



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 785 – SPONSORSHIP OF NON-DEPARTMENT MEMBERS

**GENERAL ORDER:** 2022-XX  
**ISSUED:** February 7, 2022

**EFFECTIVE:** February 7, 2022

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** January 7, 2022

**ACTION:** Amends General Order 2019-17 (May 15, 2019)

**WILEAG STANDARD(S):** NONE

#### ROLL CALL VERSION

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

#### 785.10 PROCEDURE

Only non-department members with a demonstrated requirement for regular unescorted facility, resources or unsupervised network system access should be sponsored by MPD members. If the non-department member will only need sporadic access, he/she shall not receive sponsorship. Rather, SOP 780 Police Facilities Security shall be adhered to and these non-department members shall sign in and out as a visitor, issued an orange visitor's identification card and continuously be escorted while in restricted areas of MPD facilities.

The MPD has a three-tier system to identify the type of access non-department members shall be granted for facility, resource, or network system access. The tier level access is determined based on their assignment within the department. All non-department members must successfully pass a CJIS background check to be granted access to the following tier levels:

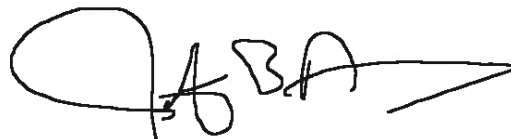
##### Tier Level 1

- Individuals may be granted access to ~~MPD's Records Management System (RMS)~~ **Tier 1 Applications** if a current Memorandum of Understanding (MOU) exists between the MPD and the individual's agency and is in compliance with SOP 200 Project Management. The MOU must specifically state the type of information that MPD will share, as well as the system requiring access to include information specifically ~~information~~ obtained through the Federal Bureau of Investigation's Criminal Justice Information Services and other law enforcement sensitive information. Non-department members may only be granted ~~RMS~~ **Tier 1 system** access by the requesting commanding officer's or civilian manager's respective assistant chief.

**Tier 1 Applications include:**

1. Computer Aided Dispatch (CAD)
2. Records Management System (RMS)
3. Traffic and Criminal Software (TraCS)
4. Administrative Investigations Management (AIM)

5. Intellinetics / Intellivue
6. Axon
7. Nice
8. Network Shared Folders

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

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk