



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

005 – RANK STRUCTURE OF THE MILWAUKEE POLICE DEPARTMENT

GENERAL ORDER: 2023-XX
ISSUED: February 28, 2023

EFFECTIVE: February 28, 2023

REVIEWED/APPROVED BY:
Assistant Chief Steven Johnson
DATE: February 1, 2023

ACTION: Amends General Order 2017-02 (January 3, 2017)

WILEAG STANDARD(S): 1.2.1, 1.2.2, 1.2.3
1.3.3, 1.3.4, 1.4.1, 1.4.2, 1.4.3, 2.3.1

005.00 PURPOSE (WILEAG 1.4.2)

The purpose of this standard operating procedure is to delineate the rank structure of the Milwaukee Police Department and communicate the general process by which responsibility of command is passed from one rank to another. In keeping with the principles of a hierarchical organizational structure, department members shall operate within their established chain of command unless exigent circumstances dictate otherwise.

(WILEAG 1.4.2.1, 1.4.2.2)

005.05 OATH OF OFFICE, CODE OF ETHICS, AND CODE OF CONDUCT (WILEAG 1.2.1, 1.2.2, 1.2.3)

- A. All sworn members shall take and abide by the oath of office to enforce the law and uphold the constitutions of the United States of America and the state of Wisconsin, Wisconsin state statutes, and city of Milwaukee ordinances. Sworn members shall abide by the Code of Ethics and the Milwaukee Police Department's Code of Conduct.
- B. Civilian members shall take and abide by the oath of office to uphold the constitutions of the United States of America and the state of Wisconsin. Civilian members shall abide by the Milwaukee Police Department's Code of Conduct.

005.10 RANK STRUCTURE (WILEAG 1.3.3, 1.3.4, 1.4.1, 1.4.2, 1.4.3)

A. RANK IN POSITION

The relative rank in position of police members shall be as designated and their duties enumerated as follows:

1. Chief of Police

The Chief of Police shall be responsible and accountable for the governance, leadership, performance, efficiency, and general good conduct of the department. The Chief of Police shall be duly appointed and have full authority and responsibility for the management, direction, and control of the operations and administration of the police department.

2. Acting Chief of Police

a. Designation by the Chief of Police

During the absence of the Chief of Police, an assistant chief of police as designated by the Chief of Police shall perform all the duties of the Chief of Police, except to appoint, promote or formally discipline department members. The person performing such duties shall be known as the Acting Chief of Police. The Acting Chief of Police shall carry out the orders of the Chief of Police, previously given and will not countermand those orders except in cases of emergency.

(WILEAG 1.4.2.4)

b. Designation by the Fire and Police Commission

In the event of a vacancy in the Office of the Chief of Police, an assistant chief of police, as determined by the Fire and Police Commission, shall perform all of the duties of the Chief of Police and carry the working title of Acting Chief of Police.

[\[Per Wis. Stat. § 62.50\(6\)\]](#).

(WILEAG 1.4.2.4)

3. Assistant Chief of Police

An assistant chief of police shall be responsible and accountable for the efficient and effective operation of a department bureau, providing executive management, leadership, and direction to all divisions, work locations, and units therein.

4. Inspector of Police

An inspector of police shall provide executive management and leadership to a bureau under the direction of the Chief of Police, exercising command and control of operations, administration, and personnel within the respective bureau.

5. Captain of Police

A captain of police shall provide executive management and leadership to personnel under his or her command within a district, division, or unit, and shall be responsible for the efficient and effective delivery of services. Captains of police shall be responsible and accountable for the operations and administration of their respective commands and shall implement policies and procedures as directed by the Chief of Police.

6. Police Lieutenant

A police lieutenant shall manage and provide leadership to subordinate personnel as a shift commander or unit supervisor under the direction of their respective captain of police or higher ranking officer. Police lieutenants shall be responsible and accountable for the training, discipline, conduct, and efficiency of all personnel under their command in addition to serving as acting captain from time to time under the

instructions of a captain of police or officer of higher rank.

7. Police Sergeant

A police sergeant shall be responsible and accountable for the supervision, discipline, training, and development of members under his or her authority. Unless otherwise assigned by the Chief of Police, police sergeants shall provide frontline supervision, leadership, and guidance in operational and administrative functions, and shall ensure that the strategies and directives of their commanding officers are translated accurately and faithfully to the personnel under their authority.

8. Detective

Detectives shall be responsible for conducting criminal and sometimes non-criminal investigations as directed by their respective commanding officer, including but not limited to such tasks as scene investigations, custodial interrogations, case follow up, case management, and case presentation to prosecutors and/or the courts.

From time to time detectives may be called upon to lead other police and civilian members in performing investigations. A detective has the authority to coordinate investigative efforts and is responsible for guiding and directing officers during investigations. In doing so, detectives will work cooperatively with supervisors to ensure the interests of justice are served. In exercising such authority, a detective shall not unnecessarily countermand the orders of supervisory officers and supervisors will in turn comply with the requests of detectives, absent other emergency priorities.

(WILEAG 1.4.2.3)

B. CIVILIAN MANAGERS AND OTHER POLICE SUPERVISORS

1. An executive civilian manager shall provide executive management and leadership to personnel under his or her command within a division or unit and shall be responsible for the efficient and effective delivery of services. Executive civilian managers shall be responsible and accountable for the operations and administration of their respective commands and shall implement policies and procedures as directed by the Chief of Police.
2. Civilian managers and other police supervisors not listed in the rank structure above derive authority from their commanding officer and shall exercise authority within their area of responsibility.
3. Whenever supervisory officers, in the necessary performance of their duties, give orders to any subordinate members not attached to their district, bureau or division, the orders should not unnecessarily conflict with those of the commanding officer of the district, bureau or division to which such members are assigned. Whenever orders so given require the subordinates receiving them to leave their regular posts or assignments, the supervisory officer giving such orders shall, as soon as practicable, inform such subordinate's commanding officer of the action taken.

4. When the needs of an operation require department members from different commands to function as a single unit with a common goal, the department member in command of that combined unit will be the highest ranking department member unless it is specifically assumed by a supervisory officer of higher rank or a coordinated transfer of command is made.

(WILEAG 1.4.2.3)

C. OTHER MEMBERS

Police and civilian members not enumerated above will be called upon in certain circumstances to exercise leadership and authority over other department members, but shall not unnecessarily countermand the orders of supervisory officers. All department members shall be given the authority to make decisions necessary to perform the functions of their assignment or to complete a task assigned by a supervisory officer. Department members shall be held accountable for the use of delegated authority as well as for the failure to use it properly. However, the ultimate responsibility remains with the supervisory officer delegating the authority to the department member.

(WILEAG 1.4.2.2)

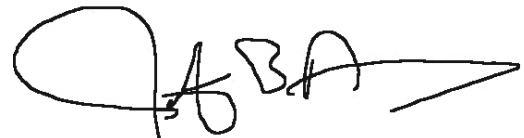
005.15 TEMPORARY ABSENCE OF COMMANDING OFFICER (WILEAG 1.4.2)

During the temporary absence of a commanding officer, and when no other provision is made by competent authority, the command automatically devolves upon the subordinate present next in seniority to such commanding officer. Seniority is determined first by rank and second by continuous service in the rank.

(WILEAG 1.4.2.2)

005.20 PERSONNEL RESPONSIBILITIES (WILEAG 2.3.1)

The Human Resources Division shall be responsible for reviewing and updating the duties, responsibilities, and minimum entry-level requirements of each position or assignment within the department, which shall be spelled out in a written job position description. The Human Resources Division shall place the job position description for each position on the Human Resources SharePoint site so it is electronically available to all members.



JEFFREY B. NORMAN
CHIEF OF POLICE