



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 870 – ~~SUSPENSIONS~~ MODIFIED ASSIGNMENT/ OFFICIAL DISCIPLINE

**GENERAL ORDER:** 2026-01  
**ISSUED:** January 5, 2026

**EFFECTIVE:** January 5, 2026

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** November 19, 2025

**ACTION:** Amends General Order 2025-28 (July 16, 2025)

**WILEAG STANDARD(S):** 4.2.1, 4.2.2, 4.2.3, 4.2.4

### ROLL CALL VERSION

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

#### 870.00 PURPOSE

The purpose of this Standard Operating Procedure is to ~~provide outline procedures and the~~ guidelines and expectations ~~pertaining relating to suspensions~~ the modified assignment and official discipline ~~regarding of~~ department members.

#### 870.05 POLICY

It is the policy of the Milwaukee Police Department that any ~~suspension~~ modified assignment or discipline administered to ~~an employee~~ a department member shall be ~~based on fairness and complies~~ fair, consistent, and in compliance with all relevant Standard Operating Procedures, the Code of Conduct and Wisconsin State Statutes.

#### 870.10 FORMAL DISCIPLINE (WILEAG 4.2.1)

##### A. CRITERIA

Formal discipline may be used to correct employee behavior that has not been corrected by ~~counseling any non-disciplinary corrective action~~ or was a ~~determined to be a~~ more serious violation of a Standard Operating Procedure or Code of Conduct.

##### B. TYPES OF FORMAL DISCIPLINE

- ~~1. District level written reprimand.~~
12. Official Letter of Written Reprimand.
- ~~23.~~ Suspension without Pay.
- ~~34. Demotion of~~ Reduction in Rank.
- ~~45. Discharge from department.~~ Separation of Service.
- ~~6. Termination (applicable for probationary members only)~~

**Note:** With the exception of the commanding officer assigned to the Internal Affairs Division, who may only impose a **District Level Written Letter of Written Reprimand** to any department member (below the rank of Captain), all formal discipline shall be rendered by the Chief of Police.

## **870.15 SUSPENSION PROCEDURES MODIFIED ASSIGNMENT (WILEAG 4.2.1, 4.2.2)**

### **A. CRITERIA**

The necessity to place a department member on modified assignment can occur under various circumstances to include but not be limited to:

1. Significant Internal Investigation
2. Critical Incident
3. Criminal Investigation or Charges

### **B. TYPES OF MODIFIED ASSIGNMENT**

#### **1. Full Administrative Suspension**

Department member is placed on administrative leave from their current assignment. For sworn department members, police powers are suspended for the duration of this assignment.

#### **2. Administrative Assignment without Police Powers**

Member is reassigned to an administrative role. For sworn department members, police powers are suspended for the duration of this assignment.

#### **3. Administrative Assignment with Police Powers**

Member is reassigned to an administrative role. For sworn department members, there is no loss of police powers for the duration of this assignment.

### **~~A. SUSPENSION AUTHORITY~~**

- C. A captain of police or higher rank may ~~suspend~~ modify a department member's (sworn or civilian) ~~from duty assignment~~ for any ~~violation~~ serious allegation of department Standard Operating Procedures and/or the Code of Conduct. A police lieutenant assigned to the Internal Affairs Division shall ~~have~~ carry the same authority for purposes of ~~suspension~~ modifying a member's assignment. Only the Chief of Police may ~~suspend~~ modify a department member's assignment holding the rank of captain or above.

**Note:** The lieutenant assigned to the IAD shall confer with a captain of police or higher rank prior to ~~suspending a~~ placing any department member ~~from duty on full administrative suspension~~.

- D. A ~~suspended department member~~ department member placed on full administrative suspension shall not be ~~restored~~ returned to duty while the investigation or hearing of the charges is pending, except as directed by the Chief of Police or designee.

#### EB. NOTIFICATION AND ~~TEMPORARY SUSPENSION~~ MODIFICATION OF DUTY MEMBER REPORT (PD-41E)

1. The commanding officer, or member of higher rank, who ~~suspended~~ placed the member on full administrative suspension shall notify the Internal Affairs Division as soon as practicable. The supervisory officer shall also submit a ~~Temporary Suspension of Modification of Duty Member Report~~ (form PD-41E) to the Internal Affairs Division.
2. Whenever a commanding officer, or member of higher rank, ~~suspends~~ modifies any department member assigned to a different work location, he/she shall promptly notify the commanding officer of the ~~suspended~~ said member as well as the executive command staff via email.

#### FG. EQUIPMENT

1. Any department member ~~under suspension~~ who incurs a loss of police powers shall immediately surrender the following items of department-issued equipment, if applicable, a supervisor from the member's current work location when practicable. In circumstances where a supervisor from the member's work location cannot be present, any supervisor on scene may be used. If no supervisor is available, a supervisor from the Internal Affairs Division shall collect the required equipment and deliver it to the member's assigned work location. The surrendered equipment shall be retained in a secure place at the member's assigned work location and returned to the member by their commanding officer or designee upon returning to duty. The equipment shall not be inventoried. In extraordinary cases, the equipment may be stored at another work location as determined by the Chief of Police or designee.
3. Police members shall not wear their uniforms during ~~any period of suspension~~ at any time while on full administrative suspension.

#### D. ~~REPORTING TO COMMANDING OFFICER~~

~~Any department member whose suspension with pay exceeds seven (7) consecutive calendar days shall report to their commanding officer, or shift commander if the commanding officer is unavailable, on a weekly basis (or more often as determined necessary by the commanding officer) during the member's normal duty hours. Such meetings allow for the service of departmental correspondence and the exchange of any other information that may be important for the member during an extended period of leave.~~

#### GE. MEMBER RESPONSIBILITIES

1. Department members who are placed on full administrative suspension ~~suspended or discharged pending appeal~~ shall conform to and abide by department Standard

- Operating Procedures and/or Code of Conduct. Failure to comply with department Standard Operating Procedures and/or Code of Conduct during the period of suspension ~~or discharge pending appeal~~ shall subject the member to additional charges of misconduct.
2. Police members who are suspended ~~or discharged pending appeal~~ are relieved of the responsibility to perform those tasks requiring the exercise of official police action. Such police members are not deemed to be peace officers and shall not go armed with a concealed or dangerous weapon (as defined by state statutes), in an official capacity.
  3. Police members who are placed on full administrative suspension must remain available Monday – Friday from 8:00am – 4:00pm to ensure they are available for immediate call back to duty. During this time period each day the police member:
    - a. Must remain fit for duty and available to report to the department within one-hundred twenty (120) minutes of such call back.
    - b. Must make themselves available for any in person contact at their residence or any location approved by their commanding officer, or designee.
    - c. Must check in with their commanding officer, or shift commander (if the commanding officer is unavailable), daily at a time designated by the member's commanding officer via telephone to allow for the service of departmental correspondence and the exchange of any other information that may be important for the member.
    1. The only exception to this requirement is if the member has been granted pre-approved leave (e.g., regular off, vacation off, holiday off, sick leave, sick leave control incentive pay off, military leave, FMLA).
    2. Members placed on full administrative suspension must request leave (e.g., regular off, vacation off, holiday off, sick leave, sick leave control incentive pay off, military leave, FMLA) in accordance with existing standard operating procedures. The member's shift commander shall provide the commanding officer of IAD with the member's approved preapproved leave as it is granted. (WILEAG 4.2.1.2)

#### **870.45 DISTRICT LEVEL LETTER OF WRITTEN REPRIMAND**

- A. A ~~District Level~~ *Letter of Written Reprimand Form* (form PI-38) shall be used in all cases when a department member receives formal discipline from the commanding officer of the Internal Affairs Division.
- B. A written status report chronicling all ~~District Level~~ *Letter of Written Reprimand* issued by the commanding officer of the Internal Affairs Division shall be provided to the Inspector of Police of the Administration Bureau every thirty (30) days for review. The report will reflect the violation and the sanction category.

**870.50 NON-DISCIPLINARY CORRECTIVE ACTION**

C. If a member receives two (2) non-disciplinary corrective actions (NDCAs) in one year (2 NDCAs involving any type of violation) or three (3) NDCA alerts in a three (3) year period for the same violation:

1. The Internal Affairs Division shall notify the member's captain.
2. The member's captain shall review the NDCAs and determine if further action is required (this may include but is not limited to policy review, remedial training, showing how to conduct body worn camera audits, improving workflow procedures, etc.).
3. The member's captain shall document the course of action deemed appropriate to address the NDCAs in the "Course of Action" report in the personnel management software and submit the report in the personnel management software to the Internal Affairs Division.

DG. Non-disciplinary corrective action may include:

1. Counseling

Counseling is a non-punitive component of the MPD disciplinary process intended to correct minor acts of employee misconduct and/or address potential concerns. Counseling affords supervisors the opportunity to proactively discuss improvement strategies with the employee in relation to work performance deficiencies, minor acts of misconduct and/or personal matters. Supervisors shall document the counseling ~~on a Department Memorandum (form PM-9E) or in the AIM system~~ personnel management software if the conduct relates to a specific reported incident (use of force, pursuit, squad accident, traffic stop, Terry stop (field interview), no-action encounter).

2. Policy Review

Policy review is a non-punitive component of the MPD disciplinary process intended to correct minor violations of the Code of Conduct, Standard Operating Procedures or Standard Operating Instructions. Supervisors will conduct a policy review related to the violation, instructing the member to read and acknowledge the specific policy they violated. Supervisors shall document the policy review ~~on a Department Memorandum (form PM-9E) or in the AIM system~~ personnel management software if the conduct relates to a specific reported incident (use of force, pursuit, squad accident, traffic stop, Terry stop (field interview), no-action encounter).



JEFFREY B. NORMAN  
CHIEF OF POLICE