



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

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.

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. 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.

990.10 DEFINITIONS

A. ACCREDITATION

Per the Chief of Police, the department will be accredited through the Wisconsin Law Enforcement Accreditation Group (WILEAG) process. 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 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.

B. AUDITS

An audit is an examination of a program, operation, or procedure of the department. Performance audits are a systematic, disciplined approach for evaluating and improving the effectiveness of risk management. Standards for department audits reference the Generally Accepted Government Auditing Standards (GAGAS). Only examinations compliant with GAGAS shall be entitled audits within the Milwaukee Police Department.

C. LINE INSPECTIONS

Supervisory personnel at all work locations shall regularly conduct line inspections. Line inspections provide supervisory personnel the opportunity to ensure their personnel are complying with policies, standard operating procedures and requirements governing appearance, use and maintenance of uniforms, equipment, and facilities.

990.15 LINE INSPECTION PROCEDURES

- A. Line inspections shall be an ongoing activity to ensure that employees are acting within department requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to department directives and orders. Supervisory personnel are responsible for the efficiency of the personnel, facilities, activities and equipment under their direct control. To ensure that these responsibilities are met, supervisory personnel shall inspect, observe, analyze, and evaluate the personnel, facilities, activities and equipment under their direct control, to ensure compliance to standard operating procedures and inspection standards on a daily basis.
- B. It shall be the responsibility of supervisory personnel at all levels of command, within the organizational component, to conduct line inspections and to take corrective action as needed.
- C. When conducting line inspections, work locations are strongly encouraged to utilize current inspections standards and regimen concepts.
- 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 NIGHT WATCH COMMANDER

Watch commanders work under the general direction of the assistant chief of the Patrol Bureau in providing nightly, weekend, and holiday supervision for all Milwaukee Police Department operations and personnel. They are also responsible for ensuring the Milwaukee Police Department's daily inspections process and inspection regimen concepts are being followed department wide. Upon completion of their shift, all watch commanders shall make a comprehensive report summarizing events of the evening as well as inspection specific items, and forward it to the Chief of Police and assistant chiefs.

990.25 AUDITS (WILEAG 11.2.6)

- A. Audits will be determined by the commanding officer of the Administration Bureau and the Risk Manager and executed by 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 commanding officer of the Administration Bureau.
- C. Audits will be performed in accordance with professional auditing standards. The audit process was formulated with direct reference to the U.S. Government Accountability Office's Generally Accepted Government Auditing Standards (GAGAS). The audit process consists of the following:
 - 1. Research;
 - 2. Fieldwork;
 - 3. Data analysis;
 - 4. Reporting.
- D. An audit may include but is not limited to analyzing such topics as:
 - 1. Policy and procedure as well as statutory compliance.
 - 2. Adequacy of the policy, procedure, or directive.
- E. PROPERTY CONTROL DIVISION AUDITS
 - 1. Audits shall be performed on an annual basis by a supervisor who is not part of the property control function.
 - 2. Random, unannounced inspections and/or audits shall be conducted at the discretion of the Chief of Police.
(WILEAG 11.2.6.3, 11.2.6.4)

990.30 ACCREDITATION

- A. Accreditation requires the department to commit to ongoing review of policy and procedures to assure continued compliance with 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 CMS during each accreditation cycle. Accreditation assistants shall be responsible for compiling proofs of compliance each year for those standards identified by CMS. The accreditation assistant shall also ensure implementation of the inspections system, adherence to WILEAG standards, and ensure functional compliance.

- D. It shall be the responsibility of each department member at every level to ensure functional compliance of the WILEAG standards.
- 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 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.

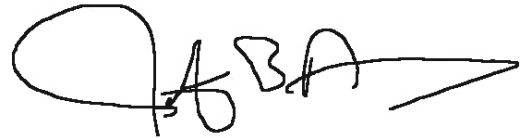
- 2. On-Site Assessment

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 'J.B.N.' followed by a long horizontal stroke.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk