed in biohazard bags/decontaminated ASAP. Wash in UKG II/rinse/soak in 1/4 cup bleach to a gallon of water for 10mins/rinse/air dry.
- d. Housekeeping: wash area is the bathroom near Property. The area is cleaned with UKG II and decontaminated after any spill of blood/PIMs.

9. **Disposal of Regulated Waste:**

- a. Needles/sharps: discard ASAP in disposable/puncture resistant/leak proof/labeled/color coded containers located where sharps are used; maintained upright, replaced so as not to overfill, and sealed before removal. Place in a second container if leakage is possible; such containers are closed/labeled. Reusable containers will not be used in a manner, which may risk injury.
- b. Other Waste: placed as above, labeled/color coded and closed prior to removal.

10. **HBV Vaccine:** Sworn members/CSEs may receive such vaccine at no cost, contact the Administration for data; a consent/refusal form is completed regarding such vaccine.

D. Identification and Training:

1. Labels/signs: biohazard labels are affixed to containers of regulated waste to store blood/PIMs. The biohazard symbol is used; red containers may be substituted for labels.
2. Training is provided through the City's Safety Director to all newly hired employees. The trainer must be knowledgeable in the topic and changes.

E. Post Exposure Evaluation and Follow up:

1. Exposures are reported by the employee with a copy to the Administration; after an exposure, the exposed member receives confidential medical evaluation/follow-up:
 - a. Documentation of the route of exposure and how occurred. Identification of the source person.
 - b. Source's blood is tested after consent, if needed, to determine if infected. If consent is not obtained, the hospital will document it. When consent is not required the blood is tested/documented.
 - c. If known to be infected, testing of such is not needed.
 - d. Results of testing are given to the employee; s/he is informed of the laws relating to data disclosure.
2. Collection/testing of blood complies with the following:
 - a. Exposed member's blood is collected with consent.
 - b. Member is offered the option of having their blood collected for testing; sample is preserved for up to 90 days to give the member time to decide on testing.
3. Post exposure follow-up is performed by the hospital where the source was taken.
4. **WHAT TO DO in a significant exposure occurrence:**
 - a. Notify supervisor.
 - b. Supervisor directs the exposed member to go to the hospital; fill out significant exposure form, consult with physician.
 - c. The doctor explains options/procedures; it is up to the employee as to what action to take.
5. All evaluation, procedures, vaccinations, and post exposure prophylaxis are provided at no cost to members. Treatment records are available to the Department and are kept for 30 years after the member's last duty day.
6. Disclosure to Healthcare Professionals and Opinions.
 - a. The Administration ensures that the healthcare professional responsible for the HBV vaccine is given: copy of CFR 1910.1030, exposure duties, route of exposure and how it occurred, result of source's blood test if available, and records regarding treatment and vaccine status
 - b. The Administration ensures that the member is informed of the healthcare provider's opinion no later than 15 days after the evaluation. Reported opinions for:
 - 1) HBV vaccination is limited to whether the vaccine is indicated and if the employee received it.

- 2) Post-exposure is limited to a statement that the member was informed of the results and that s/he has been told about conditions resulting from exposure to blood/PIMs, which require evaluation/treatment.
- 3) All other diagnoses are confidential and are not included in reports.

F. Record Keeping:

1. Maintenance:

Administrative Services is responsible for maintaining records; such records are confidential with:

- a. Name; social security number
 - b. HBV vaccine status.
 - c. Exam results; testing and follow-up procedures.
 - d. Data given to healthcare e.g.: duty description, route of exposure and the circumstances of the exposure.
2. Training Records for newly hired employees will be maintained by the Department's Training Division.
 3. Availability. Member records are available to the member, Assistant Secretary of Labor for the Occupational Safety and Health Administration, and the Director of the National Institute for Occupational Safety and Health upon request.
 4. The City's Safety Director is responsible to ensure all training is compliant with workplace safety laws and shall inform the Department's Training Division of required records maintenance.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.14
TITLE PHYSICAL FITNESS		WORD CODE PHYSICAL	TOTAL PAGES 1
	History: Updated 07/07, 09/12, 11/15, 05/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a standard of general health and physical fitness which all specified personnel must adhere to. Personnel are expected to understand and comply with the standards of physical fitness and general health. Standards have been shown to be directly related to the tasks performed, and not to eliminate or penalize employees who can otherwise perform the task of their assignment, with or without reasonable accommodation.

2. PROCEDURES

A. Specified Personnel:

1. Applicants for General Employment such as new hires for clerical or civilian positions are required to complete a physical examination that involves specific tests as designated by Human Resources.
2. Applicants for Police Officer are required to complete a physical examination and a physical agility test.
 - a. Physical examinations are coordinated by Human Resources.
 - b. The physical agility test is consistent with the Wisconsin Training and Standard's entry level officer test and is administered through the Training Division.
3. Current employees are encouraged to seek annual physical examinations and to maintain physical agility standards.

B. General Health:

1. Orders regarding sick leave and medical examinations will be adhered to.
2. Physical fitness programs and alternatives are available through a number of sources including the Training Division.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.15
TITLE EXTRA / OFF-DUTY EMPLOYMENT		WORD CODE OFFDUTY	TOTAL PAGES 2
	History: Updated 08/05, 08/06, 09/12, 11/15, 06/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the types of extra-duty and off-duty employment in which personnel may engage. The purpose of this policy is to establish a department policy defining and promulgating rules pertaining to off-duty employment. To ensure on-duty efficiency and to eliminate possible conflicts of interest, the Chief of Police shall exercise such control as deemed necessary to realize these organizational goals. It is, therefore, the policy of this Department that off-duty employment will be permitted when it does not impair on-duty efficiency or conflict with the duties and responsibilities of departmental employees and/or the mission of the Department.

2. DEFINITIONS

- A. Employment:** Work performed, or services provided for compensation including self-employment.
- B. Police Related Employment:** Employment which may require the use of police powers or involve the contact with any law enforcement agency, court, law office, private investigator, private security, insurance company and any business that requires a permit or license which is inspected or enforced by a law enforcement agency, or any entity that has a regular course of business contact with law enforcement agencies.
- C. Non-police Related Employment:** Employment that has no regular business contact with any law enforcement agency.
- D. Extra-Duty Employment:** Work assignment completed as a City of La Crosse Police employee, however the City bills an outside entity for the services received from the City of La Crosse Police Department.
- E. Off Duty Employment:** Work completed by City of La Crosse Police employee, while off duty, with no affiliation to the La Crosse Police Department

3. PROCEDURES

A. Extra-Duty Employment:

- 1. The City has a system where officers working off duty as police will be compensated at designated rates and be covered by liability/workmen's comp insurance. Field Services will:
 - a. Give notice of upcoming events with a deadline date and explanation of the hours/tasks to be performed.
 - b. Establish a list of personnel for assignment.
 - c. Assign with consideration to previous hours worked, seniority, and duty hours.

B. Off Duty Employment:

- 1. The Chief of Police shall be the person who may authorize any off-duty employment or business.
- 2. The employee must file a written notice of request/intent to be employed or form a business prior to being employed or opening a business.
- 3. The Chief of Police must grant or deny the request within a reasonable time of receiving it. Requests for permission for off-duty employment will be evaluated for approval based on the following concerns:
 - a. Off-duty employment will be taken on a part-time basis.
 - b. The following list will give examples of off-duty employment not allowed:
 - 1) Could compromise the confidentiality of department records and/or investigations.
 - 2) May bring discredit to the department, or where the position could undermine public trust.
 - 3) Could compromise the officer's ability to enforce the law, exert command authority, or control or effect discipline.
 - 4) If the official position may be used to serve private interest.
 - 5) If the employment would assist any principal in any criminal or civil proceeding.
 - 6) Where employment would be for investigative work for insurance agencies, collection agencies, attorneys, or private investigation agencies.
- 4. Employment by a school certified to instruct police-related subjects for recruit, in-service or specialized instruction, may be given special consideration in scheduling for the good of the department/profession. In no case shall any employee be paid by the college, school, etc. while "on-department time" for services rendered.

5. Employment will be approved for a specific period of time. Short term or temporary employment shall be approved for the expected duration of the job. Long term employment requests may be granted however, it can be revoked by the Chief for good cause based upon provisions in this order.
6. The Chief will not be arbitrary in any denial of employment decision and must articulate reasons for denial based upon provisions of this order.
7. Other governmental entities that hire La Crosse police officers to perform law enforcement duties must indemnify the City of La Crosse prior to employment of the La Crosse officer.
8. Permission to engage in off-duty employment may be revoked when it appears from such employment the employee's ability to efficiently discharge his/her duties is impaired or interfered with or if the employee's performance evaluation is rated less than satisfactory.

C. Behavior and Activity During Extra-Duty Employment and Off Duty Employment:

1. Employees shall be familiar with and comply with the City of La Crosse Code of Ethics.

D. Significant Aspects of Off Duty Employment:

Outside employment/business may not be authorized if, in the opinion of the Chief, it would constitute a conflict of interest or would tend to bring discredit to the Department or any of its members. It shall not:

1. Interfere with the employee's employment with the Department.
2. Render an employee unavailable during an emergency.
3. Physically/mentally tax the employee wherein performance may be affected.
4. Require any special consideration be given to scheduling regular duty hours.
5. Bring the Department into disrepute; impair the operation/efficiency of the Department or employee.
6. Use the Department name, employee's position, or equipment in the pursuit of any outside or off-duty interests.
7. Wear the uniform while in off-duty employment unless authorized by the Chief.
8. Use City owned vehicles, radios, or other equipment while traveling to/from or engaging in off-duty employment unless authorized by the Chief.
9. Engage in any business/employment as an operator, agent, bartender, or bouncer of any business/premise licensed to sell alcoholic beverages.
10. Injuries incurred during any off-duty employment activity are not covered by the City's Worker's Compensation Program or duty related retirement plans.



Shawn P. Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 10	ORDER NUMBER 10.16
TITLE DRUG/ALCOHOL USE IN THE WORKPLACE		WORD CODE DRUG TEST	TOTAL PAGES 3
	History: Updated 09/12, 10/16, 04/17, 07/19, 12/23		

1. PURPOSE AND SCOPE

The La Crosse Police Department is committed to having a safe and alcohol/drug-free workplace. It is the policy of the La Crosse Police Department that it is the responsibility of all employees to report suspected drug or alcohol use in the workplace.

NOTE: Drug and alcohol testing for reasonable suspicion is part of the existing contractual agreements and is covered in detail. (See “Drug Testing Memorandum Of Understanding” in the supervisor and non-supervisor’s contracts). This policy is intended to provide additional guidance on addressing situations where reasonable suspicion exists that an employee may have drug or alcohol use present in the workplace. When dealing with situations where reasonable suspicion exists, contractual language takes precedents and should be consulted.

2. DEFINITIONS:

A. **Reasonable Suspicion:** an objectively justifiable suspicion that is based on specific facts or circumstances.

3. RESPONSIBILITIES:

- A. **Human Resources:** Determining what facility is designated for employee chemical screening and establishing the protocols the facility will follow for testing.
- B. **Assistant Chief:** Coordinating with Human Resources and relaying chemical screening facility information and protocols to supervisors within the Police Department.

4. PROCEDURES:

- A. Any employee who has a reasonable suspicion that another member is illegally using or under the influence of a drug, controlled substance, or alcohol while on duty shall inform a non-involved supervisor of their observation.
 - 1. If the member making the observation is a supervisor, they shall continue with the following steps.
- B. The notified supervisor shall arrange for another supervisor to be present and discretely make contact with the suspected employee. This contact should be conducted in an interview room with video recording capabilities or at a minimum be audio recorded. The intent is for the supervisor(s) to have direct contact with the employee to determine if reasonable suspicion exists for a chemical screening with the designated City of La Crosse facility.
 - 1. The supervisors shall use a department PBT for suspected alcohol presence. If the employee refuses a PBT, the supervisor should continue with the following process.
- C. If the supervisors determines there is a reasonable suspicion of either drug or alcohol use, the supervisor will transport the employee to the designated facility for chemical screening.
 - 1. The supervisors will have the employee remove any departmental uniforms/indicators and have them disarm prior to leaving for the reasonable suspicion screening.
 - 2. The supervisors shall attempt to contact the Assistant Chief and the employee’s bureau commander to advise them of the situation prior to leaving for the chemical screening.
- D. At the facility, the supervisor will advise the chemical screening staff whether you are requesting a chemical screening for alcohol or drugs. (Note: The test requests are “Employee Reasonable Suspicion Breath Test” for alcohol and “Non-DOT 5 Panel Drug Test urine screen” for drugs).
- E. After completion of the chemical screening, the employee and supervisors will return to the Police Department and the employee will be placed on paid administrative leave. The supervisor will complete the appropriate administrative leave form.
- F. The supervisors will complete a memorandum directed to the Assistant Chief documenting the events along with the completed administrative leave form and any other pertinent documents or information.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 11	ORDER NUMBER 11.1
TITLE COLLECTIVE BARGAINING		WORD CODE BARGAINING	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 10/16, 07/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes that:

- A. Collective bargaining agreements are duly considered in the management of the Department.
- B. All personnel subject to an agreement should receive copies from their respective unit.
- C. Supervisory personnel will have access to agreements of subordinate personnel.
- D. The Department will comply with all provisions of agreement(s).

2. PROCEDURES

A. Collective Bargaining Unit:

- 1. The Department recognizes bargaining units as noted by the City to include, commonly known as, LPPSA, LPPNSA, and non-represented employees. Generally, the collective bargaining process will be composed of the unit, Human Resources, and the Common Council.

B. Dissemination of Agreement:

- 1. To ensure that all personnel subject to such unit agreements are knowledgeable of them, such agreements are disseminated to all affected personnel by the collective bargaining unit representatives. Human Resources and all Bureau Captains will have access to pertinent signed copies of all labor agreements regarding their personnel.

C. Supervisory Personnel:

- 1. The Chief or designee will inform all supervisory and management personnel of the terms of any collective bargaining agreement affecting personnel under their supervision, particularly of any changes in the new contract compared to the old contract. This will ensure that all supervisors know their role under the provisions of agreements regarding subordinate personnel. Bureau Captains will ensure supervisors know where the current agreements can be accessed at any time.

D. Compliance:

- 1. This order ensures compliance with all collective bargaining agreements. Whenever a new collective bargaining agreement is written, the Assistant Chief will be responsible to ensure that Department directives are in compliance with such agreements.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 12	ORDER NUMBER 12.1
TITLE GRIEVANCE PROCEDURES		WORD CODE GRIEVANCE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes grievance procedures specified in all pertinent labor contracts/agreements for relevant Department members.

2. PROCEDURES

A. Grievance Procedure:

1. All personnel will make themselves aware of their general grievance procedure detailed in their labor contract or agreement applicable to them, such as:
 - a. Matters that are subject to the procedure or scope.
 - b. Time limitations for filing/presenting the grievance.
 - c. Procedural steps and time limits at each step.
 - d. Criteria for employee representation.
 - e. Routing of the grievance through the City/Department.

B. Contents of Grievance:

1. All grievances, following contractual issues, shall:
 - a. Have a written statement of the grievance (if oral communications are ineffective) containing information upon which it is based.
 - b. Have written specifics of the alleged wrongful act including resultant harm, if any.
 - c. Have a written description of the remedy, adjustment, or other corrective action sought.
 - d. Grievances shall use the forms established by their unions or associations.

C. Grievance Controls:

1. Such grievances have procedures within labor contracts and/or agreements for the following conditions which personnel shall make themselves aware of, such as:
 - a. Response to any grievance received by a supervisor shall be processed through the Office of the Chief.
 - b. Appealing any decision made within the process will follow the contract/agreement and state law.
 - c. Maintenance and control of related records within the Department are controlled by the Assistant Chief.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 03.07.2024	CHAPTER 13	ORDER NUMBER 13.1
	TITLE CODE OF CONDUCT	WORD CODE CONDUCT	TOTAL PAGES 5 with Annex A

1. PURPOSE AND SCOPE

This order establishes specific rules/regulations, codes of conduct, general rules, and guidelines for Department personnel.

2. PROCEDURES

The Code of Conduct order is composed around the Department’s core values that all employees are expected to operate by.

A. Professionalism:

1. Insubordination/disrespect to supervisors is prohibited; a charge of insubordination shall result against any employee refusing to answer questions when lawfully ordered to do so by a supervisor. A charge of insubordination shall result against any employee for refusing to comply with a lawful order or instructions issued by a supervisor. A charge of insubordination may result in dismissal.
2. All Department personnel shall be civil, orderly, discreet, courteous, patient, and respectful in any situation while on duty. Personnel shall not engage in any unjustified altercation, physical or otherwise, and shall make every effort to refrain from using profanity, insulting, or inflammatory language and gestures.
3. Personnel will not interfere unnecessarily in the private business of any person. Nor shall any personnel use their position with the Department to promote or advertise for a private business without the authorization of the Chief.
4. Sworn personnel will not post bail for persons other than immediate family.
5. Personnel shall not encourage/participate or support strikes/demonstration/work slow-downs or other action against the Department.
6. Personnel will not use their position within the agency in an attempt solicit political votes; nor shall they allow the use of their photos/names, referencing their employment – for advertising or by testimonial or recommendation of a political candidate.
7. If a member runs for political office, they shall notify the Chief; while running, do not approach anyone for political purpose while on duty; do not use the police position to attempt to influence persons for a political purpose.
8. No illegal game of chance for wagers will be played while on duty or in a Department building or vehicle.
9. No personnel while on duty or when acting in an official capacity, shall conduct union related business, except as allowed by contract.
10. Personnel will not use their position with the La Crosse Police Department to process or serve civil papers on or off duty unless directed by the Department/supervisor.

B. Respect:

1. Member getting an outside call: answer "La Crosse Police Department", rank-title/name.
2. Employees, while on duty, shall not express to the public any prejudice, bias or disparate treatment based upon a person’s race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic.
3. Personnel shall not promote rumors or engage in criticism, which is defamatory, clearly undermines or impairs the operation of the Department, or displays a reckless or knowing disregard for the truth.
4. No employee shall post, mark, deface, or alter, any document (written, electronic or printed) or alter any item within the Department that creates an offensive, obscene, threatening, or derogatory message.
5. Personnel shall not audio and/or video record conversations or communications with another department member without the knowledge of all parties involved in the conversation/communications, unless otherwise authorized by the Chief/designee.

C. Accountability:

1. All employees have the responsibility to familiarize themselves with and abide by the General Orders, Directives, Notices, SOPs, and all other rules and orders specific to their respective assignments. The General Orders and Directives of the Department are accessible to all employees electronically at all times.
2. All personnel must promptly notify a supervisor of a violation of order/directive.
3. Staff will promote the Department's efforts to implement/maintain policies/goals. Failure to do so through omission is not acceptable.
4. Sworn personnel shall be knowledgeable of State Statutes, City Ordinances, and fundamental rules of evidence so they may properly investigate and refer a case to the appropriate authority for disposition.
5. All sworn personnel, while on duty and within the jurisdiction of the City, shall protect life and property, preserve the public peace, prevent crime, detect and arrest violators of the law, and enforce all Statutes and Ordinances of the State of Wisconsin and the City of La Crosse.
6. Personnel shall be punctual and alert when reporting for duty, roll call, or briefings at the time and place required by assignments and orders. They shall be properly equipped and prepared to immediately perform their duties.
7. When required to appear in court, be punctual and appear in uniform or appropriate plainclothes specified in orders; be properly prepared and have property to be used as evidence available.
8. Failure to testify or give evidence before any hearing, etc. when there is no properly asserted constitutional privilege or when immunity has been granted is prohibited; failure to cooperate when called to give evidence statements by a supervisor or the Police and Fire Commission when evidence/statements sought relate specifically to police duties is prohibited; if constitutional privilege is asserted, required to cooperate if advised that statements given cannot be used in a criminal case.

D. Community Policing:

1. All personnel, while on duty and within the jurisdiction of the City, shall report and take the appropriate action on issues of community concern including public nuisances, hazardous conditions, traffic problems, and any other circumstances requiring police action.
2. Personnel shall respond to those who seek assistance in an efficient, understanding, and professional manner. Staff may provide assistance to other government agencies within the scope of their authority.
3. All personnel shall assist the public within the scope of their duties, being always mindful of positive police community relations.

E. Transparency:

1. If requested by a member of the public, all personnel shall verbally provide their complete name (first and last) and Department 4-digit identification/badge number in a courteous manner.
2. Personnel will keep notes to enter data relative to their assignment.
3. Money received as reward, etc. for services on duty, other than salaries, are routed to a supervisor with a memo of how why money was received; it is routed to the Administrative Services Lieutenant who, with the Chief's approval, will turn it over to Finance unless the donor specifies a program.
4. Witness fees paid to personnel for data acquired on the job will be brought to his/her supervisor's attention.
5. Personnel charged with a crime, taken into custody, placed under indictment, identified as a suspect of a crime, or cited for a violation of the law will report such incident to the Chief of Police, as soon as practical.
6. Personnel shall immediately report in writing any loss, suspension or revocation of their driving privilege to the Chief of Police.
7. On-duty employees will remain neutral during any political activity. No nomination or endorsement papers will be left to sign in the Department.
8. Personnel will not hide vehicles unless for a specific police purpose.

F. Integrity:

1. Personnel will conduct themselves at all times, both on and off duty, in a manner that reflects most favorably upon the Department. They shall not conduct themselves in a manner that brings the Department into disrepute or reflects discredit upon the employee as a member of the Department or which impairs the effective operation of the Department or employee.
2. Personnel will not use their position for personal gain.
3. Personnel shall not engage in conduct that could constitute a violation of the State or Federal Criminal Codes, or an Ordinance that corresponds with a State Statute, which constitutes a crime.
4. Personnel shall be truthful at all times. This section does not apply to untruthfulness as part of legitimate investigative activity or negotiation techniques undertaken in the course of duty, such as in undercover work, critical incidents and in accordance with and as permitted by law. Do not speak with disregard for the truth or with lies.
5. Personnel will not make a false/misleading oral or written report.

6. Testify with truthfulness and accuracy and neither suppress/overstate. Answer with readiness/civility in support of the charge.
7. Personnel will not negotiate/arrange for anyone, anything which may allow escape; do not suggest or recommend an attorney.
8. Personnel will not communicate data which may enable persons engaged in (quasi) criminal acts to escape the law or which may permit disposal of evidence.
9. Personnel shall not accept or solicit any form of gratuity for any purpose or reason. Although not all inclusive, a gratuity is defined as money, gift(s), tangible or intangible property, food, beverage, loan, promise, service, or entertainment for the sole benefit of the employee. This section does not prevent an employee from accepting a gift of insignificance or of token value such as a meal provided at a presentation, coffee mug, pen or hat in accordance with the City of La Crosse Ethics Code and Guidelines. This section shall not apply to solicitations or fund raising activities that have received the prior written approval of the Chief of Police.
10. Do not sell items/collect money while on duty without permission from the Chief, Asst. Chief or Captain.
11. Criminal Associations - Personnel shall avoid regular or continuous association, fraternizations, or dealings with persons who they know or should know are under criminal investigation or who have an ongoing reputation for involvement in criminal behavior. Personnel are exempt from the above restriction if such an association is specifically required as a matter of police duty or unavoidable because of family relationships.
12. Render aid in civil cases when the City is a party and do not testify in civil cases related to duty unless summoned.

G. Communication:

1. Upon completion of an assignment or call for service, sworn personnel shall immediately report back in-service advising Dispatch of the disposition.
2. Do not leave an assignment without permission except for police necessity; if required to leave, notify supervisor or dispatcher.
3. Personnel will communicate promptly to a supervisor/dispatcher crimes, important public occurrences, complaints, and relevant data brought to their attention; don't withhold data.
4. Personnel will not publicly engage in political talks while on duty.
5. Do not engage in public statements/etc. pertaining to the Department which may impair its efficiency or the confidence in it or its members by: false statement, defamatory/abusive language, invective or epithets.
6. Personnel shall not discuss Departmental business that is confidential information and is not to be given to anyone except those for whom it is intended, as directed by a supervisor or due process.
7. Personnel shall promptly inform the Chief of Police whenever there is any knowledge or intent to organize any association, society or club that could affect Department operations.
8. Do not commence civil action related to duty without filing a report of the incident and/or communicating with the Chief.

H. Employee Safety & Wellness:

1. Personnel shall not, by act or omission, create a situation of unnecessary risk of injury to themselves, other employees, or any other person. Personnel shall wear/use all required safety equipment.
2. Personnel shall act together to assist/protect each other. All personnel will treat each other professionally.
3. Personnel subjected to discrimination or personnel witnessing discrimination will immediately advise a supervisor; complaints will be made to the Chief.
4. Personnel may carry authorized items by holder/briefcase which is not detrimental to the Department by design or composition; the Department may open/inspect items in member's possession; members must cooperate with inspections.

I. Dedication:

1. Personnel shall have general knowledge of the city, including its geography, names and locations of streets, all city, county, state, and federal buildings. Personnel shall also be familiar with the organizational structure of this Department and the relative duties of all its Divisions.
2. Personnel are not allowed to engage in outside employment while on sick leave.
3. Personnel are not allowed to engage in outside employment while on Family Medical Leave unless they have received permission from the Chief.
4. Personnel shall have assigned duty hours and when not so employed, shall be considered off-duty. Off-duty personnel shall be subject to recall at the direction of supervisory personnel. Hours are dependent on assignment and labor agreement.
5. Sworn personnel will assist, as trained, to protect the public and fellow officers in time of danger or under conditions where danger may be impending.

6. Officers who are off-duty and witness criminal activity within the City of La Crosse shall notify the Department as soon as possible and have the discretion to take appropriate police action. Any officer unable to take action because he/she is not properly equipped and/or the officer feels it is tactically not safe to act, will not be subject to discipline.
7. While on duty, personnel shall not engage in personal business. Personnel shall give their entire attention to their respective duties and/or carry out, without delay, all assignments and responsibilities.
8. Personnel are prohibited from sleeping/idling/loafing or leaving duty assignment without authorization.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Department's Bridges page:



CITY OF LA CROSSE **POLICE DEPARTMENT**

400 La Crosse Street ▪ La Crosse, Wisconsin 54601 ▪

Mission Statement

Leaders in providing a safe and vibrant community.

Vision Statement

Enhance our community through engagement and professional service.

Values

The La Crosse Police Department values are P.R.A.C.T.I.C.E.D. daily by all members of the department and guide how we serve the La Crosse Community:

- Professionalism
- Respect
- Accountability
- Community Policing
- Transparency
- Integrity
- Communication
- Employee Safety & Wellness
- Dedication

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 13	ORDER NUMBER 13.2
TITLE DISCIPLINARY SYSTEM		WORD CODE DISCIPLINE	TOTAL PAGES 2
	History: Updated 03/03, 07/07, 09/12, 11/15, 07/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the Department's disciplinary system.

- A. Procedures/criteria for using counseling.
- B. Procedures/criteria for punitive action including field performance evaluation form, written reprimand, loss of leave, suspension, demotion, and dismissal.
- C. Recognition of employment rights and safeguards.

It is Department policy that discipline be based on fairness. This system enhances consistency while not implying a required sequence of punitive acts. This order complies with WI ss. See Complaint Against Department/Members Internal Affairs (23.1) for the complaint process.

2. DEFINITIONS

- A. **Counseling:** a discussion between an employee and a supervisor regarding conduct and/or work performance. May be documented in supervisory notes, however, is not considered discipline.
- B. **Demotion:** Reduction in status, position, pay scale or rank by the Chief with notification/approval of the Police and Fire Commission.
- C. **Discipline:** an action taken by the Department to address an employee's conduct and/or work performance.
- D. **Dismissal:** discharge or termination of employment by the Chief with notification/approval of the Police and Fire Commission.
- E. **Loss of Leave:** an employee forfeiting earned time off in lieu of a suspension as part of disciplinary action.
- F. **Progressive Discipline:** increased discipline when lower levels do not improve performance; does not bar a higher level of discipline from being initially applied.
- G. **Suspension:** a disciplinary action resulting in time away from work without pay for the employee
- H. **Written Reprimand:** a written form of discipline for less serious or minor first-time offenses documented in the offender's personnel file which may refer to past incidents of a similar nature, oral reprimands, referral to remedial training and/or EAP referral.

3. PROCEDURES

- A. Discipline must be legal, reasonable, consistent, & timely.
- B. Disciplinary action is determined by the seriousness of the misconduct and by the extent of wrongdoing/injury to any person. It is commensurate with the incident and the employee's prior instances. If misconduct is similar to previous employee misconduct, discipline is more severe.
- C. **Levels of Discipline:** Levels are guidelines only. The Chief may take disciplinary action outside these guidelines when circumstances are present to warrant deviation.
 - 1. Field Performance Evaluation
 - 2. Written Reprimand.
 - 3. Suspension or Loss of Leave – if Loss of Leave is used in lieu of Suspension, it must be agreeable with the disciplined employee.
 - 4. Demotion.
 - 5. Dismissal: permanent employees may be dismissed only for just cause; probationary employees may be dismissed at any time during the probationary period without cause.
- D. **Documentation:** Field Performance Evaluation Form, counseling /training, Corrective Action Report; all forms of discipline.

- E. Corrective Actions:** Corrective actions are not discipline, but additional measures taken by the department to improve an employee's work performance. Corrective Actions that accompany discipline may include, but are not limited to:
1. Counseling
 2. Training/Remedial Training
 3. Employee Assistance Program
- F.** The Department recognizes employee rights as afforded by the constitution, applicable state law, and pertinent case law.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 13	ORDER NUMBER 13.3
TITLE SUPERVISORY & COMMAND STAFF		WORD CODE SUPERVISORY	TOTAL PAGES 1
	History: Updated 03/03, 07/07, 09/12, 11/15, 07/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the role of supervisory and command staff in the disciplinary process and their authority in each level of disciplinary action. The principles of unity of command as it relates to discipline will be adhered to.

2. PROCEDURES

A. Authority to Discipline and Progressive Scale:

1. **Oral Reprimand** - issued by any supervisor.
2. **Counseling and/or training** - use of training alternatives or additions are highly encouraged; issued by any supervisor.
3. **Written Reprimand** - issued by any supervisor after obtaining chain of command signatures and with the Chief's approval.
4. **Loss of Leave and/or Suspension** - issued by the Chief and Police and Fire Commission; however, a supervisor may temporarily suspend a subordinate with pay if such member's misconduct may impede or damage the member or the Department in their performance, such action will be brought to the immediate attention of the Chief, Assistant Chief and relevant Bureau Director.
5. **Demotion** - issued by the Chief and Police and Fire Commission.
6. **Dismissal** - issued by the Chief and Police and Fire Commission.

B. Progressive discipline will be used for repeat, similar violations. Nothing in this order prevents a supervisor from initiating a higher level of disciplinary recommendation if the penalty fits the violation. General order 13.2 adds other criteria.

C. All levels and methods of discipline are subject to the review of the Chief. Discipline alternatives or other recommendations may be made through the chain of command.

D. Documentation:

1. Field Performance Evaluation Form (see 13.2).
 - a. The Chief's original will be routed by the issuing supervisor up through the chain of command to the Bureau Captain and to the Chief.
 - b. The Director will ensure that the form is properly used based on personnel records, past use for similar violations, consistency, and fairness.
 - c. The Director and Chief may recommend, modify, or rescind evaluations.
 - d. Field Forms for counseling shall be issued in private from supervisor to member, not in front of any personnel of the same rank of the member, unless so requested by the member and then only with an association representative. All supervisors shall not discuss such matters with any other subordinates.
2. Corrective Action Report (see 13.2).
 - a. Prior to issuing this report, supervisors will adhere to directions on the form regarding required signatures.
 - b. The chain of command review ensures unity of command when the discipline is finally issued to the member.
 - c. Such reports shall be issued in private from supervisor to member, not in front of any personnel of the same rank of the member, unless so requested by the member and then only with an association representative. All supervisors shall not discuss such matters with any other subordinates.
3. Any written input from supervisors during their review through the chain of command shall have a copy routed back to the offender.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 13	ORDER NUMBER 13.4
TITLE PUNITIVE ACTION		WORD CODE PUNITIVE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes requirements for all personnel to be familiar with the following information particularly when that person's misconduct results in punitive action.

- A. Reason for the action.
- B. Effective date(s) of the action.
- C. Appeal and hearing rights.

For the purposes of this order, punitive action is defined as any disciplinary action from written reprimand to dismissal.

2. PROCEDURES

A. Reason for Action:

The Internal Investigation Disposition Report lists the reason for disciplinary action in the following:

- 1. Order/Directive Violated,
- 2. Description of Violation; and/or
- 3. Additional Comments and/or Recommendations. Supervisory annexes, addendum, recommendations, investigative reports, and conclusions may serve as references and/or attachments to the report.

B. Effective Date:

- 1. The "Action" section of the report notes effective dates where applicable. If none are present, the effective date is the date of the supervisor's signature.

C. Appeal:

- 1. If the member decides to appeal such action, s/he may informally seek a remedy through the report's indicated chain of command or do so by formally following WI ss. 62.13(5) and/or pertinent sections of relative labor agreements.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 13	ORDER NUMBER 13.5
TITLE MAINTENANCE OF RECORDS		WORD CODE REC MAINT	TOTAL PAGES 1
	History: Updated 03/98, 07/03, 09/12, 11/15, 12/23		

1. PURPOSE AND SCOPE

This order establishes the procedures for maintenance of records for disciplinary actions requiring documentation, filing, and general preservation of disciplinary history.

2. PROCEDURES

A. Where Records are Filed:

1. The City of La Crosse Human Resources Department maintains personnel files. Original documents will be maintained in such files.
2. The Office of the Chief will retain a copy of disciplinary actions for all active employees to be used as a reference.
3. Shift/Division: Each shift, division or section of the Department will maintain a yearly evaluation folder for all assigned personnel. All permanent records shall be forwarded to the Human Resources department following the annual evaluation.
 - a. This folder is transferred to the commander of whatever shift/division the member is transferred to.

B. How Long Records are Maintained:

1. Unless specified specifically by contract/agreement, all disciplinary actions noted above will be maintained for the duration of the member's Departmental employment.

C. Purging:

1. Purging of disciplinary action is not allowed without the written authorization of the Chief. Upon member termination or resignation, all personnel files for such person will be purged by sending the contents thereof to the City Personnel office.

D. Personnel files are CONFIDENTIAL in nature and are viewable only by the pertinent member and his/her supervisors in the chain of command unless viewing is expressly granted in writing by the Chief.

E. Items placed in personnel files should be brought to the attention or have a copy routed to the person whose file is being affected.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 13	ORDER NUMBER 13.6
TITLE SEXUAL HARASSMENT		WORD CODE HARASSMENT	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/23		

1. PURPOSE AND SCOPE

This order establishes prohibition of sexual harassment in the workplace and provides a means by which sexual harassment can be reported. The Department takes a stand against sexual harassment through policies and directives that prohibit such conduct; providing thorough investigation of any sexual harassment complaint; issuing appropriate disciplinary action where allegations can be substantiated; and making members aware of the issues involved.

2. DEFINITIONS

A. Sexual harassment is defined by EEOC language by DILHR and detailed by WI ss. 111.32(13) and 111.36(b) contained in the City's Sexual Harassment Policy. DILHR sets findings and requirements for cities, the Personnel Office establishes policy for City Departments. The above provide procedures to pursue sexual harassment complaints; however, the Department's primary process for such complaints is provided herein.

3. PROCEDURES

- A.** An employee who believes they have been the subject of sexual harassment will report the incident immediately to their supervisor, unless the complaint involves the supervisor, then the employee will report the incident to the next supervisor in the chain of command. If this is not possible, they may report to the Chief or City Personnel Director.
- B.** The employee should leave Department Memorandum on the incident as soon as possible. The complaint will be promptly investigated by the supervisor, or his/her designee and a conclusion reached in a timely fashion.
- C.** Dependent upon the findings, members found to having engaged in sexual harassment shall face disciplinary action not to include oral or field evaluation forms. In general, members committing sexual harassment will be referred to the Employee Assistance Program in addition to discipline.
- D. Supervisory Responsibility:** It is his/her responsibility to ensure that members feel free to report sexual harassment. Supervisors will take the complaint, ensure it is investigated, complete reports, and forward information to the Chief. Supervisors will not discourage complaints, nor shall they informally handle such incidents outside of this order.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 13	ORDER NUMBER 13.7
TITLE PERSONAL USE - SOCIAL MEDIA		WORD CODE SOCIAL	TOTAL PAGES 2
	History: Updated: 12/23		

1. PURPOSE AND SCOPE

The Department recognizes the emerging and evolving trends of technology have changed how people communicate and convey information on a daily basis. This evolution has led to the use of social media platforms as a significant communication method for the vast majority of the public, including our employees. While the Department has addressed concerns of employee speech and behavior in General Order 13.1 Code of Conduct; the ability/possibility of the content of a social media post to be available to the general public or go “viral” creates specific concerns that the Department will address in this policy. This policy is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge.

2. DEFINITIONS

- A. Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- B. Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- C. Profile:** Information that a user provides about himself or herself on a social networking site.
- D. Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo- and video-sharing sites, wikis, blogs, and news sites.
- E. Social Networks:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- F. Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

3. PRECAUTIONS AND PROHIBITIONS: Barring state law or binding employment contracts to the contrary, Department personnel shall abide by the following when using social media:

- A.** Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Department for which loyalty and confidentiality are important; impede the performance of duties; impair discipline and harmony among coworkers; or negatively affect the public perception of the department.
- B.** Department personnel are prohibited from using the copyrighted La Crosse Police logo on personnel social media sites.
- C.** Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this Department without express authorization.
- D.** Department personnel are prohibited from publically posting on social media site while on-duty, unless specifically authorized by the Chief/Asst. Chief or as part of an assigned public relations/PIO duty.
- E.** Department personnel are prohibited from posting, transmitting, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief or his or her designee.
- F.** As public employees, Department personnel are cautioned that speech on or off-duty, made pursuant to their official duties - that is, that owes its existence to the employee’s professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this Department.
- G.** For safety and security reasons, Department personnel are cautioned not to disclose their employment with this Department, nor shall they post information pertaining to any other member of the Department without their permission. As such, Department personnel are cautioned not to do the following:
 - 1. Display Department logos, uniforms, or similar identifying items on personal social media platforms or websites.

2. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this Department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
- H.** When using social media, Department personnel should be mindful that their speech, posts, and profile become part of the worldwide electronic domain. Once available in the electronic domain, even if access to the content is limited, the poster loses control to restrict how/where the content is shared thereafter. Therefore, adherence to the Department's code of conduct is required in the personal use of social media. In particular, Department personnel are prohibited from the following:
1. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 2. Speech involving themselves or other Department personnel reflecting behavior that would reasonably be considered unbecoming of a La Crosse Police Department employee.
- I.** Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings. Department personnel are subject to discipline up to and including termination of office if this occurs.
- J.** Department personnel should be aware that they may be subject to civil litigation for
1. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation).
 2. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person.
 3. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose.
 4. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- L.** Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- M.** Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Department at any time without prior notice.
- N.** Reporting violations - Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 14	ORDER NUMBER 14.1
TITLE RECRUITMENT AND SELECTION		WORD CODE RECRUIT	TOTAL PAGES 3
	History: Updated 03/98, 02/03, 10/04, 09/12, 11/15, 07/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for the recruitment and selection of candidates to fill sworn employment vacancies in the Department. It is our policy to recruit and select the best candidates. We strive to accomplish this by dedicating resources to attract, assess and select candidates that possess those values/skills that are consistent with our mission, goals, and objectives. The Department has an open application process that will continuously accept applications and complete (at a minimum) annual testing to maintain a list of the best possible candidates. The Department complies with equal opportunity plans and any relevant affirmative action stipulations administered by the City Human Resources office. With the Police and Fire Commission, the Chief retains the authority to select and promote the best-qualified applicants.

2. PROCEDURES

A. Selection Process for Applicants and Job Relatedness:

1. Officer Recruitment Guidelines:
 - a. The Assistant Chief and Bureau Captains are responsible for making recommendations to the Chief regarding existing staffing levels, anticipated attrition, and staffing needs.
 - b. The Chief or his/her designee will coordinate with the Police and Fire Commission and Human Resources to coordinate a hiring process when needed.
 - c. The commander of the Professional Standards/Community Services Bureau is responsible for allocating resources relative to recruitment. Personnel directly involved in recruitment are trained in equal opportunity, affirmative action, and the selection process.
 - d. Recruitment efforts should include participating in recruitment at job fairs, developing departmental brochures designed to recruit, work with Human Resources to development recruitment ads, create advertisement boards, post recruitments on websites and any other relevant activities to attract the best applicants.
 - e. Recruitment may also include involving other members of the department to best relate to applicants of different racial backgrounds, gender and/or specific schools.
 - f. The Department internally posts employment openings. Employees are encouraged to participate in seeking qualified applicants.
2. Job Announcements:

City Human Resources along with the appointed Department staff is responsible for distributing media release and advertisement. Such notices will contain data regarding:

 - a. The City being an equal opportunity employer.
 - b. The application filing deadline.
 - c. General description of duties and responsibilities of the job as well as requisite skills, educational levels and physical requirements.
 - d. Ongoing application process via the department internet web sites and newspaper/trade bulletin advertisement will encourage a continuous list of possible candidates for the testing process.
3. Selection Process for Applicants, Administrative Practices:
 - a. The Chief has responsibility for hiring decisions. The budget establishes staffing levels. The Assistant Chief monitors vacancies in accordance with budget authorizations. Records maintenance is the responsibility of the City Human Resources Office and the Administrative Bureau designee.
4. Application Form Screening:

Applications are screened by Human Resources for minimum requirements.
5. The Applicant will complete a series of evaluations to include Police Administrative Interview, Physical Fitness Evaluation and Written Test. Upon successful completion of each evaluation, the applicant will be notified by Human Resources of the next evaluation to be completed. Applicants who do not successfully complete an evaluation will be notified by Human Resources.
6. Police Administrative Interview Panel: Purpose: Communication Skills, General Job Knowledge.

The department will administer an administrative interview panel.

 - a. Applicants will be notified by Human Resources of the interview panel and the process to proceed to this phase of the process.

- b. The make-up of the panel is at the Chief's discretion, however, should consist of a representative of the different bureaus of the department.
 - c. Interview results will be reported to Human Resources.
7. Physical Fitness Evaluation: Purpose: Ensure fitness for duty.
The Department will administer the physical fitness evaluation.
- a. The physical fitness evaluation will be based on the State minimum standard to graduate from the Wisconsin Law Enforcement recruit academy.
 - b. Any applicant participating in the physical fitness evaluation must submit a preliminary medical physical verifying they have medical clearance to participate in the process.
 - c. The physical fitness evaluation will be administered by trained members of the La Crosse Police Department, with each phase of the test being pass or fail.
 - d. Any applicant that does not pass a phase of the fitness evaluation is immediately eliminated from hiring.
 - e. The administer of fitness evaluation will notify Human Resources of which applicants passed and which failed.
8. Written Test: Purpose: Technical knowledge of the candidate.
City Human Resources will arrange for the administering of the applicable test during the hiring cycle. Human Resources will inform candidates of testing date(s) and location. Test scores are routed to the Chief for review.
- a. Applicants who pass review will receive notice from City Human Resources.
 - b. Applications not meeting the grade are kept by Human Resources for notification by that office.
9. Police and Fire Commission Interview: Purpose: Communication Skills.
Upon successful completion of the previous evaluations, the Commission will interview successful applicants and forward a list of candidates the Commission certifies as eligible to the Chief and Human Resources. Applicants who pass will receive notice of being placed on the eligibility list from City Human Resources.
- a. Applications not passing will be returned to Human Resources for notification by that office.
10. A score based on the written test, physical assessment, Administrative interview and Police & Fire Commission interview is compiled, and a list is made giving rank order of the candidates.
- a. The newest eligibility list will rescind all previous eligibility lists. Candidates will remain on the eligibility list until a new list is certified by the Police & Fire Commission. Until a new eligibility list is certified the Chief may hire from the existing list, if necessary, to facilitate filling vacancies within the department.
11. Chief's Oral Interview: Purpose: Communication/person skills, Job Knowledge.
This interview involves rating an applicant's verbal response to standard questions to evaluate knowledge, skills, and abilities. This interview will be conducted by the Chief of Police and/or Assistant Chief or other department member of the Chief's choosing.
- a. Applicants who pass will receive notice from City Human Resources.
 - b. Applications not passing will be returned to Human Resources for notification by that office.
12. Background Investigation. Purpose: Ensure all information provided by the applicant is truthful; ensure that there are no disqualifying events/matters/associations the applicant has been involved in; and the applicant is of good character.
13. Conditional Hiring Decision:
As vacancies occur, the Chief will select from those applicants on the eligibility list, the applicant to be conditionally hired based upon their successful completion of the following steps.
14. Psychological, Medical, and Drug Screen Examinations: Purpose: Ensure emotional/psychological stability, detect illicit drug use.
The Chief will send a letter to the applicant who passes advising them of their final interview date and time with the Chief. Applicants who do not meet the exam qualifications will be notified by Human Resources.
15. Final: when a decision is made to hire a candidate and all phases of the background have been completed, the announcement is made by the Chief.
16. Qualified applicants not appointed will remain on the eligibility list. Upon completion of the newest eligibility list the previous year's eligibility list will be nullified. Applicants who do not make the list will be referred back to Human Resources.
17. Other Department Vacancies
- a. Administrative Services and City Human Resources will work together to administer the hiring process for all other non-sworn positions. Applicants will be selected in accordance with the policies established by the Department and Human Resources.

B. Records Maintenance and Storage:

Availability of all records associated with the selection process will be limited to those persons directly involved in the process. Any candidate's file not being utilized will be secured within a locked container/file cabinet. No files will be left unattended. Files of candidates who are not successful will be routed to Human Resources.

1. BACKGROUND INVESTIGATION

- a. The final report of findings will be maintained in Human Resources and a copy in the Police Administration file.

2. VERIFICATION OF QUALIFYING CREDENTIALS

- a. Under the supervision of the Administrative Captain, a background investigation of each applicant at this stage will be initiated. Personnel trained in Background Investigations will be assigned to such investigation and will document the background data.

3. REVIEW OF CRIMINAL RECORD

- a. The background will include criminal/traffic records, financial, references, education, verification of meeting minimum qualifications, etc. Background Investigators will ensure that a current background verification release form (addendum A) is completed.

4. VERIFICATION OF AT LEAST THREE PERSONAL REFERENCES.

- a. The department will verify at least 3 personal references and should, if possible, involve a home visit with the candidate, family, and neighbors.

5. POLY GRAPH EXAMINATIONS are not used by our Department.

6. MEDICAL EXAM

Medical Examination: Purpose: Ensure fitness for duty. Within 30 days of the department issuing a conditional offer, the department will schedule the applicant for a medical exam at a medical facility of the City's choosing. Human Resources will be responsible for coordinating exams.

- a. The exam is done at the expense of the City.
- b. The exams will verify that the candidate does not have physical limitations, which would inhibit work performance or contribute to work related disabilities. Licensed professionals using valid non-discriminatory procedures will conduct them.
- c. The results will be maintained by the examiner and by Human Resources after Department review.

7. PSYCHOLOGICAL EXAM

All applicants proceeding to this stage are required to submit to a psychological exam. Human Resources will be responsible for coordinating exams.

- a. The exams will verify that the candidate does not have problems, which would inhibit work performance or contribute to work related disabilities. Licensed professionals using valid non-discriminatory procedures will conduct them.
- b. The results will be maintained by the examiner and by Human Resources after Department review.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 15	ORDER NUMBER 15.1
TITLE REMEDIAL/REFRESHER TRAINING		WORD CODE REMIDIAL	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 07/19, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes policy concerning remedial training to recognize the circumstances and criteria used to determine need, timetables for training, and consequences of non-participation. It also addresses the need for refresher training for those returning to a position after an extended absence.

2. DEFINITIONS:

- A. Refresher Training:** Training intended for an employee who has had an extended absence and needs training due to changes with the functionality of the position they are returning to and/or training specific to address perishable skills.
- B. Remedial Training:** Training intended to address a specific job performance deficiency that an employee has and may have ties to a corrective action or discipline.

3. PROCEDURES

A. Remedial training:

- 1. If a supervisor believes a member needs remedial training, s/he will submit a memo to the respective Bureau Captain and the Director of Training with any supporting data.
 - a. Personnel may request remedial training through their supervisor who in turn will route the request to the Bureau Captain and to the Director of Training.
- 2. The Bureau Captain and the Director of Training will review requests and make a determination if training is necessary.
- 3. If it is determined that training is needed, it will be scheduled as soon as possible.
- 4. Failure to participate or respond to remedial training may result in disciplinary action.

B. Refresher Training:

- 1. Refresher Training is intended to ensure that an employee returning after an extended absence is up to date and prepared for the job.
- 2. Refresher Training is not disciplinary or tied to disciplinary actions.
- 3. The need for refresher training will vary based on several factors including length of absence, changes in protocols or technology, the job function, etc.
 - a. Refresher training can be directed by Administration prior to letting the employee return to work.
 - b. An employee returning from an absence may request refresher through their immediate supervisor who will route the request to the Bureau Captain and the Director of Training for their consideration.

C. The Training Division is responsible for scheduling remedial and refresher training.

- 1. Upon completion of remedial or refresher training, test scores, certifications, or other pertinent documents will be forwarded to Training for evaluation and inclusion in the affected member's training folder with a memo regarding the training to be placed in the shift/division personnel folder.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 15	ORDER NUMBER 15.2
TITLE TRAINING POSTINGS, REQUEST & RECORDS		WORD CODE TRAINING REC	TOTAL PAGES 2
	History: Updated 03/98, 07/03, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the organization, planning and management of departmental training, to include updated records of employees following their participation in training programs through reviews, attendance, records, and confidentiality.

2. DEFINITIONS

- A. External Training:** Training conducted by an outside entity/instructor.
- B. Internal Training:** Training organized and instructed by Department or City staff.
- C. Mandatory Training:** Training that a department member is required to attend by order of the Department.
- D. Voluntary Training:** Training that is made available to department members which requires them to request to attend the training.
- E. On-Going Specialty Training:** Training conducted on a regular, ongoing basis (ie monthly) by Department specialty units (ERT, Canine) intended to maintain proficiency in their given area. Usually conducted as an internal training.

3. PROCEDURES

A. Director of Training: The Director of Training has general responsibilities associated with all facets of training within the department. General responsibilities include, but are not limited to:

- 1. Provide periodic reports and updates to the Chief as needed. An example of such report would be the monthly training report.
- 2. The evaluation of the Department's training plans as it applies to new laws and case law, Department directives, and past training programs.
- 3. Evaluation of physical facilities, equipment and training material needs and make requests through the budgetary process to meet the department's training needs.
- 4. Ensure all trainings (internal/external and mandatory/voluntary) are budgetarily feasible and will not cause unnecessary staffing shortages.
- 5. Organize, set up and post internal trainings (such as in-service) and determine if the training will be mandatory or voluntary.
- 6. Identify external trainings that are consistent with the Department's training plan and determine if the training will be mandatory or voluntary.
- 7. Keep all training records as prescribed in this policy.
- 8. Coordinate and ensure proper payments and reimbursements are made associated with trainings.

B. Training Availability

- 1. Trainings selected and made available to staff are based one or a combination of the following:
 - a. The training subject matter is consistent with the Department's goals or training plan.
 - b. Cost associated with the training.
 - c. Member recommendation submitted through the "Training Suggestion" form.

C. Selection/Assignment of Mandatory Trainings – Trainings may be made mandatory for a member to attend for a variety of reasons which may include State Laws, new equipment or technology, required as a part of a new assignment/promotion, an identified need of the Department, etc. Mandatory trainings will follow this process:

- 1. The Director of Training will notify the affected employee and supervisors of the mandatory training.
- 2. The employee will be required to complete the training request form and route through their supervisory chain.
- 3. The supervisory chain will complete request form and provide commentary if necessary.
- 4. The Director of Training will receive the completed training request, make any needed arrangements for the employee to attend the training and notify the employee of the final training arrangements.
- 5. The employee is required to attend and participate in the training. Failure to do so could result in disciplinary action.

6. Upon completion of the training, the employee will route all necessary records to the Director of Training.

D. Posting/Selection Procedure of Voluntary Trainings

1. The Director of Training will post voluntary training opportunities to affected members and their supervisors. Postings will list course specifics, dates, times, location and advise if the training is mandatory or voluntary. The posting will also have a closing date.
2. Members interested in attending the posted training will complete the training request form and route it through their supervisory chain.
3. The supervisory chain will complete request form and provide commentary if necessary to explain their recommended approval or denial of attendance.
4. The Director of Training will receive the completed training request and may confer with other staff as to who will be selected to attend the training. Then make any needed arrangements for the employee to attend the training and notify the selected employee(s) of the final training arrangements.
5. Upon completion of the training, the employee will route all necessary records to the Director of Training.

E. Ongoing Specialty Training: There are several units within the Department that require ongoing training for liability, legal and proficiency purpose; such as the Emergency Response Team and Canine units.

1. Departmental specialty units will organize and arrange their own ongoing trainings to meet the need of the units.
2. These units may utilize the Director of Training to help facilitate their trainings, however the general expectation is that they will execute their own training plans which shall be consistent with the goals of the agency.
3. All records (as defined within this policy) associated with these trainings shall be forwarded to the Director of Training.
4. External trainings associated with specialty units shall be routed through the Director of Training.

F. Records for All Classes:

1. Training will maintain a record of all trainings which should include agency attendees, dates, type of training received, attendance, performance of attendees, and test scores if applicable of personnel at training sessions.
 - a. Employees who fail testing associated with a training will be referred to the Director of Training for additional follow up or action.
2. Copies of diplomas and the course curriculum will be routed to Training for inclusion in training folders.
3. Training records are property of the Department and in general are confidential, exceptions: court subpoena, State law or the Freedom of Information Act.
 - a. Employees will be permitted to view/receive a copy of their training records at their request.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 15.4	ORDER NUMBER 15.3
TITLE CAREER DEVELOPMENT		WORD CODE CAREER	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes provisions for skill development to all members at promotion or assignment to specialized positions to ensure that they receive training necessary for that position.

2. PROCEDURES

A. Advanced Training:

1. Advanced training is designed to expand the management skills and professional competence of personnel who have demonstrated leadership capabilities.
2. The Chief may select personnel for advanced training to meet the needs of the Department and to assist with individual career development. Upon successful completion of advanced training, the Chief may determine the appropriate assignment of personnel in accordance with labor agreements and other standards.
3. Examples of advanced training programs are the FBI National Academy, Northwestern University Police Staff and Command and the Wisconsin Command College (Certified Public Managers Program).
 - a. Such training may be applied towards State mandated training.
4. Training opportunities shall be posted as prescribed by labor/contract agreement and/or Chief's order.

B. Specialized Training:

1. Specialized training consists of instruction for newly promoted members or personnel assigned to new or specialized positions. This includes training, which is designed to maintain/upgrade skills.
2. The Director of Training will ensure that such training commences within a reasonable time of appointment unless circumstances exist which prevents this from occurring.
Specialized training includes:
 - a. Skills and abilities unique to the position.
 - b. Management, administration, supervision, policies, and support services related to the position.
 - c. Performance standards.
 - d. On the job training to complement class instruction.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 15	ORDER NUMBER 15.4
TITLE RECRUIT TRAINING & FIELD TRAINING OFFICER PROGRAM		WORD CODE FTO	TOTAL PAGES 1
	History: Updated 09/12, 06/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the assignments and responsibilities of new recruit officers, as well as the procedures, processes and responsibilities with the Department's Field Training Officer (FTO) Program.

2. PROCEDURES

A. Recruit Training: The Department may hire new officers that have not received the State of Wisconsin law enforcement certification. This occurs in two different scenarios: an individual who is a certified officer from another state and a newly hired officer without any law enforcement certification from any state. The Department will follow these procedures.

1. The Director of Training is responsible for coordinating any required recruit training and will act as a liaison with the Department of Justice-Training and Standards as well as the State law enforcement academies.
2. Recruits hired that were officers certified in another state will be required to complete any state reciprocity exam required by the Department of Justice within their prescribed time frame.
 - a. These recruits will be assigned to complete the Department FTO program which upon completion may be assigned to solo sworn patrol functions.
 - b. Failure to successfully complete the State reciprocity exam will result in either the recruit being sent to a State certified law enforcement academy, or their employment being terminated.
3. Recruits hired that have had no law enforcement certification will be enrolled in a State certified law enforcement academy as soon as practical.
 - a. These recruits will be allowed to operate within the Department's FTO program prior to attending the law enforcement academy, however, will not be allowed to do solo sworn patrol functions.
 - b. Recruits hired under the condition of completing the law enforcement academy will be compensated as set forth in the governing collective bargaining agreement.
 - c. Failure to successfully complete the State law enforcement academy may result in termination.

B. Field Training Officer Program:

1. The following are goals and objectives of the Field Training Officers (FTO) Program:
 - a. Develop attitudes, which allow effective operations.
 - b. Standardized process so all have the same opportunities.
 - c. Produce officers capable of working professionally.
 - d. Document recruit performance and non-performance.

C. Responsibilities:

1. The Director of Training's responsibilities include but not limited to:
 - a. General oversight of the FTO program
 - b. Scheduling all of a new recruit's initial training in conjunction with their assignment to the field training program.
 - c. Assigning and scheduling Field Training Officer's to recruits and the rotation of the recruit to different shifts.
 - d. Review progress reports filed by the FTO and shift supervisors.
 - e. Communicating and meeting with the recruit, the FTO and shift supervisors on the training progress of the recruit.
 - f. Report to the Chief training progress of recruits and any serious concerns observed or report during the FTO process.
 - g. Clear the new recruit to be assigned to solo sworn patrol functions.
 - h. Review supervisor reports and monitor recruits progress on solo sworn patrol.
2. Field Training Officer's responsibilities include but not limited to:
 - a. Carry out regular patrol area assignments.
 - b. Be exemplary in quality and quantity of work.
 - c. Demonstrate knowledge of law, orders, and directives.
 - d. Instruct recruits in the street environment.

- e. Ensure minimal requirements are taught and met by the recruit.
 - f. Talk with other FTOs and supervisors about the recruit.
 - g. Provide daily feedback to the recruit about progress.
 - h. Submit daily observation reports regarding the recruit.
 - i. Attend meetings with Training for program improvements.
 - j. Make recommendations for retention/termination.
3. Shift Supervisor assigned to the recruit has responsibilities include but not limited to:
- a. Training and evaluation of recruits assigned to shift; keep others informed as to progress.
 - b. Ensure that the training and evaluations are completed.
 - c. Review the FTO training to ensure it is kept up to date.
 - d. Submit evaluations to Training as needed on recruits.
 - e. First line supervision of FTO's, reports concerns to the Director of Training.
 - f. Complete required progress reports once the recruit is assigned to solo sworn patrol.

D. Duration of Field Training:

- 1. The assignment of a recruit to an FTO is not less than 4 weeks and is adjusted to fit individual needs in content and duration (usually about 12 weeks in length). A probationary officer may be reassigned to an FTO for retraining during any phase of the program.

E. Selection Process for FTO:

- 1. FTO vacancy announcement will be made by the Director of Training.
- 2. An officer may submit a memo to the Director of Training.
- 3. A supervisor may submit a recommendation of a candidate.
- 4. The Chief and Training review submissions; the Chief selects FTO officer(s).
- 5. An officer will remain an FTO until:
 - a. The officer wants to be relieved of such duties.
 - b. The Chief determines that the officer is not fulfilling the duties appropriately. The Chief may determine that the FTO needs retraining to maintain being active.
- 6. General Qualifications to become an FTO:
 - a. Assigned to patrol.
 - b. Good performance evaluations.
 - c. Excellent communication skills.
 - d. Able to get along with others.
 - e. High level of initiative.
 - f. Good personal appearance.
 - g. Positive attitude.
 - h. Commitment to law enforcement and the Department.
 - i. Good knowledge of laws, ordinances and departmental policies.

F. Training of FTO:

- 1. All FTO's will attend an initial training course as prescribed by the Training Division.
- 2. Attend periodic training/conference sessions and FTO meetings as directed to keep them current on their assigned responsibility.

G. Recruit Assignment Rotation:

- 1. Recruits are assigned to a shift unless otherwise ordered by the Chief. Recruits will typically rotate between shifts after approximately four weeks to provide for a variety of calls and experiences.
- 2. On shift, the recruit is assigned to an FTO; if none are available, s/he will be assigned to a supervisor or a senior officer and no daily report will be completed.
- 3. If conditions exist for a lengthy time where an FTO is not available, supervisors will notify Training so that another interim arrangement can be made.
- 4. Recruits are credited for FTO workdays only if a daily observation evaluation is completed.

H. Evaluation & Reporting by FTO:

1. FTOs shall complete a FTO Daily Observation Report by the end of each shift or by the beginning of the next shift when assigned a recruit. The FTO will also note any pertinent comments concerning the recruit's performance during the shift, then date and sign the report. The recruit will be required to read the report and sign it. The FTO will forward the completed report to the recruit's training binder for future review by the assign shift supervisor.
2. The recruit's assigned supervisor will review the reports weekly to ensure the recruit is progressing through the required areas of proficiency.
3. Upon completion of the recruit's FTO training or on termination, their evaluations will be filed as follows:
 - a. Final evaluation/termination papers will be filed in the administrative personnel file in the City Human Resources Office.
 - b. Other FTO records will be filed in Training folders.
 - c. Training information is confidential and may be reviewed only by those approved by the chief or related orders.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 15	ORDER NUMBER 15.5
TITLE MANDATED TRAINING		WORD CODE MANDATED TRAINING	TOTAL PAGES 1
	History: Updated 04/04, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order ensures that all sworn members complete any trainings required by the State or agency. It is the policy of this department to ensure that personnel attend training that motivates experienced officers and furthers the professionalism of this department.

2. PROCEDURES

- A.** The Director of Training will ensure that all sworn members complete State and departmental mandated trainings within the time frames either prescribed by law or the agency. These trainings include, but is not limited to:
 - 1. Emergency Vehicle (EVOC) with frequency required by state law.
 - 2. Firearms certification with frequency as required by law.
 - 3. Revisions in agency policy, procedures, rules, and regulations as released or changed.
 - 4. Law Enforcement Code of Ethics annually or as dictated by policy.
 - 5. City Code of Ethics annually or as dictated by City policy.
 - 6. Crime Information Bureau training as required to maintain certification and access to data bases.
 - 7. Training associated with any disciplinary action.

- B.** The Director of Training will ensure all sworn members comply with minimum hourly training requirements set forth by the State to maintain law enforcement certification.

- C.** Supervisory, management, or specialized training will be provided to supervisory personnel as required by policy. Retraining may be used to supplement promotional training, training prior to assignment in a specialized component or executive development training for higher-ranking officers.

- D.** Supervisors will evaluate and determine areas of training needed by subordinates. Such information shall be routed to the Director of Training to determine if the training is mandated for the employee.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 15	ORDER NUMBER 15.6
TITLE EMPLOYEE ORIENTATION-CIVILIAN		WORD CODE ORIENTATION	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes requirements for all newly appointed civilian personnel to receive information regarding:

- A. Department's role, purpose, goals, policies, and procedures.
- B. Working conditions and regulations.
- C. Responsibilities and rights of employees.

2. PROCEDURES

- A. The Administrative Services Bureau and supervisors in charge of civilian employees shall ensure they receive:
 - 1. Orientation to the Department's role, purpose, goals, policies, and procedures, as applicable to their position with the Department.
 - 2. Working conditions, regulations, and job responsibilities, as may be applicable to their position.
 - 3. Responsibilities and rights of employees.
- B. Source Documents to achieve the above include:
 - 1. Labor agreements.
 - 2. City ethics, work rules, and working conditions.
 - 3. Department written directives, code of conduct, job descriptions, etc.
- C. Employees assigned to the following civilian positions will receive training in addition to orientation, to ensure a complete understanding of job responsibilities:
 - 1. Civilian Service Officers.
 - 2. School Crossing Guards.
 - 3. Secretarial/Clerical employees.
- D. Supervisors in charge of civilian personnel will be responsible for training as may be deemed appropriate. Training needs may be determined through observation, evaluation, job analysis or work performance. Annual training should be designed to update skills and to increase knowledge of job responsibilities.



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 16	ORDER NUMBER 16.1
TITLE PROMOTIONS		WORD CODE PROMOTIONS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the Department's promotional process in compliance with Police and Fire Commission regulations, as well as state and federal law.

2. PROCEDURES

A. Written Announcement:

1. All promotion announcements will be in writing containing the identification and description of the position or job classification which is intended to be filled through promotion.
2. As can be determined at the time of the posting, a schedule will be attached to the announcement giving specific, or estimations thereof, dates, times, and locations for all elements of the promotional process.
3. The announcement will contain the Police and Fire Commission's rules and regulations governing promotions as they pertain to the specification of the requirements for participation in the promotional process.
4. It will also include an overall description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.

B. Administration:

1. The responsibility and authority for administering the promotional process for the agency is vested in the Police and Fire Commission; the specific identified position is that of the Commission Secretary who is also an employee in the City Personnel office. The Secretary is in charge with delegated authority to administer or cause to be administered the promotional testing process to employees.

C. Promotion Procedures:

1. The procedures used for promotion within the Department are job-related and nondiscriminatory, such as using State validated written tests, to ensure that professional practices are followed. See the Police and Fire Commission Rules and Regulations manual governing promotions and appointments available through Administrative Services.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 17	ORDER NUMBER 17.1
TITLE PERFORMANCE EVALUATIONS		WORD CODE EVAL	TOTAL PAGES 4 with Annex A
	History: Updated 03/03, 07/07, 09/12, 01/15, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for employee evaluations. Work performance of all personnel will be evaluated, and the criteria used will be specific to the employee's position. Tasks set forth in job descriptions are the basis for performance. Criteria used in evaluations will be reasonable, descriptive, objective, and measurable where possible. All raters will receive instruction in rating procedures and responsibilities as a precondition of such involvement.

2. PROCEDURES

A. Instruction for Performance Evaluations (Annual or Probationary):

Supervisors will receive proper training before they evaluate subordinates.

1. It is required that every rater involved with the personnel performance evaluation system receives instruction in rating procedures and rater responsibilities as a precondition of such involvement.
 - a. Such training may be accomplished through Specialized Supervisory Training or by the Director of Training (or designee) on an as need basis.
 - b. Annex A and the Job Description Manual contain guidelines/tools used in the evaluation process.
2. Supervisors may utilize various forms of documentation received during the member's evaluation period, to include but not limited to: Notes, Emails, Letters, Cards, Supervisor Notebook Entries, Field Evaluations or other levels of disciplinary actions or commendations.
 - a. Supervisor Notebook entries shall be printed off and incorporated/attached into the employees annual or probationary eval for the time period that is being reviewed.
 - b. Supervisor Notebook entries will start with a blank notebook with each new evaluation period.
 - c. Supervisors are encouraged to provide immediate feedback to employees near the time notes are placed in the Supervisor's Notebook.
 - d. Employees have the right to request a review of their Supervisor Notebook and reasonable accommodations will be made for the review to occur within three working days.
3. All performance evaluations shall be completed (written and delivered up the chain of command) on or shortly after the anniversary date with every effort to conduct the Performance Evaluation Review with the member within 30 days of the evaluation date.
4. All Performance Evaluations are completed by the member's immediate supervisor and are reviewed up the chain of command before it is reviewed with the member being evaluated.
5. Two supervisors are recommended when conducting the review with the member whenever possible or desirable.
6. Upon completion of the LCPD Performance Evaluation form (signed and dated by the evaluator - often a Sgt. and Lt.) the Original including any support documents and the contents of the Members Evaluation Folder are placed in an Inter-Office Envelope and routed to the members Captain.
7. The Captain reviews and routes to the Assistant Chief who reviews and routes it to the Chief.
8. The Chief makes a final review and returns the entire packet back to the members Captain to determine if any changes are needed.
9. The Captain discusses the review with the reviewing supervisor for correction if needed before the Performance Evaluation Review with the member.
10. The evaluator conducts the review with the member (with another supervisor present as needed) and the supervisor(s) and the member complete/document the Mutually Established Goals for the Next Evaluation Period and the Evaluated Member Comments sections on the evaluation.
11. The supervisor retains a copy of the completed LCPD Performance Evaluation form placing it in the members' evaluation folder and keeps a digital copy on file.
12. The original completed/signed LCPD Performance Evaluation form and all support documents are then returned to the Captain for review, who forwards to the Chief who routes the packet to Human Resources for filing.
13. A copy of the LCPD Performance Evaluation will be provided to the employee upon request.
14. While measures of performance should be objective and quantifiable, some areas are subjective in nature and require supervisors to be unbiased.

15. When a Self-Evaluation is completed by a member, it is included in the Evaluation Packet and is used during the Evaluation Review as needed.

B. Annual Performance Evaluations (Regular / Non-Probationary Members):

Evaluation of an employee's performance covers a specific period and such evaluation is based only on performance during that specific period. All employees are accurately and fairly evaluated.

1. All non-probationary sworn and civilian personnel are evaluated annually based on their hire date, using the LCPD Performance Evaluation form and job description manual for evaluating performance based on duties, responsibilities, and qualifications.
2. The evaluation period documents the events of the previous year (365 days) only and uses a format using the member's anniversary date as a guide. Example Evaluation Period: 01/09/2014 to 01/09/2015.
3. On each regular member's anniversary date, their direct supervisor will require them to conduct a Self-Evaluation utilizing the LCPD Performance Evaluation form (digital format) checking the appropriate box. This Self-Evaluation is for Annual Performance Evaluations but may be utilized for a probationary member if deemed helpful in their development.

C. Probationary Performance Evaluations:

1. Probationary Officer's (18 Month Probation)
 - a. During the initial phases (phases 1-4) the probationary officer will receive daily written evaluations from a field training officer, with an additional end of week written review from a shift supervisor.
 - b. During the "Phase 5" period, regular written narrative style evaluations of the probationary officer's solo performance will be done by a shift supervisor on the following basis
 - 1) 1st month of phase 5 a written evaluation of the probationary officer's performance will be done weekly
 - 2) 2nd & 3rd month of phase 5 a written evaluation of the probationary officer's performance will be done every two weeks
 - 3) 4th -18th month of phase 5 a written evaluation of the probationary officer's performance will be done every month
 - c. In addition to aforementioned phase 5 written evaluations, a written performance evaluation will be completed on the LCPD Performance Evaluation form at months 9 and 15 as described in 2.A – Instruction for Performance Evaluations (Annual and Probationary).
 - d. At 17 months from the date of hire (1 month before the 18 month probationary period is completed) the probationary officer's immediate supervisor will complete a Department Memorandum documenting the officer's progress, identifying strengths/weakness based on all reviews from the Field Training Program and the 9 month and 15 month evaluations. They will consult with the Director of Training and include recommendations for retention as a regular employee.
2. Probationary Civilian's (24 Month At Will Employee)
 - a. All probationary civilian employees are evaluated as follows based on their hire date.
 - b. Probationary Civilians will receive 5 evaluations before their probationary period is complete, a 3 month, a 6 month, a 12 month, an 18 month and a 23 month evaluation (1 month before the 24 month probationary period is complete) using the procedure as described in 2.A – Instruction for Performance Evaluations (Annual and Probationary).
 - c. The probationary civilian's immediate supervisor will complete the 23-month evaluation and a Department Memorandum documenting the member's progress, identifying strengths/weakness and include recommendations for retention as a regular employee.
 - d. If a person was hired on 01/09/2014 their 3-month evaluation would be on or about 04/09/2014, their 6-month evaluation would be on or about 06/09/2014 and so on.

D. Performance Evaluation Counseling:

All personnel receive counseling regarding performance expectations and the evaluation process utilizing proper personnel methods in the evaluation process.

1. Each employee will be counseled at the conclusion of the rating period, by the supervisor responsible for rating such employee.
2. Results of the performance evaluation just completed and substantiating materials will be discussed.
3. Performance expectations and Mutually Established Goals for the Next Evaluation Period will be discussed and documented.
4. The supervisor will also give information on career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

E. Performance Evaluation Responsibilities:

1. The Chief is evaluated by the Mayor and selected Common Council members.

2. The Assistant Chief is evaluated by the Chief.
3. Captains are evaluated by the Assistant Chief.
4. Lieutenants are evaluated by their Captain.
5. Sergeants are evaluated by either their Lieutenant or their Captain dependent upon who their immediate supervisor is.
6. Investigators are evaluated by their Sergeant, Lieutenant, or Captain, dependent upon who their immediate supervisor is.
7. Officers are evaluated by their Sergeant, Lieutenant, or Captain, dependent upon who their immediate supervisor is.
8. Civilian Service Officers are evaluated by their Sergeant, Lieutenant, or Captain dependent upon whom their immediate supervisor is.
9. Civilian Employees are evaluated by their Sergeant, Lieutenant, Captain, or the Chief dependent upon whom their immediate supervisor is.

F. Signature on Performance Evaluations:

1. After the Performance Evaluation Review, the employee is directed to sign and date the completed Performance Evaluation report (Acknowledgements section) to indicate the employee has read it (it has been reviewed by the member).
2. The employee being evaluated shall sign the completed performance evaluation report to indicate only that the employee has read/reviewed it. The employee has no grounds for not signing the report once it has been read.

G. Contested Performance Evaluations:

This section outlines a procedure as to how an employee can request a review of an evaluation reports.

1. Sign the Acknowledgements section of the report. This indicates only that it was read/reviewed.
2. Check the box "I wish to appeal this evaluation via attached memorandum" and sign and date that section.
3. Submit a memorandum within 10 days of receiving the evaluation explaining the basis of appeal in detail and the areas of contention. This memorandum will be addressed to the members' immediate supervisor (the evaluator); with a copy to their Bureau Director (if the Bureau Director is the evaluator, then the source of review will be the Assistant Chief).
4. The members Bureau Director will review the evaluation and memorandum and may request further information from the evaluator and/or evaluated member. The Bureau Director will notify the appealing employee of a decision whether there will be alterations to the original evaluation in the areas of contention contained in the memorandum.
 - a. Regardless of the final decision, the employee's memorandum will be permanently attached to the performance evaluation and placed in their personnel file.
5. Any further contention beyond this point may be addressed through other means such as pertinent contract procedures.

H. Retention Period:

1. In compliance with applicable ordinances and statutes, this section establishes the retention period for performance evaluation reports. Performance evaluations will be maintained for the duration of the employee's employment and beyond by Human Resources.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows the 'Bridges Portal' interface for the La Crosse Police Department. The page title is 'Forms - Logs and Templates - Performance Evaluations'. A navigation sidebar on the left includes 'Home', 'Recent', 'LCPD Internal Announcements', 'Police Links', and 'Report Forms'. The main content area displays a table of documents with columns for 'Name', 'Modified', and 'Modified By'. The table lists six files, all modified on November 7, 2019, by Stephanie Churchill.

Name	Modified	Modified By
LCPD PERFORMANCE EVALUATION 10.21.2019	November 7, 2019	Churchill, Stephanie
LCPD PERFORMANCE EVALUATION SCHEDULE TEMPLATE 01.16.2015	November 7, 2019	Churchill, Stephanie
LCPD SELF EVALUATION 08.23.2017	November 7, 2019	Churchill, Stephanie
Performance Evaluation Training	November 7, 2019	Churchill, Stephanie
Reference - 2013 EPL Training Handouts - Performance Evaluations	November 7, 2019	Churchill, Stephanie
Reference - ATTENDANCE POLICY revised 082014	November 7, 2019	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.1
TITLE 24 HOUR COVERAGE		WORD CODE 24HR	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes twenty-four hour coverage of police services with sufficient overlaps and roll call sessions to provide for continuous police coverage at all times for the immediate assignment of officers to emergencies.

2. PROCEDURES

A. Coverage:

1. By administrative policy and labor agreements, the Department will provide twenty-four hour police services to the City by utilizing the number of prescribed and allocated shifts and personnel to staff beats and related assignments.

B. Overlaps:

1. Shifts will ensure continuous coverage at all times which may include early and late officers or staggered start times or assignments per administrative policy/labor agreements.

C. Roll Call:

1. To ensure that on coming officers are informed of assignments and receive updated information since their last duty time, shifts will use oncoming roll call sessions to provide pertinent information.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	18	18.2
TITLE DEPARTMENT VEHICLES		WORD CODE VEHICLES	TOTAL PAGES 3
	History: Updated 03/03, 06/07, 08/09, 09/12, 11/15, 11/16, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for the responsibility and use of Department vehicles. The Department uses/owns vehicles equipped for special situations; vehicles include: Marked Patrol Vehicles, Unmarked Vehicles, Segways, ATV/UTV's, ERT Vehicles, Bicycles, CSE Vehicles, Lease Vehicles, and Special Purpose Vehicles for K9.

The City of La Crosse and the La Crosse Police Department have invested in clean fuel alternatives such as propane in an effort to save the City/Department money and reduce vehicle emissions. Fuel related costs are normally the most expensive non-personnel related expenses for the Department.

2. PROCEDURES

A. Fuel Use:

1. Unless otherwise directed, all vehicles equipped with propane systems shall be operated on propane. Propane system shall be turned on.
2. Do not operate a vehicle with an empty propane tank. If it is empty, refuel with propane ASAP.
3. You should not end your tour of duty with your vehicle's gasoline or propane level below half a tank.

B. Marked Patrol Vehicles: Intended for daily patrol use and are equipped with emergency lighting to include a roof mounted light bar, siren system and departmental markings.

1. To be assigned for use by the on-duty shift commander.
2. Inspections and vehicle readiness will follow General Order 18.3.
3. Vehicles Left Running or Idling.
 - a. No vehicle (propane or gas powered) shall be left running for more than 5 (five) minutes. Unless:
 - 1) The temperature is over 85 degrees Fahrenheit as indicted by the NWS (National Weather Service) official reading at the La Crosse Airport.
 - 2) The temperature is under 32 degrees Fahrenheit or there is inclement weather (freezing rain, sleet, snow) that would cause the vehicle to be unserviceable and cause a delay in deploying to a call for service.
 - 3) The "secure idle device" is activated unless the vehicle is under direct observation by Department personnel.
 - 4) Vehicles not equipped with "secure idles" shall be locked, unless under the direct observation by Department personnel.
 - b. Exemptions:
 - 1) Vehicles holding Police canine units are exempt from this policy for the health and welfare of the canine.
 - 2) Vehicles downloading large video files to Department servers are exempt, however once the files are downloaded the vehicle is no longer exempt.

C. Emergency Equipped Unmarks: Equipped for Investigative, Administrative and Patrol use, having 360-degree visible emergency lighting and a siren; however does not have a light bar or agency markings on it.

1. These vehicles are allotted to individual bureaus to be assigned for use by the bureau captains.
2. Inspections and vehicle readiness is the responsibility of the vehicle user and will be consistent with General Order 18.3.
3. These vehicles maybe used for all patrol functions to include traffic enforcement, high risk traffic stops and pursuits.
 - a. If an emergency equipped unmark initiates a pursuit, it shall yield the led position to the first available marked patrol vehicle.

D. Unmarked/MEG Vehicles: Equipped for Investigative use; without police markings/emergency lighting, they may NOT be used as a regular patrol unit, for pursuit or high-risk car stops.

1. Other than Investigative Services, use of such vehicles must be authorized by the Investigative Captain or designee.
 2. Such units may be used for intelligence operations. Uniformed members should not operate unmarked vehicles unless authorized by a supervisor.
 3. If any pursuits or high-risk stops are necessary, the unmarked unit user will call for a marked unit.
 4. Keys will be maintained in Investigative Services; units available for shift use will have a duplicate key available in the shift commander's office.
 5. Inventory, Maintenance, Control. The Investigative Captain has overall control of these units; it is the user's responsibility to ensure the operational readiness of the units.
- E. Police Bicycles:** Provide coverage in areas inaccessible to other vehicles and to increase positive contacts; willing members will operate bicycles.
1. Use of bikes must receive shift supervisor permission.
 2. Bicycles may be used to patrol.
 3. Bicycles will be operated in accordance with the law. If any pursuits or felony stops are necessary, the bike user will call for a marked unit.
 4. The following equipment will be worn/used during bike use:
 - a. See G.O. 10.9 for Bike Patrol Uniform.
 - b. Portable Police Radio.
 - c. Headlight / Reflectors as specified by WI law.
 - d. Gear bags / carriers with related items.
 5. Plainclothes use is authorized with shift supervisor permission.
 6. Shift commanders have overall control of bikes; it is the responsibility of the Day Shift Lieutenant to ensure bike operational readiness. Bike users are responsible for their care.
 7. Shift Commanders should consider utilizing bike patrol trained officers when staffing permits.
- F. Civilian Service Vehicles:** Provides civilian patrol coverage; operated solo where dual steering exists.
1. These designated vehicles are for uniformed civilian staff duties, however, may also be used by uniformed volunteer staff at the direction of a supervisor
 2. Such vehicles may also be used for:
 - a. Moving oversize articles.
 - b. Traffic direction and control.
 - c. Other uses as authorized by the shift commander.
 3. Vehicles will be operated in accordance with the law. If pursuits/stops are necessary, the user will call a marked unit.
 4. The Administrative Captain or designee has overall control of such units and to ensure operational readiness. Users are responsible for their care.
- G. All-Terrain Vehicles/Utility Task Vehicles (ATV/UTV's):** ATV/UTV's may be provided to the agency by other city departments or entities for special event use. The use of these vehicles will be determined on a case-by-case basis as determined by the special event OIC or designee.
- H. Segways:** Equipped and available for patrol functions or special events. Deployment of the Segways is at the discretion of supervisors or an event OIC and use shall be governed by General Order 21.12.
- I. ERT Vehicles:** For response to tactical emergencies, mobile command post, or for people/equipment transport; not for general patrol.
1. Other than ERT, use of these vehicles requires authorization from the Field Services Captain or designee.
 2. Keys for the unit will be maintained in the Shift Commander's office.
 3. The Field Services Captain has overall control of these units; it is the responsibility of the ERT Commander to ensure the vehicle operational readiness.
 4. The operational readiness and maintenance responsibility is the ERT OIC and governed by General Order 21.7.
- J. Rental/lease Vehicles:** Specialized equipment/vehicles may be rented/leased; their use will be as prescribed by the corresponding Bureau Captain/designee and authorized by the Chief.
1. Personnel assigned to such units are required to use all safety devices.
 2. Deviation from designated use must be authorized by the Bureau Captain. Vehicles are not for personal use, or any activity not related to assigned duties.

3. They will be operated in accordance with the law. If any pursuits or high-risk stops are necessary, the user will call a marked unit.
4. The Bureau Captain has overall control of these units; it is the responsibility of the assigned officers' supervisor to ensure unit operational readiness. Users are responsible for their care when assigned.

K. Police K-9 Vehicles: Specifically equipped and designed for K9 officers and shall be handled in accordance with General Order 18.7.

1. These vehicles are assigned permanently to K9 teams.
2. The assigned K9 handler is responsible for the inspection and vehicle readiness.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.24.2024	CHAPTER 18	ORDER NUMBER 18.3
TITLE DEPARTMENT VEHICLE INSPECTIONS		WORD CODE INSPECTIONS	TOTAL PAGES 3 with Annex A
	History: Updated 03/03, 06/07, 11/09, 09/12, 11/15, 11/19, 12/23, 04/24		

1. PURPOSE AND SCOPE

This order establishes procedures and responsibilities for the regular inspection of Department vehicles.

2. DEFINITIONS

- A. Fleet Manager:** Individual designated by the Chief or Assistant Chief to coordinate and manage the department's vehicle fleet.
- B. Vehicle File:** A file maintained by the fleet manager containing vehicle information including but not limited to vehicle damage, department memos and equipment information.
- C. Squad Ready:**
 - 1. Rifle – Bolt closed on an empty chamber, dust cover closed, weapon on safe with a fully loaded magazine seated in the magazine well.
 - 2. Shotgun – Bolt closed on an empty chamber, magazine tube empty (follower visible), weapon on safe and 5 less lethal rounds seated in the side saddle carrier.
 - 3. 40mm Launcher – Launcher closed on empty chamber, weapon on safe, 3 foam baton rounds in the side saddle carrier.

3. PROCEDURES

A. Patrol Squads:

- 1. Daily Squad Checks
 - a. When a squad is placed in-service, the assigned member shall complete the designated Squad Inspection Form and inspect the vehicle for:
 - 1) Interior and exterior damage and debris.
 - 2) Required equipment/supplies contained within the squad.
 - 3) Satisfactory operation/condition of the vehicle and special equipment functions.
 - 4) Amount of fuel (vehicles should not be returned with less than half tank of fuel).
 - 5) The need for an oil change or routine maintenance.
 - 6) Serviceability and status of the squad assigned weapons (see weapon check procedure).
 - b. Prior to going out of service, the member will inspect the vehicle following the same protocol in 1(A)(1) again documenting the time of inspection.
 - c. If the member accepts the vehicle as being in good condition, s/he is held responsible for damage, debris or missing supplies found subsequent to such acceptance.
 - d. Malfunctioning equipment and/or other irregularities are reported to the Shift Commander at once. Such documentation may require a work order and/or memo in addition to verbal notification. Only Shift Commanders/Fleet Manager may make the determination to place the squad out of service.
 - e. Upon notification of undocumented missing equipment or damage, the Shift Commander shall initiate an investigation to determine responsibility.
- 2. Vehicle File
 - a. Will be maintained by the Department Fleet Manager.
 - b. When damage or missing equipment is reported to the Fleet Manager, the Fleet Manager will place memos and other documentation in the vehicle file.
 - c. The vehicle file will be housed in a location readily accessible to all personnel so it can be reviewed to avoid duplicate reports of damage or missing equipment.
- 3. Monthly Vehicle Inspections/Inventory
 - a. The Fleet Manager or his/her designee is responsible for ensuring that patrol squads are inspected and inventoried monthly for damage and missing equipment or improperly assigned equipment. The completion of an inspection log will serve as monthly documentation.
 - b. A copy of the log showing acceptable conditions as well as deficiencies will be routed to the Fleet Manager.
 - c. The person conducting such inspections will bring unsafe conditions/deficiencies to the immediate attention of the Fleet Manager or Shift Commander (in absence of the Fleet Manager) for prompt correction or removing the squad from service.

- d. The Fleet Manager will coordinate for the necessary repairs/corrections.
 - 1) If the damage or missing equipment is undocumented the Fleet Manager will attempt to identify the responsible member and notify the Field Service Captain.
 - 2) The Fleet Manager will notify Shift Command of new damage or missing equipment.
 - 3) Newly discovered damage will also be recorded in the vehicle file.

B. Other Department Vehicles:

1. Vehicles assigned to specific Bureaus are the responsibility of that Bureau and must comply with the same standards as noted above such as: users are responsible for inspection and condition, and the Bureau Captains/designees are responsible for monthly inspections and vehicle files on each unit.

C. Washing Vehicles:

1. Vehicles will be washed at locations authorized by the Department.
2. Documentation of cleaning is made at the place of business; however, any receipts/bills/invoices received by the member will be routed to the Administrative Supervisor.

D. Weapon Status Check (Beginning Tour of Duty):

1. All weapons assigned to police vehicles shall be removed from their mount and inspected for:
 - a. Proper Squad Ready Status.
 - b. Fit, finish and function.
 - c. Proper (duty) ammunition is assigned to each weapon.
 - 1) Rifle: Has 30 rounds as seen in the viewing window, and the top round is on the right side of the magazine.
 - 2) Shotgun: Has 5 SuperSock Less Lethal (White) Rounds on the External Carrier.
 - d. The required extra ammunition for each weapon is present in the vehicle.
 - e. Lighting system & sling for the weapons are functional (if present).
 - f. Proper functioning of the weapons mounting (retention) system.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows a web interface with a blue header. On the left, there is a grid icon, the text 'La Crosse Bridges', and 'Sites'. On the right, the 'LA CROSSE WISCONSIN' logo is displayed. Below the header is a navigation bar with 'BROWSE', 'FILES', and 'LIBRARY' tabs. The 'FILES' tab is active. A list of three files is shown:

File Name	Date	Owner
Squad Damage Form (Jeep) 09.15.2014	November 7, 2019	Churchill, Stephanie
Squad Damage Form (SUV) 09.15.2014	November 7, 2019	Churchill, Stephanie
Squad Inspection Form 09.16.2014	November 7, 2019	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 18	ORDER NUMBER 18.4
TITLE DEPARTMENT CELLULAR PHONES		WORD CODE CELLULAR	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the use of cellular phones in Department vehicles. Such phones enhance the communication capabilities of the member using equipped vehicles for conducting Department business; however, they are not for personal use. Other phones should be used where secure communications are needed.

2. PROCEDURES

A. Call Documentation:

1. The cellular service provider records the phone number of the receiving cellular unit as well as the date and time used and the duration of the call. It also records the phone number called from a cellular unit.
2. Both incoming and outgoing calls are billable.

B. Restrictions:

1. No personal calls are allowed to be made or received on department owned cellular phones.
2. Whenever possible, other methods of communication should be used.
3. Care should be given especially to the antenna when servicing or washing the vehicle.

C. Personnel will bring problems to the immediate attention of their supervisor who may require a work order. The supervisor will ensure that the problem is referred to the proper maintenance provider.

D. The Administrative Bureau is responsible for providing a list of unit cell phone numbers to Bureau Directors and to the Shift Commander's office.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.5
TITLE AUTOMATED LICENSE PLATE READER (ALPR)		WORD CODE ALPR	TOTAL PAGES 3 with Annex A
	History: Updated 02/13, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the La Crosse Police Department’s deployment of Automated License Plate Readers (ALPR) to enhance the productivity, effectiveness and safety of staff. It is essential that staff using the ALPR equipment, or accessing the database for investigative purposes, receive the proper training and are knowledgeable in the laws that govern such systems. This procedure outlines what training officers shall receive before operating the ALPR systems, and the procedures for using the data that is collected.

2. DEFINITIONS

- A. Automated License Plate Reader (ALPR):** A combination of physical equipment (cameras) and software that captures images of vehicles and their registration.
- B. Hot List:** A list of license plate numbers which include, but is not limited to stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER alerts. These lists are regularly added and updated. Information for hot lists can come from a variety of sources, including NCIC, CIB, other law enforcement agencies or from our own agency.
- C. eTime Hot List:** The available CIB database extracts for ALPR systems that include NCIC hot files, CIB hot files and Wisconsin DOT vehicle registration data.

3. PROCEDURES

A. Administrative:

- 1. The La Crosse Police Department is responsible for the training of department personnel in the use of the ALPR systems.
- 2. Equipment or software malfunctions shall, as soon as practical, be reported on appropriate department forms.
- 3. ALPR data shall only be used for official and legitimate law enforcement business.
- 4. Open records requests for ALPR data shall be forwarded to Police Records.

B. Patrol:

- 1. Department personnel may not use the ALPR system unless trained in its use and protocols.
- 2. The ALPR equipment should be operational during the employee’s shift.
- 3. When the ALPR system indicates that a license plate is on a hot list, prior to taking any enforcement action, the officer shall make all reasonable efforts to:
 - a. Verify that the captured plate image matches the plate number of the vehicle.
 - b. Confirm that the hot list indicator is accurate by verifying it through dispatch or MDT by the officer.
 - c. Dispatch or the officer will then run the plate through DOT records to verify its status.

C. Investigative:

- 1. Access to the stored ALPR data and software shall be limited to:
 - a. Searches of the ALPR data is limited to legitimate Department purposes.

D. Hot Lists:

1. The hot list can ~~will~~ include vehicles that are of interest due to local investigations.
2. Officers may request a vehicle to be added to or removed from the "La Crosse PD" hot list.
 - a. The officer wishing to add a vehicle to the hot list should complete the ALPR Hot List Request/Removal form (Sample Attached – Annex A) and forward it to the records supervisor.
 - b. The records supervisor shall review the request and entered it onto the list.
 - c. All approved hot list requests shall be maintained by the Records Supervisor.
 - d. The records supervisor will review the "La Crosse PD" hotlist weekly to ensure records are accurate.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Sharepoint Drive:



ALPR La Crosse Police Hot List Request

**Complete this form, print, and forward to the Records Sgt.*

Plate: _____ Incident #: _____

Make: _____ Model: _____

Color: _____ Reason: _____

Details: _____

Requesting Member: _____

Supervisor Authorizing: _____
(Print name & signature) (Date)

**Keep a copy for your records. Please submit a copy of the original with all removal requests.*

Hot List Removal Request

Date Removed: _____

Plate: _____

Report Written: YES NO

**Complete this section to remove the above listed vehicle from the Hot List, print, and forward to the Records Sgt.*

Incident #: _____

Requesting Member: _____

Reason For Removal: _____

Supervisor Authorizing: _____
(Print name & signature) (Date)

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.6
TITLE SPEED SIGNS		WORD CODE SPEED SIGN	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the use of the Speed Sign units. These units are used to provide assistance to patrol and highway users in maintaining safe, legal speeds through targeted hazardous areas of the City.

2. PROCEDURES

A. Speed Signs: Administrative Bureau is responsible for the maintenance and operational readiness status of the units and general storage. Speed Signs will be placed at the direction of an Administrative Bureau supervisor.

B. Operational Readiness:

1. The speed signs will operate for up to five continuous days on fully charged batteries that are self-contained.
2. The signs when not in use will be stored in the Civilian Service Officer room.
3. Radar errors/problems will follow maintenance repair guidelines that other Department radar units are subject to and shall have approval of an Administrative Bureau Supervisor or their designee.

C. Unit Usage:

1. Usage will be coordinated by Administrative Services.
2. Requests for placement will be directed to the Administrative Services supervisors.
3. The usage intervals allow for battery charging and for spontaneous assignment as the need arises.
4. General Instructions.
 - a. Speed Sign:
 - 1) Mounting the unit will be done according to manufacture recommendations.
 - 2) .
 - 3) Proper placement may require coordination with the Street Department to ensure there is pole/post for appropriate mounting and visibility for traffic.
 - 4) The program settings for the sign will be determined by an Administrative Services supervisor or their designee.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 18	ORDER NUMBER 18.7
	TITLE CANINE UNIT	WORD CODE CANINE	TOTAL PAGES 6
History: Updated 04/08, 09/12, 05/16, 03/17, 05/19, 12/23			

1. PURPOSE AND SCOPE

This order shall define the authority and responsibility regarding procedures and regulations governing the training, use, and administration of police service dog teams employed by the Department.

2. DEFINITIONS

- A. Police Canine Team:** One certified canine handler and his/her assigned police canine.
- B. Patrol Trained Canine:** Canine trained to search, detect, engage, and hold a person.
- C. Tracking Trained Canine:** Canine trained to follow a foot trail and/or air scent to locate a person.
- D. EOD Trained Canine:** Canine trained to detect explosive odors.
- E. Drug Trained Canine:** Canine trained to detect narcotics.
- F. Dual Purpose Canine:** Canine trained in two specific disciplines, example Patrol / Narcotics trained canine.
- G. Therapy Canine:** Canine trained to provide support, affection, and comfort to the community.
- H. Therapy Canine Homebase:** One handler identified as the primary handler for the Therapy Canine.

3. PROCEDURES

A. Authority and Responsibility:

- 1. All canines accepted for training and use by the La Crosse Police Department are the sole property of the La Crosse Police Department.
- 2. Canines selected by the department must pass a physical examination by an approved veterinarian.
- 3. Canines must pass a law enforcement suitability test given by someone such as an agreed upon trainer and/or experienced La Crosse Police Canine handler.
- 4. Police canines will not be used for any purpose, other than official duties. Prohibited uses include:
 - a. Use for personal gain.
 - b. Entry in any dog show or exhibition other than police canine trials.
 - c. Handlers will not use or permit the use of the department canine for breeding purposes without written authorization of the Chief of Police.

B. Canine Unit Supervisor Responsibility:

- 1. A supervisor shall be assigned to provide administrative support for unit training needs.
- 2. Procurement of equipment, training aids, and supplies.
- 3. Ensure maintenance of activity records.
- 4. Review of all biting incidents.
- 5. Inspection of personnel, canines, vehicles, and kennel facilities.
- 6. Ensure maintenance of canines' medical records, training records, and training aid logs.
- 7. Participate in the selection of handlers and canines, as well as canine decoy officers.

C. Canine Handler Responsibilities:

- 1. Must successfully complete the initial training and certification.
- 2. Must attend and complete monthly refresher course assignments and requirements, with the exception of the department therapy canine.
- 3. Must practice techniques and strengthen weak areas.
- 4. Must document each training exercise completed in a training summary report which shall include specific training, time spent training, and training location.
- 5. Must provide the Canine Unit Supervisor and the Training Director with a Monthly Canine Activity Report. The Monthly Canine Activity Report shall reflect all canine activities for including deployments, presentations, and total training time. The department therapy canine shall only be required to submit training logs/certificates upon completion of required training courses or obedience training.
- 6. Personal responsible for the daily care of the canine and assigned equipment, which consists of, but is not limited to seeking medical attention, when necessary, proper feeding and watering, grooming, exercising, maintaining, and keeping the kennel area clean, and ensuring protection from the elements. All equipment will be kept in good working order.

7. Where the handler is unable to perform these or other related duties due to illness, injury, or leave an individual approved by the Department such as another canine handler, the handler's family member/significant other, or a department approved kennel may be assigned temporarily to care for the dog
8. Canine handlers will be held directly responsible for the control of their dogs.

D. Selection of Canine Handlers:

1. Services as a Canine Handler will be voluntary with officers submitting their interest and qualifications for consideration upon department notification of openings.
2. Prospective Canine Handlers should:
 - a. Have a strong desire to work with canines as they relate to law enforcement, a willingness to care for and train the animal and a willingness to operate as the department's canine officer for at least three years.
 - b. Realize that canine handlers must devote more than merely assigned on-duty time.
 - c. Realize that, due to the time and expense involved in the training of the handler and dog, changes in duty assignments will not routinely be made and that off duty call out may occur quite often.
 - d. Be in such physical condition as to enable them to perform the more strenuous assignments given to the Canine Unit.
 - e. Have a minimum of 18 months of experience as a sworn La Crosse police officer and/or off of probation (This requirement may be waived based upon prior experience of the applicant) with satisfactory work performance and disciplinary.
 - f. Have a willingness to care for and house the canine at the officer's residence or in a secure outdoor area.
 - g. Be able to properly perform all of the duties as outlined above in Canine Handler Responsibilities.

E. Training / Training Documentation:

1. Initial training of the handler and dog will be conducted under the supervision of a trainer who is selected by the La Crosse Police Department based upon qualifications and available canine training facilities.
2. Each Police Canine Team, when required, must be certified annually by a law enforcement-oriented canine training organization, and shall be certified before being deployed on the street. An exception to this is the Therapy Canine team as this team will deploy while obtaining the necessary certifications.
3. The handler will ensure that all training certificates are filed with the Training Director.
4. It will be the responsibility of the canine handler/supervisor to ensure that proper training is completed in order to keep the dog in a certified status.
5. Each handler will prepare two monthly reports, submitted via email on a digital format to the Canine Supervisor, the Chief of Police, the Captain of Field Services and the Captain of the Administrative Services Bureau (Training Director) by the 3rd day of the following month. These reports are:
 - a. K-9 Training Time Summary. This report includes only training that the individual canine team conducts itself and does not include other organized, training events, conferences, or courses.
 - b. K-9 Deployment Time Summary. This report details each time the canine team is deployed on the street.
6. The Therapy canine handler is not required to submit monthly training and deployment logs.

F. Requests for Canine:

1. Requests by businesses and private citizens for the services of the La Crosse Police Department Canine Unit will be directed to the respective Bureau Commander for approval.
2. Outside law enforcement requests need to go through the respective Bureau Commander if it is a pre-planned event. If there is not a standing Mutual Aid Agreement with the outside agency, the Mutual-Aid requests will go through the on-duty Shift Commander. (See General Order 21.9 - Mutual Aid Agreements)
 - a. Response to outside requests will be at the discretion of the Shift Commander.
 - b. The proper functioning of this department shall not be jeopardized in order to provide assistance to an outside request.
3. Off-Duty Call Out
 - a. Must be approved by the respective Bureau Commander or Shift Commander.
 - b. Handler may respond directly to the scene from home, if properly equipped.
4. Requests For School Sniff
 - a. Requests by local school districts for the purpose of searching school property and potentially seizing controlled substances shall be made to the Chief of Police by the School Administrator and/or Principal.
 - 1) Assigned SRO officers/supervisors may assist with such requests.
 - b. Canine Unit - School Search Procedures.

- 1) No body searches will be performed (student/faculty).
- 2) The canine handler shall mark or note the lockers or areas where the dog hits (indication of drug presence) for the purpose of entering and seizing illegal drugs by school officials.
- 3) Officers, at the discretion of school officials, may be called upon to assist with searches and the seizure of controlled substances due to their professional expertise in these areas.
- 4) Any items or contraband seized may be used to pursue administrative sanctions and/or criminal prosecution.
5. Crowd Control Use
 - a. The canine unit shall not be used in organized crowd control efforts.
 - b. If, however, in a crowd control situation the safety of an officer(s) or a citizen(s) becomes compromised, the canine may be deployed for the protection of officer(s) or the citizen(s).
6. Public Relations Demonstrations of Canine Operations.
 - a. Must be approved by the Bureau Commander or the Unit supervisor.
 - b. Will not be permitted if publicized for the purpose of selling admission to the event.
 - c. Public relations demonstrations will be documented, advising the name of the sponsor group, and placed in the monthly training report.

G. Deployment Procedures: Note: For any deployment the canine handler will make the final determination whether the Canine Unit should be utilized and shall only deploy the canine if the Canine Team has been adequately trained for the situation.

1. **Building Search:** The primary use of Departmental canines is for locating suspects in buildings or related structures where search by an officer would create an unnecessary risk.
 - a. The building's perimeter should be secured by patrol personnel, and no one should be allowed to enter.
 - b. When a canine building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.
 - c. Personnel should make every effort to remain clear of the suspected point of entry while awaiting the Canine Unit.
 - d. Attempts should be made to contact a key holder or building owner to ascertain the buildings layout, to determine the possibility of someone lawfully occupying the premises and to determine if there are any special conditions the canine handler should be advised of, such as chemicals, poisons, etc.
 - 1) If possible, tenants, workers or other innocent parties should be evacuated from the facility and air conditioning, heating or other air-blowing systems should be shut off so as not to interfere with the canine's scent.
 - e. A back-up officer will be assigned as needed.
 - f. The canine should not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present.
 - g. The canine may be unleashed or leashed during a building search depending on the canine handler's preference given the situation; however, the handler must always maintain control of the canine.
 - h. Prior to the search of any structure or enclosure, the canine handler shall make a loud verbal advisement announcing that there are police officers on the premises, that a trained police canine will be released if the individual(s) do not surrender and that the canine will bite when they are found. This advisement shall be repeated three times prior to release of the canine and shall be repeated on each level of all multilevel structures. A reasonable amount of time shall be allowed for the suspect(s) to respond.
2. **Tracking/Trailing of Suspects or Lost Persons:**
 - a. The on-duty supervisor will make the decision to request a canine track based on totality of the circumstances, the nature of the offense/situation and availability of staffing.
 - b. The responding officers shall:
 - 1) Stop and pinpoint the location where the suspect/person was last seen.
 - 2) As soon as possible provide the handler with information pertaining to the nature of the incident, type of crime, suspect description, weapon information, time lapse, perimeter information, and contamination of a search area.
 - 3) To the extent possible, given manpower availability, set up and maintain a perimeter around any area to be searched and prohibit any entry to the search area so as to prevent the contamination of air and/or ground scent unless precluded by the need for medical assistance, immediate arrest, or other essential factors.

- c. When the canine team begins a search for a suspect, a back-up officer will be assigned to follow at a distance and location dictated by the canine handler, in order to keep the team in view, watch for suspects and provide assistance as needed.
 - 1) The back-up officer shall follow the instructions of the handler.
 - d. Assigned units may be moved according to the progress of the canine team and as directed by the on-duty supervisor or canine handler. Canines used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the canine's tracking abilities.
 - e. Canines should not be used to locate small children unless there is a reasonable suspicion of foul play or a belief that serious bodily harm or death will occur if the child is not located immediately. Where the use of a canine is deemed necessary, the risks of injury to the subject shall be explained to the parents or next of kin and their approval obtained to use the dog.
- 3. Drug Detection:**
- a. The canine handler shall maintain and have readily available records that document the use and the proficiency of his/her canine in drug detection.
 - b. Canines may be deployed to check any structure, vehicle, boat, and aircraft within applicable legal requirements. The handler will be cautious to prevent the accidental direct physical contact with any loose or open containers of illegal substance.
 - c. The use of a narcotics detecting canine to search a person for narcotics is prohibited.
 - d. The canine officer is responsible to complete a supplemental report on the Canine Team's detection of drugs when deployed.
 - 1) The canine officer shall document any claims of loss/damage by persons in control of the property at the scene following a deployment.
 - 2) In the event there is visible damage caused by the canine, the handler shall document it in a report, photograph, or video it and notify their direct supervisor of the incident.
- 4. Chases / Apprehensions:**
- a. A canine may be unleashed to locate and apprehend a suspect if the canine handler reasonably believes any of the following conditions exist:
 - 1) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
 - 2) The canine may assist in overcoming continued resistance, assaultive behavior, or their threats.
 - 3) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.
 - b. A canine cannot be used for a chase/apprehension for mere flight without any of the section 4a. being met.
 - c. Prior to releasing the canine and throughout the chase, the handler will ensure that:
 - 1) There will be no other persons that will be endangered by the canine.
 - 2) The canine handler's opinion, actually seen the suspect and knows that t the suspect is the one to be apprehended.
 - 3) A warning will be given in the following manner prior to releasing the canine: "Police; stop or I will release the dog!" The suspect shall be given the opportunity to surrender.
 - 4) The handler will maintain visual contact with the canine throughout the chase and recall the canine if contact is lost.
 - d. The canine officer should consider injury to the canine based on the presences of weapons or the history of the suspect using weapons.
 - e. Canines should not be used to apprehend anyone for the sole purpose of mental health evaluation or extreme intoxication unless there is an imminent danger to the public or the officer(s).
 - f. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration for the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.
 - g. In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.
 - h. If the canine has apprehended the suspect with a secure bite, and the handler should promptly command the canine to release the suspect.
- 5. Explosive Detection:**
- a. All deployments of canines for explosive detection will be done in accordance with canine's respective certifying entity's direction.

6. Therapy K-9 Request:

- a. The canine team may respond to those assignments where the canine could be of assistance. A trained therapy canine is a valuable supplement to police services for victims and witnesses and community service events and opportunities. Examples could include but are not limited to incidents at schools, traumatic events, incidents where groups of people may be affected, sexual assaults, incidents involving children, mental health crisis and community presentations.
- b. Utilization of the therapy canine requires cooperation between the law enforcement handler and the subjects or events utilizing the therapy canine. The handler shall determine if the circumstances justify the use of the canine. The canine will not be used against the handler's advice.
- c. The Therapy canine program is set up to have one handler be the primary caregiver for the canine, but other department members who have been identified may assist as a handler and at times caregiver for the canine.

H. Canine Unit Bite:

1. When a canine is deployed with the intent of apprehending and a bite occurs, the handler shall:
 - a. Summon a supervisor to the scene.
 - b. Examine the affected area to determine the seriousness of the bite or injury.
 - c. Obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 - d. Take photographs of the affected area following medical treatment.
 - e. Complete a Response to Resistance report and an Incident and/or Supplemental Report detailing the circumstances surrounding the incident to include the identity of the individual involved and any witnesses, the extent of injuries if known, and measures taken in response to the incident.
 - 1) Have additional copies routed to the Assistant Chief, Responsible Bureau Commander, and the Canine Supervisor.
 - 2) No Animal Report or quarantine is required for an intentional police canine bite as stated in WI Statute 95.21(4)(d).
2. When a canine bites any individual, including the handler, outside an intentional deployment or as part of training, the handler shall:
 - a. Summon a supervisor to the scene.
 - b. Examine the affected area to determine the seriousness of the bite or injury.
 - c. Obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 - d. Take photographs of the affected area following medical treatment.
 - e. Complete a Police Report on an Animal Report (La Crosse County) form.
 - f. Complete a memorandum explaining the circumstances surrounding the bite and will include the identity of the individual involved and any witnesses, the extent of injuries if known, and any actions that may have prompted the bite.
 - 1) Copies of the report and memorandum will go to the Assistant Chief, Responsible Bureau Commander, and the Canine Supervisor.
 - g. Make no statements as to liability or fault in the matter.
 - h. If an employee is bitten and injured a supervisor will complete an Officer Injury Report form and all necessary Workers Compensation forms.
 - i. Observation/Quarantine of the canine following a bite will be in accordance with the applicable laws.

I. Veterinary Service, Sick Canine /Kenneling & Handler Vacation:

1. All regular medical veterinary arrangements are to be made by the handler and the Department approved veterinarian, with notification to assigned canine supervisor.
 - a. If the canine is sick, but not in need of veterinary care, the handler will determine if the dog should work. If the canine does not work for this reason, the handler shall notify the shift supervisor and dispatch upon coming on duty.
 - b. Prolonged or Unusual Illness will require the canine to be examined by the Department veterinarian to determine if the dog is capable of working. The canine supervisor should be notified anytime the dog cannot be used due to illness. The handler will report for duty.
 - c. If there is an injury or illness serious enough to impede the canine's quality of life, the Chief of Police will make the decision on euthanizing.
2. In situations where the canine handler will be unable to have the canine with them due to a vacation, training, etc. the handler will notify the canine supervisor where they are going, how long they will be gone

and where/who will be watching/kenneling the canine. The following are acceptable placements for the canine in this situation:

- a. The immediate family that the canine resides with.
- b. At the handler's residence and having another department canine handler stopping by regularly to provide the needed care.
- c. Kenneled with another department canine handler's residence.
- d. Kenneled with a department approved facility.

J. Equipment /Care:

1. Each canine officer will be supplied with the necessary equipment required for handling/training and caring for the canine. (See General Order 18.24 - Canine Drug Training Aids).
2. When explosive training aids are not in use by the explosive canine handler they are to be properly stored and secured in either a type 1,2,3,4, or 5 magazine or a department approved secured storage system.
3. Handlers are responsible for the cleanliness and care of equipment at all times and must report when an item becomes unserviceable for any reason. The unserviceable article is submitted with a memorandum for replacement through the department canine supervisor.

K. Compensation / Work Hours:

1. The compensation and work hours of the handler will be in accordance with agreed upon contractual language.

L. Canine Retirement:

1. A police canine shall be retired when he/she no longer is suitable for duty, or the handler is transferred or promoted to a position that is not consistent with canine work or retires from the department and the department decides not to retrain the canine for another handler. The final decision on the canine retirement is made by the Chief of Police or his/her designee.
2. If the handler is willing to accept all responsibilities associated with the ownership of the retiring department canine, then the current contractual language / K9 MOU as approved by the La Crosse City Council shall be followed for transferring ownership of the canine.
3. On transfer of ownership to the handler, the La Crosse Police Department will no longer be responsible for any costs, liability, responsibility, care, maintenance, or any other duties associated with the retired canine. No warranty or performance expectations concerning the canine are expressed or implied, and the canine is transferred to the new owner "as is."
4. The department reserves the right to stipulate that the department canine be spayed or neutered, not be used for any financial gains to the handler and will not be sold or has ownership transferred to another for the life of canine.
5. If the handler is not willing to accept the responsibilities associated with the ownership of the department canine, then the department shall make arrangements for adoption or euthanasia. The veterinarian who performs the euthanasia will dispose of the canine unless, and only with the approval of the Chief of Police, a third party makes it known to the department that they want to finance the euthanasia and pay the burial fees.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.8
TITLE RESPONSE TO ROUTINE AND EMERGENCY CALLS		WORD CODE RESPONSE	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for responding to calls and includes guidelines for the use of emergency equipment. It is Department policy that vehicles will be operated in a safe manner. Members will comply with related laws and orders.

2. DEFINITIONS

- A. Authorized Emergency Vehicles-Equipment:** Units with activated red or red/blue lights and a siren; authorized emergency equipment does not include yellow/hazard lights, though they may be used with emergency lighting.
- B. Emergency Driving:** Operation of a police unit in response to a life threatening or serious incident/crime; in pursuit of an actual/suspected violator, when going to alarms.
- C. Roadway:** Portion of highway improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder.

3. PROCEDURES

A. Use of Emergency Equipment:

- 1. Patrol units have authorized emergency equipment.
- 2. Supervisors may allow unit use if not equipped with emergency devices for non-emergency assignments.
- 3. Officers will use red, or red and blue, emergency lights and sirens whenever engaged in emergency or pursuit driving except as authorized by law.
- 4. Emergency lights may be used for a traffic stop; the siren is used if the vehicle fails to pull over.
- 5. Wig-wags, warning/yellow lights may be used with but not in lieu of authorized emergency lighting/equipment.
- 6. Lights will not be used to obstruct non-involved motorists' vision.
- 7. P.A. systems may be used for enhanced communications.

B. Exemptions:

- 1. WI ss. 346.03 permits emergency vehicles to disregard certain traffic laws when responding to an emergency call or when in pursuit of a suspected violator or when responding to a fire alarm, subject to the conditions and guidelines listed below.
 - a. Police vehicles may be stopped/parked regardless of law if their emergency lights are operating. Use of yellow/hazard lights alone exempts such vehicles from non-hazardous parking laws.
 - b. Officer's may proceed past a red or stop signal/sign after slowing down as may be necessary for safe operation, exceed the speed limit and disregard laws governing direction of movement or turning if their emergency lights and siren are in operation.
- 2. Officers may exceed speed limits without using lights and siren when obtaining evidence of a speed violation or to respond to a call which the officer reasonably believes involves a felony in progress and the officer also reasonably believes knowledge of the officer's presence may cause one of the following:
 - a. Endanger the safety of a victim or other person.
 - b. Allow the suspect to evade apprehension.
 - c. Allow the suspect to destroy evidence of a felony or may result in the loss of such evidence.
 - d. Allow the suspect to cease the commission of a felony before the officer obtains evidence to establish grounds for arrest.
- 3. The exemptions granted by statute do not relieve members from the duty to park and drive with due regard under the circumstances for the safety of all persons.
- 4. Do not pass in a no-passing, double yellow zone.

C. Emergency Driving Guidelines:

- 1. Officers will consider factors in emergency driving: road, weather, visibility, population density, pedestrian/vehicular traffic, and incident/offense severity.

2. Officers shall exercise caution and operate in a manner consistent with factors herein. Due regard for safety of people is a primary consideration in emergencies.
3. Emergency operation of a police unit is used in response to a life threatening or serious incident/crime, in pursuit of an actual/suspected violator, and when going to certain alarms.

D. Vehicle Escorts, Emergency and Non-Emergency:

1. Escorts of emergency vehicles are discouraged. Members may use traffic control to assist passage of such units.
2. Escorts of such vehicles are restricted to disabled units when their emergency equipment is not working properly or if the operator needs direction. There is danger in emergency units traveling together; therefore, any other incident should have supervisor approval for escort.
3. Civilian unit escorts with emergency equipment on is prohibited unless approved by a supervisor.
 - a. Members encountering incidents where medical aid is needed will give first aid and summon medical aid if needed. If the person refuses to wait for medical aid and prompt treatment is needed, the officer may lead the vehicle to a hospital not using emergency equipment and obeying all laws.
 - b. Members will not convey seriously injured/ill people to a hospital in police units unless no ambulances are available. Members cannot force people to obtain treatment/transport, except in limited instances; members may encourage persons to accept services and will provide necessary assistance until emergency medical services arrive at the scene.
4. Escort of Non-emergency Vehicles.
 - a. Escort requests are routed to shift commanders.
 - b. If approved, shift commander will provide the escort services by assigning adequate personnel.
 - c. Escort approval is based on: security, traffic or pedestrian safety, size, route, time of day, use of other escort services and related factors.
 - d. Escort documentation will be on an Incident Report with copies sent to Administrative Services to bill.
5. Routine Calls. Vehicles will be operated in a safe manner, complying with applicable laws and orders. Police vehicles are under the continual observation by the general public and operators of such units should operate vehicles in a courteous manner even though prompt response is required for routine calls.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	18	18.9
TITLE SQUAD PUSH BUMPERS		WORD CODE BUMPERS	TOTAL PAGES 1
	History: Updated 03/03, 08/06, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for using push bumper equipped squads to push stalled or disabled vehicles. Use will restore normal traffic flow, reduce the threat of injury and accidents, and allows officers to respond to other calls.

2. PROCEDURES

A. Use of Push Bumpers:

1. Vehicle Inspection.
 - a. Inspect the vehicle to be pushed for prior damages and insure that the rear bumper is properly affixed.
 - b. Show any damage to the vehicle owner prior to pushing; do not push the vehicle if it is felt that any damage will result to either vehicle. Officers may use the in-car video camera and/or body camera to zoom in on and document existing damage prior to making contact with the push bumper.
2. Discuss the Pushing Procedure with the other Driver.
 - a. Make sure the driver understands your plans.
 - b. Make him/her aware that disabled vehicles do not have power steering or power brakes, giving the driver minimum control. The driver must put the transmission in neutral.
 - c. If you feel the vehicle operator is not capable of completing the maneuver or s/he does not understand the instructions, do not push the vehicle.
3. Other Actions prior to Pushing.
 - a. Line up the push bumper and the vehicle's bumper, if they do not line up, do not push the vehicle.
 - b. Ensure that the vehicle to be pushed has its ignition "on" to unlock the steering and that it is in neutral.

B. Pushing Procedure - Emergency Red/Blue Lights Activated:

1. Slowly pull up behind the vehicle to make contact with its bumper; make certain that the push bars align with the bumper of the vehicle to be pushed.
2. Accelerate slowly enough to allow the vehicle to move to the designated legal parking area.
3. Do not keep contact with a vehicle being pushed when negotiating a corner or going up/down/over a driveway approach. Reduce squad speed so that vehicles separate prior to such maneuvers.

C. Miscellaneous Information:

1. Be aware of the extension to the squad's front when parking or approaching another vehicle.
2. Do not use push bumpers for:
 - a. Pushing vehicles beyond a close safe parking area.
 - b. To push-start other vehicles.
 - c. Pushing large, heavy or damaged vehicles that may damage either vehicle.
3. If damage incurred to either vehicle as a result of pushing, note such in a non-reportable or a state reportable crash form with a copy routed to the Administrative and Field Services Bureaus.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 18	ORDER NUMBER 18.10
TITLE ACCESS TO GOVERNMENT HOUSING		WORD CODE HOUSING	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a methodology for gaining access to the following locations for police purposes:

- A. Becker Plaza 415 S. 7th Street
- B. Forest Park 1230 Badger Street
- C. Ping Manor 1311 Badger Street
- D. Sauber Manor 1025 Liberty Street
- E. Solberg Heights 215 S. 6th Street
- F. Stoeffel Court 333 S. 7th Street
- G. Stokke Tower 421 S. 6th Street
- H. Wedgewood Commons 1935 Miller Street

2. PROCEDURES

A. General Access:

- 1. In most instances, members shall continue to gain access to buildings through buzzing the room/apartment and requesting access from the victim/complainant.

B. Sub-Master Keys:

- 1. Located near the entry of the building is a small lock box which houses a key to gain access to the front inside door.
- 2. The key for such lock boxes has been placed on each of the master sets of keys for all marked squads.
 - a. Duplication of this key is prohibited without the authorization of the Chief, Assistant Chief or the Field Services Captain.
 - b. Care shall be taken with such keys to prevent loss.
- 3. Department members are authorized to use such keys in emergency situations or when a complaint is responded to wherein the member cannot gain access through 2-A.
- 4. Use of such keys will be noted in reports with justification of why the key was used for entrance.



Shawn Kudron
Chief of Police

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GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	18	18.11
TITLE		WORD CODE	TOTAL PAGES
	RIVER MISHAPS	RIVER	1
History: Updated 09/12, 11/15, 11/19, 12/23			

1. PURPOSE AND SCOPE

This order establishes procedures for investigating water-related incidents, which may result in injury or death. It is Department policy to assist in investigating river mishaps with others such as the Fire Department/Department of Natural Resources.

2. PROCEDURES

A. Initial Notification:

1. In addition to a patrol unit, a supervisor will respond to the area when available.
2. In incidents involving serious injury or death, the station commander or designee will notify:
 - a. Chief
 - b. Assistant Chief
 - c. Investigative Captain
 - d. Field Services Captain
 - e. District Attorney's Office or on-call attorney

B. Preliminary On-Scene Directions:

1. Care for victims on contact; get medical aid if needed.
2. Assess the need for specialized rescue or response. Items for consideration:
 - a. Victim(s) afloat or submerged.
 - b. Victim distance from shoreline.
 - c. Current/flow direction/obstructions/temperature.
 - d. Variables/hazards which may inhibit rescue.
3. Summon needed and available services, which may include:
 - a. LCPD Boat Patrol
 - b. Fire Department boats.
 - c. Sheriff's River Patrol from La Crosse/Houston County
 - d. Department of Natural Resources (DNR).
 - e. Dive/Rescue/Recovery Team.
 - f. Investigative Services Bureau investigators.
4. Secure the scene; request personnel for the perimeter.
5. Gather evidence: if evidence recovery requires a boat, an officer will accompany recovery for accountability and the chain of custody; written statements are preferred over oral.

C. Rescue and/or Recovery:

1. If appropriate, after rescue, victim statements may be necessary.
2. Recovery of deceased person(s) requires notification of the medical examiner.
3. Tests for alcohol/drugs should be conducted.
4. The supervisor will arrange next of kin notifications if appropriate.

D. The Department will assist the DNR, at their request, in the investigation of boating accidents.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 18	ORDER NUMBER 18.12
TITLE EMERGENCY DETENTION, DETOX, CRISIS INTERVENTION, & MEDICAL SOCIAL WORKERS		WORD CODE CHAPTER5155	TOTAL PAGES 2
	History: Updated 06/07, 09/12, 11/15, 05/19, 07/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes intervention procedures in the event members encounter someone who needs emergency detention, detoxification, and/or crisis intervention.

2. DEFINITIONS

- A. Developmental Disability:** As defined by WI statute 51.01: a disability attributable to brain injury, cerebral palsy, epilepsy, autism, Prader-Willi syndrome, intellectual disability, or another neurological condition closely related to an intellectual disability or requiring treatment similar to that required for individuals with an intellectual disability, which has continued or can be expected to continue indefinitely and constitutes a substantial handicap to the afflicted individual.
- B. Drug Dependent:** As defined by WI statute 51.01: means a disease that is characterized by a person's use of one or more drugs that is beyond the person's ability to control to the extent that the person's physical health is substantially impaired or his or her social or economic functioning is substantially disrupted.
- C. Incapacitated:** A person who, as a result of alcohol, is unconscious or has his/her judgment otherwise so impaired that s/he is incapable of realizing and making a rational decision with respect to his/her need for treatment, as evidenced objectively by extreme physical debilitation, physical harm or threats of harm to him/ herself or to any other person or property.
- D. Intoxicated:** A person whose mental or physical functioning is substantially impaired as a result of the use of alcohol. This refers to persons who have had too much to drink, but do not appear to need medical attention and have not threatened or committed physical harm to themselves, to others or to property.
- E. Mental Illness:** As defined by WI statute 51.01: a substantial disorder of thought, mood, perception, orientation, or memory which grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life, but does not include alcoholism.

3. PROCEDURES

- A. Authority:** Officers may take a person into custody if s/he has cause to believe such person is mentally ill, drug dependent, or is developmentally disabled, and the individual exhibits conduct which constitutes a substantial risk of harm to the individual or others.
- B. Service Contracts:**
 - 1. Mental Health/Detoxification Services are according to standing contracts through La Crosse County.
 - 2. If a person has a hospital preference; officers shall try to accommodate such requests.
 - 3. When a person is intoxicated and requires detention, s/he will first go in for detoxification.
- C. Initial Contact/Assessment:**
 - 1. Responding officers are not expected to diagnose an individual, however are expected to recognize the signs of individuals experiencing a mental health crisis, drug dependency crisis or heavy intoxication.
 - 2. All officers will receive training specific to recognition of and interaction with individuals experiencing a mental health crisis, drug dependency crisis or heavy intoxication.
 - 3. While interacting with an individual who may be experiencing a mental health crisis, officers will follow best practices specific to the situation and de-escalation techniques while maintaining appropriate officer safety awareness.
 - 4. In determining how best to address situations involving individuals experiencing a mental health crisis, officers will coordinate with La Crosse County Health & Human Services staff and local medical facilities.

D. Emergency Detention Procedures (WI ss Chapter 51.15, Chapter 55):

1. Prior to transporting any potential emergency detention individuals, officers will coordinate with La Crosse County Health & Human Services to determine if a detention is appropriate.
2. All emergency detentions are processed through the contracted medical facility's emergency ward.
3. Officers are not required to note whether the subject is mentally ill, developmentally disabled or drug dependent, but state that the officer has cause to believe that the person exhibits one or more of the following:
 - a. Physical harm to him/herself.
 - b. Physical harm to other persons.
 - c. Physical impairment or injury to themselves due to impaired judgment.
 - d. Mental illness where he or she is unable to satisfy basic needs for nourishment, medical care, shelter, or safety.
4. Officers will file a report for emergency detention on forms that are available at the medical facility.
 - a. Reports include: witnesses, dangerous acts, attempts and/or threats made by the subject.
 - b. Miranda may be needed if the investigation so warrants.
5. Officers may stay with an individual during medical processing if there is a potential they will become violent.

E. Documentation and Notification of Weapons

1. The purpose of this documentation and notification is to establish a uniform process for recognizing and handling of firearms and other deadly weapons. Along with, documenting and making the proper notifications when the individual involved is experiencing a mental health crisis.
2. All La Crosse Police Department personnel shall document any weapons involved using the internal reporting system.
3. All La Crosse Police Department members shall make the proper notifications in order for follow-up to be conducted as needed. This may include but is not limited to Internal Bureaus and La Crosse County Human Services Crisis Staff.

F. Detoxification:

1. The following may not apply if the person is involved in a criminal matter or serious traffic offense.
 - a. Intoxicated person: may be transport home / voluntarily treatment if requested by subject.
 - b. Incapacitated person: shall be taken into protective custody and transported to treatment facility.



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.14
TITLE LABOR DISPUTES		WORD CODE DISPUTES	TOTAL PAGES 1
	History: Updated 03/03, 07/07, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for documenting labor disputes and related incidents.

2. PROCEDURES

A. Shift commanders will be the central repository for labor disputes, information, and documentation.

1. Shift Commanders will assign an incident number to the event and initiate a Strike Book to include a memo with the following data:
 - a. Business name, contact persons, address, work & home contact phone numbers.
 - b. Labor affiliation name, contact persons, address, work/home contact phone numbers.
 - c. Number of persons affected; if the business will continue operations (days & hours open).
 - d. Type/numbers of anticipated public displays regarding picket lines, assemblies, etc.
 - e. A memo with data from a-d with the opening incident number will have copies routed to the Chief, Assistant Chief and Bureau Captains.
2. Notify contact persons that relevant provisions of state and city laws/ordinances will be enforced.
3. Assign shift personnel to make at least two picket counts per shift with such information as date/time of count, numbers involved, location and officer's name, recorded in the Strike Book. Strike/picket counts do not require an incident number.
4. Standard report procedures are followed for other incidents occurring at such disputes. Incident numbers are assigned to calls for service to the strike area as usual; however, a copy of all related calls and self-initiated activity is placed in the Strike Book.

B. At the conclusion of the strike, the Strike Book will be forwarded to Field Services for retention or disposition.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 18	ORDER NUMBER 18.15
	TITLE ANIMAL CONTROL	WORD CODE ANIMALS	TOTAL PAGES 2
History: Updated 03/03, 07/07, 08/09, 09/12, 11/15, 11/19, 02/23			

1. PURPOSE AND SCOPE

This order establishes procedures for responding to calls for service related to animals. and to set forth procedures regarding animal control services, investigation of animal complaints and liaison with the County Health Department and Humane Society. WI ss. 95,170,172-174,948 and City Ord. Chapter 6.

2. DEFINITIONS

- A. Animal Control Officer (ACO):** An employee of the City of La Crosse Police Department who has been appointed under Wisconsin Statute 173.03 empowered to enforce City ordinances and State laws related to the care and control of animals in accordance with established systems and procedures.
- B. Animal Owner:** Any person who owns, harbors, or keeps an animal. When animals are kept by a family, all adult members can be held responsible for the animal. An animal shall be deemed harbored if it is fed and sheltered.
- C. Animal At Large:** Those animals that are off the property of animals' owner or custodian and not under the restraint and control of a responsible person.
- D. Records Management System (RMS):** The electronic reporting system utilized by the La Crosse Police Department to record information on animal reports.

3. AUTHORITY

- A.** A Humane Officer or a Law Enforcement Officer may take an animal into custody under WI statute 173.13(1)(a).
- B.** A person other than a Humane Officer or Law Enforcement Officer may not take an animal into custody unless the animal is abandoned or a stray animal per WI statute 173.13(1)(c).
- C.** Any animal seizure shall be in accordance with WI statute 173.13.

4. PROCEDURES

A. Licensing:

- 1. It is the Animal Owner's responsibility to have all Dogs/Cats over 5 months old licensed and vaccinated. Licenses can be obtained through the City Clerk's office or through Petdata.com Other permits are available through the City Clerk, Health Department and/or the Humane Society. Note: If an owner cannot show proof of vaccination and/or licensing at the time of contact, then it is referred to as not being licensed/vaccinated.
- 2. ACO will enforce licensing laws and other state, county and city laws and regulations regarding licensing of animals within the city of La Crosse.

B. Animal Bites:

- 1. All bites/marks that penetrate the skin are investigated by our Department with copies routed to the Health Department and such animal shall be quarantined in accordance with WI State Statute 95.21 (5)(b).
- 2. When available, the ACO shall complete the Animal Report as soon as possible. When the ACO is not available, staff responding to Animal Bites shall complete the Animal Report as soon as possible. All questions regarding confinement shall be referred to ACO or their supervisor prior to clearing; the owner will sign relevant confinement orders, if known; if the owner is unknown and the animal is located, the ACO or designee shall follow established guidelines to confine the animal.
- 3. If the ACO or designee has reason to believe the biting animal is infected with rabies or has been in contact with a rabid animal he/she shall order the animal to be quarantined (WI State Statute 95.21 (4); WI State Statute 95.21(5)).

C. Annoyances:

- 1. Domesticated Animals at large are referred to the ACO or designee; other complaints such as nuisance barking may require police response, possible warning/citation dependent upon repeat offenses, time of day, provocation, etc.
 - a. If the owner is contacted, the animal should be released to the owner and a citation may be issued, if appropriate.

- b. If the animal is taken into custody, it shall be transported to the appropriate shelter/holding facility (Wis. Stat. 174.042(3)).
- c. A report shall be completed to allow for follow-up when necessary.
2. The ACO or designee will respond to domesticated animals such as dogs and cats (alive or deceased.)
3. The ACO or designee will not respond to wild animals, feral cats or animals no longer wanted by the owner. If an owner no longer wants their animal, they should be referred to the Coulee Region Humane Society.
4. For Non-domesticated animal annoyance complaints such as bats in a house, squirrels, opossums, etc. the property owner should contact a private pest control company.

D. Injured/Deceased Animals:

1. Motorists are required to report accidents with animals to the owner or police; animals may be removed by the owner or ACO or their designee.
2. For injured wildlife, contact the Coulee Region Humane Society. For endangered wild species, contact The Coulee Region Humane Society and the Wisconsin Department of Natural Resources.
3. If the ACO or designee responds to a domesticated animal that has significant injury and they are not able to locate the owner, they shall call a designated animal facility, such as a veterinarian to care for the injured domesticated animal.
4. If a deer is deceased on a city street, contact the Street Department for assistance. If it is on private property, contact the owner of said property for removal.

E. Cruelty:

1. Such complaints are referred to the ACO for investigation. With the assistance by Law Enforcement, the ACO shall take actions deemed necessary under WI State Statute 173.10. When the ACO is responding, they may request assistance with the investigation for the purpose of handling the disposition of any animal associated with the case pursuant to WI State Statute 173.23.

F. Use of deadly force to euthanize animals will be conducted by a Law enforcement Officer when necessary. General Order 1.3; Use of Firearms-Deadly Force shall be followed.

G. Bats:

1. If there is a bat exposure or bat bite the ACO may collect the bat. If the bat is collected it shall be properly euthanized and sent to the State Laboratory of Hygiene for possible rabies testing in accordance to the Wisconsin Department of Health Services.
2. For a nuisance bat or infestation, the property owner should be referred to a pest control company.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.16
TITLE VIDEO / RECORDING DEVICES		WORD CODE VIDEO	TOTAL PAGES 3
	History: Updated 08/05, 07/07, 09/12, 11/15, 08/18, 01/19, 11/20, 2/21, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures and guidelines for the proper use, care and maintenance of the Department's video recording system. It also provides for a uniform method of recording and storing of these video recordings.

2. DEFINITIONS

- A. Official Police Contact:** Any citizen contact where law enforcement assistance is requested, taken or enforced. Examples of contact: Traffic enforcement or assistance, any arrests or detentions, or any service requested, whether dispatched to or approached by a citizen.
- B. Body Worn Camera (BWC):** Refers to a Department issued video capture system intended to be worn by officers to capture video of official police contacts.
- C. Concluded Incident:** the complete separation between the member and the individual (example: Traffic stop – Officer has driven away, personal contact has ended, and the individual has left the scene.)
- D. Squad Video:** Refers to squad mounted digital camera systems.
- E. Interview Room Video:** Video systems mounted in interview rooms and intoximeter room.
- F. Video Recorders:** Any other camera system (generally a hand-held electronic device) that is used to record any activity or event such as special assignments.

3. PROCEDURES

A. Authorized Department Recording/Video Equipment:

- 1. Only authorized Department video equipment will be used to record incidents related to law enforcement by trained personnel.
- 2. Emergency/Exigent Circumstances: In rare cases a supervisor may authorize a member to use personal or other audio or video equipment. A supervisor may grant permission to an officer to use personal equipment if the supervisor ensures the captured evidence is properly documented and placed into evidence as soon as practical. All other provisions of this policy will still be applied.

B. Installation of Squad Video and Interview Room Digital Recorders:

- 1. Squad Video equipment will:
 - a. Be installed so as to minimize any potential safety hazard and vision impairment to the vehicle driver.
 - b. Be securely mounted/placed so that objects in the squad do not restrict the camera.
 - c. Automatically activate based on departmental programming for specific events (ie when emergency warning devices are in operation, squad speed, etc).
- 2. Interview Room equipment will:
 - a. Be mounted as to minimize officer safety issues.
 - b. Be mounted as to allow for easy activation from outside the interview room.

C. Assignment and Wearing of Body Worn Cameras:

- 1. BWC will be assigned to individual department personnel that have been trained, based on work assignments.
- 2. Each assigned BWC unit will have a department authorized uniform mount for wearing the camera.
- 3. The BWC will be worn as instructed by the agency; in a manner to maximize the value of the video being captured yet ensuring not to compromise officer safety.

D. Use of Interview Room & Intoximeter Room Video System:

- 1. Department video equipped rooms shall be used to comply with State interview and interrogation laws.
- 2. Officers shall use the intoximeter room video equipment when processing those suspected of operating while impaired.
- 3. Officers may use the video equipment for other processes such as serving a citation or interviews such as witnesses or victims.
- 4. Officers shall continue to use their BWC as part of their official police contact while in an interview room, even if the interview room camera is activated.

5. Officers using the interview room recording system are required to log into the program to activate the system.
 - a. Any issues or error messages associated with the interview hardware shall be reported to the program manager.
6. Officers must close out and classify each video recording after the completion of their activity in the interview room.

E. Employee BWC and Squad Video Operating Responsibilities:

1. Both squad and BWC video equipment is the responsibility of the employee that it is assigned to and will be operated according to the manufacturer specs and related training.
2. Prior to the start of a shift, employees shall inspect their assigned video equipment and determine if they are working properly and shall bring problems to their immediate supervisor as soon as possible. Any operating problems or maintenance needs will be documented on the appropriate form and reported to department video program coordinator.

Proper inspection includes:

 - a. The units shall be powered on, ready to record. BWC will be charged.
 - b. Video cameras are positioned/mounted to properly record events.
 - c. All components are functioning properly.
 - d. Squad video is not showing any data storage errors and the BWC has had previous videos downloaded.
3. Uniformed Members will ensure that their assigned BWC and squad video equipment is used to record all official police contacts.:
 - a. Once the video recording begins, an incident will be recorded until it is a concluded incident.
 - b. If an employee determines the need to stop the BWC recording of an incident/official police contact, the employee shall verbally explain while the BWC is still recording the need or purpose of the stoppage. Reasons for stopping a BWC recording may include, but are not limited to discussions on strategy, tactics, supervisor's directive, or topics of a confidential nature.
 - c. Employees are not required to discontinue recording for anyone except at a supervisor's direction.
4. Plain clothed officers/investigators shall ensure the BWC is mounted and worn in the best manner to capture video, but location may be dictated by assignment or specific operation.
 - a. The activation of the BWC for plain clothes/investigative staff will be dependent upon the investigation or operation.
 - b. Plain Clothes/Investigative Employees should have the BWC readily available in the field for use.
 - c. If a Plain Clothes/Investigative Employees are conducting an investigation in which they plan to take a person in custody, they shall have their BWC activated.
 - d. The BWC shall not be used to record interactions with confidential police informants.
5. Employees may use their video equipment to record:
 - a. Circumstances at crime/accident scenes.
 - b. Events such as taking evidence/contraband.
 - c. Actions of suspects while in the back seat of the squad.
 - d. Public events, rallies, demonstrations, protests, or large gathering.
 - e. Any official police function that may require video documentation.
 - f. Any contact with a citizen that did not require BWC activation initially, however, becomes contentious, argumentative or questionable in nature.
6. After the conclusion of an incident and recording devices have been stopped, the recording officer is required to classify their videos in accordance with department coding methods.
7. Employees will document in reports, ordinance/traffic citations, warnings or any other required documentation that video recordings were made, or not made, and which squad car was used. Additionally, the report will also include an explanation of any stoppages of the video and/or any malfunctions of the camera.
8. Each employee is responsible for controlling access to their video storage account and complying with security parameters in this policy. The viewing of department video recordings by unauthorized persons is strictly prohibited.
 - a. Internal or external sharing of department video recordings will be for official purposes or done through a recognized open records request and routed through the Records Division.

F. Special Operating Procedures:

1. While engaged in Official Police Contacts officers shall utilize both their squad video and BWC if possible.
2. All video recordings shall be classified with department coding methods.
 - a. Any recording that is not associated with an incident number, the recording officer shall leave the incident number box empty and classify it appropriately.
3. Employees will not record meetings with personnel when such talks involve strategy, tactics, supervisor's directive, or topics of a confidential nature.
4. It is the responsibility of the Department to maintain the confidentiality of juveniles recorded during video contacts.
5. Employees shall not use video equipment to record conversations of an administrative nature e.g. disciplinary actions, supervisor's directives, or talks between employees without the knowledge of all parties involved that the events are being recorded.

G. Special Body Worn Camera Use Considerations

1. Hospitals: Upon entering a hospital/clinic, the officer will only activate the BWC if they have contact with a victim/witness/suspect. The officer will make every reasonable effort not to record medical procedures or medical communication unless enforcement or investigatory actions are likely.
2. Schools: School Resource Officers (SRO's) will wear their BWC at all times while on duty at the schools and use the BWC as directed in this policy. SRO's will make every reasonable effort not to record within the school locker room areas, the health offices, or other areas where there is a higher expectation of privacy.
 - a. SRO's should not use the BWC as documentation of a school disciplinary matter or to record school administrative discussions.
 - b. Field Services' Officers responding to a call for service at a school shall use their BWC as directed in this policy.
3. Shall not be activated in department locker rooms.
4. Wisconsin SS 968.31 establishes that the State of Wisconsin is a single party consent state for recording conversations. Officers are not required to provide a warning or notice that a conversation that they are a part of is being recorded.

H. Supervisory Responsibilities:

Supervisors shall ensure that:

1. All employees follow procedures for the operation of the department video equipment, handling of recordings, and documenting use of any of the video formats.
2. If a supervisor receives a complaint concerning employee conduct, the supervisor will determine if the incident has been captured by any department recording devices. If recorded, the supervisor will request the Program Manager to classify the recording to ensure it is retained for administrative purposes.
3. Repairs/replacement needs of video equipment is reported to the Program Manager and Special Operations Officer.
4. At the direction of the Field Services Captain, supervisors will conduct an audit of each officer's use of department assigned video equipment for policy compliance and performance reviews.

I. Program Management:

The Chief will designate a Video Program Manager. Responsibilities include:

1. Liaison with the video equipment vendors.
2. Assist with maintenance/repair of video hardware/software.
3. Assist with installation/replacement of video hardware.
4. General program review and policy review to ensure department policies associated with department video comply with Municipal, State and Federal regulations.
5. Assist Records in locating recordings subject to open record request.
6. Ensure only authorized department personnel are allowed to access the secured video storage system/program.
7. Will coordinate with the video equipment vendor to ensure video classification types to be used by staff comply with WI laws associated with record retention and the classification programming allows for purging of video records after the required minimum storage time set by law.

J. Video Control and Management:

This section applies to all video recordings produced by the department as part of daily patrols, investigations, or special events/enforcement actions.

1. Saving video: The saving and retention of video is accomplished through the proper classification of the video at the end of a recording. After saving, the video will be transferred to the secure video storage system.
 - a. The secured video storage system will be programmed to store all videos based on the classification type for at least the period required by WI state law. After storing all recordings for the period required by state law, the secure video storage system will purge recordings not classified to be saved beyond the scheduled time frame.
 - b. If it is determined that a recording is needed to be saved for evidentiary or administrative purposes the request to have a video reclassified will be directed to the Program Manager.
 - c. Members may send requests to the Program Manager to have a video saved beyond its initial programmed classification time in special circumstance to ensure it does not get purged by the storage system.
 - d. The evidence technician will coordinate with prosecutors to ensure case specific videos are retained for prosecution and appeals.
2. Only personnel as authorized by the Program Manager may access the administrative side of the secured video storage system.
3. No employee shall attempt to delete or alter any recordings. Only the Program Manager or designee(s) may access the programming menu or redacting options. See Section L of this policy for reproduction and redaction.
4. Officers will have access to their own videos for viewing to assist in completing reports.
5. Access to review department recordings of officer involved critical incidents is contained in G.O. 1.4.
6. Officers can allow other employees to view their BWC recordings for only official police purposes through the "Share" option within the secured video storage system.
 - a. Recordings shall not be "shared" or viewed for entertainment purposes.
 - b. Officers shall not show recordings to unauthorized personnel and shall not allow unauthorized access to recordings through the secured video storage system's "share" option.
7. The secure video storage system shall have an electronic audit program that will track access and viewing of all recordings.

K. Training Division Responsibilities:

1. Schedule training for employees who utilize BWC, Squad Video, interview room and maintain such training records.
 - a. This training shall include this policy.
2. Any department video recordings may be shown for training and evaluation purposes internally.
 - a. Prior authorization from the Chief or his/her designee is needed when the video recording is shown to persons other than Department employees.

L. Video Release, Duplication, and Redaction:

1. All video recordings are the property of the La Crosse Police Department and shall remain in the Department's control unless released for other purposes (ie prosecution, open record request, news releases).
2. Members of the prosecution will have direct access to the secured video storage system to access videos associated with the prosecution of a case or determining charges.
 - a. The prosecutor's office is responsible to provide any videos to a defense in accordance with laws associated with the prosecution.
3. Videos are subject to State of Wisconsin open records laws. The La Crosse Police Department will establish a reproduction fee schedule for the duplication of videos. This fee will include the cost of materials, and the actual necessary and direct costs of the reproduction effort.
4. Requests for recordings by other law enforcement agencies or members of the criminal justice system will be directed to the Records Division for release.
5. Requests by the general public or media outlets for recordings will be directed to the Records Division and will be completed in accordance with open records laws.
 - a. Records Division personnel are responsible for any redactions or recording alterations that may be needed prior to releasing the recording to the public. Special consideration may need to be given for privacy issues associated with the recording (ie. School environment, health information, recordings from within a hospital, inside of personal residences, juvenile contacts).

- b. Records Division personnel will notify the department's designated Public Information Officers prior to releasing a recording to the media.
6. The Chief or Chief's designee may release department recordings to the media or make recordings publicly available for significant incidents or recordings associated with a press release/social media post.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT		DATE STAMPED 02.24.2023	CHAPTER 18	ORDER NUMBER 18.17
TITLE VEHICLE PURSUITS			WORD CODE PURSUITS	TOTAL PAGES 4 with Annex A
		History: Updated 03/03, 06/07, 09/12, 11/15, 09/17, 08/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures governing the pursuit of motor vehicles. It is our policy that department vehicles are operated in a safe manner, consistent with department training and compliant with WI ss 346.03(1)-(6). Also see GO 1.3.

2. DEFINITIONS

- A. Fixed Roadblock:** Full/partial roadblock at a fixed point.
- B. Moving Roadblock:** The suspect vehicle is surrounded by three squad cars—one in front, one in back, and one to the side (just behind the driver door). Once in position, the squads gradually slow, bringing the suspect vehicle to a safe, gradual stop.
- C. Pursuit Driving:** Attempt by an officer in a unit to apprehend occupant(s) of a fleeing vehicle where the driver is aware of the officer's attempt to stop his/her vehicle and is knowingly fleeing apprehension.
- D. Roadblock:** The placement of vehicles or other objects on the roadway to impede or alter the normal flow of traffic.
- E. Pursuit Immobilization Techniques:** Is a controlled contact between the patrol unit and the pursued vehicle at low speeds, intended to cause the operator of the pursued vehicle to lose control of his or her car.
- F. Tire Deflation Device:** Devices that are spiked strips or sticks that are put down on the roadway to deflate the tires of any vehicle running over them.

3. PROCEDURES

A. Evaluation of Circumstances and Limitations:

- 1. To initiate, continue and/or to terminate pursuit consider: road, weather, visibility, time, population density, pedestrian/vehicular traffic, offense severity, necessity if the suspect is known/can be apprehended later, and if pursuit poses a significant threat of death or great bodily harm to the public. WI ss. 346.03, 346.04.
- 2. Pursuits will be discontinued if the officer or monitoring supervisor feels the risk outweighs the suspect's apprehension.
- 3. Emergency Equipped Unmarked squads and Investigative Unmarked squads may initiate a pursuit, however shall relinquish the primary pursuit position to the first available Marked Patrol Vehicle. The secondary unit(s) maybe Emergency Equipped Unmarks and/or Investigative Unmark.
 - a. All available emergency lights and siren shall be used by units directly in the pursuit.

B. Initiating Officer's Responsibilities:

- 1. A pursuit will not be made if a non-sworn member or citizen is in the police vehicle.
- 2. All emergency signaling devices, audible/visual are activated; seat belt is worn.
- 3. Dispatch shall be notified of the following if possible:
 - a. Reason for pursuit; severity of crime.
 - b. Necessity of conducting pursuit.
 - c. Location / Direction of pursuit.
 - d. Road Conditions.
 - e. Density of population.
 - f. Description of the vehicle, number of occupants and the license number of the vehicle.
 - g. Changes in direction, situation, and speeds.
 - h. If the officer doesn't give the above information to the dispatcher, the dispatcher will request it. The supervisor will ensure that such data is obtained.
- 4. A safe distance is maintained between the squad and the suspect vehicle, unless deadly force is necessary.
- 5. Dispatch is advised of the location of the suspect and vehicle if his/her vehicle is abandoned; ignition keys of the squad and suspect vehicle should be removed before pursuing on foot.
- 6. On notification by a supervisor to terminate pursuit, the pursuit is ended immediately.
- 7. Officers may terminate a pursuit if: vehicle or operator can be identified, when the operator is not going to yield, or at the officer's discretion.

C. Termination of Vehicle Pursuits; In accordance with State of Wisconsin Administrative Code for Law Enforcement Standards 3.07(1)(c) vehicle pursuits should be discontinued if the continuation of the pursuit would likely create a danger to the public, officer or the subject which is apparently greater than the value of apprehending the subject, due to such factors as, but not limited to, road conditions, weather conditions, density of population, severity of the crime and necessity of pursuit by vehicle. Other factors to consider in accordance with Wisconsin State Law Enforcement Standards include whether the vehicle's registration or the subject's identity has been established so that later apprehension may be accomplished and, in the officer's opinion, there is no apparent continuing need for immediate apprehension.

1. Steps for Termination of a Vehicle Pursuit

- a. Notify police dispatch and other units via the police radio you are terminating the pursuit and the last known direction of travel of the suspect vehicle.
- b. Deactivate emergency equipment
- c. Pull over to the side of the road and come to a complete stop or divert your direction of travel away from the suspect vehicle.
- d. Remain parked for a reasonable amount of time so it is evident to anyone witnessing or later reviewing digital evidence of the pursuit that the officer has stopped pursuing the suspect vehicle.

