



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING INSTRUCTION

MILWAUKEE POLICE BAND

ISSUED: May 1, 2023

EFFECTIVE: May 1, 2023

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: April 4, 2023

ACTION: Amends SOI (April 16, 2021)

WILEAG STANDARD(S): NONE

I. PURPOSE

The purpose of this standard operating instruction is to establish policy regarding the Milwaukee Police Band and the Milwaukee Police Band Association and the department's relationship with these organizations.

II. AUTHORIZED ORGANIZATIONS

The Milwaukee Police Band and the Milwaukee Police Band Association are authorized organizations of the department as listed in the Standard Operating Procedure 015 entitled Membership In Authorized Organizations.

III. THE MILWAUKEE POLICE BAND

A. DIRECTOR

1. Whenever there is a police band, approved by the Chief of Police, or designee, there shall be a band director appointed by the Chief of Police, or designee, who shall have full authority to enforce all disciplinary department rules and procedures so far as they are applicable to members of the band. The director shall be responsible for the general conduct of the band and shall report in writing to the Chief of Police, or designee, any misconduct by band members.
2. The band director and the band manager shall have full access to the areas of the department that are designated for band use, to include the band rehearsal room.
3. The band director shall also have a photo identification card that designates access to the areas of the department to conduct business of the police band including the Safety Academy (hereinafter referred to as the Academy), the Police Administration Building and district stations.

B. BAND MANAGER AND OTHER APPOINTMENTS

The band director shall appoint a band manager, with the approval of the Chief of Police, or designee, who shall assist the director in the performances of such duties as the director may designate. The band manager shall also keep records of all activities, performances, and transactions of the police band. Appointments to the position of librarian, assistant librarian, or other minor offices of the police band shall be made by the band director and

the band manager.

C. MEMBERS

Any department member applying for membership in the police band shall, in addition to the provisions contained herein, receive approval in writing from the member's commanding officer and by the police band director.

D. PERFORMANCES, REHEARSALS AND CONTACT

1. The police band may perform at civic, patriotic, or charitable functions and at such other times as the Chief of Police or designee may approve.
 - a. Sworn members of the Milwaukee Police Band shall be carried "Special Duty" to perform for the following annual events:
 1. Community Service Luncheon Award Program
 2. Milwaukee Police Band Annual Winter Concert
 3. Law Enforcement Mass of Blessing
 4. Special Olympics Opening Ceremonies
 5. Greater Milwaukee Law Enforcement Memorial
 6. Milwaukee Police Band Annual Summer Concert
 7. Holiday Parade in Downtown Milwaukee
 8. City of Milwaukee Christmas Tree Lighting
 9. Milwaukee Police Department Recruit Graduation(s)
 10. Milwaukee Police Department Award Ceremonies
 11. Milwaukee Police Department Police Ambassador Graduation(s)
 - b. Being carried as "Special Duty" for these events, and any other events that are approved by the Chief of Police or his/her designee, would be for an 8-hour block of time and would constitute their duty hours for the day. Although the events themselves may not be 8-hours in length, the total time carried as "Special Duty" will cover travel to and from the performance site as well as special rehearsal time scheduled for this event. Any other preparatory rehearsal for these and any other events will be voluntary.
 - c. Commanding officers shall notify the band director in the event of a staffing hardship.
 - d. This list of events is not all-inclusive and should other "city events" become known during the course of the year, the band director may make a specific written request for sworn members to be carried as "Special Duty" to the Chief of Police or his/her designee. Otherwise, all other events at which the band performs will be voluntary.
2. Regular band rehearsals shall be at such times and places as may be directed by the band director.
3. Contact with the band can be written to the band through interoffice mail or U.S. Mail to

the Safety Academy, 6680 North Teutonia Avenue, Milwaukee, WI 53209. The letters, reports, or documents received shall be placed in the band mailbox in the office for retrieval by the band director or band manager.

4. Contact can also be made via the telephone to the band office at (414) 935-7933 and/or (414) 405-8288.
5. Contact via email can also be made at MilwaukeePoliceBand@yahoo.com and/or MilwaukeePoliceBand@gmail.com.

IV. THE MILWAUKEE POLICE BAND ASSOCIATION (MPBA)

The Milwaukee Police Band Association (MPBA), as a 501 (C)(3) tax exempt organization, is governed by such bylaws as filed with the state of Wisconsin.

