



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

263 – RECORDS MANAGEMENT

GENERAL ORDER: 2024-26
ISSUED: May 13, 2024

EFFECTIVE: May 13, 2024

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: April 5, 2024

ACTION: Amends General Order 2023-24 (May 19, 2023)

WILEAG STANDARD(S): 6.2.6

ROLL CALL VERSION

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

263.05 DEFINITION OF TERMS (WILEAG 10.1.7)

B. INCIDENT BASED REPORTING SYSTEM (IBRS)

1. IBRS is data collected and reported on each single crime incident and arrest within 22 ~~28~~ offense categories made up of 49 ~~71~~ specific crimes called group A offenses. In addition to group A offenses, there are 44 ~~10~~ group B offense categories for which only arrest data are reported. IBRS data is used by the Milwaukee Police Department for strategic and tactical analysis.
2. For crime/incident reporting purposes, IBRS data is converted to WIBRS (Wisconsin Incident Based Reporting System) and then transmitted to the Wisconsin Department of Justice (WIDJ) monthly. The WIDJ is responsible for reporting data to the FBI for the purposes of Federal Bureau of Investigation (FBI) ~~UCR~~ ~~NIBRS~~ reporting.

~~F. UNIFORM CRIME REPORTING (UCR)~~

~~A collective effort on the part of city, county, state and tribal federal law enforcement agencies that provides a nationwide view of crime based on submission of crime information by law enforcement agencies throughout the country.~~

263.10 PROCEDURES FOR REPORTS (WILEAG 10.1.3, 10.1.4, 10.1.5, 10.1.6, 10.1.7)

E. CASE REPORT AND CAD CALL NUMBERS

1. The department shall utilize the CAD case numbering system to number every situation that is subject to reporting. Using this system ensures that all numbers are unique.

a. Dispatched Calls for Service

A unique call number is assigned by the CAD system to each event a member is assigned. These numbers include ~~the letter P~~, the two year digit code, the

~~Julian date~~, digit year, two digit month, two digit day, and four sequential numbers issued from the beginning of the calendar day.

b. Case Report Numbers

If it is determined that a case number is to be assigned to a CAD call, a unique case number will be generated by the CAD system. Case numbers include the letter C, two year digit code, ~~the Julian date~~, digit year, two digit month, two digit day, and four sequential numbers issued from the beginning of the calendar day.

1. Members shall obtain a case number directly from their mobile data computer (MDC) or CAD software.
2. If members do not have an MDC or access to CAD software, members may obtain a case number from a dispatcher via police radio ~~or by dialing "0" from a department phone. Members will be required to provide the dispatcher with their PeopleSoft number in order to be issued a case number.~~

263.20 RMS PRIVILEGES (WILEAG 10.1.1)

Based on rank and work location assignment, security rights are established and activated by the systems security ~~administrator~~ manager. Requests for elevated access rights (e.g., access to confidential flagged reports) shall be submitted by a *System Access Request* (form PSAR-E) through the chain of command from the commanding officer to the Information Technology Division. The request shall include the justification for the elevated security right, and the *System Access Request* must be signed by the commanding officer of the division the member is requesting access for (e.g., the Homicide Division commanding officer would have to sign in the "Elevated RMS Access" area of the *System Access Request* for a member not assigned to the Homicide Division to have access to homicide reports). The request will be reviewed and if all proper signature(s) have been obtained, access will be provided by the Information Technology Division.

(WILEAG 10.1.1.3)



JEFFREY B. NORMAN
CHIEF OF POLICE