



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

200 – PROJECT MANAGEMENT

GENERAL ORDER: 2023-XX
ISSUED: February 8, 2023

EFFECTIVE: February 8, 2023

REVIEW/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: January 17, 2023

ACTION: Amends General Order 2021-01 (March 26, 2021)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

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

200.00 PURPOSE

Projects, such as studies, pilot programs, grant requests, and the like are initiated at various levels and locations within the department. Project coordination is necessary to reduce fragmented and varied results of these undertakings by ensuring timely, efficient, and uniform implementation. The effectiveness of this policy depends upon regular communication between the project manager and the point of contact in the Office of Management Analysis and Planning (OMAP) for all new and ongoing projects and Budget and Finance for all grant requests.

200.10 PROJECT INITIATION

B. Grants requests may be made to the assistant chief of police or designee, manager of Budget and Finance, or chief of staff for consideration. If approved, the grant compliance manager shall define the scope of the undertaking and assign a project manager/director.

200.15 PROJECT MANAGER/DIRECTOR

- B. The project manager's/director's functions shall include, but not be limited to, the following responsibilities:
1. Coordinate the project with an assistant chief of police, the commanding officer of OMAP, or designee, or grant compliance manager (for grants) consistent with the chain of command.
 3. Identify stakeholders and, if necessary, establish a project committee subject to the approval of an assistant chief of police, commanding officer of OMAP, or designee, or grant compliance manager (for grants).
 8. Regularly communicate with the point of contact within OMAP or Budget and Finance as needed.

200.20 GRANT / ALTERNATIVE-FUNDING REQUESTS

- A. In an effort to meet or exceed service expectations while providing service within

budgetary constraints, the department shall actively seek local, state, federal, and private grants or alternative sources of funding that may be available to the department. All grant or alternative-funding requests shall be made in accordance section 200.10 of this policy.

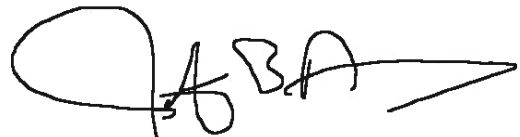
1. Due to the competitive nature of grant or alternative-funding requests, it is imperative that these types of projects be submitted for consideration in a timely manner.
2. Project managers/directors for grant or alternative-funding requests shall ensure that all applications, reports, and required documentation are provided to ~~the Office of Management Analysis and Planning (OMAP)~~ Budget and Finance for final review and submission within a reasonable period of time prior to the deadline of the requested source of funding.

B. The following are step-by-step procedures that shall be adhered to for all grant applications:

2. The member must then receive approval from his/her commanding officer before contacting ~~OMAP~~ Budget and Finance for grant assistance.
3. For new grants, contact the ~~OMAP~~ Budget and Finance grant coordinator compliance manager to review the funding material and to obtain the recommendation from the chief of staff before beginning the application. For grant renewals, advise ~~OMAP~~ Budget and Finance that you wish to conduct a grant renewal so that ~~OMAP~~ Budget and Finance can obtain the recommendation from the chief of staff.
4. During the grant writing process, the member involved should contact ~~OMAP~~ or Budget and Finance for assistance with the application.
5. When the application is complete, the member must send the entire application and relevant information to ~~OMAP~~ Budget and Finance. Only ~~OMAP~~ Budget and Finance may submit a grant application on behalf of the department, and only with the approval from the ~~commanding officer of OMAP~~ manager of Budget and Finance and/or chief of staff.
6. ~~OMAP~~ Budget and Finance will conduct the final submission of all grant applications.
7. If, after submission, the grant request is denied, advise ~~OMAP~~ Budget and Finance of the denial and send copies of all notifications to ~~OMAP~~ Budget and Finance.
8. If the grant request is approved, advise ~~OMAP~~ Budget and Finance of the approval and hand-deliver any documentation received from the grantor that requires the signature of the Chief of Police, his/her designee, or any other city official directly to ~~OMAP~~ Budget and Finance.
9. All signed documents will be forwarded to the grantor directly from ~~OMAP~~ Budget and Finance, and copies distributed to project directors, ~~and Budget and Finance~~.
10. During the grant period, forward all correspondent grant information received, or submitted to the grantor, directly to ~~OMAP~~ Budget and Finance.

200.25 OMAP / BUDGET AND FINANCE RESPONSIBILITIES FOR PROJECT MANAGEMENT

- C. Report on the status of ongoing projects to the Chief of Police, and commanding officer of OMAP, and manager of Budget and Finance as needed.
- E. The OMAP or Budget and Finance point of contact shall maintain liaison with and assist the project manager/director in the following areas:
1. Source for outside agency contact.
 2. Prepare fiscal notes and resolutions as needed.
 3. Determine conformity with all existing procedures, labor contracts, laws, etc.
 4. Receive and review project manager/director progress reports and other grantor-required filings, if applicable.
 5. Assist in the evaluation of projects.

A handwritten signature in black ink, appearing to read 'J.B.N.' followed by a long horizontal stroke.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk