



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 520 – EQUAL EMPLOYMENT OPPORTUNITY POLICY

**GENERAL ORDER:** 2024-36  
**ISSUED:** June 24, 2024

**EFFECTIVE:** June 24, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** April 22, 2024

**ACTION:** Amends General Order 2019-23 (July 29, 2019)

**WILEAG STANDARD(S):** 1.2.4, 1.2.5, 3.1.1, 3.1.2, 3.2.1, 3.2.2

#### ROLL CALL VERSION

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

#### 520.05 RECRUITMENT AND SELECTION (WILEAG 3.1.2, 3.2.1, 3.2.2)

The Milwaukee Fire and Police Commission shall be responsible for the recruiting and hiring of police aide, ~~telecommunicators, dispatchers~~ and sworn police department personnel. The police department's Human Resources Division shall be responsible for the recruiting and hiring of other non-sworn police department personnel, subject to the approval of the Chief of Police and the Milwaukee Fire and Police Commission Board. All advertisements, job postings and applications shall state the Milwaukee Police Department is an equal opportunity employer.

(WILEAG 3.1.2.3)

**A. SWORN PERSONNEL INCLUDING POLICE AIDE, ~~TELECOMMUNICATORS, AND DISPATCHERS~~**

**B. NON-SWORN PERSONNEL**

1. Recruitment and selection for non-sworn positions excluding police aide, ~~telecommunicator and dispatcher~~ shall be the responsibility of the Human Resources Division. Non-sworn positions, excluding police aide, ~~telecommunicator and dispatcher~~, may be filled from City Service Commission lists, by promotion from within the police department, by competitive examination, or by other methods of selection as determined by the Milwaukee Fire and Police Commission Board.
2. Human Resources Division shall conduct the pre-employment testing procedures relevant to each non-sworn position excluding police aide, ~~telecommunicator and dispatcher~~. Examinations shall be based upon information from job analysis or other information documenting actual job tasks and/or the knowledge, skills, abilities, or other characteristics required to perform job tasks; shall be developed in such a manner as to establish the relationship between the knowledge, skills, abilities, or other characteristics required for successful performance on the test, and those required for successful job performance; and shall be in compliance with applicable professional testing standards to ensure the fairness, reliability and validity of the examination process.

**520.30 COMPLAINT RESOLUTION PROCESS**

A. Any person who believes he/she has been subjected to employment discrimination, harassment, improper treatment, or inappropriate conduct on any such basis enumerated in the department's Equal Employment Opportunity Policy is encouraged to file a complaint, either in the form of a *Department Memorandum* (form PM-9E) or verbally, to any one of the following:

1. Work location supervisor;
2. Commanding officer of the work location;
3. Internal Affairs Division;
4. Human Resources Division.

**Note: Any person who believes he/she has been subjected to employment discrimination, harassment, improper treatment, or inappropriate conduct on any such basis enumerated in the department's Equal Employment Opportunity Policy may also file a complaint with the Fire and Police Commission.**

E. Any member found to have violated this policy; knowingly condoned, encouraged, or perpetuated an act or acts of sexual harassment, discrimination, or inappropriate conduct; or found to have in some way participated in retaliation or reprisal, shall be subject to disciplinary action up to and including ~~dismissal~~ discharge from the department.

**520.50 SEXUAL MISCONDUCT**

F. Department members who engage in sexual misconduct will be subject to disciplinary action up to and including ~~termination~~ discharge from the department.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk