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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: December 12, 2024

RE: Marine Operations Harbor Patrol Unit SOI
                Police Aide Program Manual SOI

Marine Operations Harbor Patrol Unit SOI

The changes to this SOI are either administrative in nature or were made to comply with Wisconsin DNR policy.

1. The vast majority of the changes are to add patrol boat operation and pursuit guidelines to the policy as Marine Operations Harbor Patrol Unit members have now been trained in these tactics. The new language mirrors the Wisconsin Department of Natural Resources Patrol Boat Operations and Pursuits policy and the training they have received in police boat tactics to include multiple techniques when dealing with hostile boats and/or runaway boats.

2. Changing the name of the position of team manager to team coordinator.

3. Grammatical updates throughout the policy.

Police Aide Program Manual SOI

There are substantive changes to the program's academic rules and work location assignments sections of the manual.

1. Added numerous updates to the **academic rules** per recommendations from the FPC, Training Division, and Assistant Chief Sarnow including:

- o Describing the college associates degree path and up to date information about tuition reimbursement.
- o Updated when and whether police aides must obtain college credits within the first two years and subsequent year.
- o Changed that police aides are now permitted to earn college credits during their tour of duty instead of on their own time and that commanding officers must adjust their schedule if necessary.

Following is the amended training section from the roll call version of the SOI, showing changes made. Gray highlighting indicates an addition; strikeout indicates a removal:

ACADEMIC RULES

The Wisconsin Law Enforcement Standards Board (LESB) requires that all police officers earn 60 college credits within five years of their date of hire. In an effort to prepare police aides for appointment to police officer, the Milwaukee Police Department mandates they begin to satisfy this future educational requirement. Therefore, to be eligible for appointment to police officer, police aides shall satisfy the following educational requirements:

- Police aides will select a college Associates Degree path to follow throughout their employment as Police Aides. The three pathways that will be offered to police aides will be the following:
  - ➢ Milwaukee Area Technical College (MATC): Associates in Criminal Justice - 60 credits
  - ➢ MATC: Human Service Associate – 64 credits
  - ➢ MATC: Associate of Arts (General Studies for a BA) - 60 credits

- Police Aides are eligible for a combined maximum of $3,000.00 of tuition reimbursement during the first two calendar years of employment. On the third year of calendar employment, they are eligible for up to $1,500.00 of tuition reimbursement.

- Police aides shall earn a minimum of 24 college credits at the end of their first two years in the prescribed police aide curriculum at a minimum rate of 12 semester credits per academic year. Police aides will have the option to continue completing 6 credits per semester for the third year, but it will not be required. If police aides choose to complete the 6 credits, one of the courses that they are required to complete is a foreign langage course in Spanish.

- ~~If employment as a police aide continues beyond two academic years, police aides shall continue to earn college credits at the rate of 12 credits per year until appointment to police officer or until 60 college credits are attained.~~

- Police aides shall be permitted to earn all college credits ~~on their own time~~ during their tour of duty. When scheduling classes, police aides shall take into consideration their assigned working hours and plan accordingly. ~~However, there may be circumstances, such as a transfer, that shall require a police aide to~~ If a police aide's scheduled shift is outside of normal school hours (e.g., late shift), the police aide's commanding officer shall have their regular duty hours adjusted to accommodate their school schedule and attend on duty time. These requests shall be made to the police aide's commanding officer via *Department Memorandum*. A police aide making such a request shall attach a copy of their school class schedule to the memorandum.

2. Changed **work location assignments** to increase police aides' experience in a variety of department work locations "with the goal of providing them a well-rounded basis of knowledge and training in department operations. (WILEAG 2.8.1.2)"

Administrative/not substantive changes to the manual are as follows:

3. Removed reference to the Vision, Mission, and Core Values since Police Aides are provided a copy of the Code of Conduct (more appropriate policy).

4. Removed reference to the Oath of Honor and Law Enforcement Code of Ethics since this process is completed on the first day of their job with the Human Resources Division.

5. Removed reference to booking procedures since police aides no longer serve as bookers at the districts.

6. Added a reference to standard operating instructions in addition to standard operating procedures since these may apply to police aides (depending on their assignment).

7. Removed specific references to SOP 340 Uniforms, Equipment, and Appearance and simply referred the reader to SOP 340 (this avoids having to update this SOI whenever SOP 340 is updated).

8. Updating the section related to shift commanders authorizing police aides on sick leave to leave their place of confinement to attend appointments for their own or an immediate family member's sickness or injury so this bullet point matches the newer language in SOP 010 Absence.

9. Updating the bullet point related to member's not feigning illness or injury so this bullet point matches the newer language in SOP 010 Absence.