A. PRINCIPAL OFFICERS

The Milwaukee Police Band Association shall consist of principal officers to include an executive director, a vice president, a treasurer and a secretary, each of whom shall be elected by the board of directors to serve a three-year term. The band director and band manager shall serve as two of the principal officers on the board.

B. ELECTION AND TERMS OF OFFICE

1. The officers of the Milwaukee Police Band Association shall be elected by the board of directors at its annual meeting. The annual meeting of the board of directors shall be held in the month of October in each year.
2. Each officer shall hold office from the close of the annual meeting for a term of three years, or until a qualified successor is elected upon expiration of the term of that officer.

C. EXECUTIVE DIRECTOR

1. The executive director shall be the principal executive officer of the association and, subject to the control of the board of directors, shall in general supervise and control all of the business and affairs of the corporation. The executive director, or designee, shall preside at all meetings of the board of directors.
2. The executive director shall keep the Chief of Police, or his/her designee, apprised of the activities of the Milwaukee Police Band Association upon request, including financial transactions of the association as necessary.

D. VICE PRESIDENT

In the absence of the executive director, the vice president shall perform the duties of the executive director. The vice president shall perform such other duties as may be assigned by the executive director or the board of directors.

E. SECRETARY

The secretary shall:

1. Keep the minutes of the board of directors' meetings;
2. See that all notices are duly given in accordance with the bylaws;
3. Be custodian of the records;
4. Perform all duties as may be assigned by the executive director or by the board of directors.

F. TREASURER

The treasurer shall:

1. Have the oversight responsibility for all funds and securities of the association, and for moneys due and payable to the association including the deposit of such monies in the name of the association;
2. Perform all duties incident to the office of treasurer and other duties as may be assigned by the executive director or by the board of directors.

G. BOARD OF DIRECTORS

1. In addition to the principal officers, there shall be a board of directors comprised of five (5) members that shall serve for a term of three years. Directors shall hold office from the close of the annual meeting for a term of three (3) years, or until their successors have been elected and qualified.
2. Directors shall be elected at the annual meeting of the board of directors by the affirmative vote of a majority of the directors then in office.
3. The principal officers and the board of directors shall be responsible for the administration of the association subject to such limitations as may be imposed by the Chief of Police.

H. REMOVAL OF DIRECTORS

The Milwaukee Police Band Association board of directors may remove any officer or director whenever in its judgment the best interests of the association will be served.

I. VACANCIES

A vacancy in any office may be filled by the board of directors for the unexpired portion of the term.

V. UNIFORMS

The police band uniforms shall be in conformity with the specifications prescribed by the Chief of Police or designee.

- A. Police members, retired members and civilians that are members of the Milwaukee Police Band shall be in proper uniform while participating in band related performances or duties that require a uniform. All uniforms and accessories shall conform to the specifications as herein prescribed.
- B. Garments designed for cold or inclement weather (e.g., shirt/sweater/gloves/ear coverings/scarfs) shall be black or navy blue in color.
- C. Police band members shall keep their uniform and accessories clean, serviceable, and professional in appearance.
- D. Police band members shall not wear on any part of their uniform any unauthorized badge, button, insignia, patch, or decoration.
- E. Police band uniforms shall not be worn outside of the city, except;
 - 1. When necessary in the performance of police band duty,
 - 2. With permission of the Chief of Police or designee.
- F. Police band members are prohibited from wearing the department uniform or any identifying insignia related to the department while participating in non-police band sanctioned events.
- G. White or gold gloves shall be worn when so ordered by the band director.

VI. UNIFORM ITEMS AND OPTIONAL ACCESSORIES**A. METAL NAMEPLATES / EMBROIDERED NAMETAPES**

- 1. All Milwaukee Police Band members shall wear a metal nameplate or an embroidered nametape, bearing the wearer's correct last name. They shall be worn in plain view on the outside of the outermost garment (except rainwear).
- 2. Metal nameplates shall have the member's last name engraved so that the name is clearly legible. The nameplate shall be affixed on the same plane as the bottom edge of the badge and centered above the right pocket area. Metal nameplates shall be brass or gold colored for police band members.
- 3. Embroidered nametapes shall have the member's last name in gold stitching for police band members.

B. UNDERSHIRTS

A clean long or short sleeve shirt shall be worn underneath the uniform jacket.

