



## **CITY OF MILWAUKEE**

### **Fire and Police Commission**

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May 3, 2010

TO: Fire and Police Commissioners

FROM: Michael G. Tobin, Executive Director

SUBJECT: Amendment to FPC Rule IV Board Procedure

The Board may prescribe policies and standards for the Fire and Police Departments, §62.50 (1m) stats. The rules of the departments are undergoing reorganization and modification. Policy directives that formerly were identified as department rules have now been codified in department standard operating procedures manuals (police), standard operating guidelines (fire), or other procedural guidance documents. This amendment will clarify that, in addition to modifications to formal department rules, each chief must forward, at least fifteen (15) days in advance, any other type of procedural change that affects the policies and standards of department operations. The fifteen day advance notice will allow FPC staff and the Executive Director time to evaluate the proposed modification prior to its implementation. We recommend adoption of this amendment.

MGT:mk

## RULE IV – BOARD PROCEDURE

Section 1. Rules of the Board or of the Fire or Police Departments may be prescribed, amended, or repealed by a majority vote of the Board pursuant to the following procedure: Notice of the proposed rule, amendment, or repeal shall be given and recorded in the minutes of a regular or special meeting, and action shall be deferred to at least the next regular or special meeting, provided that at least ten (10) calendar days have elapsed before final action is taken.

Section 2. The Board shall be provided with any rule change proposed by a Chief at least thirty (30) calendar days prior to its anticipated effective date. All proposed rule changes provided to the Board shall be in writing. The Board shall then follow the procedure outlined in Section 1.

**Section 3. The Board shall be provided with any modification of a standard operating procedure, standard operating guideline, or other directive affecting the policies and standards of the Fire or Police Departments, in writing at least fifteen (15) calendar days prior to its anticipated effective date.**

Section 4. Immediate action may be taken on a proposed rule, amendment, or repeal provided that such action has approval of two-thirds of the Board members present.

Section 5. The Board may, by a vote of two-thirds of those present and voting, but in no event by less than a majority of the Board, vote to suspend or waive any of its Rules or provisions contained herein.

Section 6. Robert's Rules of Order shall be the official Rules of Order of the Board except as otherwise provided herein.