



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING INSTRUCTION

### LICENSE APPLICATIONS

<b>ISSUED:</b> March 13, 2023	<b>EFFECTIVE:</b> March 13, 2023	<b>REVIEWED/APPROVED BY:</b> Assistant Chief Steven Johnson <b>DATE:</b> February 16, 2023
<b>ACTION:</b> Amends SOI (March 29, 2022)		<b>WILEAG STANDARD(S):</b> NONE

### ROLL CALL VERSION

**Contains only changes to current policy.  
For complete version of SOI, see SharePoint.**

## II. PROCESSING LICENSE APPLICATIONS

### A. GENERAL LICENSE APPLICATIONS

1. Applications for licenses are received by the License Division, located at city hall, and are entered into the License Information Reporting and Administration (LIRA) or Accela database.
2. Once entered into LIRA or Accela, a member from the Forensics Division reviews the application to determine which applicants have fingerprints on file and those that will need to be printed.
4. The Forensics Division assigns the application in LIRA or Accela to the Licensing Unit by placing it in the Licensing Unit queue.
5. A member of the Licensing Unit assigns the application to themselves in LIRA or Accela and starts a background investigation.
8. Criminal history information that has occurred in a ten (10) year period, per city ordinance, are documented on a licensed premise synopsis report, which is attached to the application in LIRA or Accela and saved into the Licensing Unit "N:/" drive.

JEFFREY B. NORMAN  
CHIEF OF POLICE