

Village of Mukwonago Police Department	Civil Disturbance/Special Event Team(s)		
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I. Purpose

The purpose of this policy is to explain the selection process, training, callout procedures and utilization of officers assigned to the Waukesha County Civil Disturbance Unit (WCDU) and the Walworth County Special Event Team (WSET).

II. Policy

It is the policy of this department to utilize those officers who have received additional civil unrest training, to assist in bringing critical incidents to a safe resolution. Officers assigned to the WCDU and WSET will follow the policies and guidelines established by the respective governing board.

III. Procedure

A. Selection

1. When there is an opening on either team, the Chief or his designee will notify department members.
 - a. The notification is to determine if any officer is interested in volunteering for the team.
 - b. The notification shall provide sufficient time for officers to respond.
 - c. The notice will tell officers what type of response is required (i.e. letter of interest, resume, etc.)
2. The Chief of Police shall determine who will receive additional civil unrest training.
 - a. The Chief may request assistance in the selection process from staff.
 - b. The Chief may make the selection by interview, testing or other means.
 - c. WCDU and WSET may use different screening tools including, but not limited to;
 1. Physical fitness standards.
 2. Written and/or oral exams.
 3. Forwarding a resume, listing qualifications.
 4. Interview.
 - d. The officer must meet the criteria developed by the respective governing board regardless of the Chief's approval.
3. When considering personnel, the Chief will take several factors into consideration including, but not limited to:
 - a. Ability
 - b. Experience.
 - c. Maturity.
 - d. Physical conditioning.
 - e. Interest in the program.
 - f. Team spirit.
 - g. Commitment to the job.
 - h. The ability to not only give, but to take orders.
4. Once selected, an officer may need additional required equipment, which will be purchased by the department.

B. Training

1. Officer assigned to the WCDU and WSET will require regular on-going training. The training schedule will be established by the respective governing board.
 - a. The department will make every effort to allow the officer assigned to make all training. In the event of an emergency, personnel shortage or other critical

- incident, the officer may not be free to attend.
 - b. In the event the training date falls on an officers off day, the Chief will work with the officer to schedule a flex day to compensate the officer for his attendance at training.
 - c. If there is a department vehicle available, the officer will utilize that vehicle.
- C. Deployment
1. WCDU and WSET has guidelines for callouts and deployment. Those circumstances may include:
 - a. Political rallies
 - b. Student gatherings
 - c. Large scale sporting events
 - d. Other situations where there is intelligence to suggest that the training and skill of the WCDU or WSET may be required.
 - e. These events may be pre-planned or spontaneous.
 2. Village incident.
 - a. If there is a supervisor on duty, he/she will be notified and assess the situation.
 - b. If a supervisor is not on duty, dispatch or an on-scene officer will contact an off duty supervisor and advise him/her of the current situation.
 1. Contact in order, the sergeant, lieutenant or chief. If dispatch is unable to make contact with the sergeant at either his/her home or cellular telephone, proceed up the list.
 2. The notified supervisor will contact the Chief.
 3. Contact procedure.
 - a. To call for a WCDU response
 1. Supervisor or officer, with approval from a supervisor, will contact WCCC (262.787.7300) and request a WCCC supervisor.
 2. Be prepared to provide the type of incident, location of incident, safe approaches, marshalling point, radio frequencies and/or talk groups.
 3. The WCCC will notify the WCDU assistant commander, commander, deputy inspector or sheriff. Be prepared to transfer the commander to a supervisor or officer on scene.
 - b. To call for a WSET response
 1. Supervisor or officer, with approval from a supervisor, will contact WWSO dispatch (262.741.4400) and request to speak to WSET assistant commander, commander, undersheriff or sheriff.
 2. Be prepared to provide the type of incident, location of incident, safe approaches, marshalling point radio frequencies and/or talk groups.
 4. Mukwonago officer(s) called up for deployment.
 - a. Upon receiving a call up notification, the officer assigned to WCDU or WSET will respond to the station and update dispatch and the on duty supervisor. If there are no supervisors on duty the officer will contact an off duty supervisor. The officer will provide as many details as possible to include; the type of call, the location of the call, etc.
 - b. If the officer is currently on duty, consistent with policies and labor agreements, a replacement officer will be brought in to patrol the Village. The WCDU or WSET officer does not need to wait for the relief officer to arrive, prior to his/her response to the call up.
 - c. If the event is lengthy in duration, arrangements will be made for the officer to have "recovery time" prior to beginning his next shift.
 1. The officer will notify a supervisor of the circumstances, so a relief officer can be arranged to cover the shift.
 2. Lengthy can be considered having a less than 8-hour recovery period between shifts.
 - d. The responding officer will complete an IR (back up or assist other department). This IR will include but is not limited to; the call details, location of call, the officer's responsibilities, command officer on scene and resolution. The IR does not have to report operational details, unless ordered or required by WCDU, WSET or department supervisor.

D. Use of Force

1. Any WCDU or WSET Officer retains the right to use deadly force under the same circumstances as any police officer as outlined Wis. State statutes and that officer's own departmental rules and regulations.
2. Any Mukwonago officer assigned to WCDU or WSET, is subject to the department Use of Force policy 5-100 and Reporting Use of Force 5-200. The officer will cooperate in the host jurisdictions investigation, as well as any village investigation of that use of force.
 - a. The Chief of Police or his/her designee will be responsible for obtaining any reports or documents kept or maintained by the WCDU or WSET that may be necessary to complete the internal investigation.
 - b. The jurisdiction where the use occurred will be responsible for determining the investigative agency for any criminal or death investigation.
 - c. The department will initiate an internal investigation to insure that department policies were not violated. The internal investigation will be separate from, and not in parallel with any criminal investigation.
3. Return to Work
 - a. The officer may be subject to a "Return to Duty" examination by a qualified professional.

E. Miscellaneous

1. The Chief of Police will determine, on an annual basis, if the department continues its participation with WCDU or WSET to ensure they are within department guidelines and reflect the department philosophy.
2. If the Chief of Police terminate the memorandum of understanding for WCDU or WSET he/she shall provide a written notice of terminate at least 90 days prior to terminating the understanding.
3. If required, the Chief or his/her designee will sit on a policy or governing board.
4. Each WCDU or WSET officer will be responsible for obtaining and updating all related policies, appendixes or other documentation.
5. This is a voluntary position and the officer serves at the discretion of the Chief. The officer may be removed from the team by order of the Chief.
6. Any officer assigned to the unit(s) may request removal by making a written request of the Chief.
 - a. Upon separation, the officer will return any equipment which the department purchased and issued, specifically for assignment to the CD team.