



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 082 – TRAINING AND CAREER DEVELOPMENT

**GENERAL ORDER:** 2024-20  
**ISSUED:** April 10, 2024

**EFFECTIVE:** April 10, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** February 26, 2024

**ACTION:** Amends General Order 2024-08 (February 12, 2024)

**WILEAG STANDARD(S):** 12.1.3, 12.2.1,  
12.2.2, 12.2.3, 12.2.5, 12.2.6, 12.2.8, 12.2.9,  
13.2.3

#### ROLL CALL VERSION

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

#### 082.50 PROCEDURES FOR REQUESTING TRAINING AND TRAVEL

Department members shall follow the directives of their bureau commanders and commanding officers when requesting training. When minimum staffing allows, supervisors should honor members' requests for training if the curriculum is relevant to the department's policing strategies and the employee's development, and if the training incurs no cost for the department. When considering training requests, supervisors shall be cognizant that they are responsible for the effective delivery of services and the training and development of the personnel under their authority (SOP 005.00 – Rank Structure of the Milwaukee Police Department).

- A. When requesting training, members shall use the ~~electronic Travel and Training Request~~ MPD ACADIS [site](#) on the department Intranet to ensure that requests are documented, tracked, and routed to the appropriate supervisors for review and approval. Members must submit training requests a minimum of 30 days before the training begins. Members shall accurately complete Travel and Training Requests. For courses not sponsored by the Training Division, members shall include attachments or web links that contain agendas, course/conference content, dates, hours, and locations of training.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk