



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING INSTRUCTION

MARINE OPERATIONS – HARBOR PATROL UNIT

ISSUED: February 22, 2024

EFFECTIVE: February 22, 2024

REVIEWED/APPROVED BY:
Assistant Chief Steven Johnson
DATE: January 19, 2024

ACTION: Rescinds and Recreates SOI (October 25, 2021)

WILEAG STANDARD(S): 6.1.2, 8.1.3,
12.2.1, 13.1.6

I. PURPOSE

This standard operating instruction establishes program parameters governing the management, training, and deployment of the Milwaukee Police Department Marine Operations - Harbor Patrol Unit. It is the purpose of the Marine Operations - Harbor Patrol Unit to preserve life while promoting safety, reducing crime, securing commerce, and enhancing the quality of life for those living in or visiting Milwaukee. Marine Operations - Harbor Patrol Unit members stand ready to ensure everyone in our community has the opportunity to live, work, and recreate safely along the waterways of the City of Milwaukee.

II. OBJECTIVES (WILEAG 6.1.2, 13.1.6)

- A. Provide maritime law enforcement, to include proactive patrol and response to violations, establishment of safety and security zones, investigation of recreational boating crashes, and support of partner agencies.
(WILEG 6.1.2.1)
- B. Respond to reported or observed instances of citizens in distress on the water. Actions taken shall include coordinated search, rescue, and, in specific circumstances, recovery of victims and property.
(WILEG 6.1.2.1, 13.1.6.1)
- C. Protect commercial assets of Port Milwaukee, Marine Transportation Security Act (MTSA) compliant facilities and vessels, and critical infrastructure adjacent to the waterways.
(WILEG 6.1.2.1)
- D. Maintain a recreational boat patrol eligible for reimbursement under the state grant State Aid to Boat Patrols as defined by [Wis. Stat. § 30.79](#) and [NR 50.13](#) in the Wisconsin Administrative Code.

III. PERSONNEL ORGANIZATION (WILEAG 6.1.2, 8.1.3, 12.2.1, 13.1.6)

- A. The Marine Operations - Harbor Patrol Unit is administered by the Specialized Patrol Division (SPD) and shall consist of specifically trained officers utilizing specialty equipment. Officers shall be assigned at the sole discretion of the Chief of Police, or his/her designee, at the recommendation of the commanding officer of the SPD. Upon assignment, officers shall perform such duties and work hours as directed by the unit commander.

1. The commanding officer of the SPD shall designate an SPD lieutenant to serve as the unit commander and provide administrative oversight of all operations, personnel, and equipment.
2. The unit commander, with the assistance of the commanding officer of the SPD, shall designate a sergeant as the unit supervisor.
3. The unit supervisor shall designate a training coordinator, propulsion technician, and community liaison officer, and shall group all assigned officers into three teams.

B. UNIT COMMANDER

The unit commander is responsible for the administrative oversight of Marine Operations - Harbor Patrol Unit operations. The unit commander, or designee, shall attend and participate in Area Maritime Security Committee, Harbor Safety, Port Board of Directors, and other entity meetings as requested or necessary. The unit commander shall work with Budget and Finance to manage grant applications, ensure paperwork required for state funding is accurate and complete, set the Marine Operations - Harbor Patrol Unit budget, and coordinate personnel postings for assignment to the Marine Operations - Harbor Patrol Unit.

C. UNIT SUPERVISOR

The unit supervisor shall be responsible for the following:

1. Scheduling, tasking, evaluations, and certifying personnel maintain trained proficiencies.
2. Coordinating with partner agencies to ensure efficient operations and enhance officer and public safety.
3. Administering the Marine Operations - Harbor Patrol Unit operating budget while identifying specific capital needs and coordinating with the unit commander to secure funding.
4. Ensuring eligibility for state aid to boat patrols by complying with all state requirements, monitoring the Marine Operations - Harbor Patrol Unit patrol, administrative, and exempt activity ratios, and adjusting patrol strategies to meet or exceed Wisconsin Administrative Code [NR 50](#) requirements.
5. Completing reports and maintaining applicable records, to include the following:
 - a. State mandated forms required for funding.
 - b. Review and approval of submitted reports.
 - c. Personnel training records.
 - d. Vessel and equipment maintenance records.

D. TRAINING COORDINATOR

The training coordinator is responsible for the development, implementation, and documentation of relevant, specialized training topics based on the needs of the Marine Operations - Harbor Patrol Unit. The training coordinator shall also work with team training officers to assist in the development of roll call training blocks related to their team's specific equipment. All training shall be based on the best practices of the U.S. Coast Guard, collaborative in nature, documented via submitted training outlines including title, dates conducted, content, and attendees. The training coordinator shall also conduct personnel qualification standard (PQS) skills evaluations of all assigned officers biannually and forward results to the unit supervisor for required officer certifications.

E. PROPULSION TECHNICIAN

The propulsion technician is responsible for conducting or scheduling all preventative maintenance of Marine Operations - Harbor Patrol Unit outboard and inboard engines, ordering necessary parts and supplies, and coordinating with engine service providers as necessary. The propulsion technician shall utilize respective team maintenance officers for assistance with preventative maintenance. The propulsion technician shall document all troubleshooting evaluations and maintenance conducted in the applicable vessel's maintenance log.
(WILEAG 6.1.2.4)

F. COMMUNITY LIAISON OFFICER

The community liaison officer (CLO) is responsible for building partnerships with government, commercial, and community stakeholders in Port Milwaukee and along the rivers and lakeshore. The CLO shall work with the training coordinator as necessary to develop area of responsibility (AOR) familiarization training. The CLO shall coordinate events and public requests for information with the assistance of the unit supervisor and in partnership with the Public Information Office and community meetings with the assistance of the unit supervisor. The CLO can opt to build and maintain a social media presence in partnership with the Public Information Office.

G. MARITIME PATROL OFFICERS

1. Selection

- a. Upon completion of an approved application process, the unit commander shall recommend officers for assignment. The commanding officer of the Specialized Patrol Division will make final decisions and coordinate with the executive command staff to finalize assignments.
- b. Selected members will be required to successfully complete all training.

2. Initial Training and Certification

- a. Upon assignment, Marine Operations - Harbor Patrol Unit members shall complete a minimum of 40 hours crew training. Officers must successfully pass the crew

PQS within six months of training completion.

- b. Members may operate as helmsman at the direction of a qualified coxswain upon completion of the crew PQS process.
- c. Qualified crew shall complete a minimum of 80 hours training as coxswains at the first available opportunity. Time operating as helmsman is meant to better prepare crew members to train and certify as coxswains, and is in addition to the 80 hours of formal training. Officers must successfully pass the coxswain PQS within six months of training completion.
- d. Qualified personnel are required to successfully pass crew and coxswain PQS biannually.
(WILEAG 6.1.2.2, 13.1.6.3)

3. Uniform and Issued Equipment

a. Uniform

In addition to the regulation uniform, Marine Operations - Harbor Patrol Unit members will be issued and may wear department authorized nylon belts and accessories and wicking uniforms with reflective tape and zip off pant legs.

b. Equipment

- 1. Assigned officers will be issued manually inflating Type V Personal Flotation Devices (PFDs). Manually inflating PFDs shall be worn at all times dockside and underway. Should an officer elect to don the automatic inflation Type V SAR Vest while underway, the vest should not be worn in the cabin or below deck.
- 2. Officers will also be issued mustang work suits, dry suits, and ice rescue suits. Based on predicted weather conditions, officer shall carry the appropriate protective suit while on duty. Officers may elect to don their issued suit to limit exposure to the elements.

4. Underway Roles

a. Coxswain

- 1. All operational authority is vested in the vessel's coxswain, who is in charge of both the patrol boat and the crew while underway. Coxswains are responsible for the safety and conduct of passengers and crew, safe operation and navigation of the patrol boat, and completion of all missions. In order to be successful, coxswains are dependent upon their crew for real time, relevant information and operational recommendations. Team coordination, risk assessment, operational decisions and execution are the responsibility of the coxswain.

2. Patrol boats shall only be operated by certified coxswains or helmsmen operating at their direction. The coxswain maintains full operational authority and responsibility at all times.

- b. Helmsman

Helmsmen are coxswains in training. In order to ensure a requisite level of operational knowledge, only crew members who have completed crew certification can assume the role of helmsmen.

- c. Crew

1. Crew members pass real time, relevant information to and operate at the direction of the coxswain. In maritime operations, crew operational input is essential. Crew members must recognize that their input provides a portion of the situational awareness necessary to conduct operations safely, and that it is the responsibility of the coxswain to use it to develop a full operational picture and make decisions. Should the coxswain decide something contrary to the opinion of the crew member and issue an order, the crew member should execute the given order and debrief the situation at the appropriate time and place.
2. Patrol boat equipment shall only be utilized by certified crew or those operating at the direction of certified crew. Members without training shall not utilize or deploy patrol boat equipment.

- d. Coast Guard, Department of Natural Resources, County, and Local Law Enforcement Personnel

With the approval of the unit supervisor and at the discretion of the coxswain, law enforcement personnel with similar training can operate as crew members underway. In such instances, it is the responsibility of the coxswain to recognize potential differences in training and operations, ensure effective communication, and the successful execution of any given mission.

5. Team Assignments

To foster the development of a highly cohesive team, efficiently maintain specialty equipment, and ensure Marine Operations - Harbor Patrol Unit members' ongoing professionalization, members shall be assigned rotational roles and responsibilities in addition to maritime patrol. Each team shall manage two vessels, one patrol squad, and all assigned equipment.

- a. Team Manager

The team manager is responsible for working alongside team members to ensure the completion of all team tasking by Marine Operations - Harbor Patrol Unit supervision, development of team objectives, and the collation, presentation, and submission of all required monthly reports. The team manager shall assist team

members as necessary in any task relevant to their role.

b. Team Training Officer

The team training officer is responsible for the development of vessel, squad, and equipment specific roll call blocks of training relevant to their assigned equipment. Team training officers will rotate for monthly presentations.

c. Team Maintenance Officer

The team maintenance officer is responsible for general vessel maintenance, conducting and documenting weekly engine checks, monitoring engine hours, notifying the propulsion technician of engine service needs, and assisting with all maintenance logistics and engine service for the team vessels and squad.

d. Team Equipment Officer

The team equipment officer is responsible for conducting and documenting weekly equipment checks and ensuring all vessel and squad equipment is in working order, properly maintained, stored, and readily available for use. The team equipment officer shall function check all electronics and long guns weekly.
(WILEAG 6.1.2.4)

6. Specialty Training

a. Waterborne Safety and Survival

This training shall commence as soon as possible upon appointment and continue for the duration of assignment.

b. Ice Rescue

Members shall complete a minimum of 16 hours training in ice rescue at the first available opportunity. Officers must successfully pass the ice rescue PQS within six months of training completion.

c. Top Side Dive Support

Members shall complete a minimum of 24 hours training in top side dive team support at the first available opportunity.

d. Maritime Response to an Active Threat

Members shall complete a minimum of 40 hours training in maritime response to an active threat at the first available opportunity.

IV. VESSELS, EQUIPMENT, MAINTENANCE AND IMPROVEMENTS, AND REQUIRED LOGS (WILEAG 6.1.2, 13.1.6)

A. VESSELS

All vessels shall have mandatory start up, underway, and shut down procedures. It is the responsibility of the coxswain to ensure all procedures are completed and verifying check list reports are submitted to the unit supervisor daily.

1. Primary

Vessel characteristics dictate use and equipment deployment. The department's primary patrol vessels are squads 995, 996, and 997. The squads have fully enclosed heated cabins and are capable of surviving sea states greater than 8'. Each squad will be equipped for crew safety, search and rescue, towing, and enforcement at a minimum.

2. Support

The department's support patrol vessels are squads 998, 999, and the dive zodiac. The squads have partially enclosed or open decks with no climate controls, require crews to effectively assess environmental hazards for safe operation, and are capable of surviving sea states up to 8'. Each squad will be equipped to meet state safety requirements at a minimum.

(WILEAG 6.1.2.1, 6.1.2.3, 13.1.6.2)

B. EQUIPMENT

1. All vessels shall have a list of assigned equipment. It is the crew's responsibility to verify equipment is accounted for prior to getting underway. The coxswain shall note gear discrepancies on the check list reports submitted daily to the unit supervisor.

2. Crew Safety

a. Mustang Ocean Commander Survival Suits (3)

b. Type V HIT SAR vests (2)

c. Type IV PFD with beacon

d. GPS equipped EPIRB

e. Flare kit

f. Biohazard kit

g. Anchor with rode

3. Search and Rescue
 - a. Electronic Navigation System
 - b. Forward Looking Infrared (FLIR) camera
 - c. Automatic External Defibrillator
 - d. First aid kit
 - e. Rescue line bags (2)
 - f. Dewatering Pump
 - g. Fire Extinguishers (2)
4. Towing
 - a. Bow eye pendant
 - b. Bridal pendant
 - c. Samson Nylite shackles (2)
 - d. $\frac{3}{4}$ " towing line
 - e. Rescue heaving lines (2)
 - f. Telescoping boat hook
 - g. Tow fenders (4)
5. Enforcement
 - a. $\frac{5}{8}$ " working line
 - b. Toughbook laptop
 - c. Communications equipment
 - d. Preliminary Breath Test (PBT)
 - e. Type I PFD
 - f. Remington 870 marine grade shotgun
(WILEAG 6.1.2.3, 13.1.6.2)

6. State Required Equipment

Safety equipment as defined in [Wis. Stat. § 30.62](#) and Wisconsin Department of Natural Resources Administrative Code NR § [5.10](#) through [5.13](#), and [5.17](#). (WILEAG 6.1.2.3)

C. MAINTENANCE AND IMPROVEMENTS

1. Vessels

All vessels and propulsion equipment shall be maintained to manufacturer specifications. It is the responsibility of the assigned team to research and propose vessel improvements for consideration by the larger team and Marine Operations - Harbor Patrol Unit supervision. Any team proposed improvements that may impact vessel stability shall be approved by a certified naval architect or qualified consultant prior to implementation.

2. Equipment

All equipment shall be maintained to manufacturer specifications. It is the responsibility of the assigned team to research and propose equipment improvements for consideration by the larger team and Marine Operations - Harbor Patrol Unit supervision.

D. REQUIRED LOGS

1. Daily

- a. Coxswains shall file startup, underway, and shut down checklists and ensure vehicle mileage is recorded.
- b. The crew shall file DNR Daily Patrol Log - Form 8700-089.

2. Weekly

- a. The team training officer shall file a roll call training outline with the team manager.
- b. The team maintenance officer shall file Preventative Maintenance and Cleaning checklists with the team manager.
- c. The team equipment officer shall file equipment checklists and Electronics Function Check forms with the team manager.

3. Monthly

- a. All completed weekly checklists and forms shall be filed with the unit supervisor.
- b. The unit supervisor shall file required monthly reports with the DNR.

V. OPERATIONS (WILEAG 6.1.2, 8.1.3)**A. AREA OF RESPONSIBILITY (AOR)**

1. The Marine Operations - Harbor Patrol Unit enforcement AOR includes all navigable waters of the Milwaukee, Kinnikinic, and Menomonee Rivers, the Burnham and Menomonee Canals, and the open waters of Lake Michigan from the shoreline to the Michigan state border on the east, Edgewood Avenue on the City of Milwaukee's north side and Fernwood Avenue on the City of Milwaukee's south side.
2. At the discretion of the coxswain, squads may respond to reports of life-threatening maritime emergencies and incidents outside the Marine Operations - Harbor Patrol Unit established enforcement AOR. As soon as practical, officers responding to such situations shall contact the unit supervisor or unit commander to advise them of the situation.
3. At the discretion of the coxswain, squads may respond to requests for assistance from maritime law enforcement partner agencies outside the Marine Operations - Harbor Patrol Unit AOR upon approval from the unit supervisor or unit commander.
4. Marine Operations - Harbor Patrol Unit personnel shall prioritize patrol and response to calls for service within their enforcement AOR unless otherwise directed by the unit commander. This patrol and response shall be conducted by vessel, patrol car, and foot as necessary, over open water, land, and ice. It is essential that members become familiar with their AOR in order to access difficult to reach areas at any point in an emergency.
5. Port Milwaukee, specifically the federal terminals, liquid cargo pier, and cruise docks, Milwaukee World Festival and Discovery World Grounds, critical infrastructure for power generation, drinking and wastewater treatment, and shore side businesses specifically utilizing the waterways to generate commerce are areas of specific concern and shall be patrolled and responded to accordingly.

B. MISSIONS, GUIDELINES, AND REFERENCE SOURCES

In order to preserve life while promoting safety, reducing crime, securing commerce, and enhancing the quality of life for residents and visitors, the Marine Operations - Harbor Patrol Unit adopts the following missions:

1. Maritime Operations

General maritime operations can commence at any point after surface ice dissipates and ramp conditions allow for safe launch and recovery and continue until ice formation creates hazards to navigation. Operations include but are not limited to training, patrol, and response to calls for maritime service or assistance. All operations shall be based on the best practices established in the following references:

- a. U.S. Coast Guard Boat Crew Handbook – Boat Operations

- b. U.S. Coast Guard Boat Crew Handbook – Navigation and Piloting
 - c. U.S. Coast Guard Boat Crew Handbook – Seamanship Fundamentals
2. Search and Rescue Response
- a. Members conduct search and rescue operations in order to preserve and enhance the quality of life for visitors and residents.
 - b. Coxswains, upon receipt of an emergency call via any source, shall ensure uniformed response from all available agencies in the priority dictated by the Memorandum of Understanding between the U.S. Coast Guard and Milwaukee Police and Fire Departments. Coxswains shall inform the U.S. Coast Guard of all developments until a U.S. Coast Guard asset is on scene and assumes control. As a support asset, the coxswain and crew shall then accept tasking from U.S. Coast Guard Station and Sector personnel, and assist in any way possible with the case.
 - c. In the event a nonemergent request for assistance due to mechanical failure is received, coxswains shall notify the U.S. Coast Guard in order to initiate the procedures contained within the Coast Guard Maritime SAR Assistance Policy. The policy exists to reduce liability assumed in tow operations and ensure opportunity for commercial salvage companies, and the Marine Operations - Harbor Patrol Unit voluntarily complies with this policy. At the conclusion of all steps contained within the policy, or at any point the coxswain deems there are exigent circumstances requiring immediate action, crews shall act accordingly.
 - d. Only certified crew members shall conduct towing operations on deck. All passengers on vessels being towed shall wear an appropriately sized personal floatation device.
 - e. Only certified swift water rescue personnel shall conduct swift water rescue operations.
 - f. Only certified ice rescue personnel shall conduct ice rescue operations.
 - g. All SAR response shall be based on the best practices established in the following references:
 - 1. U.S. Coast Guard Boat Crew Handbook – Boat Operations.
 - 2. U.S. Coast Guard Boat Crew Handbook – Rescue and Survival.
 - 3. U.S. Coast Guard SAR Addendum (to the National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search And Rescue (IAMSAR) manual).

3. Maritime Law Enforcement

In order to promote safety, reduce crime, and maintain a recreational boat patrol eligible for grant reimbursement, members enforce the following Wisconsin state statutes and administrative codes:

- a. [Wisconsin State Statutes Chapter 30](#) - Subsection V.
- b. [Wisconsin Administrative Code Chapter NR5](#).

4. Port Security

In order to reduce crime and secure commerce, members conduct port security operations outlined by the following Code of Federal Regulations in conjunction with the U.S. Coast Guard:

- a. [Federal CFR 33, Chapter I, Subchapter P, Part 165](#) – Regulated Navigation and Limited Access Areas.
- b. [Federal CFR 33, Chapter I, Subchapter H, Part 104](#) – Assessments, Drills, MARSEC Level 3 security patrols.
- c. [Federal CFR 33, Chapter I, Subchapter H, Part 105](#) – Assessments, Drills, MARSEC Level 3 security patrols.

5. Community Engagement

The Marine Operations – Harbor Patrol Unit is committed to working with individuals, community groups, and both public and private organizations throughout their AOR by establishing and building community partnerships in accordance with [Milwaukee Police Department SOP 003 – Community Oriented Policing](#)).

6. Support for the Underwater Investigations Unit.

7. Support for the TEU Tactical Maritime Team.

C. EMERGENCY CONTACT

Outside regular patrol hours, a Technical Communications Division supervisor shall notify the Marine Operations - Harbor Patrol Unit supervisor of a maritime emergency. The Marine Operations - Harbor Patrol Unit supervisor will call officers in as necessary.

D. UNAUTHORIZED RIDERS PROHIBITED

1. No unauthorized person may ride a Milwaukee Police Department boat. The Marine Operations - Harbor Patrol Unit supervisor shall determine who is authorized.
2. Persons requiring conveyance to safe harbor, prisoners, and persons undergoing field sobriety tests do not require prior authorization.

E. REQUESTS FOR THE HARBOR PATROL

1. All requests for the Marine Operations - Harbor Patrol Unit at planned events shall require the approval of the commander of the Specialized Patrol Division or designee.
2. Unplanned or unscheduled use of the Marine Operations - Harbor Patrol Unit shall be approved by the commander of the Specialized Patrol Division or designee, or higher authority.

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