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MILWAUKEE POLICE DEPARTMENT – TRAINING DIVISION



# POLICE AIDE PROGRAM MANUAL

Revised ~~March 7, 2022~~ January 2, 2025

Reviewed/Approved by Assistant Chief Craig Sarnow on November 12, 2024

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## ROLL CALL VERSION

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



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### VISION, MISSION, AND CORE VALUES

#### VISION

To be a department where every member works with our community to help build sustainable healthy neighborhoods, free of crime and maintained by positive relationships.

#### MISSION

By using effective community engagement, we will impact crime, help build sustainable neighborhoods and foster positive community relations.

#### CORE VALUES

##### **Competence**

We are prudent stewards of the public's grant of authority and resources. We are accountable for the quality of our performance and the standards of our conduct. We are exemplary leaders and exemplary followers.

##### **Courage**

We place the safety of others before our own and accept our moral responsibility to take action against injustice and wrongdoing. Police members are expected to take prudent risks on behalf of the public.

##### **Integrity**

We recognize the complexity of police work and exercise discretion in ways that are beyond reproach and worthy of public trust. Honesty and truthfulness are fundamental elements of integrity. It is our duty to earn public trust through consistent words and actions. We are honest in word and deed.

##### **Leadership**

We seek to influence human behavior to achieve organizational goals that serve the public while developing individuals, teams and the organization for future service. We accept our responsibility to be leaders, both within the community and among our peers, and for the actions of our colleagues and ourselves. We are all responsible for the performance, reputation and morale of the department.

## **Respect**

~~We hold life in the highest regard. We treat all citizens and colleagues with dignity and respect, and are fair and impartial as we perform our duties.~~

## **Restraint**

~~We use the minimum force and authority necessary to accomplish a proper police purpose. We demonstrate self-discipline, even when no one is listening or watching.~~

## **OATH OF HONOR**

~~On my honor, I will never betray my badge, my integrity, my character, or the public trust.~~

~~I will always have the courage to hold myself and others accountable for our actions.~~

~~I will always uphold the Constitution, protect my community, and accomplish the mission of the Milwaukee Police Department.~~

~~I will demonstrate competence, have courage, be a person of integrity, exhibit leadership, show respect and act with restraint.~~

## **LAW ENFORCEMENT CODE OF ETHICS**

~~As cited in Wisconsin Administrative Code Sec. LES 3.01(1)(d):~~

~~AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve humanity; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.~~

~~I SHALL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I shall be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity shall be kept ever secret unless revelation is necessary in the performance of my duty.~~

~~I SHALL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I shall enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.~~

~~I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I shall constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession ... law enforcement.~~

## **INTRODUCTION (WILEAG 2.8.1)**

The program has evolved over the years, but it has remained faithful to its original purpose. Police aides are hired following high school graduation and assigned primarily to clerical duties within the department. ~~Most striking in the program's evolution was the decision in 2008 to train police aides to perform booking duties at district stations (WILEAG 2.8.1.2). This decision has freed additional police officers for street duty and further expanded the career development of the police aides by allowing them to interact directly with citizens.~~ Rigid college education requirements remain as a hallmark of the program and physical training prepares police aides for the demands of police work (WILEAG 2.8.1.4).

## **RULES AND PROCEDURES**

The rules, procedures, and information contained within this program manual apply to police aides and are supplemental to MPD policies, the Code of Conduct, ~~and standard operating procedures,~~ **and standard operating instructions** as approved by the Chief of Police.

## **GENERAL RULES**

This is a summary of general rules and is not all inclusive. Please refer to the Milwaukee Police Department standard operating procedures for further explanation.

- Police aides shall adhere to the department Code of Conduct, standard operating procedures, **standard operating instructions**, all ordinances of the city and county of Milwaukee, and the laws of the state of Wisconsin and the United States of America.

## **UNIFORMS, EQUIPMENT AND APPEARANCE (WILEAG 2.8.1)**

Police aides represent not only themselves, but also the Milwaukee Police Department and the city of Milwaukee itself. Therefore, police aides shall be well groomed and professional in appearance consistent with SOP 340 Uniforms, Equipment, and Appearance.

- ~~• Police aides shall wear the authorized Milwaukee Police Department police aide uniform while on duty. The uniform and accessories shall be clean, serviceable, and professional in appearance. (WILEAG 2.8.1.3)~~
- ~~• From April 1 to October 31, the long or short sleeve uniform shirt may be worn. From November 1 to March 31, only the long sleeve uniform shirt may be worn. Police aides assigned at work locations or district stations with non-patrol (inside) duties have the option of wearing a short sleeve uniform shirt regardless of season.~~
- ~~• Police aides shall not wear on any part of their uniform any unauthorized badge, button, insignia, patch, or decoration.~~
- ~~• Department uniforms shall not be worn outside of the city except in the performance of official duties, for the purpose of attending a funeral or memorial service of a department member or for a law enforcement officer of another agency, or when authorized by the Chief of Police or designee.~~