D. Designating Secondary Units Responsibilities: Specifying Roles and Restrictions Pertinent to Marked, Unmarked or other types of Police Vehicles involved in the pursuit:

1. No more than two units will directly pursue the suspect at any time unless authorized by a supervisor. Others may parallel, assist or observe. Assisting/Secondary Unit Actions: Monitor escape routes, observe for additional descriptions, prepare to deploy tire deflation devices, or establish supervisory approved and planning for roadblocks.
2. Other Units not involved in direct pursuit:
 - a. Other police units not involved in the pursuit may investigate the last known area of travel for the suspect vehicle to confirm any vehicle crashes or need for police assistance by citizens.

E. Assigning Dispatchers Responsibilities:

1. Advise units of the pursuit and restrict radio traffic.
2. Notify on duty supervisors to monitor the pursuit.
3. Keep units updated and assist in unit directions.
4. Coordinate others if it goes outside the City.

F. Describing Supervisor's Responsibilities:

1. On duty supervisors will monitor pursuits, direct units, evaluate progress, authorize/terminate roadblocks or terminate the pursuit if necessary.

G. Tire Deflation Devices:

1. Only used/deployed by trained officers and will be deployed in accordance with the training.
2. Deploying officers shall notify LEDC of intention to deploy tire deflation devices and allow pursuing officers' time to disengage to avoid deflation of police vehicle tires.
3. Deployment location should avoid deflation of non-involved vehicles.
4. Officer Safety is of the utmost importance when deploying deflation devices. Officers shall choose a location which provides them with the most safety.
5. Deflation devices should be monitored and removed as soon as possible following deployment.
6. Following deployment authorized officers will service the deployment device to ensure that the device is operational for further deployments.
7. Deflation devices should not be utilized on motorcycles unless deadly force is authorized.

H. Pursuit Immobilization Technique (PIT):

1. Utilized by trained officers, in accordance with department training.
2. Totality of the circumstances shall be considered by an officer when using PIT. These circumstances include but are not limited to vehicle type, speeds, road conditions, other vehicle/pedestrian traffic, location on the road way, visibility, and weather.
3. Officers are not required to seek supervisor approval prior to employing a PIT and should use this option rather than continuing with a pursuit.
4. This technique is not intended to be utilized on motorcycles; intentional contact by a pursuing squad with a motorcycle will be considered a ramming technique as covered in this policy.

I. Other Induced-to-Stop and Forcible Stopping Techniques:

1. The other techniques covered in this section should be last resorts to stop a fleeing vehicle and officers should make every effort to get supervisory approval prior to employing these techniques. Prior to using

these techniques officers should have exhausted all other reasonable means to end the pursuit and shall have one or more of the following conditions present:

- a. Suspect(s) are reasonably believed to have committed a felony involving use or threats of deadly force.
 - b. Continued manner of operation by the suspect is creating a substantial risk of death or great bodily harm to the public.
 - c. Suspect(s) pose a significant threat of death or great bodily harm to the public for reasons unrelated to the pursuit if not immediately apprehended.
2. Fixed Roadblocks
 - a. Consider a location which affords the greatest degree of safety taking into account vehicular and pedestrian traffic, weather, visibility, time of day and other roadway physical aspects.
 - b. Area should be as well lighted as possible; additional lighting should be used to ensure that the roadblock can be readily seen.
 - c. Vehicles will not completely block the roadway or force collision; sufficient room will be left as an escape route for the violator.
 - d. Provide approaching vehicles adequate time and distance to stop and avoid collision.
 - e. Private vehicles/property will NOT be used without supervisor approval and only as a last resort.
 - f. Remove all persons from the area; members will be away from their parked units in case of collision.
 - g. Notify LEDC of the roadblock's location and when removed. Roadblocks will be for a minimal time and are removed as soon as possible; remove prior to use if it is too much of a hazard.
 3. Moving Roadblocks
 - a. Extremely hazardous, only for extreme conditions better suited for lower speeds; consider:
 - b. Presence of vehicular/pedestrian traffic, weather, visibility, time of day, physical aspects of the roadway for the greatest degree of safety.
 - c. Emergency lights/siren are activated; officers will attempt gradual initiation to avoid collision giving the suspect opportunity to stop without hitting a police unit. Unintentional contact is not considered ramming.
 - d. Use for a minimum time and discontinue as soon as possible; terminate if it becomes apparent that the roadblock is creating an unreasonable hazard.
 - e. Shall not be used if the suspect is/may be armed with a firearm.
 4. Circle Technique
 - a. Another form of Moving Road Block wherein multiple police vehicles surrounds the suspect's vehicle in an attempt to "box-in" the suspect's vehicle; officers will initiate gradual deceleration giving the suspect opportunity to stop without hitting a police unit. Unintentional contact is not considered ramming.
 - b. Same considerations should be given as outlined in 4-a through e.
 5. Ramming
 - a. Extremely hazardous and generally prohibited except under the most serious circumstances.
 - b. Officers should not attempt to ram a fleeing vehicle except at lower speeds in situations involving the most serious of circumstances.
 - c. Prior to ramming, officers will make every effort to obtain supervisory approval.
 - d. If approved, the officer will attempt to choose a location having the least possibility that pedestrians, other vehicles or fixed objects may be struck if the officer's or suspects' vehicle should lose control as a result. The intent of ramming is to stop/disable the fleeing vehicle, not to cause significant damage or injury.
 - e. Ramming should be considered deadly force, see General Order 1.3.

J. Engaging in INTER/INTRA Jurisdictional Pursuits:

1. Department Pursuits outside of the City.
 - a. Officers may continue pursuits initiated within the City into another jurisdiction unless restricted by law or Department order such as pursuing out of state. Out of state pursuits shall have the prior permission of a supervisor whenever possible.
 - b. Officers will comply with all laws and orders.
 - c. LEDC personnel and a supervisor will coordinate the actions of the pursuing officer with members of other agencies who join in the pursuit.
2. Other Agency Pursuits into the City.
 - a. Officers may assist agencies pursuing into the City at the discretion of the Shift Commander. Pursuit orders apply while assisting other jurisdictions.
 - b. On duty supervisors will monitor and coordinate activities of members while assisting other jurisdictions.
 - c. If a pursuit enters and then departs the City, Department personnel will terminate the pursuit unless assistance is requested by the pursuing agency or when directed to do so by the on-duty supervisor.

K. Critique of Pursuits:

1. All pursuits will be reviewed by the Field Services Captain.
2. For review purposes, it is still a pursuit even if the violator is not apprehended or if pursuit is low speed.
3. Supervisors will ensure that the primary pursuing officer/ designee shall complete any state mandated pursuit reports or electronic forms.
4. The Records Division will forward all reports to the Field Services Captain.
5. The shift supervisors will forward all related intra-departmental memorandums to the Field Services Captain.
6. Upon Review, the Field Services Captain will make any recommendation to the Assistant Chief for training, oversight, and/or other risk management issues.



Shawn Kudron
Chief of Police

ANNEX A

Mode	Tactic(s)	Purpose
Presence	Authorized emergency vehicle	To present a visible display of authority
Dialog	Emergency lights Siren Communication with dispatch Approach contact	To persuade
Control Alternatives	Multiple units Tire Deflation Devices Barricades Channelization Non-Approach Contact	To overcome passive resistance, active resistance, or their threats
Protective Alternatives	Pursuit intervention technique (PIT) Moving roadblock (Boxing-in) Roadblocks (with escape route) High-risk contact	To overcome continued resistance, assaultive behavior, or their threats
Deadly Force	Ramming Roadblock (no escape route) Shooting from a moving vehicle High-risk contact with shots fired	To stop an imminent threat.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 10.16.2024	CHAPTER 18	ORDER NUMBER 18.18
TITLE MISSING PERSONS INVESTIGATIONS		WORD CODE MISSING	TOTAL PAGES 2
	History: Updated 03/03, 08/06, 06/07, 12/09, 02/11, 09/12, 11/15, 11/19, 12/23, 10/24		

1. PURPOSE AND SCOPE

This order establishes guidelines for handling missing persons and procedures for AMBER, SILVER, GREEN and MISSING CHILD alerts. It is the departments' policy to investigate all missing persons regardless of age and with no time limit or waiting period to report/investigate the missing person.

2. PROCEDURES

A. Initial Description and Information Gathered:

1. All missing persons/runaways will be reported and include details such as: descriptive data, possible destination, reason for missing, persons last seen with, attitude, and/or medications. Record data regarding parent/guardian, consent, and photos.

B. Dissemination of Collected Information:

1. Members will provide LEDC with data regarding the missing person and may request additional units dependent upon the circumstances surrounding the missing report.
2. The information of the missing person will be added to Line Up information. On review of the report, a supervisor may assign units for follow up dependent upon the circumstances.
3. A copy of the report will be routed to LEDC to:
 - a. Give pertinent missing person data to field units.
 - b. Dispatch unit(s) to possible destinations.
 - c. LEDC may consult with a supervisor if they feel additional actions are warranted.

C. Entry/Removal into/from criminal justice information system:

1. It is the responsibility of the reviewing supervisor to ensure that LEDC receives copies of missing reports.
2. LEDC will maintain an active file and enter such information into national files if the report so notes.
3. When located, LEDC will be notified. LEDC will cancel the missing information in appropriate data bases/locations.
4. LEDC will route TTY confirmations entries and cancellations to Records.
5. Records will review/purge data from the files as directed by the criminal justice information systems.

D. Follow up Contact, Investigations, and Search:

1. It is the supervisor's judgment that determines to what extent the initial search encompasses.
2. All missing persons reports that have not been cleared by front line staff will be assigned for investigation.
3. Member's detailed reports are the basis for follow up by Investigative Services who assigns personnel to contact complainants for report status and additional data.

E. Juveniles:

1. Guardians/group homes are authorized to complete such reports and to notify our Department for pick up.
2. May need notification of an intake worker and should result in the completion of a referral for runaway.
3. Children 12 years of age and under who are missing will activate the following procedure unless extenuating circumstances exist.
 - a. The responding officer will ensure that the Shift Commander is immediately notified of the missing child.
 - b. The Shift Commander will assign additional resources or call in additional officers to ensure a thorough search is completed and will coordinate all search efforts.
 - c. If criteria are met for a MISSING CHILD Alert (I)(1), the responding officer shall begin the MISSING CHILD Alert process.
 - d. Shift Commander will request the aid of investigative services if the child is missing for more than 2 hours or sooner at the discretion of the shift commander.
4. If a missing juvenile is located, the officer will contact the parent/guardian, make arrangements for the juvenile to return home and complete a supplement report documenting the circumstances.

F. AMBER Alert:

1. All of the following criteria must be met to implement an AMBER Alert.
 - a. The missing child must be under the age of 18, and there must be reason to believe the child has been abducted. Abducted is defined as; A child under the age of 18 unwillingly removed from his/her environment without permission from the legal parent or legal guardian.
*Note: The Amber Alert Plan is not to be used for runaways or family abductions, unless the child's life is determined to be in immediate danger.
 - b. There must be reason to believe the missing child is in imminent danger of serious bodily harm or death, or with a proven medical, mental, or physical disability.
 - c. There must be enough descriptive information about the child or a suspect to believe an immediate broadcast will help locate the child.
 - d. Once it is determined that all of the criteria has been met the officer will notify the shift commander who will immediately contact the Investigative Bureau Captain and work with them to notify Wisconsin Department of Justice – Wisconsin Statewide Intelligence Center.
 - e. The Investigative Bureaus Sensitive Crimes Detective/designee will coordinate activation/cancellation of the AMBER alert following the guidelines.

G. SILVER Alert

1. All of the following criteria must be met to implement a SILVER Alert through the Wisconsin Department of Justice.
 - a. The missing person must be at least 60 years of age or older.
 - b. The missing person is believed to have Alzheimer's, Dementia or other permanent cognitive impairment which poses a threat to their health and safety.
 - c. There is a reasonable belief that the missing person's disappearance is due to their impaired cognitive condition.
 - d. The silver alert request should be made to the Wisconsin Department of Justice within 72 hours of the individual's disappearance.
 - e. There should be sufficient information available to disseminate to the public that could assist in locating the missing person.
 - f. Once it is determined that all of the criteria have been met the officer will notify the shift commander. Wisconsin Department of Justice – Wisconsin Statewide Intelligence Center to issue the SILVER alert.

H. GREEN Alert

1. All of the following criteria must be met to implement a GREEN Alert.
 - a. There is reason to believe that the veteran at risk is missing due to his or his physical or mental health condition.
 - b. There is sufficient information available to disseminate that could assist in locating the missing veteran.
 - c. The Green alert request should be made to the Wisconsin Department of Justice within 72 hours of the individual's disappearance.
 - d. Once it is determined that all of the criteria have been met the officer will notify the shift commander. Wisconsin Department of Justice – Wisconsin Statewide Intelligence Center shall be contacted at 608-266-1671 to issue the GREEN alert.

I. MISSING CHILD Alert

1. All the following criteria must be met to implement a MISSING CHILD Alert
 - a. The person at risk has not attained the age of 18 years AND the person is believed to be incapable of returning home without assistance due to a physical or mental condition or disability OR the person has not attained the age of 10 years AND
 - i. The individual location is unknown AND
 - ii. It is within 72 hours of the individual's disappearance, AND
 - iii. Their situation does not qualify for another alert (i.e., AMBER Alert.)
 - iv. The individual has been entered as a missing into National Crime Information Center (NCIC.)
 - v. There is sufficient information available to disseminate to the public that could assist in locating the missing person.
2. Once it is determined that all the criteria have been met the officer will notify the shift commander. Wisconsin State Patrol Traffic Management Center shall be contacted at 1-844-977-4357 to issue the CHILD MISSING Alert. They will take your contact information and a DCI Representative will immediately call you back.

3. A DCI Representative will provide you with your login information to access the MISSING CHILD Alert online request form. (There are no forms to fill out prior to making your MISSING CHILD Alert request.)
4. If the MISSING CHILD Alert is approved, DCI will handle the issuance of the Alert.
5. If the situation does not meet the criteria, but the individual is missing and at risk, an internal discussion on issuing a Missing Endangered Person Alert through the Wisconsin Crime Alert Network should occur. DCI can send out an alert on your behalf if needed.
6. If the child is located, Shift Command, should ensure the Missing Child Alert, if issued, is immediately cancelled.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.19
TITLE WALKAWAYS		WORD CODE WALKAWAYS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 02/17, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for dealing with persons who are reported as walkaways from hospitals and institutions. Member should remain cognizant of diseases that contribute to these incidents such as Alzheimer's and dementia.

2. PROCEDURES

A. Institution Procedures:

Upon receiving a complaint of a walk-away, the call recipient will ensure that the institution has performed the following:

1. Search the complex, adjoining units, and grounds.
2. Receive institution administrator approval to call police.
3. Give the Department data on patient status (voluntary or involuntary), medication needs, physical/mental condition (dementia, Alzheimer's, addictions, etc), hazards/dangers, descriptive data, possible direction of travel/destination, relatives/friends in area, etc.
4. Notify the Department immediately if the patient is found.

B. General Procedures:

1. LEDC will assign patrol unit and give related data to field units. Weather, patient condition, and manpower availability dictate assignment of units.
2. If the patient is a neighboring jurisdiction original resident, LEDC will notify such agency for their information.
3. If a unit finds the patient:
 - a. Attempt to get voluntary return to institution.
 - b. If voluntary hold status and wishes to return, either return the person or standby until the institution responds.
 - c. If voluntary hold status and the individual does not wish to return the officer will notify the institution and supervisor for guidance dependent upon patient condition and related factors.
 - d. The officer may evaluate the person for a Ch. 51 or Ch. 55 involuntary hold.
 - e. If individual has a legal hold status, the individual is returned to institution or jail if extenuating circumstances exist.
4. **Caution:** In most instances, such patients are in on a voluntary status and may have the legal right to leave if they so desire. Use discretion when necessary.
5. If unable to locate walk-away patient, a missing persons report may be filed per the complainant's desires; see related orders for completion.
 - a. Additional steps that should be considered is the use of a "Silver Alert" or distribution of the incident through the Wisconsin Crime Alert program.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.20
TITLE SEAT BELT USAGE		WORD CODE SEAT BELT	TOTAL PAGES 1
	History: Updated 07/07, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the requirement for all members to use seat belts (safety restraining devices), while in any City or Department vehicle so equipped with such devices, unless in extenuating circumstances. La Crosse Police recognize the use of seat belts can have a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes and assist members in maintaining control of their vehicles during pursuit or emergency high speed operations.

2. DEFINITIONS

A. WI SS. 347.48(2m) :

- (b) If a motor vehicle is required to be equipped with safety belts in this state, no person may operate that motor vehicle unless the person is properly restrained in a safety belt.
- (dm) Paragraph (b)...does not apply to the operation of an authorized emergency vehicle by a law enforcement officer or other authorized operator under circumstances in which compliance could endanger the safety of the operator or another.
- (dr) Paragraph (b) does not apply to the operator of a vehicle while on a route which requires the operator to make more than 10 stops per mile involving an exit from the vehicle in the scope of his or her employment.

3. PROCEDURES

- A.** The driver and all occupants/passengers in a City or Department vehicle so equipped with such safety restraining devices shall be required to use them except in extenuating circumstances.
 - 1. This shall include prisoners being transported – see Prisoner Transport policy for full details.
- B.** If the appropriate seat belt is inoperable, personnel will inform their supervisor of the condition and request a replacement vehicle.
- C.** WI ss. 347.48(2m) applies to law enforcement officers as well as to the general public.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	18	18.21
TITLE		WORD CODE	TOTAL PAGES
		BODY ARMOR	2
BODY ARMOR History: Updated 04/06, 07/07, 09/12, 11/15, 11/19, 12/23			

1. PURPOSE AND SCOPE

This order establishes incidents when wearing body armor is mandatory. In cases where it is not mandatory, it is optional to be worn.

2. DEFINITIONS

- A. Body Armor:** A vest whose material affords ballistic protection and which may or may not accommodate inserts.
- B. Immediately Available:** Wearing body armor or having it close/accessible so as to be able to put it on at a moments notice. Accessible is defined as in assigned work vehicle, or if assigned inside the building, in the officer's locker or work area.

3. PROCEDURES

A. Issuance:

- 1. Administrative Services will disseminate body armor to all sworn personnel.
 - a. Body armor must conform to NIJ standards and have a minimum 5-year warranty.
 - b. Body armor is provided at no cost to sworn personnel and shall be tailored to each person at issuance.
- 2. Authorized body armor carry systems and how to the body armor is to be worn is covered in the uniform policy.
- 3. Subsequent sizing, additions, or modifications made to the armor or carrier more than 30 days after the date of issuance will be at the member's expense other than the Department providing new armor as indicated by the manufacturer's warranty expiration.

B. Wearing of Body Armor:

- 1. All sworn personnel uniformed and plain-clothed involved in incidents listed below shall wear body armor:
 - a. Where officers believe that an individual may use a firearm.
 - b. Search warrants where officers believe a felony suspect may be present.
 - c. Felony arrest warrants where the suspect is not in custody.
 - d. Any tactical/ERT operation.
 - e. Any training exercise involving the discharge of firearms.
 - f. A supervisor may require an officer to wear a vest in situations not addressed in a-e.
- 2. All uniformed sworn personnel assigned to the field whose primary duty/function is to answer calls for service and/or act as the primary responding unit for emergency calls; or who is responsible for an immediate response from the station in an emergency shall wear their body armor. This pertains to sworn personnel regardless of rank, title, or position when they are assigned to the field.
- 3. An officer not meeting the above criteria will have their body armor immediately available while on duty (however all officers are encouraged to wear issued body armor while on duty). This is to include an officer assigned inside duties.

C. Exemptions:

- 1. When a physical condition prevents the comfortable wearing of the vest. It may be required that a doctor's excuse be provided at the officer's Bureau Directors discretion.
- 2. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor.
- 3. When the employee's Bureau Director/supervisor determines that circumstances make it inappropriate to mandate wearing body armor.
- 4. With supervisory approval, an officer may be excused from wearing body armor vest when in a non-enforcement role, such as traffic control, or when heat conditions are a detriment to performance.
- 5. Any deviations from required wearing of the assigned body armor, other than those listed, must have the approval of the Chief of Police or his designee.

D. Inspections of Body Armor:

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required through routine observation and/or inspections.

E. Care, Maintenance and Replacement of Body Armor:

1. Officers shall routinely inspect their personal body armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for the proper storage, maintenance, and care of body armor in accordance with manufacturer's instructions.
4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor which will be routed to the Administrative Bureau for repair or replacement. Duty related damage/wear will be replaced by the department at no cost to the officer. Damage caused by abuse will be at the officer's expense.
5. Officers who have assigned vehicles and store body armor in the vehicle will ensure that it is stored in a fashion designed to protect the armor from deterioration from the elements. Failure to do so is considered abuse.
6. The Department will replace body armor following the manufactures warranty expiration date at no cost to sworn personnel and in accordance with contractual agreements.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	18	18.22
TITLE BIASED BASED PROFILING		WORD CODE PROFILING	TOTAL PAGES 3
	History: Updated 09/12, 11/15, 10/16, 11/19, 07/20, 12/23		

1. PURPOSE AND SCOPE

This order establishes policy to prevent occurrences of biased based profiling and bias by proxy. It is the department's position that profiling based on race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristics, is unacceptable and will be prohibited in any form by this department. It is this department's goal to provide equal protection under the law to all individuals. It is the policy of this department that all people will be treated with dignity and respect, and at the same time, we will work to deter actual and potential lawbreakers. This department will patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and actively enforce the law. However, we will insist that citizens only be stopped/detained when there exists reasonable suspicion.

2. DEFINITIONS

- A. Biased Based Profiling:** Any enforcement action, detention, or disparate treatment that relies upon a person's race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic, rather than their behavior.
- B. Implicit Bias:** Assumptions, stereotypes, and unintentional actions (positive or negative) we make towards others based on identity labels like race, religion, age, gender, sexual orientation, or ability. Because our implicit associations are stored in our subconscious, humans act on biases without even realizing it. Often, implicit biases contradict our values. Also called unconscious bias.
- C. Explicit Bias:** Attitudes and beliefs about persons or groups expressed on a conscious level. People expressing explicit bias are very clear about their feelings and attitudes, and their related behaviors are conducted with intent. Also referred to as conscious bias, in its extreme, is characterized by overt negative behavior that can be expressed through physical and verbal harassment such as racism, sexism, intolerance, hate, or through more subtle means such as exclusion or feeling threatened by a person for no legitimate reason.
- D. Bias By Proxy:** Bias by proxy occurs when an individual calls the police and makes false, bias-based, or ill-informed claims about persons/groups they dislike or whom they are implicitly or explicitly biased against.
- E. Reasonable Suspicion (Articulable Suspicion):** Suspicion that is based on a set of facts and/or circumstances that can be articulated, and that would warrant a reasonable person to believe that a violation of the law has occurred, is about to occur, or is occurring and that the person under suspicion is responsible for this suspicion. Reasonable suspicion can be developed by the observations of an officer combined with their training and experience or through reliable information received from credible sources.
- F. Traffic Stop or Motor Vehicle Stop:** A contact by an officer with a motor vehicle operator on a public street or highway, initiated by the officer, resulting in the detention of a motor vehicle.

3. PROCEDURES

A. Training:

1. Officers will receive initial and ongoing training in proactive enforcement tactics, including officer safety, courtesy, cultural competency, search and seizure, biases/identifying biases, and interpersonal communication skills.
2. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

B. Enforcement Procedures:

1. Law enforcement decisions (to stop, detain, further investigate, search, warn or arrest) made by department personnel will be made solely on the basis of reasonable suspicion or probable cause irrespective of the race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic of the people involved.

2. Each time a citizen is detained, the officer shall radio to dispatch the location of the stop, the description of the person or vehicle being stopped, and other relevant information.
 - a. Officers may not use racial or ethnic stereotypes as factors in selecting who to stop or whom to search.
 - b. Officers may use race, ethnicity, or other specific physical characteristics to determine whether a person matches a specific description of a particular suspect.
3. No citizen once cited or warned shall be detained beyond the point where there exists no reasonable suspicion for further criminal activity and no searches executed in the absence of a warrant, legally recognized warrant exception or the person's voluntary consent exists.
4. Enforcement actions will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.

C. Citizen Contacts:

1. All law enforcement actions shall be recorded with dispatch, logging location, vehicle registration, and the identification of the driver, passenger, or pedestrian involved.
2. All official police/citizen contacts will be recorded using department squad and/or body cameras consistent with the department's policies.
3. When making any contact with a person, officers should identify themselves, their department and state the reason for the contact. During traffic stops, officers may use the following procedure:
 - a. Greeting
 - b. ID Self and Department
 - c. Reason for Stop
 - d. Ask for justification for the violation
 - e. Request Driver's License
 - f. Obtain other needed documentation – Registration, Proof of Insurance
 - g. Make enforcement decision – Complete paperwork
 - h. Closing
4. The department recognizes that extenuating circumstances may dictate other contact approaches when necessary.

D. Responding to Biased Based (Bias by Proxy) Calls for Service:

1. Personnel responding to calls for service should evaluate each call to determine if the bias of the complainant is influencing the reason for the complaint/police response. Personnel should constantly be evaluating and applying fair and impartial training and decision making skills in an effort to identify biased based (bias by proxy) calls for service. Officers should draw upon their training and use their critical decision-making skills to assess whether they are being subjected to the complainant's bias when carrying out their duties.
 - a. Personnel should determine whether there is evidence of criminal misconduct/reasonable suspicion or if there is a legitimate need to engage in a community caretaking function. If the complaint is anonymous, ambiguous, or the legitimacy/reasoning for the call is unclear, personnel should consider if the call is potentially bias-based (bias by proxy). In these cases, personnel should contact the complainant prior to taking action. If the complainant can't offer further, articulable facts to support reasonable suspicion for police contact, then the complainant should be advised that police intervention and contact is not legitimate. Personnel may still independently assess the situation or behavior from a distance. If no suspicious criminal behavior is observed, the officer can clear the call as "no police service needed".
 - b. If the actions, statements or behavior of a complainant requires an officer to make contact, and it is then determined that the call was likely a biased based (bias by proxy) call for service, the officer shall work to de-escalate and utilize active listening to ensure the scene is safe. The officer should inform the subject of the biased based call and the reason for the contact. The officer shall follow-up with the complainant and advise that police contact was not legitimate.

E. Data Collection:

1. All enforcement activity, including traffic and ordinance citations, warnings, and arrest reports, shall contain the person's declared race and gender. This information, along with the enforcing officer's identification, shall be entered into the department's RMS system. The RMS system will then be able to generate a report showing the enforcement action, a person's race and gender as well as the officer involved. When an officer is unsure of the actual race of a person, or the possibility exists of more than one racial make-up of a person, and the person has not or refuses to declare their race; officers shall identify the reported race as "other" in official reports/citations/arrests.

F. Complaints:

1. Any person may file a complaint with the department or police and fire commission if they feel they have been stopped, searched, or otherwise detained based on racial, ethnic, or gender-based profiling. No person shall be discouraged, coerced, or intimidated, from filing such a complaint, nor shall they be discriminated against because they have filed such a complaint.
2. Any officer contacted by a person wishing to file a complaint shall immediately advise a supervisor or, should a supervisor not be available, provide them with the phone number to the department. If a supervisor is not available, the officer will ask for the person's name, address and phone number (if they are willing to give it) and report the contact to a supervisor as soon as practical.
3. Complaints will follow the appropriate chain of command process. Supervisors shall take appropriate action whenever it appears that this policy is being violated, they shall be particularly alert to any pattern or practice of possible discriminatory treatment by individual officers.



Shawn Kudron
Chief of Police

4

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.23
TITLE MOBILE DATA COMPUTERS		WORD CODE MDC	TOTAL PAGES 3
	History: Updated 06/05, 02/06, 06/07, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the use/maintenance of Mobile Data Computers. It is the Department policy to provide employees with access to information sources that increase their safety, efficiency, and provide timely access to information. The use of Department MDC's shall be in conformance with all State Department of Justice and TIME Centers rules and regulations.

2. DEFINITIONS

- A. **MDC:** Mobile Data Computer
- B. **TIME:** Transaction Information for Management of Enforcement
- C. **CIB:** Crime Information Bureau
- D. **CHRI:** Criminal History Record Information

3. PROCEDURES

A. Training:

- 1. Before operating an MDC, users shall receive training required by CIB/TIME. Only State authorized instructors shall provide such training. Trained operators will be certified as an MDC Operator. Operators are required to re-certify bi-annually or as required by CIB. The Training Division coordinates training.
- 2. Operators will abide by requirements addressed in Information Resources policy 29.2.

B. Security:

- 1. Messages transmitted/received on the MDC's are intended for law enforcement purposes. Users shall guard against unintentional/improper dissemination of information/messages received on the MDC's. Federal & State Law, and Department Orders prohibit the release of certain information obtained from the MDC's to the general public.
- 2. While information transmitted/received on the MDC is often confidential, messages and other communications could fall under open record laws and may be available to the public under applicable state law.

C. Use of the Mobile Data Computer – Non-Emergency Use:

- 1. Vehicle operators shall use extreme caution if operating the MDC while the vehicle is in motion. Operating an MDC while the vehicle is moving does not relieve the employee of his/her duty to operate the vehicle in a safe manner.
- 2. Users have no expectation of privacy in use of the MDC's. The Department may review messages to ensure professional use of the system.
- 3. MDC's should be used to query various records through the TIME system. All operators must:
 - a. Follow all TIME system rules regarding the use the TIME system.
 - b. Query the TIME system only for valid law enforcement purposes.
 - c. Not use the TIME system for personal/commercial gain or any other unauthorized manner.
- 4. Personnel shall log onto the mobile data computer system as soon as possible upon starting their tour of duty and log off the system upon ending their tour of duty. Logging on/off the system does not relieve the employee from the responsibility of calling in/out-of-service via the radio. Upon logging off the MDC at the end of tour of duty, personnel shall ensure that the computer and MDC radio are shut down to avoid draining the vehicle battery.
- 5. In conjunction with radio dispatch, officers will receive relevant dispatch information via the MDC. Personnel shall respond/reply promptly to dispatches received by utilizing the MDC by means of the "enroute", "on scene" and "remove" buttons. Officers will refer to the "narrative" sections of dispatched calls to review pertinent details of the call. Officers shall advise dispatchers when they are away from their squad to allow for voice dispatching.
- 6. Officers clearing from an assignment shall announce their change in status via the radio by voice and will provide all pertinent clearance codes via the MDC, when applicable. It is not necessary to provide disposition codes verbally when using the MDC.

7. Personnel shall conduct routine driver's license, vehicle registration, wants/ warrants and other TIME queries via the MDC, unless they are away from the vehicle or if officer safety requires them to request information via the radio or MDC equipment is malfunctioning.
8. When utilizing an MDC, officers will add relevant narrative to calls prior to clearing.
9. Officers should utilize the MDC system to query local name searches unless extenuating circumstances prevents this.
10. Officers should utilize the MDC system to obtain incident numbers and relevant call times unless extenuating circumstances prevents this.
11. Supervisory officers will ensure compliance with the section.

D. Use of Mobile Data Computer – Emergency Calls:

1. During emergency calls/situations it may be necessary for officers to rely on voice communications and dispatcher's assistance in updating the officer's status, narrative, and other MDC functions until which time that the emergency stabilizes, and normal MDC activities can resume as outlined in 3-C-1 through 6.

E. BOLO Function (Be On Look Out):

1. The MDC system has the capability to BOLO vehicles and persons. This feature allows MDC users or dispatchers the capability to enter persons/vehicles into the MDC system who are wanted for further questioning, investigations, hit & run vehicles, non-arrest charges. Officers/personnel entering such BOLO information should be as specific as possible. The narrative section should provide the department case number as well as details on who to notify for verifying that the BOLO information is still valid. Personnel should set an auto purge date for the BOLO or remove it when the BOLO is no longer valid.

F. Messaging:

1. The MDC System has the capability for emailing, instant messaging, and announcements between units. When utilizing these features users should ensure:
 - a. Use of obscene, profane, discriminatory, demeaning, or degrading language is strictly prohibited.
 - b. Confidential information is discouraged, as it may be available under open record laws.
 - c. Efficient response without unnecessary delay to announcements from LEDC and/or the Department.

G. AVL (Automatic Vehicle Locating):

1. AVL devices are a part of the MDC system which allows dispatchers, other officers, and anyone viewing the MDC mapping function to view real time tracking of the patrol unit. The AVL device will not be tampered with, unplugged, blocked, or defeated for any reason, unless approved by a supervisor. AVL tracking logs are available for supervisory review. GPS (Global Positioning Satellite) is intended for use in officer safety related incidents. The intent of GPS is not for discipline or monitoring an officers' whereabouts or activities unless it involves a criminal or other serious investigation regarding an officer.

H. LEDC Assistance:

1. Whenever an operator receives information of a warrant/want on a subject/item in custody s/he shall notify LEDC of the warrant/want so that LEDC can confirm it through established TIME procedures.
 - a. Operators should contact LEDC whenever encountering a revoked, suspended, repeat offense OMVWI, or any other time when assistance is needed in interpreting the response.
 - b. Officers shall contact LEDC with the name of subjects criminally charged. LEDC will make all full CHRI queries and provide hard copy.
 - c. MDCs do not replace voice communication. Officer safety requires that officers continue to announce, via the radio, general information such as the initiation and location of: traffic stops and field contacts, as well as providing status updates, requests for needed back-up, and observation/involvement in any potentially dangerous situations.

I. Dispatching Guidelines (LEDC):

1. Dispatchers will utilize the MDC system in accordance with LEDC standard operating procedures.
 - a. When dispatching a NON-EMERGENCY Call for Service the dispatcher will notify the unit of the call providing the call type and call location. (Example - "2XX, Theft, 400 La Crosse Street,)
 - b. The officer will acknowledge receiving the call either by voice. (Example – "10-4") or by MDC utilizing the "enroute" buttons.
 - c. The MDC operator/officer will gain further details by viewing the call narrative section on the dispatch screen.
 - d. When dispatching EMERGENCY calls for service the dispatcher will provide all pertinent information including narrative details to ensure that the responding officer(s) are prepared for the call.

- e. ALARMS/NOISE COMPLAINTS- Calls should be dispatched utilizing “silent or coded” MDC dispatching whenever possible.
- f. Officers will indicate their status changes by utilizing the dispatching screen. Officers working emergency calls shall utilize the radio to indicate the status of “on scene”. Refer to 3-C-5.

J. Care, Installation and Maintenance:

- 1. Users shall observe the following maintenance and care guidelines:
 - a. Users shall avoid external contaminants such as liquids and food in the proximity of the laptop.
 - b. Use care when moving laptops to/from the vehicle. Avoid shock to the unit, do not place unit in the trunk.
 - c. Users will not personalize the internal settings or perform any type of maintenance on the MDC.
 - d. Screen cleaning rags or other cleaning/maintenance devices shall be kept with the assigned squad.
 - e. Devices such as pens/pencils, metal objects, etc. shall not be used on the touchscreen of the MDC. Only approved touchscreen styluses or fingers can be used on the touchscreen to avoid scratches/damage.
 - f. Malfunctioning/damaged MDCs shall be reported on an equipment repair request and forwarded to the Mobile Data Program Manager.
 - g. Field Services patrol vehicles shall be equipped with a MDC mounted in a manner, which does not interfere with airbag deployment on brackets, which shall not be moved or adjusted in any manner inconsistent with setup as determined by the squad equipment team and municipal service center.
 - h. The assigned MDC program manager will establish a maintenance schedule in cooperation with the city/county IT support to ensure that each MDC is updated with critical patches, software updates, scanned for viruses, and physically inspected for damage/wear. Each MDC will be updated and inspected on quarterly basis. The program manager will develop a maintenance log for each MDC to ensure the maintenance schedule is followed.

K. Program Management and Emergency Contact:

- 1. The MDC Program Manager, as designated by the Chief, is the Department’s liaison for MDC operations, repairs, installations, budgeting recommendations, and coordination with training.
- 2. In cases when the entire MDC system is non-functional due to system failures, the Shift Commander shall contact the following resources for assistance:
 - a. LEDC
 - b. La Crosse County IT Department
 - c. City of La Crosse IT Department Head/MDC Program Manager
- 3. NOTE: Routine TIME maintenance occurs periodically; emergency contacts should not be contacted in these situations. Verify with LEDC for TIME system maintenance shutdowns.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 18	ORDER NUMBER 18.24
TITLE CANINE DRUG TRAINING AIDS		WORD CODE CANINE	TOTAL PAGES 3 with Annex A
	History: Created 05.17.2016, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the procedure for handling and reporting associated with the canine drug training aids.

2. DEFINITIONS

- A. Total Package Weight (TPW):** The weight of a drug training aid in its current packaging format.
- B. Officer Training Kit:** A locked case assigned to individual Canine Teams with airtight containers with smaller quantities of drug training aids.
- C. Main Canine Training Kit:** A locked case with airtight containers with larger quantities of drug training aids and is permanently housed in the Property Section of the Police Department.

3. PROCEDURES

A. Procurement of Drugs for Canine Training Purposes and Replacement

- 1. All canine drug training aids will be procured from the Drug Enforcement Administration (DEA).
 - a. The Canine Supervisor shall ensure the current Canine Handlers maintain the needed authorization from the DEA to procure/possess the drug training aids.
- 2. All drug training aids should be on the same replacement schedule, and all procured at the same time.
- 3. Drug training aids should be cycled out of service every 2 years.
- 4. Any additional drug training aids needed/requested above and beyond those procured by the biennial DEA replacement will be submitted in a memorandum to the Bureau Captain.

B. Distribution of Drug Training Aids

- 1. When the biennial order of training aid drugs is received from the DEA, the Canine Supervisor will coordinate the distribution of all drug training aids to the individual officer training kits and the main canine training kit.
- 2. The Canine Supervisor will document the actual weight of the drug and the TPW of each after packaged on a new "Canine Drug Training Aid Log" (See Annex A) that is to be kept in each kit.
- 3. The packaged training aids will be placed in their airtight container, returned to their kit case and relocked.
- 4. A member of the Property Section, another supervisor or Canine Handler shall witness and verify this process.
- 5. The training kits then will be returned to their respective handler/location.
- 6. The Canine Supervisor will draft a memorandum to the Bureau Captain advising of dispersal and will document the quantities to each kit and who witnessed the process.
- 7. A copy of this memorandum shall go to the Bureau Captain.

C. Drug Training Aid Kits

- 1. All drug training aids will be kept in one of two places: the Main Canine Training Kit or one of the individual Officer Training Kits.
 - a. Main Canine Training Kit
 - 1) Only the Canine Supervisor and Bureau Captain will have a key for this case, and it shall be housed in the Property Section of the Police Department.
 - 2) This kit is intended to be used for specialized training when large quantities of drugs are needed or to replenish the Officer Training Kits in the event of drug loss during training.
 - b. Officer Training Kits
 - 1) This kit is assigned directly to a Canine Team and the security of the kit is the direct responsibility of the Canine Handler.
 - 2) Only the assigned Canine Handler and the Canine Supervisor will have a key for this case.
- 2. Every kit will contain a Canine Drug Training Aid Log used to document the quantity of each drug assigned to that kit, repackaging due to damage, adjustments to the weights of an aid for training purposes and audits conducted by the Canine supervisor.

- a. In the event damage to the training aid package occurs during training the canine officer shall immediately contact a supervisor. The training aid will not be used until the remaining drugs can be weighed and repackaged with a supervisor at which time the Canine Drug Training Aid Log will be updated.
 - 1) The Canine Officer will submit a memorandum to the Canine Supervisor with a copy to the Bureau Captain explaining how damage occurred and the results of the repackaging.
- b. In the event there is a need or desire to adjust the quantities in the existing packages for training purposes, the Canine Officer can request this be done by memorandum to the Canine Supervisor with an explanation as to why. The Canine Supervisor will review the request and ensure it is consistent with the department's canine training plan. If approved, the Canine Supervisor will coordinate the adjustment to the quantity of drugs in the package with the Canine Handler and complete Canine Drug Training Aid Log.
3. The Canine Supervisor is responsible to conduct audits of the all the training kit every 4 months.
 - a. This audit shall verify the TPW of each aid within the kit against the training aid log from the kit.
 - b. The audit should also note the general condition of the kit and the packaging of the drugs.
 - c. A memorandum to the Bureau Captain will be completed documenting the audit.
 - d. If the audit reveals irregularities or major discrepancies, the Canine Supervisor shall immediately notify the Bureau Captain.





D. Disposal of Drug Training Aids

1. When a new order of training aid drugs is received, the Canine Supervisor will coordinate the collection of all drug training aids from the individual officer training kits and the main canine training kit.
2. The Canine Supervisor will weigh all packages collected; verify the TPW of each aid collected against the Canine Drug Training Aid Log from where the package came from.
3. A member of the Property Section, another supervisor or Canine Handler shall witness and verify this process.
4. The Canine Supervisor will draft a memorandum to the Property Section instructing them to destroy/dispose of the drugs. The memorandum will document the quantities, any discrepancies and who witnessed the process.
 - a. A copy of this memorandum shall go to the Bureau Captain with the original Canine Drug Training Aid Log from each training kit.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites		LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY			
	Blood.Urine Sample Postage Log 12.01.2003	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie
	Bomb Threat Checklist (06.1997)	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie
	Box Contents 02.05.2004	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie
	Canine Drug Training Aid Log 05.03.2016	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.1
TITLE MAINTENANCE OF INVESTIGATIVE COVERAGE		WORD CODE COVERAGE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a system of providing twenty-four hour investigative coverage through on-duty manpower allocation or on call status schedules.

2. PROCEDURES

A. Manpower Allocation:

1. Investigative Services is staffed every business day, Monday - Friday, from 7 A.M. thru 10 P.M. with investigators and/or detective sergeants.

B. On-Call Status:

1. During weekends or times of no on duty staffing, the Investigative Captain shall have prepared and disseminated an on-call roster to Field Services supervisors of on-call investigators for each day, week, or month.
 - a. Such roster will include a listing by priority, home phone number, and pager or cell phone number of on call personnel.
 - b. If personnel are listed for different types of calls their specialty shall also be listed.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.2
TITLE CASE FILE MANAGEMENT		WORD CODE MANAGEMENT	TOTAL PAGES 2
	History: 03/98, 07/03, 04/04, 12/09, 07/10, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a system of case file management for the criminal investigation function to include:

- A. Case status control system; types of maintained records.
- B. Administrative designators for each case.
- C. Accessibility to the files.
- D. Procedures for purging files.

This order establishes guidelines for the administration and control of the investigation of cases in which investigative activities are ongoing.

2. PROCEDURES

A. Case Status Control System: Types of Maintained Records:

- 1. Routing of shift/field unit reports will have copies disseminated to Investigative Services from Records.
- 2. At the beginning of every normal business day, Monday - Friday, the Investigative Captain or designee reviews reports from the day(s) before and assigns those for further investigation to Bureau personnel or to the original field officer.
- 3. Reports assigned to investigative personnel are stamped with the assigned investigators name and due date for completion.
- 4. A scanned copy of the assigned case is forwarded to the Records Division for entry into the Case Management System which allows for tracking of assignments.
- 5. Investigative copies are forwarded to the assigned investigative personnel as a working copy.
- 6. The Department's Records Management System maintains Case Management files, which include:
 - a. Assignment by Incident Number.
 - b. Assignment by Member Assigned: lists by member assigned.
 - c. Assignment by Date Assigned/Case Type: categorized by offense type and listed by the date the case was assigned.
 - d. Due date for completion of case.
 - e. Status of the investigation (Pending, Cleared, Suspended)
- 7. Members will maintain assigned cases with results of their investigations prior to written/taped disposition.

B. Administrative Designators for Each Case:

- 1. A unique incident number is assigned to each case when originally reported.
- 2. Designators for UCR offense types are entered by Records.
- 3. For disposition, a clearance code is used when the original case is concluded and a UCR disposition is attached by Records or as noted by Investigative Services. Disposition codes will follow UCR guidelines which include:
 - a. Cleared by Arrest – Arrested, charges filed or turned over to court.
 - b. Unfounded – Complaint is false or baseless.
 - c. Suspended – All investigative leads exhausted, suspended pending new information.
 - d. Exceptional – Identity of offender established, some reason outside law enforcement control that precludes arrest, charging or prosecuting.
 - e. Re-Classified – Initial crime reported is not proper and case is re-classified to represent the actual crime.

C. Accessibility to the Files:

- 1. Generally, on-going investigative reports are exempt from public view; therefore, reports housed within the Records Division are to be accessed only by Department personnel. Reports deemed sensitive by the Investigative Bureau Director are maintained in a secure location within the Bureau Director's office and are accessible to investigative personnel or others approved by the Investigative Director.
- 2. Access to the Records Division is in Chapter 29.
- 3. Purging of these files is done at the completion of the investigation or can be extended by the Investigative Bureau Director's discretion. When these investigative files are to be purged the

original/supplemental files shall be forwarded to the Records Division at the direction of the Investigative Bureau Director.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.3
TITLE PRELIMINARY INVESTIGATIONS		WORD CODE INVESTIGATION	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 03/17, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for a preliminary investigation sufficient to bring to a satisfactory conclusion. This is not intended to preclude the member from conducting the preliminary investigation from continuing the investigation to its conclusion when time permits. This order establishes steps to be followed in conducting preliminary investigations:

- A. Observing all conditions, events, and remarks.
- B. Locating and identifying witnesses.
- C. Maintaining and protecting the crime scene and arranging for the collection of evidence.
- D. Interviewing the complainant, witnesses, and suspects.
- E. Prepare written reports in a timely manner.

2. PROCEDURES

A. Observations:

- 1. Response to calls shall be as quickly and safely as possible dependent upon the call type and other conditions.
 - a. Dispatchers will notify units and a supervisor on all in-progress calls or calls of a serious nature.
 - b. Dispatched duties take priority over self-initiated calls unless such are of a more serious nature.
 - c. Members will convey a sense of concern/interest to victims/complainants. Members will ensure that the victim/complainant understands the service provided and to what extent the service can be provided.
- 2. Upon arrival at the scene, personnel will:
 - a. Aid any injured and summon medical help, if needed.
 - b. Apprehend offender(s) if s/he is in the immediate area; provide offender data to LEDC for dissemination if a description is available.
 - c. Observe the scene for evidence.
 - d. Note any immediate remarks by involved persons.
- 3. The preliminary member will determine if a crime has been or is being attempted or committed.

B. Witnesses:

- 1. The member will locate/identify witnesses.
- 2. When possible, written statements should be obtained.

C. Crime Scene Evidence:

- 1. The responding member will maintain and protect the crime scene and arrange for the collection of evidence.
 - a. Appropriate evidence gathering containers shall be used with safe handling procedures followed.
 - b. Evidence will be documented in related reports.
- 2. S/he may notify the on-duty supervisor for notification of Investigative personnel in cases where immediate follow-up or processing of evidence is appropriate.

D. Interviewing:

- 1. The preliminary member shall interview the complainant, victim, witnesses, and suspects if available.
- 2. Written statements are always preferred; however, oral and/or taped statements are also permissible.
- 3. Officers may stop individuals for the purpose of conducting a field interview only where reasonable suspicion is present; s/he must be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include but are not limited to:
 - a. Appearance or demeanor.
 - b. Actions.
 - c. Hour of day/night.
 - d. Presence in neighborhood/other location.
 - e. Carrying a suspicious object.

- f. Clothing bulges in a manner that suggests a weapon.
 - g. In proximate time and place to an alleged crime.
 - h. Known prior criminal record/involvement.
4. Initiating a Field Interview: the officer shall:
 - a. Identify him/herself as an officer by announcing their identity and showing identification if needed.
 - b. Be courteous but maintain caution and vigilance for furtive movements or other suspicious actions.
 - c. Before approaching multiple persons, determine whether it warrants backup assistance and whether the contact should be delayed until they arrive.
 - d. Confine questions to identity, address, and other inquiries to resolve suspicions; do not detain a person longer than necessary.
 - e. Not required to give Miranda in order to conduct field interviews unless/until information is available to establish probable cause for an arrest.
 5. People are not required, nor are compelled to answer questions during such interviews; failure to respond is not, by itself, grounds to make an arrest although it may provide sufficient information for additional observation and investigation.

E. Prepare written reports:

1. Members will conduct and record thorough and accurate preliminary investigations and are responsible for completing reports prior to the end of their workday unless otherwise instructed by a supervisor

F. Arrests/Warrant Requests/DA Review: If the preliminary investigation develops probable cause for criminal charges on a specific individual(s), officers should do the following:

1. If the suspect(s) is present or can be located, the officer should arrest the individual(s) and follow policies governing arrests, custody and/or bonding procedures.
2. If the suspect(s) are known but not present or cannot be located, officer should complete a report noting ensuring that report contains the suspect(s)' full name, last known address, physical description, date of birth, and charge with support data. The first line of the narrative shall note "WARRANT REQUEST".
3. In incidents where the preliminary investigation is complete, however the officer is uncertain whether an individual should be charged as part of the incident the report may be forwarded to the District Attorney's office for review for possible charges. The first line of the report narrative shall note "DISTRICT ATTORNEY REVIEW".

F. Miscellaneous:

1. Upon notification and arrival at the scene of an Investigator, that person, regardless of rank, shall be in charge of the scene until relieved by an Investigative supervisor, Captain, the Assistant Chief or Chief.
2. In most instances, the successful disposition of a case is highly dependent upon the preliminary work done at the scene or immediate to the offense. Information or evidence lost or not collected in the preliminary stages may be gone or unavailable for later follow up efforts.
3. In handling civil incidents, the member will exhaust police capabilities before referring the complainant to another agency.
4. The member will notify LEDC upon completion of an investigation. The member will provide the disposition code and immediately return to in-service status. When available the incident number will be given to the victim and/or complainant.
5. If it is necessary to leave the scene for the investigation, the member will advise LEDC of such with the destination location when possible and remain in radio contact. LEDC will note changes in location on the Incident Report.
6. The investigation efforts may end when all facts concerning the incident have been recorded and a time lapse between the preliminary and follow up investigations will not adversely affect overall investigation and possible prosecution, or when the preliminary member is relieved by other personnel such as Investigative Services.


 Shawn Kudron
 Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.4
TITLE SENSITIVE CRIME INVESTIGATION		WORD CODE SENSITIVE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a guide for investigating sensitive crime. Recognizing the pressures on the victims of sensitive crimes, it is Department policy to approach such offenses with sensitivity and professionalism.

2. DEFINITIONS

A. Sensitive Crime: Offenses relating to sexual assault. See General Order 19.5 for Child Sexual Assault, Child Neglect or Abuse.

3. PROCEDURES

A. Responding Officers' Responsibilities:

1. Assess medical needs and determine if a sensitive crime occurred. If a sexual assault occurred within 120 hrs. of being reported, arrange, for a medical exam/SANE exam.
2. Conduct/coordinate a canvas for suspects/witnesses.
3. Request Investigative assistance if necessary and contact Child Protection if the victim is a juvenile.
4. Refrain from lengthy interviews to save victims from repeating details in subsequent interviews; limit interviews to jurisdiction, suspect data, and efforts to comfort/reassure him/her.

B. Investigative Team:

1. Specially trained personnel are available to respond.
2. The team may consist of personnel who have skill in dealing with victims and collecting evidence.

C. Investigative Responsibilities:

1. Obtain data from responding officers.
2. Conduct victim, witness, and suspect interviews.
3. Oversee/perform evidence collection.
4. Arrange victim transportation to the hospital if needed.
5. Assist hospital personnel with evidence collection.
6. Provide the victim with pertinent assistance, such as:
 - a. Victim compensation or support programs.
 - b. Reasons for exams.
 - c. Clothing, if original clothes are held as evidence.
7. Report completion will include:
 - a. Sexual assault kit pack and forms.
 - b. Related hospital documents.
 - c. Medical release, property/evidence forms, related investigative reports.
8. If the responding officer handles the complete investigation s/he will perform the above steps.

D. Evidence:

1. Evidence will be labeled, placed in containers with related warnings, secured in evidence areas or routed to the Property Section.
2. Assault kits have instructions that must be followed.
 - a. Per 2021 WI Act 116, possession of a sexual assault kit shall take place within 72 hours of being notified by a health care profession.
3. The officer/investigator shall work with the Property/Evidence Technician in order to secure and mail evidence. to the crime lab.
 - a. The sexual assault kit shall be sent to the state crime laboratory within 14 days.
4. Sexual assault kits received from the state crime laboratory shall be stored for a period of 50 years, or until expiration of the statute of limitations, or until the end of the term of imprisonment or probation of a person that sexual assault case, whichever is longer.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.5
TITLE YOUTH SENSITIVE CRIME INVESTIGATIONS		WORD CODE JUV SENSITIVE	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for investigating sensitive crimes against youth. Recognizing the pressures on the youth victims of sensitive crimes, it is Department policy to approach such offenses with sensitivity and professionalism.

2. DEFINITIONS

A. Youth Sensitive Crime: Offenses relating to child physical abuse, child neglect and child sexual assault.

3. PROCEDURES

A. Responding Officers' Responsibilities.

1. Assess medical needs and determine if a sensitive crime occurred. If a sexual assault occurred within 120hrs of being reported, arrange for a medical exam/SANE exam. Determine if case is an Emergency vs. Non-emergency as outlined in 3-B.
2. Conduct/coordinate a canvas for suspects/witnesses.
3. Request Investigative assistance, if necessary, contact Child Protective Services In emergency/caregiver only.
4. Refrain from lengthy interviews to save victims from repeating details in subsequent Interviews, limit interviews to jurisdiction, suspect data, and efforts to comfort/reassure.

B. Child Abuse Emergency vs. Non-Emergency Determinations for Investigative Notification.

1. In emergencies, Investigative Services and Child Protective Services (CPS) will be notified for assistance. Emergencies are:
 - a. Child will be exposed to the perpetrator/suspect in the course of their daily life if the child is left/sent home or if the investigation is not done immediately.
(ex. The suspect is a caregiver such as a parent, stepparent, guardian, parent's boyfriend/girlfriend who lives with victim, daycare provider, babysitter).
2. Non-Emergency situations are those that do not fit the above criteria. An Incident Report will be completed prior to end of tour-of-duty and the report will be referred to CPS within 12 hours.

C. Case Types:

1. Physical Abuse
 - a. If an Emergency as noted in B-1, notify Investigative Services and CPS.
 - b. In cases of physical abuse, interview the child if the child is comfortable doing so. If the child appears traumatized, avoid a full interview. In severe physical abuse cases, contact Investigative Services.
 - c. If the child/victim is not available, gather enough information to complete an incident report and complete the report before ending tour-of-duty.
 - d. This section is not intended to override cases where the officer determines that only lawful parental discipline occurred.
2. Sexual Abuse
 - a. If an Emergency as noted in B-1, notify Investigative Services and CPS.
 - b. Officers should not make an effort to interview victims (beyond jurisdiction/suspect info) of child sexual abuse in order to minimize the number of times the victim has to recount the event. The officer may conduct an interview of the alleged child victim in non-emergency cases and when the child is older. Officers should document any statements made by the victim and report any observations/pertinent information.
 - c. Officers must complete reports prior to ending tour-of-duty.
 - d. If necessary, Investigative Services will arrange with Social Services for an Investigative Team to conduct a parallel investigation.
 - e. WI statute 48.981(3)(a)2 refers to a non-caregiver suspected of trafficking of a child or permitting, allowing, or encouraging a child to violate WI Statute 944.30(1m). In such cases, a referral to CPS shall be made withing 12 hours, by the Shift Commander.

3. Neglect
 - a. WI statutes 948.21. If the criteria are met, an officer may make an investigation and arrest for neglect without assistance from Investigative Services.

D. Investigative Team:

1. Specially trained investigative personnel who are available to respond.
2. The team may consist of personnel who have skills in dealing with victims and collecting evidence.

E. Investigative Responsibilities:

1. Obtain data from responding officers.
2. Conduct victim, witness, and suspect interviews.
3. Oversee/perform evidence collection.
4. Arrange victim transportation to the hospital if needed.
5. Assist hospital personnel with evidence collection, if necessary.
6. Provide the victim with pertinent assistance, such as:
 - a. Victim compensation or support programs.
 - b. Reasons for exams.
 - c. Clothing, if original clothes are held as evidence.
7. Report completion will include:
 - a. Sexual assault kit pack and forms.
 - b. Related hospital documents.
 - c. Medical release, property/evidence forms, related investigative reports.
8. If the responding officer handles the complete investigation s/he will perform the above steps.

F. Evidence:

1. Evidence will be labeled, placed in containers with related warnings, secured in evidence areas as prescribed by the Property Section.
2. Assault kits have instructions that must be followed.
 - a. Per 2021 WI Act 116, possession of a sexual assault kit shall take place within 72 hours of being notified by a health care profession.
3. The officer/investigator shall work with the Property/Evidence Technician in order to secure and mail evidence to the crime lab.
 - a. The sexual assault kit shall be sent to the state crime laboratory within 14 days.
4. Sexual assault kits received from the state crime laboratory shall be stored for a period of 50 years, or until expiration of the statute of limitations, or until the end of the term of imprisonment or probation of a person that sexual assault case, whichever is longer.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.6
TITLE DEATH INVESTIGATIONS		WORD CODE DEATH	TOTAL PAGES 2 with Annex A
	History: Updated 08/11, 09/12, 03/16, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for death situation investigations and the completion of subsequent reports. It is Department policy to thoroughly investigate each death that is brought to member's attention and to document details in a report which follows guidelines in this order. While most death calls are the result of natural causes, the possibility of foul play or an accident must be considered. This order identifies key issues that should be explored at death scenes and documented in reports.

2. PROCEDURES

A. General Investigation:

1. An officer and supervisor shall be assigned to investigate all non-hospice deaths that they are notified of.
2. Supervisors will determine if the case requires major case investigation per related orders, such as:
 - a. Homicide
 - b. Suicide
 - c. Infant death under 2yrs old
 - d. Poisoning
 - e. Traffic Accident Fatality (General Order 25.12)
 - f. Unexplained, unusual, or suspicious deaths.
 - g. Death resulting from a crime or member actions.
3. Deaths occurring as described below do not require Investigative personnel.
 - a. Physician verification: death due to natural causes.
 - b. Deceased in hospice dies from diagnosed illness.
 - c. Deceased is a nursing home/medical facility resident and death is diagnosed due to natural causes.

B. Medical Examiner (ME) Notification:

1. The ME shall be notified in all deaths.
2. The Incident Commander will have LEDC notify the ME.

C. Anatomical Gifts:

During all death investigations it is required by Wis. Stat. § 157.06(12)(a)(1) that La Crosse Police Sworn Personnel collaborate with the La Crosse County Medical Examiner's Office to determine if the decedent is a potential anatomical gift donor as follows:





1. During a death investigation the lead investigating officer is required to make contact with the Medical Examiner and discuss the possibility of the decedent being an anatomical gift donor.
2. At the appropriate time the Medical Examiner will discuss this issue with family members/next of kin.
3. If during the death investigation information concerning anatomical gift donation is located (driver license, donor registry, or other information) notify the Medical Examiner of your findings.
4. Additionally, the category ANATOMICAL GIFTS has been added to the Death Investigation Guide (See Annex A). This category heading should be included in the written report for a death investigation and should note that the officer spoke with the Medical Examiner about anatomical gift donation, including all additional information located concerning this topic.

D. The Death Investigation Guide in Annex A, shall be part of death investigations conducted by this Department.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites		LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY			
	Crossing Guard Sick Form	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie
	CUSTODY FORM 01.12.18	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie
	DA DATA SHEET	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie
	Death Investigation Guide 03.30.2016	...	November 7, 2019	<input type="checkbox"/>	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.24.2024	CHAPTER 19	ORDER NUMBER 19.7
TITLE MAJOR CRIME INVESTIGATIONS		WORD CODE MAJORCRIME	TOTAL PAGES 2
	History: Updated 03/98, 07/03, 02/11, 09/12, 11/15, 11/19, 12/23, 04/24		

1. PURPOSE AND SCOPE

This order establishes guidelines for handling major crime scenes and to ensure accountability of personnel. It is Department policy to ensure that criminal offenses are thoroughly investigated, and crime scenes are protected and processed to facilitate the arrest/prosecution of the offender.

2. DEFINITIONS

A. Major Crime Scene: A scene that requires urgent and thorough investigation due to the seriousness/complexity of the offense. Examples - homicide, attempted homicide, river drowning, unnatural/unexplained deaths, bank robbery, aggravated assaults, shootings, armed robbery/attempted armed robbery, act of terrorism, or other incidents where death may occur, etc.

3. PROCEDURES

A. General Officer Response:

1. While enroute officers will be aware of persons/vehicles leaving the area, noting descriptions when possible.
2. On arrival, concern is for safety of persons in the vicinity of the scene. Officers should not enter the scene until they can do so safely and then proceed cautiously.
3. If injured are present, medical aid should be delivered when the scene is safe for responding personnel. Medical personnel will be kept to a minimum; every effort must be made to protect the integrity of evidence.
4. Officers should be aware of conditions, events, evidence, people, and remarks made at the scene.
5. Vehicles parked in the area should be noted and have plate numbers recorded whenever possible.

B. General Supervisor Response:

1. A supervisor will be sent to all major crime scenes.
2. Such supervisor will deploy personnel to apprehend suspect(s) and protect the scene. S/he may initiate a canvass of the area for identifying witnesses, suspects and information or evidence.
3. S/he is in charge until relieved by Investigative Services personnel responsible for follow-up, if any.

C. Scene Control:

1. An assigned officer is responsible for recording names of persons present at the scene prior to arrival of the primary investigator, including police, fire, and EMS.
2. Evidence will be preserved to the greatest extent possible. To preserve such, a perimeter will be established at the earliest possible time. Once established, access will be denied to all but the essential personnel; those entering will be noted in relevant reports.
3. The DAs office/courts will be notified if a search warrant or other legal assistance is needed.

D. Witness/Complainant Identification and Interview:

1. Anyone present at the time officers arrived will be identified and detained if they have knowledge of the crime.
2. Persons will be moved out of the scene in order to avoid contamination.
3. The supervisor will ensure that witnesses and complainants are thoroughly interviewed.

E. Physical Evidence Collection:

1. The supervisor will determine if an investigator/detective is needed to process the scene or provide other support. If such is needed, the responding officer will refrain from processing the scene absent exigent circumstances.

F. Notifications:

1. Any major crime scene as defined in 2-A shall require notification of the Investigative Services Bureau for determination of needed resources. Investigative Services will make the necessary notifications to call to duty specific Investigative Personnel as needed.
2. The supervisor on scene or their designee is responsible for medical examiner notification where applicable.
3. The Investigative Services supervisor will notify the proper investigative personnel, per a call list provided by Investigative Services. When the investigator/detective arrives, control of the scene is relinquished to him/her. Officers may assist in scene processing at the direction of investigative personnel.
4. In the event of any serious incident, significant injury of any department member or Major Crime Scene as defined in 2 the following persons will be notified by the station supervisor or designee in the following order.
 - a. Investigative Bureau Head
 - b. Field Services Bureau Head
 - c. Community Services Bureau (PIO)
 - d. Administrative Bureau Captain
 - e. Assistant Chief
 - f. Chief
 - g. District Attorney
 - h. State or Federal partners may be contacted for federal crimes or for their expertise in specific areas as needed.
5. The Police Administrators listed above may direct the Shift Supervisor or designee on who should or should not be notified depending upon the severity of the incident.

G. Identification/Detention/Arrest of Suspect(s):

1. Officers will detain/identify all suspects at/near the scene.
2. Suspects will be transported to the Department for interview/interrogation.
3. After the elements of a crime are met, an arrest will be made.

H. Reporting:

1. Officers will report/describe the scene/circumstances as found on arrival. Responding officers will report observations and their involvement.
2. The responding supervisor will ensure that scene security and area canvassing, and results thereof is reported.

I. Review:

1. After submission of reports, the Investigative Captain/designee will make his/her review and is responsible for critiquing the quality of the investigation and reporting.
2. The critique may include group evaluation with participants, informal document review, or as otherwise determined by the Investigative Captain/designee.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.8
TITLE WITNESS IDENTIFICATION PROCEDURES		WORD CODE WITNESS	TOTAL PAGES 3
	History: Updated 03/98, 03/08, 05/08, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for the identification of suspects addressing limitations, ID types, procedures, and reports. Identifications are conducted uniformly to ensure admissibility and to protect everyone's rights.

2. DEFINITIONS

- A. Show-up:** The presentation of one suspect to an eyewitness in a short time frame following the commission of a crime (confrontation).
- B. Photo Lineup:** The showing of multiple photographs (array) to an eyewitness for the purpose of obtaining identification.
- C. Live Lineup:** The presentation of a number of individuals, including a suspect, sequentially before an eyewitness.

3. PROCEDURES

A. General Identification Procedures:

1. Eyewitness identifications are among the most important methods employed to apprehend and convict criminals, subsequently Officers must remember that they must be both fair and reliable to be valid.
2. Avoid multiple witnesses viewing the suspect(s) at the same time/place; if multiple suspects are shown, have the witness confirm/deny the identification of each; witnesses should not talk to other witnesses regarding the identification; do not allow comments that may influence the witness; report reactions/comments.
3. A suspect or likeness (photograph, composite drawing, or sketch) of a suspect shall not be deliberately displayed to more than one witness at a time.
4. Any witness who has taken part in the identification procedure shall not be permitted to state conclusions within earshot of another person who is about to be, or has been, a viewer.
5. Action which suggests the guilt of suspects to victims, or any eyewitness is to be avoided. The witness' recollection unaided by outside influence must govern the identification.
 - a. Officers shall not by word, gesture, or other means suggest opinions to any witness that the suspect committed the crime.
 - b. Officers shall not take any action or cause any action to be taken that would unduly assist a witness in making a positive identification.
 - c. Witnesses making an inquiry about an Officer's opinion shall be informed of this restriction.
 - d. During any presentation, it is acceptable for an Officer to inform a witness to keep in mind that things such as hair styles/colors, beards, mustaches can change, and that complexion may look slightly different in photographs.
6. Ensure that the witness does not write on or mark any materials that will be used in other identification procedures. Investigators shall also ensure that no materials indicating previous identification results are available to the witness (Excludes initialed/dated photos when positive identification is made).
7. A complete record of each identification procedure will be made. Additionally, Officers shall note in their Incident or Supplemental Report:
 - a. The time, location, and identity of those present (including persons viewed other than suspects).
 - b. Statements made by a witness viewing suspects.
 - c. Any pertinent remarks made by an Officer, attorney, or the suspect.
8. Whenever possible, photographic presentations or live line-ups shall be conducted by an Officer/Investigator who does not know the actual identity of the suspect.

B. Unnecessary Identifications:

1. Witnesses will be used to confirm suspect identity; those with knowledge of the suspects identity e.g., relative, friend, co-worker, may not go through the process.

C. Show Up/ Confrontation Identification:

1. Suspects found shortly after occurrence may be used for this; it involves presenting suspects to a witness shortly after the incident occurs.
 - a. A method for such occurs when the witness is taken away from the scene to the detained suspect.
 - b. Another method is when officers bring the suspect to the scene. This is when officers are unable to move the witness and there is similarity between the suspect and the description of the suspect.
 - c. This may occur in transporting witnesses in an attempt to locate suspects.
 - d. The suspect is not entitled to representation.

D. Informal Identification Procedures:

1. This occurs when a witness is taken to the suspect's location, who is free to go and unaware of the process.
2. Officers should select an area where persons of similar appearance may be, if practical. The suspect is not entitled to legal representation.
3. Officers should consult with the D.A. prior to its use.

E. Photograph, Sketch and Composite Drawing Identifications:

Photo lineups shall be constructed as follows:

1. Persons depicted in the photo display must be of substantially similar general appearance. Select fillers (non-suspects) who generally fit the description of the suspect. Fillers should resemble the witness's description of the subject in significant features (face, profile, height, weight, age, sex, race, hair, etc.) When there is a limited or inadequate description of the perpetrator provided by the witness, or when the description provided differs significantly from the appearance of the suspect, fillers should resemble the suspect in significant features.
2. Photo arrays should consist of at least five photos. In cases of multiple suspects, the number of photos should be increased to a minimum of seven. Investigators may also prepare separate photo arrays for each suspect.
3. Begin the photo array with filler. The suspect shall not be positioned as the first photo in the line-up.
4. When presenting the line-up to more than one witness, the placement of the suspect(s) should be changed.
5. If possible, avoid reusing the same fillers in lineups shown to the same witness when showing a new suspect.
6. Ensure that no writings or information concerning previous arrest will be visible to the witness.
7. Photographs used in the line-up shall be of a similar nature and composition, e.g., color, size, mug shot, snapshot. Do not mix mug shots with other styles of photographs.
8. View the array when completed to ensure that the suspect does not unduly stand out.
9. Preserve/record the order of the line-up for each presentation made.

F. Presentation of Photo/Sketch and Composite Line-up and Instructions:

1. Whenever possible, photographic presentations shall be conducted by an Officer/Investigator who does not know the actual identity of the suspect.
2. Photographic line-ups shall be presented to witnesses sequentially, that is showing one photo at a time to each viewer rather than simultaneously.
3. Witnesses shall be provided with instructions prior to viewing a photo array. The witness should be instructed prior to viewing the photographs, that the suspect may or may not be among those in the photo array and that they should not feel compelled to make an identification. Additional instructions should include:
 - a. Photos are to be viewed one at a time.
 - b. The photos are in random order.
 - c. Take as much time as needed in making a decision about each photo before moving to the next one.
 - d. Investigation will continue even if identification is not made.
 - e. All photos will be viewed, even if identification is made prior to viewing all photographs.
 - f. Investigators shall ensure that witnesses are provided with the same instructions concerning the identification procedure.
4. Confirm that the witness understands the procedure and begin to present the photographs to the witness one at a time.
5. Avoid any actions or statements that may influence the witness's selection in any way.
6. If an identification is made, avoid saying anything to the witness concerning their selection until they have completed a written statement. The witness should describe in their own words how certain they feel about

the individual they have identified as the suspect. Have the witness initial, date, and time the suspect photo.

7. If the array will be presented to additional witnesses, replace the marked photograph.
8. If after viewing the photo array, a witness may view the photos a second time. If an identification is made, the supplemental report will reflect that identification was made during the second viewing.
9. Instruct the witness not to discuss the identification procedure or its results with other witnesses involved in the case and discourage contacts with the media.

G. Recording Identification Results:

1. Recording both identification and non-identification results in writing in the form of a report including the witness' own words regarding how sure he/she is of the identification made.
2. Identification and sources of all photos used.
3. Names of all persons present at the photo line-up.
4. Date and time of the presentation.
5. Ensure a signed and dated statement is obtained from the witness.
6. This is in addition to any video, sound, and photographic recordings made of the procedure.
7. Preserve the line-up consistent with evidentiary requirements.

H. Lineups:

1. Officers wishing to conduct formal in-person lineups shall contact the D.A. for guidance. Suspects are entitled to an attorney during a formal lineup.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.9
TITLE NOISE COMPLAINTS		WORD CODE NOISE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for patrol investigation of noise complaints as well as the follow-up of such complaints to include Investigator in administration overview of repeat offenses.

2. PROCEDURES

A. Initial Response:

1. Location information will be confirmed with LEDC for determining property ownership, to be included on the Incident report by LEDC.
2. Resident/respondent data is run through LEDC for prior contacts and wants. If the person initially contacted is not the resident/owner, officers will attempt to locate an on-scene resident/owner. Information given to LEDC will be recorded on the Incident report by LEDC.
3. Disposition Codes: A, B, C, J, L, P, Q. "P": used when there is some noise, but such noise is not loud enough to issue a citation; the officer will insure that the CAD narrative contains type of noise and how the call was resolved. In any report note: number of people, type of noise, volume, and how peace was restored. To track alcohol related noise complaints the clearance code Q will be added to the disposition when alcohol was a factor in the noise.

B. At scene investigations will determine if a noise violation has occurred; if so, enforcement will be made. Enforcing violations at the scene is dependent upon manpower, number of offenders, etc.

C. The Records Division will monitor noise complaints and comply with ordinances regarding landlords, additional enforcement, and repeat offenders.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.10
TITLE FORGED AND WORTHLESS CHECKS		WORD CODE CHECKS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for processing complaints regarding forged checks and checking account funds.

2. PROCEDURES

A. Forgery (WI ss. 943.38):

1. All incidents of forged checks are documented through an incident report by a sworn officer.
2. The forged check itself is prima facia evidence and must be treated as such. Handle with due care preserving fingerprints/DNA and place it in an envelope, tagging/documenting, and turning over to the Property Section in person or via evidence lockers, etc.
3. The original forged check must be taken and processed as evidence; a copy may be run for attachment to the report. If the original is not available, the officer should determine who has it and note data in the report if unable to get check at the time of the report.

B. Worthless Checks, Closed Accounts, Non or Insufficient Fund Accounts (WI ss. 943.24):

1. Worthless Check: whoever issues any single check for the payment of \$2,500 or more OR whoever, within a 15-day period, issues more than one check amounting/totaling to \$2,500 or more which the person intends not to pay.
 - a. All cases of \$2,500 or more are reported on an Incident Report and processed through the Department.
 - b. All cases under \$2,500 are referred to the District Attorney, no report is necessary.
2. If the DA determines that a check referred to them fits B-1, they may refer it back to the Department.

C. Federal Government Checks:

1. Forged federal government checks shall be investigated by the Department, or if necessary, the investigative bureau may refer to the appropriate Federal Agency for investigation.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.02.2021	CHAPTER 19	ORDER NUMBER 19.11
	TITLE SEARCH WARRANT PROCESS	WORD CODE Warrant	TOTAL PAGES 3 with Annex
History: Updated 02/21			

1. PURPOSE AND SCOPE

It is the policy of the City of La Crosse Police department to balance the safety needs of the public, the safety of department members, privacy interests, legal requirements and other relevant factors when making decisions related to the service of search and arrest warrants. This policy establishes guidelines for the planning, internal reviews and service of search warrants by City of La Crosse Police Department members.

2. DEFINITIONS

- A. AFFIANT:** The department member that provides the sworn affidavit to the court in order to obtain a search warrant.
- B. DECONFLICTION:** Intentional actions taken to avoid conflict with the investigative efforts of external law enforcement agencies.
- C. NO KNOCK WARRANT:** A search warrant where a judicial official authorizes officers to forego waiting a reasonable period after announcing their presence before making entry into premises.

3. PROCEDURES

A. Obtaining Search Warrant:

1. Department members shall receive authorization from a supervisor before preparing a search warrant application other than for OMVWI/blood investigations or property/evidence that is already in City of La Crosse Police custody.
2. Once authorization is received, the department member requesting the warrant will prepare a sworn, written affidavit and search warrant.
 - a. The warrant will contain a clear and distinct description of the place(s) to be searched and the item(s) to be seized.
 - b. A secondary department member will verify the description of the location to be searched.
3. The department member requesting the warrant will confer with an applicable prosecuting attorney as needed.
4. A department member who prepares a warrant should ensure the documentation in support of the warrant contains the following as applicable:
 - a. Probable cause for the warrant will be based upon the department member's personal knowledge, statement of named citizen or undisclosed reliable and credible confidential informant.
 - b. A completed affidavit will contain a clear explanation of the affiant's experience, relevant training and education.
 - c. A completed affidavit will contain a nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current.
 - d. A completed affidavit will contain a full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location.
 - e. A completed affidavit will contain specific description of the location to be searched and description of items to be seized.
5. "No Knock" search warrant requests will also follow the below steps:
 - a. Approval must be sought from the bureau captain or their designee.
 - b. The request for a "No Knock" warrant must contain justification to be presented to the reviewing judicial official. Justifications will be specific facts that indicate one or more of the following circumstances are present:
 - 1) Information, beyond the mere possibility that evidence may be destroyed, which establishes that there is reasonable cause to believe evidence may be destroyed if officers announce their presence such as prior attempts to destroy evidence or information that the suspects have stated their intent or established plans to destroy evidence
 - 2) Information which establishes reasonable cause to believe there is a danger to officers or others on the premises if officers announce their presence
 - 3) Information which establishes reasonable cause to believe there is a likelihood of escape if officers announce their presence.

- c. The reasonableness of a no-knock entry depends on the circumstances that exist at the time of entry. If specific factors that support a no-knock warrant are no longer present at the time of entry, knocking and announcing is mandated.

B. Warrant Service Preparation:

1. The affiant/lead case agent will complete an operational information sheet for the search warrant service which will be reviewed and approved by a bureau supervisor. A copy of the operational plan will be provided to the ranking shift commander on duty.
2. The affiant/lead case agent will conduct an operational briefing with all officers involved in the execution of the search prior to the execution of any search warrant. The operational briefing will include, but is not limited to, the following:
 - a. Case investigative history.
 - b. Floor plan of the target structure.
 - c. Photographs and or video of the targeted structure.
 - d. Criminal history on all known subjects involved.
 - e. Photographs of subjects involved.
 - f. Statement of existing criminal charges.
 - g. Statement as to the presence of children and their approximate ages if known.
 - h. Statement as to the presence of elderly, and their approximate ages if known.
 - i. Statement as to the presence of animals.
 - j. Statement as to the presence of weapons.
 - k. Statement as to what radio channel will be used for the detail.
3. Notification will be made to the La Crosse County Emergency Dispatch Center prior to service of the warrant.
4. Notification and request for stand-by for local EMS/Ambulance Service will be made prior to service of the warrant if there are known medical concerns or risk factors associated with the execution of the warrant.

C. Warrant Service:

1. A supervisor shall be present at each individual search location throughout the entire search.
2. The department member responsible for directing the service of the warrant should ensure the below are followed:
 - a. The warrant service shall be audio and video recorded utilizing involved members body worn cameras.
 - b. Prior to executing a search warrant, officers shall knock and state their identity and purpose and allow a reasonable amount of time for the occupant to permit entry unless a "No Knock" search warrant was authorized by the judiciary.
 - 1) If the officer notes activity within the premises that reasonably leads him/her to believe that the officer(s) or other persons within the premises are in imminent danger of bodily harm, evidence is being destroyed or escape attempted officer(s) may use reasonable force to enter the premises.
 - 2) If a search warrant is authorized by a judicial official to be a "No Knock" officers shall announce their presence prior to breaching an exterior door and upon entering a dwelling.
 - c. When gaining entry to execute a search warrant, Section 968.14, Wisconsin Statutes provides that officers may use, "all necessary force" to execute the search warrant.
 - d. An Officer may legally seize anything described in a search warrant. Officers may search any location, within the parameters established in the warrant, in which an item described in the warrant may reasonably be secreted.
 - e. Evidence will be handled and collected in accordance with department general orders and only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
 - f. Officers may detain persons inside of the residence while executing a search warrant to ensure the general area and interior of the residence is secure and safe to do the search. Persons who are detained as part of the warrant service are handled in accordance with WI Statutes 968.16, Department General Orders and section D of this policy.
 - g. Reasonable care provisions will be made for children and dependent adults. This would include contacting Adult Protective Services or Child Protective Services if applicable.
 - h. Reasonable care provisions will be made for any pets or animals encountered. This would include contacting the Humane Society if needed.
 - i. A copy of the search warrant will be left at the location searched.
 - j. The condition of the property is documented with video recording or photographs after the search.
 - k. Any damage created while making entry or executing the search will immediately be reported to a supervisor, photographed and documented in the officer's report as to how the damage occurred.

D. Detention During Warrant Service:

1. WI Statute authorizes officers executing a search warrant, “may reasonably detain and search any person on the premises at the time to protect him/herself from attack or to prevent the disposal or concealment of any item particularly described in the search warrant.”
2. Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstance and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the investigation.
3. When detaining people during the execution of a search warrant, only reasonable force shall be used to achieve the lawful objective. Officers should use de-escalation efforts during and after the actual detention.
4. Department members should, and when to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.
5. As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

E. Actions After Warrant Service:

1. Department members will ensure all affidavits, warrants, receipts, and returns, are filed with the court clerk identified on the warrant within five days of issuance, but no later than 48 hours after the execution of the warrant, excluding weekends and holidays.
2. Section 968.15(1), Wisconsin Statutes, requires that a search warrant be executed and returned within 5 days of the date of issuance. Search warrants not executed within 5 days of issuance shall be considered void and returned to the issuing judge/clerk of courts.
3. Department members will ensure an incident report is completed after the execution of the search warrant documenting the department member’s activities and seizure of any property and/or other evidence.

F. Outside Agencies and Cross-Jurisdictional Warrants:

1. Command staff will ensure cooperative efforts with other agencies in the service of warrants to conform with existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:
 - a. Identify of outside department members involved.
 - b. Roles and responsibilities.
 - c. Familiarity with equipment.
 - d. Asset forfeiture procedures.
2. Any outside agency requesting assistance in the service of a warrant within the City of La Crosse should be referred to a department supervisor. The supervisor should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency.
3. If department members intend to serve a warrant outside the City of La Crosse, a supervisor overseeing the involved members shall provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks/deconfliction detailed in this policy.
4. Department members will remain subject to the policies of the City of La Crosse Police Department when assisting outside agencies or serving a warrant outside the City of La Crosse Police jurisdiction.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Sharepoint Drive:

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.12
TITLE MALICIOUS / ANNOYING PHONE CALLS		WORD CODE PHONE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for handling complaints regarding malicious/annoying phone calls with an unknown caller.

2. PROCEDURES

- A.** Members may suggest any of the following as possible solutions to problem landline calls if the caller is unknown:
 - 1. Use of star features on landline telephones if available through phone provider (*57).
 - 2. Change of phone number.
 - 3. Changing to an unpublished/unlisted number.
 - 4. Subpoena complainants phone records.

- B.** Members may suggest any of the following as possible solutions to problem cell phone calls if the caller is unknown:
 - 1. Contact with cell phone provider for possible star features associated with their phone service provider.
 - 2. Change phone number.
 - 3. Subpoena phone records from last call back to a predetermined date.

- C.** The member taking the complaint shall compile related reports and route to Records.
 - 1. If A-1/B-1 or A-4/B-3 is chosen, the phone subscriber must complete a statement. Initial officer would complete an Incident Report and obtain the following information: phone company name, phone number, date and time of call(s), written statement from the complainant.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.13
TITLE TAMPERED FOOD FOOD POISONING		WORD CODE TAMPERED	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for documenting food/meal related complaints.

2. PROCEDURES

A. LEDC will dispatch an officer and street supervisor when available to complaints regarding food/drugs/meals that have been tampered with or cases of food poisoning that may be intentional or that may affect others such as in a commercial/business setting.

B. Responding Personnel Will Follow the Below:

1. If the incident is non-life threatening and/or an isolated case: refer the complainant to the County Health Department with a copy of any related reports sent to them.
2. Other serious incidents such as: illness/injury/death, affecting numbers of people, targeted products, or businesses.
 - a. The station supervisor/designee will notify the Chief, Assistant Chief, Investigative on-call investigator, and the Health Department.
 - b. If hazardous materials are encountered, notify the Fire Department.
3. Follow other related orders concerning protecting the scene, evidence gathering, witness/victim statements, etc.

C. The Records Supervisor is the liaison with the Health Department in ensuring that they receive pertinent report copies.



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.15
TITLE CONDUCTING CRIMINAL INVESTIGATIONS		WORD CODE INVESTIGATE	TOTAL PAGES 3
	History: Updated 04/04, 05/08, 09/12, 11/15, 03/17, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to be used in criminal investigations that include:

- A. Review reports and information from the preliminary investigation.
- B. Interviews and interrogation.
- C. Gather information from other sources.
- D. Surveillance.
- E. Dissemination of information to other officers.
- F. Obtain, plan and execute search warrants.
- G. Collection, preservation, and use of physical evidence.
- H. Identify/apprehend suspects.
- I. Prepare reports.
- J. Prepare case for court and prosecution.

This order takes into account that the procedures outlined in GO 19.3 were adhered to in the preliminary investigation stage.

2. DEFINITIONS

- A. **Custodial Interrogation:** Custodial interrogation has two distinct elements, custody, and interrogation. Both must be present to establish custodial interrogation.
- B. **Custody:** The test for whether a person is in custody for the purpose of this order is whether a reasonable person in the defendant's position would consider himself / herself to be in custody given the degree of restraint under the circumstances. The test is an objective one. The officer or the defendant's subjective belief is immaterial to the analysis. The totality of circumstances will determine whether a reasonable person in the suspect's position would believe that he or she is in custody.
- C. **Interrogation:** Police initiated questioning designed to elicit an incriminating response.

3. PROCEDURES

A. Review Reports and Preliminary Investigation:

- 1. Assigned criminal investigations are frequently based on complaints taken by front line staff who have conducted a preliminary investigation. The member assigned to follow up on the investigation will have to start by reviewing reports, statements, and evidence from the preliminary investigation.

B. Interviews and Interrogations:

- 1. Preliminary statements at the scene may be later verified or supplemented by additional interviews or taped/written statements.
- 2. Further search for witnesses may be necessary to obtain additional credible information.
- 3. Interviews and interrogations shall be in a professional manner without threats, promises or coercion being made.
 - a. Miranda rights – Used as outlined in General Orders 1.14 and 20.4
 - b. See also General Order 20.5 for interrogation of juveniles.
- 4. Consistent with Wisconsin State Statute 968.073(2) All custodial interrogations/ interviews of any person suspected of committing a felony shall be audio recorded with a preference for both video and audio recording. Officers may use the department's interview room(s) that are equipped to capture video as well as audio or may use squad mobile video equipment or handheld recording devices in order to record the interview.
 - a. The recording of the custodial questioning should begin at the start of the contact and continue without interruption until the questioning end.
 - b. Officers are not required to inform the subject of the interrogation/interview that they are being recorded.

5. The following conditions may apply as reasons for not recording an interrogation/interview of a suspect under this section. Officers will detail in their written reports why a recording was not made when required.
 - a. The person refused to respond or cooperate in the interrogation if an audio or audio/video recording was made of the interrogation. If so, the officer shall make a contemporaneous audio or audio/visual recording or written record/statement of the subject's refusal.
 - b. The statement was made in response to a question asked as part of the routine processing of the person.
 - c. The officer in good faith failed to make a recording because the recording equipment did not function, or the officer inadvertently failed to operate the equipment properly or without the officers knowledge the equipment malfunctioned or stopped.
 - d. The statement was made spontaneously and not in response to a question by an officer.
 - e. Exigent public safety circumstances prevented the recording or rendered the making of a recording infeasible.
 - f. The officer reasonably believed the offense for which the person was taken into custody or for which the person was being investigated, was not a felony.
6. Audio and video recordings will be secured as evidence and processed in accordance GO Chapters 30 and 31.

C. Gathering Information From Additional Sources:

1. There are a variety of resources that a criminal investigation may consider as part of the incident. These would include but not limited to:
 - a. Other officers and other agencies
 - b. Both internal and external law enforcement databases
 - c. Informants
 - d. Crime Stoppers/request for public assistance
 - e. Existing public and private video surveillance
 - f. Service of a subpoena to obtain records/information pertinent to the investigation.

D. Conducting Surveillance:

1. Conducting surveillance will be done as needed to further an investigation and taking into account regulations regarding monitoring communications and recording observations.
2. For prolonged surveillance efforts, the incorporation of a standalone temporary video system should be considered.

E. Disseminating Information to Other Officers:

1. Sharing information among law enforcement officers both internally and externally may become necessary to develop additional information, identify/locate suspects, and evidence.
2. When the investigation shows there may be "officer safety" concerns with a suspect or an aspect from the investigation, that information should be shared in a timely manner.

F. Obtaining, Planning and Executing Search Warrants:

1. Investigating officers will coordinate with the District Attorney's Office when attempting to obtain a search warrant.
2. The investigating officer is responsible for having the exact details of what the search warrant is for and what they are attempting to locate.
3. Planning and executing search warrants is the responsibility of the investigating officer. The investigating officer may need to confer with additional command staff based on manpower needs, officer safety concerns, equipment needs and possible Emergency Response Team entry.
4. The investigating officer will ensure proper timelines and reports are filed with courts based on the execution of the search warrant.

G. Collection, Preservation and Use of Evidence:

3. The investigating officer may have to go to the scene for additional review for possible evidence.
4. Some evidence may not become available or present itself as evidence until after the preliminary investigation. The investigating officer is responsible for identifying these items and collecting them as evidence.
5. All evidence will be handled as noted in GO Chapters 30 & 31.

H. Identify/Apprehend Suspects:

3. Investigations may develop probable cause that a known or unknown suspect(s) has committed a crime. The investigating officer is responsible for attempting to identify the suspect and ultimately take enforcement action on the suspect(s).
4. Charging decisions, specific enforcement and use of discretion will be consistent with state laws, existing judicial orders, Prosecuting Attorney guidance and the departments General Orders.
5. In situations where a suspect has been identified, however cannot be located, the investigating officer should use the "warrant request" process.
6. If a suspect is taken into custody, the investigating officer may conduct an interrogation consistent with this policy. This may provide additional information about the original criminal investigation or information on other crimes.

I. Prepare Reports:

1. Members will conduct and record thorough and accurate criminal investigations and are responsible for completing reports in a timely manner or as instructed by a supervisor.

J. Preparing Cases for Court and Prosecution:

1. Investigating officers will be required to coordinate with the prosecutor's office with jurisdiction of the case.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.16
TITLE PROCESSING PERSONS UNDER DEPARTMENT CONTROL		WORD CODE PROCESSING	TOTAL PAGES 2
	History: Updated 03/03, 08/06, 09/12, 11/15, 11/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the processing of arrested adult offenders. It is Department policy to enforce laws without regard to race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, culture group, or any other identifiable characteristic. Arrests are done without unreasonable delay so as not to delay the booking process.

2. PROCEDURES

A. General Duties:

1. Arresting Officers Will: Ensure that the charge is valid; make warrant checks for arrestees and criminal history checks for intake court arrestees; transporting arrestees is performed with the safety of the officer and arrestee being of primary importance; when placing a person under physical arrest for transport, they shall be properly handcuffed.
2. Shift Commanders Will: Review reports, authorize prisoner release and ensure that processing is done without delay; ultimately responsible for arrestee processing.
3. Records will review reports for needed data entry input.

B. Field Adult Arrests:

1. The arresting officer will explain any bonding options to the arrestee. An Incident Report is completed for persons taken into physical custody.
2. Those bonding will be directed to the proper authority.
3. Persons to be jailed will be escorted there; officers will provide jailers with needed data.
4. Members will clear as soon as possible.
5. In transporting persons of the opposite sex of the officer, give LEDC starting and ending transport vehicle mileage.
6. Non-English-speaking arrestees must receive care in ensuring that they understand the charge/option/rights. It may require an interpreter with supervisory approval.

C. Traffic Violators:

1. Traffic violations that are not a crime should be handled expeditiously, with the officer completing enforcement action(s) or contact and releasing the individual. (See General Order Ch. 25).
2. If the traffic violation is criminal, officers will follow orders for either bond process or custody/arrests.

D. Bonding Process:

1. Route the person to the proper authority. Officer may use signature bonds for eligible offenses, as permitted by law and/or courts.
2. Conditions of Bond: Apply from initial release through the conclusion of the case; may be modified by the court Bonds on file with LEDC are treated as valid. Once verified with LEDC, bond violation is bail jumping (946.49).

E. Court Processing:

1. All incident that have resulted in an individual being detained and released on a signature bond or arrested on criminal charges shall be documented in an Incident Report.
 - a. Records will route such reports to the Prosecuting Attorney's office for final charging decisions and the criminal complaint.
 - b. Warrant arrests will indicate on the report what charges the warrant was for.
 - c. When an arrest is made on a warrant for another agency, obtain the date, number, court name, offense statute/ordinance #, penalty, judge, and bond if any.
 - d. If out of state felony and they will extradite, a certified copy must be requested and sent with the complaint to the D.A.s office; the name, address and phone of their prosecuting attorney is needed.

2. The Court Officer will forward reports to the proper authority, provide member with court appearances and changes, and monitor jailed arrestees for processing.



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.18
	WORD CODE INFORMANTS		TOTAL PAGES 2
TITLE INFORMANTS	History: Updated 03/98, 03/03, 04/04, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes regulations for the control and use of Confidential Police Informants (CPI). In some instances, a successful investigation cannot be conducted without the use of CPIs. While their use is an effective tool, it can be undermined by any misconduct. Therefore, it is Department policy that necessary precautions will be taken by following sound informant control procedures.

2. DEFINITIONS

A. Confidential Informant File (CIF): maintained to document all data that pertains to CPIs.

3. PROCEDURES

A. Inclusion of Informants in Master File: This is the responsibility of the Investigative Captain or designee.

B. Content of the Informant File: Files will be maintained on each CPI; files are coded with an assigned CPI number and will contain:

1. Biographical/background information.
2. CPIs name.
3. Officer's name initiating first use of CPI.
4. Summary of data provided by the CPI and its reliability, if known.
5. Signed CPI agreement.
6. Update on active/inactive status of CPI.
7. The files are used in order to:
 - a. Provide a source of background data about the CPI.
 - b. Provide a history of data received from the CPI.
 - c. Enable review/evaluation by users of such CPIs.
 - d. Minimize questions regarding CPI reliability or officer integrity.
 - e. CPI numbering system will be used to protect the identity of informants.

C. Maintenance / Security / Protecting Informant Identity:

1. CPI files will be maintained in a secure Investigative area.
2. CPI file access is restricted to the Investigative Captain and his/her designees.
3. Officers may review CPI files with the approval of the Investigative Captain. Requesting officers will submit a written request explaining the need for review. A copy of the request will be maintained in the CPI's file.

D. Use of Informants:

1. Use of CPI's will be coordinated and approved by the Investigative Bureau Captain or designee.
2. The officer will compile data through background investigations in order to determine reliability/credibility of the person, include reviewing the CPI's complete criminal history.
3. After receiving approval to use the person as a CPI, an informant file will be started.
4. Officers wishing to use a CPI that has not been proven reliable must receive approval from the Investigative Captain or designee.
5. All CPI must sign and abide by the provisions of an informant agreement. Officers using CPIs will discuss each provision of the agreement with the CPI with emphasis on:
 - a. CPIs are not officers; they have no arrest powers, are not permitted to conduct searches and seizures and are not allowed to carry a weapon.
 - b. Informants shall be arrested if found engaging in any illegal activity outside the scope of police operations. They will receive no special legal considerations.
 - c. Informants are not to engage in any actions that may be considered entrapment. Entrapment occurs where the informant encourages, persuades or otherwise motivates a person to engage in criminal activity which such person would not be predisposed to commit.

6. No member will maintain a social relationship with a known CPI while off duty or otherwise become personally involved with CPIs. Members will not solicit, accept gratuities, or engage in any private business with a CPI.
 7. When possible, an officer will be accompanied by another department member when meeting with a CPI.
 8. Payment of informants will be determined on a case-by-case basis as approved by the Investigative Services Captain/designee, or as arranged by the District Attorney's office. All payments will be documented by receipts for accounting purposes.
- E. Juveniles** will only be used as CPIs as approved by the Investigative Services Captain/designee after conferring with the District/City Attorneys. Approval from the juveniles' parent/legal guardian must be obtained. Necessary precautions should be taken to ensure the safety of the juvenile. The juvenile must be willing to act as a CPI prior to use.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 19	ORDER NUMBER 19.19
TITLE VICE, DRUGS, AND ORGANIZED CRIME		WORD CODE VICE	TOTAL PAGES 3
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes policies for receiving, processing, and investigating vice, drug, and organized crime and established guidelines for conducting preliminary and follow-up investigations of such complaints.

2. DEFINITIONS

- A. Decoy:** When an officer assumes the role of a potential victim; may also be an informant or citizen, or an object.
- B. Organized Crime:** Activities by organized groups engaged in offenses for profit; may include supply of goods or service.
- C. Undercover:** Member assumes role of offender to gain target's confidence for gathering evidence of criminal activity.
- D. Vice:** Activities including prostitution, illegal gambling, pornography, illegal use/sale of narcotics or alcohol.

3. PROCEDURES

A. Receiving and Processing Complaints:

- 1. Initial complaints may be received in a number of ways:
 - a. To LEDC or Shift Commander.
 - b. To Investigative Personnel.
 - c. To Crime Stoppers, social media, or other personnel.
 - d. To members attending community meetings.
- 2. Investigation of complaints received by LEDC/Shift Commander for in progress activity will be assigned to shift officers for preliminary investigation. This may be referred to Investigative Personnel for future investigations or follow up.
- 3. Complaints received by Investigative Personnel will be assigned to Investigative Personnel by the Captain or designee for investigation. These incidents may also be referred to shift officers for more detailed preliminary investigation.
- 4. Processing complaints by Crime Stoppers, social media, or other sources.
 - a. Crime Stopper tips are documented and referred to Investigative Services for personnel assignment.
 - b. Social Media or other sources are referred to the Investigative Bureau for investigation. Based on the complaint information, the Investigative Bureau may request patrol personnel to monitor or further investigate.
- 5. Preliminary reports are referred, by copy, to Investigative Services where they are assigned by the Captain or other ISB Supervisor, in his/her absence, to an investigator/sergeant for follow-up.
- 6. Officers assigned to Investigative Services; Bureau Captain is responsible for their operation/investigations and personnel allocation, equipment, and funds.
- 7. Personnel assigned Vice related investigations will:
 - a. Prepare reports.
 - b. Investigate illegal activities; responsible for assigned investigations.
 - c. Trained in and deploy, when necessary, undercover, decoy and surveillance operations.
 - d. Trained in and deploy, when necessary, the use of specialized equipment.
 - e. Use investigative funds efficiently.
 - f. Use effective tactics and techniques.
 - g. Adhere to constitutional/legal requirements.

B. Maintaining Records of Received Complaints:

- 1. See Records general orders regarding maintenance of reports.
- 2. The Captain oversees intelligence gathering, data storage and dissemination, and liaison with others.
- 3. Assigned Personnel will:
 - a. Keep intelligence files.
 - b. Develop sources.

4. Suspended cases are brought to a conclusion with disposition noted; cases are retained in secure files in accordance with Department orders.
5. The Captain provides regular updates of significant vice, organized crime and narcotics activities to the Chief and/or his/her designee.

C. Drug Investigations:

1. Enforce laws governing prohibited substances, responsible for long term narcotics investigations.
2. Partner with the area Multi-jurisdictional Enforcement Group (MEG) and other Law Enforcement Agencies. Personnel participating in a MEG or other agency operation/investigation will comply with Department directives and policy.
3. Use of confidential informants for drug investigations will follow the general order 19.18 on Informants.

D. Undercover Operations: Conducted by Investigative Services must be approved by the Investigative Captain; other units may conduct short term operations with their commander's approval. Planning undercover operations will include:

1. Officer Safety
2. Objectives
3. Issuing identification
4. Funding for expenses
5. Establishing danger codes
6. Contact methods
7. Pertinent Supplies
8. Briefing Personnel
9. Staying within police authority ensuring civil rights protection.
10. Undercover members will not reveal identity/assignment to anyone not associated with the task; they will notify their supervisor if their cover has been compromised.
11. Members will not engage in illegal acts. They will not use restricted controlled substances unless under imminent threat of death or bodily harm. Such members are subject to drug screen testing.
12. The Investigative Captain is responsible for giving assignments, designating backup and the officer in charge.

E. Decoy Operations: Conducted by Investigative Services; other units may do so with their commander's approval. Planning decoy operations will include:

1. Officer safety.
2. Objectives
3. Victim/crime evaluation
4. Funding for expenses
5. ID suspects, habits, associates, vehicles, MO, etc.
6. Familiarization with the immediate area
7. Establishing Danger codes
8. Pertinent supplies
9. Briefing personnel
10. Staying within police authority ensuring civil rights protection.
11. Surveillance members will not reveal their identity/assignment to any one not associated with the task; they will notify their supervisor if they feel their cover has been revealed.
12. Personnel assignment to provide relief.
13. Operations are not directed toward legal groups absent evidence of illegal activity.

F. Search Warrant/Tactical Operations: Such operations may be conducted by Investigative Services with ERT.

1. An Investigative supervisor will be in charge of the operation appointed by the Bureau Captain as they are knowledgeable of the incident and components.
 - a. The execution of tactical operations is done at the discretion and order of the ERT commander or designee.
2. Operations will include a detailed Operational Plan. This should be done in conjunction between the lead Investigator and the ERT Commander if ERT is to be used. The following should be considered, and the Department ops Plan form shall be completed:
 - a. Officer safety.
 - b. Objectives.
 - c. Need for ERT support.
 - d. Tactics for target plan.

- e. Equipment selection.
- f. Communications.
- g. Organizing search/seizure teams for evidence.
- h. Briefing personnel as necessary.
- i. Staying within police authority ensuring civil rights protection.
- j. Arrest procedures.
- k. Medical/fire support.
- l. Ensuring of proper documentation.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.20
TITLE CRIME VICTIM/WITNESS'S RIGHTS		WORD CODE VICTIM	TOTAL PAGES 1
	History: Updated 03/03, 05/08, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the Victims/Witness Rights & Advocacy Information Sheet and ensures that the Department complies with Statutes concerning Crime Victim Witness's Rights. WI Act 181 of 1998, Crime Victim's Rights enabling legislation, requires that a reasonable attempt to provide victims of crime with written information concerning their rights as a crime victim no later than 24 hours after a law enforcement agency has initial contact with a victim. WI ss. 950.04(1v) provides that law enforcement "...shall make a reasonable attempt to provide to the victim written information..." regarding their rights. WI ss 950.04(2w) provides witnesses information regarding their rights.

2. PROCEDURES

A. Reporting Officers/Personnel:

1. On response to an incident wherein a person and/or business may be the victim of a crime which may at some time result in prosecution through an Intake Court, the reporting person shall provide a completed Victims/Witness Rights & Advocacy Information sheet with the assigned case number to all potential victims of such crime.
2. Reports taken over the phone by a CSO or other personnel or those taken wherein the victim(s) are not present when the report is taken, the reporting person is responsible for mailing the Informational sheet to all victims.

Witnesses may be given a Victim/Witness Rights & Advocacy Information Sheet to learn about their rights as a witness. The information sheet informs witnesses of their rights as pursuant to Wisconsin Statute 950.04(2w) and 85.03(1).

B. Reviewing Supervisors:

1. A supervisor reviewing reports will ensure that notation is made where necessary in regards to the Information sheet being given out. Any failure will be brought to the immediate attention of the reporting officer and/or his/her supervisor for correction.

C. Records Division Supervisor:

1. The Supervisor will ensure that an adequate supply of forms is available at all times. Citizen Report mailings will contain such informational sheet also.

D. Field Services Bureau Captain:

1. The Captain or designee will act as liaison with the District Attorney's office and the Intake Court system to ensure compliance with related statutes and to monitor the need for any updates or modifications that may become necessary.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.21
TITLE DOMESTIC ABUSE INTERVENTION		WORD CODE DOMESTIC	TOTAL PAGES 5 with Annex A
	History: Updated 05/06, 07/07, 09/12, 05/16, 12/19, 10/20, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines concerning investigation, documentation, and interagency cooperation regarding domestic related situations. It is our policy to comply with all mandates in WI ss 968.075 and judicial orders relative to domestic situations. This policy applies to all sworn personnel and includes domestics involving law enforcement officers. An officer is immune from civil/criminal liability arising out of a decision by the officer to arrest or not arrest an alleged offender, if the decision is made in a good faith effort to comply with WI ss 939.621 and 968.075.

2. DEFINITIONS

A. Domestic Relationship: Adult perpetrator (17 or older) -vs-

1. Spouse
2. Former Spouse
3. Adult with whom the perpetrator resides.
4. Adult with whom the perpetrator formerly resided (as adults)
5. Adult with whom the perpetrator has created a child in common.

B. Domestic Abuse: Any of the following engaged in by persons in a domestic relationship.

1. Intentional infliction of physical pain, physical injury, or illness.
2. Intentional impairment of physical condition.
3. A violation of WI ss 940.225 (1), (2), or (3) Sexual Assault.
4. A physical act which may cause the person reasonably to fear imminent engagement in 1, 2, or 3.

C. Probable Cause: The quantum of evidence, which would lead a reasonable police officer to believe that the defendant probably committed a crime. It is not necessary that the evidence is sufficient to prove guilt beyond a reasonable doubt, nor must it be sufficient to prove that guilt is more probable than not. It is only necessary that the information lead a reasonable police officer to believe that guilt is more than a possibility. This belief may be predicated in part upon hearsay information.

D. Predominant Aggressor: Is defined as the most significant but, not necessarily the first, aggressor in a domestic abuse incident. The legislative intent of this law is to protect victims from arrest.

3. PROCEDURES

A. Mandatory investigative strategies to be used in determining the predominant aggressor are:

1. History of domestic abuse between parties, if it can be reasonably ascertained by the officer and any information provided by witnesses regarding that history.
2. Statements made by witnesses.
3. The relative degree of injury inflicted on the parties.
4. The extent to which each person present appears to fear any party.
5. Whether any party is threatening or has threatened future harm against another party or another family member or "member of household". "Member of family" means a spouse, parent, child, sibling, or any other person who is related by blood or adoption to another. "Member of household" means a person who regularly resides in the household of another or who within the previous 6 months regularly resided in the household of another.
6. Whether either party acted in self-defense or in defense of any other person. In determining the predominant aggressor, the officer shall investigate the actions of the parties involved. Officers will determine if the injuries sustained are defensive wounds where one party was acting in self-defense. If it is determined that a person acted in self-defense, then that person has not committed a crime.

B. Mandatory Arrest: If probable cause exists to believe that:

1. A person has committed or is committing domestic abuse and/or the person's actions constitute the commission of a crime.
2. And/or any of the following circumstances are present:
 - a. The officer has a reasonable basis for believing that continued violence against the alleged victim is likely to occur.
 - b. And/or there is evidence of physical injury to the alleged victim.

- c. and/or, a person has violated one of the following:
 - 1) a domestic abuse restraining order/injunction.
 - 2) a child abuse restraining order/injunction.
 - 3) a harassment restraining order/injunction.
 - 4) a foreign protection order, meaning any protection order from another state or US territory.
3. The officer shall arrest and take the person into custody if any of the sections in 3-A-1 through 2 are met.
4. The officer's decision as to whether or not to arrest under this section may not be based on the consent of the victim to any subsequent prosecution or on the relationship of the persons involved in the incident.
5. An officer's decision not to arrest under this section may not be based solely upon the absence of visible indications of injury or impairment.
6. If a report of domestic abuse (as stated under section 3-A-1 through 2) indicates the alleged act occurred within 28 days of the reported incident, and probable cause exists, the "predominant aggressor" shall be arrested under mandatory arrest.
7. If a report of domestic abuse (as stated under section 3-A-1 through 2) indicates the alleged act occurred 29 days or more after the date of the reported incident, an investigation will be completed and if probable cause exists that a crime has been committed the "predominant aggressor" should be arrested. In these cases mandatory arrest is not in effect and the perpetrator can be released on a signature bond with a no contact provision in place for the victim.

C. Responding Officers and Conflicting Interests:

1. Incidents involving persons in a domestic relationship shall be documented in an incident report and identified as a Domestic. Upon arrival, officers should check for injuries and provide or summon first aid when appropriate and separate involved persons. Officers shall attempt to determine if probable cause exists that a crime is being or has been committed. An Officer in reaching a probable cause determination should consider:
 2. If a conflict of interest is present for the officer or department, immediately contact a supervisor for further direction. (See Section H for domestic incidents involving law enforcement officers).
 3. Bodily harm or pain to the victim. A decision not to arrest may not be based solely upon the absence of visible indications of injury or impairment.
 4. Assess for "Domestic Abuse" criminal activity.
 5. Statements of victim, including non-consent to the offense. (This interview should be conducted outside the presence of the suspect.)
 6. Statements of family members (children), friends, neighbors, or other witnesses. (This interview should be conducted outside the presence of the suspect.)
 7. Statements of the suspect.
 8. Officers' observations of the scene.
 9. History of domestic abuse between the parties. Previous threats/offenses against the victim by the suspect. Officers should check for the existence of an active restraining order/injunction, condition of bond.
 10. A Lethality Assessment will be conducted by the investigating officer. See Annex A.
 11. Reliable hearsay information.
 12. Officers should be alert to any evidence of child abuse and should obtain the names and D.O.B's of all children. Should it become necessary to place children in protective custody, the report shall contain the name of the case worker.
 13. Officers should attempt to obtain a secondary contact information where a victim might be able to be contacted for safety purposes and continued follow-up investigation.
 14. All relevant evidence to the crime will be collected and preserved, including but not limited to photos of the victim's injuries and the crime scene. It may be advisable to have the victim report to the station 24 hours after the incident for photos, as the injuries may be more visible and obvious at that time.
 15. Questions regarding strangulation should be asked during the investigation. If strangulation is noted, medical attention should be offered to the victim. If medical attention is refused officers should inform the victim of the risk if experiencing breathing difficulties within the next 36-48 hours and advise them to seek medical help immediately if problems develop.
 16. Complete additional department required form such as the lethality assessment and crime victim's rights form.

D. Arresting a Possible Offender:

1. If probable cause exists to believe that a domestic abuse crime has been committed, the suspect shall be arrested and taken into custody under mandatory arrest, even if the victim declines to prosecute.
 - a. The victim is not required to sign a complaint or request that a case proceed toward prosecution.
 - b. All mandatory arrest charges go into Circuit Court. Ordinance citations shall not used in domestics.
 - c. Signature bonds will not be used during the mandatory arrest 28-day period of time.

2. The officer shall arrest the person that is the "PREDOMINANT AGGRESSOR."
3. If the person arrested cannot post a cash bail, they shall be incarcerated at the County Jail. The officer shall contact New Horizons, prior to clearing from the call, and advise them of the arrest and provide any other data requested related to the identity and location of the victim. This contact allows New Horizons to provide timely victim advocate services and notify the victim of the arrest prior to the perpetrator being released from jail after posting bail.
4. Cash bail is required for persons arrested for domestic abuse charges. If a suspect posts cash bail in lieu of being jailed, the suspect shall be advised that any contact with the victim prior to an initial court appearance is prohibited. This no contact must be noted on the CR 5 bond sheet.

E. Informing the Victim of Offender Release:

1. The Arresting Officer will inform the victim of offender release if known to him/her, by contacting New Horizons. In situations where the suspect does not immediately post bond it is the responsibility of the County Jail to inform the victim of offender release by contacting New Horizons.

F. Non-Arrest Situation/Suspect Not Present:

1. In cases where the officer has probable cause to make an arrest and the suspect is not at the scene, the investigating officers shall make a reasonable attempt to locate the suspect. All efforts to locate the suspect shall be documented in the incident report. If the suspect cannot be located, all information including probable cause information shall be documented and referred to the District Attorney's office as a "Domestic Warrant Request". The "Domestic Warrant Request" Report will be completed before the end of duty. This report will be forwarded to the next patrol shifts via the line-up, Investigative Bureau, and the District Attorneys' office for further follow-up and coordination between agencies for arrests/warrants.

G. Child Custody Disputes:

1. In accordance with WI ss 48.435 in NON-MARITAL situations where a court ordered placement schedule has not been issued the NON-MARITAL mother has sole legal custody of the child.
 - a. If the mother indicates that she does not want the father to see the child, she has the legal right to make that decision.
 - b. If the mother wants the child returned to her, the child must be returned. The father must go to family court and get a placement schedule to also have custodial rights.
 - c. When officers are called to a custody dispute and there is a disagreement as to whether or not a court ordered placement has been instituted, it is the fathers' responsibility to produce the paperwork indicating that the court made its ruling.
 - d. Child custody disputes will be documented in an Incident Report.
2. In situations where there is an existing custodial court ordered agreement, officer may attempt to mediate the dispute in accordance with the agreement.
 - a. Child custody agreements are civil in nature, therefore, officer shall not force placement of a child based solely on a child custody agreement unless other extenuating circumstances such as child welfare and/or criminality exist.

H. Domestic Violence by Law Enforcement: There may be cases where one (or more) individual of a reported domestic violence incident is a law enforcement officer. Responding officers shall follow the below procedures based on the situation:

1. Domestic incidents involving a law enforcement officer from a different jurisdiction:
 - a. The responding officers shall immediately notify the acting shift commander when they become aware one or more of the individuals involved in the call are law enforcement.
 - b. The supervisor will respond to the scene and officers will investigate and enforce consistent with Wisconsin's domestic abuse laws to include charges and arrests.
 - c. Responding officers will complete an incident report even if there are no criminal charges.
 - d. The responding supervisor will notify police administration of the incident.
 - e. The Chief or designee will notify the officer(s) employing agency(s) of the incident, the disposition and how to obtain a copy of our incident report.
 - f. The department shall extend crime victim services and safety planning to victims (within our jurisdiction) of domestic violence perpetrated by department members.
 - 1) The department may coordinate with other jurisdictions to ensure these same services are provided to victims of domestic violence perpetrated by department members.
2. Domestic incidents involving a sworn member of the La Crosse Police Department: It is the policy of the La Crosse Police Department Upon being hired, all officers will receive information on officer wellness, the department's POST program and the Employee Assistance Program. During this training, the topic of

a healthy home life will be covered as well as how domestic related issues at home can impact their law enforcement career. In the event a domestic incident involves a sworn member of the La Crosse Police Department, the following protocol will be followed:

- a. Officers shall immediately notify the acting shift commander when they become aware the incident involves a La Crosse Police Officer.
- b. The acting shift commander will send a supervisor to the scene or respond him/herself.
- c. The acting shift commander will request a designated outside agency to respond and investigate the incident. Responding La Crosse Police Officers will respond, however, just to ensure safety and stabilize the incident until the outside agency can arrive to investigate.
- d. The Captain of Field Services shall be notified by the shift commander as soon as practical.
- e. Responding La Crosse Police personnel shall not interfere or attempt to influence the investigation being conducted by the outside agency.
- f. The department shall extend crime victim services and safety planning to victims (within our jurisdiction) of domestic violence perpetrated by department members.
 - 1) The department may coordinate with other jurisdictions to ensure these same services are provided to victims of domestic violence perpetrated by department members.
 - 2) The department may extend additional support services to department member families who were victims of domestic violence perpetrated by department members (i.e., POST, Chaplains program, etc.).
- g. Pending the results of the investigation by the outside agency, the Assistant Chief will make the determination for internal investigation, placing the employee on administrative leave and the possible need to seize department issued weapons.

I. Interagency Cooperation:

1. The information generated in police reports relative to this order are available to members of the victim services partners.
 - a. To identify victims of domestic violence to ensure local related services are made available to such victims as part of a coordinated community response.
 - b. To ensure this Departments compliance with State Statute and policy relative to Domestic Violence.
2. The Chief or his designee will serve as a representative for this department on the Domestic Abuse Task Force.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows a web-based file management interface. At the top, there is a blue header with a grid icon, the text 'La Crosse Bridges', and 'Sites'. To the right of the header is the logo for 'LA CROSSE WISCONSIN'. Below the header is a navigation bar with 'BROWSE', 'FILES', and 'LIBRARY' tabs. The main content area displays three files, each with a document icon, a title, a date, and a user name:

File Name	Date	User
LEAVE REQUEST - OTHER 05.27.2015	November 7, 2019	Churchill, Stephanie
Legal Blood Draw Reimbursement 02.13.2013	November 7, 2019	Churchill, Stephanie
LETHALITY ASSESSMENT 03.18.2015	November 7, 2019	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.22
TITLE DOMESTIC INJUNCTIONS/ SUSPENSION OF NO CONTACT		WORD CODE INJUNCTIONS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures in dealing with domestic injunctions and no contact orders. For purposes of this order, a domestic injunction and a no contact condition of bond will be procedurally considered the same.

2. PROCEDURES

A. Violation of Domestic Injunction or No Contact:

1. If an investigating officer determines there is probable cause to believe that there was a violation of a Domestic Injunction by the Respondent or a violation of a No Contact by the person on bond, the officer shall arrest the violator and complete an incident report.
 - a. If the investigation reveals possible contact but not a clear violation, the officer shall document the incident and forward the report to the District Attorney's office for review and possible charges.

B. Charging Petitioner of Domestic Injunction:

1. In a situation where there is a report of a Domestic Injunction violation where the Petitioner of the injunction had initiated contact with the injunction Respondent, the investigating officer should complete a report to be forwarded to the District Attorney's office for review of possible charges.

C. Temporary Suspension of No Contact Order by Court:

1. The Court may issue an order temporarily suspending a no-contact order for the offender to return to the residence usually to retrieve personal items.
2. The offender must contact the Department to make arrangements to use the temporary suspension. A copy of the court document must be given to the Department for retention.
3. The Shift Commander reserves the authority to dictate when the temporary suspension may be carried out dependent upon manpower, call volume and other safety factors.
 - a. Preferably a street supervisor and a patrol officer will respond to the designated location; however, two patrol officers may respond without a supervisor if none are available.
 - b. The offender may be given alternate date/time to comply with the temporary suspension, or
 - c. The offender may be referred to the Field Services Captain if a mutual date/time cannot be arrived at.
4. Responding officers will exercise due care for all present at the location for such standby requests; if concerned about safety, officers may pat down relevant persons for weapons. If conditions at the scene are such safety is at high risk the officers may cancel/end the standby request preferably with supervisor approval.
5. Responding officers will document the standby request by retaining a copy of the Court Order for records and making a report via notations in the CAD narrative.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 19	ORDER NUMBER 19.23
TITLE TRESPASS TO DWELLING		WORD CODE TRESPASS	TOTAL PAGES 1
	History: Created 03/16/2016, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a policy in accordance with WI State Statute 175.403 requiring all law enforcement agencies have a policy that requires officers to at a minimum remove an individual violating 943.14.

2. DEFINITIONS

- A. Criminal Trespass to Dwelling WI ss. 943.14:** Whoever intentionally enters the dwelling of another without the consent of some person lawfully upon the premises, under circumstances tending to create or provoke a breach of the peace.
- B. Dwelling unit WI ss. 943.13(1e)(ar):** A structure or that part of a structure which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.

3. PROCEDURES

A. Response:

- 1. All complaints of trespass will be responded to and fully investigated.
- 2. Violations of WI ss 943.14 can include occupied and unoccupied dwelling units.
- 3. Landlords and tenants are not exempt from this law.
 - a. A landlord entering a property without given proper notice or in absence of exigent circumstances maybe in violation of WI ss. 943.14.
 - b. A tenant who is present after a properly served court eviction or court mediated agreement may be in violation of WI ss. 943.14.

B. Enforcement:

- 1. The investigating officer(s) will consider the totality of the circumstances as part of the investigation.
- 2. If probable cause exists that there is a violation of WI ss. 943.14, the officer(s) shall at a minimum remove the violating individual.
 - a. Officers may exercise discretion based on their investigation and take enforcement actions.
 - b. When considering enforcement action, officers should take into account the victim's desires for enforcement.
 - c. In the event the violator refuses to leave and must be removed by force, the investigating officer shall take enforcement action and document the force used to remove the suspect consistent with existing policies.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 03.07.2024	CHAPTER 20	ORDER NUMBER 20.1
TITLE YOUTH OPERATIONS		CODE WORD YOUTH	TOTAL PAGES 1
	History: Updated 03/11, 09/12, 11/15, 11/19, 7/22, 12/23, 03/24		

1. PURPOSE AND SCOPE

This order establishes responsibility for Youth operations; that youth are dealt with fairly and are not taken advantage of.

2. PROCEDURES

A. All members are responsible for general youth operations.

1. In-School Investigations should be coordinated with the assigned School Resource Officer (SRO) for the school.
 - a. Members with police business in schools will notify the principal or other responsible officials; the school official may be at student questioning if approved by the officer and if the student doesn't object and it won't hinder the case.
 - b. In a search, officers will ensure that youth are afforded rights guaranteed by law.
 - c. In-school hand cuffing is discouraged and should be used in exigent circumstances or as a last resort.
2. Search of apprehended youth will be as with adults.
3. Youth will be handcuffed when appropriate.
4. Youth in Need of Protective Intervention. e.g.: neglected children, physical/emotional abuse, sexual abuse/assault. Officers will initiate an investigation and may take a child into custody if s/he believes that s/he is in immediate danger from his/her surroundings and removal is necessary. If possible, Protective Services will be advised prior to taking custody.
 - a. If an officer responds to a situation under where a parent of a newborn (30 days old and younger) is relinquishing their infant to any law enforcement agency, EMT, hospital staff member, fire department they may do so without question, or concerns regarding prosecution. No officer may induce or coerce or attempt to induce or coerce a parent or person assisting a parent who wishes to remain anonymous into revealing his or her identity, unless the person/ officer has reasonable cause to suspect that the child has been the victim of abuse, neglect, or child abduction. Officers will take an incident number and document the circumstances of the incident and the condition of the child being relinquished. Reference Wisconsin State Statute 48.195 (2001 WI Act 2 "Safe Haven") Officers shall make available the phone number (800) 722-2295 to the Wisconsin Maternal and Child Health Hotline to the parent. Acceptance of the phone number is voluntary.
5. Custodial interrogations of youth will comply with WI laws and associated General Orders.

B. Investigative Services Sensitive Crimes.

1. Youth cases are directed by the Investigative Captain. The Captain or Lieutenant of Investigations makes assignments based on specialized training, caseload, and experience. Preliminary reports by officers are routed to Sensitive Crimes regarding referrals/offenses.

An Investigative Supervisor is the Department liaison with other youth justice agencies.

C. School Resource Office Program (SRO)

1. SROs are highly trained law enforcement officers who support School Administration, staff, students, and families in creating and maintaining safe, secure, and orderly learning environments at schools in the City of La Crosse.
2. The SRO roles and expectations are defined per the Police Department Job Description of an SRO.
3. When a Vacancy occurs, the selection process for an SRO will be filled per Police Department directives and selection process and will include School District personnel in the process. The Police Department will have exclusive rights to make the final selection of any SRO vacancy in the consultation with the School District of La Crosse.
4. SROs will receive training in SRO best practices and ongoing training should include but not limited to the National Association of School Resource Officer (NASRO.) All SROs will successfully complete mutually agreed upon training, prior to starting their position or as soon as practicable based on the availability of the training(s.)

5. A Memorandum of Understanding (MOU) between the La Crosse Police Department and the School District of La Crosse will formalize the partnership and the MOU will be reviewed on a regular basis as defined in the MOU.

6. SROs will work with the School District of La Crosse, La Crosse County System of Care and Youth Justice in order to maintain the lightest approach while working with youth to hold them accountable and while maintaining fairness and not taking advantage of a youth.

a. Confidentiality of Youth Records.

1. Records pertaining to persons under 18 are subject to inspection by court order or provisions in WI ss. 48/938; Photos/prints are part of a youth record and subject to confidentiality.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 03.25.2024	CHAPTER 20	ORDER NUMBER 20.2
			WORD CODE YOUTH
YOUTH OFFENDERS			History: Updated 03/03, 08/06, 09/12, 11/15, 12/19, 2/21, 12/23, 03/24

1. PURPOSE AND SCOPE

This order establishes procedures for addressing Youth offenders and taking Youths into custody. It is Department policy to provide due process to Youths to assure that their rights are upheld; and to ensure that victims/witnesses are afforded rights. All Youths are treated with dignity, respect, courtesy, and sensitivity. Members dealing with Youth offenders shall use the "lightest touch" possible combined with all available alternatives with the goal of keeping Youths out of the Youth Justice System.

2. DEFINITIONS

- A. Adult:** For purposes of prosecuting a person who is alleged to have violated any state or federal criminal law or any civil law or municipal ordinance, adult means a person who has attained 17 years of age.
- B. Delinquent:** A Youth who is 10 years of age or older who has violated any state or federal criminal law or who has committed a contempt of court violation.
- C. Informal Disposition:** Alternative resolutions to an incident that does not involve the formal Youth Justice System or formal charges/Youth referrals/citations and is in the best interest of the child/Youth.
- D. Youth:** A person who is less than 18 years of age, except as stated in 2-A above.
- E. Youth Justice System:** The Circuit Court's exercising of jurisdiction over individuals between 10 and 17 years of age as described in Chapter 48 (Children's Code) and Chapter 938 of Wisconsin's State Statutes.
- F. Youth Intake Worker:** A County employee responsible for screening Youth custody placements, promptly interviewing Youths taken into custody as well as the counseling, placing, and referring Youths accused of criminal violations to the circuit court.
- G. Lightest Touch Philosophy:** A system of preventative and alternative enforcement options designed with the goal of keeping Youths out of the criminal justice system and providing informal dispositions for status and minor offenses committed by Youths.
- H. Ordinance Citation:** A non-criminal non-custodial fine/forfeiture issued in response to a violation of municipal ordinance committed by anyone 12 years of age or older which either orders the individual to court or schedules an initial appearance.
- I. Youth Referral:** A formal report and supporting forms/documents submitted to Youth Justice System detailing a Youth's alleged illegal conduct that under the jurisdiction of the Youth Justice System detailing allegations of Youth conduct which would be a crime if committed by an adult.
- J. Status Offense:** A Non-Criminal Offense considered a violation due only to a Youth individual's status as a minor.

3. PROCEDURES

- A. Protecting Youth Constitutional Rights:** Youths are afforded all rights guaranteed to them by the Constitution of the United States. Refer to General Order 1.14 for Miranda Rights. Search of apprehended Youths will be as with adults. Youths will be handcuffed when appropriate.
- B. Release from Custody:** Youths not ordered to be held in physical custody by a Youth Intake Worker will be released as soon as practical, as long as the Youth does not present a danger to him/herself or others.
 - 1. If the offender is 15 or older, and it is an ordinance/misdemeanor or status offense, the officer should release them without immediate adult supervision.
 - 2. Where the violation was significant or the Youth is under 15, they may be released to a parent/guardian or responsible adult.
- C. Lightest Touch Philosophy:** Officers shall use enforcement alternatives when dealing with Youth. Consider the following when determining the level of enforcement:
 - 1. The nature and severity of the offense.
 - 2. Prior Police record — First offense violations for status offenses and victimless offenses should receive a written warning or informal disposition and release to parent/guardian.
 - 3. Age and circumstances of the offender. The younger the offender, there is a higher need in using alternative options to keep the Youth out of the Youth justice system.
 - 4. Consideration of the complainant and/or victim statements.

5. Informal Disposition options — Utilized as a primary disposition.
6. Referral to Restorative Justice Programs as adopted/authorized by the Department.
7. Outright Release with No Further Action: Where parental input may best address the incident, the officer may use a warning and advise the parents; reports can be routed to Investigative Youth Division for any needed follow up or review of the case to make a referral/citation decision.
8. Submitting a report for review to the Investigative Bureau Commander who will determine the proper placement; to be assigned to either the Sensitive Crimes Unit or the Community Resource Unit.

D. Report Review – Sensitive Crimes Unit and Community Resource Unit: Officers can always use this option for repeat offenses, to bring awareness to the Investigative Sensitive Crimes Unit to provide intervention/resources and to defer to the Sensitive Crimes Unit for the best alternative option. Officers are encouraged to utilize this method. Most report reviews will come from the patrol response level. The Investigative Bureau Commander will assign reports to the Sensitive Crimes Unit or Community Resource Unit to review and make the determination for a formal Youth referral to the Youth Justice System for a state or federal law violation.

E. Children Under the Age of 10: Any incident where a child under the age of 10 is suspected of committing a crime or violation, the responding officer shall not take any enforcement action. The child will be released to the parent/guardian unless circumstances require placement for safety purposes through Child Protective Services. Incidents of this nature will be documented and then referred to the Sensitive Crimes Unit.

F. Youth Runaway:

1. When taking a runaway report, complete an Incident Report, route a copy to dispatch (LEDC) for (TIME/CIB/NCIC) data entry, and ensure the information is in the line-up material.
2. Unless additional charges/extenuating circumstances exist, the officer will return him/her to parent or guardian.
3. If circumstances prevent the Youth from going home, the officer will contact Youth Intake.
4. Apprehending officers will route a report to (LEDC) dispatch for (TIME/CIB/NCIC) data clearance.
5. All runaway reports will be assigned by the Investigative Commander for follow-up investigation even if the Youth returns on their own.

G. Addressing Civil Law and Ordinance Violations and Status Offenses:

1. Status or minor offenses such as, but not limited to, disorderly conduct, retail theft, possession of tobacco, curfew, damage to property, battery (mutual combat), underage drinking, and minor drug offenses shall be addressed by utilizing the "lightest touch" approach in Section 3-C-1 through 8.
2. An officer's primary goal and disposition from a Youth contact/offense should be the outright release with no further action where parental input may best address the incident. The officer may use a written warning and should advise the parents.
3. Officers should utilize a Department adopted Restorative Justice program referral. This is especially recommended when parental input determines the family may need assistance with the Youth and outside resources may assist the family. Also recommended for a repeat offense.
4. Officers can always submit a written report to the Investigative Bureau for a report review by the Sensitive Crimes Unit or Community Resource Unit for final determination of charges or informal disposition. Reports will be routed to the Investigative Bureau Commander who will assign for any needed follow up.
5. Officers can Issue an ordinance citation directing the Youth to appear in municipal court. This should generally be a last resort.

H. Addressing Misdemeanor and Forfeiture State Charges: Officers responding to incidents involving a Youth suspected of committing a non-felony crime should collect all facts, statements, and evidence. The officer should release the Youth to a parent/guardian. The officer shall submit a detailed report which will be routed to the Investigative Bureau Commander. The Investigative Bureau Commander will assign the report for review and follow-up by the Sensitive Crimes Unit or Community Resource Unit for a final disposition.

I. Addressing Felony State Charges:

1. Officers responding to incidents that involved felony offenses will be classified as either crimes against property or crimes against persons.
2. Crimes against Property – Responding officers will collect all evidence, statements and submit all reports to the Investigative Bureau in compliance with Section D of this policy. Officers should follow release and notification procedures in this policy.
3. Crimes against Persons – Responding officers will collect all evidence and statements. If the incident was "in-progress" the officers should detain and notify a Youth Intake Worker to request custody. If the

call was not in-progress and the officer is not able to locate the Youth suspect, the officer should follow Section D of this policy. Officers should follow release and notification procedures in this policy.

J. Courts of Criminal Jurisdiction:

1. 940.20(1) Battery by Prisoners.
2. 946.43 Assaults by Prisoners, in a secured facility.
3. 940.20(2m) Battery to Probation/Parole Agents.
4. 940.01 First Degree Intentional Homicide.
5. 940.02 First Degree Reckless Homicide.
6. 940.05 Second Degree Intentional Homicide.
7. 940.05 Second Degree Intentional Homicide.
8. A Youth charged with violating criminal law if s/he was convicted of a previous violation following waiver into adult court or if the charge is still pending.
9. A Youth charged with violating criminal law if s/he was convicted of a previous violation in adult court or if such previous violation is pending in adult court.

K. Notifying Youth Intake Workers/Request for Detention:

1. The La Crosse County Youth Justice System provides services 24 hrs./day, 7 days/week, for the screening of Youths taken into custody and not released. NOTE: A Youth Intake Worker is to be notified when an officer is requesting a Youth to be held in detention.
2. The apprehending officer will attempt to notify the parent/guardian/custodian immediately. The attempt will continue until notified or the Youth is delivered to Intake.
3. Request for Detention: Youth Intake
 - a. When the criteria in this policy has been met and the need to detain a Youth is necessary, the officer will notify Youth Intake and complete/provide all required forms. Parent/guardian/custodian notifications will be documented in reports. Referral for formal proceedings is generally restricted to felony crimes against persons or after all other alternatives have been attempted. Youths may be referred to Intake in the county where the Youth resides or through La Crosse County Intake.
 - 1) The request to the Youth Intake Workers will be made without lengthy delay.
 - 2) In-custody referral reports must be completed and submitted by end of duty.
 - 3) Restitution requests should be noted in the report.
 - 4) Child Protective Services contacted for release/detainment.
4. The Youth Intake Worker determines if and where the Youth is to be held.
5. The Youth Intake Worker must authorize the secure holding of Youths.
6. No Youth may be placed in secure detention unless:
 - a. Interviewed in person by a Youth Intake Worker; or,
 - b. The Youth Intake Worker consults with the apprehending officer.
7. Officers will complete all Department reports and the required Intake reports.
8. In addition to previously noted reasons for taking a Youth into Custody, an officer may take a Youth into custody and immediately contact a Youth Intake Worker if an officer believes on reasonable grounds that any of the following exists:
 - a. Capias/warrant issued in this state; s/he is a fugitive.
 - b. Capias/warrant has been issued by another state.
 - c. Committing/committed a federal crime.
 - d. Violated terms of court ordered/aftercare supervision.
 - e. Violated an Intake order for temporary physical custody.

L. Traffic, Boating, Snowmobile, All Terrain Vehicle Charges:

1. Intake and municipal courts have jurisdiction against Youths 16 or older for violations associated with traffic, boating, snowmobile and all terrain vehicles.
2. Youths charged with these related violations will be treated as an adult before the trial except that the Youth may be held in secure custody only in a secure detention facility. Youths 16 or 17 years of age shall be treated as adults when receiving traffic citations. First offense traffic offenses for Youths, not involving crashes, should be considered justification for issuing a written warning along with parental notification by the officer and/or Records Division.
3. Youths under 16 years of age who commit a traffic offense may be issued an ordinance citation after consideration of under section 3-C-1 through 8 above, and no other alternative dispositions are available. The younger the Youth, the more discretion on using alternatives is required.

M. Truancy Offenses: Officers have discretion to issue truancy citations when requested. SROs will work with the School District and/or System of Care when a request for a citation has been made.

N. Youth Drinking Violations:

1. Officers coming into contact with Youths who have illegally consumed or are in possession of intoxicants/minor drug possession will follow section 3-C-1 through 8 above.
2. Violations may result in the issuance of a citation. Such offenses have a mandatory court appearance.
3. An officer may make a referral if s/he feels a ticket is not appropriate or an alcohol/drug assessment is needed.
4. The lightest touch for Youth drinking and minor Youth drug violations will be utilized.

O. Release of Youths that have been drinking:

1. Youths determined to have consumed alcohol shall be released using the following guidelines.
 - a. 0.05% B.A.C or greater or visually impaired, release of a Youth shall occur in the following order:
 - 1) Parent or legal guardian
 - 2) Adult relative
 - 3) Responsible adult
 - 4) Child Protective Services contacted for release/detainment.
 - b. 0.04% B.A.C or less and not visually impaired.
 - 1) Contact a responsible party.
 - 2) Officers shall suggest the responsible party take physical custody of the Youth.
 - 3) As a last resort the responsible party may give authorization for release without supervision.
2. Officers' reports shall reflect the final disposition of the release including the name, address, phone number and relationship of the responsible party if not the parent.

P. Absolute Sobriety of Youths:

1. WI ss. 346.63 (2m): if a person is not at least 21, the person may not operate a motor vehicle with blood alcohol concentration of more than 0.0%.
2. Officers who encounter persons under 21 who are operating a motor vehicle and who appear to have been drinking, but are not intoxicated, shall ask the person to submit to a breath/blood/urine test prior to issuing a citation for 346.63 (2m) if the officer determines to pursue such charge.
3. A person who submits and tests in excess of 0.0% but is less than the restricted P.A.C. (prohibited alcohol concentration) under 346.63(1)(b) shall be issued a citation for 346.63(2m). The person will not be allowed to operate a vehicle. A person refusing to submit to a test, but admitting to drinking, shall be cited. When a person refuses the test, does not admit to drinking, and the officer wishes to support the charge with this evidence, the officer may take the person to a hospital for a blood test per WI ss. 343.305(6)(a). If the test is more than 0.0%, but less than the restricted P.A.C. under 346.63(1)(b) the officer will issue a citation for 346.63(2m). These require a mandatory court appearance. 346.63(1)(a) is not precluded from being charged if supported by probable cause.
4. A Youth who has a P.A.C at or above the limits as specified under 346.63(1)(b) will be processed according to OMVWI orders and this policy.

Q. Youth Alleging to Have Been Harmed or In Danger of Harm:

1. Taking a Youth into Custody: If an officer believes on reasonable grounds that the Youth is suffering from illness/injury or is in immediate danger from his/her surroundings and removal is necessary.
2. Any incident of alleged abuse or neglect will be brought to the immediate attention of Youth protective services if it is valid, or the Youth has been harmed or is in danger of being harmed. The on-duty shift supervisor shall be notified of the need for protective services and will assist in assessing the situation.
3. Reports regarding abuse/neglect of children must be stamped confidential.

R. Youths Under WI ss. Chapter 51 or 55:

1. Any voluntary or involuntary admissions, placements or commitments of a Youth made in or to an inpatient facility shall be governed by Chapter 51 or 55, see emergency detention orders.


Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	20	20.4
TITLE YOUTH IN CUSTODY			TOTAL PAGES 2
	History: Updated 09/12, 11/15, 12/19, 7/22, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for taking youth into custody. It is Department policy to protect citizens from juvenile crime; hold each youth offender directly accountable; provide due process to youth to assure that their rights are upheld; and to ensure that victims/witnesses are afforded rights, and are treated with dignity, respect, courtesy, and sensitivity.

2. PROCEDURES

A. Youth Engaged in Non-Criminal Misbehavior/Status Offense:

Taking a Youth into Custody for a status offense; officer believes on reasonable grounds that any of the following exists:

1. Runaway from parents/guardian/custodian.
 - a. When taking a runaway report, complete an Incident Report, route a copy to dispatch (LEDC) for (TIME/CIB/NCIC) data entry, and ensure the information is in the lineup material.
 - b. Runaways may be taken into custody.
 - c. Unless additional charges/extenuating circumstances exist, the officer will return him/her to parent or guardian.
 - d. If circumstances prevent the youth from going home; the officer will contact Intake.
 - e. Apprehending officers will route a report to (LEDC) dispatch for (TIME/CIB/NCIC) data clearance.
2. Absent from school without an excuse.
3. Other status offenses such as curfew and underage drinking shall be addressed with an ordinance citation when appropriate or as directed by the on-duty shift commander.

B. Youth Alleging to Have Been Harmed or In Danger of Harm:

1. Taking a Youth into Custody; officer believes on reasonable grounds that the youth is suffering from illness/injury or is in immediate danger from his/her surroundings and removal is necessary.
2. Any incident of alleged abuse or neglect will be brought to the immediate attention of youth protective services if it is valid, or the youth has been harmed or is in danger of being harmed. The on-duty shift supervisor shall be notified of the need for protective services and will assist in assessing the situation.
3. Reports regarding abuse/neglect of children must be stamped confidential.

C. Protecting Youth Constitutional Rights:

1. Youth are afforded all rights guaranteed to them by the Constitution of the United States. Refer to General Order 1.14 for Miranda Rights. Search of apprehended youth will be as with adults. Youth will be handcuffed when appropriate.

D. Referral to Youth Intake Workers and the Juvenile Detention Center (JDC) without delay.

Intake Workers:

1. Provide services 24 hrs/day, 7 days/week, for screening youth taken into custody and not released. NOTE: Intake is to be notified when the arresting officer is requesting detention.
2. Referrals to Youth Intake.

When a youth release isn't appropriate, the officer will notify Intake and complete/provide required forms. Parent/guardian/custodian notifications will be in reports. Referral for formal proceedings is restricted to serious criminal conduct/repeated violations. Youth may be referred to Intake in the county where the youth resides through our Intake.

 - a. In-custody referrals must be done by end of duty.
 - b. Restitution requests should be noted in the report.
3. Intake determines where the youth is to be held.
4. Intake must authorize the secure holding of youth.

No youth may be placed in secure detention unless:

 - a. Interviewed in person by an intake worker; or,
 - b. Intake consults with the apprehending officer.
5. Officers will complete an Incident Report and the required Intake reports.

E. Parent/Guardian Notification of Custody:

1. The apprehending officer will attempt to notify the parent/guardian/custodian immediately. The attempt will continue until notified or the youth is delivered to Intake.

F. Release from Custody:

1. Efforts are made to release the youth to his/her parent/guardian/custodian, except if the youth:
 - a. Has a parent/guardian/custodian who is unwilling/unable to provide supervision; s/he may be released to a responsible adult.
 - b. Is 15 or older, s/he may be released without immediate adult supervision.
 - c. Violated terms of aftercare supervision, s/he may be released to whomever had aftercare supervision.
 - d. Runaways may be released to an authorized home.
 - e. Is absent from school, s/he may be released to the school administrator.
 - f. Notification procedures above apply for youth release.
 - g. WI ss. 51/55 governs release relating to physical/mental condition or drug/alcohol impairment.
 - h. Youth not held in physical custody will be released. If s/he does not present a danger to him/herself/others, they are 15 or older, and it is a minor act, the officer may release them without immediate adult supervision. In incidents where the violation was significant or the youth is under 15, they will be released to a parent/guardian/responsible adult. When an officer cannot find a parent, etc, the officer will contact Intake. On taking a youth into custody, officer will without undue delay, deliver the youth to the individual/agency having authority for child custody under the circumstances, e.g. intake, parent, etc.

G. Courts of Criminal Jurisdiction:

Criminal courts have exclusive jurisdiction over all of the following:

1. 940.20(1) Battery by Prisoners.
2. 946.43 Assaults by Prisoners, in a secured facility,
3. 940.20(2m) Battery to Probation/Parole Agents.
4. 940.01 First Degree Intentional Homicide.
5. 940.02 First Degree Reckless Homicide.
6. 940.05 Second Degree Intentional Homicide.
7. A youth charged with violating criminal law if s/he was convicted of a previous violation following waiver into adult court or if the charge is still pending.
8. A youth charged with violating criminal law if s/he was convicted of a previous violation in adult court or if such previous violation is pending in adult court.

H. In addition to previously noted incidents, taking a Youth into Custody; officer believes on reasonable grounds that any of the following exists:

1. Capias/warrant issued in this state; s/he is a fugitive.
2. Capias/warrant has been issued by another state.
3. Committing/committed a state/federal crime.
4. Violated terms of court ordered/aftercare supervision.
5. Violated an Intake order for temporary physical custody.
6. Violated a civil law/local ordinance punishable by forfeiture, except that s/he will be released as soon as reasonably possible.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	20	20.5
TITLE CUSTODIAL INTERROGATION - YOUTH		WORD CODE JUV INTER	TOTAL PAGES 2
	History: Updated 09/05, 08/06, 09/12, 11/15, 12/19, 7/22, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the custodial interrogation of youth as well as to provide guidelines for all personnel on the custodial interrogation of youth under the age of 17 and the requirement of electronic recording. The Wisconsin Supreme Court has directed that all custodial interrogations of youth under the age of 17 must be electronically recorded where feasible and without exception when questioning occurs at a place of detention. It is Department policy to protect citizens from youth crime and in the same time ensure that personnel provide due process to youth to assure that constitutional and other rights are recognized and protected.

2. DEFINITIONS

- A. Custodial Interrogation:** Custodial interrogation has two distinct elements, custody, and interrogation. Both must be present to establish custodial interrogation.
- B. Custody:** The test for whether a person is in custody for the purpose of this order is whether a reasonable person in the defendant's position would consider himself / herself to be in custody given the degree of restraint under the circumstances. The test is an objective one. The officer or the defendant's subjective belief is immaterial to the analysis. The totality of circumstances will determine whether a reasonable person in the suspect's position would believe that he or she is in custody. For purposes of interrogations in a school environment it should be believed that the youth is not free to leave.
- C. Interrogation:** Police initiated questioning designed to elicit an incriminating response.

3. PROCEDURES

- A. Conferring with Parents or Guardians:**
 - 1. Interrogating members may confer with parents or guardians before or during youth interrogations. When possible, interrogating members will confer with parents/guardians after the youth interrogation. Note: Bringing a youth into physical custody requires parent notification.
- B. Interrogation Duration and Officers Involved:**
 - 1. Members will limit the duration of interrogation and the number of members engaged in the interrogation to that which is reasonable considering time of day, youth's age, and other physical and/or emotional needs.
- C. Department and Youth Justice System Procedures:**
 - 1. The officer will explain the Department's and youth justice system procedures that are applicable to youth being interrogated.
- D. Recording Interrogations:**
 - 1. All custodial interrogations of youth under the age of 17 will be electronically recorded whenever possible. All custodial interrogations of youth under the age of 17 at a place of detention will be electronically recorded without exception.
 - 2. Officers may advise the suspect, before the interrogation, that the interrogation is being electronically recorded.
 - 3. Electronic recording shall start at the initiation of the interrogation, not at the start of a formal statement. All portions of the custodial interrogations shall be recorded.
 - 4. When possible, the officer should announce at the start of the electronic recording the location, time and persons involved in the interrogation, including the suspect.
 - 5. Audio taping of a suspect in the field or away from the police department will be conducted with the officer's assigned personal recorder, body camera or squad mobile video camera. Officers may use personal recorders/ department recorders for audio taping at the police department.
 - 6. The audio file shall be stored as evidence under the related incident number.
 - 7. The incident report will indicate that the interrogation occurred, location of the interrogation and that the audio file was entered into evidence.

8. Generally, transcriptions of the audio file will not be necessary. Officers can summarize the relative portions of the statement in the incident report. Should a transcription be necessary for investigative or prosecutorial reasons, the property officer will make the necessary arrangements to have the evidentiary file re-produced for transcription. The original should be kept in evidence.
9. Properly trained officers may use digital recorders for custodial interrogations.
10. The digital recording shall be downloaded to the specified folder on the city network drives to ensure that it is safely stored.
11. Generally, interrogations that are digitally recorded will not need to be immediately converted to a compact disc as it will be stored indefinitely on the city's networked hard drives. Should a recording be necessary for investigative or prosecutorial reasons it can be burned to a compact disc and stored in evidence. Should an officer/investigator or supervisor feel an immediate copy of the interrogation should be burned to compact disc due to the nature of the incident they should burn a copy onto compact disc and follow normal evidentiary procedures. If the officer/investigator does not have the proper computer hardware to burn a compact disc a report will be routed to the property clerk requesting that case, be burned to compact disc and placed into evidence.

E. Digitally Equipped Interview Rooms:

1. Interview/interrogation rooms located within the police department are equipped with digital audio/video recording equipment and can be utilized for youth custodial interrogations.
2. Officers using department interview rooms as the recording method of a youth custodial interrogation shall ensure the digital file is properly saved and labeled for evidentiary purposes.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.1
TITLE NATURAL / MANMADE DISASTERS & CIVIL DISTURBANCES		WORD CODE DISTURBANCE	TOTAL PAGES 4
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a plan for responding to natural/manmade disaster and civil disturbances. It is our policy to ensure that the rights of all people engaging in lawful demonstrations are protected. Department supervisory staff will be trained in and follow the Incident Command System (ICS). The Department will monitor such acts, take legal steps to discourage unlawful acts which may transform into a civil disturbance and address illegal activity. This order is a plan for responding to civil disturbances.

2. DEFINITIONS

A. Disaster: Any natural/manmade event, hostile attack, or other hazardous occurrence of unusual/severe effect, threatening/causing extensive damage to life/property and requiring extreme measures to protect lives, meet human needs and achieve recovery. It may constitute a state of emergency.

3. PROCEDURES

A. Scene Assessment:

1. A supervisor is assigned to investigate disasters. S/he will assess the scene for:
 - a. Size/area of the disaster.
 - b. Special precautions or hazards.
 - c. Injured and/or casualties.
 - d. Activity of victims, witnesses or gathered people.
 - e. The potential impact/risk to adjacent locations.
 - f. Resources required to address the incident.
2. Property damage only disasters may require police monitoring to ensure peaceful resolution.
3. The supervisor will make necessary notifications and may request needed personnel depending on the scope of the event.

B. Communications:

1. Mobilization of off-duty manpower will follow steps contained herein.
2. Dependent upon severity, LEDC may devote a person to a specific radio channel for the event.
 - a. Emergency power is for equipment failure.
 - b. Complete failure: use cellular phones.
 - c. Radios may be obtained from other sources.
3. The Department supervisor will:
 - a. Monitor LEDC activities relative to the event.
 - b. Initiate the mobilization process if needed.
 - c. Provide for Department notifications to include:
 - 1) Chief
 - 2) Assistant Chief
 - 3) Bureau Captains
 - d. Obtain walk units from other sources, if needed, e.g., other city departments, military, etc.
4. A command post is the central point for on-scene communications.
5. Depending on the nature of the incident, contact with the Emergency Management Office may be necessary to determine if an Emergency Operations Center needs to be opened.

C. Situation Maps:

1. Maps, location of such, and their responsibility:
 - a. 2 maps; at central station; by the station commander.
 - b. 2 maps; at north station; by the station commander.
 - c. 2 maps; in the patrol command squad; by the station commander.
 - d. 2 maps; in ERT vehicles; by the ERT commander.
 - e. 2 maps; at LEDC; by the LEDC administrator.

