



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

785 – SPONSORSHIP OF NON-DEPARTMENT MEMBERS

GENERAL ORDER: 2024-24
ISSUED: May 6, 2024

EFFECTIVE: May 6, 2024

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: March 19, 2024

ACTION: Amends General Order 2022-40 (September 6, 2022)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

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

785.00 PURPOSE

The purpose of this standard operating procedure is to establish a policy regarding the obligations and requirements for Milwaukee Police Department (MPD) members sponsoring individuals from outside of MPD. The sponsorships are to allow have unescorted access to non-department members within MPD department facilities, resources, and network systems.

785.10 PROCEDURE

- A. Only non-department members with a demonstrated requirement for regular unescorted facility, resources or unsupervised network system access should be sponsored by MPD members. If the non-department member will only need sporadic access, he/she shall not receive sponsorship. Rather, SOP 780 Police Facilities Security shall be adhered to, and these non-department members shall sign in and out as a visitors, be issued an orange visitor's identification card, and continuously be escorted while in restricted areas of MPD facilities.
- B. The MPD has a three-tier system to identify the type of access non-department members shall be granted for facility, resource, or network system access. The tier level access is determined based on their assignment within the department. All non-department members must successfully pass a CJIS background check to be granted access to the following tier levels:
 - 1. Tier Level 1
 - a. Individuals may be granted access to Tier 1 Applications if a current Memorandum of Understanding (MOU) exists between the MPD and the individual's agency. ~~and is in compliance~~ The MOU must be compliant with SOP 200 Project Management. The MOU must specifically state the type of information that MPD will share, list the system(s) requiring access, as well as the system requiring access to and also include information obtained through the Federal Bureau of Investigation's Criminal Justice Information Services and other law enforcement sensitive information. Non-department members may

only be granted Tier 1 system access by the requesting commanding officer's or civilian manager's respective assistant chief.

b. Tier 1 Applications include:

1. Computer Aided Dispatch (CAD)
2. Records Management System (RMS)
3. Traffic and Criminal Software (TraCS)
4. Administrative Investigations Management (AIM)
5. Intellinetics / Intellivue
6. Axon
7. Nice
8. Network Shared Folders (e.g., N: drives, work location specific drives)

c. If MPD does not have an MOU on file, the sponsor may request that the non-department member be granted access to the MPD RMS by detailing the justification for this access on the *Sponsorship Request for Non-Department Personnel Form* (PL-8E).

2. Tier Level 2

3. Tier Level 3

CA. SPONSORSHIP OF NON-DEPARTMENT MEMBER APPLICATION PACKET

1. Sponsor

The sponsor is to ensure that only non-department members with a demonstrated requirement for regular facility, resource or system access will be sponsored.

de. The commanding officer or civilian manager's work location shall maintain a log of whom they are sponsoring. The log shall include the identification card number each non-department member is issued, and the expiration date of that identification card.

ef. When a commanding officer and/or civilian manager separates from the MPD or is transferred to a different work location, the member replacing him/her shall assume the sponsorship of all non-department members sponsored by the separating commanding officer and/or civilian manager. The commanding officer and/or civilian manager separating must brief his/her replacement regarding the responsibilities of sponsorship and pass on the log of all non-department members. If the separating commanding officer and/or civilian manager departs prior to a successor being appointed, the CJISCC shall inform the incoming commanding officer and/or civilian manager of his/her predecessor's sponsorships.

~~d. The CJIS Compliance Coordinator (CJISCC) shall be responsible for maintaining a log of whom is being sponsored, the white identification card number each non-department member is issued, and the expiration date of the~~

~~identification card. The CJISCC shall ensure the sponsorship is renewed in a timely manner (renewal not to exceed two years / reapplication every five years) when needed.~~

2. When an MPD sponsor (commanding officer and/or civilian manager) identifies a person whom they wish to sponsor, they shall compile a Sponsorship of Non-Department Member Application Packet which shall include:
 - a. *Sponsorship Request for Non-Departmental Personnel Form (PL-8E)*
 1. The non-department member shall complete the grey personal information fields. The commanding officer and/or civilian manager shall complete the remainder of the PL-8E. The commanding officer and/or civilian manager shall indicate what facilities, network systems, and resources they wish the non-department member to have access to. The commanding officer and/or civilian manager must provide detailed justification as to why each facility, network system, and resource has been requested. All requests for a non-department member to have access to any MPD facility, network system, or resource must be approved by the requesting commanding officer's or civilian manager's respective assistant chief.
 2. All signatures on the PL-8E must be original. No facsimile signatures will be accepted.
 - b. ~~The completed last page of the~~ TIME System Security Awareness Handout
 1. The non-department member shall review the TIME System Security Awareness Handout. After the handout has been reviewed, the non-department member shall complete the last page indicating that he/she understands and will comply with the policy established by the handout. This includes, but is not limited to, the acquisition, use, and dissemination of information obtained through CJIS.
 2. Misuse of the TIME System or information obtained from it may be a violation of state and/or federal laws, and violations may subject individuals and agencies to criminal prosecution and/or other penalties. The unauthorized request, receipt, or release of TIME/National Crime Information Center (NCIS) System information can result in criminal/civil proceedings.
 3. All signatures on the TIME Awareness Form must be original. No facsimile signatures will be accepted.
 - c. ~~The completed last page of the~~ FBI Security Addendum; and
 1. The non-department member shall review the FBI Security Addendum. After the handout has been reviewed, the non-department member shall complete the last page indicating that he/she understands and will comply with the policy established by the handout. This includes, but is not limited

to, the acquisition, use, and dissemination of information obtained through CJIS.

2. All signatures on the FBI Security Addendum must be original. No facsimile signatures will be accepted.

d. A legible copy of the applicant's identification card, driver's license, or valid passport.

The identification document must have a photograph of the applicant as well as the applicant's date of birth prominently displayed. This must be a valid state-issued operator's license or identification card, a city of Milwaukee municipal identification card, a United States passport, or federal government issued identification card.

e. A full set of the applicant's fingerprints must be submitted.

1. The sponsor shall forward the completed application packet to the MPD CJISCC for processing. The commanding officer and/or civilian manager shall instruct the applicant to report to the Forensics Division – Criminal Records / Applicant Section to be fingerprinted. The applicant will inform the fingerprint technician that the fingerprints are for a "CJIS background check." The applicant must present valid photo identification card at the time the fingerprints are submitted.

2. If it is impractical for the non-department member to be fingerprinted by the Forensics Division – Criminal Records / Applicant Section, the non-department member may be fingerprinted by his/her local law enforcement agency. Prints not directly obtained by MPD must be submitted on the standard FBI Fingerprint Card Form (FD-258), which needs to be taken and filled out by a law enforcement agency. The "Reason Fingerprinted" field of form FD-258 should indicate that the fingerprints are for a "CJIS Background Check." The fingerprint card shall be forwarded to the Compliance Management Section.

3. When sponsoring sworn members of other law enforcement agencies, the commanding officer and/or civilian manager may submit a vetted letter, with the applicant's name on it, from the non-department member's supervisor on their agency letterhead verifying that the non-department member has been vetted by their agency in lieu of having them submit their fingerprints to the Milwaukee Police Department. The letter must state that the non-department member has passed a national fingerprint based record check.

3. After the non-department member packet is completed, the following divisions / sections shall:

a. The Forensics Division – Criminal Records / Applicant Section shall check the fingerprints against MPD files for any criminal history record information. The fingerprints shall be forwarded to the State of Wisconsin and to the FBI's

Integrated Automated Fingerprint Identification System (AFIS) for additional information. This process will take a minimum of fourteen days, therefore, the applicants fingerprints should be submitted as soon as possible. Once all of the results have been returned to the Forensics Division – Criminal Records / Applicant Section, the date and results will be documented in the Outside Jurisdiction Roster under the Applicant Fingerprint Data tab.

- bF. The CJISCC shall forward a copy of the PL-8E and a copy of the applicant's identification card to the Human Resources Background Investigation Unit, which shall conduct a background investigation on each CJIS applicant. Each background check shall be conducted through the FBI National Crime Information Center (NCIC). The investigator shall indicate on the PL-8E the date the check was performed. The investigator shall document whether the candidate passed or failed the NCIC records check. If the applicant fails the background check, documentation justifying the failure shall be attached to the PL-8E by the investigator. This paperwork shall then be forwarded to the CJISCC.
- c. The CJISCC shall forward the original PL-8E to MPD's command staff for signature of approval for the requested non-escorted access to MPD facilities and/or MPD secure networks.
- d. Once all elements of the CJIS background check have been completed, the CJISCC, Forensics Division – Forensics Imaging Lab, MPD Systems Security Manager (SSM), or MPD sponsor shall do the following:
1. The CJISCC will notify the MPD sponsor of the applicant's background results.
 2. The CJISCC will notify Forensics Division – Forensics Imaging Lab that the applicant has been cleared to receive a white MPD identification card.
 3. The sponsor shall notify the applicant to proceed to the Forensics Division – Forensic Imaging Lab with a valid photo ID to receive his/her white identification card.
 4. The Forensics Division – Forensics Imaging Lab shall confirm that the CJIS applicant has been properly vetted and is eligible to receive an MPD white identification card.
 5. The Forensics Division – Forensics Imaging Lab shall photograph the CJIS applicant and issue the MPD white identification card.
 6. The Forensics Division – Forensic Imaging Lab shall notify the CJISCC that the CJIS applicant's MPD white identification card was issued.
 7. The CJISCC will verify that the command staff has approved or denied all requested physical and/or network permissions on the PL-8E.

8. The CJISCC will notify the SSM, or designee, on what physical and/or network permissions were approved and/or denied by the command staff.
9. The SSM will then ensure that all approved accesses are activated.
10. The CJISCC will retain the original PL-8E, TIME Security Awareness Form, and the FBI Security Addendum for 10 years.

Note: MPD will not grant access to any applicants who do not have a completed PL-8E form on record or who do not successfully pass the CJIS background check.

4. The SSM, or designee, shall oversee that MPD white identification card and network accounts are deactivated as necessary. While the MPD white identification card is activated, the SSM, or designee, shall ensure that only access to the approved MPD facilities, resources, and network system is granted.
5. The CJISCC shall be responsible for maintaining a log of who is being sponsored, the MPD Identification card number issued, and the expiration of that card. The CJISCC shall ensure the non-department members sponsorship is renewed in a timely manner (renewal not to exceed two years at a time and reapplication after five years) when needed.
6. When a non-department member no longer requires access to MPD facilities and resources, the sponsor is responsible for recovering the non-department member's MPD white identification card. The sponsor shall also notify the CJISCC and SSM. The MPD white identification card must be forwarded to the SSM for disposal. The SSM shall immediately deactivate the MPD white identification card.
7. If for any reason the white identification card becomes lost, stolen or cannot be recovered, the sponsor must immediately notify the MPD Help Desk to deactivate the card. The sponsor shall then notify the CJISCC and the MPD SSM, or designee as soon as possible. An MPD supervisor is responsible for creating a Lost Property incident report in the Records Management System (RMS).
- 8I. By accepting the official MPD white identification card, the non-department member agrees to access MPD facilities, network systems and resources only in his/her official and on duty capacity. The non-department member shall not access MPD facilities, network systems or resources in any unofficial or off duty capacity whatsoever.
- 9J. The sponsorship of a non-department member may not exceed two years. After a sponsorship has expired, the sponsor may renew the sponsorship by having the non-department member read the TIME System Security Awareness Handout and complete the last page. Once the CJISCC has received the newly signed handout, he/she shall request that a Support Specialist - Senior from the Information Technology Division reactivate or extend the non-department member's access. On the fifth anniversary of the original sponsorship, the non-department member will be required to submit all new sponsorship non-department application

paperwork along with a new set of fingerprints. In addition, a new background check shall be conducted.

~~3. Sponsorship Request for Non-Department Personnel Form (PL-8E)~~

~~The non-department member will complete the grey personal information fields. The commanding officer and/or civilian manager will complete the remainder of the PL-8E. The commanding officer and/or civilian manager shall indicate exactly what facilities, network systems and resources they wish the non-department member to have access to. The commanding officer and/or civilian manager must provide detailed justification as to why each facility, network system, and resource has been requested. All requests for a non-department member to have access to any MPD facility, network system, or resource must be approved by the requesting commanding officer's or civilian manager's respective assistant chief.~~

~~**Note: All signatures on the PL-8E must be original. No facsimile signatures will be accepted.**~~

~~4. State of Wisconsin Transaction Information Management of Enforcement (TIME) System Security Awareness Handout / FBI Security Addendum~~

~~The non-department member shall review the TIME System Security Awareness Handout and FBI Security Addendum. After the handout has been reviewed, the non-department member will complete the last page indicating that he/she understands and will comply with the policy established by the handout. This includes, but is not limited to, the acquisition, use, and dissemination of information obtained through CJIS. Misuse of the TIME System or information obtained from it may be a violation of state and/or federal laws, and violations may subject individuals and agencies to criminal prosecution and/or other penalties. The unauthorized request, receipt, or release of TIME/National Crime Information Center (NCIC) System information can result in criminal/civil proceedings.~~

~~**Note: All signatures on the TIME Awareness/FBI Security Addendum must be original. No facsimile signatures will be accepted.**~~

~~5. Legible Copy of the Applicant's Identification Card~~

~~A legible copy of the applicant's identification card must be submitted. The identification must have a photograph of the applicant as well as the applicant's date of birth prominently displayed. This must be a valid state issued operator's license or identification card, city of Milwaukee municipal identification card, a United States passport, or federal government issued picture identification card.~~

~~B. The sponsor shall forward the completed application packet to the MPD CJISCC for processing. The commanding officer and/or civilian manager shall instruct the applicant to report to the Forensics Division – Criminal Records / Applicant Section to be fingerprinted. The applicant will inform the fingerprint technician that the fingerprints are for a "CJIS background check." The applicant must present valid photo~~

identification card at the time the fingerprints are submitted.

- C. ~~If it is impractical for the non-department member to be fingerprinted by the Forensics Division — Criminal Records / Applicant Section, the non-department member may be fingerprinted by his/her local law enforcement agency. Prints not directly obtained by MPD must be submitted on the standard FBI Fingerprint Card Form (FD-258). The “Reason Fingerprinted” field of form FD-258 should indicate that the fingerprints are for a “CJIS Background Check.” The fingerprint card shall be forwarded to the Forensics Division — Criminal Records / Applicant Section for processing.~~
- D. ~~The Forensics Division — Criminal Records / Applicant Section shall check the fingerprints against MPD files for any criminal history record information. The fingerprints shall be forwarded to the State of Wisconsin and to the FBI’s Integrated Automated Fingerprint Identification System (AFIS) for additional information. This process will take a minimum of fourteen days, therefore, the applicants fingerprints should be submitted as soon as possible. Once all of the results have been returned to the Forensics Division — Criminal Records / Applicant Section, the date and results will be documented in the Outside Jurisdiction Roster under the Applicant Fingerprint Data tab.~~
- E. ~~When sponsoring sworn members of other law enforcement agencies, the commanding officer and/or civilian manager may submit a letter from the non-department member’s supervisor on their agency letterhead verifying that the non-department member has been vetted by their agency in lieu of having them submit their fingerprints to the Forensics Division — Criminal Records / Applicant Section. The letter must state that the non-department member has passed a national fingerprint based record check. The letter must list the specific name(s) of the individual(s) being sponsored.~~
- G. ~~Once all elements of the background check have been completed, the CJISCC shall notify the commanding officer and/or civilian manager of the results. If the applicant passes the background check, the CJISCC shall notify the Forensics Division — Forensic Imaging Lab that the applicant has been cleared to receive a white MPD identification card. If the applicant successfully passes the background check, the sponsor shall notify the applicant to proceed to the Forensics Division — Forensic Imaging Lab to receive his/her white identification card. The CJISCC shall ensure that all requirements are met before non-department members are granted access to facilities, network systems and resources controlled by the Milwaukee Police Department. The applicant must present a valid photo identification card to obtain his/her MPD identification card. The Forensics Division — Forensic Imaging Lab shall confirm that any individual requesting an MPD white identification card has been properly vetted and is eligible to receive an MPD white identification card. The Forensics Division — Forensic Imaging Lab is responsible for photographing non-department members who have been vetted. Once the non-department member has been photographed, the Forensics Division — Forensic Imaging Lab shall create and issue the white identification card to the vetted non-department member. The original PL-8E shall be retained by the CJISCC for a period of seven (7) years.~~

Note: MPD will not grant access to any applicants who do not have a completed

~~PL-8E form on record or who do not successfully pass the CJIS background check.~~

~~H. When a member of the Forensics Division — Forensic Imaging Lab issues an MPD white identification card, he/she shall notify the CJISCC. He/she shall also notify the MPD Systems Security Administrator (SSA), or designee. The SSA shall then ensure that all approved accesses are activated. When access is no longer needed, the SSA shall immediately deactivate the white identification card. The SSA, or designee, shall oversee that white identification cards and network accounts are activated and deactivated as necessary. While the white identification card is activated, the SSA, or designee, shall ensure that only access to the approved MPD facilities, resources, and network systems are granted. The CJISCC shall retain all PL-8E forms with original signatures.~~

~~K. DEACTIVATION OF WHITE MPD IDENTIFICATION CARDS AND/OR RESOURCES~~

~~When the non-department member no longer requires access to MPD facilities and resources, the sponsor is responsible for recovering the non-department member's white identification card. The sponsor shall also notify the CJISCC and MPD SSA. The white identification card must be forwarded to the MPD SSA, or designee, for disposal.~~

~~L. LOST OR STOLEN WHITE MPD IDENTIFICATION CARDS~~

A handwritten signature in black ink, appearing to read 'J.B. Norman', with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE