



Fire and Police Commission

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Memorandum

To: Board of Fire and Police Commissioners

From: Leon W. Todd
Executive Director

Date: June 4, 2026

RE: SOP 080 – Family Medical Leave Act and Other Leaves
SOP 150 – Court Procedures
SOP 200 – Project Management
SOP 267 – Budget and Finance

This memo summarizes recent changes by Milwaukee Police Department (MPD) to the department's Standard Operating Procedures (SOPs).

SOP 080 – Family Medical Leave Act and Other Leaves

- Removing reference to maternity and childrearing leave since this was removed from the city's contract with the Milwaukee Police Association (MPA).
- Cleaning up language to how blocks of Family Medical Leave Act (FMLA) time (including sick time) can be used so it is clearer.
- Adding that paid parental leave can now be used by members of the MPA since it is now included in their recent contract.
- Updating how the fifth regular off day can be utilized by members on FMLA if a sworn member is in a five-day on – two-day off, four-day on – two-day off schedule.
- Adding that members taking paid parental leave must also provide an Absence Analysis Calendar.
- Updating how members on FMLA shall handle subpoenas and report their unavailability to attend to a supervisor (the supervisor's requirements were added to SOP 150 as this was the more appropriate section for their responsibility).
- Removed reference to members on FMLA or medical leave of absence over 90 consecutive days to submit to a drug screen.
- Updating the payroll codes for prior year vacation time and sick leave incentive pay.

SOP 150 – Court Procedures

- Adding requirement for supervisors that receive a subpoena for a member on FMLA, sick leave, vacation, and/or extended leave that prohibits them from honoring the subpoena to note that information on the Court Case Adjournment Request form.
- Adding additional requirements for virtual intakes for prisoners under a hospital guard.

SOP 200 – Project Management

- The only recommended update to this SOP is removal of the section related to grant/alternative-funding requests and moving it to SOP 267 – Budget and Finance, which is the more appropriate SOP for this language.

SOP 267 – Budget and Finance

- Adding a section related to grant/alternative-funding requests from SOP 200 – Project Management, as this is the more appropriate SOP for this language.
- Adding requirements for fiscal management of asset forfeiture shared proceeds.
- Adding requirements for grant management.
- Adding requirements for subawards and subrecipient monitoring.