2. Supervisors may use maps for planning, manpower allocation, etc.

D. Field Command Posts - Chain of Command:

1. The ranking supervisor on-duty will assume responsibility for the disaster unless relieved via command protocol. S/he will:
 - a. Assign duties depending upon the size and nature of the disaster.
 - b. Be a liaison with responding agencies.
 - c. Establish a command post near the scene.
 - d. Provide for the security of the scene.
2. Officer Response:
 - a. A staging area will serve as a report-in point for personnel responding to the disaster.
 - b. Personnel will respond in uniform unless told otherwise and will have equipment as told by the supervisor.
3. Duty Assignments:

Immediate concern is for safety, care for injured, order maintenance, and prevention of crime. Roles, functions and who would most likely be assigned:

 - a. Commander: responsible for overall incident control; filled initially by the responding supervisor, later by the Field Services Captain or ranking designee.
 - b. Crowd control: limit pedestrian movement; assigned to trained members and ERT.
 - c. Traffic control: direct vehicular/pedestrian movement; assigned to uniformed members.
 - d. Security: provide security to persons/facilities; assigned to uniformed officers.
 - e. Transportation: transport personnel and prisoners; assigned to uniformed members.
 - f. Arrest teams: effect physical arrests; assigned to ERT teams or other uniformed officers.
4. Personnel will inform the command post of any data or needs they may have. Some to communicate include:
 - a. Casualty information.
 - b. Equipment or personnel needs.
 - c. Significant changes in events.
 - d. Information that facilitates rumor control.
5. Equipment Concerns. A supervisor will ensure that all needed equipment is obtained. Equipment not available may be obtained by from other agencies or by renting/purchasing such items.

E. Staffing Considerations:

1. The disaster's size/nature determines the response.
2. For resolution:
 - a. Dispatch personnel as needed/available.
 - b. Mobilize ERT if needed.
 - c. Holdover/call in shift personnel.
 - d. Invoke the mobilization plan.
3. Other agency support. Consideration may be given to using other disaster plans available in the CO room or from emergency government.
 - a. Invoke mutual aid with neighboring jurisdictions.
 - b. Request aid from the state patrol/military
4. Requests for E-3 require the authorization of the Chief, Assistant Chief, or designee. Military support is based on a joint decision involving police administration, the Mayor's office, the State, and the military.

F. Community relations/public-media information:

1. Media liaison: responsible for releasing data to the media and controlling rumors regarding events; filled by the Community Services Captain or designee. Community Services will conduct media briefings if necessary, during and after the handling of disasters to include general information as well as casualties.

G. De-escalation, Post-occurrence duties, and Reporting:

1. As the event de-escalates, an adequate number of personnel are retained in case a resurgence occurs.
2. Care is given to secure the scene, if dangers may remain, by blocking off the area with barricades, line tape and lighting/warning devices. Public property clean-up by City agencies will be done when possible, prior to opening up area streets/facilities for access or use.
3. The disaster is reported under one incident number. Involved personnel will compile reports.

H. Incident Review and Debriefing:

1. The Chief will review the event or may designate members to do such review. If applicable, debriefing sessions for involved personnel may be ordered by the Chief.

I. Civil Disturbances:

1. Communications. To staff civil disturbances:
 - a. Dispatch personnel as needed or available.
 - b. Mobilize ERT if needed.
 - c. Utilize on-duty officers from other Bureaus.
 - d. Hold over/call in shift personnel.
 - e. Invoke the Department's mobilization plan.
 - f. LEDC: dependent upon the event, devote a person to a specific radio channel for the event; emergency radios may be obtained from other sources.
 - g. The Department station supervisor will:
 - 1) Monitor LEDC relative to the event and make the determination for call triage.
 - 2) Initiate the personnel mobilization if needed.
 - 3) Provide for Department notifications to include:
 - a. Chief
 - b. Assistant Chief
 - c. Bureau Captains
 - h. A command post is the center for on scene communication.

J. Situation maps: See 3-C above.

K. Chain of Command (to include other agencies):

1. The ranking/senior supervisor on-duty will assume responsibility unless relieved according to command protocol. S/he will:
 - a. Assign duties depending on size/nature.
 - b. Be liaison with other responding agencies.
 - c. Establish a command post near the scene.
 - d. Provide for the security of the scene.
2. A supervisor is assigned to investigate disturbances. S/he will assess the scene for:
 - a. Size/area of the disturbance.
 - b. Special precautions or hazards.
 - c. Injured and/or casualties.
 - d. Activity of victims, witnesses or gathered people.
 - e. The potential risk to adjacent locations.
 - f. Resources required to address the incident.
3. Lawful assemblies may only require monitoring by police.
4. The supervisor will advise the station commander and may request personnel as needed.
5. Officer Response: A staging area will serve as a reporting point for responding personnel.
6. Duty Assignments:

The concern of personnel is for safety, care for injured, maintenance of order, and prevention of crime. Roles, functions and who would most likely be assigned:

 - a. Commander: responsible for overall incident control; filled initially by the responding supervisor, later by the Field Services Captain or ranking designee.
 - b. Crowd control: limit pedestrian movement; assigned to trained members later to crowd control teams.
 - c. Arrest teams: effect physical arrests; assigned to ERT or other uniformed officers.
7. Personnel will give the command post data/needs they have such as for personnel/changes in events. An issue that should be given is casualty information.
8. Equipment Concerns. The event supervisor will ensure that all needed equipment is obtained. Equipment not available may be obtained via other agencies or by renting/purchasing such items.

L. Staffing Considerations: The disturbance size/nature determines the response. As the event de-escalates, an adequate number of personnel shall be retained in case a resurgence occurs.

M. Community relations/public information:

1. Media liaison: responsible for release to the media and controlling rumors; filled by the Community Services Captain or designee. Community Services will conduct media briefings, if necessary, both during and after police handling of disasters to include information on any casualties.

N. Other agency support. See 3-E-3,4.

O. Public facility security: Responsible for security to persons/facilities representing targets of disturbances.

P. Traffic control: Responsible for the pedestrian/vehicular movement in the area.

Q. Equipment requirements: Respond in uniform unless advised otherwise and have equipment as told by a supervisor. Personnel will advise the command post any needs they may have for equipment or supplies.

R. De-escalation procedures.

1. Conflict Resolution: the following may be applied in an effort to resolve/deescalate the disturbance:
 - a. Divert the crowd's attention, e.g., use of PA.
 - b. Remove/isolate persons precipitating the event.
 - c. Remove/neutralize leaders.
 - d. Fragment the crowd into small, isolated groups.
 - e. Make limited arrests as needed.
 - f. Mass arrests are a last resort.
2. Arrest Guidelines: A Supervisor will attempt to negotiate with leaders for cooperation. Only the force necessary to effect an arrest will be used; use of passive resistance will be removed with minimum force.
3. Mass Arrest:
 - a. Sufficient personnel must be available prior to initiating the arrest process.
 - b. A standby ambulance may be needed.
 - c. Unlawful assembly arrests require members to give at least THREE verbal warnings and time for dispersal. Before arrests are made, each person should be personally warned a 4th time.
 - d. Arrests should be made by two-person teams; no member should make arrests alone or enter crowds alone.
 - e. Photos and video from the event will be processed.
 - f. Arrests by each officer may be limited to ensure that s/he is able to recall specifics for reports.
 - g. A sufficient number of personnel will remain with prisoners until their release or confinement for security purposes.
 - h. Inquiries relating to mass arrests will be deferred to Community Services, when appropriate.
4. As the event de-escalates, a number of personnel shall be retained in case of resurgence.

S. Post-occurrence duties: Care will be given to secure the scene if dangers remain by blocking the area with barricades, tape, lighting/warning devices. Public property clean up by other agencies will be made when possible, prior to opening involved streets/facilities for use.

T. After-action reports:

1. The incident will be reported under one incident number. Members compile related reports. The Chief or designees will review the event. Debriefing sessions may be ordered by the Chief.

U. Transportation:

1. Personnel assigned to transportation are responsible for transporting personnel and prisoners.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.2
TITLE PANDEMIC PREPAREDNESS		WORD CODE PANDEMIC	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for the operation of the La Crosse Police Department during a pandemic event. The La Crosse County Health Officer/designee is responsible to promptly take all necessary measures to prevent, suppress and control communicable disease. Although state and local health officials tend to follow the guidance of national authorities, there may be variances among the local health officers in their specific plans and implementation. The Assistant Chief will serve as the coordination and communication authority within this policy. It is the policy of the La Crosse Police Department to have in place a structure guiding the response of the department to a sustained pandemic, so that the effects from a novel infectious disease and the number of deaths and illnesses in the community, served by the department, is minimized while protecting police department employees, cooperating with the regional health care system, community leadership and addressing the needs of the community for police response.

2. PROCEDURES

A. This policy is organized in three sections, which outline the key roles and responsibilities of the department in each of the three pandemic phases:

1. Pre-Pandemic Phase
2. Pandemic Phase
3. Post-Pandemic Phase

B. Assumptions:

1. Influenza pandemic is inevitable.
2. To some extent, everyone will be affected by the influenza pandemic.
3. The first wave of the influenza pandemic may last from 1-3 months, while the entire pandemic may last 2-3 years.
4. Widespread illness in the community may also increase the likelihood of sudden and significant shortages of finite resources such as space, personnel, and supplies.
5. Effective preventative and therapeutic measures including respiratory support, vaccines, and antiviral agents, will likely be in short supply.
6. Health care workers and first responders will likely be at higher risk of exposure to influenza than the general population, further impeding the care of patients.

C. Pre-Pandemic Phase:

1. Public Health authorities will be primarily responsible for the surveillance system for monitoring illness in contacts of patients, who have been diagnosed with a respiratory illness from a novel virus strain.
2. The department shall have a protocol that all police department members are to report all illnesses to their supervisor if such absence interferes with their work schedule. This process establishes a routine practice for the employee and assists the department in establishing a baseline for absenteeism and monitoring the work environment for possible transmission related situations.
3. Every employee is encouraged to obtain an influenza vaccination every season to help prevent influenza occurrences.
4. The police department is to cooperate with the health department in the Emergency Operation Center (EOC) by having a trained person(s) on staff, who can serve as the EOC police department liaison.
5. All police department members should have a personal plan if school is suspended, and alternative childcare is needed.
6. Vaccine for the novel virus will likely not be immediately available when the pandemic occurs. When the vaccine is available, it will be released through the Department of Public Health.

D. Pandemic Phase:

1. The Assistant Chief will be responsible for monitoring the pandemic situation and calling for the implementation of the Pandemic Phase of this policy. As part of this phase the Assistant Chief will ensure Field Services staffing is maintained to meet emergency calls for service and community needs.

2. Once notification is received from the County Health Officer that a pandemic has been identified, the Assistant Chief will determine the departments need to institute universal respiratory precautions when making contact with anyone showing influenza like symptoms.
3. The Field Services Captain shall serve in the role of department coordinator with other community responders to manage the pandemic response.
Examples: Vaccine site security, quarantine enforcement, and hospital security.
4. The Community Services Captain will review all communication for the department relating to the flu pandemic and will coordinate all media and information through the assigned incident Public Information Officer (PIO).
5. The department may implement changes in bureau assignments and alternative scheduling based on employee attendance and the ability to respond to community needs. Alternative scheduling options are at the discretion of the administration to include, but not limited to early call in/holdover of personnel, and/or cancelling of days off.
6. Employees must monitor their medical condition and immediately notify their supervisor of any influenza like signs or symptoms.
7. Due to the highly contagious nature of the novel virus, the department may institute a protocol suspending police officer response to medical calls (first responder duties).
8. Bureau and Shift Commanders shall monitor pandemic issues and the department may suspend non-emergency duties to reduce the impact on emergency services, reduce potential employee exposure or influenza transmission.
9. Each Bureau Captain shall monitor employee attendance patterns and make necessary assignments based on available personnel.
10. As a result of the potential number of fatalities, the department may implement Critical Incident Stress Debriefing sessions for all employees as necessary.
11. The impact of the first pandemic wave on the police department is to be evaluated by the Administrative Staff and considered during the preparation for the next possible wave.

E. Post Pandemic Phase:

1. Members of the Administrative Staff will conduct a formal assessment of the pandemic influenza plan and identify lessons learned. This plan is to be revised based on the assessment and lessons learned.
2. Follow-up on all safety and health issues is to be completed by the Assistant Chief who will provide a report of lessons learned and recommendations for implementing changes in the plan or training to address all identified safety and health issues.
3. Unresolved Human Resource issues are to be addressed, including refusal to work, resignation, work related illness and staff losses.

F. Sick Leave Reporting:

1. Sick leave reporting is accomplished by contacting your bureau supervisor via phone conversation before the absence and upon return to work by use of the La Crosse Police Department Sick Leave Memo.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.3
TITLE EMERGENCY MOBILIZATION PLAN		WORD CODE MOBILIZE	TOTAL PAGES 2
	History: Updated 03/03, 08/06, 02/11, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes an emergency mobilization plan. It is Department policy to be prepared to mobilize manpower and related resources. The Assistant Chief is the liaison with Emergency Government.

2. PROCEDURES

A. Communications: When the on-duty shift commander feels mobilization is required, the following will be notified:

1. Chief, Assistant Chief, Bureau Captains
2. Brief explanations regarding the incident will be made, their input will determine the mobilization.
3. Notification for mobilizations will be done via department computerized notification system. See General Order 24.2.
4. In extreme cases or failure of the department computerized system, notifications will spread as indicated; ranking members will inform their subordinates of any call-ins.
 - a. **Field Services:** on-duty shift commander notifies the Field Captain, the Captain notifies the shift lieutenants, lieutenants notify their shift sergeants; sergeants notify their assigned officers and police reserves if applicable.
 - b. **Investigative Services:** on-duty shift commander notifies the Investigative Captain, the Captain notifies the Bureau Detective Lt., the Detective Lt. notifies all Detectives/Investigators,
 - c. **Administrative Services:** on-duty shift commander notifies the Assistant Chief, the Assistant Chief notifies the Bureau Lieutenant, the Lieutenant notifies the Training Lieutenant and the Records Sergeant, the Sergeant notifies the Court/Traffic Officer and clerical staff (if needed), and the Officer notifies the civilian service employees.
 - d. **Community Services:** on-duty shift commander notifies the Community Captain, the Captain notifies the Bureau Lieutenant, the Lieutenant notifies the Sergeant, Community Engagement/DARE officer, the Sergeant notifies the SRO's, Community Resource Unit Members and other community services officers.
 - e. If a person in the chain is unable to contact the next person, that person is responsible for contacting the following person(s), eg. "A" cannot contact "B" so "A" is then responsible for contacting "C".
5. ERT team notifications will follow their specific call out procedures; this may result in duplication.
6. The shift commander and LEDC supervisor will designate the radio channel to be used by mobilized personnel.
7. The notification message will contain the following:
 - a. Nature of the emergency.
 - b. Location and time to report.
 - c. Uniform to be worn and equipment to report with.
 - d. Phone number to call to confirm the message has been received. The OIC of the incident will assign staff to field phone calls from staff.
8. OIC will assign follow up phone contact for staff that have not called in after the mobilization message has been sent.

B. Alert stages: The on-duty shift commander has the authority to activate a partial or complete mobilization. Stages:

1. ALERT ONE. Mobilize all on-duty personnel.
2. ALERT TWO. Partial mobilizing Field Services personnel accomplished by holdover or calling of a shift.
3. ALERT THREE. Mobilizing ALL Field Services personnel.
4. ALERT FOUR. Mobilizing B-3 and partial mobilization of another Bureau's personnel.
5. ALERT FIVE. Mobilization of all department personnel.

C. Equipment distribution: Issuance is at an assembly area by an assigned supervisor. Check out/in lists used to document issuance/return. For ALERT FIVE, Administrative personnel are primarily responsible for these tasks.

- D. Special task force activation:** The shift commander may activate special operations through contact of key personnel.
- E. Key personnel designations:** Special unit mobilization requests will be as designated in related orders to include:
1. ERT - ERT commander or team leaders.
 2. Investigative Teams - Investigative Services Captain.
 3. Accident Reconstruction - specific officer.
- F. Transportation assignments:** Personnel used for general transportation may be civilian service employees or police reserves. Van/bus services may be used as deemed necessary. Depending on the scope of the event, the OIC may assign a vehicle coordinator to arrange transportation.
- G. Management control measures:** The shift commander is in charge of mobilization; however, initial administrative notification may modify mobilization plans. The reporting in of the highest-ranking officer will assume command as dictated by command protocol.
- H. Rehearsals:** The Assistant Chief or designee will conduct a partial mobilization drill annually. A report detailing the time consumed in the call back and the percent of successful contacts will be routed to the Chief. Drills will be unannounced and at random hours to measure the effectiveness of the system. Drills are telephonic only and do not require personnel to actually report in for duty.
- I. Coordination with emergency management personnel:** The Department will participate in related Emergency Government drills. In the event of any emergency, the Department will coordinate efforts with related emergency response agencies.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.4
TITLE HOSTAGE AND BARRICADED PERSONS		WORD CODE HOSTAGE	TOTAL PAGES 2
	History: Updated 07/07, 04/08, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a plan for hostage/barricaded person situations. It is Department policy to consider life of utmost importance; to enhance prospects of peaceful resolution by communication; to develop/maintain alternatives for resolution; and to make reasonable efforts for the safe release of the hostages.

2. DEFINITIONS

- A. Barricaded Subject:** Person reasonably believed to be a threat to commit serious bodily injury/death to hostages, him / herself officers, or others and who is in a stronghold position.
- B. Hostage:** Any person held by another against his/her will by force or threat of force, expressed or implied.

3. PROCEDURES

A. Notification of tactical and hostage negotiation personnel:

- 1. Responding Officer(s) will not initiate tactical actions other than to protect life/safety of themselves/others.
 - a. Identify the high-risk situation.
 - b. Notify LEDC and request a supervisor.
 - c. Contain/isolate the scene, establish an inner perimeter, maintain contact with the incident scene.
 - d. Gather intelligence, e.g.: suspect, hostage, etc.
- 2. Responding Shift Supervisor: if ERT is needed, notify LEDC/station supervisor of such.
 - a. Establish command post; record personnel assignments and develop a record of events.
 - b. Ensure that perimeters are staffed and secure.
 - c. Ensure that the Chief, Assistant Chief, Bureau Captains, and the ERT OIC are notified.

B. Interaction between tactical and hostage negotiation personnel and responsibilities of each:

- 1. The call-out team will include an ERT OIC, negotiators, entry personnel and sniper/observers, when possible. The ERT OIC is in charge at the command post. The initial purpose of ERT is containment/isolation of the problem; identify, specifically locate, and resolve the problem. Responses are determined through gathered data and are pre-planned/carried out only with OIC approval.
- 2. Negotiator's responsibility is to establish a rapport and voice identification with the suspect and attempt to reach a peaceful remedy. Negotiators will keep the OIC, and tactical personnel informed as to their progress.
- 3. The OIC will coordinate with tactical personnel any offensive that may be required to conclude the incident.

C. Notification of appropriate persons within and outside the agency, such as command officers, dog handlers, or pilots.

- 1. Notifications shall follow guidelines herein and in orders such as the Mobilization order.

D. Communications with other agencies: Personnel may request aid from other agencies; requests for aid will be made from the ERT OIC or initial supervisor prior to ERT arrival.

E. Establishment of inner and outer perimeters:

- 1. Initial officers: establish an inner perimeter, direct others to establish control to/from the area, exclude all but emergency traffic from the area; only uniformed officers in the inner perimeter unless approved by OIC.
- 2. The responding supervisor will ensure that an inner perimeter is staffed/secured; staff an outer perimeter to control pedestrian/vehicular traffic.

F. Evacuation of bystanders and injured persons:

- 1. When possible, members will evacuate people beyond the perimeter. Only police will be in the inner perimeter.

G. Establishment of central command post; chain of command:

1. The responding supervisor will establish a command post in a position of safety with access to phone lines.
2. Personnel reporting to the area will report to the command post or staging area for assignment.
3. The ERT OIC is in charge on arrival at the command post. S/he will make decisions after consulting with the Chief/designee, when possible, as to manpower, negotiations, personnel duties, policy, and use of tactics.

H. Request for ambulance/rescue/fire/surveillance equipment:

1. The responding supervisor will ensure that emergency medical services are available at/near the scene.
2. Requests for special services will be made through the command post by the ERT OIC. Specialized surveillance equipment will be maintained in ERT vehicles. Additional equipment may be requested through other sources e.g., MEG unit, State Patrol, Region SWAT, or Fort McCoy.

I. Authorization for news media access and news media policy:

1. The notification process includes notifying Community Services for extended events, will answer media concerns/issue statements. If the event is under investigation, releases will be minimal and only given by a supervisor or Community Services.
2. Media access is generally denied at the scene however the ERT OIC may authorize such if safety is not breached.
3. The ERT OIC and/or the Community Services PIO will designate a media location to facilitate news briefings and other information needed by the media. When possible, the ERT OIC and the Community Services PIO will consult to determine the best media briefing location.

J. Authorization for use of force and chemical agents:

1. The ERT OIC has authority for granting the use of force and chemical agents. S/he will make decisions after consulting with the Chief or designee whenever possible.
2. Deadly force should be employed only in compliance with use of force orders and then with the permission of the ERT OIC when possible. This does not restrict personnel from using force in the immediate protection of themselves/others under this/other orders.

K. Use of trained negotiation and support staff:

1. ERT negotiation and support staff are volunteers trained in their specialties who maintain a peak level of performance through repetition training on a regular basis.

L. Pursuit/surveillance vehicles and control of travel routes:

1. See pursuit and emergency call orders for these situations.

M. Documentation & After-action report:

1. Responding officers will complete an Incident Report and any required Response to Resistance forms.
2. Members directly involved will complete supplements and any required Response to Resistance forms.
3. An After-Action Report shall be completed as soon as possible for hostage/barricaded subject incidents involving ERT.
 - a. This report is submitted to the ERT OIC who will review the information with the Chief.
 - b. The Chief may require additional follow up or order a Critical Incident Debrief.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.5
TITLE NON-HOSTAGE NON-BARRICADED ERT CALL OUTS		WORD CODE BARRICADED	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the use of ERT personnel for situations such as executing warrants, searches, drug related entries. Investigative Services, MEG Units and related criminal justice agencies require additional manpower to safely conduct or execute searches, warrants, etc.; however, it is not reasonable to impact on-duty shift members with such a task when trained ERT members are available.

2. PROCEDURES

A. Preliminary Investigator/Requester Information Base:

1. Notify the Investigative Services Captain/designee of:
 - a. Investigation and the logistics of the search to be executed.
 - b. Need for additional manpower through ERT.
 - c. The Captain/designee will either approve or deny the request for the ERT.
2. Obtain pertinent warrants in a timely basis.
3. Obtain/prepare location/scene floor plans and related layouts for tentative entry purposes.
4. Gather intelligence on targeted items and/or persons, as well as their possible arrival or presence.

B. Notification of ERT Personnel:

1. Requesting investigator will contact OIC of ERT and the on-duty station supervisor for ERT call out without negotiators and indicate that the above authority has been obtained.
2. The on-duty station supervisor will page the ERT team without negotiators. To minimize shift impact, on-duty ERT members will be activated after the arrival of the ERT OIC/Team Leader.

C. Interaction: Investigator/detective and ERT OIC/Team Leader.

1. The call-out team will include an ERT OIC and entry personnel. The ERT OIC is in charge after the investigator/detective has provided all related information and s/he will remain in charge until the scene/location is secure and safe for searching or other investigative activities.
2. The sequence for OIC responsibility is:
 - a. Investigator/Detective, obtaining warrant and related information.
 - b. ERT OIC/Team Leader, entry planning-entry-scene security.
 - c. Investigator/Detective, processing/gathering evidence, etc. (ERT MAY BE RELIEVED AT THIS TIME)
 - d. ERT OIC/Team Leader, scene disposition and securing the scene on departure/clearance.
 - e. Ensure department reports and/or ERT documentation are completed.

D. All other applicable areas in Order 21.4 will be adhered to.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.6
TITLE BOMB THREAT		WORD CODE BOMB	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a plan for handling a bomb threat. It is Department policy to ensure the safety of members and the public during actual or potential use/presence of explosives.

2. DEFINITIONS

- A. Bomb Threat:** Message warning of/claims presence of bomb(s).
- B. Explosive Device:** A device capable of producing damage, injury or death to property/persons when detonated or ignited; may be classified as incendiary or explosive.

3. PROCEDURES

A. Ascertaining details from the bomb threat caller:

- 1. LEDC will obtain as much data as possible from persons reporting explosives in reference to type, time, place, and regarding the caller such as male/female, age, etc.
- 2. LEDC will trace the call for caller location and will respond accordingly.

B. Notification of appropriate command personnel:

- 1. LCFD will be the initial OIC of the incident.
- 2. LEDC will dispatch the following units:
 - a. Two fire engines, fire squad, Assistant fire chief.
 - b. Police beat officer, street supervisor.
- 3. LEDC will:
 - a. Notify the on-duty shift commander. The shift commander/designee will notify:
 - 1) Chief and Assistant Chief.
 - 2) Bureau Captains: the Investigative Captain may assign personnel as needed; the Field Services Captain will assist with manpower allocation.
 - 3) Mobilization plan when needed. See order 21.3.
 - b. Dispatch units as requested.
 - c. Determine who the building owner/manager is and provide such data to responding units; attempt to notify the building owner/manager if it is closed.
- 4. Responding personnel:
 - a. Report to the command post/staging area for duties.
 - b. Cease use of radios within 1000 feet of the scene.
 - c. Not clear without authorization.

C. Formation of a security perimeter:

- 1. Responding members will secure an inner perimeter.
- 2. CSEs/reserves may be used for traffic control.
- 3. The supervisor may use barricades to control access.

D. Communication procedures: No Radio communications within 1000 feet of the building are allowed. Use of phones/cell phones is on an as need basis.

E. Organization of search teams: The Fire Department will advise the building executive that it is his/her decision whether to have the building searched. S/he will be told that a knowledgeable employee must be with the Fire Department if a search is made. No members may search a building for such a device unless a knowledgeable employee assists the search.

- 1. If a Department canine trained in explosives is available, they maybe used in the search.

F. News media access: Access to the inner perimeter is denied to non-authorized persons for their safety. The on-scene supervisor will give the media their limitations and advise them to contact Community Services or the station. A department PIO may report to the scene.

- G. Notification procedures for bomb disposal personnel:** *LEDC notifies:* Dane County Sheriff's Office will be contacted for further support.
- H. Evacuation policy:** It is the building executive's decision to evacuate the building. Once evacuated, the Fire Department will advise that person when evacuated persons may go back in.
1. If searched without evacuation and a suspected explosive is located, the building will be evacuated.
- I. Coordination with investigators or evidence specialists:**
1. The Fire Department is the primary responding unit.
 - a. The Asst. Fire Chief is OIC until an explosive is located.
 - b. A command post will be established a minimum of 1000' from the building or suspected location.
 - c. Fire personnel will meet with building executives regarding bomb threat procedures.
 - d. If a suspicious device is located, it will be left where located, the area cleared of persons, a phone in a separate area should be used to notify the command post, and an evacuation will occur.
 - e. When a device is located, and the evacuation is done the incident is turned over to LCPD.
 2. Bomb Disposal Team.
 - a. Notification will be made via authorization of the Chief, Assistant Chief, Field Services, or Investigative Services Captain.
 - b. Personnel will cooperate; the supervisor will request all components, drawings, and related data upon the conclusion of the incident.
- J. Reviewed annually:** This order is reviewed annually/jointly with Police and Fire personnel.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 21	ORDER NUMBER 21.7
TITLE ERT EQUIPMENT INSPECTION		WORD CODE INSPECTIONS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes monthly inspection, for operational readiness purposes, of specialized Department equipment designated for use in orders contained within this chapter and/or used for special operations.

2. PROCEDURES

A. ALL specialized equipment, supplies and vehicles used for special operations/ERT, identified within this chapter, shall be inspected for operational readiness, on a monthly basis, by the ERT OIC's designee. The ERT OIC has overall control of such equipment.

1. This includes:

- a. All ERT Vehicles.
- b. Special weapons and ammunition.
- c. ERT shields and protective equipment.
- d. Forms and supplies.
- e. Items designated for storage in any specialized vehicle.

2. The inspection shall ensure:

- a. Vehicles are in good running order with fully operational vehicular equipment.
- b. Vehicles are supplied with required equipment, forms and related supplies.
- c. All specialized weapons are functional and in a state of readiness where required. That the ammunition is readily available and operational.
- d. That all other equipment is in good condition.

B. The designee will prepare checklists for each related vehicle or major equipment to better facilitate the inspection process. ERT designees will train a substitute in how to perform such duties in their absence. Designees and substitutes will be with the approval of the ERT OIC.



Shawn Kudron
Chief of Police

<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 12.19.2023</p>	<p align="center">CHAPTER 21</p>	<p align="center">ORDER NUMBER 21.8</p>
<p>TITLE EMERGENCY OPERATIONS MANUAL</p>		<p align="center">WORD CODE MANUAL</p>	<p align="center">TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 12/19, 12/23</p>		

1. PURPOSE AND SCOPE

This order establishes an Emergency Operations manual for use by command officers and its annual review and updating.

2. PROCEDURES

- A. As designated by this order, the Department's Emergency Operations Manual is actually an accumulation of this chapter and related manuals from various other public agencies and private businesses.
- B. The manuals are maintained on the department's electronic platform and are available for use or reference at any time needed.
- C. All related materials will be reviewed annually at the direction of the Chief with necessary modifications and updates made in accordance with that review.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.9
TITLE MUTUAL AID AGREEMENTS		WORD CODE MUTUAL	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a plan for providing aid to other jurisdictions in unusual situations and special operations pursuant to mutual aid agreements. It is Department policy to respond to requests for mutual aid from other law enforcement agencies see WI ss. 59.28(2), as well as request mutual aid. WI ss. 66.305 and 66.0313 provides that upon the request of a law enforcement agency, personnel may assist the requesting agency within the requesting agency's jurisdiction.

2. PROCEDURES

A. Formal Written Agreements:

1. Pursuant to pertinent state statutes, the Department shall establish formal written agreements amongst other law enforcement agencies. Examples are as provided in General Orders 2.1 with UW-La Crosse as well as other written documentation not contained in the General Orders but mutually agreed upon and reduced to writing.

B. Non-Emergency Requests for Mutual Aid:

1. Non-emergency requests will be directed to the Chief or designee during business hours or to the on-duty shift commander at other times. S/he is responsible for evaluating requests and deciding what resources to assign.
2. If manpower/resources are provided, s/he is responsible for notifying the Chief, pertinent Bureau Captains, and for the assignment of manpower and equipment.

C. Responding to Emergency Requests for Mutual Aid:

1. Requests for providing IMMEDIATE mutual aid during an emergency where there is an imminent threat to life or property is routed to the on-duty shift commander.
2. If LEDC receives a request, immediately notify the shift commander with as much data as possible to include requesting agency, emergency type, personnel/equipment needed, and the location.
3. The shift commander is responsible for evaluating request and assigning personnel/equipment. The shift commander may consider not providing the requested aid if the request means that we are the primary responding officers, or it impairs police service in the City of La Crosse.
4. The shift commander is responsible for:
 - a. Coordinating resources for deployment.
 - b. Determining equipment needed.
 - c. Identifying the staging area and safest route
 - d. Selecting transportation to the area.
 - e. Determining the uniform to be worn.
 - f. Identify the radio frequency to be used.
 - g. If possible, a supervisor will respond with personnel.

D. General Responsibilities:

1. Officers responding will report to the staging area and contact the incident commander.
2. When taking action, personnel will obey directives using weapons/tactics that they are qualified with.
3. Members will inform LEDC of the event status.
4. Personnel will terminate assistance when:
 - a. Relieved by the incident commander.
 - b. Relieved by another authorized person.
 - c. When recalled to the City of La Crosse.
 - d. Inform the commander prior to leaving.

E. Providing Emergency Assistance for County Buildings:

1. The shift commander is responsible for coordinating response to County buildings within the City.
2. The Sheriff is responsible for providing primary security for such buildings within the City.

3. In the event of fire at the jail, personnel respond for traffic/crowd control or to assist with security.
4. The joint ERT responds to incidents that occur in County buildings. Additional personnel are responsible for perimeter security.
5. If the Sheriff requests additional aid, a supervisor shall direct manpower to the problem.

F. Requesting Mutual Aid in the Event of an Emergency:

1. If there is imminent threat to life/property and resources immediately available, either on-duty or through mobilization, are inadequate/not timely, the shift commander may estimate need and direct LEDC to contact specific law enforcement agencies for assistance.
2. The commander will notify the Chief, Asst. Chief and Field Services Captain of mutual aid requests.
3. The following is given to requested agencies via LEDC:
 - a. Incident description.
 - b. Manpower needed.
 - c. Equipment/resources needed.
 - d. Urgency.
 - e. Location of staging area and safest route.
 - f. Tasks to be accomplished.
 - g. Radio frequency to be used.
4. If possible, assisting personnel are used in positions like processing arrestees, prisoner transports, or at detention facilities.

G. Request for Federal and State Law Enforcement Assistance:

1. Some events may require state/federal assistance. If possible, the shift commander will consult with the Chief, Asst. Chief or Bureau Captain. Otherwise, the on-duty shift commander is responsible for approving requests for emergency mutual aid.
2. Federal/state resources include FBI, DEA, ATF, and DCI.
3. The Chief or Asst. Chief may contact the Mayor or Emergency Government Director to request National Guard services. Approval from the Governor or designee is needed for final authorization.

H. Task Forces:

1. This order requires that any task force or other interagency involvement of the Department is affected and governed by a written agreement, which addresses operational objectives and control, participation levels, participant qualifications, and personnel policies. Participating personnel must understand the agreement between agencies as they relate to task force operations.
2. All agreements shall be in writing, signed by the agency heads of all participating agencies and on file with the Chief, Asst. Chief, and all Bureau Directors.
3. If the task force is of a confidential or sensitive nature, it shall be filed only with those personnel that it directly affects. Agreements will not be annexes to this order.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.10
TITLE EMERGENCY RESPONSE TEAM		WORD CODE TACTICAL	TOTAL PAGES 4 with Annex A
	History: Updated 03/03, 08/06, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the organization, responsibilities, and other criteria for the Emergency Response Team (ERT). ERT is maintained for the purpose of assuring that the Department has officers who receive special training in weapons, equipment, and techniques, and who are dedicated to a “team” concept of working in high-risk situations, and in natural/man-made disasters. The primary goal of ERT in any situation in which it is deployed is the safety of citizens and officers alike. It is our policy to view ERT as a critical contingency resource. A significant commitment of time and resources will be made in the form of training, practical experience, and equipment, to ensure that ERT is able to perform their function when called upon.

2. DEFINITIONS

- A. High-Risk Incident:** An incident where circumstances provide evidence of anticipated armed resistance, explosive devices, large-scale civil disturbances or similar life-threatening situations.
- B. ERT Team Leader:** An ERT member selected by the OIC and appointed/approve by the Chief and charged with the oversight of members in a tactical situation. The Chief may designate one or more alternate ERT team leaders.
- C. ERT Team Commander (OIC):** A command rank officer designated by the chief who has overall responsibility for ERT training, staffing and coordination with the Hostage Negotiators and the Command Post.
- D. ERT Team Assistant Commander (Assistant OIC):** A command rank officer or Team Leader with at least 5 years continuous service with the ERT Team. Selected by the OIC and appointed/approved by the Chief. Job responsibilities would include assisting in OIC duties and assuming OIC position when OIC is not present.

3. PROCEDURES

A. Organization and Administration:

- 1. The ERT is a part-time unit consisting of officers specified by the Chief whose membership is an additional duty not related to their regular assignments. The ERT Team Commander shall have general responsibility for the supervision, training, administration, and discipline of the team. The team consists of an OIC, and Assistant OIC, Team Leaders, negotiators, entry personnel and sniper/observers.
 - a. In general, the team will have 2 units, a tactical unit and a negotiations unit.
- 2. When deployed, the ERT OIC is in charge over all police resources at an incident and specialized operations within the City and consults with the Chief/designee, when possible.
- 3. The ERT Team Commander will have responsibility for coordinating ERT training and Hostage Negotiator training.
- 4. The responsibilities of the ERT team leaders may include, but are not limited to: scheduling, planning and conducting training; maintaining/recording training records to be forwarded to the training officer; assuring members are properly uniformed/equipped with specialized equipment provided by the Department; maintaining the ERT vehicle(s) and equipment; maintaining accurate records of individual and team equipment/ammunition; resolving field problems when the team is used; and, keeping the ERT Team Commander informed of items concerning training, equipment, and personnel matters.
- 5. Duties and responsibilities of ERT members are assigned and modified by the Team Leader consistent with current methods learned through experience of tactical problems. It is expected of each member to adapt to whatever function s/he is assigned and function consistent within the team theory.

B. Specialized Equipment: See General Order 1.8.

C. Tactical Training:

- 1. There shall be 96 hours of tactical training and 24 hours of negotiator training each year. These exercises shall be developed/conducted under the supervision of the OIC with the assistance from the Team Leader and/or Training Division. Team training should include simulations, live fire, gas deployments and training with specialized weapons on a regular basis to maintain proficiency of perishable skills. The tactical team shall train with the negotiators at least once per year with a minimum total 8 hours joint training in the year.

2. All training will be documented in accordance with General Order 15.2.

D. Selection of ERT Team Members:

1. Assignment to ERT is voluntary; vacancies are posted; officers will apply to become members in writing.
2. Initial screening of ERT applicants shall be accomplished by the OIC's and Team Leaders. Selection recommendations are forwarded in writing to the Chief who will make the final decision on appointments to the team.
3. Selection of team members is based on, but not limited to:
 - a. Supervisory evaluations of the officer's prior field assignments.
 - b. Officer's ability to solve problems, adapt to change, and quickly follow instructions while involved in stressful situations.
 - c. Ability to work well with other members of the team.
 - d. Demonstrated level of fitness, agility and firearms skills.
 - e. Ability to remain calm and exercise good judgment under stress.
 - f. Maturity level and his/her ability to endure stress and long periods of waiting without reacting negatively.
 - g. Removal from ERT is at the sole discretion of the Chief, who relies on recommendations of the Team Leaders and Team Commander.

E. Duties and Responsibilities of ERT Team Members:

1. It is required that officers assigned to ERT respond to the designated location when they are notified of a call up.
2. Strict adherence to the Team Leader's commands and orders is required while the team is operational.
3. Calmness, professionalism, and adherence to the team concept must be maintained during ERT deployments and training sessions.
4. Due to the sensitivity and potential danger to officers/citizens involved in a high-risk incident, it is imperative that ERT officers maintain peak physical and emotional stability.
5. All team members must participate in team training. Requests to be excused from scheduled ERT training sessions must be approved by the Team Commander.
6. All team members must maintain issued specialized equipment in a serviceable condition and report any damage/loss to the OIC as soon as it becomes known. Personnel in high-risk situations are required to wear protective vests during the event.
7. All specialized ERT equipment issued to a member must be promptly returned to the OIC upon separation from the team.

F. ERT Tactical Deployment:

1. ERT should be deployed when the following circumstances exist or there is a reasonable basis to believe it will soon be encountered:
 - a. Any "high-risk" incident, i.e., circumstances where it can be reasonably anticipated that police officers will encounter armed resistance, barricaded subjects, explosives, vicious animals, or similar hazards.
 - b. Any hostage situation (See General Order 21.4).
 - c. Execution of a search/arrest warrant where there is indication that high-risk circumstances could exist.
 - d. Any other situations where a specially trained team of officers would be beneficial (i.e., roadblocks, area searches, special security, etc.).
2. Responding Shift Supervisor will determine the need for the ERT and make the necessary contacts and notifications initialize deployment. See Order 21.4 for notification procedure.
 - a. The initial responding supervisor will ensure inner and outer perimeter security is established, along with a command post location.
3. The ERT OIC will determine if to deploy the ERT, what members/units of the team required for the incident and the method of deployment (directly to the scene, a staging area, city hall, etc.).
4. Upon arrival at a scene, the ERT OIC is in charge and consults with the Chief/designee, when possible.
5. The ERT OIC will coordinate with shift supervisory staff to ensure adequate staffing for the incident and any additional notifications that are required to be made.

A. Report Required:

1. After every ERT deployment, the Team Leader will prepare a special report detailing: circumstances giving rise to the deployment; the nature of the deployment with names/assignments of responding members; initial actions taken, and general strategy employed. This report also gives the final disposition of the deployment; and includes observations/recommendations, which would benefit future deployments. This reporting is in addition to any other reports, which may be filed in the incident. All members will also

complete a brief report utilizing the ERT call out form. Copies of this report are submitted to the Team Commander.

B. Special Guidelines:

1. The deployment of ERT should be done in such a way as to provide for containment of the problem with a minimum amount of force and maximum protection for the public and police personnel.
2. Use of force, including deadly force, by ERT is permitted under the same circumstances as for any other police officer. However, an incident in which ERT is deployed often requires the evaluation of complex circumstances which may require the strategic use of force to resolve the problem and prevent further injury/death. This evaluation and ultimate decision is the responsibility of the Chief. Therefore, the use of force by ERT is limited to clearly defensive actions unless otherwise authorized by the Chief or designee. In the absence of the Chief, this responsibility falls to the succession of command.
3. All ERT deployments should be conducted consistent with established policy/procedure in regard to the establishment and operation of command post and hostage negotiation practices.
4. Unless specific instructions have been given by higher competent authority, the ERT OIC shall make all deployment decisions including assignment, equipment and tactical planning.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Sharepoint Drive:

**EMERGENCY RESPONSE TEAM (ERT) SELECTION PROCESS
LA CROSSE POLICE DEPARTMENT**

ERT TACTICAL TEAM MEMBERSHIP

1. VACANCY ON ERT
 - A. POSTING OF ERT VACANCY ANNOUNCEMENT.
 - B. CANDIDATES SUBMIT LETTER REQUESTING CONSIDERATION.
2. PHYSICAL TEST.
 - A. 80% MINIMUM QUALIFICATION SCORE
3. DAAT TACTICAL TEST.
 - A. DAAT SKILL BASIC COMPETENCY.
4. HANDGUN AND RIFLE QUALIFICATION.
 - A. MUST SHOW PROFICIENCY WITH HANDGUN AND RIFLE.
5. ORAL INTERVIEW BY ERT BOARD.
 - A. PASS AND SELECTED.
 - B. PASS AND NOT SELECTED AT THIS TIME.
 - C. FAIL
6. ERT OIC AND CHIEF REVIEW AND APPROVAL PROCESS.
7. COMPLETION OF BASIC SWAT TRAINING.

NEGOTIATOR QUALIFICATIONS

1. VACANCY FOR HOSTAGE NEGOTIATOR.
 - A. POSTING OF ERT VACANCY ANNOUNCEMENT.
 - B. CANDIDATES SUBMIT LETTER REQUESTING CONSIDERATION.
2. ORAL INTERVIEW BY ERT BOARD.
 - A. PASS AND SELECTED.
 - B. PASS AND NOT SELECTED AT THIS TIME.
 - C. FAIL
3. ERT OIC AND CHIEF REVIEW AND APPROVAL PROCESS.
4. COMPLETION OF HOSTAGE NEGOTIATOR TRAINING.

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.11
TITLE BOAT PATROL (Water Safety Patrol Unit)		WORD CODE BOAT	TOTAL PAGES 6 with Annex A
	History: Updated 04/14, 11/15, 11/16, 04/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a procedure relative to the use of the Department’s Patrol Boat as a supplemental patrol vehicle and the personnel, equipment and responsibilities as directed by the Field Services Bureau.

2. DEFINITIONS

- A. Deputy Conservation Wardens - WI SS. 29.941:** All law enforcement officers are deputy conservation wardens and shall assist the department and its wardens in the enforcement of this chapter whenever notice of a violation is given to them by the department or its wardens.
- B. Enforcement Powers - 30.79 (3):** Officers patrolling the waters as part of a water safety patrol unit may stop and board any boat for the purpose of enforcing ss. 30.50 to 30.80 or any rules promulgated or ordinances enacted under ss. 30.50 to 30.80 and for conducting search and rescue operations, if the officers have reasonable cause to believe there is a violation of the sections, rules or ordinances or the stopping and boarding of any boat is essential to conduct a search and rescue operation.
- C. Jurisdiction - 30.79(4):** Officers patrolling the waters as part of the water safety patrol unit shall have the powers of sheriff in enforcing ss. 30.50 to 30.80, or rules promulgated, or ordinances enacted under ss. 30.50 to 30.80 and in conducting search and rescue operations, on any of the waters so defined, whether or not the waters are within the jurisdiction of the local governmental unit for other purposes.

3. PROCEDURES

A. Authorization:

- 1. Geographic Boundaries:
 - a. Enforcement action will be limited to the confines of the City of La Crosse.
 - b. Officers may, on occasion, operate outside of the confines of the City of La Crosse if it is for the purpose of becoming familiar/oriented to the surrounding area so as to allow officers to respond to future mutual-aid requests in a safer, more efficient manner.
 - c. Officers may assist with immediate requests for mutual aid from other agencies, if approved by the shift commander or when dispatched by LEDC in accordance with the Joint Powers Agreement.
- 2. The Special Operations Officer shall be designated as the Boat Operations Coordinator.
 - a. Such assignment shall be in addition to other duties as assigned.
 - b. The Boat Operations Coordinator shall ensure that the boat, trailer, boat slip and boat lift is properly maintained and shall inspect the related equipment on a monthly basis to ensure operational readiness. Documentation of monthly inspections shall be forwarded to the attention of the Boat Operations Supervisor. Monthly inspections may be suspended when the boat is in storage during the off-season.
 - c. The Boat Operations Coordinator shall obtain all necessary equipment and supplies required for operations per standard operating procedure.
 - d. The Boat Operations Coordinator in conjunction with the Director of Training shall ensure that all operators receive appropriate training and/or orientation in Boat Operations.
 - e. Assist the Boat Operations Supervisor in scheduling routine use and operations.
 - f. Complete monthly and annual reporting requirements for the WI DNR, and as directed.
- 3. The Boat Operations Supervisor will be a supervisor appointed by the Chief of Police. The duties of the Boat Operations Supervisor will include, but not limited to:
 - a. Oversight and supervision of all boating operations for the Department.
 - b. Ensuring that all boat operators meet all proper training requirements.
 - c. Making recommendations for equipment procurement and supplies.
 - d. Ensure all DNR annual and monthly reporting requirements are completed.
 - e. Work with shift and bureau supervisors to ensure adequate boat patrol coverage.
 - f. Attend monthly harbor commission meetings, as necessary.
 - g. Attend boating enforcement meetings around the State, as necessary.

B. Authorized Personnel and Training:

1. Boat Operators – Personnel authorized to operate the Department’s Patrol Boat will be trained and designated as a “Boat Operator”. Boat Operators will receive at a minimum the following training:
 - a. Basic Boaters Safety Certificate.
 - b. Wisconsin Boating Laws Training.
 - c. Minimum Two (2) hours of Department Boat Field Training/Orientation.
 - d. Basic Water Survival training.
 - e. Additional specialized training as determined by the Department.
2. Boat Assistants – Department Authorized Personnel to assist with boat operations but not authorized to drive the patrol boat on a solo assignment will be trained as a “Boat Assistant”. Boat Assistants need not be sworn officers; however non-sworn personnel hours are not reimbursed by the DNR. Boat Assistants will receive at a minimum the following training:
 - a. Basic Boaters Safety Certificate.
 - b. Familiarization with boat operations, equipment and laws.
 - c. Basic Water Survival training.

C. Equipment:

1. The Department boat shall be equipped with the appropriate emergency equipment including siren, emergency lighting, basic first aid supplies, fire extinguisher and all required boating safety equipment for legal operation.
 - a. The boat shall be equipped with Coast Guard approved type II/III personal flotation devices for the maximum allowed person capacity.
 - b. Personal flotation devices shall be worn.
2. Boats shall be equipped with the appropriate running lights.
3. Body Worn Cameras (BWC) shall be worn and used on the patrol boat in accordance with General order 18.13.

D. Maintenance and Inspections:

1. All Boat Operators shall inspect the boat and trailer (if applicable) prior to the start and end of their tour of duty. Inspections shall include:
 - a. Trailer equipment including:
 - 1) Turn signals, brake lights, and running lights.
 - 2) Trailer tires including any apparent defect or signs of wear.
 - 3) Proper attachment of all boat restraint devices to trailer.
 - 4) Hitch and safety chains.
 - b. Any undocumented damage to the boat.
 - c. Any signs of tampering with the boat.
 - d. Boat Equipment including:

1)Emergency lights and siren.	8)Motor and Propeller.
2)Radio(s).	9)Running Lights.
3)Trolling Motor.	10) GPS/Depth Finder.
4)Gas level.	11) Computer Equipment.
5)Drain plug.	12) Water Rescue Equipment.
6)Flotation devices.	13) All other assigned equipment on the
7)Anchors and line.	Patrol Boat Checklist (Annex A)
2. Mechanical problems, damage or defects shall be reported to the Supervisor and Coordinator and documented on the Patrol Boat Checklist (Annex B). In the event that a mechanical problem arises that would compromise operator safety, the boat shall not be placed in service. If the patrol boat is damaged during operation, immediately notify the shift commander, and complete a department memorandum detailing the incident along with a work order.

E. Operation:

1. Any use of the boat requires the prior approval of the Boat Operations Supervisor or other proper supervisory authority. Supervisors may authorize use in emergency response situations.
2. Boat Operators shall operate the boat with due regard for the safety of the community and the operator/passengers at all times. The river system contains many underwater hazards and has the ability to constantly change. Familiarity with wing dams, rock piles, logs and stumps are necessary for safe operation. When entering unknown and non-charted/marked waters precautions should be taken for the safety of the operators and department equipment.
3. Boat Operators shall be visible and prompt to respond to observed boating violations and complaints.

4. Boat Operators shall monitor the Police Main Channel and Emergency Marine Radio Channels to assist boaters with requests for service.
5. Boat Operators shall activate all emergency equipment as appropriate.
6. Boat Operators shall comply with all regulations as prescribed in Wisconsin Statute Chapter 30 relative to boat operations.
7. Use of the boat is contingent upon prevailing weather conditions.
8. Uniforms for boat patrol assignment shall be consistent with General Order 10.5. Officers may also be assigned as "plain clothes" or "undercover" but will maintain professional appearance.
9. In the event that a custodial arrest is made on the water, officers shall ensure that the prisoner is transported wearing a properly fitted and properly worn personal flotation device. Officers shall also ensure that the prisoner is appropriately restrained and handcuffed to the rear.
10. Officers transporting a prisoner shall operate with due regard for the safety of the prisoner.
11. Standard communications procedure shall apply to all boat operations including reporting in and out of service and the reporting of all enforcement contacts.
12. Assigned Patrols will complete the Patrol Boat Checklist and Enforcement Patrol Daily Log for every boat deployment, as well as any written reports or incident reports as appropriate (see Annex A).
13. Officers will submit required documentation to the Boat Operations Supervisor within 3 days of the deployment.

F. Personal Flotation Devices (PFD's):

1. The La Crosse Police Department's general requirement is that PFD's be worn at all times while on duty on the water.
2. PFDs shall be zipped up and any safety straps are fastened.
3. PFD's are REQUIRED to be worn in the following circumstances:
 - a. When operating in or on any Police Boat on the water.
 - b. When working on a moored/anchored boat.
 - c. When possible, on any emergency run in a watercraft.
 - d. While engaged in rescue and / or line tending operations.
 - e. By any prisoner who is being transported in a Police Patrol Boat.
 - f. Whenever directed by a supervisor.
4. PFD's are recommended to be worn in the following circumstances:
 - a. When working near the water from shore or a pier.
 - b. When working on boats secured to piers.
 - c. When working in an undercover/plainclothes capacity.
5. When a PFD is not required to be worn, it shall be kept on the boat and will be readily accessible.
6. Care and Maintenance:
 - a. When not in use, PFD's shall be properly stored in the compartments in the patrol boat.
 - b. If wet, a PFD shall be hung on a hanger to dry.
 - c. Any defects in zippers or straps, or any tears or damage to a PFD will be reported to the Boat Operations Coordinator and the PFD will be taken out of service.
 - d. If dirty, PFD's should only be hand washed with a mild soap and then hung on a hanger to dry.
 - e. If deployed, the CO2 fired PFD will be taken out of service and turned over to the Boat Operations Coordinator to be re-armed. CO2 fired PFD's, once fired, do not count as legal PFD's until such time as they can be inspected and re-armed.
 - f. All PFD's shall be inspected by the Boat Operations Coordinator on an annual basis.

G. Enforcement:

1. Boat Operators will be responsible for public safety on the waterways and the enforcement of state and local boating laws/ordinances, as well as all other law and ordinances. Officers should be familiar with WI State Statute Chapter 30, which covers all boating laws, as well as La Crosse Ordinances specific to boating and public waters.
2. Stopping a boat – Boat Operators should ensure that care is taken when stopping a suspected boat violation. Regard should be taken for both boats. The Boat Operator should ensure that protective fenders are properly mounted so as to protect the boat from damage and deployed upon approach. The Boat Operator should request that the boat being stopped cease operation and allow the patrol boat to make the approach/contact to avoid unwanted contact between the vessels.
3. Primary levels of enforcement shall include:
 - a. Operating a boat while intoxicated.
 - b. Negligent and unsafe boat operations.
 - c. Alcohol and drug violations.
 - d. Personal Flotation Device (PFD) Violations.

- e. Navigation Rules.
 - f. Improper lighting equipment.
4. Deputy Conservation Warden Authority – In accordance with Chapter 29 of the Wisconsin State Statute, law enforcement officers hold the power of Deputy Conservation Wardens. Officers will assist WI DNR Conservation Wardens when available and upon their request.
 5. Boating Crashes - Officers responding to serious boating crashes involving death, injuries, or commercial vessels will:
 - a. Assume command of the scene until properly relieved.
 - b. Take steps to preserve life and provide medical care to the injured to the officer's level of training.
 - c. Take steps to secure and protect the scene and any potential evidence in accordance with the Boat Accident Investigation Guide (Annex A).
 - d. Request the assistance and expertise of the WI DNR for guidance and instruction.
 6. Operating while intoxicated processing:
 - a. Subjects suspected of operating a boat while intoxicated will be processed in accordance with the officer's training and experience and the Boating Under the Influence Guide (Annex A).
 - b. For suspected OWI boating violations, legal blood will be the Department's primary test.
 - c. The arresting officer may turn over the suspect to another officer for transportation to a medical facility for the blood draw and release to a responsible party. The arresting officer will be responsible for reporting, citations, and other paperwork.
 - d. If two officers are in the patrol boat, one officer may process the suspect intoxicated operator, while the other officer resumes boat patrol duties.

H. Transporting Persons:

1. Citizens who are being transported on a Patrol Boat shall be required to wear a PFD. They shall also remain seated while underway.
2. Prisoners being transported onboard shall be required to wear a PFD and will remain seated.
3. Prisoners shall be searched for weapons and contraband and handcuffed to the rear for officer safety, while onboard the boat.

I. Reporting Requirements (See Annex A):

1. An INTENT TO PATROL Form (DNR form 8700-059) must be filed with the DNR for boating aid on or before March 1 of each patrol year. The Boat Operations Supervisor will ensure this is completed.
2. An ENFORCEMENT PATROL DAILY LOG (DNR form 8700-089) is completed for each day of boat patrol and/or boat training. The Enforcement Patrol Daily Logs are submitted to the Boat Operations Supervisor within 3 days after each event. The Boat Operations Supervisor will review for activity and accuracy and forward to the Boat Operations Coordinator for the monthly reports.
3. An ENFORCEMENT PATROL MONTHLY REPORT (DNR form 8700-090) is prepared and filed with the DNR on or before the 10th day of the following month by the Boat Operations Coordinator using the information from the daily log reports. The Boat Operations Supervisor will approve the monthly reports. Claims for the month will be denied if the report is late. The monthly report includes the salaries of the officers assigned to patrol.
4. Claim forms for boating aid must be filed by January 31 of the year following the claim period. The Boat Operations Coordinator will complete the forms which will be reviewed and approved by the Boat Operations Supervisor.

J. Unusual Occurrences:

1. Towing of Boats - The Boat Patrol may be requested/required to tow disabled/prisoner's boats to safety. A tow should only be made from the water to shore, not from a secure point on shore to another point on shore. It is often better to tow a disabled boat to a public boat landing and arrange for transportation for the operator to be taken to their car and trailer, than to take the Patrol Boat out of service for a lengthy tow. All boat tows will be included on the Enforcement Patrol Daily Log Form 8700-089, but not included in patrol time.
2. All tows are to be done via the 3-point system. One end of the line to a rear cleat on the Patrol Boat, the line threaded through the bow eye of the towed boat and connected to the other rear cleat of the Patrol Boat. This system places minimal strain on the Patrol Boat cleats, as well as allows the towed boat to track behind the Patrol Boat.
3. Prisoners should be asked to identify any valuables they wish to secure before leaving the prisoners boat in a secure location.
4. Drowning Investigations: Refer to General Order 18.11 River Mishaps for details.

K. Fueling the Patrol Boat:

1. In cases when the patrol boat is trailered, Department personnel will utilize the selected vendor to fill the Patrol Boat.
2. The Boat Operations Coordinator will ensure that the Patrol Boat is fueled and ready for service at times when the Patrol Boat is stored on the water at the Department's boat slip.
3. The Police Department has accounts for fueling on the water with selected vendors and should be utilized only when necessary.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

Bridges Portal La Crosse Police Department Squad Dashboard

Forms - Logs and Templates > Boat Patrol (Forms and Resources)

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Name	Modified	Modified By
Cheat Sheets and Guides	November 7, 2019	Churchill, Stephanie
DNR Forms	November 7, 2019	Churchill, Stephanie
2019 Boating Bond Book	November 7, 2019	Churchill, Stephanie
Boat Houses Aerial - 2013 Final	November 7, 2019	Churchill, Stephanie
Patrol Boat Checklist	November 7, 2019	Churchill, Stephanie
SFST Performance Report	November 7, 2019	Churchill, Stephanie
SFST TriFold Report	November 7, 2019	Churchill, Stephanie
Water Patrol Contact List	November 7, 2019	Churchill, Stephanie
WI Boat Regulations Handbook	November 7, 2019	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 21	ORDER NUMBER 21.12
TITLE SEGWAY DEPLOYMENT AND OPERATIONS		WORD CODE SEGWAY	TOTAL PAGES 2
	History: Updated 08/15, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedure and responsibilities for the safe and efficient utilization of La Crosse Police Department Segway's. It is the policy of the La Crosse Police Department that Segway's will be deployed for specific assignments, Directed Patrol, to provide high visibility patrol for deterring violations of law and to promote positive interaction with the general public and members of the community.

2. DEFINITIONS

- A. Segway:** A self-balancing, two-non-tandem-wheeled device that is designed to transport only one person and powered by an electric propulsion system.
- B. Operator:** Any member of the Department, regardless of rank, assigned, trained and certified to operate a Department owned Segway.
- C. Department approved training:** The LCPD Segway Basic Operator's Course.
- D. Directed Patrol:** Working in a specific area with unique concerns and/or specific assignments.
- E. General Patrol:** Working in an assigned Patrol Beat/Sector and taking calls for service.

3. PROCEDURES

- A. Operator Selection** - In order to be selected as a Segway operator, the candidate shall:
 - 1. Apply to be a Segway Operator.
 - 2. Not have a history of injuries which may be aggravated by Segway duty, especially back or knee injuries should be taken into consideration as well as driving records for on-duty traffic accidents.
 - 3. Satisfactory complete the Department approved Segway Basic Operator's Course.
- B. Training:**
 - 1. Prior to operating any Department owned Segway, the operator shall successfully complete the Department's approved training for the operation of this vehicle.
 - 2. Training will be facilitated by the Department's assigned Segway trainer(s) and records will be maintained by the Director of Training.
 - 3. Additional training will be required as needed to ensure conformance to current training standards.
- C. Safety Equipment and Uniforms:**
 - 1. Operators are required to wear a Department approved helmet with the chinstrap securely fastened.
 - 2. Operators shall not wear sunglasses during periods of darkness.
 - 3. Class B Duty Uniform, Bike Patrol Uniform or Plain Clothes may be worn depending on assignment/duty.
 - 4. Operators are not to use a cellular telephone while actively driving a Segway vehicle unless a situation arises where the need to communicate is essential for public safety.
- D. Segway Constraints/Prohibited Activities:**

Due to state law and basic safety considerations, the following limitations shall be strictly enforced for Segway's:

 - 1. Speed limits and motor vehicle laws shall be obeyed.
 - 2. Operating speed for the Segway is reasonable and prudent dependent on assignment and circumstances.
 - 3. When responding to any emergency, caution shall be exercised, and traffic laws of the State of Wisconsin shall be obeyed.
 - 4. Segway's shall be operated at all times in a safe manner, having due regard for safety of persons and property.
- E. In circumstances that require the member to conduct traffic stops:**
 - 1. The operator should conduct the stop in the same safe manner as a walking unit.
 - 2. The operator should avoid utilizing Police Segway's as emergency vehicles to perform traffic stops or engage in pursuits.

3. The operator shall assess the location of the stop and dismount as soon as practical, to affect contact with the driver.
4. If in traffic or the stop is in an area with heavy vehicular traffic, the operator should request a squad with emergency lighting.

F. Accident and Maintenance Procedures:

1. When an operator is involved in an accident or the Segway is damaged or the operator is injured as part of the Segway operation, operators shall follow standard procedures for reporting accidents/damage involving City-owned vehicles to include immediate reporting to the On-Duty Shift Commander and/or immediate supervisor.
2. All maintenance that may be required shall be reported to the Shift Supervisor, documented on the LCPD Equipment Repair Form and coordinated by the Special Operations Officer in accordance with established procedures.
3. Assigned Segway Instructor with oversight by the Special Operations Officer shall be responsible for completing a Semi-Annual Inspection Sheet for assigned equipment.

G. Operation, Inspection and Equipment Accountability:

1. Prior to operating any Segway, the operator shall conduct a thorough inspection of the vehicle to ensure that all necessary equipment and lights are present and functioning. Immediately report any damage or malfunctioning equipment to the Shift Supervisor. Segway's will be numbered as 1 and 2 for identification.
2. Any Police Segway that is malfunctioning will not be placed into service until the issue is resolved.
3. Operators shall document their use of an assigned Segway using the Squad Inspection Form.
4. The Police Segway is equipped with a High Visibility Lighting Device and an Audible Warning Device which are only intended to be utilized to safely and effectively light the member's path and audibly announce a police presence.
5. Operators should keep both hands on the handlebar except to operate the radio or when giving hand signals. When dismounting, operators shall activate the internal security system and secure the info key.
6. Exercise caution when operating a portable radio.
7. Operators shall bring the Segway to a halt in a safe location, out of the flow of traffic, to use the radio. Only under exigent circumstances will an operator utilize a portable radio while in motion.
8. Operators are not permitted to transport a second rider.
9. Smoking is strictly prohibited while operating the Segway.
10. Segway's are not toys and are not to be ridden as such (i.e.: to perform a trick, stunt or any unauthorized activity).
11. Segway's are not to be operated by any person(s) other than authorized (trained) Department members.
12. Operation indoors requires acute attention to the physical constraints of the structure and pedestrian activity. Caution shall be used when operating a Segway in heavy crowd conditions.
13. Segway's should not be used as a crowd control device.
14. Segway's should not be utilized in structures under construction where debris or other items on the ground could pose a threat to the safety of the operator.
15. The On-Duty Supervisor may request or deny the use of Segway's as they deem appropriate.
16. Segway operation at night (hours of darkness) will require proper lighting to include a headlamp and a red light or reflector unless the assignment or circumstances require stealth. Operator safety is always the predominant consideration.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT		DATE STAMPED 12.19.2023	CHAPTER 21	ORDER NUMBER 21.13
TITLE Unmanned Aircraft Systems (UAS)			WORD CODE DRONE	TOTAL PAGES 3
		History: New		

1. PURPOSE AND SCOPE

This order establishes guidelines for the Unmanned Aircraft System (UAS), to include the use, deployment operations, training, flight documentation and retention of data.

2. DEFINITIONS

- A. Unmanned Aircraft System (UAS):** A powered, aerial vehicle that carries or is equipped with a device that, in analog, digital, or other form, gathers, records, or transmits a sound or image, that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, and can fly autonomously or be piloted remotely WI State Statute 175.55.
- B. Federal Aviation Administration (FAA):** is the agency of the United State Department of Transportation responsible for the regulation and oversight of civil aviation within the U.S. as well as operation and development of the National Airspace System. Its primary mission is to ensure safety to civil aviation.
- C. UAS Coordinator:** A department member who is appointed by the Chief of Police and is responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices.
- D. UAS Operator:** A department member who has completed the department training and been approved by the UAS Coordinator to operate the department’s UAS.
- E. Visual Observer:** A department member that is trained and assigned the responsibility of assisting the UAS operator during deployment of the UAS.
- F. Lost Link:** A loss of command-and-control with the UAS. The UAS Operator is no longer able to control the UAS and as a result of the control loss, the UAS is not operating in a predictable or planned manner.
- G. FAA Certificate of Waiver or Authorization (COA):** Authorization issued by the FAA to a public operator for a specific UA Activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. A COA can be granted to an operator or organization for specific type of UAS activity. If issued to a department, this allows for self-certifying operators within the organization to operate a UAS.
- H. FAA Part 107 Remote Pilot Certificate:** The certificate from the FAA certifying a person has demonstrated they understand the regulations, operating requirements and procedures for safety flying a UAS. If the department has been issued a COA, an operator is not required to obtain this certificate.

3. PROCEDURES

A. The UAS shall only be used under the following circumstances.

- 1.To assist in search and rescue operations.
- 2.To provide aerial documentation of crime scenes.
- 3.To provide aerial surveillance of damage caused by natural or manmade events.
- 4.To provide visual perspective to department personnel to aid in managing public safety operations.
- 5.To provide aerial, visual support, including images, of public safety operations as requested.
- 6.To provide aerial images in areas considered hazardous for human life, i.e., Hazmat incidents.
- 7.To assist with Special Events and to provide department personnel with aerial assessments of crowd situations, i.e.: to aid in identifying safety concerns.
- 8.To provide support for tactical operations.
- 9.For training, testing, evaluation, demonstration, or maintenance purposes.
- 10. Other circumstances as approved by the Chief of Police or his/her designee.

B. The UAS shall not be used under the following circumstances.

- 1.To conduct random surveillance activities that would violate any protectable privacy interest.
- 2.To target any person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.
- 3.To harass, intimidate, or discriminate against any individual or group.
- 4.To conduct any personal business or any type.

C. Training

1. All personnel authorized to act as a UAS Operator member shall receive appropriate training as directed and developed by the UAS Coordinator. That training, shall at a minimum, meet the requirements set forth by the FAA, and may be periodically adjusted to reflect operational needs and the latest safety information.
2. All Department members will be trained by the UAS Coordinator on being a visual observer to assist in deployments as needed.

D. Operations

1. UAS Coordinator.

- a. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance of UAS operators with FAA Part 107 Remote Pilot Certificate.
- b. Ensuring all authorized operators and required observers have completed all required FAA and LCPD approved training in the operation, applicable laws, policies, and procedures regarding the use of the UAS.
- c. Coordinating the completion of the FAA Emergency Operation Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- d. Overseeing the selection, training, and maintaining the current list of UAS Operators.
- e. Manage requests to deploy the UAS under the provisions of this policy.
- f. Ensure routine UAS inspections, maintenance and record keeping protocols to continue airworthiness of the UAS and overseeing procurement of UAS equipment.
- g. Conduct audits of flight logs semiannually.
- h. Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- i. Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- j. Developing a protocol for fully documenting all missions.
- k. Developing protocols that ensure retention and purge periods are maintained in accordance with established LCPD records retention schedules.

2. UAS Operator.

- a. UAS Operators shall have completed the department's UAS training and been approved by the UAS Coordinator before operating the department's UAS.
- b. UAS Operators shall operate a UAS within the guidelines of the FAA.
- c. It is the responsibility of each UAS Operator to be familiar with and operate within the guidelines of this policy.
- d. Any UAS Operators can approve or deny the deployment of the UAS, dependent on the circumstances, and/or safety concerns of each request.

3. Visual Observer.

- a. A Visual Observer is responsible for assisting the UAS Coordinator or operator during UAS deployments by maintaining contact with the UAS operator.
- b. A Visual Observer shall be required for all UAS deployments and always be in close proximity to the UAS Operator. Additional Visual Observers may be assigned as necessary to assist with and maintain a visual line of sight with the UAS.
- c. If the deployment becomes a hazard to staff or the community or other aircraft, the visual observer shall immediately notify the UAS Operator.
- d. If during the deployment the Visual Observer notices a malfunction with the UAS, they shall immediately notify the UAS operator.

3. UAS Deployment.

- a. Request for deployment of the department UAS shall be made to any on-duty Shift Commander and UAS Operator. If there are no on-duty UAS Operators at the time, requests will be made through the on-duty shift commander who will contact the UAS Coordinator or his/her designee for approval to deploy the UAS.
- b. Each request shall be evaluated to determine whether to conduct a UAS flight.
- c. All UAS deployments will be consistent with this policy unless otherwise approved by the Chief or his designee.
- d. Only a UAS operator is allowed to deploy the UAS.

- e. When practical and staffing allows, UAS Operators and Visual Observers should be relieved and/or take a break after one hour to prevent exhaustion.
- f. Any damage incurred to the UAS during a deployment shall be reported to the UAS Coordinator as soon as practicable.

E. Privacy

1. The use of the UAS shall involve privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transport images or any location where a person would have reasonable expectation of privacy; Wi State Statute 175.55.
2. Operators and Observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include deactivating or turning imaging devices away from such areas or person during UAS operations.
3. When gathering evidence or information for a criminal investigation, the UAS Operator will work with the ISB Captain or designee for a search warrant as needed.

F. Retention, Data Collection and Dissemination

1. Any data collected through a UAS deployment, including still and motion images, shall be stored and retained in accordance with the La Crosse Police Department's policies. Copies or files may also be saved for training purposes.
2. The UAS Coordinator is responsible for overseeing retention and data collection with the department UAS are within department policy.
3. Requests for UAS data collected shall follow the department's Open Record's policy.

G. Other Circumstances

1. A UAS may be deployed pursuant a mutual-aid request with the approval of the Chief of Police or his/her designee. The deployment for mutual-aid requests will be in accordance with this policy.
2. If a crash occurs, department members shall follow FAA guide for reporting and shall complete a memorandum, submitted to the UAS Coordinator and the Assistant Chief.
3. Any UAS deployment that will operate over airport property, shall require the La Crosse Airport Director or Air Traffic Control Manager be contacted and the FAA Request for expedited SGI Waiver or Authorization for UAS Operation shall be completed and approved prior to deployment.
 - a. This shall be completed by the UAS Operator of the deployment.
 - b. The UAS Operator shall contact Air Traffic Control immediately before deployment and after the UAS deployment ends.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.8.2023	22	22.1
TITLE CRIMINAL INTELLIGENCE		WORD CODE CRIM INTEL	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the Investigative Services criminal intelligence function and procedures to ensure the legality and integrity of its operations. While establishing criminal intelligence files, Investigative Services will reference WI ss. 19.35, Access to Records, and 905.09 which states in part "...has a privilege to refuse to disclose investigatory files, reports and returns for law enforcement purposes to the extent available by law..."

2. PROCEDURES

A. Administration:

1. Information collected is limited to criminal conduct and relates to activities that present a threat to the community.
 - a. Personnel obtaining, through any means, information that is of an intelligence nature shall submit an email titled "Confidential Criminal Information" and forward it to the Investigative Services Captain.
 - 1) This email should not be copied out to general staff unless the information of criminality is imminent or has public safety implications.
 - b. The Investigative Captain/designee will review information and disseminate, as s/he deems needed for investigative or patrol purposes.
 - c. Captain/designee will ensure "Confidential Criminal Information" is stored appropriately and complies with relevant law and Department directives (see section B).
2. Descriptions/examples of the types or quality of information that is included as criminal intelligence:
 - a. Illegal drug manufacture, sale, use, transport.
 - b. Gang activity.
 - c. Crimes to be committed in the future.
 - d. Crimes with suspect information committed in the past.
 - e. Crimes currently under investigation.
 - f. Illegal gambling activities.
 - g. Prostitution.
 - h. Any other information related to criminal conduct.
 - i. The quality of the gathered data is based on its source and other substantiating information or evidence.
3. Method of Purging Out-of-Date/Incorrect Information. Any gathered data found to be out-of-date or incorrect will be purged from intelligence files by the Bureau Captain/designee.
4. Utilizing Intelligence Personnel and Techniques.
 - a. During the course of investigative or routine assignment personnel may be assigned for the purpose of gathering intelligence data. Such data is confidential and may not be placed in the regular reporting system. Such data will be routed to the Investigative Captain.
 - b. Techniques for gathering such information shall be in accordance with law, written directives, and right to privacy acts and related constitutional rights.

B. Safeguards:

1. Intelligence information is distributed only on a need-to-know basis and in conformity to applicable open records laws.
2. Such data will be maintained in manual and/or computerized files by Investigative Services. Access to such files must receive prior permission from the Investigative Captain or designee in his/her absence. Computerized files are restricted by personal access codes for personnel approved by the Captain.


 Shawn Kudron
 Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 23	ORDER NUMBER 23.1
TITLE COMPLAINTS AGAINST MEMBERS / DEPARTMENT & INTERNAL AFFAIRS		WORD CODE INTERNAL	TOTAL PAGES 8 with Annex A
	History: Updated 03/03, 05/08, 01/14, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the professional standards function of the La Crosse Police Department and creates a system of internal review for all complaints made against department practices and personnel. It is the policy of the La Crosse Police Department that the integrity of the department and its employees be maintained through an internal system of investigation and review founded on objectivity, fairness, and justice. This process shall be invoked for all complaints against the department or its employees.

The Department encourages citizens to bring forward legitimate grievances regarding the conduct of employees. It will respect the citizen’s right to make these complaints with anonymity, to the extent allowed by law. The Department also recognizes that deliberately false accusations are occasionally made against the agency or its employees. Nevertheless, each accusation will be considered for investigative purposes to protect the integrity of the agency and its employees and to install public confidence in the agency. The Department will also advise complainants of the WI State Statute 946.22 which prohibits persons from making false complaints regarding the conduct of a law enforcement officer.