- ~~Police aides in uniform shall wear shoes or boots that are either solid black natural or solid black artificial leather with a round toe design or solid black leather or solid black artificial leather athletic style shoes. Shoes or boots shall be kept clean, polished, in good condition, and have no visible logos.~~
- ~~Facial or ear jewelry of any kind shall not be worn. A single necklace/chain or religious medallion may be worn but shall not be visible. A single bracelet may be worn. Multiple necklaces, chains, charms, bracelets, or costume type jewelry shall not be worn. One ring may be worn on each hand provided that the ring does not interfere with the performance of duty or endanger the safety of the member or others. Visible body piercings are prohibited. Simply covering facial or ear jewelry or visible body piercings (e.g., eyebrow, nose, mouth piercing) with a bandage or other disguise does not constitute compliance with this standard. No jewelry, including rings and wristwatches, may be worn during physical training.~~
- ~~Fingernails must be kept clean and trimmed to a reasonable length so as not to interfere with the performance of duty. Only female members may wear nail polish provided the polish consists of one solid color and does not contain any decals or ornamentation.~~
- ~~Makeup, if worn, shall be subdued.~~
- ~~Hair for male police aides shall be neat, clean and shall not interfere with full vision. The length of hair for males shall not extend past the top of the shirt collar at the center of the back. Hair may extend over the ears, but shall be no longer on the sides than the middle of the ear. The hair shall be neatly clipped and shaped at the top and sides to present a well groomed appearance and shall, if the member is in uniform, not interfere with the proper wearing of the uniform baseball cap.~~
- ~~A mustache may be worn provided it does not extend above, beyond or below the normal hairline of the upper lip and is maintained in a neat, clean manner presenting a groomed appearance and does not expose the wearer to undue risk or hazard.~~
- ~~Police aides may wear a beard or goatee provided that such members keep their facial hair neatly trimmed not to exceed ¼ inch in length. Other designer facial hairstyles are strictly prohibited (see SOP 340.30(D)).~~
- ~~Hair for female police aides shall be neat, clean, and not interfere with full vision. Females shall arrange their hair so it does not extend past the bottom edge of the shirt collar. The hair may extend over the ears, but shall be no longer on the sides than the bottom of the shirt collar. If the hair is worn over the ears, it shall be arranged in a way that would make it less advantageous for a suspect to grab. Hairpins and barrettes shall not be conspicuous and exposed clips and other ornamentation is prohibited for uniformed members. Female hairstyles, if the member is in uniform, shall not interfere with the proper wearing or alter the original shape of the uniform cap.~~

- ~~Hair color for all police members, if dyed, should present a natural appearance. Colors such as green, blue, purple or any other color that does not occur naturally are prohibited.~~
- ~~Requests for approval of current tattoos or markings, or those not yet obtained, will be made in writing to the Professional Appearance Committee in accordance with SOP 340.40.~~

## **POLICE AIDE CONDUCT**

While the Milwaukee Police Department Code of Conduct and standard operating procedures, and standard operating instructions contain provisions pertaining to member conduct, it is imperative to note that police aides are expected to act and perform professionally at all times. As a result, police aides shall be aware that conduct inconsistent with Milwaukee Police Department values, as indicated in the Code of Conduct, or substandard performance, may result in dismissal from the department.

## **POLICE AIDE OFF TIME**

- If a police aide is on sick leave, they may not leave their residence or place of confinement without notifying a shift commander. A shift commander shall only grant permission under the following circumstances:
  - To keep scheduled appointments with physicians, dentists, physical therapists, and/or hospitals, or clinics, whether or not related to the member's or for a member's immediate family member's present sickness or injury.

~~Members shall not fake an illness or injury, falsely report themselves sick, ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of their health or that of their families. Home visits may be conducted of any member who is believed to be abusing sick/injury leave. Members found to be untruthful regarding the use of sick time may be subject to disciplinary action, up to and including dismissal.~~ Members shall not feign illness or injury, falsely report themselves sick, ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of their health or that of their families. Management reserves the right to conduct home visits of any member who is believed to be abusing sick/injury leave. Members found to be untruthful regarding the use of sick time may be subject to disciplinary action, up to and including dismissal.

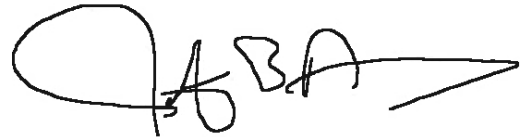
## **ACADEMIC RULES**

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 language 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~~ If a police aide's scheduled shift is outside of normal school hours (e.g., late shift), ~~police aide to~~ 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.

## WORK LOCATION ASSIGNMENTS (WILEAG 2.8.1)

~~Police aides may be selected for training as bookers based on the needs of the department and as determined by criteria established by the training director of the Training Division. Police aides who satisfactorily complete booker training shall be assigned to a booker assignment. Police aides who are assigned to a booker assignment may be reassigned to a non-booking assignment at any time as determined by the training director of the Training Division. All police aides shall be assigned to 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)~~

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