



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 990 – COMPLIANCE MANAGEMENT SECTION / INSPECTIONS

**GENERAL ORDER:** 2025-48  
**ISSUED:** October 22, 2025

**EFFECTIVE:** October 22, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** September 17, 2025

**ACTION:** Amends General Order 2019-11 (April 8, 2019)

**WILEAG STANDARD(S):** 11.2.6

### ROLL CALL VERSION

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

#### 990.00 PURPOSE

The purpose of this policy is to describe and define the Milwaukee Police Department's daily inspections process, the inspections regimen concept and the audit process. The Compliance Management Section (CMS) is the designated proponent for maintaining accreditation, administering audits, and monitoring and ensuring Criminal Justice Information Service (CJIS) compliance.

~~The Internal Affairs Division is the designated proponent for maintaining accreditation, administering audits, conducting inspections, and monitoring Criminal Justice Information Services (CJIS) compliance.~~

#### 990.05 POLICY

- A. The Compliance Management Section (CMS) supports the Chief of Police in regularly evaluating the department's adherence to designated standards through the implementation of cursory reviews and comprehensive audits.
- B. CMS is also responsible for coordinating, presenting, and facilitating on-site visits related to full accreditation with the professional accrediting body designated by the Chief of Police.
- C. CMS will also be responsible for ensuring the department's compliance with requirements established by the State of Wisconsin Department of Justice – Criminal Information Bureau specifically as it relates to the Criminal Justice Information Services (CJIS) process.
- D. ~~The Internal Affairs Division is to develop, maintain, and promulgate inspections standards.~~ Commanders, work locations, and members shall comply with the latest version of the Milwaukee Police Department's Inspection Standards and Inspection Regimen Concepts, as approved by the executive command staff.

~~The Internal Affairs Division provides the Chief of Police, along with command and supervisory officers, a means of regularly assessing the department's efficiency and effectiveness, as well as providing information necessary to meet the goals of the department and expectations of the public.~~

~~The Internal Affairs Division is responsible for evaluating the quality of the Milwaukee Police Department's operations, ensuring that the goals of the Milwaukee Police Department are being pursued, identifying the need for additional resources, and assuring that appropriate control is maintained throughout the department.~~

~~The Internal Affairs Division ensures that members are prudent stewards of the public's grant of resources and responsible for the condition and safeguarding of department issued equipment. It is our fiduciary duty as an agency, supervisors, and members to maintain accountability for all department equipment and ensure the organization is prepared for future service.~~

## **990.10 DEFINITIONS**

### **B. FORMAL STAFF INSPECTION**

~~A staff inspection is an objective review of the facilities, equipment, personnel, administrative organization and implementation, operational activities, and programs of the department. Such inspections are conducted outside the framework of normal line inspections conducted by departmental supervisors or managers who do not have direct control of the facilities, equipment, personnel, and activities being inspected.~~

### **AD. ACCREDITATION**

Per the Chief of Police, the department is will be accredited through the Wisconsin Law Enforcement Accreditation Group (WILEAG) process. The WILEAG is a state of Wisconsin accreditation authority, whose primary mission is to accredit law enforcement agencies throughout the state. Accreditation is achieved by demonstrating compliance with the standards set forth by the WILEAG. Standards establish a uniform set of best practices for law enforcement agencies that make an agency more professional while at the same time improving service to the community it serves.

### **BG. AUDITS**

### **CA. LINE INSPECTIONS**

## **990.15 LINE INSPECTION PROCEDURES**

- C. When conducting line inspections, work locations are strongly encouraged to utilize current inspections standards and regimen concepts as published by the Internal Affairs Division.

- D. Work location commanders shall ensure the required inspection items listed in the current inspections standards and regimen concepts are completed in accordance within the required frequency guidelines (e.g., monthly, quarterly, annually).

## **990.20 FORMAL STAFF INSPECTION PROCEDURES**

- A. ~~Formal staff inspections involve detailed and wide-ranging examination of departmental operations for efficiency, effectiveness, compliance with departmental policies, accreditation standards, outside authority such as city ordinances, state law, Department of Corrections and Department of Neighborhood Services. These inspections shall be a confirmation of the adequacy of management controls.~~
- B. ~~Formal staff inspections serve as an integral part of the management information system, enabling departmental executives to determine whether the department is performing to management's expectations and providing reliable information to be used in future decision making. The results of staff inspections are reported in writing to the executive command staff and the Chief of Police.~~
- C. ~~Formal staff inspections are conducted utilizing the [Inspections Standards](#), which are developed by the Internal Affairs Division and approved by the executive command staff.~~
- D. ~~Formal staff inspections follow the process and parameters that are detailed in the [Inspection Regimen Concepts](#), which are aligned with the Inspection Standards.~~
- E. ~~Formal staff inspections are conducted by personnel assigned within the Internal Affairs Division.~~

