



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

390 - LICENSED PERSONS/PREMISES INVESTIGATIONS

GENERAL ORDER: 2025-58
ISSUED: December 4, 2025

EFFECTIVE: December 4, 2025

REVIEWED/APPROVED BY:
Assistant Chief Steven Johnson
DATE: October 28, 2025

ACTION: Amends General Order 2023-19 (May 5, 2023)

WILEAG STANDARD(S): 1.7.3

ROLL CALL VERSION

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

390.05 INVESTIGATIVE RESPONSIBILITY AND LICENSE PREMISE REPORTS (WILEAG 1.7.3)

A. APPLICATIONS, REQUESTS, AND RENEWALS

The License Investigation Unit shall investigate and process all city license applications, requests and renewals for the police department. This shall include, but not be limited to, taverns, liquor stores, filing stations, hotels, restaurants, convenience stores, bartenders, pool halls, amusement premises and devices, entertainment, public passenger vehicles, e.g., taxi cabs, limousines, pedi cabs, and horse and surrey.

E. The following procedures are to be followed for the enforcement of city and state laws on all premises or persons licensed by the city:

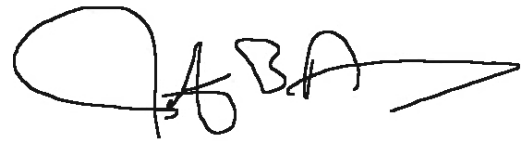
4. Officers shall file a *License Premise Report* in the Records Management System (RMS) for all violations, verbal warnings, incidents and arrests, which ~~are substantially related to the operation of the~~ occur at (interior or exterior of licensed premise if involving patrons or staff) a licensed premise or are related to the conduct of a licensed person (to include the level of cooperation by the licensed premise or person). All *License Premise Reports* shall be completed within 48 hours of the incident.

a. Examples of when a *License Premise Report* shall be filed include, but are not limited to the following, and members shall contact the License Investigation Unit for guidance if there is any question on whether a *License Premise Report* should be filed.

1. If the licensed premise is issued a citation or verbal warning for a violation ~~substantially~~ related to the operation of the licensed premise (to include an incident occurring in the interior or exterior of the licensed premise if involving patrons or staff).

2. If a licensed person is arrested, issued a citation, or given a verbal warning for a violation substantially related to their issued license (to include an incident occurring in the interior or exterior of the licensed premise involving the licensed person).
 3. If members are dispatched to a call for a service to a licensed premise or licensed person (to include if the licensed premise or licensed person is the caller) and the call for service is substantially related to the operation of the licensed premise or licensed person (to include a call for service involving the interior or exterior of the licensed premise if involving patrons or staff).
- b. The *License Premise Report* shall include, but not be limited to, the following information:
6. The report shall include information related to any security personnel on scene, and if they were uniformed or not uniformed, armed or unarmed, and if they are licensed by the State of Wisconsin Department of Safety and Professional Services (DSPS) as a Private Security Person. Department members can check to see if a person is licensed as a Private Security Person at <https://license.wi.gov/s/license-lookup> by changing the category to business and professions to Private Security Person.
 76. Document if video surveillance footage was available and if it was not, the member shall document why it was not available. The member shall describe in detail any events captured by video and audio recordings. Members shall include a time stamp(s) in their report indicating the specific times of significant events captured by video.
6. Regular meetings with representatives from all taverns in the district shall be held yearly annually to establish acceptable norms and explain the consequences of poor business practices. All follow-up meetings and other interventions associated with a licensed premise shall be documented on a *License Premise Report*.
- Note: If the agent or licensee presents or verbally provides a new / updated plan of operation at a meeting for subsections 5 and 6 that differs from their Business License Plan of Operation, the department member shall direct the agent or license to file an updated Business License Plan of Operation with the Licensing Division.**
76. If personnel intend to appear or are required to appear before one of the committees relating to a license for an establishment or person, the district commander shall contact the supervisor assigned to the License Investigation Unit, Chief of Staff, and Patrol Bureau inspectors via email.
 8. If a district commander is seeking a non-renewal or revocation relating to a license for an establishment or person, the district commander shall contact the supervisor assigned to the License Investigation Unit, Chief of Staff, and Patrol Bureau inspectors via email, and they shall also request representation from the City

Attorney's Office at [REDACTED] at a minimum of 30 days in advance of the committee meeting.

A handwritten signature in black ink, appearing to read 'JBA' with a stylized flourish extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk