



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 030 – WRITTEN DEPARTMENT DIRECTIVES

**GENERAL ORDER:** 2025-24  
**ISSUED:** June 4, 2025

**EFFECTIVE:** June 4, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** April 25, 2025

**ACTION:** Amends General Order 2023-07 (February 13, 2023)

**WILEAG STANDARD(S):** 1.4.4

#### ROLL CALL VERSION

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

### 030.10 NUMBER SEQUENCE AND RETENTION

#### B. RETENTION

1. Original (hard copy) general orders, personnel orders, official memorandums, and *Department Memorandums* shall be permanently retained by the ~~Office of Management, Analysis, and Planning~~ and Human Resources Division.

### 030.15 PUBLICATION AND MAINTENANCE (WILEAG 1.4.4)

#### A. OFFICE OF MANAGEMENT, ANALYSIS, AND PLANNING RESPONSIBILITIES

~~The Office of Management, Analysis, and Planning shall:~~

- ~~3. Archive the hard copy of all written publications as prescribed in the retention schedule.~~
34. Be responsible for the dissemination of external publications (other city departments, labor associations, etc.).  
(WILEAG 1.4.4.3)
45. Update and maintain the directives intranet.
56. At minimum, review all standard operating procedures and standard operating instructions on a triennial interval from the effective or reviewed/approved by date to ensure all SOP's and SOI's remain current and to determine if any revisions shall be made to the respective SOP or SOI.

**Note: SOP 660 Vehicle Pursuits and Emergency Vehicle Operations shall be reviewed by June 30<sup>th</sup> of each even-numbered year and SOP 240 Eyewitness Identification Procedures shall be reviewed biennially.**

- a. Upon completion of a scheduled review that does not result in changes, an OMAP supervisor shall prepare a new version of the SOP or SOI and forward it

through the chain of command to the ~~Police, Planning, and Policy Director~~ Chief of Police for review and approval. Upon approval of the ~~Police, Planning, and Policy Director~~ Chief of Police, an OMAP supervisor shall prepare an updated version of the SOP or SOI containing the reviewed/approved by date by the ~~Police, Planning, and Policy Director~~ Chief of Police and publish it pursuant to this section.

## B. COMMANDING OFFICER RESPONSIBILITIES

The commanding officer (or designee) of each work location shall:

5. Maintain a complete copy of the department's standard operating procedures and Code of Conduct in either printed or electronic form (e.g., CD/DVD) in the event of an intranet or network failure. This backup copy will serve as a reference for the work location in the event of any extended intranet or network outage. The backup copy should be periodically updated as needed (at least ~~quarterly~~ monthly). The full electronic version of standard operating procedures can be located on the [Directives Intranet](#). The electronic version of the Code of Conduct can also be located on the [Directives Intranet](#).

### **030.25 TOPIC ACKNOWLEDGEMENTS (WILEAG 1.4.4)**

- A. The department regularly communicates with its members through roll call videos, SOP updates, training updates, and other important documents. Many times the dissemination of this information requires documentation. In these instances, the ~~Continued Education & Request Travel/Training (CERTT)~~ web application titled "[Topic Acknowledgements](#)" will be used.
- B. When information or material is released that has been deemed by the department as requiring member acknowledgement, the "Topic Acknowledgement" section will populate with the topic and other pertinent information to be acknowledged. After a member has received the information/material in its designated format, the member will enter the ~~CERTT~~ [Topic Acknowledgement](#) record involved and click the "Acknowledged" check box and save the record. Members shall be required to read, acknowledge receipt of, and understand all new and revised written directives. This will serve as proof of acknowledgement for any required material.  
(WILEAG 1.4.4.5)

### **030.30 STANDARD OPERATING PROCEDURES (SOP) (WILEAG 1.4.4)**

#### C. FORMAT

Standard operating procedures shall contain the following information:

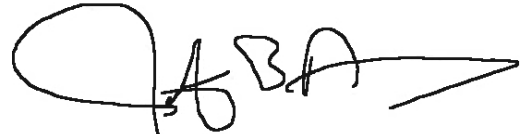
6. The reviewed/approved by date, which is the date the SOP was reviewed and approved by the ~~Police, Planning, and Policy Director~~ respective assistant chief of police, or designee.

**030.35 STANDARD OPERATING INSTRUCTION (SOI) (WILEAG 1.4.4)****A. PURPOSE**

4. Standard operating instructions shall be issued and signed by the ~~assistant chief or inspector of the bureau to which the specialized unit, equipment, or technology is attached~~ Chief of Police. No changes shall be made to an SOI without the knowledge and approval of the ~~assistant chief or inspector~~ Chief of Police.  
(WILEAG 1.4.4.2)

**B. DEVELOPMENT AND DISSEMINATION**

3. Upon completion of new or revised standard operating instructions, commanders shall ensure that the draft is transmitted to OMAP for a review of the content and formatting.
  - a. ~~The Office of Management, Analysis, and Planning~~ An OMAP supervisor shall then forward the SOI to the commanding officer of OMAP for review.
5. An OMAP supervisor shall publish a roll call and approved version of the SOI with the ~~respective assistant chief's or inspector's~~ Chief of Police's signature pursuant to 030.15(A).

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