The inspection process will consist of the following:

### ~~1. Notice of Inspection Issued~~

~~A memorandum will be issued from the Internal Affairs Division at the beginning of each year, which will define the date range the inspections will occur at each work location to be inspected.~~

### ~~2. Assistance~~

~~A work location may seek assistance from the Internal Affairs Division to achieve compliance with any area or standard at any time except during the actual inspection. This also includes a pre-inspection meeting, which is intended to convey expectations, clarify objectives, and outlines the inspection protocol prior to the inspection.~~

### ~~3. Inspection Conducted~~

~~The inspection shall be conducted with the assistance of the work location's personnel. In addition, select standards that can be reviewed and inspected off site~~

~~shall be identified and inspected within seven days prior to the onsite inspection. These select standards require compliance with respect to accuracy and/or adherence to timely filing deadlines (TraCS, RMS, and AIM).~~

#### ~~4. Out Brief and Findings Review Period~~

~~An informal review, in the format of a draft report of findings, will be offered to the work location commanding officer, or designee, to provide an opportunity for the work location to review and research findings and offer reasonable explanations that may be considered towards the evaluation of the standard. The work location will have 7 days to respond to the draft report after which time it will be published as a final report unless corrections become necessary.~~

#### ~~5. Final Report / Debrief~~

~~At the conclusion of the inspection, the Internal Affairs Division will compile a final report detailing the inspection and its result. The report shall then be submitted through the Administration Bureau chain of command for dissemination to the executive command staff.~~

### **990.2520 NIGHT WATCH COMMANDER**

### **990.3025 AUDITS (WILEAG 11.2.6)**

- A. Audits will be determined by the commander **commanding officer** of the Administration Bureau and the Risk Manager and executed by Internal Affairs Division personnel **CMS personnel**.
- B. Commanders, work locations, and members requesting an audit shall submit a *Department Memorandum* (form PM-9E) through the chain of command to the commander **commanding officer** of the Administration Bureau.

### **990.3530 ACCREDITATION**

- A. Accreditation requires the department to commit to ongoing ~~self-inspections and the review of policy and procedures to assure continued compliance with the WILEAG standards. Re-accreditation occurs every three years.~~
- B. The department will assign an accreditation manager who will act as the liaison between the department and WILEAG. Only the accreditation manager and/or authorized department personnel shall have contact with **the** WILEAG manager.
- C. Each district and division shall assign an accreditation assistant, who shall work closely with ~~the Internal Affairs Division~~ **CMS** during each accreditation cycle. Accreditation assistants shall be responsible for compiling proofs of compliance each year for those standards identified by ~~the Internal Affairs Division~~ **CMS**. The accreditation assistant shall also ensure implementation of the inspections system, adherence to WILEAG standards, and ensure functional compliance.

E. To ensure ongoing compliance with WILEAG standards and policy and procedures, each accreditation cycle shall include:

1. Self –Assessment

The department will review current policies and procedures to verify compliance with WILEAG standards. The department's accreditation manager ~~and accreditation assistants, and the Internal Affairs Division~~ will be responsible for preparing the department for a mock assessment and an on-site assessment, both to be conducted every three years. This includes the gathering and submission of proofs of compliance annually and ensuring functional compliance at all department work locations at all times.

2. On-Site Assessment

~~The~~ WILEAG will conduct an on-site assessment of the department every three years. This shall include a file review of proofs of compliance of all the WILEAG standards, an on-site tour of the districts and divisions as agreed upon by WILEAG and the department. The on-site tours shall include observation and interviews by WILEAG assessors and when requested a ride along.

**990.35 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)**

A. The Milwaukee Police Department CJIS Coordinator will be assigned to CMS.

B. The CJIS coordinator shall:

1. Process and manage all Milwaukee Police Department sponsorships.
2. Process and disseminate correspondence from the DOJ Time System Control Center (TSCC)
3. Complete all tasks associated with Federal Bureau of Investigation (FBI) and DOJ audits as they relate to the CJIS and Transaction Information for the Management of Enforcement (TIME) systems.

C. The TIME Agency Coordinator (TAC) shall be assigned to CMS and

1. Be responsible for all duties related to the department's needs as they pertain to WILENET;
2. Will assist the Training Bureau staff in obtaining new accounts and other requirements for all Police Recruits, Lateral Transfers, Police Aides, and new civilian employees;
3. Will assist the Training Bureau staff with the organization of TIME in-service in every odd year or as designated by the State of Wisconsin; and

4. Manage and maintain MPD checkout sheets and make required notifications to all involved agencies.

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

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk