



# MILWAUKEE POLICE DEPARTMENT

## ORGANIZATION OF THE MILWAUKEE POLICE DEPARTMENT

**GENERAL ORDER:** 2023-67  
**ISSUED:** December 27, 2023

**EFFECTIVE:** January 7, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** November 21, 2023

**ACTION:** Amends General Order 2021-08 (April 2, 2021)

**WILEAG STANDARD(S):** 1.3.2, 1.6.1

The Milwaukee Police Department shall be organized as indicated below, effective January 7, 2024.

The Chief of Police reserves the right to prescribe other duties or responsibilities upon any divisional component as deemed necessary.  
(WILEAG 1.3.2)

### **OFFICE OF THE CHIEF OF POLICE**

This office shall consist of the Chief of Police and such support staff as deemed necessary and shall include the following components:

#### A. CHIEF OF STAFF

This component shall consist of a senior staff person who attends to the highest level administrative tasks of the Office of the Chief, including operations, strategic development, implementation, evaluation, intergovernmental relations, and staff management.

##### 1. Office of Management Analysis and Planning

This component shall be responsible for research, analysis, project management, and strategic planning for the department. This component shall also enter into communication and correspondence with other organizations, retain certain records, conduct research, and secure funding for department initiatives under the direction of the Chief of Police.

###### a. Licensing Unit

This component shall be responsible for the investigation and processing of city license applications, requests and renewals as well as serving as the central repository for records and reports pertaining to license investigations. This component shall also appear as the Chief of Police's representative before the common council's licensing committees.

###### b. Performance Measures

This component shall be responsible for developing the department's administrative and operational performance measures to be presented at regular meetings of the command staff. This component shall maintain detailed knowledge of the department's information systems, reporting processes, and crime analysis, and shall conduct research and provide statistical data and information to the Chief of Police upon request.

c. Policy, Research, and Development

This component shall be responsible for planning, coordinating, preparing, and publishing the department's standard operating procedures, code of conduct, operating instructions, annual reports, policies, guidelines, forms, and other information intended for department-wide dissemination. This does not preclude commanding officers of other work locations from establishing policy and disseminating department-wide information pursuant to their specialties and official duties. This component shall conduct research and surveys, corresponding with other agencies and organizations on behalf of the Chief of Police for this purpose. This component shall also conduct feasibility studies, coordinating with vendors regarding initiatives, uniforms, equipment, and software.

d. Strategic and Administrative Analysis

This component shall be responsible for collecting, collating, analyzing, disseminating, and evaluating crime data to identify emerging trends, patterns, and changes in criminal activity, using mapping and other analytical software. This component shall prepare data used to make recommendations for deployment and resource allocation. This component shall measure and forecast long-term public safety activity related to problem solving, intervention, and crime reduction efforts. This component maintains statistical reports that detail the results of analysis, conclusions, and recommendations; and prepares periodic statistical reports for executive and district commanders.

2. Public Information Office

This component shall be responsible for promoting the dissemination of information concerning the department and its activities to the citizens of Milwaukee through all available media, including the department's web site, as well as coordinating internal communications and other activities as directed by the Chief of Police. This component shall also be responsible for graphic design services.

**B. OFFICE OF RISK MANAGEMENT**

This component shall be responsible for assisting in the coordination, development and completion of compliance reports related to lawsuits and settlements as well as serve as project manager for settlements. This component shall be the liaison with key officials, to include but not limited to the City Attorney's Office, District Attorney's Office, U.S. Attorney's Office and other city departments. This component shall be responsible for providing guidance on best practices to mitigate department risk/liability. The Office of Risk Management shall include the following component:

1. Compliance Management Section

This component shall be responsible for conducting scheduled audits related to traffic stops, field interviews and no-action encounters to ensure compliance with state and federal law as well as MPD department policies, procedures, and standards. This component shall be responsible for managing the department's Wisconsin Law Enforcement Accreditation Group Accreditation Standards (WILEAG) accreditation efforts, which include the production and cataloging of required proofs. Additionally, this component shall be responsible for conducting

scheduled and directed audits of departmental systems, operations, and assets conducted in accordance with the United States Government Accountability Office Government Accounting Standards.

## **OFFICE OF COMMUNITY RELATIONS, ENGAGEMENT, AND RECRUITMENT**

This component shall be responsible for increasing the number of police patrons engaged with police, bridging the gap between the available police resources and the potential audiences who can benefit from those resources, as identified in the police strategic plan. This component works strategically and collaboratively with the Public Information Office to increase community awareness of police services and to build the perception of police relevance in their lives. This component shall be responsible for providing services that assist the community in preventing crime and building relationships through educational programs, partnerships and collaboration with community-based organizations. This component augments the department through the Citizen Academy, Police Auxiliary Program and by providing youth in the community with services that promote education, develops social skills and reduces the likelihood of future involvement in criminal activity.

### **PATROL BUREAU (WILEAG 1.6.1)**

The Patrol Bureau provides for the preservation of the public peace, the protection of life and property, the detection and apprehension of persons engaging in illegal activity, and the enforcement of laws and ordinances.

#### **A. NIGHT WATCH COMMANDER**

This component shall provide 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.

#### **B. FIRST DISTRICT**

Shall comprise all that territory bounded on the north by the city limits and the middle line of West Walnut Street from the Milwaukee River to North 6<sup>th</sup> Street, to West McKinley Avenue and to Interstate 43; on the south by the middle line of Florida Street (between South 6<sup>th</sup> Street and the Menomonee River); on the east by Lake Michigan; and on the west by the Milwaukee River (between the city limits and West Walnut Street), and West Walnut Street to North 6<sup>th</sup> Street, to West McKinley Avenue and Interstate 43 to the Menomonee River.

(WILEAG 1.6.1.1)

#### **C. SECOND DISTRICT**

Shall comprise all that territory bounded on the north by the southernmost east/west Canadian Pacific railroad line (between State Highway 41 and Interstate 43; on the south by the east/west Union Pacific railroad line (between approximately South 43<sup>rd</sup> Street and approximately South 4<sup>th</sup> Street) and the middle line of West Rosedale Avenue to South Chase Avenue, and the middle line of East Becher Street (between South 1<sup>st</sup> Street and South Kinnickinnic Avenue) and the middle line of East Bay Street (between South Kinnickinnic Avenue and Lake Michigan); on the east by the city limits and on the west by the city limits.

(WILEAG 1.6.1.1)

#### D. THIRD DISTRICT

Shall comprise all that territory bounded on the north by the north city limits and the middle line of West Center Street (between North 92<sup>nd</sup> Street and Interstate 43); on the south by the south city limits and by the southernmost east/west Canadian Pacific railroad line (between State Highway 41 and Interstate 43); on the east by Interstate 43; and on the west by the city limits.  
(WILEAG 1.6.1.1)

#### E. FOURTH DISTRICT

Shall comprise all that territory bounded on the north by the city limits; on the south by West Hampton Avenue (between North 124<sup>th</sup> Street and North 91<sup>st</sup> Street) and the middle line of West Villard Avenue (between North 91<sup>st</sup> Street and Lincoln Creek, following Lincoln Creek to the Milwaukee River); on the east by the city limits; and on the west by the city limits.  
(WILEAG 1.6.1.1)

#### F. FIFTH DISTRICT

Shall comprise all that territory bounded on the north by the city limits and West Hampton Avenue (between North Teutonia Avenue to North 32<sup>nd</sup> Street); on the south by the middle line of West Center Street (between North 30<sup>th</sup> Street and Interstate 43) and by the middle line of West McKinley Avenue to North 6<sup>th</sup> Street, to West Walnut Street and to the Milwaukee River; on the east by the city limits and the Milwaukee River (between West McKinley Avenue and West Hampton Avenue); and on the west by the north/south railroad line (between West Center Street and West Hampton Avenue).  
(WILEAG 1.6.1.1)

#### G. SIXTH DISTRICT

Shall comprise all that territory bounded on the north by the city limits and by the Union Pacific railroad line (between approximately South 43<sup>rd</sup> Street and approximately South 4<sup>th</sup> Street) and the middle line of West Rosedale Avenue to South Chase Avenue, and the middle line of East Becher Street (between South 1<sup>st</sup> Street and South Kinnickinnic Avenue) and the middle line of East Bay Street (between South Kinnickinnic Avenue and Lake Michigan); on the south by the city limits; on the east by Lake Michigan and the east city limits; and on the west by the city limits.  
(WILEAG 1.6.1.1)

#### H. SEVENTH DISTRICT

Shall comprise all that territory bounded on the north by the middle line of West Villard Avenue (between North 91<sup>st</sup> Street and Lincoln Creek, following Lincoln Creek to the Milwaukee River); on the south by West Center Street (between the west city limits and Interstate 43) and the railroad line (between North 27<sup>th</sup> Street to the east city limits) and West Hampton Avenue (between North 27<sup>th</sup> Street and North 33<sup>rd</sup> Street; on the east by the city limits and the railroad line (between West Center Street and West Hampton Avenue); and on the west by the city limits.  
(WILEAG 1.6.1.1)

## I. SPECIALIZED PATROL DIVISION

The Specialized Patrol Division is comprised of units that have been assigned to one of the seven district stations or are centrally located. Their duties and tasks are meant to augment and assist the districts in providing the best possible service to the citizens of this city. They will provide the districts with assistance with traffic control and enforcement, high priority calls for service, serious vehicular crashes, and in coordinating the deployment of officers for special events and extra-duty assignments, among other duties. The Specialized Patrol Division shall include the following components:

### 1. Canine Unit

This component shall be responsible for supporting other Milwaukee Police Department components by utilizing specially trained handlers and dogs.

### 2. Crash Reconstruction Unit

This component shall be responsible for conducting vehicular crash reconstructions, generally involving serious injuries or fatalities. This component shall also be responsible for conducting follow-up investigations of vehicular crashes where criminal charges and prosecution are warranted.

### 3. Hazardous Devices Unit

This component shall be responsible for responding to confirmed calls of suspicious devices or improvised explosive devices (IED), investigating explosions and crimes related to explosives, and performing "render safe" procedures on suspicious packages or IEDs. The Hazardous Devices Unit shall be responsible for providing advice to districts and divisions regarding the proper procedures for handling suspected hazardous devices. The Explosive Detection K-9 teams shall be utilized to alert and locate the presence of explosives, firearms, ammunition, and cartridge casings.

### 4. Marine Operations Unit

This component shall be responsible for providing a visible presence on Milwaukee's navigable waterways, performing search and rescue operations, investigating boating accidents and providing coverage at events that impact the area waterways such as lakefront festivals and fireworks displays. Specially trained personnel assigned to this section, or serving in an on-call capacity, shall be responsible for underwater searches for weapons, bodies and other evidence.

### 5. Motorcycle Unit

This component shall be responsible for traffic enforcement in areas that have been identified as requiring additional traffic enforcement resources.

### 6. Mounted Patrol Unit

This component shall be responsible for patrol and enforcement duties which offer high visibility to the community in targeted areas and other areas that have been identified as requiring

additional enforcement resources.

#### 7. Tactical Enforcement Unit

This component shall also be responsible for all medium and high-risk search warrants and incident management including, but not limited to, hostage, terrorist, barricaded persons, armed suicidal and hazardous surveillance.

#### 8. Tactical Planning and Logistics

This component shall be responsible for scheduling, planning, and coordinating department personnel and resources for daily and special events such as concerts, sporting events, festivals, parades, large-scale charity events, conventions, and any other gatherings or events as determined by the Chief of Police. This component shall liaison with other work locations responsible for dignitary protection or Major Incident Response Team (MIRT) deployments to ensure the appropriate dedication of department personnel and resources. This component will also oversee contracts, planning, and scheduling for all extra duty assignments under the direction of the assistant chief of the Patrol Bureau.

### J. EXECUTIVE PROTECTION UNIT

This component shall be responsible for on-going mayoral protection and security for the city hall complex.

## **CRIMINAL INVESTIGATION BUREAU (CIB)**

The Criminal Investigation Bureau investigates and manages criminal cases in the City of Milwaukee.

### A. HOMICIDE DIVISION

This component shall be responsible for the investigation, follow up and case management of all homicides, suspicious deaths, in custody deaths, and critical incidents as defined by department policy.

#### 1. Cold Case Unit

This component shall be responsible for the review of unsolved homicides or suspected homicides that were fully investigated and yet remained unsolved or not cleared due to lack of further investigatory leads. This component shall review these cases, research and develop new investigatory leads, and apply new techniques or technology that may have emerged since the crime occurred.

### B. VIOLENT CRIMES DIVISION

This component shall be responsible for the investigation, follow-up and case management of all non-fatal shootings, and serious felony assault offenses.

### C. GENERAL CRIMES DIVISION

This component shall be responsible for the investigation, follow up and case management of the most serious robbery related offenses (including bank robberies, carjackings, case management robberies, or other robbery related offenses) and shall generally be responsible for the investigation, follow up and case management of felony property crimes (including burglary, theft, forgery, identity theft, and arson).

### D. SENSITIVE CRIMES DIVISION

This component shall be responsible for the investigation, follow up and case management of family violence, sexual assault, interference with custody, crimes against children, critical missing persons (to include Amber Alerts, Green Alerts, and Silver Alerts), human trafficking and other matters of a sensitive nature.

### E. FORENSICS DIVISION

This component shall provide a support function through the collection, management and analysis of evidence and the operation of identification systems and criminal records.

#### 1. Criminal Records/ Applicant Section

This component is responsible for maintaining all department identification systems, including AFIS, ILS and IWS, portable identification equipment, as well as the maintenance of criminal records, criminal history and all 10-prints. This component shall also provide fingerprinting services to City of Milwaukee applicants and city licensees.

#### 2. Document Section

This component shall be responsible for the examination and identification of questioned documents.

#### 3. Evidence Management Unit

This component shall be responsible for all evidence submitted to the Wisconsin State Crime Lab for further analysis, management of latent print identifications, as well as follow-up through the Evidence Management Database.

#### 4. Forensic Evidence Lab

This component shall be responsible for all evidence brought to the Forensic Lab for examination, processing and recovery of latent fingerprints and DNA evidence, and all other evidence collection and forensic photography.

#### 5. Forensic Imaging Lab

This component shall be responsible for storing, maintaining and retaining photographic evidence, courtroom presentation of photographic images, and providing photo identification cards for access to MPD facilities.

#### 6. Forensic Investigator Section

This component shall be responsible for providing on-scene examination, processing, recovery and comparison of latent fingerprints and DNA evidence, as well as all other evidence collection and forensic photography.

#### 7. Forensic Video Section

This component shall be responsible for the examination, on-scene recovery and retrieval of digital and computerized evidence and preparation of forensic video evidence for criminal investigations and public release to media outlets.

#### 8. Latent Print Section

This component shall be responsible for the analysis, comparison, evaluation, and maintenance of latent and unidentified fingerprints for investigative and identification purposes.

### F. FUSION DIVISION

This component shall be principally responsible for serving the intelligence operations of the MPD and also enhancing and supporting those agencies in its regional area of responsibility. The Fusion Division shall consist of the following: Southeastern Wisconsin Threat Analysis Center (STAC), a Tactical Analysis Unit, a Real-Time Events Center, a Crime Gun Intelligence Center (CGIC), a Hazardous Devices Unit (HDU), Virtual Investigations Video Analytics Unit (VIVA), Dignitary Protection / Election Fraud Investigations, and High Technology Unit.

#### 1. Crime Gun Intelligence Center (CGIC)

This component partners with the Bureau of Alcohol, Tobacco, Firearms and Explosives, Wisconsin State Crime Laboratory Bureau, Wisconsin Department of Corrections, Milwaukee County District Attorney's Office and the United States Attorney's Office, and operational entities to prevent gun violence through the consistent production of timely, precise, and actionable intelligence concerning crime guns and armed violent offenders for investigation and targeted enforcement. This component also administers the department's ShotSpotter Program.

#### 2. Dignitary Protection / Election Fraud Investigations

This component shall be responsible for the planning and protection of dignitaries while visiting the City of Milwaukee. They will work closely with United States Department of Homeland Security and other components as necessary to properly prepare and manage dignitary safety. Members assigned to this unit must be able to obtain and maintain a security clearance from the United States Department of Homeland Security and/or the Federal Bureau of Investigation. This component is also responsible for conducting long term election fraud related investigations and protective intelligence investigations as well as complex financial crimes investigations alongside the United States Secret Service. This component is also tasked with foreign influence operations investigations and cyber related matters while working closely with Department of Homeland Security Cyber and Infrastructure Security Agency (CISA).



### 3. High Technology Unit

This component shall be responsible for the analysis of all computer components, peripherals, or other electronic evidence that is necessary to support a criminal case. Members assigned to this unit are also responsible for Internet Crimes Against Children (ICAC) investigations and serve on the State of Wisconsin Cyber Response Team which is tasked with large scale cyber investigations.

### 4. Real-Time Events Center

This component shall provide officers and detectives with up-to-date crime information using law enforcement databases and other intelligence sources for law enforcement response and proactive policing efforts to prevent, deter, and reduce crime in the City of Milwaukee.

### 5. Southeastern Wisconsin Threat Analysis Center (STAC)

The Southeastern Wisconsin Threat Analysis Center (STAC) contains a multi-jurisdictional financial crimes unit and is associated with the Federal Bureau of Investigation Joint Terrorism Task Force (JTTF). The STAC's operational area consists of eight counties in southeastern Wisconsin: Milwaukee, Racine, Ozaukee, Washington, Waukesha, Jefferson, Walworth, and Kenosha. The STAC also provides community outreach throughout STAC's area of operation regarding homeland security topics. STAC collaborates with a real-time events center and provides officers and detectives with up-to-date crime information for law enforcement response and proactive policing efforts to prevent, deter, and reduce crime in the City of Milwaukee.

### 6. Tactical Analysis Unit

This component shall provide investigative case analysis to members assigned to conduct investigations to assist in the clearing of incidents through criminal apprehension. This component shall be responsible for providing tactical analysis to all operational entities on a consistent basis by addressing existing crime patterns and identifying emerging crime trends. This component utilizes data driven, analytical processes to provide intelligence that is action orientated and informs decision making within the department.

### 7. Virtual Investigations Video Analytics Unit

This component shall be responsible for using open source social media and other online digital media to support cyber operations and police operations throughout MPD, by providing investigative leads, situational awareness, and actionable intelligence to operational entities.

## G. SPECIAL INVESTIGATIONS DIVISION

This component shall be responsible for coordinating and focusing criminal justice resources (local, state, and federal) on the investigation, arrest, and prosecution of prolific offenders of violence. This will be accomplished through the enforcement of illegal firearms and narcotics laws, as well as investigative follow up generated by leads from the Fusion Division - Crime Gun Intelligence Center. This component shall also be responsible for the arrest of wanted felony suspects and fugitives from justice, and the investigation of suspicious deaths when overdose

is probable and actionable intelligence exists to enforce narcotic laws against a suspected distributor.

1. Extradition Unit

This component works closely with other state and federal law enforcement agencies in the return of apprehended fugitives from justice.

2. Fugitive Apprehension

This component is responsible for arresting individuals wanted on outstanding felony warrants and locating other subjects who are not in warrant status but wanted for serious crimes.

3. High Intensity Drug Trafficking Area (HIDTA)

This component shall be responsible for the strategic long-term investigation of large-scale drug trafficking organizations utilizing a multi-agency, multi-jurisdictional approach through the North Central-High Intensity Drug Trafficking Area (HIDTA) program. The members assigned to HIDTA will work in conjunction with local, state and federal partnering agencies and task forces.

H. CRISIS NEGOTIATION UNIT

This component shall be responsible for responding to confirmed calls for hostage situations, barricaded subjects, and armed suicidal subjects. This will be monitored by a supervisor assigned to CIB.

I. ADMINISTRATIVE SUPPORT SECTION

This component shall be responsible for the clerical support of the department; department teletypes; entry/removal of suspect and investigative alerts, temporary felony/misdemeanor wants, missing persons, and stolen motor vehicles; validation desk duties; and monthly state validations.

**ADMINISTRATION BUREAU**

A. INTERNAL AFFAIRS DIVISION

This component shall be responsible for ensuring that the integrity of the department is maintained through a fair, objective, and impartial investigative review in accordance with due process. This component is an essential function for ensuring that the department's vision, mission, and core values are being adhered to; and all department members maintain the highest levels of professionalism. The Internal Affairs Division shall include the following components:

1. Civil Investigations Section

This component shall be responsible for servicing sensitive open records requests, assisting the city attorney's office with civil litigation proceedings and ensuring that these services provided by the department are performed in a manner consistent with the law, policies and procedures established by the Chief of Police.

## 2. Internal Affairs Section

This component shall be responsible for investigating allegations of Code of Conduct or procedural violations against department members and the administrative review and investigation of police related critical incidents, uses of force and vehicle pursuits.

## 3. Special Investigations Section

This component shall be responsible for investigating criminal allegations against department members and any other sensitive criminal allegations as directed by the Chief of Police.

## B. TRAINING DIVISION

This component shall be responsible for in-service and recruit training, all other specialized training, the issuance and return of all equipment, maintenance of prescribed equipment, and record keeping and shall include the following components:

### 1. Crisis Assessment Response Team

This component is a collaborative effort between the Milwaukee Police Department and Psychiatric Crisis Service (PCS). The component is comprised of crisis team clinicians and police officers and shall be responsible for responding to situations when police intervention may be needed for individuals with mental illness who are in crisis.

### 2. Early Intervention and Officer Wellness Program

This component shall be responsible for providing a self-monitoring, proactive non-disciplinary management tool to enable the department's employees and management to track performance for better recognition of positive performance and identification of work deficiencies. The officer wellness component shall be responsible for education, resources, and incentive programs regarding members' mental and physical well-being.

### 3. Firearms Unit

This component shall be responsible for all firearms related training and firearms maintenance.

### 4. In-Service Unit

This component shall be responsible for the implementation, delivery and coordination of all training programs in the department.

### 5. Recreation Association of the Milwaukee Police Department (RAMP)

RAMP is governed by an executive board appointed by the Chief of Police. RAMP is authorized to function by Standard Operating Procedure 015 *Membership in Authorized Organizations*. The mission of RAMP is to provide a variety of athletic, recreational and musical opportunities that contribute to the physical, social, mental, and emotional health of all department members. RAMP is responsible for the organization of department intramural athletic programs, the support of department workout facilities, and the police band.

Additionally, it may host fundraising and social events as part of its mission.

6. Recruit Unit

This component shall be responsible for the training of recruit officers.

7. Recruiting Unit

This component shall be responsible for recruiting applicants for employment by the department.

8. Safety Unit

This component shall be responsible for the oversight and management of the department's community safety initiatives, including the Crossing Guard Program, pedestrian and bicycle safety, water safety, and traffic education programs. The Safety Unit will also work with organizational partners and other department divisions to manage grants, prepare reports, and educate the public in the areas of safety for which the unit is responsible.

C. HUMAN RESOURCES DIVISION

This component shall be responsible for the administration of personnel, labor relations and related matters involving the department and shall include the following components:

1. Background Investigations Unit

This component shall be responsible for all pre-employment personnel investigations.

2. Medical Section

This component shall be responsible for monitoring the status of personnel on sick, injured, medical or FMLA leave, maintaining personnel medical records and maintaining records relating to ambulance conveyances and emergency detentions.

3. Payroll Section

This component shall be responsible for the administration of the department's payroll and related matters.

D. TECHNICAL COMMUNICATIONS DIVISION

This component shall be responsible for processing police department communications by telephone, teletype and other means, the dispatching of squads and the servicing of other city, county, state, federal and suburban emergency service radio communications through the department facilities.

E. COURT ADMINISTRATION / CENTRAL BOOKING DIVISION

This component shall be responsible for processing selected state cases and monitoring the

adjudication of state and municipal court proceedings. This component shall be responsible for security in the municipal courts and the city attorney's office prosecution division. This component will also monitor and administer officers' court related appearances and overtime. This component shall also be responsible for maintaining records relating to traffic citations and municipal citations. This component shall be responsible for the temporary holding, processing and transfer of juvenile detainees and adult prisoners.

#### F. PROPERTY CONTROL DIVISION

This component shall be responsible for all property coming into the possession of the department and the maintenance of records relating to property.

#### G. FACILITY SERVICES DIVISION

##### 1. Facility Maintenance Section

This component shall be responsible for providing the maintenance, operation, and repair of equipment and facilities.

##### 2. Fleet Services Section

This component shall be responsible for providing the maintenance, administration, and record keeping of vehicle fleet support.

#### H. INFORMATION TECHNOLOGY DIVISION

This component shall be responsible for the direction, control and effective operation of the Milwaukee Police Department's information assets, which includes servers, workstations, network, digital storage and software applications along with the radio communications system. This component provides internal support services relative to communications and information accessibility and directs resources and equipment to meet the needs of the Milwaukee Police Department's bureaus. The Information Technology Division includes the following components:

##### 1. Field Technology Unit (FTU)

This component shall be responsible for managing vehicle assets that includes MDC laptops, in-car video system, TraCS software system, Crash reporting system, and mobile video surveillance systems.

##### 2. Information Technology Department (ITD)

This component shall be responsible for managing the department's computer and network assets that includes servers, data storage, workstations, network, enterprise software applications, desktop applications, backup and recovery, data center facility, mobile devices, body worn cameras, video surveillance systems and the alternate emergency site.

##### 3. Radio Communications Department (RCD)

This component shall be responsible for managing the entire LMR (Land Mobile Radio)

system for the city of Milwaukee which includes site equipment, tower structures, antennas, radio core switch system, ISSI gateway systems, radio subscriber units (portable, mobile and VTAC radios), dispatch consoles, radio vehicle installations, and interoperability with surrounding public safety agencies.

## I. RECORDS MANAGEMENT DIVISION

This component shall be responsible for the final review, freeze and transfer, supp matching, and validation of incident reports entered into the automated reporting system. Records Management is the final authority in crime coding incident reports, providing accuracy in crime reporting to the State of Wisconsin and Federal Bureau of Investigation. This component shall also be responsible for the transmittal of TraCS crash reports to the State of Wisconsin – Department of Transportation.

### 1. Open Records Division

This component shall be responsible for the research, compilation, review and dissemination of department records as mandated by Wisconsin state statutes pursuant to the provisions of the Wisconsin public records law, applicable state and federal court decisions and department policies. Open Records will process and disseminate crash reports requested through open record requests. This component will ensure compliance with the Wisconsin statutes relative to access and copying records in the custody of the Milwaukee Police Department. This component shall be further responsible for the gathering and storage of all reports as it relates to criminal activity.

## J. BUDGET AND FINANCE

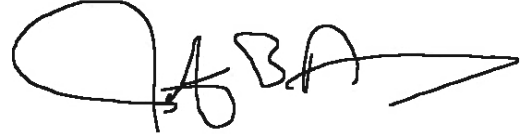
This component shall be responsible for the preparation and justification of department budgets, monitoring operating and grant expenditures and developing financial policy relating to the department's goals and objectives.

### 1. Grant and Community Development Coordination

This component shall be responsible for grant research and applications and creating collaborative partnerships with community organizations and other government agencies to engage in the proactive and systematic examination of identified problems to develop and evaluate effective responses. The grant coordinator shall be responsible for oversight and approval of grants submitted by department members not assigned to the Office of the Chief, and shall monitor grant awards, expenditures, compliance, and reporting in conjunction with the Budget and Finance.

2. Stores Section

This component shall be responsible for maintaining an inventory, the ordering, and distribution of office supplies and department forms.

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

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk