



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

960 – CORRECTION / DISCIPLINE FORM (PD-30E)

GENERAL ORDER: 2026-07 ISSUED: February 9, 2026	EFFECTIVE: February 9, 2026	REVIEWED/APPROVED BY: Assistant Chief Craig Sarnow DATE: December 22, 2025
ACTION: Amends General Order 2016-25 (April 8, 2016)		WILEAG STANDARD(S): 4.2.1, 4.2.2, 4.2.3, 4.2.4

960.00 PURPOSE

The *Correction/Disciplinary Form* (form PD-30E) shall be used to formally notify a member that the member was observed by a supervisor committing a minor standard operating procedure or Code of Conduct infraction - or formally notify a member that some minor specific correction is required.

960.05 PROCEDURE (WILEAG 4.2.1, 4.2.2, 4.2.3)

- A. The PD-30E shall be used only when a supervisor observes the standard operating procedure or Code of Conduct violation - or the action, or lack of, which requires correction. The supervisor shall indicate on the *Correction/Disciplinary Form* (form PD-30E) the corrective action taken, which includes verbal warning and instructions, counseling/coaching, requiring the employee to read the standard operating procedure or Code of Conduct section pertaining to the violation, advising the employee that he/she can file a *Department Memorandum* (form PM-9E) to explain the violation, or indicate the other corrective action taken.
(WILEAG 4.2.1.1, 4.2.1.2, 4.2.3.1)
- B. The member receiving the PD-30E shall not be asked any questions regarding the infraction or activity, nor does a police member need to be advised of his/her rights under [Wis. Stat. § 164](#) - Law Enforcement Officers Bill of Rights.
(WILEAG 4.2.1.3)
- C. If further investigation is required, the procedures in SOP 450 - Personnel Investigations shall be followed.
- D. Prior to the issuance of the PD-30E, the employee's work location personnel file shall be reviewed for previous incidents, and the Internal Affairs Division shall be notified. If the personnel file indicates that this will be the third PD-30E issued within a 12 month period for the same infraction or correction, a PD-30E shall not be issued. Instead, a written report shall be submitted by the supervisor to the member's commanding officer.
- E. When practicable, the PD-30E shall be issued before the end of the tour of duty during which the infraction occurred.
 1. However, when circumstances necessitate a delay, the PD-30E may be issued at

a later time. In such case, the issuance of the PD-30E shall be at the earliest possible opportunity, and in no case shall it be later than 72 hours after the time of the infraction.

2. The PD-30E shall reference the Code of Conduct infraction, and if applicable, the Standard Operating Instruction or Procedure infraction observed.
(WILEAG 4.2.3.1)
- F. The PD-30E shall be issued by the supervisor who observed the infraction or correctable activity.
- G. The member in violation must be given a copy of the PD-30E.
- H. The member receiving a PD-30E may, prior to the end of the tour of duty in which the PD-30E was received:
 1. File a *Department Memorandum* (form PM-9E) explaining the incident that resulted in the issuance of the PD-30E, or
 2. File a *Department Memorandum* (form PM-9E) to request to speak with his/her commanding officer regarding the receipt of the PD-30E.
(WILEAG 4.2.3.2)

960.10 COMMANDING OFFICERS RESPONSIBILITIES (WILEAG 4.2.2, 4.2.3)

A. PD-30E REVIEW

Commanding officers shall review all PD-30E's issued within their command to ensure that they meet the above criteria.

1. Whenever a member files a *Department Memorandum* (form PM-9E), the commanding officer shall review it to determine whether the PD-30E was properly filed.
2. Whenever a member requests to see the commanding officer, arrangements shall be made as soon as practicable for a meeting.
(WILEAG 4.2.3.2)

B. WORK PERFORMANCE EVALUATION REQUIRED

Whenever a member receives three (3) PD-30E's within 12 months, the member's commanding officer shall cause the member's work performance to be evaluated.

C. RESCINDING A PD-30E

1. In the event that a commanding officer determines that a PD-30E has been issued contrary to this procedure, the PD-30E shall be rescinded and a copy forwarded to the Internal Affairs Division.

2. The member who received the PD-30E shall be notified that the PD-30E was rescinded and that there will be no further action.
3. If the PD-30E has been rescinded and an internal investigation has been initiated instead, the member shall be notified of this fact.

960.15 ROUTING OF REPORTS (WILEAG 4.2.4)

- A. The original PD-30E shall be forwarded to the Internal Affairs Division.
- B. WORK LOCATION COPY
 1. A copy of the PD-30E shall be placed in the member's work location personnel file.
 2. When a member is transferred to a different work location, the member's PD-30E's shall be included in the member's work location personnel file.



JEFFREY B. NORMAN
CHIEF OF POLICE

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