



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

200 – PROJECT MANAGEMENT

GENERAL ORDER: 2025-44
ISSUED: October 2, 2025

EFFECTIVE: October 2, 2025

REVIEW/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: August 19, 2025

ACTION: Amends General Order 2023-09 (February 13, 2023)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

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

200.00 PURPOSE

Projects, such as studies, pilot programs, grant requests, alternative funding sources (including private foundations) and the like are initiated at various levels and locations within the department. Project coordination is necessary to reduce fragmented and varied results of these undertakings by ensuring timely, efficient, and uniform implementation. The effectiveness of this policy depends upon regular communication between the project manager and the point of contact in the Office of Management Analysis and Planning (OMAP) for all new and ongoing projects and Budget and Finance for all grant requests.

200.05 DEFINITIONS

A. PROJECT

For purposes of this policy, a project is defined as any study, pilot program, grant request, alternative funding request, or other undertaking that involves significant research, testing, planning, or manpower, or involves the creation of or modification to any department standard operating procedures or position responsibilities.

200.10 PROJECT INITIATION

- A. Requests for any project meeting the above-defined criteria may be made to an assistant chief of police or designee, to the commanding officer of OMAP or chief of staff for consideration. If approved, the commanding officer of OMAP, or designee, shall define the scope of the undertaking and assign a project manager/director and point of contact within OMAP. The commanding officer of OMAP, or designee, shall provide a copy of all project requests as well as any approved project scope and assigned project manager/director to the director of the Budget and Finance Division.
- B. All grants requests may be made to must be approved one month prior, when practicable, to the application deadline by the assistant chief of police or designee, manager director of Budget and Finance, or chief of staff for consideration. If approved, the grant compliance manager shall define the scope of the undertaking, and assign a project manager/director, and work with the project manager/director to submit the grant one

week prior to the grant application deadline.

200.15 PROJECT MANAGER/DIRECTOR

- B. The project manager's/director's functions shall include, but not be limited to, the following responsibilities:
3. Identify stakeholders and, if necessary, establish a project committee subject to the approval of an assistant chief of police, commanding officer of OMAP, or designee, or ~~grant compliance manager~~ Budget and Finance director, or designee (for grants).
 6. ~~Recommend any policy, procedural, or operational guidelines.~~ Provide recommendations for any policy, procedural, or operational guidelines to the commanding officer of OMAP and director of Budget and Finance.
 7. Evaluate the successes and/or failures of the project and provide the evaluation to the commanding officer of OMAP and director of Budget and Finance.

200.20 GRANT / ALTERNATIVE-FUNDING REQUESTS

- A. In an effort to meet or exceed service expectations while providing service within budgetary constraints, the department shall actively seek local, state, federal, and private grants or alternative sources of funding that may be available to the department. All grant or alternative-funding requests shall be made in accordance section 200.10 of this policy.
2. All applications, reports, and required documentation required by a grant or alternative funding is the responsibility of Budget and Finance, or their designee. All applications are due one week prior to the official deadline of the grantor or alternative funding source. If designated, project or managers/directors for grant or alternative-funding requests shall ensure that all applications, reports, and required documentation are provided to Budget and Finance for final review and submission ~~within a reasonable period of time~~ no later than two-weeks prior to the deadline of the requested source of funding.
- B. The following are step-by-step procedures that shall be adhered to for all grant applications:
2. The member must then receive approval from his/her commanding officer, an assistant chief or police, or designee, or chief of staff before contacting Budget and Finance for grant assistance.
 3. ~~For new grants, If a new grant or alternative funding request is approved, contact the Budget and Finance grant compliance manager to review the funding material and to obtain the recommendation from the chief of staff before beginning the application will work with the member to review program and funding materials before beginning the application.~~ For grant renewals, advise Budget and Finance that you wish to conduct a grant renewal so that Budget and Finance can obtain the recommendation from the chief of staff.

4. During the grant writing process, the ~~member involved should contact~~ Budget and Finance grant compliance manager will work with the member for assistance with the application. In certain cases, the Budget and Finance Division may delegate the grant writing responsibility to the member.
 5. ~~When the application is complete, the member must send the entire application and relevant information to Budget and Finance. Only Budget and Finance may submit a grant application on behalf of the department, and only with the approval from the manager of Budget and Finance and/or chief of staff.~~
 56. Budget and Finance will conduct the final submission of all grant applications.
 67. If, after submission, the grant request is denied, advise Budget and Finance will inform department stakeholders of the denial and ~~send copies of all notifications to Budget and Finance.~~
 78. If the grant request is approved, advise the director of Budget and Finance, or designee, of the approval and will hand-deliver any documentation received from the grantor that requires the signature of the Chief of Police, his/her designee, or any other city official directly to Budget and Finance.
 89. All signed documents will be forwarded to the grantor directly from Budget and Finance, and copies distributed to project directors.
 910. During the grant period, forward all correspondent grant information received, or submitted to the grantor, directly to Budget and Finance.
- C. Procedures for managing equipment (including replacement equipment) whether acquired in whole or in part under a federal award, until disposition takes place shall, as a minimum, meet the following requirements:
2. Budget and Finance shall maintain property records that include a description of the property, a serial number or other identification number, the source of funding for the property (including the Federal Award Identification Number (FAIN)), who holds title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

200.25 OMAP / BUDGET AND FINANCE RESPONSIBILITIES FOR PROJECT MANAGEMENT

- C. Report on the status of ongoing projects to the Chief of Police, commanding officer of OMAP, and manager director of Budget and Finance as needed.



JEFFREY B. NORMAN
CHIEF OF POLICE