



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

390 - LICENSED PERSONS/PREMISES INVESTIGATIONS

GENERAL ORDER: 2021-XX
ISSUED: March 29, 2021

EFFECTIVE: March 29, 2021

REVIEWED/APPROVED BY:

Inspector Willie Murphy

DATE: February 26, 2021

ACTION: Amends General Order 2015-19 (May 1, 2015)

WILEAG STANDARD(S): 1.7.3

ROLL CALL VERSION

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

390.00 PURPOSE

The purpose of this standard operating procedure is to identify the department's responsibilities and procedures relating to licensed persons and premises in the city of Milwaukee, and provide instruction to department members on when to file *License Premise Reports* and how *License Premise Reports* are handled by the Licensing Unit. ~~a mechanism to take affirmative action of licensed premises and persons that constantly demand police resources and~~ *License Premise Reports* can also be beneficial in the renewal, suspension, revocation or denial of a license by the Common Council.

390.05 LICENSING INVESTIGATIVE RESPONSIBILITY AND LICENSE PREMISE REPORTS (WILEAG 1.7.3)

A. APPLICATIONS, REQUESTS, AND RENEWALS

The Licensing Unit shall investigate and process all city license applications, requests and renewals for the police department. This shall include, but not be limited to, taverns, liquor stores, bartenders, pool halls, amusement premises and devices, entertainment, public passenger vehicles, e.g., taxi cabs, limousines, pedi cabs, and horse and surrey.

1. Upon receipt of applications for licenses for persons and premises, any *License Premise Reports* associated with the application are used to create a *License Synopsis* report (form PA-33AE) by the Licensing Unit.
2. In processing the application, the *License Synopsis* report, and *License Premise Report(s)* relating to the establishment are attached to the application in the City Hall license database known as License Information Reporting and Administration (LIRA) to be used during License Committee and Public Safety and Health Committee hearings.

C. INVESTIGATIVE RESPONSIBILITY

- C. The Licensing Unit will be responsible for causing an investigation into complaints or objections to the granting or renewal of city licenses as well as the compilation of reports for the appearance as the Chief's designee before the Common Council's

Licenses and Public Safety and Health Committees.

- D. ~~Notwithstanding the above,~~ District commanders are responsible for regularly checking the licensed premises within their respective districts and enforcement action relative to the conduct of those establishments.
- E. The following procedures are to be followed for the enforcement of city and state laws on all premises or persons licensed by the city:
4. Officers shall file a *License Premise Report* in the Records Management System (RMS) for all violations, verbal warnings, incidents and arrests, which are substantially related to the operation of the licensed premise or the conduct of a licensed person (to include the level of cooperation by the licensed premise or person). All *License Premise Reports* shall be completed within 48 hours of the incident.
 - a. Once a *License Premise Report* is completed by an officer, a work location supervisor shall review and approve the report. Supervisors are required to review and approve completed reports in accordance with SOP 263.10(D).
 - b. If the report has errors or needs further investigation it shall be sent back to the submitting member by the Licensing Unit supervisor. The Licensing Unit supervisor rejecting the report shall include the reason(s) for the rejection in the comments section citing the reports error(s) or required follow up for the submitting members' correction.
 5. When problems arise with licensed premises/taverns, the district commander shall make a determination to require the agent or licensee of the establishment to attend a problem-solving meeting. A plan shall be developed with the responsible party. That plan and the discussion during the meeting shall be documented on a PA-33 *License Premise Report* in RMS. Regular meetings with representatives from all taverns in the district shall be held yearly to establish acceptable norms and explain the consequences of poor business practices. All follow-up meetings and other interventions associated with a licensed premise shall be documented on a PA-33 *License Premise Report*.
 - e. ~~Officers shall file a PA-33 (*Report on Incidents Involving Licensed Persons or Premises*) for all violations, verbal warnings, incidents and arrests, which are substantially related to the operation of the licensed premise or the conduct of a licensed person. All PA-33's shall be completed within 48 hours of the incident.~~
 - f. ~~When the investigating officer completes the PA-33, it shall then be submitted to their respective district or division commander for approval with the work location retaining a copy. After approval, the PA-33 shall be forwarded to the Licensing Unit.~~



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ACTING CHIEF OF POLICE