



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

265 – OPEN RECORDS

GENERAL ORDER: 2022-XX
ISSUED: September 26, 2022

EFFECTIVE: September 26, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: August 16, 2022

ACTION: Amends General Order 2020-18 (September 25, 2020)

WILEAG STANDARD(S): 10.1.1, 10.2.1

ROLL CALL VERSION

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

265.15 RECORDS OPEN TO THE PUBLIC (WILEAG 10.2.1)

- A. There is strong statutory presumption in favor of the right of the public to inspect records in the custody of a public authority. [Wis. Stat. § 19.35\(1\)\(a\)](#).
3. The current version of the Wisconsin Department of Justice Public Records Law Compliance Outline, the Police Open Records Legal Advisor, and/or the ~~assistant city attorney~~ Office of the City Attorney will be consulted regarding questions on handling public records requests.

265.25 REQUEST FOR RECORDS FROM PUBLIC

- B. The public may submit verbal requests for copies of, or access to, records during regular office hours ~~between 7:30 a.m. and 3:30 p.m., Monday, Wednesday, and Friday, holidays excluded~~ as posted on the department's [website](#) at the Open Records counter located at 2333 N. 49th Street 2nd Floor (~~Open Records counter is closed on Tuesdays and Thursdays~~). Written requests may also be submitted by letter mailed to: Milwaukee Police Department, Open Records, P.O. Box 531, Milwaukee, WI 53201 or by email at mpdopenrecords@milwaukee.gov.

JEFFREY B. NORMAN
CHIEF OF POLICE