



Police Department

Edward A. Flynn
Chief of Police

November 12, 2009

The Board of the
Fire and Police Commission
200 E. Wells St., Room 706A
Milwaukee, WI 53202

RE: PROPOSED RESCISSION OF RULES 3 AND 8 AND ESTABLISHMENT OF
STANDARD OPERATING PROCEDURES 005 and 015

Dear Commissioners:

I am seeking your approval to rescind Rules 3 and 8 in their entirety. Should the board approve the rescission of Rules 3 and 8, I will establish Standard Operating Procedures - 005 Responsibility of Command and 015 - Membership in Authorized Organizations.

The proposed changes, as outlined above, were presented to all four (4) labor associations representing Department members. In particular, the Milwaukee Police Supervisors Organization and the Milwaukee Police Association waived their right to negotiate pursuant to labor contract provisions.

In view of the foregoing, I respectfully request your Honorable Commissions approval of the above outlined changes. If approved, I will direct Standard Operating Procedures - 005 Responsibility of Command and 015 - Membership in Authorized Organizations be promulgated by General Orders, as soon as administratively possible.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

Enclosures: SOP 005
SOP 015

EAF:cms



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE 005 – RESPONSIBILITY OF COMMAND

GENERAL ORDER: 2009-XX

ISSUED: November XX, 2009

EFFECTIVE: November XX, 2009

ACTION: Creates SOP 005 – Responsibility of Command

DRAFT

005.00 PURPOSE

The purpose of this Standard Operating Procedure is to delineate the command structure of the Milwaukee Police Department.

005.05 RANK STRUCTURE

The relative rank in position of police members shall be as numerically designated:

1. Chief of Police
2. Assistant Chief of Police
3. Inspector of Police
4. Deputy Inspector of Police
5. Captain of Police
6. Lieutenant of Police / Lieutenant of Detectives
7. Police Sergeant

Other police members not enumerated above may be called upon in certain circumstances to exercise authority over other Department members, but shall not unnecessarily countermand orders of supervisory officers. Civilian managers and certain police supervisors (i.e., Identification Supervisors, administrative lieutenants, Communication Maintenance Manager, etc.) not listed in the rank structure above derive authority from their commanding officer and shall be particularly mindful to exercise authority within their area of responsibility.

Whenever supervisory officers, in the necessary performance of their duties, give orders to any subordinate members not attached to their district, bureau or division, they must exercise great care that such orders do not unnecessarily conflict with those of the commanding officer of the district, bureau or division to which such members are assigned. Whenever orders so given are important or require the subordinates receiving them to leave their regular posts or assignments, the supervisory officer giving such orders shall, as soon as practicable, inform such subordinate's commanding officer of the action taken.

005.10 **TEMPORARY ABSENCE OF COMMANDING OFFICER**

During the temporary absence of a commanding officer, and when no other provision is made by competent authority, the command automatically devolves upon the subordinate present next in seniority to such commanding officer. Seniority is determined first by rank and second by continuous service in the rank.

005.15 **TRAINING DIVISION**

The commanding officer of the Training Division shall exercise authority over all Department members subordinate to the rank of Assistant Chief of Police in areas of training and special services for which he/she has responsibility, subject to the orders of the Chief of Police.

005.20 **ACTING CHIEF OF POLICE****A. DESIGNATION BY CHIEF OF POLICE**

During the absence of the Chief of Police, an Assistant Chief of Police as designated by the Chief of Police shall perform all the duties of the Chief of Police, except to appoint, promote or formally discipline Department members. The person performing such duties shall be known as the Acting Chief of Police.

The Acting Chief of Police shall be particularly careful to carry out the orders of the Chief of Police, previously given. Such orders shall not, except in cases of extreme emergency, be countermanded or set aside; and when such action is taken, the Acting Chief shall report in writing to the Chief of Police, the reasons in each instance.

B. DESIGNATION BY FIRE AND POLICE COMMISSION

In the event of a vacancy in the Office of the Chief of Police, during such vacancy an Assistant Chief of Police, as determined by the Fire and Police Commission, shall perform all of the duties of the Chief of Police and carry the working title of Acting Chief of Police. [Per WI Stat. 62.50(6)]


EDWARD A FLYNN
CHIEF OF POLICE



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE 015 – MEMBERSHIP IN AUTHORIZED ORGANIZATIONS

GENERAL ORDER: 2009-XX

ISSUED: November XX, 2009

EFFECTIVE: November, 2009

ACTION: Creates SOP 015 – Membership in Authorized Organizations

DRAFT

015.00 PURPOSE

The purpose of this Standard Operating Procedure is to define authorized organizations of the Department and their structure.

015.05 AUTHORIZED ORGANIZATIONS

The authorized organizations of the Department are:

- The Policemen's Relief Association of the City of Milwaukee
- The Policemen's Annuity and Benefit Fund of Milwaukee
- The Recreation Association of the Milwaukee Police (RAMP)
- The Employees' Retirement System of the City of Milwaukee
- The Deferred Compensation Board

015.10 OFFICERS AND TRUSTEES

For the efficient operation and general good conduct of the Department, any Department member who is either an officer or trustee of more than one authorized organization of the Department, shall be permitted time off for such duties as such officer or trustee for only one such organization, when meetings are held during the member's tour of duty, provided, that the member submit in writing, a request to the member's commanding officer stating the name of the organization, the date, time and purpose of such meeting. Any time off taken by such member for duties of any other organization cannot be taken during the member's regular tour of duty. Regular off days may be changed to permit members who are officers of more than one authorized organization to attend meetings of such organizations.

Where such member is an officer or trustee of more than one such organization, the member shall file with the Chief of Police, in writing through their chain of command, the name of the organization the member has selected for purposes of time off during the member's regular tour of duty, and such selection may not be changed without permission of the Chief.

015.15 PARTICIPANTS

Department members who participate in the aforementioned organizations, either during their off day or when such participation extends beyond their normal tour of duty, are ineligible from receiving overtime compensation for their participation unless authorized by the Chief of Police.

Department members are prohibited from representing the Milwaukee Police Department when organizing or participating in athletic, recreational, or musical activities unless such activities have been approved and sanctioned by RAMP.

015.20 THE RECREATION ASSOCIATION OF THE MILWAUKEE POLICE (RAMP)**A. EXECUTIVE BOARD**

RAMP shall consist of an Executive Board comprised of a president, vice president and a secretary-treasurer, appointed by the Chief of Police. In addition, there shall be a Board of Directors comprised of the Police Band Manager and no more than fifteen (15) Department members who shall be appointed by the Executive Board to serve a two-year term, taking effect January 1st of each even numbered year. The Board of Directors should consist of representatives from each of the district stations, the Criminal Investigation Bureau, the Administration Bureau, and the Police Academy. The RAMP Executive Board shall strive to appoint a diverse Board of Directors representative of the Department's organizational structure. The Executive Board and the Board of Directors shall be responsible for the administration of the Association as well as the proper conduct of the activities of RAMP, subject to such limitations as may be imposed by the Chief of Police.

B. SELECTION OF DIRECTORS

The RAMP Executive Board shall, reasonably in advance of January 1st of each even numbered year, communicate a Department-wide memorandum informing all interested Department members to serve as a RAMP director for their assigned work location. In the event that more than one member from the same work location (e.g., District 1, Patrol Support Division, Sensitive Crimes Division) requests to serve as a director, the Executive Board may cause an election to be held at that work location to determine who will serve as a director for that work location. The Executive Board reserves the right to appoint a director to represent a different work location if no members from that work location are interested in serving as a director.

C. REMOVAL OF DIRECTORS

The RAMP Executive Board reserves the right and authority to remove any director from his or her duties, subject to approval of the Chief of Police, if the director fails to adequately engage in RAMP activities and/or attend RAMP board meetings. The decision of the Executive Board must be unanimous for such removal to be referred to the Chief of Police for approval. Any director that is removed may appeal the Executive Board's decision in writing to the Chief of Police.

D. MANAGERS

The RAMP Executive Board shall approve all Department members chosen as managers of groups of teams of active participants.

E. RAMP FUNDS

The secretary-treasurer and administrative assistant of RAMP shall keep a record of all monies received and disbursed in and from the RAMP fund. All disbursements shall be made by check signed by an Executive Board member. The secretary-treasurer and administrative assistant shall also keep an inventory of all equipment and other property used or controlled by RAMP showing dates of purchase, cause to whom assigned, repairs and replacements, or other dispositions. The Executive Board may, with the approval of the Chief of Police, cause RAMP to maintain a separate fund under the same terms and conditions as contained herein, but for the purpose of regulating the income and expenditures of the Police Band.

015.25 POLICE BAND

A. DIRECTOR

Whenever there is a Police Band, duly authorized by RAMP and approved by the Chief of Police or designee, there shall be a Band Director appointed by the Chief of Police or designee who shall have full authority to enforce all disciplinary Department rules and procedures so far as they are applicable to members of the Band. The director shall be responsible for the general conduct of the Band and shall report in writing to the Chief of Police or designee any misconduct by band members.

B. BAND MANAGER AND OTHER APPOINTMENTS

The Band Director shall appoint a Band Manager, with the approval of the Chief of Police or designee, who shall assist the director in the performances of such duties as the director may designate. The Band Manager shall also keep records of all activities, performances, and transactions of the Police Band and make reports to the RAMP Executive Board.

Appointments to the position of librarian, assistant librarian, or other minor offices of the Police Band shall be made by the Band Director and the Band Manager. The members of the Police Band shall elect three (3) of its members to act as a Band Board. The Band Board shall have the Band Manager as its chairperson and shall act in an advisory capacity to the Band Director in the administration of band activities, subject to the approval of the Chief of Police or designee.

C. MEMBERS

Any Department member applying for membership in the Police Band shall, in addition to the provisions contained herein, receive approval in writing from the member's commanding officer and by the Police Band Director.

D. PERFORMANCES

The Police Band may perform at civic, patriotic, or charitable functions, and at such other times as the Chief of Police or designee may approve. Regular band rehearsals shall be at such times and places as may be directed by the Band Director.

E. UNIFORMS

The Police Band uniforms shall be in conformity with the specifications prescribed by the Chief of Police or designee.

F. BAND PROPERTY

All musical instruments, sheet music, and other property used by the Police Band are the property of RAMP and shall be promptly returned by members when severing their connection with the Band.

G. MAINTENANCE OF THE POLICE BAND

Nothing in these regulations shall require RAMP to maintain a Police Band. If, in the discretion of the Executive Board, the financial maintenance of a Police Band as a part of RAMP is not practical or economically feasible, or if the membership of the Police Band should fall below an economical size, the Executive Board may terminate financial maintenance of the Police Band. If at the time of such termination any funds are contained in any Police Band fund set up by RAMP, the balance shall be paid into the RAMP Fund.

EDWARD A FLYNN
CHIEF OF POLICE