



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

460 – USE OF FORCE

GENERAL ORDER: 2025-63
ISSUED: December 26, 2025

EFFECTIVE: December 26, 2025

REVIEWED/APPROVED BY:

Assistant Chief Craig Sarnow

DATE: November 14, 2025

ACTION: Amends General Order 2024-47 (October 16, 2024)

WILEAG STANDARD(S): 5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.1.6, 5.1.7, 5.1.8, 5.1.9, 5.1.10, 5.1.11, 5.2.1, 5.3.1, 5.3.2, 5.3.4

ROLL CALL VERSION

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

460.35 DISCHARGE OF FIREARM INCIDENTS (WILEAG 5.3.1)

A. SHOOTING OF ANIMALS

Whenever a police member shoots an animal and there is no personal injury or property damage, and all rounds are accounted for, the member's field supervisor shall conduct the use of force investigation and file the *Use of Force Report* in the ~~AIM system~~ personnel management software, unless directed otherwise by higher authority. The supervisor shall indicate in the subject tab, the type of animal (e.g., dog, deer) and fill out the applicable subject details (e.g., injuries, photos, animal breed).

460.50 USE OF FORCE REPORT (PF) (WILEAG 5.2.1, 5.3.1, 5.3.2)

B. WHEN TO FILE REPORT

2. The supervisor responsible for filing a *Use of Force Report* shall obtain a number in the ~~AIM system~~ personnel management software prior to securing from duty on the date in which the incident occurred. The member(s) and subject(s) names, date, time and location of the incident shall also be entered on the same date the number was generated. The supervisor filing a *Use of Force Report* shall complete the case number, CAD number, incident date and time, justification for use of force, officer activity, and officer force applied fields prior to securing from duty.

3. In any situation which triggers the filing of a *Use of Force Report* photographs must be taken of the subject against whom force was used, to illustrate any injury or lack thereof.

Note: The taking of photographs does not apply when a department member either points a firearm at a person ~~or draws and displays a firearm (including a shotgun or rifle) to effect an arrest or seizure of a person.~~

4. The *Use of Force Report* is to be completed and ~~tracked~~ submitted to the appropriate supervisor/shift commander within 8 days of the incident. A critical incident *Use of Force Report* shall be filed in accordance with section 460.50.

5. The *Use of Force Report* shall be reviewed by the supervisor / shift commander within 10 days following the receipt from the supervisor who completed the report (within 18 days of the incident). The *Use of Force Report* shall then be ~~tracked~~ submitted by the supervisor / shift commander to their commanding officer.
7. Reports shall be thoroughly completed and reviewed within 35 days following the date on which the incident occurred and then ~~tracked~~ submitted to the Internal Affairs Division.

D. SPECIFIC DIRECTIONS

Following are specific directions for completing the *Use of Force Report*:

1. General Information Incident

- a. Complete all fields (e.g., ~~incident type~~, dates, times, address, ~~and status~~).
- b. If the use of force resulted from a field interview or traffic stop, use the CAD event number of the traffic stop or subject stop (e.g., if an officer is sent to a shooting and conducts a field interview of an individual regarding the shooting and a use of force ensues, the CAD event number should reflect the Subject Stop call number).
- cb. The address, the location of the subject at the time the use of force was initiated, must be verified utilizing the mapping feature to ensure accurate population of latitude and longitude fields.

~~c. Details~~

- ~~1. Indicate the location and lighting of the use of force.~~
- ~~2. Indicate if video or audio was available and the name of the supervisor who reviewed the video. Supervisors shall attempt to obtain and review all video and/or audio recordings that may have captured the incident including video/audio from body worn cameras, mobile digital video / audio recording equipment, surveillance cameras, pole cameras, video obtained from citizens, etc. Supervisors shall ensure all video and/or audio recordings are imported to Evidence.com.~~
- ~~3. Identify all citizen witnesses and include their name, sex, race, birth date, address, and phone number. For department members who are witnesses, complete only the name field using rank and name. For more than three witnesses, include all others in the notes/narrative section.~~

23. Employees Officers

Identify all members who used force in the incident by entering them under the ~~employee officers~~ tab and ~~linking them to the subject(s)~~ and complete all ~~employee details, including use of force details~~ fields. Members who were present, but did not

use force, are to be included in the details witnesses fields tab.

- a. ~~Duty status:~~ All members taking action in their official capacity are on duty. For the purpose of this report, indicate “Off Duty” select “no” for “on-duty” if the member was off duty immediately prior to the incident.
- b. ~~Number of officer(s):~~ Indicate whether the member was assigned to a one-officer or two-officer unit at the time of the incident.
- c. ~~Type of force used:~~ Indicate the type(s) of force used (e.g., CEW, bodily force, firearm).
- d. ~~Bodily force:~~ Indicate yes or no. Identify through use of DAAT terminology the specific type of force employed, followed by a bodily force description. For example: compliance hold (pressure points, come-along); decentralization; focused strike (hand, forearm, kick); or diffused strike, etc.
- e. ~~Baton:~~ Indicate yes or no, the type, and the number of strikes.
- f. ~~Irritant/chemical/inflammatory:~~ Indicate yes or no, the type of substance used: CS gas, or OC, including the amount discharged and the distance discharged.
- g. ~~Firearm:~~ Indicate yes or no, the specific type of firearm used to include the make, model and serial number. Include the number of shots fired.
- h. ~~Less lethal type:~~ [REDACTED]
- i. ~~CEW:~~ Indicate yes or no, number of cycles, and the serial number.
- j. ~~TEU related:~~ Indicate yes or no.
- k. ~~Forced blood draw:~~ Indicate yes or no. Include the description of the force used. See SOP 120.55.

32. Subjects

Identify the person who was the object of the use of force and complete all fields. If several people were the objects of the force in a single incident, enter all subjects under the subject tab and complete all subject details.

4. Witnesses

Identify all citizen and law enforcement witnesses and complete all fields.

5. Interactions

Provide the reason for the initial contact / call type and interactions between the officer and subject including de-escalation techniques and types of force used against the subject. Upon entering the interactions, complete additional fields related

to the specific types of force used.

64. Notes Narrative

d. Indicate if video or audio was available and the name of the supervisor who reviewed the video. Supervisors shall attempt to obtain and review all video and/or audio recordings that may have captured the incident including video/audio from body worn cameras, mobile digital video / audio recording equipment, surveillance cameras, pole cameras, video obtained from citizens, etc.

1. Describe in detail any events captured by video and audio recordings (e.g., body worn cameras, mobile digital video / audio recording equipment, pole cameras, private surveillance cameras, video obtained from citizens). Supervisors shall include a time stamp(s) in their report indicating the specific times of significant events captured by video.

2. Supervisors shall ensure all video and/or audio recordings are imported to Evidence.com.

F. INTERNAL AFFAIRS DIVISION RESPONSIBILITIES

1. The Internal Affairs Division shall be responsible for the retention of all *Use of Force Reports* via the AIM-system personnel management software.

G. COMMANDING OFFICER'S REVIEW AND RECOMMENDATION

1. The member's commanding officer shall review the AIM-system *Use of Force Report* and enter a recommendation under "Incident Tracking" their notes as to the findings of their review and compliance with standard operating procedures. When the commanding officer determines the use of force is in compliance, these reports shall be forwarded through "Incident Tracking" and general information "Status" directly to the appropriate supervisor of submitted to the Internal Affairs Division.

2. If the review finds the member's use of force was not in compliance, training is needed, or if there are serious injuries requiring admission to a hospital or if death occurs, the commanding officer shall enter this information in the review notes a recommendation under "Incident Tracking". These reports shall be forwarded through "Incident Tracking" and general information "Status" directly to shared with their respective bureau commander. Commanding officers may, at any other time they believe notification to their bureau commander is warranted, forward share the *Use of Force Report* to with their bureau commander.



JEFFREY B. NORMAN
CHIEF OF POLICE