



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

200 – PROJECT MANAGEMENT

GENERAL ORDER: 2026-26
ISSUED: June 18, 2026

EFFECTIVE: June 18, 2026

REVIEW/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: May 7, 2026

ACTION: Amends General Order 2025-44 (October 2, 2025)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

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

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.~~
- ~~1. Due to the competitive nature of grant or alternative funding requests, it is imperative that these types of projects be submitted for consideration in a timely manner.~~
 - ~~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 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:~~
- ~~1. The member may identify a new grant or an existing grant he/she is planning to renew.~~
 - ~~2. The member must then receive approval from his/her commanding officer, an assistant chief of police, or designee, or chief of staff before contacting Budget and Finance for grant assistance.~~
 - ~~3. If a new grant or alternative funding request is approved, the Budget and Finance grant compliance manager 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 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.~~

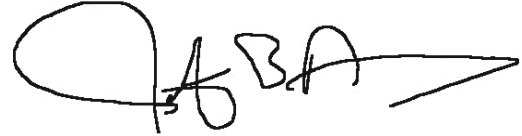
- ~~5. Budget and Finance will conduct the final submission of all grant applications.~~
- ~~6. If, after submission, the grant request is denied, Budget and Finance will inform department stakeholders of the denial.~~
- ~~7. If the grant request is approved, the director of Budget and Finance, or designee, 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.~~
- ~~8. All signed documents will be forwarded to the grantor directly from Budget and Finance, and copies distributed to project directors.~~
- ~~9. 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:~~

- ~~1. Each work location assigned property acquired under a federal award shall submit a copy of such list on an annual basis at the beginning of each calendar year to their respective bureau commander.~~
- ~~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.~~
- ~~3. Each location shall conduct a complete and accurate physical inventory of property acquired under a federal award at least once every 2 years.~~
- ~~4. Work locations shall establish proper control systems (e.g., sign in and out logs, storage of property in a secure area of the work location as designated by the commanding officer) to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated in accordance with SOP 340 Uniforms / Equipment / Appearance.~~
- ~~5. Work locations shall follow all required maintenance requirements and procedures to maintain the property in good condition.~~
- ~~6. Property obtained shall be purchased, retained, sold, replaced, and/or disposed of in accordance with the requirements of the federal award. If the department is authorized or required to sell the property, proper sales procedures must be~~

~~established by Budget and Finance to ensure the highest possible return.~~

200.2520 OMAP / BUDGET AND FINANCE RESPONSIBILITIES FOR PROJECT MANAGEMENT

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