



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 640 – DEPARTMENT OWNED VEHICLES AND PROPERTY

**GENERAL ORDER:** 2025-26  
**ISSUED:** June 16, 2025

**EFFECTIVE:** June 16, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** April 30, 2025

**ACTION:** Amends General Order 2023-13 (March 8, 2023)

**WILEAG STANDARD(S):** 6.1.2, 6.1.6, 6.2.6

### ROLL CALL VERSION

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

### 640.05 VEHICLE ASSIGNMENT

#### C. SIGN OUT PROCEDURES

7. If a duplicate key is needed utilize the *Request Key Duplication Form* (form PR-7E). If a key was lost, the member shall report the missing key to a supervisor immediately and include the circumstances of the lost key on the *Request Key Duplication Form*.

### 640.10 VEHICLE INSPECTIONS

#### B. MONTHLY INSPECTIONS

2. The fleet supervisor of each work location shall ensure a monthly inspection of the entire fleet of vehicles assigned to their work location is conducted in accordance with the ~~Internal Affairs Division~~ Compliance Management Section *Inspection Regimen Standards*. Members shall refer to the ~~Internal Affairs Division~~ Compliance Management Section *Inspection Regimen Standards* for documentation and retention procedures.

### 640.15 VEHICLE OPERATIONS – GENERAL (WILEAG 6.1.6, 6.2.6)

#### A. OPERATING REQUIREMENTS

2. Operators of department vehicles shall, in all instances, operate the vehicle in a safe and courteous manner, comply with all traffic laws and ordinances, and wear seat belts at all times, except when doing so would endanger the safety of the operator or another, or when he/she has provided medical certification that he/she is unable to do so.
  - a. Department members who are passengers in department vehicles shall wear seat belts at all times, except when doing so would endanger the safety of the passenger or another, or when he/she has provided medical certification that he/she is unable to do so.

- b. Any non-department member transported as a passenger shall wear a fastened seat belt.  
(WILEAG 6.2.6.3)
9. Members assigned to the Patrol Bureau may operate their department vehicle outside of their district when authorized by the member's shift commander. This subsection does not apply when the police member/operator is in immediate pursuit of a law violator, is making a prisoner conveyance, when directed to respond by the ~~Technical Communications Division~~ Department of Emergency Communications (DEC), or in exigent circumstances.

#### B. OPERATION BY CIVILIAN MEMBERS

1. Civilian operators of department vehicles shall not ~~generally~~ use the emergency siren or lights while parked except in emergency situations for their safety (e.g., they are involved in a crash).

**Note: Civilian members shall not operate any department vehicle as an emergency vehicle or utilize the emergency siren or lights while driving a department vehicle.**

2. Civilian operators of department vehicles who are summoned by citizens to provide assistance shall:
  - b. Ascertain from the ~~Technical Communications Division~~ DEC dispatcher whether or not police assistance has already been requested, and if not, provide the nature and location of the incident.
  - c. If the vehicle is not radio equipped, proceed to the nearest ~~callbox~~/public telephone or utilize their personal cellphone and provide the necessary information to the ~~Technical Communications Division~~ DEC.
3. Civilian operators shall not transport firearms in any department vehicle with the exception of Facilities Services Division personnel authorized in the following instances.
  - b. In order to drive vehicles to the municipal garage or other facilities for immediate repairs/service, obtain oil changes, or car washes, ~~or conduct speedometer checks.~~

**Note: Facilities Services Division personnel authorized to drive a vehicle equipped with a firearm shall remain with the vehicle at all times. If the vehicle is going to be left in the custody of the municipal garage or other facility, they shall ensure that the shotgun or any other firearm is removed from the vehicle prior to being transferred.**

**640.20 MOBILE COMMAND POST (SQUAD 911) AND EMERGENCY EQUIPMENT TRUCK (WILEAG 6.1.2)****A. MOBILE COMMAND POST (SQUAD 991)**

A. The mobile command post may be utilized for critical incidents, crime scene investigations, or other occurrences that require a major commitment of department resources for an extended period of time (e.g., hostage negotiations, homicide investigations).

(WILEAG 6.1.2.1)

B. The mobile command post shall be requested through the ~~Technical Communications Division~~ DEC with the authority of a captain or higher rank for occurrences listed in subsection 4 A. Shift commanders shall contact the night watch commander if their commanding officer is not available.

(WILEAG 6.1.2.1)

**B. EMERGENCY EQUIPMENT TRUCK (SQUAD 993)**

~~1. The emergency equipment truck is a mobile platform for storing and transporting special equipment used at crime scenes. The emergency equipment truck houses a generator, compressor, specialty lighting, and specialty safety equipment (e.g., heavy duty rubber gloves, fire jackets, hip boots). The emergency equipment truck contains power and hand tools that can be used to recover evidence at crime scenes.~~

~~(WILEAG 6.1.2.1)~~

~~2. The emergency equipment truck shall be requested through the Technical Communications Division by a shift commander.~~

~~(WILEAG 6.1.2.1)~~

**DC. MOBILE COMMAND POST AND EMERGENCY EQUIPMENT TRUCK RESTRICTIONS**

1. The mobile command post ~~and emergency equipment truck~~ shall not be used to conduct a traffic stop. If a traffic stop is needed, the operator shall call for a squad to conduct the traffic stop.

(WILEAG 6.1.2.1)

2. The mobile command post ~~and emergency equipment truck~~ shall not be used to pursue a fleeing vehicle.

(WILEAG 6.1.2.1)

~~3. The emergency equipment truck shall not be operated as an emergency vehicle.~~

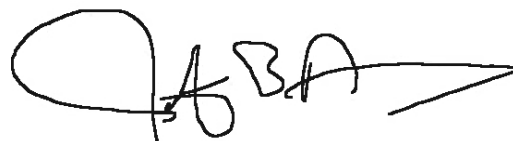
~~(WILEAG 6.1.2.1)~~

34. Only members who have been trained in the proper operation of the mobile command post ~~and emergency equipment truck~~ shall be authorized to operate the mobile command post ~~and emergency equipment truck~~.

(WILEAG 6.1.2.2)

**ED. EQUIPMENT ASSIGNED TO THE MOBILE COMMAND POST AND ~~EMERGENCY EQUIPMENT TRUCK~~**

1. The mobile command post ~~and emergency equipment truck~~ shall contain a list of equipment that is assigned to the vehicle and expected to be stored and retained within the vehicle.  
(WILEAG 6.1.2.3)
2. A District Three supervisor designated by the commanding officer of District Three shall be responsible for the condition and maintenance of the mobile command post ~~and emergency equipment truck~~.  
(WILEAG 6.1.2.4)

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