



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING INSTRUCTION

### POLICE AUXILIARY PROGRAM

**ISSUED:** April 10, 2024

**EFFECTIVE:** April 10, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Steven Johnson  
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**ACTION:** Amends SOI (August 8, 2022)

**WILEAG STANDARD(S):** 2.8.1

#### **I. PURPOSE**

The purpose of this standard operating instruction is to establish guidelines regarding the Police Auxiliary Program.

#### **II. DEFINITIONS (WILEAG 2.8.1)**

##### **A. MILWAUKEE AUXILIARY POLICE SERVICE**

An organization of adult citizen volunteers selected by the Chief of Police to augment the regularly appointed police force in the event of a lawfully declared emergency resulting from either a natural or man-made cause. In addition, members of the police auxiliary service receive training in and assist sworn police members with security, traffic, and crowd control and augment sworn police members at any event which creates the need for personnel resources.

(WILEAG 2.8.1.2)

##### **B. POLICE AUXILIARY DIRECTOR**

The manager of the Office of Community Relations, Engagement, and Recruitment.

##### **C. POLICE AUXILIARY COORDINATOR**

A member designated by the police auxiliary director to handle the administrative and day-to-day operational duties of the Police Auxiliary Program.

##### **D. DISTRICT POLICE AUXILIARY COORDINATOR**

A member who provides training, supervision and assignments to members of the police auxiliary service who are assigned to a designated police district.

#### **III. APPLICATION AND REGISTRATION PROCESS (WILEAG 2.8.1)**

A. No member of the auxiliary police service shall enter upon any duty, activity or employment on behalf of the Milwaukee Police Department or its auxiliary police service until they have completed the registration process, including successfully passing a background investigation.

- B. The police auxiliary director will give final approval for any member of the auxiliary police service.
- C. The minimum qualifications for members of the police auxiliary service are:
1. A United States citizen.
  2. At least 18 years old.
  3. No felony convictions.
  4. No violent misdemeanor convictions.
  5. Have a good moral character.
- D. Once approved, while on authorized auxiliary police service duty, members are classified as employees of the city of Milwaukee for the purpose of worker's compensation benefits as set forth in city ordinance 312-13-5.5. Members while on authorized auxiliary police service duty are acting in a non-sworn capacity and are indemnified when acting under the authority of the department in accordance with this policy.  
(WILEAG 2.8.1.1, 2.8.1.5)

#### **IV. STATUS OF POLICE AUXILIARY OFFICERS (WILEAG 2.8.1)**

- A. Auxiliary officers will not receive compensation, monetary or otherwise, for their participation in the program. They are not employees of the Milwaukee Police Department and are not entitled to any benefits afforded to members of the Milwaukee Police Department.
- B. Membership in the Milwaukee Police Department auxiliary police service does not grant or imply the authority to arrest persons in the same manner as is granted by law to regular certified police members. However, per state law, a law enforcement officer making a lawful arrest may command the aid of any person. When so called, auxiliary members acting under the direction of such law enforcement officer shall have the same power as that of the law enforcement officer ([Wis. Stat. § 968.07\(2\)](#)).  
(WILEAG 2.8.1.2)

#### **V. CHAIN OF COMMAND**

- A. Auxiliary members shall be governed and controlled by the chain of command as prescribed for the department. When on duty, in the absence of a police supervisor, the auxiliary member shall be guided by orders and instructions given by the district police auxiliary coordinator.
- B. Auxiliary members, when on duty, shall promptly obey any lawful order emanating from any police member. Should any such order conflict with previous orders from any superior member, or with any information within this standard operating instruction, the auxiliary member to whom such order is given shall respectfully call such conflict to the attention of

the police member last giving an order and, if they do not change it, the order shall stand and be obeyed. The auxiliary member obeying the order shall not be held responsible for disobedience of any orders theretofore issued.

#### **VI. TRAINING (WILEAG 2.8.1)**

- A. No person shall be a fully qualified and certified member of the auxiliary police service, unless they have satisfactorily completed such basic and minimum training as may be directed by the Chief of Police. The purpose for which the auxiliary police service exists requires that the training of auxiliary members be continuous and on-going and members shall attend training as directed by the Chief of Police.
- B. It shall be the responsibility of the auxiliary police director to give final approval, including the assignment of newly appointed auxiliary members to the district station of their choice or any such location where the Chief of Police requires them in an emergency.
- C. Members of the auxiliary police service are required to attend monthly meetings and are required to complete at least 40 hours of service per year.  
(WILEAG 2.8.1.4)

#### **VII. DUTY ASSIGNMENTS (WILEAG 2.8.1)**

- A. Members of the Auxiliary Police Service will be assigned to a police district under the direction of the district police auxiliary coordinator. The district police auxiliary coordinator, in coordination with the auxiliary police coordinator, will assign members of the auxiliary police service to events.  
(WILEAG 2.8.1.2)
- B. An auxiliary member requesting a transfer to another police district shall submit the request on a *Department Memorandum* (form PM-9E). It shall include the reason for the request, as well the district requested and at least two alternative districts. The transfer request shall be processed through the police auxiliary coordinator and the district commander, who shall evaluate the request and make a recommendation. All reports shall then be forwarded to the police auxiliary director for a final decision.

#### **VIII. APPEARANCE**

- A. Auxiliary members, while on duty, shall conform to the appearance standards as outlined in SOP 340.30.
- B. While on duty, auxiliary members must be well groomed, clean, and in neat appearance.

#### **IX. EQUIPMENT (WILEAG 2.8.1)**

- A. All auxiliary members shall be in proper uniform while on duty, unless otherwise directed by the Chief of Police, auxiliary police director, or designee. No mixture of civilian clothing with the uniform shall be permitted either on or off duty.

- B. Auxiliary members are responsible for the cleanliness, serviceability, and good repair of any uniform or equipment utilized by them. They shall as often as is necessary examine and clean their equipment and always keep it in good serviceable condition. Auxiliary members shall at no time use police department or auxiliary property for private purposes.
- C. Auxiliary members shall wear only such uniforms and insignia and carry only such equipment as may be prescribed from time to time by the Chief of Police.
- D. Auxiliary members shall be issued the following equipment:
1. Blue overcoat;
  2. Sam Browne belt;
  3. Navy blue trousers;
  4. Knit cap;
  5. Baseball cap;
  6. Traffic vest;
  7. Light blue shirt, long or short sleeve, with an "Auxiliary Police" shoulder patch rocker;
  8. Memorandum book;
  9. Glove pouch.
  10. Radio holder.  
(WILEAG 2.8.1.3)
- E. The following personal purchase items may be worn by members of the Police Auxiliary Service:
1. Flashlight holder.
  2. Key keeper.
- F. While in uniform, members of the auxiliary service shall wear black socks, black shoes, and a clean dark blue or black "crew neck" or "V-neck" style t-shirt underneath the uniform shirt,
- G. Auxiliary members, while in uniform, shall have the option of wearing a regulation black uniform clip-on necktie with the long sleeve uniform shirt. When no necktie is worn, auxiliary members shall be required to only have the top button un-buttoned and shall wear a required t-shirt underneath the uniform shirt. No necktie shall be worn with the short sleeve uniform shirt. Auxiliary members in uniform are required to wear the necktie when appearing in court, formal events (such as funerals), or as otherwise directed by

their commanding officer.

- H. Auxiliary Police Service uniforms shall not be worn outside of the city, except when necessary in the performance of duty, or by permission of the Chief of Police, or his/her designee. The district police auxiliary coordinator shall conduct inspections of auxiliary member uniforms and equipment to ensure conformity with this standard operating instruction and ensure they are properly equipped and dressed for duty. No uniform shall be worn unless it conforms to the specifications prescribed by the Chief of Police.
- I. Auxiliary members who are issued or assigned any city of Milwaukee owned uniforms or equipment, or who in any manner comes into possession, custody, or control of any property through their affiliation with the department shall be responsible for such property and shall report any loss, damage to, or unserviceable condition of such property to the police auxiliary coordinator.
- J. No duplicate of any item of uniform or equipment authorized by the Chief of Police for use by an auxiliary member shall at any time be made without the approval of the Chief of Police; nor shall any item of uniform or equipment be altered or modified, except for proper fitting, without such approval. Request and authorization of duplicate, personal purchase, or replacement uniform items shall be made using the *Uniform and Equipment Order* (form PO-1).
- K. In the event that any auxiliary member equipment is unaccounted for, they shall immediately notify the auxiliary police director, who will follow departmental procedures regarding lost or stolen department property. If the auxiliary police director is not available, the auxiliary member shall as soon as practicable notify the shift commander or a supervisor in the district where the loss occurred. The shift commander/supervisor shall ensure that the district commander and the auxiliary police director are made aware of the incident (please refer to SOP 340.65).
- L. When lost or stolen department property is recovered by an auxiliary member, he or she shall as soon as practicable notify the shift commander or a supervisor in the district where the loss occurred and report the circumstances surrounding the recovery. The shift commander shall determine what, if any, additional investigative follow-up should occur. The shift commander/supervisor shall ensure that the district commanding officer and the auxiliary police director are made aware of the incident.

**X. BADGES**

- A. The Training Division shall be responsible for the original distribution, maintenance, and inventory of auxiliary badges to each district.
- B. District commanders shall be responsible for auxiliary badge storage. When not in use, they are to be kept in the locked district auxiliary file cabinet or other secure location as deemed appropriate.
- C. Each auxiliary officer is to be assigned a specific badge number to be used exclusively by that officer when required in the performance of his/her duties. A sign out/in ledger is to

be maintained and kept with the badges. This ledger shall contain the name of each auxiliary officer, along with his/her assigned badge number. Additionally, this ledger shall contain the date the badge is signed out, the badge number to whom the badge was issued to on that date, who issued the badge, the date returned, and who received the badge when it was returned.

- D. The member at each district assigned to supervise auxiliary officers shall audit and inventory all badges on a monthly basis to ensure that they are accounted for. In the event that any auxiliary badge is unaccounted for, commanding officers shall refer to SOP 340.65 – Lost or Stolen Uniforms and Equipment.

## **XI. DUTY RESPONSIBILITIES (WILEAG 2.8.1)**

- A. Auxiliary members shall check-in with the officer in charge when they report for duty. The officer in charge will issue the officer their auxiliary badge and radio as well as record the auxiliary officers' arrival. Immediately following their tour of duty, the auxiliary member shall check out with the officer in charge and surrender the badge and radio. The officer in charge shall record that the equipment was returned and the auxiliary officer checked out.
- B. When any auxiliary member is called to or happens upon the scene of a crime or unlawful action, fire, explosion, accident, or other emergency requiring immediate police action, he/she shall as soon as practicable inform the police department or any police officer, either by telephone or personally, of the location and known facts of the incident.
1. The auxiliary member shall then take whatever steps are necessary and feasible to provide for the safety and comfort of injured persons, guard the scene against possible destruction or disturbance of evidence, and advising and urging witnesses to remain at the scene until the arrival of sworn police officers.
  2. When police members arrive at the scene, the auxiliary member must identify himself/herself and follow the police members' directions and instructions in doing whatever may be necessary to assist them.
- C. Auxiliary members who observe any conditions detrimental to the public peace and welfare, such as obstructions or defects in any street, sidewalk, or thoroughfare, which is dangerous to public travel, shall report such condition to the police department.  
(WILEAG 2.8.1.2)

## **XII. INCIDENT REPORTING REQUIREMENTS**

Auxiliary members who, while on duty, are involved in any incident resulting in personal injury to themselves or other persons, or which causes damage to any personal or real property owned either by themselves or other persons, firms, corporations, or government agencies, shall immediately report such incident to the nearest supervisory officer of the department, and shall also submit in writing such reports as may be required.

**XIII. GENERAL RULES (WILEAG 2.8.1)**

- A. All members of the Auxiliary Police Service shall adhere to the Milwaukee Police Department's Code of Conduct at all times.
- B. Auxiliary members shall report their correct residence address and other personal information as may be required to the police auxiliary director and shall report any change of address and/or telephone number within 24-hours of making such change. The commander of the district to which they are assigned shall receive a full roster of all auxiliary members.
- C. It is expected that auxiliary members will at all times be punctual in attendance, whether when called upon to take active stations in emergencies, or when scheduled for training classes and other official activities.
- D. Auxiliary members shall treat as confidential the official business of the department and the auxiliary police service. They shall not impart official business to anyone except those for whom it is intended, or as directed by their commanding officer, or under due process of law.
- E. Auxiliary members shall not in any manner use their affiliation with the Milwaukee Police Department, either directly or indirectly, to affect or influence the disposition of any matter before any police, prosecuting or judicial official, with a view of permitting any person to escape, or have lessened the penalty of the law or regulation.
- F. Auxiliary members shall not seek free admission to places of amusement, free public transportation, or any other special consideration not generally available to any other private person.
- G. It is expected that all auxiliary members will familiarize themselves with laws and ordinances, procedures and recommended practices, and any other public information relating to emergency government. With proper knowledge in these matters, auxiliary police members will be able to answer questions in an intelligent and reliable manner.
- H. It is expected that all auxiliary members will familiarize themselves with all federal, state, and local laws and ordinances, which govern and control the conduct of all persons residing in the city of Milwaukee and the state of Wisconsin.
- I. Auxiliary members shall not smoke while on duty in public or private, uniform or plainclothes, nor in any police building.
- J. No gambling, including games of chance for stakes or wagers, shall be played in any department building or part thereof.
- K. No intoxicating liquor shall be brought into or kept in any police department building or part thereof, nor in any building designated for and/or used in part or whole for police purposes, except when officially seized. Auxiliary members shall not drink any kind of intoxicating liquor and/or fermented malt beverages when on duty; nor shall any auxiliary

member at any time when on duty, except in the performance of his/her duties, enter any place in which intoxicating liquor and/or fermented malt beverages are furnished; nor shall any auxiliary member knowingly frequent any place where intoxicating liquor and/or fermented malt beverages are illegally sold or furnished.

- L. Auxiliary members, except when specifically and lawfully authorized, shall not represent themselves as peace officers; nor shall they in any manner imply that they are Milwaukee Police Department officials.
- M. No auxiliary member shall knowingly cause to be entered in any police department or auxiliary book or record any inaccurate, false, or improper registration of police information or matter.
- N. Auxiliary members, when engaged in any police department function or activity, shall refrain from engaging in political or religious discussions to the detriment of discipline, and shall not speak disparagingly of the nationality of any persons.
- O. Any auxiliary member who speaks with reckless disregard for the truth or with intentional untruthfulness shall be subject to separation from the Auxiliary Police Service. Untruthfulness is a grave disqualification for the Auxiliary Police Service.
- P. Auxiliary members shall not accept from any person any money, reward, gift, or other compensation for services rendered in the line of duty, except as may be approved by the Chief of Police.
- Q. Auxiliary members, when on duty, shall equip themselves with and have in their possession, at all times, a memorandum book in which to enter duty assignments, dates, and times, names and addresses of persons and other necessary information pertinent to the discharge of their duties.
- R. Auxiliary members, when on duty, shall be particularly careful not to interfere officiously or unnecessarily in the private business of any other person. If a complaint received by any such member demands police action beyond his/her authority to provide, the complaint shall be referred to a regular police officer.
- S. Auxiliary members, when on duty, will be constantly on the alert and will respond immediately to dispatches. If a message is given over the police radio, it is important that they listen to the entire message without interruption.
- T. Police members and auxiliary members are required to discharge their duties with coolness and firmness, and in time of extreme peril they shall act together and assist and protect each other in the restoration of peace and order. This is particularly true in cases involving groups of people who may be prone to hysteria or panic due to the emergency; it is in such circumstances that the police can be at their best only if they act in unison in a calm, firm, and disciplined manner.
- U. Courtesy and civility toward the public and fellow members are demanded of all auxiliary members and any conduct to the contrary shall not be tolerated. They shall control their



tempers and exercise the utmost patience and discretion. Auxiliary members shall refrain from using coarse, violent, profane or insolent language.


- V. Auxiliary members who have grievances against any department member shall refer their complaint to a department supervisor who will make the necessary investigation and disposition in the case.
- W. All department members, as well as auxiliary members, are prohibited from issuing public information statements relating to the policies and operating procedures of the police department, or the auxiliary police service, except with the approval of the Chief of Police or designee.
- X. Auxiliary members shall not possess any type of firearm while on duty (this includes auxiliary members who have a valid concealed carry weapon license).  
(WILEAG 2.8.1.2)

#### **XIV. VIOLATIONS OF LAWS, ORDINANCES, STANDARD OPERATION PROCEDURES, CODE OF CONDUCT**

- A. Any auxiliary member who fails to conform to and abide by the laws and ordinances in this state or any other state resulting in discredit to the police department shall be subject to suspension or dismissal from the Milwaukee Police Department Auxiliary Police Service at the discretion of the Chief of Police.
- B. Discredit to the department occurs when any auxiliary member engages in any conduct which adversely affects the efficiency, morale, operations or values of the department or any conduct which has a tendency to adversely affect, lower or destroy public respect and confidence in the department or any department member. This conduct may also bring the auxiliary department or other department member into disrepute. Auxiliary members shall conduct themselves at all times, both on and off duty, in such a manner as to positively reflect the values of the Milwaukee Police Department.

#### **XV. DISPOSITION UPON RESIGNATION OR TERMINATION**

When any member of the auxiliary resigns, or for any other reason his/her connection with the auxiliary service is terminated, he/she will as soon as practicable surrender to the auxiliary coordinator all city of Milwaukee property obtained through his/her affiliation with the police department.



JEFFREY B. NORMAN  
CHIEF OF POLICE