



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

263 – RECORDS MANAGEMENT

GENERAL ORDER: 2022-XX
ISSUED: November 21, 2022

EFFECTIVE: November 21, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: October 11, 2022

ACTION: Amends General Order 2022-18 (June 3, 2022)

WILEAG STANDARD(S): 6.2.6

ROLL CALL VERSION

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

263.40 ON-LINE REPORTING

- A. Members of the public may report certain incidents and crimes that occur in the City of Milwaukee on-line as specified on the department's on-line reporting [website](#).
- B. The on-line reporting system is an option for residents, which means that if any individual requests the department member file the report, the member handling the incident or crime shall file the report.
- B. The Records Management Division shall review all reports that are submitted on-line in accordance with SOP 263.10(H).
- C. If the report does not meet the requirements to be submitted and/or accepted, the Records Management Division shall send the report back to the submitting person to make the required corrections or provide them with more instruction (e.g., the incident or crime cannot be reported on-line).

JEFFREY B. NORMAN
CHIEF OF POLICE