



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING INSTRUCTION

### ~~POLICE EXPLORER~~ PUBLIC SAFETY CADET PROGRAM

ISSUED: April 26, 2021

EFFECTIVE: April 26, 2021

REVIEWED/APPROVED BY:

Inspector Willie Murphy

DATE: March 21, 2021

ACTION: Amends SOI (March 6, 2020)

WILEAG STANDARD(S): 2.8.1

### ROLL CALL VERSION

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

#### I. PURPOSE

The purpose of this standard operating instruction is to establish guidelines regarding the ~~Police Explorer~~ Public Safety Cadet Program.

#### II. DEFINITIONS (WILEAG 2.8.1)

##### A. ~~MILWAUKEE POLICE EXPLORERS~~ PUBLIC SAFETY CADETS

An organization of youth citizen volunteers who are interested in a career in law enforcement. These youth are mentored by sworn officers and civilian department members, and they are given the training and basic skills needed to move forward in a career with the Milwaukee Police Department. In addition, ~~police explorers~~ public safety cadets receive training in and assist sworn police members with traffic and crowd control. (WILEAG 2.8.1.2)

##### B. ~~EXPLORER~~ PUBLIC SAFETY CADET COMMANDING OFFICER

The commanding officer of the Office of Community Outreach and Education.

##### C. ~~EXPLORER~~ PUBLIC SAFETY CADET COORDINATOR

A sworn member designated by the ~~explorer~~ public safety cadet commanding officer to handle the administrative and day-to-day operational duties of the ~~Police Explorer~~ Public Safety Cadet Program.

##### D. ~~DISTRICT EXPLORER~~ PUBLIC SAFETY CADET ADVISOR

A sworn or civilian member who provides training, supervision and assignments to members of the ~~Police Explorer~~ Public Safety Cadet Program and who is assigned to a ~~police district~~.

### III. APPLICATION AND REGISTRATION PROCESS (WILEAG 2.8.1)

- A. No member of the ~~Police Explorer~~ Public Safety Cadet Program shall enter upon any duty, activity or employment on behalf of the Milwaukee Police Department or its ~~explorer~~ Public Safety Cadet Program until they have completed the registration process, including successfully passing a background investigation.
- B. The ~~explorer commanding officer~~ public safety cadet commanding officer will give final approval for any member of the ~~explorer~~ Public Safety Cadet Program.
- C. The minimum qualifications for members of the ~~Police Explorer~~ Public Safety Cadet Program are:
1. At least 14 thru 19 ~~19~~ 20 years old.
  2. Enrolled in high school (unless he/she is a high school graduate).
- D. Members while on authorized ~~explorer~~ public safety cadet duty are acting in a non-sworn capacity and are indemnified when acting under the authority of the department in accordance with this policy.  
(WILEAG 2.8.1.1, 2.8.1.5)

### IV. STATUS OF ~~POLICE EXPLORERS~~ PUBLIC SAFETY CADETS (WILEAG 2.8.1)

- A. ~~Explorers~~ Public safety cadets will not receive compensation, monetary or otherwise, for their participation in the program. They are not employees of the Milwaukee Police Department and are not entitled to any benefits afforded to members of the Milwaukee Police Department.
- B. Membership in the Milwaukee Police Department ~~Police Explorer~~ Public Safety Cadet Program does not grant or imply the authority to arrest persons in the same manner as is granted by law to sworn law enforcement officers. However, per state law, a law enforcement officer making a lawful arrest may command the aid of any person. When so called, ~~explorers~~ public safety cadets acting under the direction of such law enforcement officer shall have the same power as that of the law enforcement officer ([Wis. Stat. § 968.07\(2\)](#)).  
(WILEAG 2.8.1.2)

### V. CHAIN OF COMMAND

- A. ~~Explorers~~ Public safety cadet members shall be governed and controlled by the chain of command as prescribed for the department. When on duty, in the absence of a police supervisor, the member shall be guided by orders and instructions given by the ~~district explorer~~ public safety cadet advisor.
- B. ~~Explorers~~ Public safety cadet members, when on duty, shall promptly obey any lawful order emanating from any police member. Should any such order conflict with previous orders from any superior member, or with any information within this standard operating instruction or the Code of Conduct, the ~~explorer~~ public safety cadet member to whom

such order is given shall respectfully call such conflict to the attention of the police member last giving an order and, if they do not change it, the order shall stand and be obeyed. The explorer public safety cadet member obeying the order shall not be held responsible for disobedience of any orders theretofore issued.

#### VI. TRAINING (WILEAG 2.8.1)

~~A. It shall be the responsibility of the explorer commanding officer to give final approval of the assignment of newly appointed explorer members to the district station of their choice or any such location where the Chief of Police requires them in an emergency.~~

B. Members of the explorers Public Safety Cadet Program are required to attend monthly meetings where they shall receive training conducted by their district explorer public safety cadet advisor. In addition, explorers public safety cadets also receive monthly training related to their duties that will be facilitated by the explorer public safety cadet program coordinator.

(WILEAG 2.8.1.4)

#### VII. DUTY ASSIGNMENTS (WILEAG 2.8.1)

A. Members of the explorer Public Safety Cadet Program will be assigned to a police district by the public safety cadet commanding officer under the direction of the district explorer public safety cadet advisor.

B. The district explorer public safety cadet advisor, in coordination with the explorer public safety cadet coordinator, will assign members of the Police Explorer Public Safety Cadet Program to events.

(WILEAG 2.8.1.2)

~~CB. An explorer~~ A public safety cadet member requesting a transfer to another police district shall submit the request on a *Department Memorandum* (form PM-9E). It shall include the reason for the request, as well as the district requested and at least two alternative districts. The transfer request shall be processed through the explorer public safety cadet coordinator and the district commander, who shall evaluate the request and make a recommendation. All reports shall then be forwarded to the explorer public safety cadet commanding officer for a final decision.

#### VIII. APPEARANCE

A. Explorer Public safety cadet members, while on duty, shall conform to the appearance standards as outlined in SOP 340.

B. While on duty, explorers public safety cadets must be well groomed, clean, and in neat appearance.

#### IX. EQUIPMENT (WILEAG 2.8.1)

A. All explorers public safety cadets shall be in proper uniform while on duty, unless otherwise directed by the Chief of Police, explorer public safety cadet commanding

officer, or designee. No mixture of civilian clothing with the uniform shall be permitted either on or off duty.

- B. ~~Explorers~~ Public safety cadets are responsible for the cleanliness, serviceability, and good repair of any uniform or equipment utilized by them. They shall as often as is necessary examine and clean their equipment and always keep it in good serviceable condition. ~~Explorers~~ Public safety cadets shall at no time use police department property for private purposes.
- C. ~~Explorer~~ Public safety cadet members shall wear only such uniforms and insignia and carry only such equipment as may be prescribed from time to time by the Chief of Police.
- D. ~~Explorer~~ Public safety cadet members shall be issued the following equipment:
- ~~2.~~ Summer windbreaker jacket;
  - ~~23.~~ Sam Browne belt;
  - ~~4.~~ Navy blue trousers;
  - ~~35.~~ Battle dress uniform (BDU) pants, navy blue;
  - ~~46.~~ Traffic vest;
  - ~~7.~~ Light blue shirt, long or short sleeve, with an "Explorer" shoulder patch rocker;
  - ~~58.~~ Long and short sleeve polo shirt, navy blue with embroidery;
  - ~~69.~~ Memorandum book;
  - ~~740.~~ Glove pouch;
  - ~~844.~~ Radio holder;
  9. Navy blue sweater, with a Public Safety Cadet patch;
  10. Navy blue physical training shirt;
  11. Navy blue physical training shorts.  
(WILEAG 2.8.1.3)
- E. The following personal purchase items may be worn by members of the ~~Police Explorer~~ Public Safety Cadet Program:
1. Flashlight holder.
  2. Key keeper.
- F. While in uniform, members of the ~~Police Explorer~~ Public Safety Cadet Program shall wear

black socks, black shoes, and a clean dark blue or black "crew neck" or "V-neck" style t-shirt underneath the uniform shirt,

~~G. Explorers, while in uniform, shall have the option of wearing a regulation black uniform clip-on necktie with the long sleeve uniform shirt. When no necktie is worn, explorers shall be required to only have the top button unbuttoned and shall wear a required t-shirt underneath the uniform shirt. No necktie shall be worn with the short sleeve uniform shirt. Explorers in uniform are required to wear the necktie when appearing in court, formal events (such as funerals), or as otherwise directed by their commanding officer.~~

GH. Explorers Public Safety Cadet uniforms shall not be worn outside of the city, except when necessary in the performance of duty, or by permission of the Chief of Police, or his/her designee. The ~~district explorer~~ public safety cadet advisor shall conduct inspections of ~~explorers'~~ public safety cadets' uniforms and equipment to ensure conformity with this standard operating instruction and ensure they are properly equipped and dressed for duty. No uniform shall be worn unless it conforms to the specifications prescribed by the Chief of Police.

HI. ~~Explorers~~ Public Safety Cadets who are issued or assigned any City of Milwaukee owned uniforms or equipment, or who in any manner comes into possession, custody, or control of any property through their affiliation with the department shall be responsible for such property and shall report any loss, damage to, or unserviceable condition of such property to the ~~explorer~~ public safety cadet coordinator.

IJ. No duplicate of any item of uniform or equipment authorized by the Chief of Police for use by ~~an explorer~~ a public safety cadet shall at any time be made without the approval of the Chief of Police; nor shall any item of uniform or equipment be altered or modified, except for proper fitting, without such approval. Request and authorization of duplicate, personal purchase, or replacement uniform items shall be made using the *Uniform and Equipment Order* (form PO-1).

JK. In the event that any ~~explorer's~~ public safety cadet's equipment is unaccounted for, they shall immediately notify the ~~explorer~~ public safety cadet commanding officer, who will follow departmental procedures regarding lost or stolen department property. If the ~~explorer~~ public safety cadet commanding officer is not available, the ~~explorer~~ public safety cadet shall as soon as practicable notify the shift commander or a supervisor in the district where the loss occurred. The shift commander/supervisor shall ensure that the district commander and the ~~explorer~~ public safety cadet commanding officer are made aware of the incident (please refer to SOP 340-65).

KL. When lost or stolen department property is recovered by ~~an explorer~~ a public safety cadet, he or she shall as soon as practicable notify the shift commander or a supervisor in the district where the loss occurred and report the circumstances surrounding the recovery. The shift commander shall determine what, if any, additional investigative follow-up should occur. The shift commander/supervisor shall ensure that the district commanding officer and the ~~explorer~~ public safety cadet commanding officer are made aware of the incident.

**X. DUTY RESPONSIBILITIES (WILEAG 2.8.1)**

- A. ~~Explorers~~ Public safety cadets shall not engage in any duty unless they first report to a police district station or other designated place and there record his/her name together with the date and proposed hours of duty with the commanding officer in charge. Immediately following their tour of duty, the member shall report to a designated place recorded as off duty.
- B. When any ~~explorer~~ public safety cadet is called to or happens upon the scene of a crime or unlawful action, fire, explosion, accident, or other emergency requiring immediate police action, he/she shall as soon as practicable inform the police department or any police officer, either by telephone or personally, of the location and known facts of the incident.
- C. The ~~explorer~~ public safety cadet shall be observant, taking note of any information that may be pertinent to the ensuing investigation.
- D. When police members arrive at the scene, the ~~explorer~~ public safety cadet must identify himself/herself and pass along any information they are privy to.
- E. ~~Explorers~~ Public Safety Cadets who observe any conditions detrimental to the public peace and welfare, such as obstructions or defects in any street, sidewalk, or thoroughfare, which is dangerous to public travel, shall report such condition to the police department.  
(WILEAG 2.8.1.2)

**XI. INCIDENT REPORTING REQUIREMENTS**

~~Explorers~~ Public Safety Cadets who, while on duty, are involved in any incident resulting in personal injury to themselves or other persons, or which causes damage to any personal or real property owned either by themselves or other persons, firms, corporations, or government agencies, shall immediately report such incident to the nearest supervisory officer of the department, and shall also submit in writing such reports as may be required.

**XII. GENERAL RULES (WILEAG 2.8.1)**

- A. All members of the ~~Police Explorer~~ Public Safety Cadet Program shall adhere to the Milwaukee Police Department's Code of Conduct at all times.
- B. ~~Explorers~~ Public Safety Cadets shall report their correct residence address and other personal information as may be required to the ~~explorer~~ public safety cadet commanding officer and shall report any change of address and/or telephone number within 24-hours of making such change. The commander of the district to which they are assigned shall receive a full roster of all explorers.
- C. ~~It is expected that explorers will at all times be punctual in attendance, whether when called upon to take active stations in emergencies, or when scheduled for training classes and other official activities.~~

- ~~D. Explorers shall treat as confidential the official business of the department and the Police Explorer Program. They shall not impart official business to anyone except those for whom it is intended, or as directed by their commanding officer, or under due process of law.~~
- ~~E. Explorers shall not in any manner use their affiliation with the Milwaukee Police Department, either directly or indirectly, to affect or influence the disposition of any matter before any police, prosecuting or judicial official, with a view of permitting any person to escape, or have lessened the penalty of the law or regulation.~~
- ~~F. Explorers shall not seek free admission to places of amusement, free public transportation, or any other special consideration not generally available to any other private person.~~
- CG.** It is expected that all explorers public safety cadets will familiarize themselves with laws and ordinances, procedures and recommended practices, and any other public information relating to emergency government. With proper knowledge in these matters, explorers public safety cadets will be able to answer questions in an intelligent and reliable manner.
- DH.** It is expected that all explorers public safety cadets will familiarize themselves with the federal, state, and local laws and ordinances, which govern and control the conduct of all persons residing in the City of Milwaukee and the State of Wisconsin.
- EI.** Explorers Public safety cadets shall not smoke while on duty in public or private, uniform or plainclothes, nor in any police building.
- ~~J. No gambling, including games of chance for stakes or wagers, shall be played in any department building or part thereof.~~
- ~~K. No intoxicating liquor shall be brought into or kept in any police department building or part thereof, nor in any building designated for and/or used in part or whole for police purposes, except when officially seized. Explorers shall not drink any kind of intoxicating liquor and/or fermented malt beverages; at any time when on duty, except in the performance of his/her duties, enter any place in which intoxicating liquor and/or fermented malt beverages are furnished; nor shall any explorer knowingly frequent any place where intoxicating liquor and/or fermented malt beverages are illegally sold or furnished.~~
- FL.** Explorers Public safety cadets, except when specifically and lawfully authorized, shall not represent themselves as peace officers; nor shall they in any manner imply that they are Milwaukee Police Department officials.
- GM.** No explorer public safety cadet shall knowingly cause to be entered in any police department or explorer public safety cadet of record any inaccurate, false, or improper registration of police information or matter.
- ~~N. Explorers, when engaged in any police department function or activity, shall refrain from engaging in political or religious discussions to the detriment of discipline, and shall not~~

~~Speak disparagingly of the nationality of any persons.~~

~~O. Any explorer who speaks with reckless disregard for the truth or with intentional untruthfulness shall be subject to separation from the Police Explorer Program. Untruthfulness is a grave disqualification for the Police Explorer Program.~~

~~P. Explorers shall not accept from any person any money, reward, gift, or other compensation for services rendered in the line of duty, except as may be approved by the Chief of Police.~~

HQ. Explorers **Public safety cadets**, when on duty, shall equip themselves with and have in their possession, at all times, a memorandum book in which to enter duty assignments, dates, and times, names and addresses of persons and other necessary information pertinent to the discharge of their duties.

~~R. Explorers, when on duty, shall be particularly careful not to interfere officiously or unnecessarily in the private business of any other person. If a complaint received by any such member demands police action beyond his/her authority to provide, the complaint shall be referred to a sworn law enforcement officer.~~

IS. Explorers **Public safety cadets**, when on duty, will be constantly on the alert and will respond immediately to dispatchers. If a message is given over the police radio, it is important that they listen to the entire message without interruption.

~~T. Courtesy and civility toward the public and fellow members are demanded of all explorer members and any conduct to the contrary shall not be tolerated. They shall control their tempers and exercise the utmost patience and discretion. Explorers shall refrain from using coarse, violent, profane or insolent language.~~

JU. Explorers **Public safety cadets** who have grievances against any department member shall refer their complaint to a department supervisor who will make the necessary investigation and disposition in the case.

KV. All department members, as well as explorers, **Public safety cadets** are prohibited from issuing public information statements relating to the policies and operating procedures of the police department, or the ~~explorer~~ **Public Safety Cadet** Program, except with the approval of the Chief of Police or designee.  
(WILEAG 2.8.1.2)

L. **Public safety cadets shall ensure they abide by the procedures established in SOP 685 Social Networking Sites when using social networking sites.**

### **XIII. VIOLATIONS OF LAWS, ORDINANCES, STANDARD OPERATION PROCEDURES, CODE OF CONDUCT**

A. Any ~~explorer~~ **public safety cadet** who fails to conform to and abide by the **Code of Conduct, department policies, and/or laws and ordinances** in this state or any other state resulting in discredit to the police department shall be subject to suspension or dismissal from the Milwaukee Police Department ~~Police Explorer~~ **Public Safety Cadet** Program at

the discretion of the Chief of Police.

- B. Discredit to the department occurs when any ~~explorer~~ public safety cadet member engages in any conduct which adversely affects the efficiency, morale, operations or values of the department or any conduct which has a tendency to adversely affect, lower, or destroy public respect and confidence in the department or any department member. This conduct may also bring the explorer member or other department member into disrepute. ~~Explorers~~ Public Safety Cadets shall conduct themselves at all times, both on and off duty, in such a manner as to positively reflect the values of the Milwaukee Police Department.

#### **XIV. DISPOSITION UPON RESIGNATION OR TERMINATION**

When any member of the ~~Police Explorer~~ Public Safety Cadet Program resigns, or for any other reason his/her connection with the ~~Police Explorer~~ Public Safety Cadet Program is terminated, he/she will as soon as practicable surrender to the ~~explorer~~ public safety cadet coordinator all property obtained through his/her affiliation with the department.

A handwritten signature in black ink, appearing to read 'JBA', with a long horizontal line extending to the right.

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

JBN:mfk