



Fire and Police Commission

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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: November 12, 2025

RE: SOP 290 – Licensed Person-Premise Investigations
SOP 470 – Ballistic Shield
SOP 610 – Towing of Vehicles
SOP 727 – Death Notifications
Macarthur Non-Violent Misdemeanor Book and Release Program SOI

SOP 290 – Licensed Person-Premise Investigations

- Added filing stations, hotels, restaurants, and convenience stores to the list of city license applications as these are common types of establishments that require a license.
- Removed the term “substantially related” to the license premise as this is not defined anywhere in policy or ordinance. The Licensing Division and alderpersons have requested reports be filed for any incident that involves a patron or staff that occur at the license premise (whether or not it occurred inside or outside). This will be much clearer language for when a licensed premise report needs to be filed.
- Per a request from the Licensing Division, adding that members include information related to security personnel on scene and if they are licensed by the State of Wisconsin to assist with renewal or revocation hearings.
- Per a request from the Licensing Division, have officers remind agents or licensees they need to provide a new or updated Plan of Operation (required by ordinance) if they indicate to officers during a meeting that they are going to change their plan.
- Adding that if personnel are required to appear before any committees related to a license for an establishment or person or a district is seeking revocation for a licensed premise

they also need to include the Chief of Staff and Patrol Bureau inspectors on the email so they are aware of the request.

SOP 470 – Ballistic Shield

- Updating the training requirements for use of the ballistic shield since all department members have now been trained in its use. Annual refresher course requirement is eliminated.
- Allowing the work locations to determine where an additional ballistic shield may be kept.
- Removing reference to the N: drive line up folder since line ups are now completed in SharePoint.
- Updating the requirements for the monthly inspection of the ballistic shield to ensure they remain in good working order.
- Adding requirements for how to transport the ballistic shield and how to set it on the ground to prevent damage.
- Adding requirements related to the Surefire Ballistic Shield Light and how to report any damage to it or the shield.
- Minor grammatical updates.

SOP 610 – Towing of Vehicles

- Updating the reference to the newly created impounding vehicles used in reckless driving offenses ordinance and the requirements for officers to follow. Towing a vehicle used in reckless driving is not optional for the member; the language used is “members shall.”
- Updating the term Technical Communications Division to Department of Emergency Communications.

SOP 727 – Death Notifications

- Adding that crime scene investigators or crime scene technicians may take photographs and how members may request a forensic investigator, crime scene investigator or crime scene technician.
- Updating the reference of the Technical Communications Division to Department of Emergency Communications.

Macarthur Non-Violent Misdemeanor Book and Release Program SOI

The only recommended update is to update the list of programs related to arrestees that are not eligible for this program.