2. DEFINITIONS

- A. Personnel Complaint:** A complaint regarding the practices or personnel of the La Crosse Police Department. Personnel complaints will generally be categorized as procedural, minor, or serious complaints.
- B. Procedural Complaint:** A complaint based on actions, (rather than the conduct, behavior, or demeanor of an employee) that, if performed properly, are acceptable according to legal guidelines and/or department policy; e.g., complaints over towing vehicles, parking enforcement, traffic enforcement, etc.
- C. Minor Complaint:** An infraction/complaint based primarily on the conduct of the officer identified in the complaint and alleging a deliberate or neglectful, though minor, violation of a department policy, rule or regulation. Examples of minor misconduct include rudeness, verbal indiscretion, minor traffic infractions, failure to follow standard operating procedures, failure to properly document police activity, attendance problems, etc. Another determinant of minor misconduct is that the alleged action, if sustained, would most likely result in disciplinary action ranging from verbal counseling to a suspension.
- D. Serious Complaint:** An Infraction/complaint based primarily on the conduct of the officer(s) identified in the complaint and alleging a deliberate or neglectful, serious misconduct or violation of a department policy, procedure, rule or regulation, or public law. Examples of serious misconduct include, but are not limited to the following:
 - 1. Dereliction of duty.
 - 2. Inappropriate or excessive force.
 - 3. Breach of civil rights.
 - 4. Exhibition of bias or harassment.
 - 5. Untruthfulness under oath, during an investigation, in a police report or about official matters.
 - 6. Insubordination.
 - 7. Abuse of position, authority, or access to confidential information.
 - 8. Unbecoming conduct.
 - 9. Repeated acts of minor misconduct.
 - 10. Commission of a felony or misdemeanor.
 - 11. Corruption.
 - 12. Solicitation of gifts or gratuities.
 - 13. Failure to report others who commit serious misconduct.

Another determinant of serious complaint is that the alleged action, if sustained, could result in disciplinary action to include suspension, dismissal, and/or criminal charges.
- E. Preliminary Investigation:** A fact-finding process designed to assist the receiving supervisor in determining whether a complaint should be categorized as procedural, minor, or serious misconduct.
- F. Supervisor Informal Inquiry (SI):** A meeting between first line supervisory personnel and an employee who has become the subject of a complaint for the purpose of mediating the complaint and/or discussing the facts

and determine the truth regarding the complaint in addition to determining whether a formal investigation should be initiated. Informal inquiries do not require the reading of Administrative Rights, nor the Notice to Employee of Internal Investigation and Appearance for Interview.

G. Internal Investigation: A formal investigation of an employee who has become the subject of a serious misconduct complaint.

H. Criminal Investigation: The process of investigation into alleged acts of misconduct that, if sustained, may be the basis for filing criminal charges.

3. PROCEDURES

A. Professional Standards Function:

1. The professional standards function of the La Crosse Police Department is designed to ensure the integrity of the organization through an internal system of investigation and review of complaints regarding department practices or personnel.
2. The professional standards function shall emanate from the Office of the Chief and shall be administered by the Assistant Chief of Police.
3. The Assistant Chief shall coordinate/assign the internal investigation of serious misconduct by department employees, review supervisory inquiries into procedural and minor misconduct complaints, and maintain records of all complaints against the department and its employees.

B. Authority and Responsibility Regarding Professional Standards:

1. Individual Responsibility
 - a. Each employee shall fully cooperate with any person (authorized by the Chief or their designee) conducting an inquiry or investigation regarding the practices or personnel of the department.
 - b. No employee may, in any way, interfere with the official investigation of any personnel complaint.
 - c. Any employee who becomes aware of behavior constituting a procedural infraction, minor misconduct, or serious misconduct shall immediately report the matter to a supervisor. Supervisory personnel shall proceed as directed under Section 2, below.
 - d. Any employee who has or is believed to have knowledge of circumstances surrounding a procedural, minor misconduct, or serious misconduct complaint shall submit a written report on the matter upon request by any person conducting an authorized inquiry or investigation.
2. Supervisor Responsibility
 - a. When a supervisor becomes aware of behavior constituting a complaint, he or she shall immediately conduct a preliminary investigation into the matter.
 - b. In some cases, a complaint is based on a misunderstanding of accepted law enforcement practices or the duties of the officer. When possible, supervisors are authorized to informally resolve these complaints at the time the report is made. If the complainant is not satisfied with such a resolution, the supervisors shall proceed with the complaint process. The process of informally resolving and documenting complaints on a Summary Complaint Control Form requires the careful exercise of discretion by supervisors.
 - c. Upon completion of a preliminary investigation, the initiating supervisor should categorize the complaint as procedural, minor, or serious.
 - d. Procedural and minor complaints will be addressed using the Chain-of-Command. These types of complaints may be addressed through either Supervisor Informal Inquiry or Internal Investigation. The Internal Investigation option shall be pursued if it appears that the allegations, if sustained, could result in discipline greater than a letter of reprimand.
 - e. Serious Complaints require immediate notification of the Assistant Chief prior to initiating any further action. The Assistant Chief will brief the Chief of Police. Upon reviewing the complaint, the Assistant Chief shall assign the internal investigation to a supervisor. The Assistant Chief shall oversee completion of the investigation.
 - f. Supervisors shall complete thorough investigations whenever required to do so as part of a Supervisor Informal Inquiry or Internal Investigation.
 - g. Supervisors shall maintain the confidentiality and security of all records generated while carrying out the professional standards function of the department.
3. Assistant Chief:
 - a. Assistant Chief shall register every complaint regarding department practices and personnel. The register will be kept by the Assistant Chief and numbered sequentially starting with the year then the complaint number (e.g., 2014-1).
 - b. The Assistant Chief shall coordinate the internal investigation of serious complaints by department employees, review and evaluate the Supervisor Informal Inquiry into procedural and minor misconduct complaints and maintain records of all complaints against the department and its employees.

- c. The Assistant Chief shall apprise the Chief of Police of the existence, progress, and final outcome of each supervisor inquiry and internal investigation conducted within the department.
- 4. Chief of Police:
 - a. The Chief of Police shall review completed internal investigations and recommendations for disciplinary action and determine the final disposition of the investigation.
 - b. Nothing in this policy diminishes the authority of the Chief of Police to order suspensions, terminate temporary or probationary employees, or to file charges with the Police and Fire Commission, regardless of recommendations made by subordinates.

C. Personnel Complaint Process:

1. Personnel complaints may originate from any source, including citizens, other public officials, or department personnel.
2. All personnel complaints will be courteously received. Persons wishing to file complaints in writing will be provided with the Complaint Against Member (Department) form (Annex A). Supervisors receiving complaints will document such on a Summary Complaint Control Form (Annex A). This shall include complaints received anonymously, as well as those reported by persons not directly associated with the matter from which the complaint arose. See 3-B-2-b for informally resolved complaints.
3. A personnel complaint may be accepted by any employee. Non-supervisory personnel shall forward the information to an on-duty supervisor as soon as possible.
4. The supervisor receiving the complaint shall first try to determine the supervisor assigned to the employee of whom the complaint is lodged against. If the employee works a different shift an attempt to refer the complainant to the appropriate supervisor should be made to ensure the most efficient handling of the complaint. Please also refer to 3-B-2-b. If the complainant still wishes to file the complaint immediately, the supervisor will take the initial complaint, and provide the complainant with a copy of the Complaint Against Member (Department) form.
5. Upon receipt of the citizen complaint, a supervisor shall initiate a preliminary investigation into the matter and prepare a Summary Complaint Control Form documenting his or her findings. If the complaint is directed at an employee outside the receiving supervisor's chain of command, the Summary Complaint Control Form will be forwarded to the Assistant Chief, who will assign the complaint to the involved employee's immediate supervisor to conduct the preliminary investigation. The preliminary investigation may include such steps as:
 - a. Interviewing the complainant, reporting person, or witnesses
 - b. Collecting written statements
 - c. Reviewing documents or audio/visual tapes
 - d. Observing injuries or physical evidence supporting the allegation
 - e. Take any action that may be immediately required.
6. Upon completion of the preliminary investigation, the supervisor will try to determine if the complaint is procedural, minor, or serious. The supervisor shall also reference the complaint to the appropriate rule, regulation, policy, procedure, or public law alleged to have been violated. The Assistant Chief will review preliminary investigations to ensure complaints are accurately categorized.
 - a. If the preliminary investigation determines that the matter involves a procedural or minor complaint, the receiving supervisor shall document the details of the preliminary investigation and may initiate a supervisor inquiry. Procedural and minor complaints will be addressed using the chain-of-command. These types of complaints may be addressed through either Supervisor Informal Inquiry or internal investigation. The internal investigation option shall be pursued if it appears that the allegations, if sustained, could result in discipline greater than a letter of reprimand.
 - b. If the matter involves serious misconduct, the receiving supervisor shall immediately notify the Assistant Chief, who may initiate/assign an internal/criminal investigation.
 - c. If a personnel complaint is classified as "serious" the investigating supervisor should request a sworn attestation and notarization from the citizen lodging the complaint against a member. Procedural and minor complaints do not require the form to be completed. This process can be completed at any point in the investigation. See Annex A – Complaint Against Member (Formal – Notary) Form.
7. Complaints made against the Assistant Chief will be referred directly to the Chief of Police. Complaints against the Chief of Police will be referred to the Mayor or Police and Fire Commission.
8. In cases where complaints are filed against arresting officers, the investigation may be suspended, at the direction of the Chief, until after the court proceedings are completed.
9. When allegations of insubordination or disrespectful behavior towards a supervisor, the Assistant Chief may designate someone other than the directly involved supervisor. In other instances when there appears to be an interpersonal conflict, the Assistant Chief may designate a non-involved supervisor to conduct the investigation. The intent of this is to reinforce the atmosphere of fairness and objectivity.

D. Supervisor Informal Inquiry:

1. The Supervisor Informal Inquiry (SII) shall be used to examine procedural or allegations of minor complaints. The purpose behind the SII is to identify the facts and determine the truth regarding the complaint.
2. The facts obtained in an SII may either exonerate the employee or provide an opportunity to correct performance deficiencies. The outcome could form the basis for disciplinary action.
3. The SII process may involve mediation of the complaint with the citizen or reporting party but will always involve an interview with the identified employee. When conducting an SII, the employee is not compelled to answer questions, no administrative rights are necessary and no Notice to Employee of Internal Investigation and Appearance for Interview is needed.
4. Prior to interviewing an employee regarding his or her involvement in a procedural or minor complaint, the inquiring supervisor shall advise the employee of the nature of the allegation and that it is his or her intent to resolve the matter through an SII. The employee shall be permitted to have representation if he or she desires. If the employee is not willing to informally discuss the incident, the supervisor may order the employee to provide an intra-department memorandum on the incident.
5. If, at any point during an SII, it appears as though the allegation being investigated might rise to the level of serious misconduct, the inquiry shall be suspended, and the Assistant Chief shall be contacted to discuss the initiation of an internal investigation.
6. An SII into a personnel complaint should generally be concluded within 30 days of its receipt. In the event the process will take more than 30 days, the assigned supervisor shall provide the Assistant Chief with a status report and will continue to do so at 15-day intervals, thereafter.
7. Upon conclusion of an SII, the investigating supervisor shall take the following action:
 - a. In consultation with the Assistant Chief, make a determination regarding the final disposition of the complaint.
 - b. Notify the employee of the final disposition of the complaint.
 - c. Notify the complainant of the final disposition.
 - d. Take any appropriate corrective action.
 - e. Forward all completed reports to the Assistant Chief of Police documenting 7-a through d.

E. Internal Investigation:

1. The internal investigation process shall be used to investigate allegations of serious complaints / misconduct.
2. It is only during an Internal Investigation that the Notice to Employee of Internal Investigation and Appearance for Interview form is used. A 48-hour notice is suggested unless there are extenuating circumstances.
3. The facts obtained in an internal investigation may exonerate the employee, provide an opportunity to correct performance deficiencies, or form the basis for disciplinary action.
4. Upon determining through preliminary investigation that a personnel complaint involves an allegation of serious misconduct, the initiating supervisor shall immediately notify the Assistant Chief of Police. This notification shall occur as soon as practical.
5. Upon notification of a personnel complaint alleging serious misconduct, the Assistant Chief shall register the complaint, initiate an internal investigation, or assign a supervisor as an investigator and notify the Chief of Police that an internal investigation has been initiated. The Assistant Chief will keep the Chief apprised at the below listed intervals or sooner.
6. Once assigned, the investigating supervisor shall conduct a thorough investigation, documenting the investigative activity on an Internal Investigative Report (Annex A), and provide status updates to the Assistant Chief every ten business days until completion. Every effort shall be made to complete the investigation within 30 days. The Assistant Chief may grant extensions to the 30-day requirement.
7. In the event an internal investigation will take more than 30 days to complete, the assigned supervisor shall provide the complainant with a status report, and will continue to do so at 15-day intervals, thereafter.
8. During the course of the internal investigation, the investigating supervisor shall ensure that the confidentiality and security of all information and records generated is maintained.
9. Upon conclusion of an internal investigation, the investigating supervisor shall forward the Internal Investigative Report and a completed Internal Investigation Disposition Report (Annex A) for review to the Assistant Chief. When the Assistant Chief deems the investigation complete, he or she will submit the investigation to the Chief.
10. The final disposition of the investigation shall be determined by the Chief. Following a decision by the Chief, the Assistant Chief shall ensure the complainant and employee are advised in writing of the final outcome of the internal investigation.

F. Criminal Investigations:

1. During the review of a preliminary investigation, the Assistant Chief shall consider the need for a criminal investigation. In the event a criminal investigation is deemed appropriate, the Chief will determine whether the matter will be investigated by the Assistant Chief/designee or an outside investigative agency.
2. During the course of a criminal investigation the Assistant Chief shall provide regular status reports to the Chief.
3. The Assistant Chief shall ensure that liaison is maintained with the district attorney's office in investigations involving alleged criminal conduct on the part of an employee.
4. If a criminal investigation is initiated at any point following a review of a preliminary investigation alleging serious misconduct or the initiation of an internal investigation, all matters related to the internal investigation may, at the discretion of the Chief/Asst. Chief, be suspended pending the outcome of the criminal investigation.
5. In the event that the employee misconduct is thought to be criminal in nature and it is determined that a concurrent internal investigation will be conducted the Assistant Chief will ensure that separate internal and criminal investigations are conducted by separate investigators. Information obtained by the internal investigators will not be shared with the criminal investigators.

G. Rights and Responsibilities of an Employee under Internal Investigation:

1. When an employee is notified that he or she is the subject of an internal investigation, the employee shall be provided a written notice of the allegations and his or her rights and responsibilities relative to the investigation utilizing the Notice of Investigation and Appearance for Interview form. (Annex A)
2. No Miranda rights are required for Administrative Investigations.
3. The employee has no Sixth Amendment right to counsel, as the process is administrative rather than criminal in nature. The employee may request a union representative, or a representative of their choice be present during the interview.
4. All answers/information given by the employee under investigation will be considered voluntary unless they are formally ordered to truthfully and completely answer questions. See 3-G-5 & 6.
5. During an internal investigation, an employee may be compelled to answer questions directly related to his or her official duties. All questions asked of the employee under investigation that are specifically related to employment must be fully and truthfully answered. Answers received in such a manner may not be used in a criminal proceeding involving the employee. Refusal to answer may result in disciplinary action.
6. Prior to any compelled questioning, the employee shall be read or provided the opportunity to read the "Internal Investigation Administrative Rights/Warning" (Annex A).
7. At the request of an employee under investigation, he or she may have a representative of his or her choice present during any interview.
8. In a situation where an internal investigation has been suspended in lieu of a criminal investigation, the employee shall be afforded rights consistent with a standard criminal investigation.
 - a. The investigating supervisor shall advise the employee of his or her Miranda rights when appropriate.
 - b. The investigating supervisor shall advise the employee that if he or she asserts his or her rights not to answer questions, no adverse administrative action will be taken based upon the refusal.
 - c. If the employee decides to answer questions after being advised of his or her Miranda rights, the responses may be used in both criminal and administrative proceedings.

H. Investigative Tools and Resources:

1. Polygraph Procedures
 - a. All personnel shall be required to submit to a polygraph examination when ordered to do so by the Chief of Police and when the examination is specifically directed and narrowly related to a particular internal investigation being conducted by the department in accordance with § 111.37 (5)(a), Wis. Stats.
 - b. When a personnel complaint being investigated originates with a citizen, employees shall not be required to submit to a polygraph unless the complainant first participates in a like examination.
 - c. No employee shall be compelled to submit to a polygraph examination if, at any time, the investigator determines the investigation is likely to result in criminal charges being brought against the employee under investigation.
2. Medical and Laboratory Examination
 - a. In accordance with all contractual agreements, a supervisor may, based on his/her reasonable suspicion, require a department employee to submit to a test for alcohol or drug use while on duty.
 - b. When ordered by the Chief of Police, employees shall be required to submit to any additional medical and laboratory examinations that are specifically directed and narrowly related to an internal investigation of the employee's performance or fitness for duty.

- c. Whenever an employee is ordered by the Chief of Police to undergo a medical or laboratory examination as a condition of his or her employment, the examination will be provided at no cost to the employee.
 - d. If, at any time, it is determined that the investigation is likely to result in criminal charges being brought against the employee under investigation, the assigned supervisor shall confer with the Assistant Chief who may confer with the District Attorney and/or the Chief's legal counsel before proceeding under this section.
3. Photograph and Lineup Identification Procedures
 - a. When ordered by the Chief of Police, an employee shall submit to being photographed for the purpose of creating a photo array when one is needed to identify an employee accused of misconduct.
 - b. When ordered by the Chief of Police, an employee shall be required to participate in a line up for the purpose of identifying an employee accused of misconduct.
 - c. If, at any time, it is determined that the investigation is likely to result in criminal charges being brought against the employee under investigation, the supervisor shall confer with the Assistant Chief who may confer with the District Attorney and/or the Chief's legal counsel before proceeding under this section.
 4. Financial Disclosure Statements
 - a. When ordered by the Chief of Police, an employee shall be required to make financial disclosure statements when such statements are directly and narrowly related to an internal investigation.
 - b. If, at any time, it is determined that the investigation is likely to result in criminal charges being brought against the employee under investigation, the supervisor shall confer with the Assistant Chief who may confer with the District Attorney and/or the Chief's legal counsel before proceeding under this section.

I. Duty Status of Employee under Investigation:

1. Release from duty
 - a. If the alleged misconduct is of a serious nature, or the employee does not appear fit to continue performing official duties, the supervisor shall immediately confer with the Assistant Chief about placing the employee on administrative leave with pay and provide the employee with instructions for reporting to the department. The Assistant Chief will confer with the Chief of Police. The Chief of Police may assign the employee under investigation to administrative duties pending the conclusion of the internal investigation.
 - b. When placed on administrative leave, the supervisor shall:
 - 1) Provide the employee with a copy of "Rules While on Administrative Leave". (Annex A)
 - 2) Take possession of the employee's department issued equipment.
2. Administrative leave with pay may continue pending the outcome of an investigation.

J. Personnel Complaint Adjudication (Dispositions):

1. Completed inquiries and internal investigations shall be classified using the following guidelines:
 - a. Unfounded: Investigation indicates that the allegations are false.
 - b. Not Sustained: Insufficient evidence to either prove or disprove the allegations.
 - c. Sustained: The allegations are supported by sufficient evidence to conclude they are true.
 - d. Exonerated: Investigation indicates that the incident occurred, but was justified, lawful, and proper under the circumstances.
 - e. Policy Failure: The investigation reveals that the allegations are true; however, the employee was acting in accordance with established department policy.
2. A conclusion of fact shall support the final complaint classification.
3. No records of complaints that resulted in the findings of Unfounded, Exonerated, Not Sustained or Policy Failure will be maintained in an employee's personal file. Such complaints will be maintained in a Department archived file and maintained by the Assistant Chief.

K. Appeal Procedures:

1. Employees wishing to appeal the outcome of any supervisor inquiry or internal investigation shall do so according to the grievance procedure established in the City of La Crosse Handbook, unless the employee is a member of a collective bargaining unit that has agreed with the City on an alternate grievance procedure and/or via statutory procedures as specified in ss. 62.13.
2. Citizens who wish to appeal the finding of an internal investigation may file the complaint directly with the Police and Fire Commission by contacting the secretary of the Police and Fire Commission through the City of La Crosse Human Resources Department.

L. Professional Standards Records / Release of Information:

1. Each personnel complaint will be registered with a unique Complaint Registry Number (CRN) provided by the Assistant Chief and documented on the proper forms/reports. See 3-B-3-a.
2. Personnel complaints that result in an internal investigation will be assigned an additional unique identifier having an "I" following the assigned CRN (e.g., 2014-1I) to permit separate tracking and filing of all information related to the internal investigation.
3. During the course of a supervisor inquiry or internal investigation the department or its members will not identify any employee under investigation. Upon conclusion of a supervisor inquiry or internal investigation, the department will not release the identity of an employee named in a personnel complaint without cause.
4. The Assistant Chief shall ensure confidentiality by maintaining a secure file of all personnel complaints.
5. Once a final disposition is provided for a complaint, the Assistant Chief will forward all the founded/sustained complaints to the City's Human Resources Department for filing in the employee's personnel file. A cover sheet of the investigation will be filed with the Chief's office.
6. Complaints with a finding other than founded/sustained will be filed in the Assistant Chief's office to be held and later disposed of in compliance with the City's record retention policy.
7. By March 1st of each year the Assistant Chief shall complete an annual review of complaints from the previous year in an attempt to determine any patterns or tendencies and notify the Chief of Police of any findings.
8. The Police Department will not maintain a separate personnel file. The City's Human Resources Department is holder of all personnel files.
 - a. All requests for information or open records requests pertaining to an employee's personnel file shall be referred the City's Human Resources Department.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

The screenshot shows the Bridges Portal interface for the La Crosse Police Department. The page title is "Forms - Logs and Templates" and the sub-page is "Internal Investigation Forms". The interface includes a navigation menu on the left with options like "Home", "Recent", "LCPD Internal Announcements", "Police Links", and "Report Forms". The main content area displays a list of documents with columns for "Name", "Modified", and "Modified By".

Name	Modified	Modified By
1 SUPERVISOR - COMPLAINTS FLOW CHART 01.28.2014	November 7, 2019	Churchill, Stephanie
COMPLAINT AGAINST MEMBER (DEPT) FORM 01.28.2014	November 7, 2019	Churchill, Stephanie
COMPLAINT AGAINST MEMBER (FORMAL - NOTARY) FORM 01.28.2014	November 7, 2019	Churchill, Stephanie
INTERNAL INVESTIGATION ADMINISTRATIVE RIGHTS - WARNING 01.28.2014	November 7, 2019	Churchill, Stephanie
INTERNAL INVESTIGATION DISPOSITION REPORT 01.28.2014	November 7, 2019	Churchill, Stephanie
INTERNAL INVESTIGATIVE REPORT 01.28.2014	November 7, 2019	Churchill, Stephanie
NOTICE OF INVESTIGATION AND APPEARANCE FOR INTERVIEW 10.29.2014	November 7, 2019	Churchill, Stephanie
RULES WHILE ON ADMIN LEAVE 01.28.2015	November 7, 2019	Churchill, Stephanie
RULES WHILE ON ADMIN SUSPENSION 01.28.2015	November 7, 2019	Churchill, Stephanie
SUMMARY COMPLAINT CONTROL FORM 12.13.2016	November 7, 2019	Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 24	ORDER NUMBER 24.1
TITLE PUBLIC INFORMATION AND COMMUNITY RELATIONS		WORD CODE MEDIA	TOTAL PAGES 2
	History: Updated 03/03, 08/07, 09/12, 11/15, 12/19, 07/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes the Professional Standards/Community Services Bureau (PS/CSB) as being responsible for public information and community relations. It is Department policy that consideration is given to the possible effects that may result when untimely data is released that may put a person in jeopardy or compromise the case. The authority/accountability for developing/coordinating such function is assigned to the PS/CSB Captain.

2. PROCEDURES

A. General

1. Information being released to the public on behalf of the agency is coordinated through the PS/CSB and done at the discretion of the Chief.
2. Regular media requests or inquiries are referred to the PS/CSB.
3. Social media postings on behalf of the Department are coordinated by the PS/CSB with procedures/content governed by General Order 24.4.
4. Any information being released to the public must be in the interest of the Department with special consideration given to:
 - a. how releasing the information may affect an open investigation or police operations;
 - b. if there are any confidentiality concerns.
 - c. if it involves a personnel matter or affects an employee.
 - d. if the information involves other city departments.
 - e. if the information involves a joint/multi-jurisdictional investigation with other law enforcement agencies.

B. Assisting news personnel in covering news stories at the scene of incidents:

1. Depending on the scope and seriousness of an incident, the PS/CSB may assign an on-duty Public Information Officer (PIO) as a liaison to the media and conduct briefings/interviews at the scene
 - a. In the absence of an assigned Public Information Officer (PIO), the ranking supervisor or designee may release facts giving regard to on-going investigations or incidents. Special consideration needs to be given in the areas of next of kin notification, and right to privacy laws.
 - b. If information is provided by staff to media outlets, the supervisor or OIC of the incident is responsible to inform PS/CSB of the information provided.
2. Access of media representatives, including photographers:
 - a. Scenes of fires/disasters/catastrophic events. Safety guidelines often require the establishment of perimeter lines, not to be crossed by anyone unless directly approved by the scene commander.
 - b. Perimeters of crime scenes access require scene commander approval.
 - c. If a PS/CSB PIO is present, they will coordinate with the scene commander for an appropriate media assembly area and where to conduct news briefings if applicable.
3. If there is a need for a PIO when there is no PS/CSB staff working, the OIC or shift supervisor will follow the PS/CSB after hours protocol.

C. Preparing and distributing agency news releases

1. PS/CSB is responsible for drafting and disseminating news releases on behalf of the agency
 - a. For incidents that require a news release after hours, the incident OIC or shift supervisor will follow the PS/CSB after hours protocol.
2. News releases shall be disseminated using the departmental approved programs/outlets.
3. PS/CSB shall confer with the Investigative Bureau and/or the Chief on what information is available for public release.
 - a. Any member completing a news release shall take into consideration if other notifications need to be completed prior to making the information public (death notification, other members of the department, etc.)
 - b. Incidents involving multiple agencies may require coordination amongst the agencies prior to a release being made public.

4. PS/CSB will act as a liaison with the media for questions, releases and statements. As a general rule, the member who drafted the news release should be the point of contact for interviews or clarification.
5. Members drafting a news release shall make every attempt to have the release proof read by another member for both accuracy and grammar.

D. News conferences

1. Arranging news conferences will be the responsibility of the Professional Standards/Community Services Bureau with the Chief being the primary spokesperson unless designated to another member.
2. Only used for large scale events, investigations or major departmental news.
3. For large scale events when an Emergency Operation Center is activated, all public information will be coordinated through a Joint Information Center.

E. Records Request

1. The Records Division is responsible for fielding open records request and ensuring the department is complying with all applicable laws for information released as part of a request. See General Order 29.1.
2. The PS/CSB may act as a liaison with media outlets in their open records requests and questions associated with the information being released.

F. Ultimate Authority

1. The Chief of Police has the over-riding authority to speak on behalf of the agency at any time, provide information to the public or designate others to provide information outside the parameters of this policy.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 24	ORDER NUMBER 24.2
TITLE COMMUNITY MESSAGING SYSTEM		WORD CODE CMS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for using the Community Messaging System both within the Department as well as by other City or Criminal Justice agencies. It is the Department's policy to provide immediate information to the community within a timely fashion as long as such release is within State and Federal guidelines and does not infringe on the right to privacy of our citizens.

2. PROCEDURES

A. Software Security:

1. The system software allows for limiting access to designated users. Designated users are only the System Administrators and their designees. Designees may be non-Department members such as the notification system provider's employees.
2. If the notification system is a jointly used software among city departments or other entities or jurisdictions, Departmental notification lists, call groups, personnel data shall only be accessible by Department users.

B. Operational Guidelines:

1. Specific guidelines are in user guides maintained in the Professional Standards/Community Services Bureau and will be made available to authorized users.
2. System Administrators for the Community Messaging System are designated by the Professional Standards/Community Services Bureau Captain or designee.
3. Authorized users are determined by the Professional Standards/Community Services Bureau Captain or designee.
4. All messages to be sent to the general community or special citizen groupings should be completed by the Professional Standards/Community Services Bureau staff. All messages shall be proofread and reviewed to ensure that the points wishing to be made are easily understood.
5. Messaging for internal department purposes may be sent by department authorized users. Messages for re-occurring purposes should use a standardize message (i.e., ERT call outs, overtime transports, etc.).
6. If an emergency message is sent to the general public by members outside of the PS/CSB, the information sent shall be forwarded to the PS/CSB staff.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 24	ORDER NUMBER 24.3
TITLE WISCONSIN CRIME ALERT NETWORK (WI-CAN)		WORD CODE WI-CAN	TOTAL PAGES 1
	History: Updated 10/04, 10/10, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes an efficient manner by which La Crosse Police can notify and/or share information in cases involving Robberies, Scams, and other related suspicious circumstances through the Wisconsin Crime Alert Network. It is the policy of this Department to provide timely information to the public, financial institutions, and other law enforcement agencies to help in the prevention of crimes/scams.

2. DEFINITIONS

A. Wisconsin Crime Alert Network (WI-CAN) – state run website that allows local, state, federal, and tribal law enforcement agencies to send out crime alert bulletins to businesses and the public targeting recipients based upon type of business and location.

3. PROCEDURES

A. INTERNAL USE:

1. The following staff will have access to post information to the WI-CAN:
 - a. All Investigative Bureau Staff
 - b. At least one member of the Professional Standards/Community Services Bureau (PS/CSB)
 - c. All shift supervisors
2. It is recommended that the WI-CAN is used for:
 - a. Missing person information (AMBER, SILVER, GREEN alerts).
 - b. Crimes of specific interest (Bank Robbery info for financial institutions, Crimes against religious groups, etc.)
3. Information that may be posted include, but not limited to:
 - a. Identifying/Locating a crime suspect
 - b. Information about scams and crime prevention
 - c. Finding stolen property
 - d. Information on pattern criminal activity
4. The WI-CAN is not a substitute for other methods of public notification such as media releases, social media, or the public notification system.

B. External Use:

1. The Professional Standards/Community Services Bureau is responsible to promote the public use of the WI-CAN system.
 - a. The PS/CSB should provide WI-CAN information to local banks and financial institutions at least once every 2 years.
 - b. The PS/CSB should provide WI-CAN information to local places of worship as needed.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT		DATE STAMPED 02.24.2023	CHAPTER 24	ORDER NUMBER 24.4
TITLE DEPARTMENT SOCIAL MEDIA			WORD CODE SOCIAL	TOTAL PAGES 2
		History: Created 08/18, 07/22, 02/23		

1. PURPOSE AND SCOPE

The Department endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this Department's position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge.

Social media provides a valuable means of assisting the Department and its personnel in meeting community outreach, problem-solving, investigations, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The Department also recognizes the role that these tools play in the personal lives of some Department personnel. The personal use of social media can have bearing on Departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Department personnel.

2. DEFINITIONS

- A. Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."
- B. Page:** The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.
- C. Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- D. Profile:** Information that a user provides about himself or herself on a social networking site.
- E. Social Media:** A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo- and video-sharing sites, wikis, blogs, and news sites.
- F. Social Networks:** Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- G. Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- H. Web 2.0:** The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
- I. Wiki:** Web page(s) that can be edited collaboratively.

3. PROCEDURE

A. Department Sanctioned Presence:

1. All Department social media sites or pages shall be approved by the Chief of Police..
2. Where possible, each Department social media page shall clearly identify the page's association with the Department and display Department contact information.
3. Where possible, the page(s) should link to the Department's official website.
4. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
5. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
6. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Department.
7. Pages shall clearly indicate that posted comments will be monitored and that the Department reserves the right to remove obscenities, off-topic comments, and personal attacks.
8. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

B. Potential Uses:

1. Provide general Department news, major case information or information on significant arrests.
2. Investigative tool when soliciting/seeking evidence, information or locating individuals.
3. Community outreach, crime prevention messaging and public engagement.
4. Time-sensitive notifications and emergency information.
5. General public notifications and information.
6. Recruitment for employment.
7. Use of covert profiles to conduct investigations and gather information.
8. Review social media content associated with potential Department applicants.

C. General Posting Guidelines: Department personnel representing the Department via social media outlets shall:

1. Conduct themselves as representatives of the Department and, accordingly, adhere to all Department standards of conduct and observe conventionally accepted protocols and proper decorum.
2. Whenever possible, have a second department member read/review any material to be posted for accuracy.
3. Not make statements about the guilt or innocence of any suspect or arrestee.
4. Not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
5. Coordinate with Investigative personnel when posting in regards to an active/open investigation.
6. Not conduct political activities or private business.
7. Not use personally owned devices to manage the Department's social media activities or in the course of official duties unless authorized.
8. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.
9. Receive approval from their Bureau Captain to create a fake social media profile to be used for investigative purposes.
 - a. Officers creating a fake profile shall conform with all Department policies with the information posted under that profile, even though the fake profile may not display any affiliation with the Department.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.1
TITLE TRAFFIC LAW ENFORCEMENT		WORD CODE TRAFFIC ENF	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to ensure uniform traffic law enforcement. The goal is to provide uniformity that assists members and satisfies uniform enforcement expectations. It is Department policy that officers enforce laws in a manner to achieve voluntary compliance. Traffic enforcement is all sworn uniformed members' responsibility. Enforcement will be in accordance with traffic laws/regulations and take into account the degree/severity of the violation. Personnel will conduct themselves in a courteous manner.

2. PROCEDURES

A. Traffic Enforcement Activities:

1. Officers will take enforcement action when they have probable cause that a law/regulation has been violated. Officers should initiate traffic activities; high visibility is the greatest deterrent to traffic violations.
2. Violations may be handled with a written warning, traffic citation or custodial arrest. Enforcement is primarily left to officer discretion. Verbal warnings shall only be used in rare incidents or when the TraCS program is not available.
3. Officers may determine action in accordance with:
 - a. Weather, roadway condition, traffic, and pedestrians.
 - b. Inadvertent or intentional.
 - c. Seriousness of offense; resulting in an accident.
 - d. Extent of damage or injury.
 - e. To protect other involved persons' interests.
 - f. Past record or violation history.
 - g. Action sufficient to deter future repetition.
4. Guidelines for Determining Enforcement Action.
 - a. Verbal Warning: least restrictive, for cases involving minor/inadvertent law/equipment violations; officer satisfied that corrections will be made. This option shall only be used in rare incidents or when the TraCS program is not available.
 - b. Written Warning: for cases of inadvertent or not serious violations; warning may deter future acts.
 - c. Citations: for more serious infractions, intentional violations, violations resulting in accidents; used for minor infractions when the person's history or demeanor indicates that a warning would not work.
 - d. Custodial Arrests: For OWI or Section II offenses as outlined in the Uniform State Traffic Deposit Schedule or as dictated by La Crosse County judicial notices. See General Order 1.15 for arrest procedures.

B. General and Selective Traffic Enforcement Programs:

1. General enforcement is at the discretion of Field Services personnel/supervisors.
2. Selective enforcement should be based on traffic and crash analysis to include location, day, time, and causation. Selective enforcement is directed by the Bureau Director and shift commanders. Selective enforcement can be enhanced by public information coordinated by Professional Standards/Community Services.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 25	ORDER NUMBER 25.2
TITLE SPECIAL GROUP VIOLATORS		WORD CODE VIOLATORS	TOTAL PAGES 1
	History: Updated 07/07, 09/12, 11/15, 12/19, 08/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for handling traffic law violators committed by:

- A. Non-residents
- B. Juveniles
- C. Legislators
- D. Military Personnel
- E. Foreign diplomats/consulates
- F. Emergency/Government vehicles

2. PROCEDURES

A. Non-Residents:

- 1. Non-Residents receiving citations for forfeiture violations in circuit court are cited and released as if they were a citizen of WI

B. Juvenile Offenders, see General Order Chapter 20.

C. Legislators will not receive special treatment; however, to avoid conflicts, cases may be referred to a prosecutor.

D. Foreign diplomats and consulate officers:

- 1. Officers encountering such persons will immediately notify a supervisor. Refrain from restraint unless safety is an issue. The supervisor, after prosecutor consultation, will determine what action will be taken. Incidents will be documented with circumstances of the contact. The supervisor will contact the embassy if told to do so by the prosecutor.

E. Military Personnel:

- 1. For this order, military personnel are active duty members of the armed forces or the reserves or National Guard while on active duty orders. Active duty military personnel are considered residents for the purposes of not requiring bond for forfeiture citations.

F. Emergency and Government Vehicles:

- 1. The officer may refer the incident to the Administrative Special Operations Officer or the City Attorney. This is not an option for violations, which require immediate enforcement.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.3
TITLE TRAFFIC STOPS AND INFORMATION PROVIDED TO VIOLATOR		WORD CODE TRAFFICSTOP	TOTAL PAGES 2
	History: Updated 03/03, 07/07, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for making motor vehicle stops and, at the time a motorist is charged with a violation, providing information relative to the specific charge(s), including:

- A. Court appearance.
- B. Whether court appearance is mandatory.
- C. Whether the motorist may enter a plea and/or pay the fine by mail or otherwise.
- D. Other information that must be provided to the motorist prior to release.

This will ensure that personnel provide violators with necessary information needed to process the citation issued to them. It is Department policy that motor vehicle stops be performed professionally and courteously, and with a view towards educating the public about proper driving procedures while consistently recognizing and taking steps to minimize dangers involved in such activity for the officer, motorist, and other roadway users.

2. PROCEDURES

A. Stopping and Approaching Traffic Violators:

It is recognized that varying conditions may require officers to adjust the following steps to particular conditions.

1. Officers will stop vehicles only when they have at a minimum reasonable suspicion to do so.
2. Once the decision to stop is made, the officer will select an area that provides reasonable safety.
3. When a location is selected, the officer will notify LEDC of its nature; providing at a minimum, location, vehicle description and/or plate number.
4. The officer should signal the operator to stop via activating the emergency lights and siren as necessary.
5. Once stopped, the officer should position the squad about one-half to one car length behind the violator and at an angle, approx. 2' to the traffic side of the violator's vehicle. The spotlight at night should be used to illuminate the suspect vehicle's interior.
6. On approach, the officer should be alert to suspicious movements/actions of the vehicle's occupants and position him/herself effectively to communicate with the driver.
 - a. In two-man squads, the passenger officer is responsible for communications, acting as an observer and for cover for the other officer.
7. Non-uniformed officers in unmarked units will not normally make vehicle stops. In situations where failure to act could create unreasonable risks, officers may contact LEDC to request a marked unit or attempt the stop themselves with lights and siren. If the unmarked unit is not equipped with lights and siren, such unit shall not make stops unless there is imminent danger of loss of life should they fail to act.
8. If stopping commercial vehicles, never climb onto the vehicle to contact the operator; maintain a position to the rear of the driver's door and ask him/her to exit the vehicle, if and when necessary.
9. Ensure that mobile video camera and body camera use is in compliance with existing General Orders.

B. Issuing Citations:

1. At no time shall the officer or others stand in front of, between or behind the stopped vehicles.
2. During the stop, the violator should remain in his/her vehicle while the officer writes the citation; violators should not sit in squads while police business is being conducted.
3. When preparing citations, the officer should maintain observation of the vehicle's occupants.

C. Making High-Risk Vehicle Stops:

1. Notify LEDC, perform A-3 above and request appropriate assistance to make the stop. High-Risk stops should be conducted with backup units unless urgency requires immediate action.
2. After performing A-4, the squad should be positioned approx. 30' behind the suspect in a manner to maximize cover while illuminating the vehicle to the suspect's disadvantage. Once the vehicle is stopped, officers should exit their vehicles and assume cover positions.

3. The officer in charge shall identify him/herself and then notify the occupants of the arrest and that all occupants are to follow all instructions without hesitation or suspicious movements. The officer should issue verbal commands to occupants through the PA system if available. Only one officer will issue commands.
4. The operator should be ordered in separate commands to:
 - a. Lower his/her window.
 - b. Remove the ignition keys with his/her left hand.
 - c. Drop them on the ground.
 - d. Open the door from the outside.
 - e. Step out of the vehicle.
 - f. Turn completely around.
 - g. Face away from the officers.
 - h. Walk backward until commanded to stop.
 - i. Lie face down on the ground with hands stretched far to the sides.
5. Subsequent occupants should be similarly commanded.
6. With appropriate cover, officers should then approach the suspect vehicle to inspect all compartments and to handcuff and control occupants as needed.

D. Information Provided: Officers will provide motorists with the following information if a citation or custodial arrest is made.

1. Court appearance location, date, and time.
2. Whether their appearance in court is mandatory or not.
3. If the violator may pay the fine/bond so as not to appear in court and where/how to do that.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.4
	TITLE UNIFORM ENFORCEMENT	WORD CODE ENFORCEMENT	TOTAL PAGES 2
History: Updated 06/07, 09/12, 11/15, 12/19, 12/23			

1. PURPOSE AND SCOPE

This order establishes procedures regarding the following offenses:

- A. Hazardous violations.
- B. Off-road vehicle violations.
- C. Equipment violations.
- D. Public carrier/commercial vehicle violations.
- E. Other non-hazardous violations.
- F. Multiple violations.
- G. Newly enacted laws and/or regulations.
- H. Violations resulting in traffic accidents.
- I. Pedestrian violations.

This policy refers to the type of action to be taken on listed violations. This policy provides discretion for deviation under specific circumstances. The officer on scene will make a decision on what action to take. Consideration will be given to changing driving behavior as being a purpose of law enforcement.

2. PROCEDURES

A. Officer Safety During Traffic Stops:

- 1. Primary consideration in any enforcement action is officer safety.
- 2. Initial Stop.
 - a. Choose a location to avoid endangering the officer and person stopped, by other traffic.
 - b. Be aware of the location and surroundings if it is necessary to seek cover.
 - c. The vehicle plate number or a description of the vehicle without plates will be given to LEDC prior to or during traffic stops.
 - d. Position the squad so as to protect the officer from other traffic.
- 3. Contact with the Motorist.
 - a. Use headlights and take down lights at night; observe the occupants prior to and during approach; position yourself behind the driver's door; continue observation of the vehicle's occupants.
 - b. DL status and warrant checks of the operator and any passengers which the officer has concerns about will be made when possible; maintain frequent visual contact with vehicle's occupants.
 - c. When possible other adjoining beat cars hearing of a traffic stop may drive by such for increased safety.
 - d. Issuing the warning/ticket should be as in the initial approach; let the stopped vehicle re-enter traffic prior to squad departure.

B. Hazardous Violations: Include, not limited to, offenses involving excess speed, traffic control signs/signals, alcohol offenses via use of a vehicle, reckless and eluding. Officers should vigorously enforce such traffic laws.

C. Off Road Vehicle Violations: Involving minibikes, snowmobiles and all-terrain vehicles; primary enforcement when possible, may be referred to the DNR; Departmental emphasis may include:

- 1. Public education.
- 2. Enforcement of regulations within the City.
- 3. Operation on public/private property.

D. Equipment Violations: Law/regulation equipment violations may be addressed with a warning ticket or citation. Persons receiving two or more warnings for the same or similar offense in a three-month period may be sent a citation by the Special Operation officer.

E. Public Carrier/Commercial Vehicle Violations: Enforcement of traffic laws applies equally to such vehicles though guidance may be requested from the State Patrol; officers will make a reasonable effort to ensure that perishable cargo or passengers are protected if it is necessary to detain the operator or vehicle.

- F. Non-Hazardous Violations:** Include, not limited to, equipment violations, parking, licensing and registration; officers should vigorously enforce such to address violations and to create an impression of active enforcement activity to encourage voluntary compliance.
- G. Multiple Violations:** Discretion of the officer whether to issue multiple violations from the same incident.
1. Officers should generally issue citations for more serious offenses and use written warnings for lesser offenses arising from the same incident.
 2. Cases with multiple violations that constitute an all-inclusive charge such as reckless driving generally should not result in individual charges but be included in the greater charge.
 3. License/registration offenses may be charged in addition to other violations.
- H. Newly Enacted Laws/Ordinances:** Use discretion when enforcing newly enacted or amended regulations. A 30-day grace period after enactment or major amendment may have officers using warnings if the public appears unfamiliar with new laws. This doesn't prevent officers from using more stringent actions if s/he is satisfied that the offender knew of the law or it was deliberately violated, it is of a hazardous nature or if stronger action is needed to address the violation.
- I. Violations Resulting in Traffic Accidents:** There are few exceptions when a citation would not be issued for a causation violation when an accident occurs regardless of the extent of damage or injury; all accidents are subject to review not only by the shift supervisor but also by the Special Operations officer, the legal department, and numerous others.
- J. Pedestrian Violations:** Violations not involving an accident or personal injury may result in a warning; violations resulting in an accident/injury should result in a citation.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.21.2023	CHAPTER 25	ORDER NUMBER 25.5
TITLE DRIVING UNDER THE INFLUENCE OF ALCOHOL/DRUGS		WORD CODE INFLUENCE	TOTAL PAGES 3
	History: Updated 03/98, 02/03, 09/03, 04/04, 07/07, 04/08, 02/11, 09/12, 11/15, 11/16, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the detection, testing, arrest and processing of impaired drivers due to intoxicants, controlled substances or any other drug. Impaired drivers are a serious threat to public safety. It is Department policy that officers will actively apprehend persons operating vehicles while under the influence of intoxicants, controlled substances, or any other drug in accordance with WI ss. 346.63 and all related sub sections as well as 346.71 (2) and 343.305 and all related sub sections.

2. DEFINITIONS

- A. Drug Evaluation & Classification (DEC):** A systematic, standardized method of examining a suspect to determine whether the person is under the influence of one or more categories of drugs.
- B. Drug Recognition Expert (DRE):** A law enforcement officer who has successfully completed the National Highway Traffic Safety Administration (NHTSA) approved curriculum for the Drug Evaluation and Classification Process (DECP) and is certified by NHTSA and the International Association of Chiefs of Police (IACP) as a Drug Recognition Expert.

3. PROCEDURES

A. Detection:

1. Members will be alert for impaired behavior. When observing such behavior, officers will gather evidence to stop the vehicle; officers will not permit unsafe driving that endangers others.
2. On contact, officers will watch for signs of intoxication and should request a back-up unit.
3. Officers will note the demeanor, actions of the suspect such as speech, balance, attitude, and odors.

B. Tests and Screening:

1. Officers will attempt field sobriety tests on drivers suspected of being OWI; tests should be conducted at the scene unless other factors necessitate moving. Tests should be on a flat, lighted area out of traffic and conducted in a consistent manner from case to case.
2. If possible, field sobriety tests should be conducted in view of the squad cameras. If field sobriety tests are conducted within view of the downtown camera system, the officer should review and request the video to be saved as evidence from the appropriate camera(s).
3. Unless the driver is uncooperative or physically unable to perform, tests will be given as follows:
 - a. Standardized Field Sobriety Tests (SFST): Horizontal Gaze Nystagmus (HGN), walk/turn (heel to toe), and one leg stand.
 - b. Additional Tests: After SFST's officers may also administer: Alphabet recital, finger to nose and Romberg Balance Test.
 - c. Seated Field Sobriety Tests: HGN, Finger to Nose, Palm Pat, and Hand Coordination. Seated Field Sobriety Tests are for those unable to perform the Standard Field Sobriety Tests and are utilized only by officers trained in this discipline.
 - d. All patrol officers will be trained in SFSTs.
 - e. All tests will be documented.
 - f. Officers may use a Preliminary Breath Test (PBT).

C. Arrest:

1. The officer will decide if there is probable cause to arrest based on SFST, other tests and his/her observation. If arrested, the driver will be handcuffed and searched, including a search of the vehicle (For evidence supporting the OWI charge, alcohol and/or open containers, drugs, drug paraphernalia or prescription medication) while the driver is at the scene, and will remain handcuffed for transport unless extenuating circumstances are present.
2. If the officer suspects that the person maybe under the influence of a controlled substance or other drug, the officer will place the person under arrest and will attempt to arrange for a Drug Evaluation and Classification.

3. Accidents with serious injury/death and where OWI is suspected require notification of the Investigative Services Bureau Captain, technical accident investigator, DRE, and District Attorney.

D. Arrestee's Vehicle:

1. The officer will attempt to secure the person's vehicle and its contents prior to leaving the scene:
 - a. If there is no sober, valid passenger in the vehicle with the owner/driver's permission, it may be left legally parked; if it is illegally parked the police may move it with owner/driver permission to a legal parking area; the vehicle will be towed if neither condition is met.
 - b. If there is a sober, valid passenger in the vehicle it may be turned over to such person if the driver/owner consents.
2. This does not mandate release if the officer wants the vehicle for evidence; nor is the officer required to remain at the scene to attempt to locate another driver.
3. If there are other occupants in the vehicle and it is being secured or towed, the officer will attempt to make reasonable arrangements for other occupants, but the officer is not expected to transport such persons.

E. Drug Evaluation and Classification (DEC):

1. Drug Evaluation and Classification (DEC) is a highly technical function performed by the Drug Recognition Expert (DRE). Persons performing the evaluation and classification must possess a Department of Transportation authorized certification and credentials.
2. When an officer is investigating an OWI offense where the suspects alcohol level/content is not consistent with the level of impairment observed, the officer will contact the on-duty supervisor to inform him/her of their observations.
3. When an officer is investigating a traffic stop where the driver is believed to be under the influence of a restricted drug (Reference Act 97), they should determine if probable cause exists for an arrest, and then contact a supervisor and a DRE for an evaluation.
4. The suspect to be evaluated by the DRE will be transported to the La Crosse PD or Law Enforcement County Jail. The DRE will begin recording report related information beginning with the time he/she is requested to perform an evaluation.
5. The arresting officer will provide the DRE with a description of the results of the SFST tasks performed, including the reading of the PBT if administered, and any other observations and/or evidence collected which would indicate impairment.
6. Persons arrested will be read the Miranda Warning before a DEC procedure is implemented. If the individual invokes his/her rights this does not preclude a DRE from completing his/her evaluation.
7. Drug evaluations will be conducted by a minimum of two officers, if possible, at least one of whom will be a certified DRE. The DRE will be in charge of the evaluation and may direct an officer to record information on the Drug Influence Evaluation form.
8. When no DRE is on duty for our department, an officer may make a request, with supervisor approval, to surrounding mutual aid agencies for the use of an on-duty DRE. If there is no on duty DRE, an officer may request, with supervisor approval, to have one called in on overtime. A department DRE officer would be the first choice and if not available a mutual aid request maybe made.
9. Outside agency request's for DRE's will be honored pending supervisor approval based on available manpower.
10. Our department will be reimbursed for the use of certified off duty DRE's. Copies of any overtime slip for DRE call-in should be forwarded to the Administrative Supervisor for re-imbusement who will in turn coordinate with the DOT/BOTS division to submission of re-imbusement claims.
 - a. Fax the following information on department letterhead to:
Alcohol (DRE) Coordinator
WI DOT / BOTS 608-267-0441
 - b. Reason for the overtime reimbursement request, (ex. La Crosse Sheriff's department requested DRE services, request made by Deputy John Doe).
 - c. List the date and time that the DRE was requested and include the time the DRE ended his/her assistance, (ex. 04-02-04, 4:00p.m. to 5:30p.m.). Also include explanation that any call in is mandatory 3 hours overtime.
 - d. List the DRE's name that was utilized. Also include the supervisor's name that is faxing the request.
 - e. A photocopy of the overtime slip maybe forwarded as well.
 - f. This request applies for DRE use by our agency and outside agencies as long as the DRE was called in off duty.

F. Chemical Tests:

1. The Department designates the breath test as the primary chemical test of intoxication for 1st offense. Blood is the Primary test for all OMVWI related crimes. Blood will be the department's primary test when it is believed that the driver is under the influence of drugs, other than alcohol. The officer may modify the primary test if other conditions or circumstances exist, with supervisor approval.
2. In the event a person refuses to submit to a chemical test on a first offense, staff shall seek a search warrant through La Crosse County Circuit Court for a blood draw. Citations may be written into municipal court for this first offense violation, but the warrant should be sought through circuit court. All other procedures and notice regarding a refusal should still be followed.
3. Prior to requesting a person to submit to such test, the officer will issue a citation for OWI and inform the driver of such; if the driver is charged with an offense where a citation is not used such as a felony, the driver will be informed of the charge.
4. The Officer will read the driver the Informing the Accused form verbatim and shall avoid further explanation or interpretation of the form. If consent is given, an appropriate test is administered.
5. An officer will be required to obtain a search warrant for a blood sample withdrawal from a person who is unconscious or otherwise not capable of giving consent if there is probable cause to believe the person violated WI ss. violated WI ss. 346.63(1), (1)(am), (2), (2m) or 940.25, 940.09 or an ordinance that adopts such laws.
6. If charged with a crime and the person refuses a chemical test a search warrant for the person's blood as evidence of the crime will be required.
7. If the results show a prohibited alcohol concentration or concentration of some form of drug, the officer will write a citation for such charge or refer the data to the D.A. if the driver was charged with a felony.
8. Operators of vehicles involved in alcohol related fatal crashes who are killed are required to be tested under WI ss. 346.71(2).
9. Operators involved in fatal crashes or crashes causing great bodily harm to any person under 343.305(3)(ar)(2), and the law enforcement officer has reason to believe that the person violated any state or local traffic law, the officer may request the operator to provide one or more samples of his or her breath, blood, or urine for the purpose specified under this statute. If the operator refuses a test, a warrant will be requested for an evidentiary test of the person's blood.

G. Post Test/Refusal Processing:

1. Alcohol Influence Report - completed by officer, if Miranda is waived, questions may be asked of the driver.
2. Notice of Intent to Revoke - completed by officer, read to the driver refusing a test and issued a copy.
3. Notice of Intent to Suspend - completed by officer, read to the driver, and issued a copy, if the PAC test shows a prohibited alcohol concentration. If the results are delayed, Records will mail the form. Officers should not complete the "notice date" if the form is mailed. "Notice Date" will be completed by Records personnel.

H. Release of Driver after Processing:

1. Drivers may be released after processing under the following conditions:
 - a. First Offense OMVWI: Cited and released to a responsible, sober adult will come to the Department and take responsibility for the driver. Persons accepting responsibility must read and sign a Driver Release form. If the person refuses to sign the form, the driver will not be released.
 - b. If charged with operating under the influence of drugs and there is no responsible party, the person is held in jail for a minimum of 12 hours or is below .04 BAC (per jail guidelines).
 - c. Second and Subsequent Offense OMVWI: Persons held in jail. Subject to jail procedures.

1. **Reports:** In addition to the above reports, a narrative completed by the arresting officer and any assisting members will be completed and attached as is appropriate.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.6
TITLE SPEED VIOLATIONS		WORD CODE VIOLATIONS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the enforcement of speed violations.

2. PROCEDURES

A. RADAR / Laser Enforcement:

1. Only radar/laser units that meet National Highway Traffic Administration (NHTSA) standards will be used for traffic speed enforcement.
2. General Operations.
 - a. Units that are kept in the marked squads will be externally checked, at a minimum, by oncoming members for any obvious damage.
 - b. Units that are kept in the station will be checked out.
 - c. Users should choose locations having a high incidence of speed related accidents, speed violations, or other related conditions where the officer will be able to visually observe vehicles to confirm unit readings.
 - d. Prior to unit use, officers will perform tests:
 - 1) Visual inspection for external damage.
 - 2) Calibrations and tests in accordance with manufacturer's guidelines.
 - 3) Damage or test failures will be documented on work order forms and routed to the first shift commander for repairs.
 - 4) Proper test results will be recorded on any subsequent citations wherein the unit was used; unit tests will be performed before and after using the unit for enforcement purposes.

B. Enforcement Guidelines:

1. Speed violations are enforced by either radar, laser, or pacing.
 - a. Officers using radar/laser are state certified.
 - b. Pacing should be for at least 1/10th mile; if a citation is issued the officer will run the squad through radar after such to verify speed accuracy.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.7
TITLE PARKING ENFORCEMENT		WORD CODE PARKING	TOTAL PAGES 1
	History: Updated 06/07, 09/12, 11/15, 07/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the enforcement of parking regulations. Civilian Service Officers (CSO) are the primary enforcement personnel; parking enforcement is a responsibility of all uniformed personnel.

2. PROCEDURES

A. Level of Enforcement:

1. Enforcement of ordinances is primarily through a ticket.
2. Traffic citations may be used for hazardous violations.
3. Warnings may be used where the operator is moving, or it is for a new zone/regulation.

B. Handicap Parking Violations: Such parking must be properly signed; a pavement symbol is not enough. When possible, the officer/CSE may photograph the violation or sketch the scene on the ticket.

C. Parking on UW-L Campus Property: Parking on the public street areas of the campus area is enforceable; however, campus roads/lots are not subject to City parking tickets.

D. Voiding or Dismissing Parking Tickets:

1. To void a ticket the issuer will write VOID across the face of all copies with his/her initials, date, and a reason. Voiding is done by the issuing CSE/officer.
2. To dismiss a ticket, write/stamp DOC across the face of available copies with his/her initials, date and reason. Dismissing a ticket is limited to supervisors. It is not allowable for the recipient of a ticket to dismiss his/her own ticket.
3. It is not advisable to DOC handicap parking or trespass parking tickets unless obvious mistakes were made.

E. Enforcement on Private Property:

1. Proactive enforcement is restricted to Handicap Parking.
2. Trespass parking enforcement requires adequate signs as to the parking restrictions as per WI ss. 346.55(4). Responding officers/CSOs have discretion in issuing tickets; property managers are responsible for towing.

F. Residential Parking Permits: Residents may receive permits through the Parking Utility for parking in a time zone that abuts their residence in lieu of the time restrictions in accordance with Public Works guidelines.

G. State Parking Ticket/Registration Suspension Program: The Parking Utility participates in this program to suspend vehicle registration of non-paying offenders in accordance with State standards.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 25	ORDER NUMBER 25.8
TITLE TOWING VEHICLES		WORD CODE ABANDONED	TOTAL PAGES 4
	History: Updated 03/03, 06/07, 08/09, 12/09, 09/12, 06/16, 7/18, 11/18, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for handling abandoned and/or towing vehicles.

2. DEFINITIONS

- a. **Abandoned Vehicle:** Remains on highway/public property for 48 hours after being placarded and sent notice. If vehicle is unregistered for more than 30 days, it is considered abandoned.
- b. **Emergency Situation:** No park, stop or standing, blocking traffic driveways, snow emergencies with posting and other hazardous offenses, which creates unsafe conditions or hinders traffic.
- c. **Non-Emergency Situations:** Parking violation which does not impede or inhibit the safe and orderly flow of traffic. within, entering or exiting a City ramp or lot.
- d. **Habitual Parking Violator:** As defined in Municipal Ordinance 44-115 A person who has received, more than 60 days previously, 5 or more citations for nonmoving traffic violations from the City of La Crosse that remain unpaid and for which the person has not scheduled an appearance in court in response to the citations.
- e. **Immobilization Device:** A mechanism that when placed on a vehicle makes the vehicle inoperable.

3. PROCEDURES

a. Emergency Removal & Towing of Vehicles:

- 1. **Emergency Situations:** Responding personnel will determine ownership through DOT records. Attempt should be made to contact owner. If unsuccessful, personnel will:
 - a. Get supervisory approval for tow.
 - b. Issue citation or parking ticket.
 - c. Tow to available wrecker lot.
 - d. Complete necessary reports specifically explaining the exigency of the towing.

2. Emergency or Maintenance Alternate Side Parking on Streets: Whenever in the opinion of the Superintendent of Streets, or that person's designee, an emergency exists in the City because of snow, freezing rain, sleet, ice, snow drifts or other natural phenomena which would create or will likely create hazardous road conditions impeding or likely to impede the free movement of fire health, police, emergency or other vehicular traffic or otherwise endanger the safety or welfare of the community or other maintenance is necessary to prevent or clear road obstructions, such official may declare emergency alternate side parking to exist as dictated by Municipal Ordinance 44-111.

- a. Unless otherwise specified by such official, the period of alternative side parking will run for a consecutive 48 hours after notice is issued. Notice of the emergency alternate side parking will be provided at least six hours prior to the penalties section herein taking effect. When in the opinion of such official that such emergency conditions no longer exist for the aforesaid emergency, he/she is authorized to terminate the emergency period.
- b. Whenever emergency alternate side parking is declared, alternate side parking regulations shall immediately be in effect on all streets in the City of La Crosse. Such regulations shall apply as follows:
 - i. on odd-numbered days, vehicles shall only be parked, stopped, or left standing on that side of the street having odd-numbered addresses.
 - ii. on even-numbered days, vehicles shall only be parked, stopped, or left standing on that side of the street having even-numbered addresses.
 - iii. The provisions of this section shall not supersede more restrictive parking regulations such as no parking zones, etc. in effect in the City including without limitation.
 - iv. It shall be considered prima facie evidence that upon six hours after public notification of the start of alternate side parking, all sections of this ordinance are fully enforceable.
 - v. Vehicles are exempt from alternate side parking under snow emergencies declarations where parking is normally permitted only on one side of the street and in the downtown business district.
 - vi. The provisions of this section shall only be in effect from 12:00 a.m. until 6:00 p.m.

- c. Whenever emergency alternate side parking is declared, alternate side parking regulations shall immediately be in effect on all streets in the City of La Crosse. Such regulations shall apply as follows:

Vehicles stopped-removal Vehicles stopped—Removal.

- a. In the event any vehicle is stopped, parked, abandoned or left unattended in violation of this section, the Superintendent of Streets, or the Chief of Police, including also all the employees of the streets department, and the Police Department of the City, are authorized to remove or cause to be removed any such vehicle and to have such vehicle towed away.

b. Abandoned Vehicles:

Notices and Hearings for Non-Emergency Situations

1. If the vehicle has plates:
 - a. Chalk vehicle tires and place the tow sticker on the driver's side window.
 - b. Place the required documentation in the abandoned vehicle follow up binder.
 - c. After 48 hours, a CSE assigned by the Records Division Supervisor or Administrative Sergeant is responsible for checking on vehicles to be towed for non-movement.
 - 1) If on street parking, vehicle must be moved off of the block face (e.g. if parked on the north side of the 1000 block of State Street the vehicle cannot be left on the north side of the street but may be moved to the south side of the street or out of the general area).
 - d. If the vehicle is abandoned, after the waiting period of a minimum of 48 hours, the assigned CSE will ticket the vehicle for "abandonment", mail a post tow letter to the last known registered owner and have the contracted wrecker service tow it.
 - e. The Parking Utility will note such towing involvement in their records to track payment or non-payment. Non-payment may result in suspension of registration of any plate of the owners.
 - f. Administrative Staff may issue an ordinance citation for abandonment to the last registered owner of the vehicle and attempt to serve it or have it mailed. The Courts will attempt to assess fines to recover the towing fee.
2. If no plates and/or ownership is unknown:
 - a. The vehicle shall be chalked and placarded. Such placarding shall be immediate to chalking. The CSE/Officer shall attempt to locate an owner by contacting nearby residents/businesses.
 - b. If ownership is determined, follow 3.A.1 above.
 - c. After 48 hours the vehicle may be towed.
3. If obviously abandoned:
 - a. Obviously abandoned means that the vehicle in such condition as to indicate that it has not been moved or is abandoned. Indicators may include but are not limited to: vehicle missing motor or other parts necessary for movement, flat tire(s), snow covered for days, buildup of excessive road dust/dirt/grime or other materials, etc.
 - b. Follow 3.A.1 above.
4. All questions are routed to the City Attorney, if they cannot be resolved in the Department. The owner may be informed that s/he can contest the ticket(s) and/or towing in an appeal to the Police Department.
5. Vehicle Release. Vehicles stored at wrecker lots will have owners referred to those businesses.
6. The CSE will provide all necessary paperwork to the towing service.

c. Trespass Parking – City Owned Ramp/Lots

1. The Board of Public Works policy treats trespass parking on public property similar to those on private property.
2. Calls to City ramps/lots by a complainant for enforcement must meet the following criteria.
 - a. The complainant must be the leasee or representative thereof.
 - b. The complainant must specify the space and description of the vehicle parked in violation.
 - c. The complainant will be allowed a day exemption from overtime parking if they are forced to park in an overtime space in lieu of parking in their leased space.
3. Immediate Tow Request.
 - a. Complainants wishing to have a vehicle immediately towed must meet the responding officer/CSE at the leased space in question when the trespass ticket is being issued.
 - b. Ticket issuers will ensure that the complainant's name and phone number are documented on CAD for possible court testimony if the ticket/tow is contested.
 - c. Responding personnel will determine ownership of the vehicle parked in violation through DOT records. A reasonable effort will be made to locate the owner and have the vehicle removed.
 - d. If unsuccessful in locating the owner, the responding officer/CSE will tow the vehicle.
 - e. The Police Department not the leasee is responsible for calling the wrecker.
 - f. Responding personnel will issue the parking ticket, have the dispatcher call the wrecker on-call, have the vehicle towed to the wrecker lot, and complete a relevant report.

- g. The Board of Public Works and/or Police Department reserves the right to cease or otherwise restrict immediate tows, if the leasee has demonstrated any inaccurate, unsubstantiated, or improper complaints that have resulted in erroneous/irregular towing.
- 4. Delayed Towing.
 - a. If the complainant does not request an immediate tow, the officer or CSE shall ticket the vehicle in violation.
 - 1) Once the citation is issued, it would be up to the property owner to decide whether or not to tow the vehicle.
 - 2) If the vehicle is towed, the towing service is responsible for notifying LEDC of any vehicles towed and other information required by WI Trans 319.05 (2).
 - b. Additional abandoned vehicle procedures shall be complied with per GO 25.8.
- 5. Payment for Wrecker Services for Trespass Parking in ramps/lots is at the expense of the registered owner.

d. Trespass Parking – Private Property:

- 1. Private Parking.
 - a. If the private property is posted in accordance with WI Trans 319.04 the property owners may tow the violating vehicle without a parking citation being issued
 - 1) The towing service is responsible for notifying LEDC of any vehicles towed and other information required by WI Trans 319.05 (2).
 - b. If the private property is not posted in accordance with WI Trans 319.04, then law enforcement must issue a trespass parking citation prior to the property owner having the vehicle towed.
 - 1) Once the citation is issued, it would be up to the property owner to decide whether or not to tow the vehicle. Property and/or vehicle owner is responsible for tow fee.
 - 2) If the vehicle is towed, the towing service is responsible for notifying LEDC of any vehicles towed and other information required by WI Trans 319.05 (2).
 - c. In accordance with WI act 76, all records associated with the towing of vehicles from private property shall be maintained for minimum of 60 days
 - 1) This will be accomplished by creating a permanent CAD entry with LEDC.

e. Habitual Parking Violator: Immobilization & Towing

- 1. The Parking Utility is responsible for identifying those individuals who qualify as a Habitual Parking Violator and ensuring that information is available to the department parking enforcers.
- 2. When a parking enforcer identifies a vehicle registered to a Habitual Parking Violator, on public property, whether parked legally or illegally, he/she shall begin the immobilization & towing process.
 - a. No action will be taken if a Habitual Parking Violator's vehicle is located on private property.
- 3. Upon placing the immobilization device(s) on the violator's vehicle, the parking enforcer shall also place a notice on the driver's door window advising:
 - a. That the vehicle has an immobilization device on and should not be operated.
 - b. Information on the overdue citations, how to pay the overdue citations, and means to contest the citations or a 24 hour a day contact for information.
 - c. The fees associated with the immobilization.
- 4. If an immobilization boot is being used, it should be placed on the driver's side front tire; however, if the driver's side front tire is not accessible the boot may be placed on the passenger's front tire.
- 5. The parking enforcer shall also issue an "Immobilization Citation" to the vehicle after placing the immobilization device(s).
- 6. Once a vehicle has immobilization devices placed on it, there shall be no further enforcement actions taken for time related parking violations.
- 7. If there is no immediate response from the owner, the parking enforcer who immobilized the vehicle is responsible to ensure future follow up and towing of the vehicle.
 - a. Vehicles immobilized within a time regulated zone shall be towed immediately.
 - b. Vehicles immobilized on any non-time regulated zone shall be towed within 24 hours if no action is taken by the registered owner.
 - c. The appropriately contracted wrecker service shall be used for towing Habitual Parking Violator vehicles and the vehicles shall be store at the City of La Crosse Impound facility.
- 8. Once payment is confirmed received or a payment plan/court date has been established with the Habitual Parking Violator, the Department will promptly remove the immobilization device or release the vehicle from impoundment within a timeframe not to exceed 3 hours.

f. Unregistered Vehicles – Public Property

- 1. When a parking enforcer identifies a vehicle that is not registered or with registration that is expired more than 30 days prior, on a highway as defined in WI SS 340.01(22), whether parked legally or illegally, he/she shall cite the vehicle.

- a. Any vehicles in violation of registration should also be checked and followed up on for possible 48 hour abandonment violation.
- b. A second non-registration citation shall not be issued for a minimum of 30 days after the first citation.
2. If the same vehicle is found to be parked on a highway, more than 30 days after receiving the first citation for non-registration, the parking enforcer shall cite the vehicle again for non-registration and commence immobilizing/towing procedures.
3. Upon immobilizing the violator's vehicle, the parking enforcer shall also place a notice on the driver's door window advising:
 - a. That the vehicle has an immobilization device on.
 - b. Advising the vehicle is unregistered and must be registered in order to have the immobilization device removed.
 - c. The immobilization device removal fee.
2. If a boot is used, it should be placed on the driver's side front tire; however, if the driver's side front tire is not accessible the boot may be placed on the passenger's front tire.
3. Once a vehicle is immobilized, there shall be no further enforcement actions taken for time related parking violations.
4. If there is no immediate response from the owner, the parking enforcer who immobilized the vehicle is responsible to ensure future follow up and towing of the vehicle.
 - a. All vehicles immobilized for non-registration shall be towed within 24 hours of immobilization if no action is taken by the registered owner.
 - b. The appropriately contracted wrecker service shall be used for towing Habitual Parking Violator vehicles and the vehicles shall be store at the City of La Crosse Impound facility.
5. Once registration is confirmed, the Department will promptly remove the immobilization device or release the vehicle from impoundment within a timeframe not to exceed 3 hours.
6. Any vehicle that has no license plate and the vehicle identification number is concealed will be immediately immobilized and/or towed.

g. Other Non-Emergency Towings:

1. Vehicles as Evidence:
 - a. Prior to tow, approval should be obtained from a supervisor.
 - b. Tow vehicle to Cold Storage inside storage, Police Garage, Outside Impound or other designated location, place processing tags on vehicle.
 - c. Police Department is responsible for tow fee on vehicles taken as evidence.
2. Arrests:
 - a. Vehicles from general arrests can be legally parked or turned over to a responsible party who is valid to drive with the owner's consent.
 - b. If the owner refuses to allow the vehicle to be moved and it is a hazard or illegally parked, it will be towed to a wrecker's lot.
 - 1) Vehicles owner is responsible for tow fee where vehicle is a hazard/illegally parked.
 - c. Felony and/or drug arrests where an arrestee's vehicle may be forfeited can be towed to Cold Storage, Police Garage, Outside Impound or other designated location with supervisor approval.
 - 1) Care shall be taken in determining proper storage to avoid damage/ theft.
 - 2) If approval to operate the vehicle is obtained from owner, vehicle may be driven.
 - d. Police Department is responsible for tow fee on vehicles seized for possible forfeiture as a result of felony and/or drug arrests.
3. Recovered Stolen Vehicles.
 - a. If not held as evidence, the vehicle will be receipted back to owner.
 - b. If unable to locate owner and not needed for evidence the vehicle will be towed to wrecker lot.
 - 1) Vehicle owner is responsible for tow fee.
4. Accident/Disabled.
 - a. The operator may select the wrecker within reason otherwise the wrecker on call will tow.
 - 1) Vehicle owner is responsible for tow fee.

h. Special Procedures:

1. Police Vehicles
 - a. Prior to towing police vehicles, all other alternatives will be exhausted such as notifying the City Garage if possible. Supervisors' approval is needed prior to towing police units. Police department is responsible for tow fee.
 - b. If the vehicle is outside the city limits but within the county, the city tow contract will be followed.
 - c. If the vehicle is out of the county, the member SHALL contact the on-duty shift commander if possible, for towing instructions that should be determined by distance out-of-town, extent of damage and/or repairs needed.
2. Inventory of Vehicles Towed:
 - a. Vehicles towed by the department are subject to inventory by the towing officer or their designee. If there appears to be property of substantial value the officer will complete a full inventory unless special circumstances exist. See G.O. 1.16 Search & Seizure

i. Record Maintenance:

1. If a vehicle is towed by our authority, an Incident Report will be completed; the copy will be kept in the tow binder at the front desk until released or for no longer than twelve months; the original shall be routed through normal reporting procedures.
2. If the wrecker company provides a towing receipt, a photocopy of it shall be attached to the report with the original bill forwarded to the administrative lieutenant.
3. The Property Clerk is responsible for maintaining records of all vehicles towed for evidentiary purposes.



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.10
TITLE STOLEN VEHICLES PARKING UTILITY HOT LIST		WORD CODE HOTLIST	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for adding/deleting stolen/recovered vehicles into/from the Parking Software. It is the policy of this Department to enhance the probability of locating stolen vehicles in a timely manner; therefore, the addition of such vehicle information to parking software will enable enforcement Civilian Service Officers (CSO's) to detect such vehicles through existing technology.

2. PROCEDURES

A. Shift Station Supervisor:

1. The Shift Supervisor or designee shall ensure that a copy of reported stolen motor vehicles and any recovery of such are routed to the Parking Utility by putting copies in the Records Division mail slot or notifying the Records Supervisor.

B. Parking Utility:

Upon receipt of a report of a stolen vehicle or recovery thereof, personnel of the Parking Utility shall:

1. Add stolen vehicles to the hot list of the parking software as trained by a Division supervisor.
2. Remove stolen vehicles from the hot list of the parking software when appropriate and as trained by a Division supervisor.

C. The software will load the handheld units automatically at the prescribed load/unload time(s).

D. Civilian Service Officers (CSO's):

1. When a CSO receives a prompt on his/her handheld unit that the vehicle is stolen (S), s/he will verify such via contact with LEDC prior to taking any action.
 - a. If the stolen status is INVALID, s/he will notify the Parking Utility personnel as soon as is reasonable to remove the information from the system.
 - b. If the stolen status is VALID, s/he will give further information to LEDC to include location, condition of the vehicle, and if anyone may be in the area associated with the vehicle. An officer will be dispatched to the vehicle's location to take charge of the investigation.
2. Invalid status vehicles will have a ticket issued whereas active stolen vehicles will not be ticketed.

E. Any problems with the system as outlined above shall be brought to the immediate attention of the Records Supervisor.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.11
TITLE EMERGENCY EQUIPMENT		WORD CODE EQUIPMENT	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for the use of emergency vehicular warning devices. It is Department policy to ensure that members adhere to statutory restrictions on the use of emergency warning devices; and that such devices are used in ways that will minimize risk of accidents or injuries.

2. PROCEDURES

A. Field Supervisors are responsible for monitoring responses to calls and shall have the authority to up/down grade response modes.

B. Use of Emergency Warning Devices: During emergency response:

1. Emergency lights/siren activated, WI ss. 346.03.
2. The headlights/wig-wags activated to augment visibility.
3. Four-way flashers will not be used when in motion, as they interfere with brake lights and turn signals.
4. Emergency devices may be deactivated at a distance from the scene determined by the officer, so as not to alert suspects to law enforcement proximity. When deactivated the officer will comply with all traffic laws and proceed in a manner consistent with normal traffic flow.
5. The spotlight is primarily used in building and stationary security and shall not be directed at the windshield or vision of oncoming traffic.

C. Audible and/or visible warning devices will be used to make adequate notice of intent to stop a vehicle and provide a safe environment for everyone in the area.

D. Discretionary Use of Emergency Warning Devices:

1. Officers may activate emergency warning devices when handling any perceived emergency. The officer will advise LEDC of the nature to the emergency.
2. In other emergency situations, when expediency is required to effectively eliminate a potential hazard to the public or fellow officers, officers may activate emergency warning devices to allow orderly and safe movement through heavily congested roadways. Examples:
 - a. Lighting at accident scenes or disabled motorists.
 - b. Lighting as a protective warning.
3. Officers shall deactivate emergency warning devices as soon as possible.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 25	ORDER NUMBER 25.12
TITLE REPORTING / INVESTIGATING CRASHES		WORD CODE CRASHES	TOTAL PAGES 3
	History: Updated 03/03, 04/04, 09/12, 11/15, 12/16, 01/20, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for investigating traffic accidents. It is Department policy that members responding to a motor vehicle accident will secure the scene, provide aid, investigate the incident, identify criminal activity (if any) or traffic violations and accurately document the incident. The La Crosse Police Department prepares traffic crash reports in compliance with WI Stat. §346.70 (4). Technical Accident (TA) officers or an outside agency Accident Reconstructionist (AR) will investigate death/serious injury cases.

2. DEFINITIONS

- A. Public Property:** All public streets, alleyways, publicly owned ramps, landings, parking lots, and traffic ways.
- B. Private Property:** All premises held out to the public for use of their motor vehicles, all premises provided by employers to employees for the use of their motor vehicles, and all premises provided to tenants of rental housing in buildings of 4 or more units for the use of their motor vehicles, whether such premises are publicly or privately owned and whether or not a fee is charged for the use thereof.

3. PROCEDURES

A. General response and responsibilities for all crashes:

1. Officers should respond without delay when dispatched to a traffic crash. A traffic crash with injuries reported may include an emergency response if the officer reasonably believes such a response is appropriate.
2. Appropriately secure the scene, ensuring traffic is diverted to safely deal with the incident. Request other personnel when needed to assist and consult with a supervisor for incidents requiring additional manpower or equipment.
3. Any department personnel at an accident scene, in traffic, shall put on their department issued traffic vest as soon as practical.
4. Squads in traffic lanes/roadways shall have their emergency lights activated.
5. If the crash requires more than 2 officers, the lead officer shall radio to dispatch that they are the OIC consistent with the Incident Command System.
6. Identifying and care for injured persons; request first responders for the injured or those requesting medical attention.
7. Conduct a thorough investigation of the crash, to include:
 - a. Get statements from those involved and witnesses.
 - b. Identify/record damage/marks to vehicles/roadway.
 - c. Photos are required for all hit and run crashes and encouraged for all other crashes with visible damage.
 - d. Take measurements as needed.
 - e. Collect/preserve evidence to include any video from the surrounding area.
 - f. Protect personal property by returning it to the owner/operator, securing it in the vehicle preferably with the owner's consent, or take custody of it.
 - g. Officers should issue citations in any crash where reasonable suspicion exists for a violation that is a causal factor in the crash, regardless of whether the crash is reportable or not. Incidents involving more serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced immediately.
8. Officers may need to have vehicles towed due to damage sustained from the crash.
 - a. If the damaged vehicle is on private property, it is the vehicle owner's responsibility to have the vehicle moved.
 - b. If the damaged vehicle is in the roadway or a hazard the officer will have the vehicle removed by the following methods:
 - 1) Ask the vehicle owner if they have a preferred tow service that can respond within a reasonable time.

- 2) If there is no preferred tow service requested, the officer will request dispatch to contact the tow service currently under contract. If the contracted tow service is unable to respond in a timely fashion, another tow service will be requested. See General Order 25.8 for towing.
 - 3) Vehicles towed and expenses are the responsibility of the owner.
 - 4) Vehicles towed by our authority or for evidentiary purposes will follow General Order 25.8.
9. Officers will complete the required reports and forms as outlined below according to the severity and location of the crash.

B. Reportable vs. Non-Reportable Crashes and required documentation -

1. Reportable Crash - Department members shall respond to, investigate and complete the Wisconsin Motor Vehicle Crash Report (DT4000) when the crash occurred on public property or private property held open to the public, and any of the following criteria are met:
 - a. The crash resulted in a reported Injury or fatality of a person.
 - b. The crash resulted in total damage to one person's property that is reasonably believed to be \$1,000 or more.
 - c. The crash resulted in damage to government-owned property that is reasonably believed to be \$200 or more, except to government-owned vehicles, which is \$1,000 or more.
2. Non-Reportable crashes are any/all crashes that do not meet the criteria described above. Officers responding to Non-Reportable crashes will complete the Wisconsin Motor Vehicle Crash Report (DT4000) and select the "Non-Reportable" option on the form.
3. Weather Emergency Reporting:
 - a. The supervisor can declare a "Weather Emergency Reporting" in situations where weather/road conditions are contributing to an inordinate number of crashes.
 1. The operational period of a declared "Weather Emergency Reporting" is only as long as the shift of which it was declared. The incoming supervisor must re-declare the "Weather Emergency Reporting" for their shift. The shift commander can declare an end to the "Weather Emergency Reporting" at any time.
 2. This is limited to crashes resulting in property damage only.
 - b. The responding officer will document vehicle registration and vehicle operators on the CAD report.
 - c. Responding officer will instruct vehicle operators to exchange pertinent information and self-report the directly to the Wisconsin Department of Transportation. Officers may provide the drivers the "Report Your Crash" post card.
4. Other reporting scenarios for citizen self-reporting crashes:
 - a. The crash resulted in property damage only and occurred during the time of unusual circumstances and is beyond the department's capacity to respond due to inadequate resources.
 - b. All of the vehicles/pedestrians involved in the crash have left the scene of the crash prior to calling police, unless special circumstances prompted their leaving, such as: following a hit and run vehicle, seeking medical treatment or moving to a nearby safe location.

C. Serious Injury or Fatal Crashes

1. Serious injuries are those injuries which appear life threatening. Crashes with injuries of questionable severity will be investigated as if they were serious injury/fatal crashes.
2. The investigating officers will notify a supervisor of serious injury or fatal crashes. The supervisor shall respond to the scene and follow General Orders 19.6 Death Investigations and 19.7 Major Crime Investigations as well to ensure proper notifications and protocol are followed.
3. Serious injury or fatal crashes shall incorporate the use of a trained Technical Accident (TA) Investigator or an Accident Reconstructionist (AR) from our agency or requesting an Accident Reconstructionist (AR) from another agency like the Wisconsin State Patrol.
4. The responding officers are responsible for maintaining the scene, securing evidence, marking locations of evidence if items need to be moved as part of the accident response, as well as marking perishable evidence such as skid marks to ensure the TA or AR can accurately investigate upon their arrival.
5. If a vehicle needs to be taken/towed as evidence – See General Order 25.8.
6. WI ss. 346.71 (2) requires in cases of fatal crashes the deceased vehicle operator to be chemically tested. See General Order 25.5.
7. WI Act 315 requires the agency to disseminate the report of a hit and run crash that results in a fatality through the Integrated Crime Alert Network if:
 - a. The law enforcement agency has additional information that could help identify the person who has allegedly committed the violation, or the vehicle involved in the violation.
 - b. An alert could help avert further harm or aid in apprehending the person who allegedly committed the violation.

8. Operators involved in fatal crashes or crashes causing great bodily harm to any person under 343.305(3)(ar)(2), and the law enforcement officer has reason to believe that the person violated any state or local traffic law, the officer may request the operator to provide one or more samples of his or her breath, blood, or urine for the purpose specified under this statute. If the operator refuses a test, a warrant will be requested for an evidentiary test of the person's blood. See General Order 25.5

D. Crash Situations and Required Reporting

1. Impairment due to alcohol or drugs: Any suspicion, or evidence leading an officer to suspect alcohol or drug use by an operator involved in a crash shall result in the officer fully investigating OMVWI and effecting an arrest if probable cause exists. See General Order 25.5
2. City of La Crosse vehicles: The officer shall immediately notify a supervisor, document the crash as outlined in section B and photos shall be taken.
3. On-Duty LCPD Department Member involved crashes:
 - a. The involved officer shall immediately notify a supervisor.
 - b. If available, a supervisor will respond to the scene.
 - c. The supervisor will determine who will investigate the crash; an outside agency may be utilized if appropriate.
 - d. Involved member(s) will complete a Department Memo; supervisors will complete a Department Accident form; the assigned reporting officer will document the crash as outlined in section B; photos shall be taken.
 - e. All completed reports/documents with photos will be routed to the Bureau Captain and the Assistant Chief
 - f. If the crash results in serious injury or death General Orders 1.4 Officer Involved Critical Incident & 19.7 Major Crime should be referred to.
4. Damage to government property or utilities: Officers shall notify dispatch of damage to government property or utility infrastructure and if it is a hazard that needs immediate attention. Dispatch will contact the appropriate agency, advise them of the damage and whether there is a need for an immediate response.
5. Hit and Run: Hit and Run crashes will follow the investigative procedures listed in section 3.A. of this policy.
 - a. Hit and Run accidents will use the same criteria listed in this policy to determine which reporting method to use. State Citizen Accident Reports are never to be used for hit and runs.
 - b. Any open hit and run investigation will be forwarded to the traffic investigator for follow up.
6. Hazardous Materials: In any accident where the officer notices possible leak/spillage or there is exposure to hazardous materials, the fire department will be requested as they are the designated hazardous materials handlers for the City.
 - a. If it is known prior to arrival that there is a hazardous material leak, there shall be a joint response with the fire department. Fire Department personnel will be conferred with as to when it is safe for police personnel to approach the general area or the crash scene.
7. Possible conflicts of interest: A supervisor may request an outside agency to investigate a crash where there is a real or perceived conflict of interest for the department, or the individuals involved in the crash.
8. Diplomatic or consular contacts: In accordance with Wis. Stat. § 346.70(4)(i) when an officer investigates a crash in which the operator of any vehicle involved in the crash displays a driver's license issued by the U.S. Department of State (DOS) or the person claims immunity or privilege under 22 USC § 254a to 22 USC § 258a, with respect to the operator's violation of any state traffic law or any local traffic law enacted by any local authority in accordance with Wis. Stat. § 349.06, the department member shall do the following:
 - a. As soon as practicable, contact the DOS Office of Foreign Missions (OFM) Diplomatic Security Command Center, Diplomatic Motor Vehicle Office to verify the status and immunity, if any, of the driver claiming diplomatic immunity.
 - b. Within 10 days after the date of the crash, forward a copy of the crash report to the DOS OFM Diplomatic Motor Vehicle Office.
 - c. Department members should use the following numbers to contact the DOS OFM, Diplomatic Motor Vehicle Office: (202) 895-3521 (driver's license verification); (202) 895-3532 (registration verification); (202) 895-3533 FAX


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.13
TITLE TRAFFIC DIRECTION AND CONTROL FUNCTION		WORD CODE TRAFFIC	TOTAL PAGES 1
	History: Updated 03/03, 06/07, 05/10, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the traffic direction and control functions to ensure that manual control of traffic is performed uniformly.

2. PROCEDURES

A. Manual Traffic Control:

1. Personnel are required to wear high visibility clothing when performing traffic direction and control; the member doing traffic control will wear a high visibility vest or orange side out raincoat and a whistle. Shall wear ANSI 107 or 207 rated Class 2 high visibility apparel when directing traffic, investigation crashes, handling lane closure, obstructed roadways, and disasters at a minimum.
2. To Stop Traffic.
 - a. One sharp whistle blast.
 - b. Facing traffic to stop.
 - c. Hand out raised to shoulder height with palm up facing traffic to stop.
 - d. At darkness or adverse weather, a flashlight preferably with an orange cone attachment, should be used in the hand stopping traffic.
 - e. If functioning as a crossing guard, the hand used to stop traffic should hold a handheld STOP sign.
3. To Start Traffic.
 - a. Halt cross traffic as designated above.
 - b. Turn head to face traffic to start and give two sharp whistle blasts.
 - c. Hand out raised to shoulder height with palm up facing traffic is brought across chest in a sweeping motion to signal traffic to go.
 - d. See 2-d, use flashlight in hand starting traffic.
 - e. See 2-3, lower STOP sign; wave to go with free hand.

B. Traffic Control Devices Options at a signalized intersection:

1. Access the control box to control traffic with the remote control.
2. Access the control box to switch the function from normal to flash if B-1 is unavailable. If lights must be left on flash for whatever reason, notification must be made or left to the City Traffic Engineer.
3. Access the control box to shut down the signals if they are not operating properly.
4. Return the signals to normal operation at the conclusion of manual traffic control.

C. Other Resources:

1. When available, marked units may be used to illuminate the area as well as to warn approaching motorists by activating the emergency lights. Additional resources may also be used such as barricades and lighted reflectors with the approval of an on-duty supervisor.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 08.30.2023	CHAPTER 25	ORDER NUMBER 25.14
TITLE ESCORT SERVICES		WORD CODE ESCORTS	TOTAL PAGES 1
	History: Updated 06/10, 09/12, 11/15, 12/19, 08/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for performing law enforcement escort services and escorting civilian vehicles in medical emergencies.

2. PROCEDURES

A. General Escorts:

1. Requests for escorting vehicles are required to meet State and local regulations, to include WI SS 346.215 which requires the operator of the police vehicle to give visual signal (activate emergency lighting) and requires at least 2 police vehicles, at least one of which is leading the vehicle or procession of vehicles and at least one of which is at the rear of the vehicle or procession of vehicles.
2. Escort requests shall be routed to the City in a timely fashion and reviewed by the Traffic Engineer if required by the State.
3. The Traffic Engineer forwards requests to the shift commander to determine manpower needs; if there is a conflict, the request will be routed to the Traffic Engineer with the problems and recommendations.
4. Escorts shall have an Incident Report completed listing the person/company escorted, their billing address, and data regarding the units assigned and time spent. A copy will be routed to Administrative Services by the on-duty shift commander.

B. City - Bank Escorts:

1. Money escorts from the City Treasurer or other City Department will be performed during manpower available times.
2. The shift commander will assign one officer to perform such.

C. Funerals:

1. Funeral homes provide their own escorts; special requests for large processions will be routed to the pertinent shift commander. Funeral processions are conducted in accordance with State law.

D. Emergency Vehicles:

1. A police unit may escort an emergency vehicle such as that vehicle's emergency devices are inoperative; such cases are dealt with approval of the on-duty shift commander.

E. Parades, Runs, Special Events:

1. Permits, etc. are handled by Administrative Services.

F. Escorting Civilian Vehicles / Medical Emergencies:

1. Escorting civilian vehicles is a dangerous practice. Officers:
 - a. Offer to contact an ambulance service for emergency transportation.
 - b. Allow the civilian vehicle to follow the patrol vehicle, obeying all traffic laws. The officer should not use emergency lights or siren.
 - c. Allow the civilian vehicle to proceed without escort, cautioning to obey all traffic laws. This section does not preclude an officer from taking enforcement action on traffic violations.

G. Other Escort Requests:

1. All other escort requests are routed to Field Services for review and processing with affected agencies.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.15
TITLE ASSISTANCE TO HIGHWAY USERS		WORD CODE ASSISTMOTOR	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for providing assistance and protection to highway users in need of emergency assistance.

2. PROCEDURES

A. Unattended Vehicle in Traffic:

1. Members locating vehicles stopped/stalled in traffic that pose a hazard to themselves or other traffic will protect the scene by engaging emergency lighting and positioning their marked unit for greatest visibility.
2. A vehicle registration check is made for the vehicle owner data. The officer may have LEDC call the owner's home/workplace (from the City directory) in an attempt to locate him/her. The area service stations may also be contacted.
3. If not moved within a reasonable time or the owner cannot be located, a parking citation is issued, and the vehicle towed in accordance with the towing order.
4. Personnel may request additional resources as needed, such as the fire department for leaking fluids, the street department for other debris, or (Civilian Service Officers) CSOs for relief.

B. Attended Vehicle in Traffic:

1. Members locating vehicles disabled/stalled in traffic that are attended will protect the scene as in A-1.
2. Members will determine a reason for being stopped and attempt to arrive at a timely solution.
3. If unable to be moved the vehicle may be towed with the occupant's approval/choice of wrecker within reason.
4. In excessive weather conditions, personnel should attempt to relocate the occupants into more acceptable facilities such as a nearby store or the squad. Transportation for them may be arranged also.

C. Restrictions:

1. It is not allowable to jump start another vehicle using City vehicles nor shall a member attempt mechanical repairs of another vehicle.
2. It is not permissible for a member to push a vehicle by either physical strength or with a City vehicle unless equipped with push bumpers or as a last resort to save life or prevent injury.
3. Members may not transport persons outside of the City without supervisory approval. Vehicles for one-person use are not used to transport passengers.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 25	ORDER NUMBER 25.16
TITLE HAZARDOUS HIGHWAY CONDITIONS		WORD CODE HIGHWAY	TOTAL PAGES 1
	History: Updated 03/03, 07/07, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for correcting hazardous highway conditions. Street hazards are recognized by the Department as being potential safety problems for the public.

2. PROCEDURES

Public Works disseminates a Call List of relevant personnel for the Street, Wastewater, Water Departments and Public Works itself which is sent directly to Law Enforcement Dispatch Center (LEDC).

A. Immediate Correction: The following circumstances require immediate attention and remedy:

1. Downed regulatory signs (e.g., yield and stop signs).
 - a. Contact the on-duty or on-call street department worker for repair or replacement.
 - b. Have a member standby or place temporary barricades with attached regulatory signs at the location.
2. Downed or dangerously malfunctioning traffic signals, to include railroad signals.
 - a. Same as above; may require manual traffic direction.
3. Hazardous obstructions in the street.
 - a. Same as above or larger objects may require the use of wrecker services.
4. Excessive damage to the street.
 - a. Same as above to regulating department which may not be the street department.
 - b. Place barricades around the damage if available and if their placement will be acceptable rather than using manpower.
5. Other situation evaluated by on-scene personnel as needing immediate attention.

B. Later Notification:

1. Minor view obstructions, e.g., partially obscured signs, minor vandalism/damage, etc.
2. One streetlight burnt out with others functional.
3. Other situations evaluated by on-scene personnel as not needing immediate attention but later notification.

C. Documentation and Notification:

1. All hazards will be recorded on a CAD Incident Report with the measures used to correct such problems.
2. Notifications are made by LEDC to the required agency.
3. Other immediate notifications will be made by the on-duty shift commander or his/her designee if appropriate.



Shawn Kudron
Chief of Police

POLICY RESCINDED

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 26	ORDER NUMBER 26.1
TITLE PRISONER TRANSPORT		WORD CODE PRISONER	TOTAL PAGES 4
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes guidelines for transporting prisoners. When transporting prisoners, officer and prisoner safety is paramount. Prisoners should, except under specified circumstances, be handcuffed and searched prior to transport. The prisoner will be transported in a marked unit whenever possible.

2. PROCEDURES

A. Search of Prisoners:

1. The transporting officer is legally responsible for the safety and custody of the prisoner being transported. The arresting/transporting officer shall handcuff then thoroughly search the prisoner before being transported.
 - a. When an officer makes a custodial arrest, prior to placing the offender in a police vehicle/facility, the officer shall search the subject, remove evidence, contraband or anything that may cause harm to anyone.
 - 1) Searches will be thorough. Officers of the opposite sex of the prisoner may request an officer of same sex of the offender to complete a thorough search.
 - b. When prisoners are received from another officer/department/jail the receiving officer shall search the prisoner. It should always be assumed that the prisoner had an opportunity to obtain contraband or a weapon.
 - c. Guidelines for strip searched/body cavity search should be referred to General Order 26.2
 - d. Weapons, contraband, all drugs (including prescription) and all electronic devices will be removed from the prisoner being transported.

B. Search of Transport Vehicle:

1. Examination of prisoner transport vehicles, marked squads, shall be done at the beginning of each shift by the assigned officer and such vehicles shall also be searched prior to and after transporting prisoners.
 - a. An exam before each shift by the assigned officer will ensure that the squad has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use.
 - b. Each time a prisoner is transported, the squad will be examined to ensure that no weapons or contraband are present. Latitude is allowed wherein the officer has been in constant control of the squad; however, most squads are not under such control.
 - c. Once a prisoner has been removed, a search is conducted before the vehicle is reused to ensure that s/he has left nothing behind and that if items are located, they may be linked to the person in a timely manner.

C. Location of Officers in Vehicle:

1. Transporting officers will be seated in the front of the vehicle unless multiple officers are needed to control an offender, then a secondary officer may seat immediately to the rear of the driver. For safety reasons, the prisoner should be under observation at all times and secured with fastened seatbelt unless extenuating circumstances exist.
 - a. Prisoners shall be transported in the following manner:
 - 1) All prisoners should be transported in a vehicle that has a security screen. The prisoner shall be seated in the rear seat of the vehicle behind the security screen.
 - 2) If a prisoner must be transported in a vehicle without a security screen, the prisoners shall not be seated in the rear seat directly behind the driver.
 - 3) In general, there should only be one prisoner per transport vehicle. If 2 prisoners are to be transported in one vehicle, there shall be two officers: one driving, one observing the prisoners.
 - 4) When possible, prisoners of the opposite sex should not be transported in the same vehicle.
 - 5) When possible, juvenile, and adult prisoners should not be transported in the same vehicle.

D. Actions at Destination of Transport:

1. Though our Department generally does not transport prisoners from one facility to another, the following procedures apply when taking an offender/prisoner to County Jail.
 - a. Securing Firearms for Safekeeping- Prior to entering the Jail holding facility, officers will place their firearm in the provided lockable lockers at the entrance and keep the key until they leave the facility.
 - b. Removing Restraining Devices prior to placing the Prisoner in the Cell. At the Jail, the jailer taking custody of the offender is in charge as to when the restraining devices/handcuffs are to be removed from the offender.
 - c. Delivering Documentation to the Receiving Officer. Documentation required by the Jail is primarily the Jail receiving card that officers complete at/or prior to going to the Jail.
 - d. Obtaining the Signature of the Receiving Officer. The jailer enters the information from the card into their Records and files the cards according to their procedures. The jailer uses his/her initials/signature to sign-off on their jail card that the entry was completed.
 - e. Officers should advise the jail staff/receiving officers of any potential medical or security hazards by completing the back of the jail-receiving card.

E. Prisoner Escape:

1. Persons to be notified.
 - a. Upon escape, the officer shall immediately notify LEDC with detailed information to be given to field units to assist in bringing the escapee back into custody, to include:
 - 1) Name, height, weight, age, hair/eye color, clothing type/color, and other characteristics.
 - 2) Direction and method of travel.
 - b. LEDC will notify field units and send units into the area. LEDC will notify the street supervisor and surrounding jurisdictions if the escapee has the ability to leave the City.
2. Reports to be Prepared.
 - a. An Incident Report is completed regarding charges including additional charges if apprehended and a request for a warrant if not apprehended.
3. Further Actions to be Taken.
 - a. All incidents are subject to review by the shift commander and other members such as the Director of Training to see if tactics or training may be an issue.
 - b. If the escapee flees into another jurisdiction under fresh pursuit, the officer may pursue and inform dispatch of such information. A supervisor shall be dispatched into the area whenever possible to insure compliance with mutual aid, if needed, and pursuit orders.

F. Unusual Risk:

1. Officers will give advance notice if a prisoner being transported is posing an unusual risk/threat, to allow receiving personnel time to prepare restraining devices or arrange for additional help.

G. Use of Restraining Devices:

1. The following are the authorized restraint devices that may be used during prisoner handling if the officer has been trained to use such devices:
 - a. Handcuffs
 - b. Flexcuffs
 - c. Nylon leg restraint
 - d. Leg Shackles
 - e. Leather Medical Restraints
2. Generally, prisoners requiring transport shall be handcuffed to protect the prisoner, the officer, other citizens, property, and to prevent escape. All prisoners destined to any Jail Facility shall be handcuffed, except for instances where the officer can specifically articulate that handcuffing was not possible.
3. Whenever handcuffs are used, they shall be applied tightly enough to ensure the subject arrested cannot slip his/her hand out. The handcuffs shall not be so tight as to cause injury to the wrists. When secured, there will be space between the handcuff and the wrist.
4. Prisoners shall not be transported while in a prone position. Regardless of restraining method, officers always need to safeguard against positional asphyxia.
5. Officers shall not restrain a prisoner by connecting the hands and feet.

H. Restraining Devices During Transport:

1. In general, prisoners are to be restrained with handcuffs utilizing proper DAAT techniques during transport, with the following exceptions:
 - a. For medical/physical reasons, restraint cannot be accomplished safely.
 - b. The offender is 12 or younger or is advanced in age and they are not perceived to be a threat and a search has not revealed any weapons or contraband.
 - c. Permission for not restraining a person has been given by a supervisor.
 - d. In circumstances where the officer can detail satisfactorily why s/he did not restrain the person (ie sickness or injury).
 - e. Violent offenders may require additional restraints.
2. May not handcuff to any part of the vehicle. This section refers to restraint as being handcuffed. It does not infer that offenders should not be seat belted in the vehicle when such devices are available. All offenders should be seat belted unless they are too combative to safely accomplish the maneuver or other physical reasons are evident.
3. At no time should prisoners have handcuff connected to leg shackles in a "hog-tied" position. Officers should ensure that prisoners are transported in a manner that does not contribute to "positional asphyxia" such as being placed on their stomach.

I. Special Transport Situations:

1. A unit/officer with a prisoner in transport will not stop for law enforcement calls unless the incident is grave and the risk to the prisoner is minimal.
2. Sick, Injured or Disabled Prisoners.
 - a. Seriously sick/injured persons may be transported by ambulance with an officer following the ambulance.
 - b. Transport of prisoners requiring medical attention will be deferred to a treatment facility. If the duration of holding at such facility is longer than an hour, the officer will notify his/her supervisor for stand-by directions.
 - c. It may be unsafe to transport handicapped offenders in a squad; an ambulance may be used for transport.
 - d. Transport of prisoners listed above shall require enhanced precautions to prevent airborne or bloodborne pathogens to contaminate the vehicle/officer. This may include wearing plastic/rubber gloves and/or mask.
 - e. Due regard shall be given prisoners that allege sickness, injury or disability. Such shall be told to any other contact person and to the receiving facility/jail. The allegation will also be noted in the officer's reports.
 - f. Search of physically disabled prisoners shall comply with WI SS 968.256.
3. Prisoners in Need of Transport to Medical Care Facilities or Hospitals.
 - a. Prisoners transported by members will be taken to a treatment facility when appropriate, with notification to a supervisor.
 - b. If the prisoner is delivered to the Jail and then/later alleges a need for treatment, the Jail is responsible for making an assessment, transport, and supervision of the prisoner.
 - c. Prisoners transported to hospitals will remain under supervision of the officer to prevent escape, suicide or assault.
 - d. Prisoners will remain in restraints unless the removal of the restraints is necessary for treatment.
 - e. Supervisors/Officers have the authority in determining if/when the restraints are removed.
 - f. Prisoners hospitalized prior to incarceration at the jail may require 24-hr coverage depending on the circumstances/severity of the crime committed. If the prisoner cannot be released by using other methods such as signature bonding etc., the officer shall contact a supervisor to determine a schedule for providing observation of the prisoner, if needed.
 - g. Officers assigned to monitor a prisoner at a hospital should avoid complacency. Officers should not fraternize with the prisoner. Officers will call for relief when needed.
 - h. Officers will deliver medical orders/prescriptions/medications to receiving jail personnel upon releasing the prisoner to the jail.
 - i. Officers transporting prisoners to/from hospital facilities shall follow searching/restraining directives within this order.

4. Opposite Sex Prisoners.
 - a. Searches of opposite sex prisoners should have a same-sex member doing the search when possible; however, this does not prevent an officer of the opposite sex from conducting a search prior to transport giving due regard for the persons rights.
 - b. Opposite sex prisoner transports will cause the transporting officer to relay the starting and ending mileage of the transport to the dispatcher for recording on the timed tape.
5. Unusual Transports
 - a. Prisoners allowed to attend funerals, critically ill persons, reading of wills, etc. provide for extraordinary opportunities to a prisoner for unauthorized personal contact, escape, or inflicting injury on themselves or others. Jail personnel responsible for the prisoner will handle these transporting situations. Our Department will only assist as requested.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 26	ORDER NUMBER 26.2
TITLE STRIP / BODY CAVITY SEARCHES		WORD CODE STRIP SEARCH	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for conducting strip searches. See WI ss. 968.255 governing such searches.

2. DEFINITIONS

A. Detained: arrested for a felony or the following misdemeanors:

1. 167.30 Use of Firearms near Park
2. 940.19 Battery
3. 940.20(1) Endangering Safety-Dangerous Weapon
4. 941.23 Carrying Concealed Weapon
5. 948.60 Poss. of Dangerous Weapon by Child
6. 948.605(2)(1) Poss. of Firearm in a School Zone
7. 948.61 Dangerous Weapon in a School Zone

or, under Juvenile code any violation if committed by an adult would be in the above list; arrested for a violation and **IF** there is probable cause to believe the person is concealing a weapon or anything that may be evidence of the offenses such person is detained for.

B. Strip Search: A search in which a detained person's genitals, pubic area, buttocks/anus, or a female's breasts are uncovered and exposed to view or touched by a person conducting a search.

C. Body Cavity Search: A search in which a detained person's vagina and/or anus are probed.

3. PROCEDURES

A. Restrictions:

1. Searching persons must be of the same sex as the offender unless they are a physician, nurse or assistant. The detained person is not exposed to a person not doing the search unless they are a physician, nurse, or assistant. The search is not reproduced through video or audio.
2. Only a physician, nurse or assistant may conduct a body cavity search. No Department members are allowed to conduct body cavity searches; however, a member of the same sex as the suspect may stand by while medical staff performs the search.

B. Permission must be obtained in writing from the Chief of Police, Assistant Chief, or a Bureau Captain prior to conducting a strip/body search except when there is probable cause to believe that the detainee is concealing a weapon. All strip/body searches conducted as a result of a police investigation shall be documented reports and reviewed by his/her supervisor.

C. Factors to consider prior to authorizing a strip/body cavity search:

1. Nature and seriousness of the offense.
2. Person's criminal record.
3. Reasonable suspicion to believe person has contraband, drugs or weapons.
4. Length of time person may stay in custody.
5. Is the person being held alone or with others?
6. Did the person resist arrest or was s/he violent?
7. Does the person have a history of violence, contraband or drugs?
8. Is the person a danger to him/herself or others?
9. If applicable, prior to authorizing a strip/body cavity search a Search Warrant should be considered.

D. Physically Disabled Persons:

1. The removal of an assistive device requires the aid of a person who has had training in handling physically disabled persons; this type of search requires extreme care and strict conformance with Department orders.

- E. An opinion of the Attorney General advises that the mouth, ear and nose are not body cavities envisioned by the statutes, but extreme care should be exercised in searching these areas.
- F. Failure to strictly conform to the statutory requirements and Department orders carries the same penalty and liability as an unlawful strip search.



Shawn Kudron
Chief of Police

<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 02.24.2023</p>	<p align="center">CHAPTER 27</p>	<p align="center">ORDER NUMBER 27.1</p>
<p>TITLE CUSTODIAL CARE STANDARDS</p>		<p>WORD CODE CUSTODIAL</p>	<p>TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 12/19, 08/22, 02/23</p>		

1. PURPOSE AND SCOPE

This order establishes the La Crosse County Sheriff's Office as the responsible party for establishing written standards regarding jail facility operation and custodial care.

2. PROCEDURES

- A. The Sheriff's office will forward operational guidelines to our Department and Departmental personnel will adhere to such procedures.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 27	ORDER NUMBER 27.2
TITLE INTERVIEW ROOMS & DETAINING PROCEDURES		WORD CODE INTERVIEW ROOMS	TOTAL PAGES 2
	History: Updated 05/05, 09/12, 10/16, 01/17, 12/19, 12/23		

1. PURPOSE AND SCOPE

It is the policy of the La Crosse Police Department not to function as a secure detention facility. Members may temporarily detain people in designated interview rooms while completing interviews or other police functions such as paperwork. Members shall release or transport the individuals to a secure detention facility upon completing interviews or other police functions. This order establishes procedures for supervision and accountability for persons being detained by our department as well as providing authorization for temporary detaining areas for individuals, restraining and separation of individuals. It also provides conditions for access to water and restrooms, length of time persons can be detained, evacuations, security, and training of personnel responsible for an individual while under our control. It is the policy of this department to provide adequate facilities to accommodate persons under our control and provide a safe environment for detainees and officers.

2. PROCEDURES

A. Detaining Area Procedures:

1. **Supervision and Accountability** - The officer bringing the person into the department is responsible / accountable for the person unless relieved by another officer or department employee. This does not relieve supervisory accountability for persons under our custody or care.
2. **Authorized Detaining Areas** - The only authorized areas designed to detain persons under our control consist of the interview rooms located on the main floor of the police department and the interview rooms located on the 2nd floor in the Investigative Bureau.
3. **Securing to Fixed/Immovable Objects** - The police department does not have authorized fixed objects to which a person under our control can be secured to. No improvised objects shall be utilized to secure a person to and/or no person shall be secured to any objects such as chairs or tables. Uncooperative individuals or flight risks should be immediately taken to the jail or juvenile detention facility.
4. **Separation of Males, Females and Juveniles** - Male and female subjects under our control should be kept in separate detaining areas. Juveniles should not be detained with adults unless the adult is a parent, guardian, or relative. Detaining more than one person per room should be avoided if possible. Consideration should be given as to the relationship of the individuals being temporarily detained to avoid subjects harming each other, collaborating to create a disruption, or allowing possible suspects to create an alibi.

B. Room Conditions/Inspections:

1. Detaining areas/interview rooms will be clean and free of debris and will not be used to permanently store items.
 - a. If a detaining area/interview room is being used for temporary storage, it shall be placed out of service and not used for detaining or interviews.
2. At the beginning of each shift, the on-duty shift commander is responsible to ensure that the authorized detaining areas / interview rooms located on the main floor are inspected for weapons or contraband. Inspection of the 2nd floor authorized detaining areas / interview rooms will be the responsibility of the Investigative Bureau Captain or his/her designee.
 - a. If weapons or contraband is located during the inspection, the person conducting the inspection will review interview room use via department video in an attempt to determine the source of the contraband and complete any necessary reports.
3. All authorized temporary detaining areas / interview rooms shall be visually inspected by the officer/employee prior to placing an individual in the area. The officer/employee shall ensure that no objects or materials of any kind are present in the room which could be utilized as a weapon or destructive device. Employees should ensure that no contraband is present in the area.
 - a. If weapons or contraband is located during the inspection, the person conducting the inspection will review interview room use via department video in an attempt to determine the source of the contraband and complete any necessary reports.

C. Temporary Detention:

1. Persons under the department control, absent exceptional circumstances, may not be detained more than 2 hours in an authorized detention area / interview room. If the amount of time is to exceed 2 hours the person should be transported to the La Crosse County Jail. Persons being temporarily detained at the police department will be monitored by a department employee at least every 15 minutes.
2. Persons being detained in authorized detention areas will be allowed access to the restroom facilities, access to water and other needs. Officers/employees will escort persons being detained to such facilities. Requests to use these facilities will be honored in a timely manner. If the officer/employee has safety concerns or feels the person may be trying to discard contraband the officer may delay such facility use until a more appropriate time.

D. Evacuation Plan:

1. Officers/employees shall ensure that persons detained in an authorized detaining room do not have in their possession flammable objects such as matches, lighters, or other objects capable of producing flames.
2. In the event of a fire alarm the officer/employee having control of the person is responsible to ensure that the person is evacuated from the building. This does not relieve supervisory responsibility to ensure the safety of all persons under department control.
3. Fire suppression for any authorized temporary detaining area / interview rooms will be accomplished through building fire extinguishers and utilization of the La Crosse Fire Department.

E. Security Concerns:

1. **Weapons Control** - Officers should ensure that no weapons or makeshift weapons are accessible to subjects detained in our custody.
2. **Alarms** - In the event of a panic, duress or other building alarm which requires evacuation, the officer who is responsible for the custody of the person being detained is also responsible for the safe evacuation of that person. This does not relieve supervisory responsibility to ensure the same.
3. **Access to Authorized Area and Detainees** - Access by other non-department employees is at the discretion of the responsible officer and/or supervisor.
4. **Escape Prevention** - It is the responsibility of the officer/employee to ensure that individuals detained in the department are prevented from escaping. Officers should be in contact with the individual or ensure that they are being monitored and/or are secured with handcuff restraints. Uncooperative individuals or flight risks should be immediately taken to the jail or juvenile detention facility.
5. **Search of Detainee** - It is the responsibility of the detaining officer to ensure that individuals being detained in the department are searched to prevent contraband, weapons, hazardous materials, fire producing devices from being accessible in the building.

- F. Training:** Officers will receive training in weapons control, building evacuation plans, and searching of prisoners to ensure compliance with this order.


Shawn Kudron
Chief of Police

<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 02.24.2023</p>	<p align="center">CHAPTER 28</p>	<p align="center">ORDER NUMBER 28.1</p>
<p>TITLE</p> <p>AGREEMENTS FOR AUTHORIZING DOCUMENTS / FCC REQUIREMENTS</p>		<p align="center">WORD CODE AGREEMENT</p>	<p align="center">TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 12/19, 07/22, 02/23</p>		

1. PURPOSE AND SCOPE

This order establishes a default to written agreements/authorizing documents governing the authority and responsibility of both the Department and the La Crosse Emergency Dispatch Center (LEDC), which includes provisions for complying with standards.

2. PROCEDURES

- A.** The communications function is delegated to the La Crosse Emergency Dispatch Center. Both the Department and LEDC are accountable to each other for complaint taking, dispatching and response to calls for service and related functions to persons within the City.
- B.** The Department and LEDC radio operations shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements to ensure regulation and standard compliance
- C.** A copy of all/any agreements, regulations and standards are maintained by the Assistant Chief.



Shawn Kudron
Chief of Police

<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 12.8.2023</p>	<p align="center">CHAPTER 28</p>	<p align="center">ORDER NUMBER 28.2</p>
<p>TITLE</p> <p>TELEPHONIC EMERGENCY CALLS FOR SERVICE / CONTINUOUS COMMUNICATIONS</p>		<p>WORD CODE TELEPHONIC</p>	<p>TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 12/19, 12/23</p>		

1. PURPOSE AND SCOPE

This order establishes a 24-hour telephone access for emergency calls for service and other related police numbers; the 24-hour two-way radio capability will be maintained providing continuous communication between LEDC and personnel on duty.

2. PROCEDURES

A. Telephone Access:

1. Published, telephone directory phone numbers are listed in the telephone directories as well as the City Hall published directory of in-house numbers and extensions.
2. In-house phone numbers are published periodically and distributed to all Bureaus, Divisions, and the Shift Commander's office.
3. The 911 system is staffed 24 hours a day with total coverage by LEDC personnel.

B. Continuous Communications:

1. Radio communications shall be maintained continuously for two-way radio use between LEDC and on duty personnel by means of a portable walk unit when away from vehicle units equipped with communications.
2. LEDC is responsible for back-up, auxiliary procedures in the event of equipment failure.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 02.24.2023	CHAPTER 28	ORDER NUMBER 28.3
TITLE OBTAINING AND RECORDING INFORMATION		WORD CODE RECORDING	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 08/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for obtaining and recording relevant information of each call for service or self-initiated activity. In most situations, this will be the responsibility of the LEDC complaint takers; however, field units must know what types of information are required for Incident Reports as well as those complaints that are taken by phone or in person at the station.

2. PROCEDURES

- A. Incident number:** For each call for service and police/citizen related calls for service, LEDC or the complaint taker will complete an Incident Report and have a unique incident number attached to it beginning with the last two digits of the year, a hyphen, and ending with a sequential number such as 20-12345.
- B. Date and time of call:** The Incident Report will list both the date and time of the receipt of the call as generated by the computer or complaint taker.
- C. Complainant's name and address, if possible:** Personnel completing the report will attempt to get this data and enter it on the Incident Report; if none are given, enter ANON.
- D. Type of incident reported:** The incident type will be recorded on the Incident Report/CAD screen as a computer coded entry and will appear as a phrase on the hardcopy report; NOTE the type of incident reported may differ from that which the officer clears with. Both shall be noted on the report.
- E. Location of incident reported:** The location of where the incident occurred and also where the officer is to meet with the complainant/victim will be noted on the Incident Report.
- F. Identification of officer as primary and backup:** The squad or unit number of the responding units as well as the badge numbers and names of the responding officers will be noted on the Incident Report.
- G. Time of dispatch, arrival, and return to service:** Relevant times will be recorded on the Incident Report as generated by the computer or dispatcher/call taker.
- H. Disposition or status of reported incident:** This information will be recorded as a computer coded abbreviation which prints out as a short phrase disposition; the narrative of the report may hold additional disposition/status information.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 28	ORDER NUMBER 28.4
TITLE RADIO COMMUNICATIONS 10-CODES & PLAIN LANGUAGE		WORD CODE RADIO COMM	TOTAL PAGES 4 with Annex A,B
	History: Updated 03/03, 02/13, 01/16, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for radio communications stressing the use of plain language whenever practical. This policy enhances our communication during events or crisis requiring multi-jurisdiction/multi-agency response. It also promotes efficient communications ensuring compliance with the National Incident Management System (NIMS) and meets federal grant requirements. Operations are more efficient and officer safety is enhanced when all members are familiar with proper radio protocols, authorized 10-Codes, unit locations, call types and situational awareness of active cases requiring police response.

2. PROCEDURES

A. Authorized 10-Codes:

1. All law enforcements agencies in La Crosse County have committed to the use of plain language and have agreed on the following exceptions. It is understood that there are certain officer safety situations where the use of plain language may hinder safe and effective operations and there is a need to utilize means other than plain language.
2. The following 10-Codes are authorized and shall be trained and utilized when appropriate:

a. 10-0 Use Caution	f. 10-78 Officer Needs Assistance
b. 10-4 Acknowledgement (OK)	g. 10-90 Alarm
c. 10-32 Subject with a Gun	h. 10-96 Emotionally Disturbed Subject
d. 10-33 Emergency	i. 10-99 Wanted or Stolen
e. 10-61 Personnel in Area	j. 10-100 Deceased Subject

B. Circumstances Requiring Radio Communications by Personnel:

1. Beginning and ending tour of duty, give LEDC: Unit ID number, squad number, walk unit number, and assignment description.
2. Going In-Service. Going Out-of-Service give LEDC the location and reason for status change.
3. Call acknowledgement, arrival at destination, location change, information received or call clearance.
 - a. When LEDC calls a unit, respond with unit number.
 - b. When receiving a radio transmission from dispatch/another department member, the receiver shall respond as soon as reasonably possible.
 - c. Personnel shall not disobey or refuse an assignment from dispatch unless instructed to by a supervisor.
4. For self-initiated activity, advise LEDC of the activity and the location and any changes to location or call clearance.

C. Methods of Identifying Members During Radio Transmissions:

1. Identify yourself and others by Unit ID Number whenever possible.
2. Members will use their full identifying number, or designation/it will not be abbreviated.
3. Sworn members use a 3-digit Unit Identifier between 200 – 299 (example “264”).
4. CSE’s will use the CSE designation and their number (example: “CSE 8”)
5. Police Reserves will use the PR designation and their number (example “PR 23”)
6. When the Unit ID Number is not known the last name, many be used (example “CSE Jones”)

D. Criteria for Assigning Calls for Service:

1. Incidents that require a Directed Patrol Response will not require dispatching of a unit.
2. Incidents that do not require a sworn officer/police powers may be handled by a CSE.
3. Incidents requiring more than one officer include crimes in progress, trouble/fights in progress, any incident where a suspect is on scene, domestics, Chapter 51/55, alarms, suspicious persons, deaths or injuries, injury traffic accidents or any case that presents a known threat or danger, or when LEDC makes an informed decision that more units are needed, when an officer requests more units or a supervisor directs more units to be assigned.

E. Communication with Interacting Agencies (Interoperability):

1. Radios allow Intra-City talk via CITY channels.
2. The City of La Crosse radio system is an 800 MHz P25 Trunking Simulcast System which has the capability of functioning in both 800 megahertz and VHF frequencies.
3. Squad Radios are Dual Band (have both 800 MHz and VHF) capabilities.
4. As a general rule, Officers are issued handheld radios with Single Band 800 MHz capability.
5. Select personnel are issued Dual Band handheld radios.
6. When wanting to communicate with other area Law Enforcement Agencies, advise dispatch to have the agency/officer go to the COUNTY WIDE channel found on the HOME ZONE. This can be done on Single or Dual Band radios.

F. Professional Radio Use

1. All radio transmissions will be professional, clear, concise, and free of hostile or judgmental tone.
2. Lengthy commentary or narrative is prohibited unless specifically required to address an immediate need to relay pertinent information to other units in the field.
3. The use of the Department radio system is for Official Use Only and for the purposes of accomplishing Department goals and objectives.
4. All radio transmissions are subject to Open Records.

G. Radio Training, Issued Equipment, Care and Maintenance

1. Members are trained on the proper use of the radio equipment before it is issued.
2. During training, members are instructed not to use the MN ARMER Channel unless it is an emergency that the officer is involved in that require such emergency use.
3. Once issued, members are responsible for the care of their radio, microphone, earphone, battery, and holder and must immediately report any damage, loss or repair needs to their immediate supervisor.
4. Members are responsible to ensure they have their issued, fully charged, and operational radio ready for beginning their tour of duty and will place it in their issued charger when ending their tour of duty.
 - a. Turn your radio off when charging in your locker.
5. All handheld radios shall be stored in Department lockers (or in the office) of assigned personnel unless specific authorization has been granted via the Department Administration.
6. Radios will not be altered in any way, and only authorized accessories will be allowed. No unauthorized antennas are to be used on the Departments radio equipment.

H. Minnesota ARMER Radio System

1. Our radios are programmed to access Minnesota ARMER Radio Frequencies for use by our personnel only in the event of an Emergency and only when our emergency operations require communication with Minnesota Police Personnel.
2. MN ARMER shall not be accessed for any other purpose.
3. Members will not turn to the MN ARMER channel to monitor (listen to) MN radio traffic as it pulls signal strength from the system and could overload (crash) their system.

I. Channel Marker for Held Channel

1. When a call requires the channel to be held for officer safety reasons, dispatch will announce that the channel is being held and turn the Channel Marker on.
2. This feature produces a low tone beep every 25 seconds which serves as a warning to all members that the channel is being held.
3. Dispatch will announce when the channel is no longer being held/open for normal traffic and turn the channel marker off.

J. Encrypted (Secure) Channels

1. On January 5, 2016, all radios and systems will be fully operational. All police channels will be encrypted except for PD Main. Any communication reference officer safety or of a confidential nature should be done utilizing an encrypted channel.
2. Encrypted communication (LCPD SECURE) will be used in any in-progress call for service for the safety of officers responding. (Gun/Shots Fired, Robbery, Alarms, Open Door, Bomb/Bomb Threats, Prowler/Entry).


Shawn Kudron
Chief of Police

LA CROSSE COUNTY AUTHORIZED 10-CODES (WITH SUGGESTED ALTERNATIVES)

The following 10-Codes are authorized and shall be trained and utilized when appropriate:

- | | |
|---------------------------|-------------------------------------|
| 10-0 Use Caution | 10-78 Officer Needs Assistance |
| 10-4 Acknowledgement (OK) | 10-90 Alarm |
| 10-32 Subject with a Gun | 10-96 Emotionally Disturbed Subject |
| 10-33 Emergency | 10-99 Wanted or Stolen |
| 10-61 Personnel in Area | 10-100 Deceased Subject |

Suggested Alternatives to Using a Code

- | | |
|--|---|
| <p>*10-0 Use Caution</p> <p>10-1 "Unable to copy that Radio"</p> <p>10-2 "Signal is good"</p> <p>10-3 "Stop transmitting"</p> <p>*10-4 Acknowledgement (OK)</p> <p>10-5 "Relay information"</p> <p>*10-6 "Busy" unless urgent</p> <p>*10-7 "Out of service" or "I'll be out at ____"</p> <p>*10-8 "In service" or "I'm available"</p> <p>*10-9 "Repeat"</p> <p>*10-10 "Fight" or "Fight at ____"</p> <p>10-11 "Animal Complaint"</p> <p>10-12 "Stand by"</p> <p>10-13 "Weather/road report"</p> <p>10-14 "Prowler" "Suspicious Person"</p> <p>10-15 "Civil Disturbance"</p> <p>*10-16 "Domestic" "Family Dispute"</p> <p>10-17 "Meet complainant" "Meet party"</p> <p>10-18 "Quickly" "Step it up!"</p> <p>10-19 "Return to"</p> <p>*10-20 "Location" "Your location"</p> <p>*10-21 "Call" "Call by phone"</p> <p>*10-22 "Disregard"</p> <p>*10-23 "On Scene" "Arrived at scene"</p> <p>10-24 "Assignment completed"</p> <p>*10-25 "Report" "Report in person (meet)"</p> <p>10-26 "Detaining subject"</p> <p>*10-27 "DL information"</p> <p>*10-28 "Vehicle registration"</p> <p>*10-29 "Check for wants" "Check Paper On"</p> <p>10-30 "Unnecessary use of radio"</p> <p>10-31 "Crime in progress"</p> <p>*10-32 Subject with a Gun</p> <p>*10-33 Emergency</p> <p>10-34 "Riot"</p> <p>10-35 "Major crime alert"</p> <p>*10-36 "Correct time"</p> <p>10-37 "Investigate susp. veh."</p> <p>*10-38 "Traffic Stop" "Stopping Vehicle"</p> <p>*10-39 "Urgent" "Respond 10-33" (use light and siren)</p> <p>*10-40 "Silent run" "Not 10-33" (no light or siren)</p> <p>*10-41 "Beginning tour of duty" "Beginning Tour"</p> <p>*10-42 "Ending tour of duty" "Ending Tour"</p> <p>*10-43 "Information"</p> <p>10-44 "Permission to leave patrol"</p> <p>10-45 "Animal carcass at ____" "Animal Pickup"</p> <p>*10-46 "Assist motorist" "Out with Motorist"</p> <p>10-47 "Emergency road repair needed"</p> <p>10-48 "Traffic signal Out" or "Needs repair"</p> <p>10-49 "Traffic light Out" or "Needs repair"</p> <p>*10-50 "Accident (PD, PI, F)"</p> | <p>10-51 "Wrecker needed" "Wrecker of the Week"</p> <p>10-52 "Ambulance needed" "Send EMS"</p> <p>10-53 "Road blocked"</p> <p>10-54 "Livestock on highway"</p> <p>*10-55 "OWI" "OMVWI" "Intoxicated driver"</p> <p>*10-56 "Intoxicated Person"</p> <p>*10-57 "Hit & Run (PD, PI, F)"</p> <p>10-58 "Direct traffic" "Traffic Control"</p> <p>*10-59 "Convoy" or "Escort"</p> <p>*10-60 "I'm Location" "Squad is Location"</p> <p>*10-61 Personnel in Area</p> <p>10-62 "Reply to message" "Please Reply"</p> <p>10-63 "Prepare to make written copy"</p> <p>10-64 "Message delivery"</p> <p>10-65 "Get message assignment"</p> <p>10-66 "Message cancellation"</p> <p>10-67 "Clear for next message"</p> <p>10-68 "Dispatch information"</p> <p>10-69 "Message received"</p> <p>10-70 "Fire alarm"</p> <p>10-71 "Advise nature of fire" "Fire Status"</p> <p>10-72 "Report progress on fire" "Fire Status"</p> <p>10-73 "Smoke report" "Smoke coming from ____"</p> <p>*10-74 "Negative"</p> <p>10-75 "In contact with"</p> <p>*10-76 "En route"</p> <p>10-77 "ETA" (estimated time of arrival)</p> <p>*10-78 Officer Needs Assistance</p> <p>10-79 "Notify/Contact/Request Medical Examiner"</p> <p>*10-80 "Pursuit" "Pursuit in Progress"</p> <p>*10-81 "Intoximeter Operator" or "Report"</p> <p>10-82 "Reserve lodging"</p> <p>10-83 "Work school crossing"</p> <p>10-84 "If meeting ____, advise ETA"</p> <p>10-85 "Delayed due to ____."</p> <p>10-86 "Officer/operator on duty"</p> <p>10-87 "Pick up/distribute checks"</p> <p>10-88 "Pick up paperwork"</p> <p>10-89 "Bomb threat"</p> <p>*10-90 Alarm</p> <p>10-91 "Pick up prisoner/suspect"</p> <p>10-92 "Improperly parked veh."</p> <p>10-93 "Blockade"</p> <p>10-94 "Drag racing" "Racing"</p> <p>*10-95 "In Custody" "Subject under arrest"</p> <p>*10-96 Emotionally Disturbed Subject</p> <p>10-97 "Warning count"</p> <p>10-98 "Prison/jail break" "Escape from ____"</p> <p>*10-99 Wanted or Stolen</p> <p>*10-100 Deceased Subject</p> <p>*10-101 "PPE Call" "Wear Gloves" "Wear Mask" "Health Risk" "Pathogen Risk"</p> |
|--|---|

*Denotes Codes that had been Commonly Used by La Crosse County LE Agencies Prior to 01.29.2013

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

Bridges Portal La Crosse Police Department Squad Dashboard

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	LCPD Dispatch Procedure 01.13.2016	February 4, 2020	<input type="checkbox"/> Neises, Stephanie

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GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	02.24.2023	28	28.5
TITLE ACCESS TO INFORMATION BY COMMUNICATIONS PERSONNEL		WORD CODE ACCESS	TOTAL PAGES 1
	History: Updated 09/1, 11/15, 12/19, 08/22, 02/23		

1. PURPOSE AND SCOPE

This order establishes procedures for communications personnel to have immediate access to specific operational information.

2. PROCEDURES

A. Officer in charge/Duty roster of all personnel:

1. LEDC with have computerized access to the La Crosse Police Department's patrol scheduling software so as to always be aware of who is working each day and shift.
2. The on-duty shift commander or designee will contact LEDC with any last minute or mid-shift duty or staffing changes.
3. At all times a shift supervisor shall maintain/be available to the LEDC via radio contact.

B. Residential telephone number of every member:

1. Department personnel rosters with name, badge number, address, phone number and other information will be provided to LEDC and accessible to all Department bureaus, divisions, shifts on an updated basis by the Chief's secretary.

C. Maps detailing the City:

1. LEDC will ensure that they have updated maps detailing the City at their immediate disposal by obtaining such through the Engineering Department.

D. Officer status indicators:

1. The CAD system is equipped with pre-determined status checking intervals that cause LEDC and the station supervisor monitoring the system to view blinking/highlighted unit numbers if a designated time has elapsed since the units last contact or updating. This and related courtesy safety checks will be made by LEDC personnel to units that are on calls and have not made radio or other contact.

E. Procuring emergency and necessary external services; tactical dispatching plans:

1. Department orders and directives regarding procuring equipment and services will be available to LEDC personnel; if any additional information is needed LEDC may contact the on-duty shift commander.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 28	ORDER NUMBER 28.6
TITLE IMMEDIATE PLAYBACK CAPABILITY		WORD CODE PLAYBACK	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes a method to access the capability of immediate playback of recorded telephone and radio conversations while it maintains a continuous recording of radio transmissions and emergency telephone conversations within LEDC.

2. PROCEDURES

- A.** Recordings to be retained for a minimum period of 30 days.
- B.** Secure handling and storage for recordings will be provided by LEDC.
- C.** Criteria for reviewing recorded conversations.
 - 1. Requests to review such audio files shall be routed through the Field Services Captain who will present all such requests after his/her approval to the LEDC Administrator.
 - 2. Supervisors may request that an audio file be held for review at any time to a LEDC supervisor. Supervisors may request immediate audio review without going through C-1 if such information on the audio file is timely and is needed promptly for a police purpose.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 28	ORDER NUMBER 28.7
TITLE CRIMINAL JUSTICE INFORMATION SYSTEM		WORD CODE CRIMINAL	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes Department participation and access to local, state, and federal criminal justice information systems. The Department has access to equipment needed to access information from other agencies through LEDC.

2. PROCEDURES

A. La Crosse Emergency Dispatch Center (LEDC):

1. Local information systems include the countywide computerized law enforcement records system which is accessible by LEDC for any type of requests being made by field units including local warrants and related police information.
2. With the teletype terminals at LEDC, personnel may access a number of agencies and files on request which include:
 - a. Department of Transportation (DOT) for vehicle and operator records.
 - b. Criminal Information Bureau (CIB) for criminal histories.
 - c. Statewide network for communications with other law enforcement and criminal justice agencies.
3. Such teletype terminals may also communicate with various federal record systems such as the National Crime Information Center (NCIC).
4. Data entry and retrieval requirements are the responsibility of LEDC and its personnel.

B. Central Station:

1. The station is equipped with radio communications for monitoring and use with the LEDC system. Various forms of radio links may be arranged by LEDC to allow communications with other agencies and departments.
2. Email and Fax machines assist in document dissemination.

C. The Department has sufficient equipment to access all communication and information systems. The responsibility for ensuring compatibility is with the Administrative Services Bureau.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 28	ORDER NUMBER 28.8
TITLE ACCESS TO TIME & CRIMINAL HISTORY CHECKS		WORD CODE CRIM HIST	TOTAL PAGES 2
	History: Updated 09/04, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to comply with the Crime Information Bureau (CIB) and Criminal History Record Information (CHRI) in regards to running criminal history checks and required documentation/rules. It also complies with regulations as required by CIB in relation to accessing the Transaction Information for the Management of Enforcement system (TIME).

2. DEFINITIONS

A. CHRI (Criminal History Record Information): Criminal history information is only to be obtained for specific purposes noted in this order. Any dissemination to another criminal justice agency such as, but not limited to, the District Attorney or City Attorney will require a secondary dissemination log to be maintained for one year.

3. PROCEDURES

A. Access to TIME / eTIME system:

1. No person may use the TIME / eTIME system without having first received department authorization and required training / biennial re-certifications. Personnel who have received MDC training and/or have completed the eTIME training are authorized to access the TIME systems via the MDC or eTIME.
2. No person may access the TIME system unless he/she has been subject to a fingerprint-supported criminal background check. The department will conduct background checks of all employees prior to allowing access to the TIME system. All sworn officers are subjected to this CIB regulation prior to being hired.
3. Computers with access to TIME will be secured via logon and password controls. Employees will not disclose TIME access passwords and will take appropriate precautions to protect the visibility of TIME system information from unauthorized persons. Personnel will only utilize department owned computers to access eTIME.
4. Employees will comply with all federal, state, and local laws relating to the collection, storage, or dissemination of criminal justice information and CHRI. Questions regarding dissemination of information received via the TIME system should be directed to the Records Division Supervisor.

B. Criminal History Checks:

1. Allowable Criminal History Purposes.
 - a. Criminal Investigations.
 - b. Domestic Violence (court use only).
 - c. Local background checks (Records Division use only; billable to the Department).
 - d. Return of Firearms to lawful owners (property section use only).
 - e. Public Housing (not used by our Department).
 - f. Police Employment Background Checks (used in the hiring process).
2. Members doing criminal history checks must insure that they meet one of the above authorized purposes. Note that there is a monetary charge for Purpose Code "E".
3. When making a criminal history check for Purpose Code "C", the requesting member must specify the officer's name and the related case number either to the dispatcher or in the "Attention" space provided on the electronic request form such as through eTIME. The providing of both the member's name and case number insures ease of tracing the information for audit purposes. NOTE: Only sworn officers are allowed to authorize any criminal history checks. Non-sworn personnel may receive authorization to conduct criminal history checks from their immediate supervisor; however, the supervisor's last name and the employee's last name must be in the "Attention" line along with the case number (example Last name / Last name 04-0000).
4. The use of eTIME for criminal history checks is restricted by this policy for Purpose Code "C" and "J" use only.
5. Criminal History checks for local licenses reviews such as bartender, taxicab driver, etc. as processed under Purpose code "E" will be run through the Records Division supervisor who has access to an internet

based criminal history check through the Dept. of Justice CIB. These searches are billed to the department. If the Records Division supervisor is not able to complete these checks LEDC can run these however, they must be informed to use Purpose Code "E" along with the name of the requestor and "license check" in the comments.

C. Security Breaches/Violations:

1. It is the responsibility of the Records Supervisor to ensure the department is in compliance with State and Federal security standards associated with TIME, eTIME or criminal history reports. (General Order 29.1 governs Records Division and report security).
2. Employees shall only use TIME, eTIME or criminal history reports for official department business.
 - a. Employees shall report any unauthorized use of TIME/eTime or criminal histories through the chain of command or to the records supervisor.
3. Records staff will report to the Records Supervisor any breach of records division security or missing TIME/eTIME records or criminal history reports.
4. The Records Division Supervisor shall coordinate with the City's Information and Technology department to ensure proper network securities are in place to comply with State and Federal security standards associated with TIME, eTIME or criminal history reports.
 - a. Any Department network breach that compromises the security of the TIME/eTime shall immediately be reported to the City Information and Technology Department and shall follow appropriate TIME/eTIME reporting procedures.

D. Disposition of Criminal History Checks:

Checks obtained under Purpose Code "C" will be either disposed of by the requesting member through use of Department shredders or attached to the case report.

1. Records Division.
 - a. Criminal history information that is to be transferred to the District Attorney for possible prosecution shall be noted on the Court Liaison's Arrest Log by checking that it is being routed to their office.
 - b. Criminal history information attached to reports for municipal citations or other related purposes shall be disposed of by use of Department shredders.

E. Court Liaison:

1. When routing reports to the District Attorney, the Court Liaison/ designee will check to see if there is a criminal history check attached. If so, the Court Liaison will insure that the proper column on the Arrest Log is marked so as to designate that such criminal history is being disseminated to the District Attorney. The Court Liaison is responsible for maintaining, storing and disposing of the log in compliance with all CIB standards.
2. If there is not a criminal history check attached to the report being routed to the District Attorney and the Court Liaison feels that one is needed s/he or their designee will run a criminal history check according to the above guidelines and attach/note, it as indicated in D-1.
3. If there is not a criminal history check attached to the report being routed to the District Attorney and the Court Liaison does not feel that one is needed s/he will insure that no marks are made in the criminal history dissemination column.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 28	ORDER NUMBER 28.9
TITLE MISDIRECTED EMERGENCY CALLS		WORD CODE MISDIRECT911	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the handling and routing of misdirected emergency calls to ensure the proper services are rendered in an expeditious fashion.

2. PROCEDURES

A. Receipt by LEDC:

1. Calls received by LEDC that are not for agencies within their service areas are referred to other proper agencies as dictated by LEDC guidelines.

B. Receipt by Department Personnel:

1. Calls that require dispatching a field unit will be:
 - a. Phone transferred to LEDC.
 - b. Input into CAD to-be-dispatched screen for LEDC.
 - c. Call taker will take pertinent data and call LEDC with the info: call type, complainant name, etc.
2. Calls of an EMERGENCY nature that do not impact our City but an area within LEDC's service area may be:
 - a. Transferred to LEDC dispatchers/call takers.
 - b. In extenuating circumstances, the Department call taker may document related data and call LEDC.
3. Calls of an EMERGENCY nature that do not impact our City and are NOT within LEDC's service area may be:
 - a. Referred to the proper jurisdiction.
 - b. In extenuating circumstances, the Department call taker may document related data and have LEDC send a teletype/radio message to the proper agency.
4. Calls of a NON-EMERGENCY nature will be referred to the proper agency giving phone numbers for such when known.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 28	ORDER NUMBER 28.10
TITLE ALARMS		WORD CODE ALARM	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for responding and investigating alarms.

2. PROCEDURES

A. Intra-Department Monitoring:

1. The City of La Crosse has a Duress Alarm System administered by the IT Department which notifies designated members of the Police Department via their computer and/or cell phone text message.
2. Shift Command is the primary monitoring point for City Duress Alarms, with secondary monitors established within the Department.
3. When a city duress alarm is activated, Department members will notify dispatch of an alarm, its location and then direct the response of two or more sworn members. Necessary action and reports will be completed if needed.
4. The Police Department will work with the Information & Technology Department to minimize false alarms through employee training and or hardware/software configuration.

B. LEDC Monitoring:

1. The LEDC only monitors alarms for La Crosse County buildings. When an alarm is activated LEDC dispatches city units as needed.
2. Private business have private security/alarm systems who contact the LEDC notifying them of an alarm.

C. Response to Private Security Alarms:

1. LEDC shall dispatch two marked units when available to respond to private security alarms.
 - a. One unit shall be designated as the primary response unit and will keep other units apprised as to locations to be positioned, etc.
 - b. If a second marked unit is not available, unmarked units may be used; communication between responding units regarding location, etc. is essential.
2. Response will be in the most expeditious manner complying with statutory guidelines while using whatever measures are available to arrive on scene undetected.
 - a. The primary response unit will go to a previously agreed upon location such as is the case for bank alarms or one which gives optimum view of the building's front exterior.
 - b. Secondary units will take positions to give maximum vantage points of other entry/escape routes while attempting to eliminate any crossfire possibilities.
3. If possible, LEDC will attempt to contact the business and talk with a designated security person or employee regarding the alarm status. Arrangements will be made for the employee to give any predetermined codes and/or to meet the primary officer outside the building, if it is alleged to be false.
 - a. Any information gained through this process will be given to the response units.
 - b. Valid alarms will be brought to the immediate attention of all concerned as well as notification of a street supervisor.
 - c. If the alarm is valid, responding officers should wait to let the suspect exit the building and then attempt to apprehend them unless the situation requires an immediate response to the inside of the building.
4. Additional response and tactics will be determined by each incident; other related orders regarding ERT use, command posts and perimeters will be adhered to.
5. The Records Division is responsible monitoring false alarm calls and communicating with the alarm owners about possible penalties for repeated false alarms.
6. The Professional Standards/Community Services Bureau will compile and disseminate location diagrams for financial institutions and any other locations of particular interest.


Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 28	ORDER NUMBER 28.12
TITLE COMMUNICATIONS CENTER SECURITY		WORD CODE LEDC	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes security measures for communications (La Crosse Emergency Dispatch Center – LEDC) to protect personnel and equipment.

2. PROCEDURES

A. Limited Access to LEDC - Authorized Personnel Only:

Authorized personnel are:

1. Chief
2. Asst. Chief
3. Bureau Captains
4. Admin sworn personnel
5. On-duty Shift Supervisors
6. On-duty desk personnel
7. Personnel dispatched/ assigned to such facility

B. Equipment Protection-Backup Resources-Security:

1. LEDC enforces security measures in these areas and will route a copy of related documents to our Department for maintenance in the Shift CO Room. Personnel will comply with LEDC access criteria.

C. An alternate source of power is provided by LEDC. Inspections/tests of the alternate source are completed in conformance with manufacturer specs to ensure continuous communications through the alternate source.



Shawn Kudron
Chief of Police

POLICY RESCINDED

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 28	ORDER NUMBER 28.14
TITLE ASSISTING LIMITED ENGLISH PROFICIENCY (LEP)/HEARING IMPAIRED PERSONS		WORD CODE LEP	TOTAL PAGES 3
	History: Updated 12/08, 08/10, 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, for departmental personnel to follow when providing services to, or interacting with, individuals who are Limited in English Proficiency (LEP). The La Crosse Police Department recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit or even prohibit individuals with LEP/Hearing Impairment from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. It is the policy of the La Crosse Police Department that all employees will assist in providing language assistance services to LEP/Hearing Impaired individuals whom they encounter or whenever an individual requests language assistance services. La Crosse Police personnel will inform members of the public that language assistance services are available free of charge to LEP/Hearing Impaired persons and that La Crosse Police personnel will assist in making these services available to them.

2. DEFINITIONS

- A. Primary Language:** An individual's native tongue or the language in which an individual most effectively communicates.
- B. Limited English Proficiency (LEP):** Designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- C. Hearing Impaired:** Persons who are deficient in hearing or are deaf and communicate by the use of sign language.
- D. Interpretation:** The act of listening to a communication in one language (source language) and orally/signing to convert it to another language (target language) while retaining the same meaning.
- E. Translation:** The replacement of written text from one language (source language) into an equivalent written text in another language (target language).
- F. Bilingual:** The ability to use two languages proficiently.
- G. Sign Language:** Is a language that uses a system of manual, facial, and other body movements as the means of communication, especially among deaf people.
- H. LCPD Authorized Interpreter:** A bilingual person who has been authorized to interpret for the La Crosse Police Department in certain situations.
- I. LCPD Authorized Interpreter List:** A delineation of other persons who are bilingual and are authorized to act as interpreters.

3. PROCEDURES

- A. Emergency Calls to 9-1-1:** The La Crosse County Emergency Dispatch Center has contracted with a multi-language telephonic translation service to assist with LEP/Hearing Impaired emergency calls to the 911 Dispatch Center. When dispatching officers to an emergency call where translation is determined to be necessary, LEDC should inform the responding officer that an interpreter may be needed at the scene. If an LCPD authorized interpreter who speaks the required language is on duty, that employee should also be dispatched. Non-sworn personnel dispatched to a potentially violent scene should wait to enter the area until the responding officer/supervisor directs them to enter the scene once it is safe.

B. Procedures for Requesting Interpretation Services for LEP/Hearing Impaired Persons:

1. Responding Officers/Personnel Responsibilities: Personnel in need of interpretation services will attempt to identify the LEP/Hearing Impaired individual's primary language through the use of language ID cards or other information available to them to help determine the primary language.
 - a. Once the LEP/Hearing Impaired individuals' primary language has been determined, personnel should utilize the most immediately available LCPD authorized interpreter from the authorized Interpreter list.
 - b. If no interpreter is available for the language translation/interpretation, department personnel should utilize the La Crosse Police Departments contracted telephonic language translation service provider to provide interpretation. This can be accomplished by using 3-way-calling, speaker phone on a landline or cellular telephone or by passing a phone back and forth.
2. Exigent Circumstances: All personnel are expected to follow the general procedures outlined in this policy; however exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreter available.
 - a. Family, Friends, and Bystanders: personnel should only use family, friends, or bystanders for interpreting in very informal, non-confrontational situations, and only to obtain basic information at the request of the LEP/Hearing Impaired individual. Using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation.

C. Conflict of Interest/Bias of Interpreter: If the officer believes that there is any conflict of interest with the assigned interpreter, bias, or any other reason why the interpreter should be refused, the officer shall consult with their supervisor. The supervisor will decide if another interpreter is warranted.

D. Maintenance of LCPD Authorized Interpreter List: The Community Services Bureau Lieutenant will create and maintain the LCPD Authorized Interpreter List and forward it to department personnel and to the LEDC. This list will be updated in January of each year to ensure accuracy. The list should be organized by languages spoken as well as in order by which interpreters should be called. The list shall also contain the updated phone numbers and procedures for using the contracted telephonic language interpretation service.

E. Translated Documents: The Records Sergeant will be responsible for annually reviewing all documents issued by the Department to assess whether they should be translated and determining into what languages vital documents should be translated.

F. Interrogation, Interviews, and Complaints:

1. Criminal Interrogations and Crime Witness Interviews: These scenarios potentially involve statements with evidentiary value upon which a witness may be impeached in court. As such, accuracy is a priority. Moreover, a failure to protect the rights of LEP/Hearing Impaired individuals during arrests and interrogations presents risks to the integrity of the process. Officers must recognize that miscommunication during the interrogations or crime witness interviews may have a substantial impact on the evidence presented in any related criminal prosecution. An interpreter shall be used for any interrogation or taking of a formal statement where the suspect's or witness' legal rights could be adversely impacted.
2. It is the interviewing officer's responsibility to develop and ask all applicable questions. Under no circumstances will an interpreter independently question a LEP /Hearing Impaired individual. The interpreter's role is to serve as a neutral third party, taking care not to insert his or her perspective into the communication between the parties.
3. Miranda warnings, and all other vital written materials, will be available to the suspect or witness in his or her primary language. In the case of a language in which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in his or her primary language using a LCPD authorized interpreter or if none is available the contracted telephonic interpretation service.
4. Complaint Procedures for LEP/Hearing Impaired Persons: Any LEP/Hearing Impaired individual, who wishes to file a complaint with the La Crosse Police Department regarding language access, or any complaint against the Department and/or an employee, shall be offered the services of an authorized La Crosse Police interpreter. If none is available, the Department will make the contracted telephonic Telecommunications Device for the Deaf (TDD) interpretation service available for the LEP/Hearing Impaired person filing the complaint.


Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED	CHAPTER	ORDER NUMBER
	12.19.2023	29	29.1
OPEN RECORDS AND SECURITY		WORD CODE RECORDS	TOTAL PAGES
			4
History: Updated 03/98, 03/02, 01/04, 09/12, 11/15, 12/19, 12/23			

1. PURPOSE AND SCOPE

This order establishes policy for personnel to treat police records as confidential respective to all open records laws. As police data may be of interest and concern to the public, we will provide timely and accurate data within legal guidelines. As well as:

- A. Provide guidelines for information release complying with Open Records laws including WI ss. Chapter 19, 48 and 938.
- B. Provide accessibility to operations personnel at all times. Records personnel are available either in-person or by phone.
- C. Provides for the security of Department Records.

2. DEFINITIONS

- A. **Incident Reports:** Basic report format for all incidents requiring documentation, kept in the shift/division/bureau office (CO room) after completion and supervisor review prior to routing to the Records Division.
- B. **Investigations that are Confidential:** cases that involve juveniles, sexual assault, organized crime, vice, internal affairs, or that are on-going in nature.
- C. **Department Records:** WI ss. 19.32(2). Material on which data is stored, regardless of form or media, created/kept by the Department.
- D. **External Storage Device:** any device designed to be connected to a computer/computerized network with the purpose of holding and/or transferring data.
- E. **Juvenile Records:** records of juveniles are kept electronically separate via computer software, access rights, and similar programming.
- F. **Media Review:** news briefings conducted by Community Services personnel in a non-invasive location.
- G. **Non-Invasive Location:** a location wherein the following conditions are not present: where reports are being completed or processed, investigations or interviews are being conducted, evidence is exposed and/or being processed, personnel are discussing police incidents, and/or prisoners, suspects, victims, or other incident participants are present.
- H. **Records Custodian:** the Chief is the overall custodian of Records. For purposes of this order, the designated Records Custodian for personnel related files is the City Human Resources Director and the designated Records Custodian for police case reports is the Records Supervisor. Such personnel may designate subordinates to perform Records related functions within the scope of their employment.
- I. **Records Inspection:** release/inspection shall be in accordance with applicable laws. Requesters may inspect releasable records without purchasing them. At no time is it permissible for a non-criminal justice person to review an original police record without immediate supervision of a Department employee. This applies whether the review is at the shift level, at a media release time, or through the Records Division or any other location of official police original records.
- J. **Requester:** any person, identified/anonymous, who requests record inspection/copies.

3. PROCEDURES

- A. **Juvenile vs. Adult Records:** computerized records separate data by access rights and other software programming. Access is only granted to criminal justice personnel.
 - 1. Juvenile records are handled according to WI ss. Chapters 48 and 938.
 - 2. Juvenile record dissemination is prohibited unless approved by the Chief or Records Supervisor or provided for in related statutes.
 - 3. Juvenile Records are not open to release except for:
 - a. News media representatives as long as all other release criteria are met.
 - b. Criminal Justice agencies including victim/witness and fire investigator.
 - c. Victims of juvenile acts resulting in injury/loss/damage.
 - d. Victim's insurers only when court restitution was ordered, it has not been paid, and after one year of the date of the incident.
 - e. Parent, legal guardian or legal custodian with proof thereof.
 - f. The juvenile him/herself if they are 14 or older.
 - g. To a holder of a notarized permission statement from the parent, legal guardian, or legal custodian.

- h. School administrator of the school the child attends when:
 - 1) Records relate to alcohol, drugs, weapons, or –
 - 2) Records relating to an act s/he was adjudicated delinquent, or –
 - 3) Records relating to a juvenile apprehended: WI ss 938.34(4h)(a)
- 4. Information can be released as authorized except in cases where there is more than one juvenile involved. Parents, legal custodians, and guardians may only receive reports pertaining to their child. Identifying information on other juveniles will be redacted.

B. Custodial Photographs / Prints:

- 1. Controlled by detention facilities, e.g., the County Jail and Juvenile Detention Center.
- 2. Personnel may take photos of juveniles, routing them to the Juvenile Division if pertinent. Juvenile photos regarding missing persons are provided for line up information.
- 3. Evidentiary photos and prints are routed to the Property Section. GO 30.1

C. Physical Security:

- 1. Reporting Personnel.
 - a. Prior to submission, personnel are responsible for the security and storage of their field notes and other data needed for compiling reports.
 - b. Reports will be typed in authorized formats on approved workstations or dictated and routed through the Department authorized transcription service. Such reports shall be routed electronically for supervisor approval and shall not be stored on any hard drive workstation. Officers may store reports in progress on a specified City Network.
 - 1) Only department authorized external storage devices can be used for storing reports and such devices shall be housed within the department unless authorized otherwise by a supervisor for specific purposes.
 - 2) No personal external storage devices are authorized for the storage or transfer of any official police record.
 - 3) Any additional forms/hard copy paperwork shall be turned into the command office in conjunction with the electronic submission of the officer's report.
 - c. Authorized reporting areas are restricted to the person's designated workspace/office, lunch/report room, interview/interrogation room, assigned vehicle, or other area as authorized by his/her supervisor. Once a person compiling reports occupies an area, no non-criminal justice personnel are allowed into such area, so as to eliminate the possibility of unauthorized persons accessing police information. Therefore, the media and general citizenry is restricted from occupied report writing areas.
- 2. Supervisory / Report Reviewing Personnel.
 - a. Once the report is routed to the reviewing supervisor, such supervisor is responsible for report security and the information contained therein.
 - b. Once the report is reviewed, the supervisor will electronically submit the report to the Records Division and print a hard copy.
 - c. The CO Room is the central temporary storage area for completed reports until they are turned over to the Records Division.
 - 1) The Investigative Services Bureau Captain or designee is responsible for reports turned in to his/her office by subordinate personnel and routing to the Records Division.
 - d. Requests for information after normal Records Division business hours will be referred to the Department's open records system. (See Section "E" below).
 - e. The restrictions applicable in C-1-c above also apply to these areas.
- 3. Records Division.
 - a. Supervisory personnel route completed reports to the Records Division on a regular basis.
 - b. Reports routed to the Records Division are considered confidential and are processed according to orders regarding their potential release.
 - c. Hard copies of records are maintained with the Records Division area as file cabinets permit. Additional aged files are kept in the designated basement secured storage area. Locked and/or coded doors restricting access to the records area. Access is monitored 24 hours a day by Records Division or patrol personnel.
 - d. Operations personnel may obtain records/reports from Records personnel during business hours. Access after-hours is restricted to supervisory personnel or their designees.
 - e. Original printed reports are not to be removed from the Records Division or CO unless authorized by the Chief or Records Supervisor. Returned reports are to be given to Records personnel or put into Division re-file trays. If Records personnel are needed after hours, the requesting supervisor shall contact the Records Supervisor or designee, if s/he is unavailable.
 - f. Bureau Directors and designees may access the Records division at any hour.

4. Professional Standards/Community Services Bureau – Media Briefing Personnel.
 - a. Briefings by Bureau personnel will be conducted in a non-invasive location.
 - b. Weekly media briefing will adhere to this security standards in this policy and the procedures set forth in General Order 24.1 Public Info and Community Relations.
 - c. Briefing personnel to determine compliance with Section “E” below must review requests for further information.
5. Investigative Services Bureau – Reviewing/Assigning Personnel.
 - a. Pertinent report copies of cases are made available to Investigative personnel for review and possible follow-up assignment. Such copies remain Department property and are to be properly returned to Records or destroyed after their use.

D. Records Inspection / Records Custodian:

1. Authorization for inspection of records shall be processed through the Records Division under the supervision and review of the Records Supervisor who is ultimately responsible for accommodating records requests.
2. Information as to how the public may obtain information and access to records, make requests for records, or obtain copies of records, and the costs for it will be readily accessible to the public.
 - a. It is the Department’s policy that costs associated with records requests will comply with State law and City policy.
3. Records open to inspection are those identified by applicable federal, state, local and case law including WI ss. Chap. 19.
 - a. If a record is requested for only inspection and not a copy, the inspection shall occur in a Department designated area, under the supervision of records personnel and the person doing the inspection may only have a pencil and paper.
4. Requests for records will be made to the Records Supervisor or designee. Such requests may be submitted in person, by fax, US mail, email or via the La Crosse Police Department website/computer program.
5. Responses to written or electronically submitted requests will be made as soon as possible but within ten business days. A letter will be sent within ten days if the request cannot be completed within such time frame. Written request denials will inform the requestor of the denial reason and that the denial is subject to review, on application to the DA’s office or to the WI Attorney General, WI ss. 19.37(4)(b). See “2” above.
6. If records contain non-releasable data, the records to be released will be redacted where necessary prior to release. Actions to approve or deny release will be noted on the Open Records Request form with a copy being given to the requestor and a copy maintained within the Records Division along with a report copy duplicate of what the requestor was given.

E. General Release of Information:

1. The media has no more rights to information than does the general public other than which is granted specifically by law such as the right to see juvenile information, but the media is not to otherwise use/release the juvenile’s identity.
2. Release of information is restricted to:
 - a. WI ss. 19.35 has limitations on release. Some records must remain confidential if they may harm the public interest, hinder/compromise police goals/activities, contain personally identifiable data that, if disclosed, could endanger a person, identify a confidential informant, endanger population/staff at a secure facility, compromise rehabilitation, or infringe on victim/suspect rights.
 - b. Information on confidential or anonymous complainants.
 - c. Open Investigations that may lead to enforcement action, administrative / arbitration / court proceedings, evidence in pending cases, expunged records, medical/psychological records, Chapter 51 records, or trade secrets.
 - d. Employment Information.
 - e. Computer programs, security information, search warrants in pending cases, informants, investigative training, or techniques.
 - f. Any record specifically restricted by state, federal or case law.
 - g. DOT, CIB, NCIC, TIME related information.
3. Information that can be released includes traffic citation and accident crash reports, with the following exceptions:
 - a. Not if it is a fatality until the next of kin are notified.
 - b. Not statements or other documents if there are pending charges.
 - c. Not if someone under 17 is charged with a crime or alcohol offense, unless redacted.
 - d. Not if someone under 16 is charged or issued a citation or other enforcement action.
 - e. Such exceptions do not apply if the subject of the ‘exception’ provides a signed release of records authorizing the Department to release any and all records pertaining to the person signing the form.

4. Information can be partially released if:
 - a. Non-releasable parts are redacted before copying.
 - b. Records acquired via subpoena or court action need not be redacted.
 - c. A record is not available at the time of the request but may be available at a later date; the requestor may receive portions that are releasable and complete and be notified that it is up to the requestor to make a later, subsequent request.

F. Requests by Criminal Justice Agencies: Pursuant to a written request the following records may be released to a criminal justice agency such as law enforcement, probation and parole, corrections, health and human services, juvenile resources, city/district attorneys or the corporation counsel:

1. Incident reports, including pending reports.
2. Arrest records, reports, video, and photos.
3. Inmate records, reports, photos, fingerprint cards.
4. Medical records may be withheld.
5. Release of TIME/eTime and Criminal History records associated with reports are governed by secondary release rules contained in General Order 28.7

G. Inmates have no rights to records unless the request is specifically about them or children with whom they are the legal guardians.

H. Release of Original Records:

1. Original records will be released only in response to a subpoena and/or under the direction of the Chief or Records Supervisor. The released record will have a Department representative, designated by the Chief or Records Supervisor; accompany such document to court or other destination unless otherwise authorized by the Chief or Records Supervisor.
2. Temporary release of original reports to media representatives should be avoided whenever possible in favor of producing a call log and/or copies of requested reports.

I. Records Retention:

1. All police records will comply with the City of La Crosse Records Retention/Destruction Policy (Municipal Code 2-237 through 2-241)



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.2
TITLE POLICY FOR INFORMATION SERVICES		WORD CODE ISPOLICY	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes/adopts the City Policy for Information Services for Departmental application. It is the policy of our Department to ensure that governmental owned computers and related equipment are used for business purposes and not for personal use.

2. PROCEDURES

- A. All personnel should become familiar with the City of La Crosse Information Technology Resource Policy**, as they will be held accountable for any infractions made against the policy. Each member is responsible for compliance with this City of La Crosse policy.

- B. The City of La Crosse Information Technology Resource Policy** is maintained on the City of La Crosse Intranet (Sharepoint) Site:
 - 1. Bridges program
 - 2. Human Resources
 - 3. Human Resources Documents
 - 4. Policies
 - 5. Information Technology Resource Policy



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.3
TITLE PRESCRIPTION DRUG MONITORING PROGRAM (PDMP) AND REPORTING		WORD CODE REPORTING	TOTAL PAGES 1
	History: 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures to comply with WI SS 961.37 for Prescription Drug Monitoring Program and any exceptions to that reporting.

2. PROCEDURES

- A.** Wisconsin Act 268 requires law enforcement agencies to submit certain information to the Wisconsin Prescription Drug Monitoring Program (PDMP) in four specific situations:
 - 1. When a law enforcement officer reasonably suspects that a violation of the Controlled Substances Act involving a prescribed drug is occurring or has occurred (Schedule II, III, IV, V drugs).
 - 2. When a law enforcement officer believes someone is undergoing or has immediately prior experienced an opioid-related drug overdose.
 - 3. When a law enforcement officer believes someone died as a result of using a narcotic drug.
 - 4. When a law enforcement officer receives a report of a stolen controlled substance prescription (the medications themselves and not the actual prescription order by the practitioner).
- B.** Responding officers to any incidents meeting the State Requirements shall complete an incident report and indicate the incident is an "Act 268" incident. The reporting officer shall ensure the following information is documented:
 - 1. The name and date of birth of the individual who is suspected of violating the Controlled Substances Act.
 - 2. The name and date of birth of the individual who experienced an opioid related drug overdose.
 - 3. The name and date of birth of the individual who died as a result of using a narcotic drug.
 - 4. The name and date of birth of the individual who filed the report of a stolen controlled-substance prescription.
 - 5. The name and date of birth of the individual for whom the prescription drug involved in the suspected violation, drug overdose, or death was prescribed.
 - 6. If a prescription medicine container or prescription order was in the vicinity of the suspected violation, drug overdose, or death or if a controlled substance prescription was reported stolen, the following:
 - a. The name of the prescriber.
 - b. The prescription number.
 - c. The name of the drug as it appears on the prescription order or prescription medicine container.
- C.** Records Division staff, upon receiving the completed report, will ensure the appropriate information is submitted to the State in the appropriate format or form.
- D.** If it is determined that submitting any of the required information would interfere with an active criminal investigation, the Captain of Investigations or his designee may direct the Records Division to postpone the information submission until the investigation concludes.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 05.11.2023	CHAPTER 29	ORDER NUMBER 29.4
TITLE REPORT FORMS (REPORTING PROCEDURE)		WORD CODE REPORTING	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 05/23		

1. PURPOSE AND SCOPE

This order establishes standards and procedures for completing Incident and other reports or forms required by this Department or other agencies, and the proper processing of reports. Additionally, this order will provide guidance report form revisions. (Note: this policy is not intended to govern internal form such as activity reports, squad check forms, etc.)

2. PROCEDURES

A. Completing & Submission of Reports and Forms:

1. Reports and Forms will be completed and submitted for approval on a timely basis, ensuring to adhere to Department, Court, or State time frames.
2. Reports and Forms will be true/accurate reflections of the incident based on facts and evidence.
3. Reports and Forms will contain all data requested, ensuring all fields are accurately completed.
4. Reports and Forms shall not contain specific information as it pertains to protected communications. Additionally, no emails or correspondences that contain protected communications will be submitted with any reports or forms. For purposes of this policy "protected communications" may include but not limited to legal communications, medical communications without a signed release or other statutorily protected information.
5. Report flow will comply with the security protocols in General Order 29.1.
6. Reports requiring correction/clarification will be corrected and resubmitted for processing without delay.

B. Proposals for new or revised Departmental reports:

1. Revision of departmental reports are done as needed.
2. An employee may suggest revisions to the report structure and/or flow to their Bureau Captain.
3. The Bureau Captain may reject the suggested change or bring it to the attention of the Administrative Staff and Records Supervisor for possible implementation.
4. The Chief has the final decision on all internal reports and reporting process.
5. If needed, the Director of Training will establish a training to ensure understanding and compliance with the change.

C. New Forms or Processes from Outside Entities:

1. If there is a required change of forms or process from an outside entity such the State DOT, State DOJ, Circuit Court etc. it is the responsibility of the Record's Division Supervisor to ensure the Department is aware of the change.
2. The Records Division Supervisor will coordinate with the effected staff to revise Departmental processes to ensure compliance with the required change.
3. If needed, the Director of Training will establish a training to ensure understanding and compliance with the change.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.5
TITLE INCIDENT REPORTING		WORD CODE INCIDENT	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes required reporting of incidents in any of the following categories: citizen reports of crimes, citizen complaints, incidents resulting in a member being dispatched or assigned, cases initiated by employees, and incidents involving arrests, citations, or summons.

2. PROCEDURES

A. Citizen Reports of Crimes:

1. Dispatch (LEDC) will record citizen reports on the data entry (CAD) screen which will cause such reports to be entered in various programs such as generating an Incident Report and recording on the Calls for Service Log.
2. The call type and severity determine the police response and method of reporting/investigating. Some call types may result in the citizen receiving a mailed-out report format.

B. Citizen Complaints:

1. If civil, referred to other source agencies.
2. If against a Department member, documented as stated in relevant internal affairs directives in Chapter 23.

C. Incidents resulting in a member being dispatched/assigned:

1. The call type and severity determine the police response and method of reporting/investigating; the member is responsible for prompt response, notification to dispatch regarding call acknowledgment, arrival and clearance as well as a disposition on the call.
2. Some dispositions will require a written report.

D. Cases initiated by Department employees:

1. Self-initiated activity in the field or on patrol will be brought to the attention of dispatch for safety purposes so that dispatch knows where units are and what their last contact was.
2. Such radio transmissions are recorded for retrieval purposes if needed. Police incident related transmissions also are recorded on Incident Reports and the police log.
3. Members are responsible for giving status if requested and clearance/disposition when completed. Some dispositions may require a report.

E. Incidents involving arrests, citations, or summonses:

1. Law enforcement requires recording on proper Department and/or State forms. Officers shall follow completion guides as directed by the Department or in State user manuals of specific report forms.
2. If enforcement activity is immediate to the report of the incident, it is recorded by dispatch as part of the case disposition; if the activity occurs later after the officer's shift, the enforcement is reported along with a supplemental report as needed.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.6
TITLE CASE-NUMBERING SYSTEM		WORD CODE SYSTEM	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes an incident numbering system, with provisions for the assignment of a unique number to every case, to ensure that all cases have a number, no numbers are omitted, and no numbers are duplicated.

2. PROCEDURES

A. Incident Numbering System:

1. The computer aided dispatching system is capable of generating a unique incident number to every case/incident input within it by either LEDC or desk personnel.
2. The format for the unique number is:
 - a. The agency code (La Crosse Police- "10")
 - b. A hyphen
 - c. The last two digits of the calendar year.
 - d. A hyphen.
 - e. A five-digit sequential number.
 - f. Example for the 253rd incident of the 2015 calendar year is recorded as 10-15-00253.

B. Errors:

1. In the event of a computer shutdown, error, or other failure, LEDC personnel shall solely generate incident numbers for all cases/incidents.
2. Any detected errors regarding omissions or duplication will generally be detected by LEDC personnel, reviewing shift supervisors, or Records Division personnel.
 - a. Omitted numbers shall be reissued or have a blank Incident Report placed in file indicating the error.
 - b. Duplicated numbers will have a new number issued to the newest report.
3. Any other types of problems will be remedied between the finder of the error and LEDC.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.7
TITLE SUPERVISORY REVIEW OF REPORTS		WORD CODE REPORTS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes required supervisory review of reports and forms to ensure reporting procedures are being followed and to ensure that assignments are satisfactorily completed and reported consistent with pertinent orders.

2. PROCEDURES

A. Compliance with Other Orders:

1. Supervisory review of reports will be in compliance with all other orders and directives. Such review will ensure that submitted reports themselves comply with such orders.

B. Supervisory Review:

1. All originally taken reports shall receive an incident number.
2. Incidents requiring additional reports required by other orders shall have such reports submitted to the on-duty shift supervisor.
 - a. The only exception to this is when a member of the Investigative Services Bureau files an original report, that report may be submitted to the Investigative Captain or Lieutenant for review and then routed to the Records Division.
 - b. Follow-up investigations follow the same route as noted in B-1 and 2 above.
3. The usual report routing flow is as follows and may be altered per General Order 29.1:
 - a. Personnel complete an Incident Report or other reports/forms as needed.
 - b. Reports are submitted to the on-duty shift supervisor for review and approval; denied reports are returned to the submitting member for revision.
 - c. Records data entry clerks receive all approved reports.
 - d. Data entry measures are performed and reports are disseminated and filed.



Shawn Kudron
Chief of Police

<p align="center">GENERAL ORDER LA CROSSE POLICE DEPARTMENT</p>	<p align="center">DATE STAMPED 12.8.2023</p>	<p align="center">CHAPTER 29</p>	<p align="center">ORDER NUMBER 29.8</p>
<p>TITLE</p> <p>ALPHABETICAL MASTER NAME INDEX</p>		<p align="center">WORD CODE NAME</p>	<p align="center">TOTAL PAGES 1</p>
	<p>History: Updated 09/12, 11/15, 12/19, 12/23</p>		

1. PURPOSE AND SCOPE

This order establishes an alphabetical master name index within the computerized records system and includes the names of people identified in Incident Reports.

2. PROCEDURES

A. Within the computerized records system, a master name index exists which includes the names of all persons noted in documented Incident Reports. Such index may be restricted for viewing by software parameters to persons not qualified to view designated records. Exceptions to listings in the master index file include those confidential informants whose identity is maintained by Investigative Services.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 05.08.2024	CHAPTER 29	ORDER NUMBER 29.9
TITLE TRAFFIC CITATION RECORDS MAINTENANCE		WORD CODE CITATION	TOTAL PAGES 1
	History: Updated 06/07, 09/12, 11/15, 12/19, 12/23, 05/24		

1. PURPOSE AND SCOPE

This order establishes procedures for maintaining records of traffic citations to include:

- A. Issuing Citation Forms to Officers.
- B. Accounting for Citations.
- C. Storing Citations in a Secure Area.
- D. The issuing/accounting for such citations is rigidly controlled.

2. PROCEDURES

A. Issuing Electronic Citations to Mobile Computers:

- 1. The TraCs Administrator is responsible for monitoring electronic citation inventory.
- 2. Electronic citations are ordered by the TraCs Administrator in a bulk amount of 5,000 using the TraCs software.
- 3. When a Mobile Computer is depleted of citations, the TraCs software on the Mobile Computer will automatically supply 200 more citations.

B. Issuing Paper Citations to Officers:

- 1. The checking out of traffic citations is accomplished by the officer using the citation logbook located in the traffic citation cabinet.
- 2. Officers are responsible for signing out for book(s) of citations on an as needed basis, listing the date checked out, beginning citation number and the initials of the officer at a minimum.
- 3. The logbook is available for supervisor review and will be periodically monitored by the Records Supervisor.

C. Accounting for Paper Citations:

- 1. The Records Supervisor has control over the accounting for electronic citations from ordering to final filing after completion to include having a designee restock the shelving area and monitor the logbook.
- 2. The Records Specialist is responsible for traffic citation data entry and may check the log for missing citations, etc.

D. Storing Paper Citations in a Secure Area:

- 1. At least one case of traffic citations shall be stored in the traffic citation cabinet whenever possible. The Records Supervisor or their designee will insure that adequate supplies are always maintained.

E. The areas noted above are restricted to use by Department members only and are not accessible to the public.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.27.2023	CHAPTER 29	ORDER NUMBER 29.10
TITLE TraCS (Traffic and Criminal Software)		WORD CODE TraCS	TOTAL PAGES 3
	History: Updated 03/08, 09/12, 11/15, 11/16, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes the proper use of the TraCS System by Officers of the La Crosse Police Department. It is the policy of the La Crosse Police Department, in cooperation with the State of Wisconsin Department of Transportation, to use the TraCS Accident Reporting and Citation Issuing Software for the electronic generation and filing of the Accident Reports, Uniform Traffic Citations, Warnings and Municipal Citations generated by Officers of the La Crosse Police Department.

2. DEFINITIONS

- A. TraCS System:** An acronym for "Traffic and Criminal Software". This is a computer program provided by the State of Wisconsin that allows for the electronic generation of Uniform Traffic Citations, Municipal Citations, Warning Citations, DT4000 Accident Reports, Amended Crash Reports, Deer Crash, Driver Condition Reports and Fatal Supplement Reports. The software also allows for the electronic transfer of this data to LCPD Supervision, Municipal Court, Circuit Court, and Wisconsin Department of Transportation.
- B. PC:** An acronym for a desktop computer.
- C. MDC:** An acronym for a mobile data computer. This is a laptop computer, which is located in a squad car.
- D. Work Station:** A PC that has been loaded with TraCS Administrative Software that will allow the user to perform the supervisory and/or administrative functions of the System.
- E. Field Station:** A MDC or PC that will allow the user to create Electronic Traffic Citations, Municipal Citations, Warning Citations, DT4000s & Deer Crash reports.
- F. ELCI:** An electronic uniform traffic citation issued through the TraCS.
- G. Crash Report:** DT4000's form in the TraCS system.
- H. Warning:** Traffic Warning in the TraCS system.
- I. MUNI:** This is the Municipal Citation in the TraCS system.
- J. Printer:** A paper printer that prints out the Traffic Citations, Warnings and Municipal Citations, generated on the MDC by the TraCS System.
- K. Scanner:** An optical scanning device attached to the MDC, which enables the TraCS System to scan Driver's License and Registration information into the MDC.
- L. Thermal Printer Paper:** The paper used by the in-squad printer to print out the ELCI's, Warnings and Municipal Citations.
- M. Field Station Operator:** An Officer who is authorized and has been trained to use the TraCS System.
- N. Supervisor:** A Supervisor who is authorized to review and forward reports and has been trained to do so on the TraCS System.
- O. Administrator:** Personnel responsible to forward Crash reports, ELCI's and Municipal Citations to the appropriate locations: Municipal Court, Intake Court or the Department of Transportation.
- P. System Administrator:** Personnel who have been trained to perform TraCS System administrative functions and have been assigned this position by the Chief or his designee.

3. PROCEDURES

A. Training:

- 1. Only Officers trained on the TraCS System will be authorized to use the TraCS System to generate ELCI's, Municipal Citations, Warnings, Crash Reports, Deer Crash Reports, Amended Crash Reports or Driver Condition Reports. This training will be on a need and case-by-case basis.
- 2. Officers whose responsibility it is to issue ELCI's, Municipal Citations, Warning's and generate Crash Reports, Deer Crash Reports, Amended Crash Reports and Driver Condition Reports will be trained as Field Station Operators.
- 3. Supervisors and Administrators whose responsibility it is to review ELCI's, Municipal Citations, Warning's, Crash Reports, Deer Crash Reports, Amended Crash Reports and Driver Condition Reports and forward these reports to the Courts will be trained as Supervisors of the TraCS System.
- 4. The Chief's Designee of TraCS System Administrator will be trained to be a System Administrator of the TraCS System.

B. Equipment:

1. All squads designated to be equipped with the TraCS System will be equipped with a MDC pre-loaded with TraCS Software, a portable printer and will be designated as a Field Station of the TraCS System.
2. Designated PCs within the Police Department will be pre-loaded with the TraCS software and will also be pre-loaded with ELCI's that can be used to issue traffic citations (ELCI's) inside the Police Department.
3. A PC in the Police Officer's report room will be designated as a Field Station and pre-loaded with the TraCS Software with the ability to use all forms.
4. Other PCs maybe designated as a Field Station will be loaded with the TraCS Software.
5. At least one PC in the Police Department will be loaded with the TraCS System Administrator Profile capability.
6. The Records Supervisor shall keep a supply of printer paper for the in-squad printers and have it available to Patrol Operations as needed.

C. Operations:

1. Field Station Operations
 - a. At the beginning of each shift, the Officer shall boot-up his MDC, log on the TraCS System program, and use the "Start Shift" function to download his/her user preferences and enable the program for the shift. Officers will also make sure there is paper in the printer and verify that all hardware is operating normally.
 - b. While on patrol, officers shall use the TraCS System for ELCI's, Traffic Warnings and Crash Reports both reportable and non-reportable. Officers may use the TraCS System for Municipal Citations/Municipal Warnings and other State Reports in the TraCS System. Exceptions for not using TraCS for ELCI's and Traffic Warnings will be for system failure, MDC failure, Officer safety which can be articulated to their supervisor and officers assigned to non-patrol assignments.
 - c. Users will not alter any software, nor use any of the hardware in a manner other than prescribed by training. If any officer has any problems with the TraCS System, he/she shall, as soon as possible, notify his/her Supervisor.
 - d. At one hour prior to the end of his/her shift and periodically during shift, the Officer will perform the "End Shift" function of the TraCS System, which downloads all forms generated during the shift into the TraCS server. The Officer should notify the on-duty Supervisor of any in-custody reports/citations within the one hour prior to the end of shift.
 - e. If an MDC goes down during a Tour of Duty, the Officer will re-boot his/her MDC, and re-start the TraCS System. If he/she has trouble, the Officer will immediately contact the on-duty Supervisor for assistance. If the problem is not rectified, the officer shall complete IT work order and note the issue on their squad check.
 - f. A field station will be set up at the police department on a designated computer terminal. This computer is loaded with TraCS field station, the same as in a MDC and should be used to complete BAC citations and other after incident citations for mailing. This station may also be used to complete amended Crash Reports. This station will not substitute for a squad MDC and citations shall continue to be issued during the incident when possible. This is the only PC in the station that may be used to issue ELCI's, as it is the only one loaded with ELCI numbers.
 - g. Officers that have a citation that will need to be mailed will route it through the Records Division for mailing.
2. Supervisory Responsibilities
 - a. The on-duty supervisor can authorize Officers to issue handwritten traffic citations, municipal citations, and warnings when there is a system problem, either locally or across the board, but should only be done in exceptional circumstances, when all attempts to restore the TraCS system have failed. Even if a squad's MDC is down the Officer should be able to do their Crash reports on the PCs in the station.
 - b. When there is an in-custody arrest or a report needs to be reviewed and forwarded immediately, the Officer shall notify the on-duty Supervisor of that shift or the oncoming shift supervisor who shall download the necessary forms, review them and notify and/or forward them to the designated locations.
3. Court Officer/ Records Responsibilities
 - a. As earlier stated, ELCI's and Municipal Citations Issued by the TraCS System are not amendable. Any error found by the Court Officer/ Records Bureau will require the ELCI & Municipal Citation to be electronically returned to the issuing Officer and the Officer's supervisor will be notified. The issuing officer will make the needed corrections and resubmit the document. Court Date errors may be resolved by the Court Officer/ Records sending a Department letter addressing the date change.

- b. The Court Officer and/or Records will also advise the TraCS Administrator of any problems occurring in the TraCS System as to the Court Officers duties, as well as any concerns that Circuit Court, Municipal Court, or records may discover during their daily duties.
- c. Once Crash Reports are validated and end shifted by the officer, the Records Division will transmit the report into RMS and electronically file the Crash Report with the Wisconsin Department of Transportation.
- d. The Records Supervisor will be responsible for assisting the officers in trouble shooting any problems that may occur in the daily operations of the TraCS System. The Records Supervisor will also be responsible for notifying the TraCS Administrator(s) of any system malfunctions in a timely manner. This would include any error messages received during End Shift procedures, duplicate number issues or TraCS forms that is not downloaded into TraCS.
- e. System Administrators will be responsible for requesting additional ELCI inventory from the DOT when the agency runs low.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.11
TITLE IDENTIFICATION NUMBERS, CRIMINAL HISTORY FILES, AND RECORDING ARREST INFORMATION		WORD CODE NUMBERS	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for assigning an identification number and maintaining a criminal history file for each person custodially arrested which ensures that such numbers are not duplicated or skipped. In compiling such information, this order also sets criteria for recording arrest information to include: preparing reports, fingerprinting, and photographing.

2. PROCEDURES

A. Identification Numbers: Such numbers are assigned by the La Crosse Sheriff's Office in the County Jail where persons are custodially arrested.

B. Criminal History Files:

1. The La Crosse Sheriff's Office maintains criminal history files for persons that are custodially arrested.
2. Our Records system also maintains in-depth criminal history files for all charges/arrests/apprehensions that Department personnel cite or arrest.

C. Recording Arrest Information:

1. Arresting/transporting personnel are responsible for completing any/all forms/cards that the jail may require for their records system.
2. Preparing reports. All members associated with an arrest having applicable information shall document such data in relevant reports adhering to all orders regarding report forms, incident numbering, and routing.
3. The La Crosse Sheriff's Office County Jail is the designated repository for both fingerprinting and photographing persons under custodial arrest.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.8.2023	CHAPTER 29	ORDER NUMBER 29.12
TITLE WARRANT AND WANTED PERSON FILES		WORD CODE WANTED	TOTAL PAGES 2
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for maintaining a warrant and wanted persons file including: criteria for entering data in relevant information systems, criteria for receiving data from other jurisdictions, recording data in Department files, verifying data, canceling data, and access to warrant data.

2. PROCEDURES

A. Criteria for Entering Notices in Informational Systems:

1. Want/Warrant data may emanate from a number of sources including, but not limited to:
 - a. Warrants from the court systems.
 - b. Probation/parole holds from Probation and Parole.
 - c. Apprehension requests from Intake Workers, etc.
 - d. Missing person/ATLs from the Department.
2. Any information coming to the attention of a Department member that fits into 'want/warrant data' will be routed to the on-duty shift commander for transference to LEDC.
3. LEDC is the central repository for all want/warrant data.
4. Information emanating from Department reports shall be verified for validity prior to routing to LEDC for entry into pertinent files such as CIB and/or NCIC.
 - a. The transfer to LEDC for entry will be noted on the police report.
 - b. Any documents from LEDC showing such entry will be attached to the original police report.
5. For CIB/NCIC purposes, the Records Supervisor is the validation person for the Department.

B. Criteria for Receiving Information from other Jurisdictions:

1. In most instances, data from other agencies will be directly referred to LEDC via TTY or telephone; however, information received within the Department by fax, in person or by phone must be processed.
 - a. In most instances, information received at the Department is duplication of that already received at LEDC; however, to ensure that it is, the on-duty shift supervisor will call LEDC to check.
 - b. If it is a duplicate, the Department maintains line up information of most recent missing/ATL, probation/parole holds, and juvenile apprehension requests where such duplicates can be maintained. NOTE: this is not the official repository for such data, pick-ups for such documents must be verified through LEDC.
 - c. If it is an original, the Department will forward the original to LEDC and make a copy if it fits into B-1-b above.
2. Possible 'hits' from other jurisdictions must follow the criteria for validity established by CIB, NCIC and LEDC procedures.

C. Recording Data in Agency Files:

1. Respective data regarding wants/warrants will be entered into Department files as prescribed by the Records Supervisor by either data entry clerks or by the agency from which the paperwork emanated from.
2. As in A-5 above the Records Supervisor is the validation officer; however, s/he may designate a data entry clerk to assist in Department file validation.

D. Verifying Information. See A-3&5, B-1-b and B-2 above:

1. Prior to arresting/apprehending on a want/warrant, the officer must verify validity with LEDC. Any conflict with the face value of the information will error on the side of LEDC records as stated in A-5.
2. LEDC verifies out-of-county data by preset standards in CIB and NCIC procedures.

E. Canceling Information. See A-3&5 and C-2 above:

1. LEDC will cancel data as arrests/clearances are made on notification of field units or police supervisors orally or by transference of a written report. As stated in "C", the Records Supervisor may have a data entry clerk, the courts or him/herself responsible for other deletion or cancellation with such practices also sent to LEDC for insurance that it has been deleted from CIB and/or NCIC files.

F. Access to the Wants/Warrants:

1. Since LEDC is the central repository for all such data, access is available 24 hours a day by either computer files or hard copy. Such round-the-clock access is required by this order to ensure that these documents are immediately accessible to all Department personnel.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 04.24.2024	CHAPTER 30	ORDER NUMBER 30.1
TITLE COLLECTION AND PRESERVATION OF EVIDENCE		WORD CODE EVIDENCE	TOTAL PAGES 3
	History: Updated 03/98, 03/03, 04/04, 06/09, 09/12, 11/15, 05/18, 12/20, 12/23, 04/24		

1. PURPOSE AND SCOPE

This order establishes guidelines for the collection and preservation of evidence. It is the policy of the department to provide basic training for all personnel involved in the collection of evidence and specialized training to investigators/supervisors for collecting evidence such as fingerprints, photographs, and video.

2. PROCEDURES

A. 24 Hour Availability:

1. The Department will provide officers to collect and preserve evidence on a 24/7 basis. If a higher degree of expertise is required for collection of evidence such as for cases covered under 19.7 Major Case Investigations or other serious crimes; Investigative Services may be called in as well as a Property Section employee, if needed.

B. Collecting Evidence:

1. Secure/protect the scene. The officer on scene is responsible for the collecting, processing, and preserving physical evidence, prompt and accurate inventory and documentation of evidence. If more skill/equipment is needed for serious/major cases such as those covered in 19.7, request Investigative staff. Investigative personnel that have received specialized training in collecting evidence should be utilized in serious/major cases. Officers should refrain from disturbing evidence in major/serious cases unless directed to do so by Investigative personnel/supervisors. In major/serious cases officers should protect the scene until further directed.
2. Additional responsibilities of assigned officers/investigators may include:
 - a. Search the scene.
 - b. Diagram/sketch the scene, sketches supplement notes.
 - c. Collect/package/label evidence with the case number, recovery date and gathering member's name.
 - d. It may be necessary to get items from known sources for evidence comparisons.
 - e. Ensure that the squad has evidence containers.
3. Evidence shall be processed in accordance with the Criminal Investigative and Physical Evidence Handbook published by the State of Wisconsin Crime Laboratory.
4. Recovered Stolen Vehicles.
 - a. The officer is responsible for maintaining a chain of custody. An investigator may be contacted to process the vehicle used in a crime.
 - b. Vehicles should be photographed to document condition.
 - c. Impounded recovered stolen vehicles will be inventoried for property of considerable value.
 - d. With permission of a supervisor, recovered vehicles are to be released to the owner as soon as possible using a property receipt.
 - e. If owner contact cannot be made, the vehicle should be towed, and further contacts should be made by the shift commander and succeeding shifts.
 - f. Vehicles reported stolen outside of the city but recovered in the city will result in the home jurisdiction being notified for possible processing.
5. Computer Evidence.
 - a. Photograph the computer area prior to and after collection of evidence.
 - b. Disconnect/ disable the modem if there is one from the wall.
 - c. Unplug computer from the back of the CPU (DO NOT use the on/off power switch)
 - d. Disconnect power to the printer and other peripherals.
 - e. Mark/label all cables both input/output at the connections. Photograph all marked connections prior to disassembly of the system.
 - f. Photograph and record the serial numbers of the system components if they are available.
 - g. Complete a search of the area for storage devices, manuals, and notation which might include passwords for locked files, etc. (Ask the victim/suspect for password(s)).

C. Photographs/Video:

1. For minor cases, officers should utilize their assigned squad digital camera. For serious cases or those covered under Major Case Investigation 19.7, Investigative staff possessing more technical equipment and having received specialized training in the collection of photographic or video evidence should be contacted for collection.
 - a. Prior to taking evidentiary photographs of another incident on the same digital camera and before ending the officers tour of duty the officer shall download the pictures to the designated secure storage location or network server.
 - b. In Major Case Investigations the SD Card (secure digital memory card) may be removed from the camera and placed into evidence through normal evidence procedures.
 - c. The officer will download the pictures onto the secure storage location as prescribed by the device used. The officer will log in their Badge Number, Case Number, Camera # and Case Description.
 - d. The pictures will be automatically Date and Time stamped when taken by the officer.
 - e. All secure storage methodologies shall contain an audit trail documenting any actions taken with each photo.
 - f. The Records Division is responsible for security and coordination of all digital video/photographic evidence.
2. Video recorded evidence on department/city devices is the responsibility of the recording officer to transfer the video into evidence. The method of transferring the recording to the evidence division will vary according to the device/system that the original recording was captured.
 - a. Squad video recordings and Body Worn Camera recordings will follow the protocols set forth in the policy governing them.
3. Officers are encouraged to collect any evidentiary video that may exist of a crime. This may include private sources such as citizens and businesses. If an officer determines that a private video source may have evidentiary value, they shall attempt to contact the owner of the video system and request the recording/copy of the recording.
 - a. If the recording is not immediately available, the requesting officer shall provide the citizen/business the case number of the incident, and a business card for follow up contact when the recording is available.
 - b. Depending on the nature of the crime and other variables, the officer may request, from the citizen/business the actual device/hardware that contains the original footage and place that item into evidence.
 - c. Officers must be cognizant of, and document in their reports inaccurate/inconsistent time stamps from private video sources.

D. Processing Fingerprints:

1. The handling of fingerprints taken from known individuals, as well as the processing to latent fingerprints shall be consistent with evidence manuals maintained by the Department and performed primarily by Investigative Services. All methods used shall be consistent with statutory and case law.
 - a. In serious cases or those that fit under Major Case 19.7, Investigative services should be contacted for processing fingerprint evidence. Trained personnel should collect fingerprint evidence.
 - b. In less serious cases and when evidence can be collected without disturbing the possible fingerprints, officers should collect the item for further processing at a later time, which may include being sent to the Wisconsin State Crime Lab for further fingerprint or DNA processing.

E. DNA Collection:

1. Collection of DNA while processing a crime scene will be done at the discretion of the investigating member or direction of a supervisor. For major cases see General Order 19.7.
2. The collecting member will follow the instructions of the Criminal Investigative and Physical Evidence Handbook, or the prevailing practice recommended by the Wisconsin Crime Lab.
3. For the collection of touch DNA, the investigating member should consider:
 - a. The likelihood the suspect touched the item/area.
 - b. Cross contamination due to many unrelated persons touching the item/area.
 - c. Exposure to weather or other evidentiary destructive forces.
4. For the collection of DNA from a person, the investigating member will ensure the proper legal procedures are followed based on existing laws.

F. Documentation of Transfer of Custody:

1. Evidence will be secured in an evidence locker or other authorized location as soon as practical.
 - a. Oversized items are secured in restricted storage areas.

- b. Evidence may be given directly to Property Clerk.
- c. Hazardous items are labeled / stored at a safe secure location. When off-site storage facilities are needed, the Fire Dept. / DNR may be used. Biohazard items are stored in marked containers.
- d. . Perishable items should be placed in a secured refrigerator.
- e. Legal blood in OWI cases will be properly sealed and placed in a US Mailbox with the proper postage attached.

G. Transmittal of Evidence to the Lab:

- 1. Person Responsible for Submitting the Evidence.
 - a. The Property Clerk is responsible for submitting evidence to a laboratory.
 - b. The Property Section will keep files on evidence routed to a lab. Perishable evidence required to be sent promptly to a state-approved lab, e.g., OWI cases, will be sent expeditiously after authorization by the on-duty shift supervisor.
- 2. Packaging and Transmitting Evidence.
 - a. Methods will be those as demonstrated through recognized evidence handling manuals available in Investigative Services, Shift Commander's office and the Property Section.
- 3. Documentation to Accompany Evidence.
 - a. When evidence is sent to a lab, a detailed property report copy and related records will be documented for the chain of custody to include: name of person last having custody, date/time evidence was sent, and date the lab received it as indicated by the certified mail receipt.
 - b. When evidence is sent to the lab, a transmittal must accompany the evidence. This will include name of person submitting evidence.
- 4. Receipts to Ensure Maintenance of the Chain of Evidence.
 - a. In cases where evidence is sent to a lab, UPS is used. The lab mails a receipt back to the agency and the receipt is scanned for Records. The lab receipt will contain a unique lab number which can be used for tracking purposes.
 - b. All receipt copies are forwarded to the Records Division, in-person by the Property Clerk and attached to the original file on the incident.
- 5. Lab Results Submitted in Writing.
 - a. ALL laboratory results shall be requested and submitted in writing. Receipt of return information from the lab will have copies forwarded to the property clerk. If pertinent, copies of lab findings will be given to the prosecuting attorney.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 30	ORDER NUMBER 30.2
TITLE DRY SAFE – EVIDENCE DRYING CABINET		WORD CODE DRYSAFE	TOTAL PAGES 1
	History: Updated 09/12, 11/15, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures for the use of the Dry Safe for evidence preservation purposes. It is the policy of this Department that the Dry Safe will be used according to strict property standards as well as with the procedures outlined in this and related General Orders.

2. PROCEDURES

A. Training:

1. Initial training will be conducted as part of the Field Training Officer program through the Property Clerk.
2. A user guide will be available in the property/evidence handling area near the dry safe.

B. General Usage:

1. The Dry Safe is to be used primarily for drying blood-stained items. It may be used for such articles that are a result of a stabbing, shooting, beating, accident fatality or similar severe event.
2. The key to secure the drying safe will need to be retrieved from its designated location on the key peg board.
3. Place brown sheet paper on the bottom and shelves of the safe to collect any trace evidence that may fall from item(s).
4. Place items to be dried on either hangers or shelves.
5. Lock the door with the key and secure other latches.
6. Power up the Dry Safe to run and press blower button. If Dry Safe does not activate see section C below.
7. Create property tags for each individual item(s) to include type of item, color, and size. Tag(s) will be taped to front door of the dry safe.
8. Tape a copy of the property report to the door of the dry safe.
9. Deposit the key in the designated evidence locker.

C. Malfunction/Already in Use: If the Dry Safe does not power up as prescribed in section 2.B.6. above or if the Dry Safe is already in use, the officer will do the following.

1. The officer will notify the shift supervisor and property division (if available).
2. The officer will place the property to be dried in a regular evidence locker with butcher block paper lining the bottom.
3. The officer will notify property wet items have been placed in an evidence locker so they can ensure property is properly dried as soon as possible prior to final evidence storage.
4. The officer will document the circumstances in their reports.

D. Processing, After-Dry Storage, Dry Safe Cleaning:

1. If the incident is assigned to a member of Investigative Services, such personnel will be responsible for contacting and assisting the Property Clerk in:
 - a. Ensuring the items are dry.
 - b. Packaging the items for processing and/or after-dry storage.
 - c. Packaging the appropriate filter(s) and floor papers for potential evidence.
 - d. Cleaning the Dry Safe after every use.
 - e. Complying with all standards, procedures, and policies for property storage, processing, and documentation.
2. If the incident is not assigned to Investigative Services, the Property Clerk is responsible for the steps outlined above. S/he may request assistance from Investigative Services.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 07/21/2022	CHAPTER 31	ORDER NUMBER 31.1
TITLE PROPERTY AND EVIDENCE COLLECTION		WORD CODE PROPERTY	TOTAL PAGES 4
	History: Updated 03/98, 03/03, 07/03, 05/09, 02/11, 09/12, 11/15, 05/18, 07/19, 03/22, 07/22		

1. PURPOSE AND SCOPE

This order establishes procedures for property and evidence collection. Additionally, the policy will provide guidance on what non-evidentiary property the department will take into custody and store. The purpose of the policy is to ensure evidence and property of value are taken into custody, while property of no value and/or garbage is disposed of appropriately. We have a duty to protect/control/secure all in-custody or evidentiary property taken into the Department's custody.

2. DEFINITIONS

- A. Abandoned/Found Property:** Property either intentionally or unintentionally left on public or private property without the permission of the property owner. This would include potentially lost property.
- B. Contraband:** Any property that is prohibited to be possessed by anyone according to WI State law.
- C. Evidence:** Property that has potential value to further or add to an incident or criminal investigation.
- D. Property of Insubstantial Commercial Value:** Property with a value less than \$50.00 and does not contain personal information that could lead to a financial loss of the owner (for example a library card or gym ID).
- E. Property of Value:** Currency/legal tender \$50.00 or greater; property that has obvious monetary value of \$50.00 or greater; or has obvious personal value to an individual due the information the item contains.
- F. Evidence and Property Packaging Manual:** Manual designed to aid members of the La Crosse Police Department in the proper packaging and storage of evidence and property.

3. PROCEDURES

A. Abandoned/Found Property: Employees when dealing with abandoned/found property will need to make the subjective decision of whether said property is "property of value", "contraband" or "property of insubstantial commercial value". If the ability to determine the property's value is difficult, staff should treat the item(s) as property of value.

- 1. Property of Insubstantial Commercial Value:
 - a. If found on public property, it may be appropriately disposed of immediately as set forth in WI SS. 177.28. Staff shall attempt to make sure the property is not related to another incident prior to doing this (ie a stolen bike, a bag or purse dropped after a vehicle entry in the area.)
 - b. If found on private property, the item(s) will not be taken into police custody; this includes "lost & found" from other institutions or businesses. Staff may assist in identifying and contacting the property owner; however, will ultimately leave the property with designee of the private property where the item was found. Staff will use caution to ensure confidential personal information is not provided to the finder of the property (ie information obtained through DOT or a driver's license.)
- 2. Property of Value:
 - a. All "property of value" whether found on private or public property will be taken into police custody and follow the protocol for "receipt of property" outlined in this policy.
 - b. Reasonable attempts will be made to identify the owner and return the property prior to placing it into the Property Section.
- 3. Contraband:
 - a. Any property recognized as "contraband" and illegal to possess according to WI statutes shall be taken into police custody and follow the "receipt of property" protocol outlined in this policy.
 - b. Any staff locating/having contraband turned over to them will make reasonable attempts to determine if the property is associated with an incident/investigation.
 - c. While some property may be used for illegal purposes, it does not necessarily mean it is contraband, and it is not required to be taken into police custody (ie hypodermic needles, scales, unused pipes, etc.).
- 4. Under no circumstances is an employee authorized to personally keep any abandoned/found property. All abandoned/found property shall be processed as prescribed in this policy.

B. Receipt of Property:

- 1. This section will layout procedures for taking custody of property of value, contraband and/or evidence (which will collectively be referred to as "property" in this section. . The Department has a duty to protect,

control and secure all property taken into its custody. All property will be logged in to the Department as soon as possible.

- a. Receiving/reporting members will record property on an Incident report. The Incident report will detail the circumstances by which the property came into the member's possession and describe each item of property obtained.
 - b. Property will be properly tagged/labeled and packaged by direction of the Property Section. The La Crosse Police Department manual regarding packaging and labeling is maintained in the packaging areas of the police department. A manual from the Attorney General's Office is maintained in the Shift Commander's office for reference purposes. In general, property shall be contained within a protective package usually either plastic or paper with a property tag prominently attached to the outside listing, at a minimum, the case number, description of the contents, and recovering member's name. Examples of tagging/packaging are located in the exterior Property area.
2. All property will be secured in the Property Section before the member ends his/her tour of duty.
 - a. Property may be turned over to the Property Technician during their operational hours; or,
 - b. Property will be placed in a secure temporary storage locker, room or facility when unable to personally turn it over to a Property Technician. The location of the storage area shall be noted on the property tag/label and in the Incident Report.
 3. Upon the Property Technician receiving the property, it will be recorded into property records.
 4. Security measures for handling and storing exceptional, valuable or sensitive items of property. See manual as noted above.
 - a. **Drugs** in members' possession are weighed, or counted if in the form of dosages, prior to tagging/placing into a storage unit; they are tagged and packaged separately. The Property Technician stores drugs separately from other property.
 - b. **Cash** in members possession other than bonds, etc., is counted, preferably by two members to verify totals prior to placing in a storage unit. The Property Technician stores cash separately from other property.
 - c. **Dangerous weapons** in members' possession are fully described with serial numbers prior to tagging/placing in storage; if it cannot be made safe, ask a supervisor for disposition; explosive handling will comply with pertinent orders; such items are tagged and packaged separately. Weapons and explosives may require immediate, special storage other than normal procedures. The Property Technician stores weapons separately from other property.
 5. Procedures for the temporary and final release of property items from the control of the Property Section.
 - a. Items may be temporarily released using the property log/receipt to indicate the reason for release, who it was released to, the date of the release and the date of its return, if appropriate.
 - b. Final release is dependent upon the courts and the prosecuting attorney's office. The Property Technician will periodically attempt to learn about case dispositions for release purposes. Inquiries regarding item release or dispositions are routed to the Property Section.
 - c. Release is subject to law and upon the advice of city/intake counsel. Any type of final release shall be documented by use of a property receipt, noting the disposition on the property logs. The original receipt will be routed to Records for filing/entry, if appropriate.

C. Evidence and Property Controls:

1. Temporary secure areas provide storage of in-custody or evidentiary property during periods when the Property room is closed. Such facilities include:
 - a. Storage lockers: 1st floor hallway.
 - b. The locked caged area at the Police Impound Building.
 - c. Evidence Garage (Garage #1) on lower level of back ramp.
 - 1) When needed for Evidence Security or Processing, this garage shall be used to secure vehicles and large objects. Items shall be placed in garage and then secured by closing door with secure code, then lock and secure panel by closing lock box and locking with padlock from property log book in command room. Key to padlock shall then be tagged and placed in locker 20. Items held in this garage should be moved within 96 hours to Police Impound Building.
 - d. A locked interview room (2nd floor room #3) sealed with tape and so noted as being used for property purpose. When used, the key which is located in the 2nd floor Lab, shall be secured in an evidence locker to ensure chain of evidence. Evidence held in this room will be transferred into the property section as soon as possible.
 - e. Explosive Lock box: located in Evidence Garage (garage #1) in lower parking ramp.
 - f. Any other facility or storage area, adequately sealed denying entry.
2. Only authorized personnel, the Property Technician and the Administrative Supervisor or designee, have access to areas used by the Department for final storage of in-custody or evidentiary property. Members initially storing items have access until the locker or facility is locked/sealed.

3. Records reflect the status of all property held. The Property Section logs the status of all property held by the Department. This is also verified by the report regarding the property, filed in the Records Division.

D. Records of Property:

Personnel of the police department will handle all property in accordance with written and established procedures, after which it will be the responsibility of the Property Technician. Upon receipt of the property, evidence or contraband, the Property Technician will:

1. Ensure to the extent possible, that all property listed on the Incident Report is in fact present. Containers that are sealed and the contents cannot be viewed, shall be assumed to contain the item(s) listed.
2. Assign the item(s) to a storage location.
3. Make appropriate entries into the evidence records management system to indicate receipt of the item(s), and their location.
4. Attach barcode to all items before storing in permanent location.
5. The Property Technician shall maintain a record of all changes in custody or location of item(s) by making the appropriate entries in the records management system.

E. Disposition of Property:

All property, including that which is evidence, found, abandoned or seized in conjunction with any legal process, shall be disposed of according to applicable laws and ordinances, primarily Wisconsin Statute 66.0139 and La Crosse City ordinance 2-6.

1. Evidence:
 - a. When an investigation is ongoing and an arrest has not been made, Evidence should be held for 3 years in misdemeanor investigations and 6 years in felony cases from the time of the crime. After these times are up, the evidence may be disposed of. Some examples of exceptions to this rule are sexual assault cases when the victim is a juvenile and cases when suspect DNA profiles have been established. In these special circumstances, the Property Division may work with the DA's office or Investigator to determine when the evidence may be disposed of.
 - b. Evidence may be disposed of 18 months following the closure of the court case resulting in a misdemeanor conviction. In a case where a defendant was convicted of Felony charges, the property division will wait 18 months following closure of the court case and then inquire with the DA's assigned to the case to see if the evidence may now be disposed of. Approval from the DA's office should be received prior to releasing evidence, if disposal is requested before the above noted time frames.
 - c. The Property Division may dispose of case evidence earlier if the property office is informed that the case has been closed or dismissed.
 - d. When the time comes to make the final dispositions of evidence, an attempt shall be made to return evidence to the lawful owner, if known, when the property is not deemed to be contraband. Abandoned property will be sold at auction or disposed of according to department procedures.
2. Abandoned/Found Property shall be returned to the owner as soon as possible. If contact is made, they will also inform the owner that they have 30 days to make arrangements with the Property Division to claim the property, otherwise it will be disposed of. If the employee who initially took custody of the abandoned/found property is not able to make contact with the owner, the Property Division will attempt to notify the owner in person, by phone or by mail advising them that they have 30 days to claim the property.
 - a. If the value of the money or goods is \$50.00 or more but less than \$100.00, then the Department shall post a notice of the found money or goods in two public places.
 - b. If the value of the money or goods is \$100.00 or more and found by the general public, not a public official, then the Department shall cause a "class 2" notice as required by chapter 985 of WI statutes. The Department shall post the notice in two public places and in the local papers.
 - c. If the property goes unclaimed or the owner of the property cannot be determined or located, the item may be disposed of or sold at City Auction after 90 days.
3. Firearms shall be disposed of in accordance with Wisconsin Statutes 66.0139, 165.81 and/or 968.20(3)(b).
4. Controlled Substances:
 - a. Both a Property Technician and the Administrative Supervisor or supervisory designee shall observe the destruction process.
 - b. All controlled substances will be left in the evidence packaging for this process to avoid accidental exposure to the substances.
 - c. Burnable items will be incinerated at a controlled facility. Any non-burnable items should be crushed and buried at local landfill site.
 - d. Following the completion of the destruction process for controlled substances, the Property Technician and Administrative Supervisor or designee will complete and submit a Contraband

Destruction Report. At a minimum this report should include date, time, and location of the destruction operation; an inventory of items destroyed; a list of those present at the destruction; and the results of any random tests before and during destruction. The destruction of items should also be noted in the property RMS system. A case number should also be generated for destruction process.

- F. Inspections/Audits:** All of the following inspections or audits must be conducted independently of each of other and shall be documented in a memorandum to the Chief or designee.
1. An inspection of property is conducted semi-annually by an Administrative Supervisor. This inspection shall include an audit of 10 cash entries, 25 drug entries, and 10 weapons entries into evidence and have 100% confidence result. In addition, this inspection should address the cleanliness of the facility, proper handling procedures, random sampling of any evidence being held, temporary locker use and any other facility under control of the property Technician.
 2. An annual audit of property held by the Department is conducted by a Professional Standards/Community Services Bureau supervisor. The quantity of property to be audited will be consistent with percentage set forth in WILEAG accreditation standards. The property selected during the audit must be random and resulting in a 95% confidence result. The audit shall also address the cleanliness of the facilities and note any improper handling procedures
 3. Random, unannounced inspections or audits of property are conducted as directed by the Chief. There shall be at least one of these inspections or audits per calendar year and can follow the same guidelines as the other inspections or audits; or can be modified as directed by Chief. The Chief can appoint any supervisor to conduct an unannounced inspection.
 4. A property inventory shall occur when the primary person assigned property is transferred or changed. This will conduct jointly by the newly designated personnel and an Administrative Services supervisor. The quantity of property to be audited will be consistent with percentage set forth in WILEAG accreditation standards. The property selected during the audit must be random and resulting in a 95% confidence result.



Shawn Kudron
Chief of Police

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 31	ORDER NUMBER 31.2
TITLE PROPERTY PACKAGING AND CORRECTIONS (PPAC)		WORD CODE PPAC	TOTAL PAGES 2 with Annex A
	History: Updated 09/12, 11/15, 11/16, 12/19, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedure for the correction of mistakes/errors regarding items turned over to the Property Section while maintaining security and adequate tracking. This Department recognizes the importance of maintaining security and adequate tracking of property under Department control. It also recognizes the need to make corrections wherein a mistake or problem is evident on such property. It is the policy of this Department to maintain property security while at the same time providing a method to correct mistakes or other property related problems.

2. PROCEDURES

A. Property Section:

To ensure the integrity of the evidence in our Property Section, provide for the proper chain of custody, and have properly packaged and documented items, personnel assigned to this section shall:

1. Routinely accept property both in-person or from the Department's secure Evidence Locker System.
2. Comply with all orders and procedures for the storage of properly packaged and labeled items.
3. Review and inspect all property to ensure it is properly packaged, labeled and information is correct.
4. If an error is discovered the Property Section shall create a "PPAC NOTICE notification and email the officer and the officer's shift supervisor.
5. The officer will be required to contact the Property Section to correct error and resubmit the property.

B. Supervisor's Responsibility:




1. The Supervisor will review the PPAC Notice with the member, and coach/counsel the member on the proper packaging and processing of evidence to ensure future errors are mitigated.
2. The Supervisor will place the PPAC Notice in the member's evaluation folder for documentation purposes and to determine if a pattern is developing.



Shawn Kudron
Chief of Police

ANNEX A

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites	LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY		
	POLICE VEHICLE ACCIDENT REPORT 11.10.2015	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	POST Monthly Activity Report 01.17.2011	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	PPAC NOTICE 10.26.2016	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 31	ORDER NUMBER 31.3
TITLE MEDICATION COLLECTION AND DISPOSAL (Drop Box)		WORD CODE DROP BOX	TOTAL PAGES 4 with Annex A
	History: Updated 07/15, 11/15, 12/30, 12/23		

1. PURPOSE AND SCOPE

This order establishes procedures and guidelines for providing the citizens with a safe means to dispose of unused and unwanted medications, and the proper handling of these medications by authorized Department personnel.

2. DEFINITIONS

- A. Prescription Medication:** Medication that was prescribed by a physician for medical or psychological needs.
- B. Over-the-Counter Medication:** Medication purchased without a prescription and are commonly used to treat symptoms of common illnesses.
- C. Medication Collection Box:** Also referred to as - Prescription Drug Drop-Off Box, Drug Drop Box, Drop Box or Collection Box.
- D. Medication Collection Sites:** All Law Enforcement Agencies in La Crosse County have a Medication Collection Box.

3. PROCEDURES

A. Medication Collection Box Location and Availability:

- 1. The La Crosse Police Department will provide access to a steel Medication Collection Box in which the citizens may deposit their medications.
- 2. The Medication Collection Box will be placed in the secure lobby of the La Crosse Police Department that is monitored by surveillance camera(s).
- 3. The Medication Collection Box shall be clearly marked for this purpose.
- 4. Citizens place their medications into the collection box anonymously.
- 5. The regular hours for the Medication Collection Box are the same as the regular office hours for the La Crosse Police Department (Police Lobby).
- 6. After-hours access to the Medication Collection Box shall be discouraged; however, exemptions may be made for extraordinary circumstances as a service to the community.
- 7. Liquids, Illegal Drugs, Drug paraphernalia, and Syringes will not be placed in the collection box.
- 8. A Sharps Container for syringe/needle disposal will be placed near the collection box.

B. Receiving Medications:

- 1. Citizens wishing to dispose of medications will be directed to the Medication Collection Box and will place the items into the box themselves.
- 2. Officers, Supervisors and Civilian Department Personnel shall not handle medications to be dropped off at the Medication Collection Box.
- 3. Department members shall not accept medication for disposal from individuals. If a citizen requests a Department member to dispose of their medication, the member should direct them to the collection box in the LCPD Lobby or one of the other Medication Collection Sites.
- 4. If any Department member comes across lost or abandoned medication, the member shall create a found property incident report and the medication shall be turned over to the Property Division. The member shall not utilize the Medication Collection Box in lieu of completing a report.

C. Medication Security, Access and Handling:

- 1. The Administrative Bureau Supervisor shall be the possessor of a key to open the Collection Box.
 - a. One other key is maintained by the Assistant Chief as a backup.
- 2. The keys shall be secured, accessible and location known only to these two members.
- 3. An Administrative Bureau Supervisor and a Field Services Bureau Supervisor will be responsible for emptying the Medication Collection Box as a team when needed. If either of the FSB or ASB Supervisors are unavailable, any other Department Supervisor would be able to assist as long as we maintain the 2 Supervisor requirement. There will always be 2 supervisors assigned to complete this task and they will be assisted by a Property Clerk who is familiar with the process for storing / disposal of prescription drugs.
- 4. An incident number shall be taken and assigned as an "Other" for emptying of the collection box and cleared with a "P" after the items have been processed and secured,

5. The medications are collected and the drop box is examined for any remaining medications that might have been caught in the door. The box will be secured/locked.
6. The time of the removal shall be noted.
7. The medications (contents of the box) are then moved to the evidence area of the La Crosse Police Department for processing by the listed personnel.
8. All medications/contents will be weighed and recorded.
9. The medications are then placed in a plastic (non-transparent) garbage bag (double bagged) for disposal.
10. Upon completion, the garbage bag is secured with evidence tape by the Property Clerk, tagged as evidence and secured in Evidence until a disposal date is determined.
11. Information Documented on the CAD Header:
 - a. Names of all persons assisting (and present) with this assignment.
 - b. The time the box was emptied / medications collected.
 - c. Weight of each storage container, the total weight of the medications / containers.
 - d. Short Narrative...
 - 1) Example: DRUG DROP BOX EMPTIED: CONTENTS OF BOX REMOVED @ 08:22 AM ON 03-05-2015 BY LT SMITH, LT JONES AND CSE CASS (LIST OTHERS IF PRESENT) AND PLACED THE CONTENTS IN ONE BOX AND WEIGHED THE BOX WITH THE CONTENTS - 23.5 LBS TOTAL WEIGHT. THE MEDICATIONS WERE THEN PLACED IN A NON-TRANSPARENT GARBAGE BAG AND SEALED BY CSE CASS VIA EVIDENCE TAPE. THE MEDICATIONS WERE TOT PROPERTY CLERK CSE CASS @ 08:30 AM, TO BE TAGGED AS EVIDENCE AND SECURED UNTIL THE DISPOSAL DATE.
12. The Property Clerk will provide an email to the Administrative Bureau Supervisor for records indicating what was placed into evidence.
13. The CAD Header will be printed out and placed in a folder in the Administrative Bureau Supervisor's office for record purposes along with the email from the Property Clerk.
14. The medication will then be kept under secure conditions in the evidence room. The Property Clerk/Administrative Supervisor will determine when the medications need to be disposed of.

D. Medication Disposal- Security/Handling/Transport:

1. Disposal will be conducted as necessary and in accordance with rules established by the agency/disposal program administrator and following chain of custody procedures as established by our department. This may include separation of drugs from the packaging, requiring the following:
 - a. A minimum of 2 supervisors working with Officer's or CSE's (5 to 7 persons total).
 - b. Property Clerk(s).
 - c. Setup in a well-ventilated area with video camera coverage such as the Police Garage.
 - d. Safety equipment will be worn to include protective gloves, eye protection and an N-95 mask.
 - e. These storage boxes will then be weighed and stored in evidence awaiting disposal.
 - f. Handling will be conducted following the same procedure as articulated in 3.C.11 through 14.
2. The La Crosse Police Department has agreed to be the agency responsible for receiving medications collected from the other participating La Crosse County Police Agencies (Medication Collection Sites) and will coordinate the drop off, security and transportation of the medications to the disposal site/agency.
3. Participating police agencies will be notified in advance of the date and times they can drop off their medications at the La Crosse Police Department for disposal. Failure to drop off medications at the specified date/times will result in the partner agency being responsible for their own disposal.
4. An Incident Number will be generated for this process of receiving, transportation, and disposal of medications.
5. There shall be 2 sworn persons assigned to the receiving and transport of the items to the disposal facility/location; preferably 1 sworn member from our Department and 1 sworn member from another participating police agency.
6. Police agencies dropping off their medications for transport will use the approved method of storage and must be compliant with the boxing requirements per DEA/DOJ or Receiving Agency Regulations.
7. The Medication Disposal Transmittal Log will be used to document the transfer of medication from other Police Agencies to our Department to maintain the integrity and Chain of Custody of the items to be disposed.
8. A Receipt for property will be completed by the La Crosse Police Department Member taking control of the medications from other participating police agencies. A copy will be given to the other police agency and the Department will keep the original for records.
9. If possible, the process of receiving, transporting and disposal of medications should be completed in 1 day. If this is not possible, the medications received from other agencies shall be logged in, boxed, and stored in the locked transport vehicle kept in the Department's garage with video surveillance operational. The keys





to this vehicle shall be placed into an evidence locker and retrieved by assigned Property Division personnel and turned over to transport officers immediately before the transport.

10. The transport team (the 2 specified members above) will meet at the La Crosse Police Department and will recover the key for the transport vehicle. They will ensure the contents of the vehicle have not been tampered with and are responsible for the security of the transport to the designated location/facility/agency.
 11. Upon arrival at the facility/location, they will follow protocols established to process and turn over the medications.
 12. They will receive a receipt from the receiving agency articulating the Chain of Custody Transfer of described items. The DEA Controlled Substance Collection Drop-Off Receipt is an example of an appropriate receipt.
 13. The team will return to the La Crosse Police Department, clear the Incident Number and all forms will be turned over to the Administrative Bureau Supervisor assigned to keep records of this process.
- E. The La Crosse Police Department has the right to refuse any containers from other police agencies not compliant with this policy to ensure proper handling and the Chain of Custody is maintained at all times.



Shawn Kudron
Chief of Police

The following reports, forms or reference material are referenced in this General Order and can be found on the Departments Bridges program:

La Crosse Bridges		Sites	LA CROSSE WISCONSIN	
BROWSE	FILES	LIBRARY		
	MAILING LABELS	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	MASTER NAME RULES	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie
	Medial Records Release 12022019	...	December 2, 2019	<input type="checkbox"/> Churchill, Stephanie
	MEDICATION DISPOSAL TRANSMITTAL LOG 03.03.2015	...	November 7, 2019	<input type="checkbox"/> Churchill, Stephanie

GENERAL ORDER LA CROSSE POLICE DEPARTMENT	DATE STAMPED 12.19.2023	CHAPTER 31	ORDER NUMBER 31.4
	TITLE CONTROLLED SUBSTANCES EVIDENCE	WORD CODE CONTROLLED	TOTAL PAGES 3
History: 05/18, 12/23			

1. PURPOSE AND SCOPE

This order establishes procedures for the collection, handling, testing and processing of controlled substances and related items that are taken in as evidence.

2. DEFINITIONS

- A. Controlled Substance:** a drug, substance, or immediate precursor included in schedule I to V of subchapter II WI Stat 961.01
- B. Safety Officer:** For purposes of this policy, the safety officer is any trained member who is standing by with Narcan and/or other safety equipment as other officers conduct drug testing or searching for drugs. The safety officer shall not be actively participating in the drug testing or searching.

3. PROCEDURES

A. Collection and Handling of Controlled Substances:

1. When conducting searches of people or property, officers should assume the possibility of locating controlled substances or related items and wear appropriate gloves/personal protective equipment (PPE).
2. Controlled substances or related items seized in the field should be placed and sealed in a 1-gallon Ziploc bag for transport to the police department where the items can be separated and packaged within the ductless fume hood.
3. When conducting searches specifically for drugs, officers should develop as much intelligence ahead of time and ensure appropriate safety precautions are taken, safety equipment is available and PPEs are to be used during the search.
 - a. If the search is believed to involve opioids or Fentanyl, a supervisor will be notified and the supervisor will assign a safety person to oversee the search, have Narcan available, and ensure proper use of required PPE's.
 - b. If there is reason to believe opioids or Fentanyl will be part of a search warrant, the following precautions shall be taken:
 - 1) There will be an assigned safety person to oversee the search, will have Narcan available, and ensure proper use of required PPE's.
 - 2) All staff involved in the search shall use department required PPE's, which at a minimum will include department provided gloves, safety glasses and respiratory masks.
 - 3) All staff involved in the search will use a "buddy system" and search as a two-person team.
4. Any needles collected as evidence shall be placed in the appropriate sharps evidence packaging as soon as practical and staff shall not attempt to cap the needle if it is uncapped.
 - a. Needles collected, however, that are not evidence should be disposed of in the appropriate sharps containers for safe disposal.

B. Controlled Substance Packaging:

1. Officers will not be testing any potential drug that they seized, therefore they shall document the following in their report:
 - a. What they believe the substance to be based of the totality of their investigation.
 - b. That the substance was not tested due to safety reasons.
 - c. Charge(s) for the suspect(s) based on the totality of the investigation absent a presumptive test.
2. When handling and packaging any suspected drugs, staff shall wear appropriate PPEs provided within the drug processing areas.
3. All suspect drugs will be handled and packaged within the ductless fume hood if the substance to be packaged is not too large for the hood.
4. Reasonable efforts will be made to keep the suspected substance in the original packaging with which it was seized for evidentiary packaging.

5. All drugs will be “double sealed” and packaged in accordance with the police department’s evidentiary packaging handbook.
6. All needles collected as evidence shall be placed in the appropriate containers and packaged as directed in the police department’s evidentiary packaging handbook.
7. All substances packaged should be labeled as what the officer believes the drug is based on the totality of the circumstances of the investigation.
8. Any suspected drug that is unknown shall have the green “UNKNOWN SUBSTANCE” stickers place on the outer most package. These stickers are located in the evidence packaging areas.
9. Any paraphernalia collected that has residue or trace amounts of suspected drugs should attempted to be packaged in the same manner as drugs if possible.

C. Controlled Substance Testing:

1. Presumptive testing will only be conducted if requested by the prosecutor or court.
2. The evidence division will field the requests and arrange for presumptive testing to occur.
 - a. Only designated staff who have been trained will be used to conduct presumptive tests.
3. All presumptive tests will be conducted at the police department, in the ductless fume hood with appropriate PPE’s that are provided in the processing area.
4. Staff conducting tests will minimize disruption/destruction of the original packaging of the substance being tested.
5. All presumptive test kits will be rendered safe consistent with the test kit manufacture’s recommendations and disposed of in the appropriately marked garbage within the processing area.
6. The Investigative Bureau Captain will assign personnel to ensure the appropriate testing kits are available at each testing area.
7. If other law enforcement agencies request use of the ductless fume hood, all of La Crosse Police’s policies will be followed and La Crosse Police will provide a safety officer.

D. Post Testing/Packaging Clean up:

1. While still wearing PPE’s, staff will discard any trash materials associated with the processing of drug evidence in the appropriately marked garbage can.
2. Staff shall wipe down the processing area surfaces, the ductless fume hood area, scale surfaces, etc. with a non-alcohol/non-bleach-based disinfecting wipes which shall be disposed of in the appropriately marked garbage can.
3. Once the processing area is cleaned, staff shall remove the safety glasses, wipe them with a disinfecting wipe and store them for future use. Masks and gloves will be disposed of in the appropriately marked garbage.

E. Accidental Exposures:

1. All officers will be trained in the following to minimize possible accidental exposures and to ensure all know how to handle accidental exposures:
 - a. The proper handling and packaging of potential controlled substances.
 - b. The use of the ventless hood.
 - c. Training on this policy.
 - d. Training on the administration of Narcan.
2. The Special Operations Officer is responsible to ensure Narcan is available within the evidence processing areas, drug search warrant kit and the command room. Additionally, the Special Operations Officer will track the expiration dates on the Narcan to make sure department stock is not expired.
3. If staff has an accidental exposure to an unknown drug, Fentanyl or opioid, a supervisor and EMS will immediately be notified. Based on how the exposure occurred, all measures will be taken to prevent further exposure/contamination.
4. All staff responding to an accidental exposure shall wear PPE’s.
5. The Special Operations Officer will ensure all squads are stocked with department issued PPE’s.
6. Any officer that experiences direct skin contact of an unknown substance or opioid shall immediately wash the exposed skin with cool water and soap. NOTE: Do NOT use hand sanitizer for cleaning skin, it may enhance the absorption of substance into the body.

7. In the event of an accidental spill/air borne exposure of an unknown powder or opioid substance, that evidence area where it occurred will be immediately vacated and shut down. The La Crosse Fire Department will be contacted for decontamination protocol.
 - a. In the event of an accidental spill/air borne exposure of an unknown powder or opioid substance occurs outside the agency, officer will remove themselves from the immediate area, limit access to the area, and contact the La Crosse Fire Department will be contacted for decontamination protocol.
8. In the event an accidental exposure leads to the use of Narcan on staff, the following shall be done:
 - a. Supervisor and EMS will immediately be notified.
 - b. The employee will go to the hospital for evaluation and monitoring.
 - c. The city injury reports will be completed.
 - d. Police administration will be notified.



Shawn Kudron
Chief of Police