



Fire and Police Commission

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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: June 18, 2025

RE: SOP 265 – Open Records
SOP 270 – Field Training and Evaluation Program
SOP 750 – Audio and Video Recorded Interviews Interrogations
SOP 870 – Suspensions/Official Discipline
Milwaukee Police Band SOI

SOP 265 – Open Records

These changes are administrative in nature.

- Updating references to the Open Records case management system.
- Adding that notifications to the inspector of the Administration Bureau must be made for necessary media requests.
- Updating that data requests be made to the appropriate work location commanding officer or manager. This allows Open Records to reach out to the subject matter expert or respective area that can provide data instead of going through the executive command staff as they would forward these same requests to the appropriate entity that has access to this data (streamlining this process).
- Adding references to state law related to fee waivers and redaction fees.
- Adding that in instances where the release of records could jeopardize a current or ongoing investigation, the release for records will require approval from the assistant chief or inspector of the Criminal Investigation Bureau.
- Updating the procedure for notification from Open Records to the Public Information Office for media requests to help streamline this process and have Open Records keep a document to track these requests.
- Updating that requests for Hard Cards must also be also made to the Police Human Resources Administrator and not the police information systems director.

- Updating that requests for a member's email also require notification to the Open Records legal advisor and not the police information systems director.
- Adding that Open Records will contact the City of Milwaukee ITMD Help Desk Portal to obtain email records.
- Updating the cost for printed copies from 0.25 to 0.15 cents per page.
- Adding that the cost of staff time for redaction of records shall not be passed onto the requestor except for when the fee is established and adding a state statute reference.

SOP 270 – Field Training and Evaluation Program

These changes are administrative in nature.

- Updating the reference from the Technical Communications Division to the Department of Emergency Communications.
- Removing reference to the paper PR-89E probationary performance reports as the daily, weekly, and monthly observation reports are now completed electronically in ACADIS.

SOP 750 – Audio and Video Recorded Interviews Interrogations

A new policy is added for the new juvenile only rooms in the Police Administration Building. MPD now has three rooms dedicated to interviewing juveniles for criminal offenses (16 years old and under), in compliance with the United States Juvenile Justice Delinquency Prevention Act (Wis. Stat. § 938.209 and Wisconsin Department of Corrections Chapter 349.21).

The rooms are not secure detention areas and the juveniles are not considered in secure custody for purposes of the six-hour requirement while there. The rooms are never to be locked. Investigating members are to remain unarmed. An assisting monitoring officer, who is to be armed, will remain outside the room while it is being used “to ensure safety and prevent escape.”

SOP 870 – Suspensions/Official Discipline

These changes are administrative in nature.

The only update is to add that the lieutenant assigned to the Internal Affairs Division shall confer with a captain of police or higher rank prior to suspending a department member from duty.

The actual wording in the SOP is as follows (added wording is in bold):

A captain of police or higher rank may suspend a department member from duty for any violation of department standard operating procedures and/or Code of Conduct. A lieutenant assigned to the Internal Affairs Division shall have the same authority for purposes of suspension. Only the Chief of Police may suspend a department member holding the rank of captain or above.

Note: The lieutenant assigned to the IAD shall confer with a captain of police or higher rank prior to suspending a department member from duty.

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The only recommended update is to replace the Gmail account with another email account as the Gmail account is no longer monitored.