C. UNIFORM CAPS

1. Police band members, while engaged in police band duties and in uniform, may wear the band issued military round cap, as outlined within this policy.
2. Police band members shall ensure their uniform caps are clean and serviceable.
3. Uniform caps shall have cap shields properly affixed. Uniform caps shall be worn in a manner that projects a professional appearance and shall sit squarely on the head and not tilted to the side or rear.
4. The wearing of a uniform cap is mandatory under the following circumstances:
 - a. When a band member is participating in an outdoor performance.
 - b. Inspections, ceremonies, and other formal events, or as determined by the band director.

D. FOOTWEAR / HOSIERY

Police band members in uniform shall wear shoes or boots that are either solid black natural or solid black artificial leather with a round toe design. Shoes or boots shall be kept clean, polished, in good condition, and have no visible logos. Black running shoes or athletic style shoes shall not be worn with the uniform. Solid black over-the-calf style socks shall be worn with shoes. Sock heights at or below the ankle are not acceptable for band members in uniform.

E. OPTIONAL ACCESSORIES

1. Scarves

While outdoors during cold or inclement weather, band members may wear a solid black scarf.

2. Gloves

While outdoors during cold or inclement weather, band members may wear solid black gloves or mittens.

3. Overshoes

During cold or inclement weather, police band members may wear solid black colored boots, galoshes, or overshoes.

F. LONGEVITY SERVICE STRIPES

1. Longevity service stripes are authorized and may be worn by police band members. Each service stripe shall represent (5) five years of completed service with the police band.
2. Service stripes shall be gold in color and shall be affixed to the left sleeve (forearm) of the navy blue uniform jacket.

VII. BADGES

- A. Police band members shall be issued the band's regulation metal badge upon membership in the band. Police band members, while in uniform, shall wear the regulation metal badge on their outermost band jacket over the left breast.
- B. Milwaukee Police Band (MPB) badges resemble those used by sworn officers. Because of this, members are strictly forbidden from using or displaying the badge in any other manner / purpose other than on their uniform while performing with the band.
- C. Badges must be returned immediately upon a member making notification that they will no longer be a member of the band.

VIII. APPEARANCE STANDARDS – POLICE MEMBERS

Police band members, while in uniform, shall conform to the appearance standards as prescribed in SOP 340.30 (Uniforms Equipment and Appearance). They shall always strive to present a professional appearance. It shall be the responsibility of the band director and the band manager to regularly monitor the band member's general appearance to ensure conformity with this policy.

IX. TATTOOS

The Milwaukee Police Department (MPD) is a paramilitary professional organization that has a reasonable interest in not offending or appearing unprofessional before the public it serves. For this reason, the MPD requires a standard appearance wherein its band members may not display tattoos and body art that are profane, demeaning or contain messages that may be disruptive or give the appearance of a preference or bias to the public or other members of the band. As representatives of the police department, band members are required to follow the policy set forth in SOP 340.40 (Uniforms Equipment and Appearance).

X. CELL PHONES

- A. Band members may possess and use cell phones while in uniform as long as it does not interfere with a performance or other band business.
- B. Cell phones shall be kept in an inaudible or vibrating mode at all times during performances.
- C. Band members shall not use / wear privately owned Bluetooth (wireless) devices during

performances in public view.

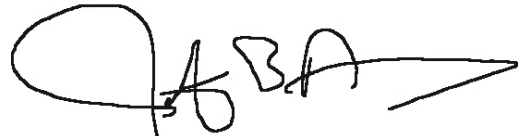
- D. The department shall assume no liability under any circumstances for the loss, damage, or expenses incurred from the possession or use of any privately owned cell phones.

XI. RETURN OF BAND ISSUED EQUIPMENT

Whenever band members sever their connections with the band, all police band property issued to them shall be returned to the band director and/or manager. If the member is unable or unwilling to return the uniforms and/or equipment, it is the responsibility of the band director and/or manager to immediately retrieve the outstanding property.

XII. LOST OR STOLEN UNIFORMS AND EQUIPMENT

- A. Department members shall immediately notify the band director and/or manager of the loss or theft of band property.
- B. Members are responsible for replacement cost if their police band uniform, police band issued military round cap, police band issued equipment, and/or badge/hat shield is reported lost.



JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk