



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING INSTRUCTION

### LICENSE APPLICATIONS

**ISSUED:** March 29, 2021

**EFFECTIVE:** March 29, 2021

**REVIEWED/APPROVED BY:**

Inspector Willie Murphy

**DATE:** February 26, 2021

**ACTION:** Amends SOI (November 2, 2015)

**WILEAG STANDARD(S):** NONE

### ROLL CALL VERSION

**Contains only changes to current SOI.**

**For complete version of SOI, see SharePoint.**

## II. PROCESSING LICENSE APPLICATIONS

### A. GENERAL LICENSE APPLICATIONS

6. The member conducts a criminal background check by using the Records Management System (RMS), Consolidated Court Automation Programs (CCAP) and municipal court records.
7. The member conducts a check of ~~PA-33's (Licensee Premise Reports)~~ on file for the applicant.
9. If a ~~PA-33(s)~~ *License Premise Report(s)* was located, it is scanned and attached to the application in LIRA. A folder is created for the applicant by type of license and filed alphabetically by the applicant.

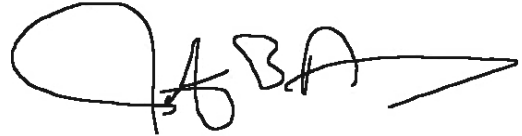
### B. LIQUOR LICENSES

6. A *License Synopsis* report is created using information discovered from background checks and from *License Premise Reports* associated with the applicant. The synopsis report, related ~~PA-33's~~ *License Premise Report(s)* and any previous premise reports are attached to the application in LIRA. If the application is a renewal, the synopsis report is updated with any information relating to the current licensing period.
8. The officer creates a folder for new applications using the name of the agent and files this folder alphabetically. All documentation created for a new application or renewal application is placed in the folder including a copy of the synopsis and ~~PA-33's~~ *License Premise Report(s)*.

### D. SECONDHAND DEALER LICENSES

4. A *License Synopsis* report is created using information discovered in the background checks and from any *License Premise Reports* associated with the applicant. The synopsis report, related ~~PA-33's~~ *License Premise Report(s)* and any previous premise reports are attached to the application in LIRA. If the application is a renewal, the synopsis report is updated with any information relating to the current licensing period.

5. The officer creates a folder for new applications using the name of the agent and files this folder alphabetically. All documentation created for a new application or renewal application is placed in the folder including a copy of the synopsis and ~~PA-33's~~ *License Premise Report(s)*.

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

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

JBN:mfk