June 16, 2015

DeRay Mckesson
MuckRock News
DEPT MR 18659
PO Box 55819
Boston, MA 02205-5819

Dear Mr. Mckesson,

I am writing in response to your June 11, 2015, request to the Madison Police Department for “all current policies maintained by the department regarding use of force”.

I am releasing to you the requested records which are responsive to your request. The Madison Police Department no longer has policy governing use of force, instead, this information is included in both our Code of Conduct rules and in our Standard Operating Procedures. Both are being furnished to you without redaction.

With the release of these records, I will consider this request closed.

Sincerely,

Anthony Bitterman, Lieutenant of Police
Purpose

It is the procedure of the Madison Police Department (MPD) that officers, while in the performance of legal duties, shall always employ force in a manner that is objectively reasonable based on the totality of the circumstances, *Graham v. Connor*, 490 U.S. 386 (1989). The reasonableness test is an objective one and must be judged from the perspective of a reasonable officer at the scene. Members of the MPD shall act at all times within the standards for use of force established in the Use of Force procedures.

Recognizing our legal and moral obligation to use force wisely and judiciously, it is the procedure of this department that deadly force will never be resorted to unless an officer reasonably believes that a lesser degree of force would be insufficient to defend the life of another, one's self, or in limited situations, to apprehend a dangerous felon, or control an animal.

As used in this SOP, deadly force refers to the intentional use of a firearm or other instrument, the use of which would result in a high probability of death.

Procedure

DEADLY FORCE AUTHORIZED

The use of deadly force is only authorized when, under any of the following circumstances, an officer reasonably believes a lesser degree of force would be insufficient:
1. In the defense of another person who the officer has reasonable cause to believe is in imminent danger of death or great bodily harm.
2. In defense of oneself, when there is reasonable cause to believe one is in imminent danger of death or great bodily harm.
3. To effect the arrest or prevent the escape of a suspect who the officer has reasonable cause to believe has committed, or attempted to commit, a felony involving the use or threatened use of deadly force, when a high probability exists that the suspect, if not immediately apprehended, may cause death or great bodily harm.
4. To protect one’s self or another from an animal which an officer reasonably believes may cause great bodily harm if not immediately controlled, or to end the suffering of an animal gravely injured or diseased after considering public view, safety, and other reasonable dispositions.

VERBAL WARNING

Before using deadly force, officers shall, if reasonably possible, identify themselves and order the suspect to desist from unlawful activity.

DEADLY FORCE IS NEVER AUTHORIZED

Deadly force is never authorized:
1. As a warning shot.
2. From a moving vehicle, unless an officer has reasonable cause to believe that one's self or another is in imminent danger of death or great bodily harm.
3. At a moving vehicle unless an officer has reasonable cause to believe that one's self or another is in imminent danger of death or great bodily harm or Deadly Force Authorized, paragraph 3, regarding certain felons applies.
4. When its use unreasonably risks the lives of innocent bystanders.
USE OF FORCE TECHNIQUES/INSTRUMENTS

The intentional punching, striking, or grabbing the throat (trachea) or blocking or restricting the carotid neck arteries creates a substantial likelihood of death or great bodily harm and is therefore considered deadly force and shall be used only in accordance with this policy.

INVESTIGATION OF THE USE OF DEADLY FORCE

It is important to recognize that employees, in the course of carrying out their responsibilities, may be confronted by violence and may be required to use deadly force to protect their life or the life of another person. Employees who are compelled to exercise deadly force may experience severe emotional trauma.

The investigative inquiry is to be conducted in a thorough, accurate and factual manner, and must also take into consideration the psychological, physiological and legal ramifications that such incidents have upon the officer, their family and the community.

The Chief of Police will annually designate the members of the Officer Involved Critical Incident (OICI) investigative team.

Use of Force Not Resulting in Death or Injury

When an officer is responsible for the accidental or intentional use of deadly force which does not result in death or injury.

1. Officers shall inform their supervisor or the Officer-in-Charge of the incident as soon as possible.
2. The supervisor notified or the supervisor assigned shall make an investigation of the incident pursuant to MPD SOP.

Use of Force Resulting in Death or Injury

When an officer is responsible for the accidental or intentional use of deadly force which results in death or injury.

1. Duties of Involved Officers
   a. Officers shall inform a supervisor or the Officer-in-Charge of the incident as soon as possible.
   b. Control the scene until relieved.
   c. Identify witnesses for subsequent interviews. Involved officers shall not participate in the interviews of witnesses.
   d. Reporting requirements for principal officers will be covered by contact with the OICI team.
2. Duties of On-Scene Supervisor
   a. Assume responsibility for the security and preservation of the scene.
   b. Contact officers involved to identify the crime scene and identify potential witnesses.
   c. The on-scene supervisor shall immediately notify the dispatcher to broadcast a message if no officers have been injured.
   d. In the event an officer is injured, immediately notify the Officer-in-Charge.
   e. The on-scene supervisor shall ensure that a non-involved supervisor, if not already at the scene, responds immediately to the scene of the incident. (A non-involved supervisor is defined as one who has not been involved specifically at the scene, or involved in any tangential fashion, e.g., raid planning, drafting of search warrants, surveillance officers, intelligence gathering, etc.)
   f. Establish a scene command post and give location to the Dane County Public Safety Communications (911 Center).
   g. Temporarily move the involved officer a short distance away from but accessible to the scene. A non-involved fellow officer shall be assigned to accompany the involved officer, unless the involved officer prefers to be alone. If the involved officer elects to speak about the
incident with the non-involved officer, those conversations are not privileged and may become part of the investigation.

h. Provide an opportunity for the involved principal personnel to contact Union officials or legal counsel as soon as practical. Provide phones and numbers as needed.

i. Upon arrival of the OICI Investigation Team, brief them on the incident and relinquish the investigative responsibility to its commander.

j. Assist at the scene as needed.

k. Complete a report unless otherwise directed by the OICI commander.

3. Duties of the Officer-In-Charge (OIC)
   a. Notify the OICI team commander or designee.
   b. Contact operational team leaders of the District where the incident occurred and the District of the involved employee(s).
   c. Notify the Chief, Assistant Chief of Operations, Assistant Chief of Support Services, Captain of Investigative Services and Lieutenant of Investigative Services.
   d. Contact Dane County Public Safety Communications (911 Center) and direct them to inform officers of the status of the incident (e.g., injuries to officers and citizens, important information). This should be done in a discreet manner, MDT, phone, etc.
   e. In the event of an injury or death of an employee, notify immediate family per the Line of Duty, Life Threatening Injury or Death of an Employee SOP.
   f. Notify the Professional Standards and Internal Affairs Unit, and the Public Information Officer (PIO).
   g. All media releases shall be cleared through the OICI Commander and the Office of the Chief of Police.

4. Duties of the OICI Commander
   a. Ensure that services regarding involved personnel have been provided.
   b. Direct the investigation of the incident.
   c. Limit the OICI Team’s investigative interview(s) of the principal officer(s) until directed to proceed with the interview(s) by Professional Standards/Internal Affairs (PSIA).
   d. If appropriate, the OICI Commander or their appointee shall provide information to all commissioned personnel regarding the pertinent facts of the incident within 24 hours.
   e. The OICI lieutenant will contact the District Attorney or a Deputy District Attorney at the earliest practical opportunity to inform him/her of the incident and investigation.

5. Duties of the OICI Investigation Team
   a. Investigate incident.
   b. Retrieve and take custody of the weapon used by the officer(s). The supervisor shall determine whether the circumstances of the incident require that the officer’s duty weapon be taken for laboratory analysis. Where the duty weapon is taken, the OICI Team shall take custody of the officer’s weapon in a discrete manner and may replace it with another weapon, or advise the officer that it will be returned or replaced at a later time as appropriate. (When processing an officer’s personal weapon as evidence, consideration shall be given to marking the weapon with the necessary information as inconspicuously as possible.)
   c. If necessary, have the officer(s) returned to the scene to respond to the needs of the investigation.
   d. Interview principal officer(s)
      i. Contact with the involved officer(s) will be coordinated by PSIA, after consulting with the OICI Commander.
      ii. The involved officer(s) will be given the opportunity to provide voluntary statements. PSIA will communicate with the officer(s)’ Union Representative or legal counsel on this issue.
      No officer will be disciplined for declining to make a voluntary statement.
      iii. If the officer(s) elect to provide voluntary statements, the OICI commander will assign personnel to conduct the interviews.
      iv. If the officer(s) decline to provide voluntary statements, the Assistant Chief of Operations (or designee), after consultation with PSIA and the OICI Commander, will determine whether the officer(s) will be ordered to provide statements. If the officer(s) are ordered to provide statements, the following procedure will be adhered to:
- PSIA will order the officer(s) to provide a statement, and the order will be documented in writing.
- A separate case number will be drawn for the compelled interview.
- The OICI Commander, after consultation with PSIA, will assign detectives that have not been involved in the initial investigation to be the primary interviewers.
- Detectives conducting the compelled interviews will report directly to PSIA, and the original reports will be maintained by PSIA. Content of the compelled interview (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), the OICI Investigation Team, or to any member of the public. Compelled statements will only be subject to release when no possibility for criminal prosecution (of the subject of the compelled interview) remains.

Deviations from this procedure may only occur with the approval of the Chief (or designee).

6. Duties of the District Captain or Designee
   a. Ensure adequate supervision at all scenes.
   b. Ensure that involved personnel have had appropriate opportunities to contact family members, Union officials, and/or attorneys.
   c. Ensure that EAP services have been offered.
   d. Place the officer(s) on a minimum of one-day paid administrative leave. Confer with the officer’s Commander and/or Assistant Chief of Operations regarding additional days. This may include additional paid administrative leave time or a temporary special assignment.
   e. Ensure that within 72 hours of the incident, the involved officer(s) are contacted by a department approved traumatic stress professional.
   f. Ensure that regular command briefings are given to the Chief and Assistant Chief of Operations.
   g. If applicable, ensure that the Significant Exposure to Blood Borne Pathogens SOP is followed.

7. Assistant Chief of Operations
   a. Shall have oversight of the criminal investigation.
   b. Coordinate media releases until such time that this responsibility is delegated back to the District.

District Attorney Review

All reports involving the use of deadly force by MPD personnel which cause injury or death shall be submitted to the District Attorney for review.

MPD Compliance Review

All instances of the use of deadly force shall be reviewed for compliance with MPD SOP.

1. Professional Standards and Internal Affairs Unit (PSIA)
   a. PSIA has the primary responsibility for conducting the internal investigation to ensure compliance with the MPD Use of Deadly Force SOP. This excludes instances when officers may be required to euthanize injured animals in the field for humane reasons.
   b. PSIA will report the findings of the internal investigation directly to Assistant Chief of Support Services.

2. Assistant Chief of Support Services
   a. Shall oversee all internal investigation resulting from the accidental or intentional use of deadly force which results in death or injury.
   b. Shall review administrative command decisions which result in the deployment of deadly force.

Original SOP: 03/23/2015
(Revised: 03/26/2015)
Purpose

It is the procedure of the Madison Police Department (MPD) that officers, while in the performance of legal duties, shall always employ force in a manner that is objectively reasonable based on the totality of the circumstances. Graham v. Connor, 490 U.S. 386 (1989). The reasonableness test is an objective one and must be judged from the perspective of a reasonable officer at the scene. Members of the MPD shall act at all times within the standards for use of force established in the Use of Force procedures.

Recognizing our legal and moral obligation to use force wisely and judiciously, officers may use only the amount of non-deadly force that is reasonably necessary to secure control or to gain compliance.

As used in this SOP, non-deadly force means the use of any weapon or instrument, or any physical action taken by an officer which is not likely to cause death.

Procedure

NON -DEADLY FORCE AUTHORIZED

Non-deadly force is only authorized when an officer reasonably believes it is necessary to control a person under any of the following circumstances:
1. Detaining a person reasonably suspected of unlawful behavior.
2. Effecting an arrest.
3. Overcoming resistance.
4. Preventing escape.
5. Protecting oneself or another.
6. Maintaining order.

FORCE CONSIDERATIONS

Officers shall use the degree of force believed to be objectively reasonably to control a situation considering the following factors:
1. The existence of alternative methods of control.
2. Physical size, strength and weaponry of the person as compared to the officer.
3. The nature of the encounter.
4. Actions of the person.
5. Exigent conditions (e.g., availability of backup, number of persons involved, etc.).
6. The severity of the offense.
7. Whether the suspect poses a threat to the safety of officers or citizens.
8. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

Control of a person through presence and verbal commands shall always be the preferred method of control. Because verbal commands are not always effective or appropriate in gaining compliance, officers may escalate the degree of force based on the actions of the person they are attempting to control. Once a person is under control, officers are required to revert to the lowest degree of force necessary to maintain that control.

The degree of force an officer chooses should be based on his/her tactical evaluation and threat assessment of the situation. Based upon the totality of the circumstances known at the time, and in light of the officer’s training and experience, the officer should choose a tactic/procedure that is objectively reasonable and is consistent with one of the following:
1. The tactic/procedure utilized is a trained technique.
2. The tactic/procedure is a dynamic application of a trained technique.
3. The tactic/procedure not trained, but justifiable under the circumstances.*

THE USE OF OLEORESIN CAPSICUM SPRAY (O.C. SPRAY)

1. Officers may use O.C. spray when they reasonably believe they are facing active resistance, or its threat, from the subject. O.C. spray is not to be used against subjects who are offering passive resistance.
2. Officers shall only direct O.C. spray in a manner as prescribed by the Chief of Police through MPD training.
3. O.C. spray shall not be used once an individual is subdued and under control.
4. If practical, the individual should be provided with an opportunity to eliminate the effects of the irritant by washing and flushing the affected areas with water. Further, the officer should inform such individuals that it is not advisable to use creams, ointments, or bandages on the affected areas.

CHEMICAL AGENT USE

Officers shall discharge chemical agents only in a manner as prescribed by the Chief of Police through MPD training.

ELECTRONIC CONTROL DEVICE USE

1. An approved electronic control device (ECD) may only be utilized by officers that have successfully completed training in its use. Deployment and use of the electronic control devices will be in accordance with MPD training and procedure.
2. An ECD is not a substitute for deadly force—in cases where a subject is believed to be armed with a dangerous weapon, an officer may not arm him or herself with an ECD unless another officer at the scene has the immediate ability to deliver deadly force. Officers armed with an ECD should continuously monitor and evaluate the ability of other officers present to deliver deadly force.
3. An officer may only display, present, or threaten to use an ECD if the officer reasonably believes that the potential for its authorized use exists.
4. An ECD may only be used under the following circumstances:
   a. To overcome violent or assaultive behavior or its threat, if the officer reasonably believes that the subject poses an articulate threat of harm to an officer or to another person.
   b. To control persons in order to prevent them from harming themselves or others.
5. Use of an ECD under the following circumstances is prohibited, unless exigent circumstances are present:
   a. Against handcuffed subjects.
   b. Against subjects fleeing on foot.
   c. Against subjects operating a motor vehicle.
   d. From a moving vehicle.
6. The ECD will not be used under the following circumstances:
   a. For coercion or intimidation.
   b. To escort or prod subjects.
   c. To awaken unconscious or intoxicated subjects.
   d. Against subjects who are offering only passive resistance.
7. ECD probes may not be intentionally fired at the face, head, neck or groin, unless the use of deadly force would be justified.
8. Officers shall evaluate all subjects against whom an ECD has been deployed. The subject shall be medically evaluated if:
   a. The subject requests medical treatment.
   b. The subject displays an adverse reaction to the ECD deployment.
   c. The subject has been exposed to more than one ECD simultaneously.

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d. The subject has been exposed to three (3) or more ECD firing cycles; or one continuous firing cycle of fifteen (15) seconds or more.

9. If the ECD probes have penetrated the skin in a sensitive area (head, neck, groin or breast of a female) the subject will be conveyed to an emergency room for removal. If the probes are embedded in non-sensitive areas, a trained officer may remove them.

10. Removing the air cartridge to deploy an ECD in the drive-stun mode is not authorized as a primary ECD deployment technique.

BATON USE

1. A baton may be used when an officer reasonably believes a lesser degree of force would be insufficient to control the situation.

2. An officer shall never intentionally strike a person's head with a baton unless such an action is justified under the use of deadly force.

3. Officers shall only use MPD-approved batons and techniques.

4. MPD-approved batons are the only authorized impact weapons. Flashlights, radios, firearms, etc., are not recommended as impact weapons; however, the MPD recognizes that emergency self-defense situations involving other objects and instruments may occur.

IMPACT PROJECTILES

1. Impact projectile weapons may only be utilized by officers that have successfully completed training in their use. Deployment of impact projectiles will be in accordance with MPD training.

2. Impact projectiles are not a substitute for deadly force—an officer may not arm him or herself with an impact projectile weapon unless another officer at the scene has the immediate ability to deliver deadly force. Officers armed with impact projectile weapons should continuously monitor and evaluate the ability of other officers present to deliver deadly force.

3. It is the responsibility of the officer arming him or herself with an impact projectile weapon to ensure that the weapon is loaded with impact projectiles each time the weapon is deployed.

4. Like any use of force, deployment of impact projectiles must be evaluated using the criteria in this. Deployment of impact projectiles at non-vital areas is considered non-deadly force. Impact projectiles may only be used under the following circumstances:
   a. To overcome violent or assaultive behavior or its threat; if the officer reasonably believes that the subject poses an articulable threat of harm to an officer or to another person.
   b. To control persons in order to prevent them from harming themselves or others.

   Additionally, an officer must reasonably believe that a lesser degree of force would be insufficient to control the situation, or that it is necessary to deliver force at a safe distance from the suspect/subject. The intentional deployment of impact projectiles at the face, head or neck is considered deadly force.

5. All persons taken into custody who have been struck with an impact projectile will be conveyed to an emergency room for medical clearance.

6. The investigative requirements of the Use of Deadly Force SOP will be followed only if deployment of an impact projectile results in death or great bodily harm.

7. Absent an imminent risk of harm to officers or citizens, impact projectiles will not be used in crowd control situations. Impact projectiles will not be used to move or disperse crowds.

8. Impact projectiles may be deployed in other jurisdictions pursuant to a mutual aid request. In the event that an individual struck with an impact projectile is taken into custody by another agency, officers from that agency shall be notified of the need for medical treatment.

USE OF RESTRAINING DEVICES

1. Officers shall place handcuffs on any individual in custody when the officer reasonably believes the individual may become violent, attempt to escape, or pose a danger to self or others. It is mandatory that all persons who have aggressively resisted or attacked another person be placed in handcuffs.

2. Officers shall apply handcuffs in a manner prescribed by the Chief of Police through MPD training.

3. When handcuffs prove to be insufficient in restraining an individual (e.g., kicking, attempting to flee, etc.), officers may employ the use of additional MPD-approved restraining devices.
4. In an emergency situation when a MPD-approved restraining device is not available, the MPD recognizes that alternative devices may have to be employed. In such situations, approved devices should be substituted as soon as reasonably practicable.

5. Individuals who are placed in the maximum restraint position should be continuously monitored for breathing and circulation.

USE OF SPIT HOODS

1. A spit hood is a temporary protective device, which may be used on persons that display behavior or threatening behavior that pose a hazard of exposure to bodily fluids transmitted by spitting, wiping blood from their face/head, or wiping/blowing nasal discharges at or onto officers.

2. Officers should use only MPD-approved spit hoods. In an emergency situation if not readily available, officers may utilize other breathable items, such as pillowcases, surgical masks, etc.

3. Officers shall apply the spit hood in accordance with MPD training.

4. Persons wearing the spit hood must be closely monitored and shall not be left unattended.

5. Officers shall document the use of the spit hood including the circumstances requiring its use in their report of the incident. A copy of the report shall be routed to Training.

USE OF FORCE REPORTING REQUIRED

Any officer who uses physical force, or any of the following enumerated weapons, items or devices against another person, shall complete an original or supplementary report on the incident involved:

1. Firearms.
2. Baton.
3. Chemical Agents.
4. Handcuffs or Other Restraining Devices.
5. Physical Force.

The report shall specifically note the totality of the circumstances necessitating force and the manner of force employed.

USE OF FORCE REVIEW AND INVESTIGATIONS

All instances of the use of non-deadly force shall be reviewed for compliance with MPD procedure by an appropriate supervisor. Anytime a commissioned employee uses recordable force during an incident, the force must be documented in the MPD use of force database.

In cases where a complaint is filed pertaining to an officer’s use of non-deadly force, the Professional Standards and Internal Affairs Unit (PSIA) has the primary responsibility for coordinating the internal investigation to ensure compliance with the MPD Use of Non-Deadly Force SOP.

If necessary, as part of the District’s or PSIA’s internal investigation, members from the Personnel and Training Team who are certified WI Defensive and Arrest Tactics (DAAT) instructors can be consulted to determine findings and forward their conclusions to the appropriate source requesting assistance.
CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE

Use of Force Documentation

Eff. Date 08/11/2014

Purpose

The Madison Police Department (MPD) has implemented procedures to ensure that use of force data is being collected by the agency in a format that is useful to drive intelligence-led and evidence-based decision-making. Properly managed data can be the backbone of an early warning system that identifies at-risk officers, dangerous activities, necessary training, and policy gaps that require immediate mitigation.

Definitions

RECORDABLE FORCE

Any application of force to include takedowns, active countermeasures, OC spray, impact weapons, kick-stop restraints, less lethal projectiles, Taser display and/or deployments and use of deadly force (including dispatching animals). Excludes: Handcuffing, Pointing of Firearms at Subject(s)/Suspect(s)

EFFECTIVENESS

A tool/technique is effective if it allows the subject/suspect to be controlled without any further force escalation.

INJURY

For purposes of use of force recording, a tool/technique caused injury only if medical treatment is sought. This includes treatment at an emergency room or on scene by paramedics.

Procedure

Anytime a sworn employee uses recordable force during an incident, the force used must be documented in the MPD use of force database. The officer completing the original field report must indicate that recordable force was used in Mobile. See definitions for recordable use of force as stated above. The primary officer using recordable force is also responsible for ensuring that a field supervisor reviews the use of force. The reviewing supervisor or OIC, if no other supervisors are available, shall be responsible for documenting the recordable use of force report through the MPD SharePoint site.

Once the form has been completed, supervisors will click "submit" to download the data. This should be completed before the end of the supervisor's shift. Only one form should be completed for each subject/suspect whom force is used against. The supervisor completing the form will indicate each type of force used, whether the force application was effective and whether it caused injury.

The data submitted will be checked for accuracy by a DAAT instructor. In the event of a data entry mistake, the DAAT instructor will contact the officer's supervisor to arrange for the needed corrections to be made. Once the data has been approved, it will be submitted to the database, and shared with the officer's immediate supervisor.

A paper form may be used only if the City network or MPD SharePoint site is unavailable. The form should be sent inter-D to Personnel & Training.

This procedure outlines reporting use of force for data collection purposes only. Any officer using force must document that use of force in a police report, in addition to the documentation required in this procedure. In the event that deadly force is used, the OICI commander will designate an officer or detective to submit the data regarding the use of force.
11. Public Criticism

Members of the Department shall not publicly criticize the operations or personnel of the Department if such criticism clearly undermines the discipline, morale or general efficiency of the Department.

The Department recognizes that its members retain rights to expression and freedom of speech granted by the Constitution, whether on- or off-duty; however, these rights do not allow for conduct which is disruptive to the function of the public’s business. Generally, conduct prohibited by this regulation includes critical public statements or overt actions regarding specific employees, orders, or operations, and includes abusive or deliberately constructed false criticism.

12. Use of Force

It is the policy of this Department that officers, while in the performance of legal duties, shall always employ force in a manner that is objectively reasonable based on the totality of the circumstances, Graham v. Connor, 490 U.S. 386 (1989). The reasonableness test is an objective one and must be judged from the perspective of a reasonable officer at the scene. Members of the Department shall act at all times within the standards for use of force established in the Use of Force procedures.

Recognizing our legal and moral obligation to use force wisely and judiciously, it is the policy of this Department that deadly force will never be resorted to unless an officer reasonably believes that a lesser degree of force would be insufficient to defend the life of another, one’s self, or in limited situations, to apprehend a dangerous felon, or control an animal.

13. Vehicle Operation

Members of the Department shall at all times operate city vehicles with due regard for the safety of all persons. When operating under emergency conditions, officers shall carefully balance the risks involved against the public interests, recognizing always that the exemptions provided by law to authorized emergency vehicles do not protect an operator from the consequences of reckless disregard for the safety of others.

14. Insubordination

Members of the Department shall promptly obey lawful orders from any supervisor. Should such orders conflict with a previous order, policy, or procedure of the Department, the ordered member shall respectfully call attention to the conflict. If, however, the last order is not changed, it shall stand and the person obeying the order will not be held responsible. If any unlawful order is given to any member of the Department, such member will promptly report such fact to a higher ranking officer.