	MILWAUKEE POLICE DEPARTMENT
	STANDARD OPERATING INSTRUCTION
	LICENSE APPLICATIONS

ISSUED: March 29, 2021	**EFFECTIVE:** March 29, 2021	**REVIEWED/APPROVED BY:** Inspector Willie Murphy **DATE:** February 26, 2021
ACTION: Amends SOI (November 2, 2015)		**WILEAG STANDARD(S): NONE**

I. PURPOSE

The purpose of this standard operating instruction is to establish a policy on handling of license applications by the Licensing Unit.

II. PROCESSING LICENSE APPLICATIONS

A. GENERAL LICENSE APPLICATIONS

1. Applications for licenses are received by the License Division, located at city hall, and are entered into the License Information Reporting and Administration (LIRA) database.

2. Once entered into LIRA, a member from the Forensics Division reviews the application to determine which applicants have fingerprints on file and those that will need to be printed.

3. Once fingerprinting has been completed, the Forensics Division conducts a state and local criminal history check on each applicant using the "E" code for employment or licensing purpose, which is forwarded to the Licensing Unit when complete.

4. The Forensics Division assigns the application in LIRA to the Licensing Unit by placing it in the Licensing Unit queue.

5. A member of the Licensing Unit assigns the application to themselves in LIRA and starts a background investigation.

6. The member conducts a criminal background check by using the Records Management System (RMS), Consolidated Court Automation Programs (CCAP) and municipal court records.

7. The member conducts a check of *License Premise Reports* on file for the applicant.

8. Criminal history information that has occurred in a ten (10) year period, per city ordinance, are documented on a licensed premise synopsis report, which is attached to the application in LIRA and saved into the Licensing Unit "N:/" drive.

9. If a *License Premise Report(s)* was located, it is scanned and attached to the application in LIRA. A folder is created for the applicant by type of license and filed

alphabetically by the applicant.

10. If an applicant has not completed any process required by city ordinance, the application is assigned to the MPD2 queue in LIRA. When the member completes the application it is assigned to the supervisor assigned to the Licensing Unit for review.

11. The Licensing Unit supervisor shall approve, unapprove, make incomplete or place a hold on the application. Approved applications are sent back to the License Division at City Hall. Unapproved applications are reassigned to the member who processed the application. The supervisor can make the application incomplete and forward it to the License Division if the requirements have not been met after thirty (30) days of being assigned to the MPD2 queue.

B. LIQUOR LICENSES

1. Once the fingerprint stage has been completed and the application has been assigned to the Licensing Unit, the initial background investigation is conducted.

2. For all new applications or change of agent applications, a letter is mailed to the applicant informing them to contact the Licensing Unit by phone for an interview, per city ordinance.

3. Once the applicant contacts the Licensing Unit, a phone interview is conducted regarding their application. The applicant is also informed that they must submit information to confirm they have been residents of Wisconsin for ninety (90) days, per city ordinance.

4. If the application is for a new establishment, the applicant(s) are informed that they must meet with a district community liaison officer (CLO) to conduct an interview regarding the new establishment. An email is sent to the captain and the CLO of the responsible district informing the officer to contact the applicant.

5. After meeting with the applicant, the CLO shall document the interview, which is forwarded to the Licensing Unit. This documentation is attached to the application in LIRA.

6. A *License Synopsis* report is created using information discovered from background checks and from *License Premise Reports* associated with the applicant. The synopsis report, related *License Premise Report(s)* and any previous premise reports are attached to the application in LIRA. If the application is a renewal, the synopsis report is updated with any information relating to the current licensing period.

7. The officer handling the application shall create a new *Central Record of Licensed Premises* card (L-13) or if one already exists, the new information is documented on the card, which includes the date received, type of license, name of licensee, and the name of the establishment.

8. The officer creates a folder for new applications using the name of the agent and files this folder alphabetically. All documentation created for a new application or renewal

application is placed in the folder including a copy of the synopsis and *License Premise Report(s).*

9. Upon completion of the application, the officer assigns the application in LIRA to the Licensing Unit supervisor for review.

10. The supervisor reviews the information for accuracy and then approves or unapproves the application.

C. PUBLIC PASSENGER LICENSES

1. Once a Public Passenger License application has completed the fingerprint and state and local criminal history check, the assigned officer shall conduct a background investigation of the applicant.

2. A *License Synopsis* report is created using information discovered in the background check and from any *License Premise Reports* associated with the applicant. If the application is a renewal, the synopsis report is updated with information relating to the current licensing period.

3. The officer handling the application creates a print out of the applicants driving record provided by the Department of Transportation. This record is attached to the application in LIRA along with the synopsis report and any related *License Premise Reports.*

4. The application is assigned to the Licensing Unit supervisor for approval.

5. When approving the application the supervisor can attach objections to the application for the following reasons:

    a. A felony conviction within ten (10) years.

    b. Currently on probation and parole.

    c. Suspension or revocation of a driver license within five (5) years for reasons other than failure to pay forfeiture.

    d. Three (3) or more moving violations within a two (2) year period.

    e. Warrants and/or unpaid fines.

D. SECONDHAND DEALER LICENSES

1. Secondhand dealer licenses include the following licenses: Precious Metal and Gems, Junk Dealers, Pawn Brokers and Secondhand Dealers.

2. After fingerprinting and the SNEW have been completed for these licenses, a letter is mailed to the applicants informing them to contact the Licensing Unit to complete the residency requirement.

3. Applicants are required to provide documentation they have been a resident of Wisconsin for ninety (90) days.

4. A *License Synopsis* report is created using information discovered in the background checks and from any *License Premise Reports* associated with the applicant. The synopsis report, related *License Premise Report(s)* and any previous premise reports are attached to the application in LIRA. If the application is a renewal, the synopsis report is updated with any information relating to the current licensing period.

5. The officer creates a folder for new applications using the name of the agent and files this folder alphabetically. All documentation created for a new application or renewal application is placed in the folder including a copy of the synopsis and *License Premise Report(s)*.

6. The application is assigned to a supervisor for approval.

E. TEMPORARY LICENSES

1. On occasion, the Licensing Unit is informed of temporary licenses approved by city officials.

2. When members of the Licensing Unit receive notification of a temporary license issued from the License Division, a copy of this license will be faxed to the district where the event is occurring.

3. Temporary licenses include: Temporary Public Entertainment Licenses, Carnival Licenses, and Temporary Extension of Premise Licenses.

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