



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-03

INDEX AS: Department General Orders Manual
Written Orders and Bulletins

REPLACES: G.O. 17-01
EFFECTIVE: 01-11-2017

WILEAG: 1.4.1, 1.4.4

SUBJECT: Department General Orders Manual
Written Orders and Bulletins

PURPOSE: The purpose of this General Order is to establish a format and definition for Written Orders and Bulletins issued by the Police Department; to explain the Department General Orders Manual features, organization and use; and to provide for proper preparation, indexing and distribution so that all personnel concerned are kept informed of new and revised policies and procedures. All personnel are responsible for knowing and carrying out the provisions of all Department General Orders.

This order consists of the following numbered sections:

- I. DEFINITIONS
- II. ISSUING AUTHORITIES
- III. DISTRIBUTION OF WRITTEN ORDERS AND BULLETINS
- IV. PREPARATION OF WRITTEN ORDERS
- V. DEPARTMENT GENERAL ORDERS MANUAL

VI. CANCELLATIONS

VII. REVIEW OF GENERAL ORDERS

VIII. EFFECTIVE DATE

I. DEFINITIONS

A. General Orders: General Orders are issued to announce adoption or revision of policies and to direct procedures for the indefinite future.

1. Institution of permanent procedures, rules, policies and manuals relating thereto.
2. Permanent changes in the organization.
3. Installation of permanent programs.
4. Permanent personnel policies and procedures, including recruiting, hiring, training and promotion policies.
5. Use of public facilities and equipment and expenditure of public funds.
6. Relationships with other agencies and citizens.

B. Personnel Orders: Personnel Orders announce the following in the order indicated.

1. Current assignment of all personnel
2. Personnel detached, due to illness or injury
3. Promotions/appointments
4. Resignations/retirements
5. New personnel
6. Assignment or column change
7. Awards

8. Internal Investigations

9. Discipline:

a. Oral

b. Written

c. Suspension

d. Demotion

e. Dismissal

10. Training

C. Bulletins: Bulletins may be issued for the following purposes.

1. To disseminate information or instructions which do not warrant a formal order.
2. To direct the actions of subordinates in specific situations or circumstances under a level of command not authorized to issue General Orders. Such directions shall not deviate from or conflict with established policies and procedures as documented by higher authority.
3. To explain or emphasize portions of previously issued orders.
4. To inform members of actions or policies of other agencies.

D. Memoranda: Memoranda are informal written documents containing information not warranting a formal order. They are generally used to clarify, inform or inquire. The following are proper subjects of memoranda:

1. Dissemination of information or instructions.
2. Inter- and intra- departmental communications.

II. ISSUING AUTHORITIES

- A. General Orders: Department General Orders are issued by the Chief of Police to announce department-wide policies and procedures which are applicable for the indefinite future.
- B. Personnel Orders: Personnel Orders may be prepared only at the direction of the Chief of Police.
- C. Bulletins: Bulletins may be issued by any command level.
- D. Memoranda: Memoranda may be issued by any department member.
- E. The Chief of Police retains full authority to review, issue, modify, approve or rescind all Department Written Orders.

III. DISTRIBUTION OF WRITTEN ORDERS AND BULLETINS

- A. Written Orders and Bulletins will be issued to affected department members. General Orders for review will be disseminated via the Electronic Policy Review System (trainingrollcall.com).
- B. Affected department members shall acknowledge receipt/review/understanding of Department Written Orders, by signing for the review of the post that is part of the Electronic Policy Review System.
- C. All Written Orders and Bulletins shall be numbered.
- D. Copies of all Written Orders and Bulletins will be maintained in the Department computer network.

IV. PREPARATION OF WRITTEN ORDERS

- A. Written Orders and Bulletins issued at any level of command shall not conflict with established policy and procedures directed by a higher authority.
- B. Whenever applicable, Written Orders and Bulletins shall carry notations directing attention to other published documents which are related. Written Orders or Bulletins which rescind or supersedes other Written Orders, Bulletins, etc., will include a notation on the first page, which is titled

replaces where the number of any and all Written Orders and Bulletins which are replaced by the current order, shall be listed.

V. DEPARTMENT GENERAL ORDERS MANUAL

A. Composition of Manual

1. Alphabetical Index: An extensive alphabetical cross-index system notes the location of any order or subject in the manual. Use of this index should assist the reader in locating material rapidly.
2. Control Code Index: The Control Code Index lists each order in the manual, according to its letter section and by a chronological listing by the date of publication.
3. Lettered Section: The manual is divided into lettered sections. Generally, orders contained in each section are related to each other, but because many orders are concerned with more than one subject, no specific attempt has been made to adhere to rigid topical classifications. Orders have been placed in the lettered sections in order to permit flexibility and easy reference.

B. Indexing and General Format

1. Orders and Bulletins shall be numbered consecutively. In addition, each General Order shall receive a section code consisting of letters and numbers.
 - a. The upper right-hand corner of an order contains the section code. The letters indicate the section of the General Order Manual in which that order should be placed. ADM (administration), LEG (legal), ORG (organizational), RCD (records), TFC (traffic), and TNG (training).
 - b. The number designates the position of the order in the lettered section.

2. General Orders shall contain an index consisting of key words or topics covered by the order. These shall be listed in the alphabetical index.
3. General Orders shall include a subject section which describes the general subject or topic of the order. A purpose paragraph may be included to explain the general purpose of the order.
4. The body of a General Order shall be written in outline form. Each main section should be broken down into subsections, which may be broken down further into subunits, when necessary. A combined Roman numeral/alphabet/number system will be used to outline the General Order.
5. The face page of each General Order shall include a section listing all of the accreditation standards met by the General Order.
6. Personnel Orders and Bulletins need not be written in the same format as General Orders; however, they shall conform to the format for numbering orders as described in section V.B.1. All Written Orders and Bulletins will indicate their effective date.

C. Maintaining the Manual

1. The General Orders Manual will be maintained on the computer network of the department in the "L" drive. All new orders, or the current order to be reviewed, will be placed in the Electronic Policy Review System (trainingrollcall.com) so that all affected personnel will be notified of the post. Affected personnel will be able to access, and review the General Order. Personnel will then sign the post indicating they reviewed and understand the order. Paper copies of the orders will not be issued to each officer. Paper copies will be filed in the General Orders Manual maintained in Report Writing Room #1 for officer use. The Administration and Services Commander will also maintain a printed copy of the General Orders Manual that can be used by FTOs for policy review during field training.

2. The Control Code Index maintained on the "L" drive will be updated each time a policy is replaced. The alpha index is also maintained on the "L" drive.

VI. CANCELLATIONS

- A. All Bulletins which are not self-canceling shall be reviewed annually after the original date of issuance to determine if:
 1. They should be canceled.
 2. They should be incorporated into a separate manual.
 3. They should be revised.
 4. They should be continued in their present form.
- B. Such reviews shall be conducted by the office of the appropriate division commander.
- C. Existing General Orders, Bulletins, and other directives shall continue in force unless so rescinded or documented otherwise.

VII. REVIEW OF GENERAL ORDERS

- A. All new or revised General Orders will be subject to a thorough review process prior to dissemination. General Orders will be reviewed via the Electronic Policy Review System. Officer input should be directed to their supervisors. The policy review committee may also review proposed orders. Command and supervisory officers will discuss proposed orders at staff meetings as part of the review process, and such discussion will include input obtained from officers.
- B. General Orders will be reviewed and updated on a minimum interval of every three (3) years in order to reflect current statutory laws. These reviews may be completed by the Accreditation Manager and/or assigned to members of the Department who have specialty knowledge or training in the area of the policy being reviewed.

VII. EFFECTIVE DATE

The effective date of this order is February 7, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-22

INDEX AS: Collective Bargaining

REPLACES: G.O. 16-29

EFFECTIVE: 06-22-2016

WILEAG: 2.1.1, 2.1.2

SUBJECT: Collective Bargaining

PURPOSE: The purpose of this General Order is to define the legally mandated collective bargaining process and provide guideline for its application within the Department.

This order consists of the following numbered sections:

- I. DISCUSSION
- II PROCEDURE
- III. EFFECTIVE DATE

I. DISCUSSION

- A. The City of South Milwaukee is legally mandated under Municipal Employment Relations Law to collectively bargain with city employees. Provisions outlining this process are contained within Section 111.70 of the Wisconsin State Statutes.
- B. South Milwaukee Police Department sworn officers are currently represented by the South Milwaukee Professional Police Association.
- C. Clerical and Dispatch employees are covered under the Civil

Service Personnel manual.

- D. Certain employees of the Police Department are not represented by a bargaining unit. They are the Chief of Police, the Captains, and the Lieutenants.

II. PROCEDURE

- A. The City of South Milwaukee will comply with its obligations under the Wisconsin Labor Relations Act.
- B. The City of South Milwaukee and the employee bargaining unit will specify a bargaining team. The bargaining team for the City of South Milwaukee generally includes the following:
 - 1. City Administrator (Chief Negotiator)
 - 2. Chief of Police and/or designee
 - 3. Common Council Human Resources Committee

The membership of the City bargaining team may vary from time to time based on the needs of its Chief Negotiator and other members of the bargaining team.

- C. Ground rules for the conduct of the collective bargaining sessions shall be determined as soon as practicable after the recognition of the exclusive bargaining unit.
- D. The bargaining team will bargain in good faith over those issues that are the mandatory subjects of bargaining. Negotiations should begin at least 6 months prior to the expiration of the current contract.
- E. A written record of final agreement will be drafted into a contract signed by both management and representatives of the bargaining unit.
 - 1. A copy of the written contract shall be provided to all affected personnel.

2. All supervisory personnel will be notified of changes in the terms of the collective bargaining agreement. A thorough discussion of changes will be conducted at staff meetings. If necessary, training of all supervisory and management personnel as to the terms of a new agreement affecting personnel under their supervision will be conducted.
3. Within 90 days of concluding the contract, all department directives, policies or rules will be reviewed and corrected to conform to the current contract provisions.

F. Should an impasse prevent a contract agreement from being reached, the provisions of the Wisconsin Employment Relations Act will be followed, including those provisions which permit the mutual agreement of both the union and management to enter into mediation and/or arbitration to effect a successor contract agreement.

III. EFFECTIVE DATE

The effective date of this order is March 28, 2019.

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-02

INDEX AS: Awards
Commendations

REPLACES: G.O. 19-02
EFFECTIVE: 01-12-2019

WILEAG: 4.1.1

SUBJECT: Awards and Commendations

PURPOSE: The purpose of this General Order is to provide tangible recognition for police performance, which exhibits a degree of excellence above that normally expected, and to act as a means of reinforcement for the type of performance and behavior the Department wishes to standardize. The Commendation Policy emphasizes the need for excellent performance of police service functions, as well as law enforcement functions.

This order consists of the following numbered sections:

- I. COMMENDATION PROCEDURE
- II. COMMENDATIONS
- III. EFFECTIVE DATE

I. COMMENDATION PROCEDURE

- A. **Nominations:** Nominations of commendations may be submitted by any member of the Department. All department members are responsible for nominating any officer/department member/citizen whose meritorious action comes to their attention. Nominations are to be in writing utilizing the electronic Awards Form in the addendum for this policy. They are to contain a detailed account of the incident or incidents for which the award is proposed. Nominations

(Sec. II, A-D & F) are to be forwarded to the Administration and Services Captain along with a copy of the police report, who will then present the nomination to the Awards Committee for review.

- B. Distribution of Commendations: Letters of commendation and letters of appreciation are provided to recipients on approval. A copy of all approved commendations will be maintained in the recipient's personnel file.
- C. Awards Committee: Shall consist of two Captains, two Lieutenants, two Patrol Officers, and one Civilian employee who will review each nomination submitted for accuracy and substantiated account of occurrence. The committee shall, upon approval, either affix their signatures on the nomination recommendation form (if supplied to them) or reply with their approval via e-mail. Non-approval shall be stated either via a separate report or e-mail giving specifics for same. Upon receipt of the responses, the Administration and Services Commander will forward it to the Chief of Police for action. Quarterly meetings of the Award's Committee will take place to discuss cases for review. All awards (expect the Supervisor Recognition Award) will be presented at the annual awards ceremony in the month of May in front of the common council.

II. COMMENDATIONS

- A. Valor Award: To be awarded for acts of bravery beyond the officer's basic duty, who by outstanding gallantry, conspicuous action, at great personal peril to their life, brings great credit to the law enforcement profession.
- B. Life-saving Commendation: To be awarded to any officer whose action directly contributed to the saving or significant prolonging of human life.
- C. Merit Award: To be awarded for excellent arrest by any officer directly involved in the capture and arrest of a person(s) who was endangering the lives and/or property of the Community. Any state arrest would qualify.
- D. Excellence in Police Service: The Excellence in Police Service award is presented to any member who makes a significant contribution, above and beyond the ordinary call

of duty over a period of time in pursuit of the department's mission. The award recognizes those instances wherein the member's diligence, teamwork, perseverance and problem-solving ability exemplified the highest standards.

- E. Supervisor Recognition Award: To be awarded to any member of the department, by any supervisor, to acknowledge the superior handling of an incident or investigation. This award does not require Awards Committee approval. These awards may be presented to the department member by their supervisor at any time and are not presented at the annual awards ceremony.
- F. Citizen Recognition Award: To be awarded whenever any department member believes that behavior coming to attention personally or through a third party is deserving of recognition by the Department. The Citizen Recognition Award can be for outstanding assistance provided by a citizen who aided the police and/or EMS.

III. EFFECTIVE DATE

The effective date of this order is February 7, 2020.

William R. Jessup
Chief of Police

Addendum – Awards Form



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-41

INDEX AS: Evidence Control
Property Control

REPLACES: G.O. 17-37
EFFECTIVE: 10-04-2017

WILEAG: 1.3.5, 1.4.1, 1.5.1, 1.7.3, 6.3.3, 6.3.4, 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.1.6

SUBJECT: Evidence and Property Control

PURPOSE: The purpose of this General Order is to establish written procedures for the collection of evidence and property which is turned over to the Department or obtained through investigations. It will also provide accountability for the handling, movement, and disposition of evidence and property while in the custody of the Department. Finally, it will provide a method of internal auditing.

POLICY: It is the policy of the South Milwaukee Police Department that all employees conform to uniform procedures for the collection, preservation and security of physical evidence. The Department provides basic training for all officers in evidence management and specialized training for Evidence Technicians.

It is also the policy of the South Milwaukee Police Department that uniform procedures be followed for the management, storage, control and disposition of property that is found, seized, recovered, or received by the Department.

This order will consist of the following sections:

- I. DEFINITIONS
- II. PROCEDURES
- III. DISPOSAL
- IV. EVIDENCE/PROPERTY STORAGE ROOM

V. EVIDENCE/PROPERTY CUSTODIAN

VI. EFFECTIVE DATE

I. DEFINITIONS

- A. Physical Evidence: Any item used or to be used as a physical exhibit in the prosecution of a criminal, civil, or municipal court case.
- B. Abandoned/Unclaimed Property: Any property reported to the agency as abandoned either on public or private property within the City limits of South Milwaukee. The owner of this property is unknown or unable to be determined.
- C. Safekeeping Property: Property (usually weapons) taken into Department custody to facilitate the safety of officers and citizens (e.g.: removal of a gun(s) from a home where an individual has threatened him/herself or another). The owner of this property is known. This may also include items of value taken in a vehicle inventory search for safekeeping purposes.
- D. Agency Property: Property owned by the City of South Milwaukee for use by the Police Department (e.g.: squad cars, desks, computers, video equipment, etc.).

II. PROCEDURES

- A. Responsibility for Crime Scene Processing:
 - 1. The officer assigned to complete an investigation has the primary responsibility for the collection and preservation of physical evidence, as well as gathering, packaging and labeling physical evidence found at a scene.
 - 2. The specific responsibilities of the officer assigned to complete an investigation of a crime include but are not limited to:
 - a. Securing and protecting the crime scene.

- b. Logging entries of persons into the crime scene, when applicable.
 - c. Photographing/videotaping the scene.
 - d. Searching the scene.
 - e. Diagramming and sketching the scene, to supplement any notes and/or photographs, when applicable.
 - f. Collecting and preserving physical evidence.
3. If the knowledge and/or skills and abilities necessary to process the crime scene exceed those possessed by the investigating officer, the expertise of an Evidence Technician, or Investigator should be requested. Officers assigned an investigation may request assistance from the above to perform procedures such as photography, videotaping, casting of tire or footprints, latent fingerprint collection or other evidence gathering procedures requiring specialized training, skills, or equipment.
4. All officers should have containers readily available for the collection and preservation of physical evidence such as; paper and plastic bags, small containers, and razor blades.
5. Officers collecting evidence at the scene of a crime where the evidence involves items such as hairs, fibers, paint, glass, wood, soil, and tool marks should, whenever possible, collect samples from a known source to be used for possible comparison later. These items should be collected and submitted separate from any other items of evidence.
6. Generally, major crime scenes are processed by an Investigator who will collect and process all evidence. Responding officers will maintain security of the crime scene until an Investigator arrives. All physical evidence will be properly packaged and labeled to prevent contamination and taken by the Investigator (or other assigned officer) to the crime lab. Perishable evidence will be taken to the State Crime

Laboratory or placed in the Department=s evidence refrigerator.

7. The person assigned to process a crime scene will transport all necessary equipment to the scene in a department vehicle. Items included in the crime scene case are: a latent print kit, camera, sketching paper, containers, plastic/paper evidence bags, and any item used for the collection and preservation of physical evidence.
8. All aspects of the crime scene will be photographed either by the investigating officer or the Investigator. Photographs of crime scenes and/or suspects can, for the majority of cases, be taken by the investigating officer. The officer/Investigator should document the time and date, that the photos were taken in their report. If a suspect photo is taken the name and date of birth of the suspect shall also be included in the report. Digital photographs which are of evidentiary value will be downloaded to the SMPD server and saved under the Case # by the officer/Investigator who took the photographs. Photos may be printed for DA files, and investigatory purposes. Crime scenes may also be videotaped for evidentiary reasons. Original video/audio tapes/digital video discs will be logged in the property module and stored in the Evidence Room.
 - a. When officer(s), or an Investigator arrive at a crime scene and neither photographs nor physical evidence are retrieved, a written report will be submitted as the reason for the non-retrieval. This report can be incorporated into the incident report.
9. When an officer is involved in crime or crash scene processing, a detailed report of the processing activity will be submitted. The report will include a description of processing events, evidence collected, and any other related information.
10. Anytime evidence transfers custody between persons (outside of the Evidence Custodian's involvement) this transfer of evidence must be documented by the officer making the transfer. If the evidence is being

turned directly over to another person within the Department (other than the Evidence Custodian) and the evidence is not immediately "Sent to the Property Room" as per the disposition in the Property Module then the officer shall enter in the "Remarks" field the reason (Ex: TOT Investigations for processing.) This transfer shall also be *documented via a supplementary report* which includes, at a minimum, the date of the exchange and who the evidence was given to.

B. Evidence Technicians

1. Evidence Technicians are responsible for recognizing, collecting, and preserving all physical evidence at crime scenes they are sent to process (photos, prints, diagrams, evidence collection, casts, etc.).
2. During their investigation the Evidence Technician will have control of the crime scene. Upon conclusion the Evidence Technician will return control of the scene to the investigating officer.
3. Evidence Technicians that are assigned to an investigation to process a crime scene, are not responsible for completing an offense report. However, Evidence Technicians should complete a **supplementary report** which documents what they did and their involvement in the case.
4. All Evidence Technicians receive specialized training in crime scene processing which will include, but not be limited to: recovery of latent fingerprints and palm prints; recovery of foot, tool and tire impressions; photographing crime/crash scenes; preparing crime/crash scene sketches; and the collection and preservation of physical evidence. All training should be in accordance with the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook.

C. Procedures for Processing Physical Evidence

Integrity of the chain of custody of evidence is vital. Per this General Order every officer understands that any "evidence"

they receive/collect must be accounted for with certainty. The officer must be able to articulate that the evidence was properly handled and not tampered with. In order to accomplish this, the officer must be able to attest to the evidence being in their control either by being in their line of sight, locked somewhere only accessible to that officer, or that the evidence was secured in a tamper proof container, which was appropriately labeled and initialed, and secured in the evidence room.

1. The value of physical evidence depends on the manner/method in which it is collected and the precautions taken to ensure its integrity.
2. Officers assigned to complete investigations (Investigators/Evidence Technicians) shall ensure the integrity of physical evidence by properly identifying, collecting and preserving it in accordance with the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook and this policy.
3. To maintain a chain of evidence, assure proper identification, and prevent contamination, all physical evidence gathered shall be properly packaged and labeled at the time it is collected, seized or received. At a minimum, the label/property sheet attached to physical evidence shall contain the complaint number, date of recovery, the initials of the person that recovered the evidence, and location of the recovery.
4. When sealing evidence, officers should include the date, time, location of incident, and their initials on the package exterior and on the evidence tape seal.
5. All evidence recovered by the South Milwaukee Police Department shall be accompanied by a written report detailing the circumstances which involve its recovery and a detailed description of each item of evidence. All evidence will be entered into the property module (as described in section II.C.5).
6. Whenever evidence is collected by an officer, that officer shall enter a complete description of that evidence into the property module of the Department

Records Management System (RMS) including color, make, model, serial number (if applicable) or owner applied number. Absent prior supervisor approval, this entry shall be done prior to the officer leaving their tour of duty. All descriptive information concerning that evidence shall be entered in the property module under the report number. It is especially important to enter a serial number, VIN or license number if available.

7. The initial storage location for the evidence shall also be entered into the system and the disposition for the evidence shall be "**Sent to Evidence Room.**" A property control number will be automatically assigned to the item within the system. For each item of evidence, officers are required to attach, to that evidence, a property report barcode that is generated in the RMS program. If the evidence is being turned directly over to another person within the Department (other than the Evidence Custodian) and the evidence is not immediately "Sent to the Evidence Room" as per the disposition in the Property Module then the officer shall enter in the "Remarks" field the reason (Ex: TOT Investigations for processing.) This transfer shall also be documented via a supplementary report which includes, at a minimum, the date of the exchange and who the evidence was given to.
8. Evidence which is disposed of at the scene, such as alcohol, does not need to be entered into the property module but shall be witnessed by another officer and shall be properly documented in the offense report.
9. After physical evidence has been properly gathered, labeled, inventoried and packaged it shall then be either secured in a temporary evidence locker or dropped through the evidence slot in the Evidence Room door. If using a temporary locker, the key for that locker is then placed in the one way drop in the secured temporary evidence locker.
 - a. Temporary evidence lockers are not to be used for long term storage. Items placed in a temporary locker must be logged with the date/time and officer's name who placed the item in the locker. Items may be stored in a

temporary locker for a maximum of 10 days. Items stored beyond 10 days need the approval of the Evidence Custodian or a supervisor. If a supervisor approves storage beyond 10 days, the officer who is responsible for the evidence must notify the Evidence Custodian of the approval.

- b. At times evidence may also be secured in an officer's locked evidence/property drawer. These evidence/property drawers are locked drawers (located in a secure area of the Police Department) that are issued to individual officers. The key for these drawers are maintained by the officer to which the drawer is assigned. The Administration and Services Commander retains the spare key for the drawer locks only in the event of an emergency. Items placed in the officer's locked evidence/property drawers should be limited to the following circumstances:
 - 1). Evidence is needed for court proceedings and has been taken out of the Evidence Room.
 - 2). Evidence that needs to be accessible for use in the investigation (ex. vehicle parts for a hit and run accident.) Evidence stored in this capacity should be done so on a short term basis only.
10. Cars and other items that are of such a nature that storage in the above area is impractical maybe stored in the Evidence Bay. Impound vehicles, not of evidentiary nature, will be taken by tow truck to the towing service storage area. Access to the Evidence Bay is restricted to "supervisors". When evidence is placed within the bay, access will be restricted by the supervisor assigned to have access to the evidence room by changing the access permissions for the key cards to only allow the specific officer(s) related to the case. In those instances, supervisors will not have access to the Evidence Bay.
11. Physical evidence may be turned over directly to the

Evidence Custodian after the evidence has been entered into the property module in accordance with Section C.5 & 6. The Evidence Custodian can refuse to accept into the Evidence Room any evidence which is improperly packaged or improperly submitted.

12. The Evidence Custodian shall periodically check the Evidence Room for temporary locker keys and evidence that has been dropped into the evidence door slot. If keys, or new evidence, is/are present, evidence will be removed from the temporary locker, or door slot, by the Evidence Custodian, and admitted into the Evidence Room. The Evidence Custodian will enter the evidence admission into the property module. He/she will also enter the location of the evidence within the Evidence Room.
13. Different types of evidence are handled in different ways. Some are held at the department, others are taken to the State Crime Laboratory. Special precautions shall be taken with the following types of evidence during recovery and subsequent handling:
 - a. **Narcotics, Dangerous Drugs and/or Controlled Substances:** To ensure a quantity and quality control system, prior to being submitted to evidence, all prescription and non-prescription drugs, street level narcotics, dangerous drugs, and all other controlled substances that are seized, recovered, found or otherwise received by department employees shall be counted and weighed. It is the responsibility of the officer placing the evidence into property to count and weigh the item(s). The count and the weight will be included on the property report. This evidence shall be packaged separate from other evidence (i.e. money, weapons, and ammunition). The evidence custodian will then inspect all submitted items of evidence for proper packaging to ensure the integrity of the submitted item(s).
 - b. **Paraphernalia** shall be sealed in an evidence bag and accurately described on the property report attached.

- c. Any **money** taken as evidence shall be counted and sealed in an evidence bag before it is accepted into the Evidence Room. The money should be inventoried by denomination and that information should be written on the bag and property docket entry. Money shall be packaged separate from other evidence.
- d. Any **jewelry** taken as evidence shall be photographed, described in detail on the property report, separated from other evidence, and sealed in an evidence bag before it is accepted into the Evidence Room.
- e. **Perishable items** of evidence; e.g., blood specimens or urine specimens, shall be preserved by refrigeration in the refrigerator in the Evidence Processing Section of the Department. Perishable evidence taken from a crime scene such as fresh blood, blood stained clothing, body organs, urine, semen, etc. will be processed according to the guidelines of the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook. Some evidence may be placed in the Department=s evidence refrigerator, as described above, until submission to the crime lab is possible. All bio-hazardous evidence shall be clearly marked on the exterior portion of the package. (Section II.C.10.h)
- f. **Hazardous Materials:** Items of evidence considered flammable, hazardous or explosive shall be stored in a secure manner: e.g. sealed in a paint can or other sealed container so as not to let fumes or fluid escape. These items shall be clearly marked as hazardous.
- g. All **weapons/guns** shall be cleared or made safe prior to submission to the Evidence Room. All ammunition shall be packaged separate from the weapon.

h. Collection of **Biological Evidence** containing DNA: Certain items of evidence require special collection procedures because of physical characteristics or because of special requirements for evidence. Items listed below will be treated as specified. Additional information and direction can be found in the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook. Review of the handbook is recommended before collecting certain evidence.

1). First Responder Precautions and Responsibilities

- a). The integrity of any forensic evidence at the scene of a crime has always been the responsibility of the crime scene investigators. This responsibility starts with the first officer(s) on the scene.
- b). First responders must be mindful when entering any crime scene that it must be secured, rendered safe, and precautions taken not to contaminate evidence.
- c). First responders should be cognizant of the fact that certain biological evidence can contain hazardous pathogens to include the Hepatitis B virus and HIV. The same precautions that are taken to protect the Investigator are used to maintain the integrity of the evidence.
- d). First responders should recognize possible sources of DNA, protect evidence, maintain a record of persons entering the scene, and take steps to

preserve any items that may be discarded by EMS or the victim.

e). First responders should avoid contamination of DNA evidence by wearing protective gloves and changing gloves often when handling different pieces of evidence. Avoid touching any areas where DNA may exist and avoid talking, sneezing or coughing over evidence.

2). Training for DNA Evidence Collection:
All Investigators and Evidence Technicians will be trained in the appropriate techniques for the collection and preservation of DNA evidence. Personnel not trained should avoid the collection of DNA evidence unless it is done under the direction of the Investigations Section or a trained Evidence Technician.

3). Blood Evidence

a). In addition to identification and comparison testing, the shape and pattern of blood staining may provide information concerning how the blood was deposited. If blood spatter patterns exist, it is essential to preserve those patterns until someone trained in their examination can examine them, if possible. Scaled photography is useful but is no substitute for a detailed examination.

b). Gloves should be used when collecting samples. Masks and eye protection may also be necessary depending on the situation.

- c). Care should be taken to change and properly dispose of gloves after the collection of each sample.
- d). Liquid and coagulated (moist) blood shall be collected using an evidence collection swab.
- e). If an evidence collection swab is not available, soak the blood on a clean gauze pad or clean white cotton cloth. If more than one area is to be sampled, separate gauze or cotton cloth is to be used. These samples shall be separated to prevent contamination, air dried and packaged separately.
- f). If a pool of liquid blood is present, refer to the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook for instructions.
- g). Dried blood: If possible the blood stained item should be recovered and submitted intact. If not able to recover the object intact, collect samples using an evidence collection swab moistened with distilled water.
- h). Package and transport the blood evidence for drying.
- i). Packaging of blood samples after drying should be done in a paper container and labeled as a "biohazard". Use separate containers for each area recovered.

- 4). Saliva: Certain types of evidence frequently contain traces of saliva, such as cigarette butts, stamps, envelopes, bite marks, soda or beer cans, and any other area in which oral contact may have occurred. In many cases the amount of saliva present is sufficient to determine the DNA type from the source person.
 - a). Transportable objects should be seized as evidence and placed in a paper container. The container should be properly labeled and sealed.
 - b). Non transportable objects, such as bite marks, should be collected as follows:
 - (1). Using an evidence collection swab, moisten it with distilled water or clean tap water and shake to eliminate excess.
 - (2). Gently swab the suspected saliva stain area. You may also use a dry swab over the same area to absorb any leftover moisture.
 - (3). Allow swabs to thoroughly air dry prior to packaging. Package, label and seal in paper container.
 - c). Standards for saliva comparison is a standard blood sample to be collected from suspect and victim. See the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook. A warrant is often needed and

recommended when collecting blood standard samples from a suspect.

5). Seminal Stains

- a). Where a sexual offense has occurred, stains may be found on clothing, blankets, sheets, towels, upholstery, and other objects.
- b). Carefully recover all suspected stained material, including the clothing and undergarments worn by the victim AND suspect at the time of the offense.
- c). Victim and suspect clothing should be packaged separately. Each item of evidence should be packaged separately.
- d). Thoroughly air dry all damp stains or items collected.
- e). Clean paper should be placed underneath the clothing to catch any debris that may be dislodged during the drying process. The paper should also be packaged with the evidence.
- f). All recovered items shall be placed in paper containers, labeled and sealed with evidence tape.

6). Sexual Offenses: Evidence from Victim and/or Suspect (DNA and other evidence are often transferred between the victim and the suspect.)

- a). If the possibility exists to collect physical evidence from the victim, the victim shall be taken to the Sexual Assault Treatment Center

(SATC) or West Allis Memorial Hospital ER or Froedert Hospital ER.

- b). An officer should accompany the victim to the location of treatment to photograph injuries and to receive items of evidence recovered from the attending physician and/or nurse.
- c.) Collection of evidence from the suspect, such as penile swabbing, is recommended. Collection of penile swabs from the suspect may fall under exigent circumstances as no search warrant may be required (consult the Duty ADA).
- d). If there are questions as to whether a search warrant may be necessary to collect other evidence from the suspect, contact the Duty ADA for Milwaukee County District Attorney's Office for guidance.

i. Computer and Electronic Evidence:

- 1). Digital Evidence is that evidence which is contained within any form of magnetic or electronic media. Digital evidence is found in, but not limited to, hard drives, USB drives, compact disks (CD), digital versatile disks (DVD), floppy disks, Zip disks, Jaz disks, flash memory cards, magnetic tape, Secure Digital (SD) cards, digital cameras, Subscriber Identity Module (SIM) cards, cellular telephones, Personal Data Assistants (PDA) and any other memory developed for the storage of electronic data or information. Seized evidence shall be photographed prior to collecting.

- 2). If it is suspected that evidence of a crime is stored in a computer, or on floppy disks, tapes, USB drives, memory cards, etc. it is important to include language in the affidavit and search warrant that allows the search and seizure of this type of evidence. If it can be determine, in advance, the type of computer system to be seized, this specific information should be included in the search warrant.
- 3). Digital media is easily altered and should not be accessed by officers without direct instruction by a Computer Forensic Examiner or Investigator. First responding officers should not attempt to view or browse photographs on a digital camera, files on cellular telephones, USB drives or other computer media without the direction of a Computer Forensic Examiner or trained Investigator. First responding officers shall secure the premises and proceed as directed below.
 - a). Desktop/Laptop Computer System
 - (1). Secure the premises and move people away from the computer.
 - (2). Do not touch the keyboard or mouse.
 - (3). Under normal circumstances do not turn any computer on or off.
 - (4). Photograph what is on the screen and document the time shown on the taskbar. Photograph the scene / area around the computer.

(5). Laptop computers should have the main battery removed prior to transport. The battery should be removed even if the power is on. Do not perform a normal shutdown through Windows. The power cord should be located and transported as well.

(6). If there is a modem connected, unplug the modem cable from the wall. Leave the connections on the back of the computer undisturbed until they can be documented. Photo the connections on the back of the computer. Mark all cables with evidence tape and mark the corresponding ports on the computer in an identical manner.

(7). It is recommended that all computer hardware, software, disks, and manuals also be seized as these items may be needed by the analyst in order to recover the records/evidence.

(8). Photograph the scene prior to and after all computer has been removed.

b). Networked or Business Computers: Officers will consult with a computer specialist any time they are dealing with

networked business computers, a computer network, or a mainframe or mainframe terminal. Specialists are available through the State Crime Lab for assistance in these types of cases.

- c). Handheld Electronic Devices
 - (1). Devices such as cellular phones, PDAs, pagers, electronic game devices, and GPS should be handled in the same way as a standalone computer.
 - (2). If the device is off, leave it off. Never turn these devices on or off without consulting an Investigator or specialist from the Crime Lab.
 - (3). Collect all cords and accessories associated with these devices.
- (d). Packaging and Labeling
 - (1). Each item seized must be properly marked, labeled and packaged.
 - (2). Large items such as keyboards, monitors, and computer towers may be tagged or labeled instead of bagged.
 - (3). Small items such as loose media (floppy disks, DVD's, thumb drives, Jaz disks) must be bagged or boxed.

- (4). Bags used for electronic evidence items should be paper or static free bags.
- (5). Seized computer evidence will be inventoried and stored securely in the Evidence Room.

(e). Transporting Electronic Evidence

- (1). During transportation and storage of computers and related electronic devices, avoid external magnetic sources, such as police radios. Also avoid extreme temperatures and other possible contaminants. **Do not place computer evidence in the trunk of a car if the trunk contains a police radio.**
- (2). When possible, transport computer towers and related electronic evidence in the passenger or rear seat of the vehicle. Make sure the items are secure and will not shift or fall during transport.

(f). Submission to Other Agencies for Examination: Electronic evidence will be submitted to the State of Wisconsin, Department of Justice-DCI for analysis in accordance with Section G.1.

14. Evidence to be processed may be directly handed over to the Investigators or shall be marked so the Evidence custodian can channel it to the Investigations Section for processing and maintain chain of custody. If the evidence

is being turned directly over to an Investigator or other person within the department (other than the Evidence Custodian) and the evidence is not immediately "Sent to the Property Room" as per the disposition in the Property Module then the officer shall enter in the "Remarks" field the reason (Ex: "TOT Investigations for processing.") This transfer shall also be documented via a supplementary report which includes, at a minimum, the date of the exchange and who the evidence was given to.

15. Recovered stolen automobile:

- a. If a stolen vehicle is recovered in the City of South Milwaukee, but was reported stolen from another jurisdiction, the Communications Center should contact the reporting agency and determine if that agency would like the vehicle to be processed for evidence.
- b. Any stolen automobiles recovered by the department may be towed to the police department for processing. The vehicle and contents will be processed for items of evidentiary value, a chain of evidence maintained, records kept, and with the approval of the agency initiating the report the vehicle released to the owner.
- c. Vehicles that were seized as a result of a criminal investigation shall be released with the approval of the District Attorney's Office and/or the investigating officer. Payment of towing fees shall be received prior to release.
- d. If contact cannot be made with the owner of a recovered stolen vehicle, the vehicle should be towed to the department.

D. Abandoned/Unclaimed Property/Lost Property

1. Whenever abandoned/unclaimed property is collected

by an officer of the Department, that officer shall enter a description of that property in the property module of the RMS system. This shall be done prior to the officer leaving their tour of duty. All pertinent information shall be entered into the property module. A printed copy of the property report shall be attached to the item by the submitting officer. The officer may then do one of the following:

- a. Place it in temporary locker (with key dropped). See Section D.2 a regarding items of value, weapons and contraband.
- b. Place it in the Property Room off the police garage (see Section D.2.a).
- c. Lock it in the officer's secure evidence/property drawer.
- d. Destroy it (if it meets those criteria).
- e. Turn it directly over to someone still on duty.
- f. Turn it over to another agency.
- g. Return it to the owner (if an owner can be identified) or authorized designee. The attached property report is to be signed by the officer and the person receiving the property. The means of identifying the person must also be noted on the property report.
- h. Items of "found property" which are determined to have likely been an item of lost property, rather than abandoned property, and have a value exceeding \$25.00, will be handled in accordance with WI Stats. 170.07.

2. Items of **property** (that are not "evidence") may be placed in the Property Room adjacent to the police garage. Only sworn police officers shall have access to the Property Room.

- a. Types of property not to be placed in the Property Room:

- 1). Any weapon or item which is modified to be used only as a weapon; e.g. a tool handle cut off or shaped as a club. Items of this nature should be routed to the Evidence Room with the property report attached.
- 2). Any contraband, drugs, drug paraphernalia, shall be routed to the Evidence Room for legal destruction or disposal.
- 3). Abandoned intoxicants shall be disposed of by the officer who acquired it, in the presence of a witnessing officer. This process should be documented in the report or call for service noting the disposition of the alcoholic beverage.
- 4). Any abandoned money, jewelry, electronic banking cards, checks OR items with an estimated value of \$100.00 or more, are to be routed to the Evidence Room for proper, secure storage after being sealed.
- 5). Abandoned autos will be handled as per City Ordinance 23.15(E)(1).

3. All property that is seized, recovered, found, or received by department employees should be promptly and accurately documented.

- a. Property shall not be stored in an employee's= personal locker, vehicle, or residence.
- b. Any employee of the department who takes property into custody is responsible for safeguarding it until it is returned to the owner, until the property is placed in the custody of the Property Custodian or until destroyed.
- c. Any item(s) of property that is either destroyed or returned to the owner prior to the end of the

officer's shift is not required to be entered into the property module, however, this shall be documented in the narrative portion of the call for service prior to the end of the officer's shift.

- d. In the case of a vehicle inventory a Department Vehicle Inventory Search Form shall be completed. This form will then be scanned into the computer as an attachment to the incident report.

E. Safekeeping Property

1. Property that is taken into department custody to facilitate the safety of officers and citizens (usually weapons) shall be entered into the property module in the same manner as all other property/evidence. The owner information shall also be entered. An incident report shall also document the reason for the need to provide safekeeping of the property.
2. Property taken for safekeeping (specifically weapons) **will not be returned to the owner without a court order.** Those persons seeking the return of a weapon that was taken for safekeeping shall be advised to contact the Milwaukee County Clerk of Courts-Civil Division and (under SS 968.20) obtain a court order for return of the weapon(s).
3. Upon receipt of the court order, the Evidence Custodian may return the weapon(s) to the owner. The owner must sign/date the property report indicating receipt of the property from the Department.

F. Agency Owned Property

1. Department records shall be maintained for assigned department property whether for short or long term duration, such as: weapons, department fleet, and communication equipment.
2. Stored items of property shall be periodically checked to ensure that they are in a state of operational readiness; i.e. charged batteries, preventative maintenance done, repairs made.

G. Crime Lab

1. It is the responsibility of the officer collecting the evidence to request such evidence be submitted for a laboratory examination, or any other special examination.
2. All officers (Evidence Technicians, Investigators) shall gather materials and substances, when available, from known sources for submission to the Crime Laboratory for comparison with other physical evidence collected.
3. All perishable physical evidence which may include, but not be limited to, fresh whole/liquid blood, blood stained objects, other physiological stains and tissue, and biological materials, should be taken as expeditiously as possible to the Crime Laboratory.
4. All evidence submitted to the Crime Laboratory will be packaged according to the procedures outlined in the Wisconsin Department of Justice Criminal Investigation and Physical Evidence Handbook, and meet the requirements of the State Crime Laboratory.
5. All evidence destined for the Crime Laboratory shall be delivered in a timely and appropriate manner.
6. In all cases where physical evidence is taken to the Crime Laboratory, a detailed transmittal record should be completed, documenting and maintaining the chain of custody. This transmittal record should include at a minimum:
 - a. The Crime Laboratory sheet containing all pertinent information about the case.
 - b. The name of the person last having custody of the evidence; submitting the evidence.
 - c. The date and time the evidence was submitted and the method used for transmission (mailed/personally delivered).
 - d. The date and time that the laboratory received

the evidence, as well as the name and signature of the person at the laboratory receiving the evidence. Any other transmittal information should be completed in accordance with the respective laboratories requirements.

- e. The department copies of submittal of evidence (from the Crime Laboratory) will be filed with the original report.
7. In accordance with the procedures of the Crime Lab, the department/submitting officer receives a written report detailing the results of the analysis of physical evidence. The investigating officer shall forward a copy of the report to the District Attorney's office or other involved department/agency.

III. DISPOSAL

- A. The Evidence Custodian will assure that the efficiency of the system is maintained by disposing of evidence in the following manner:
 1. Periodically, an inspection by the Evidence Custodian will be made of the Evidence Room for the purpose of removing evidence from the Evidence Room. An evidence removal form shall be forwarded to the officer who is responsible for securing the evidence. That officer shall research the pertinent case and determine its status, then authorize the Evidence Custodian to either destroy or discard the item, keep the item, or return the item to its owner. Upon receipt of this form, the officer receiving it shall have **ten days** to return same to the Evidence Custodian. (Return of property to owners shall be the responsibility of the securing officer.)
 2. After all judicial proceedings have concluded, physical evidence may be returned by the investigating officer, with the District Attorney=s written approval. When returning physical evidence the owner must sign the property report acknowledging receipt. This report must be either filed with the original report or scanned in as an attachment to the original case in the RMS. A copy of the form shall also be forwarded to the

Evidence Custodian showing the item was returned to the owner. The Evidence Custodian will update the information in the property module.

3. All items held by this agency will be returned to the victim in the most timely manner the law allows (within 6 months), and with the approval of the District Attorney's Office.
4. With the approval of the District Attorney's Office and the investigating officer, the property/evidence may be photographed and returned to the owner prior to a judicial disposition being reached. (The same process for return of property outlined in III. A.2 shall be followed.)
5. Evidentiary items may be disposed of when the statute of limitations is up. The Evidence Custodian will document the disposal in the property module.
6. Destruction or disposal of narcotic evidence shall be accomplished by court order per Wisconsin State Law.
7. Destruction or disposal of confiscated weapons shall be done by the Wisconsin State Crime Laboratory.

B. The Property Custodian will assure that the efficiency of the system is maintained by disposing of abandoned/unclaimed property in the following manner:

1. Periodically, an inspection of the Property Room shall be made by the Property Custodian. Property deemed abandoned per State Statute (held over 30 days) may be disposed of. Upon disposal of any property from the Property Room the Property Custodian shall notify the Evidence Custodian that the item has been disposed of (and the manner of disposal) by forwarding to him/her a copy of the property report with the disposition filled in. The Evidence Custodian will then update the property module on the computer system to indicate the disposition of the item.
2. Any property (usually weapons) taken in to the

Department for safekeeping under I-C, shall remain with the Department for a minimum of 30 days. The owner of the property will be required to obtain a court order for return of property.

3. Property Claimed by its Owner

- a. When the owner of found or abandoned property can be determined, the officer that recovered the property should attempt to return it to the owner as soon as possible.
- b. In the event that the rightful owner of a piece of property which is stored by the department comes in to claim same, the following should occur:
 - 1). Determine rightful ownership to the officer's satisfaction. If questionable, request that a supervisor make the decision.
 - 2). Have the owner (adult) sign the property report indicating return of the property. The officer returning the property shall also sign, date and time this document. The form will be filed with the original report, if a report exists. If no report exists the form shall be scanned in as an attachment to the original found property case. A copy of the form should be forwarded to the Evidence Custodian so the item can be updated to RTO (Returned to Owner) status in the property module.
 - 3). Upon return of the property to the owner the officer will write a supplemental report on the corresponding report number the property has been returned to owner. If there is no corresponding report, the return shall be documented in the summary section of the original case number. The name of the

property owner shall also be added (if not already entered).

C. Abandoned Property Claim

There are occasions where citizen(s) or officer(s) find abandoned property and bring those items to the Police Department. Those items are held for a period of 30 days (under SS 66.0139). If these items remain unclaimed after a 30 day period these items may be claimed by the person(s) who brought the item to the Police Department or otherwise disposed of in accordance with City policy or ordinance. The following procedures shall be followed in the cases of a person wishing to claim the property:

1. When an item is turned in to the Police Department the assigned officer will document the name, DOB, address and phone number of the person who is turning over the property. If this person expresses an interest in claiming the property the person may be told the item can be claimed after 30 days from the date it was turned into the Police Department, if the true owner cannot be established. . The person **shall be asked to complete an Abandoned Property Claim form (located in the Records Department).** This form shall be attached to the property when it is forwarded to the Property Room (or Evidence Room in the case of an item of value as in Section D.2.a.4).
2. If the property remains unclaimed, after 30 days, the person who completed the Abandoned Property form may claim the property. They may do this by returning to the Police Department to inquire about the property. Upon verifying the property remained unclaimed, **and 30 days have passed**, an officer may release the property to the claimant. In the case of an item of value that is secured in the Evidence Room, the officer should advise the claimant that the Evidence Custodian will be notified to retrieve the item from the Evidence Room and will contact the claimant to make arrangements to pick the item up.
3. The officer releasing the item to the claimant will get proper identification from the claimant (in the case of a minor a parent or guardian with identification shall claim the item for the minor). The officer will have

the claimant sign and date the form. The officer will also sign/date the form. The form will be scanned in as an attachment to the original call/case number.

- D. In the event that a weapon owned by the South Milwaukee Police Department is no longer used or needed or becomes unserviceable, it shall be disposed of in one of the following ways:
 1. Turned over to the Wisconsin State Crime Laboratory for destruction.
 2. Traded in to a reputable police supplier for purchase of replacement weapons or equipment.
 3. Disposed of in another lawful manner.
 4. An inventory sheet shall be maintained in the Evidence Room containing the description, serial number, caliber, etc. of the disposed weapon. This document shall also contain the name of the business to which the weapon was delivered.

IV. EVIDENCE and PROPERTY ROOMS

A. Access

1. The Evidence Custodian and the designated Supervisor will be the only authorized persons to possess keys to the secure Evidence Room.
2. All sworn officers will maintain a key to the garage Property Room. Only sworn police officers shall have access to the garage Property Room.
3. No keys to the Property Room or lockers will be duplicated without the approval of the Chief of Police. Keys to the secure Evidence Room are electronic. These keys are programmable and able to be assigned by the Supervisor that is designated as the "access to the Evidence Room Supervisor."
4. Only individuals accompanied by the Evidence Custodian may enter the Evidence Room for the

purpose of official business only.

5. Evidence to be placed into the Evidence Room while the Evidence Custodian is off duty shall be either placed through the door slot of the Evidence Room or secured in a temporary locker; the key for this locker shall be deposited in the one way drop of the temporary evidence locker until the Evidence Custodian returns to duty and can retrieve the evidence for placement into the Evidence Room.

B. Inspections

1. The Evidence Custodian will conduct semi-annual inspections of the Evidence Room intended to assess compliance with policies and procedures governing evidence management and control. The inspections will be conducted independent of any other required inspections or audits.
2. A supervisor not directly associated with the evidence control function will conduct an annual audit of the evidence room. The audit will be conducted independent of other required audits or inspections. It should focus on high risk items; e.g., money, drugs, jewelry, firearms, but may be expanded to include other items. To ensure the integrity of the system and accountability for all evidence, the audit should incorporate a one-tailed test of statistical significance to test accuracy within a 95% degree of confidence and a +/- error rate of 4%. The appropriate sample size for such a test can be located in the table found in Addendum A.
3. Random, unannounced inspections and/or audits will be conducted at the discretion of the Chief of Police. At least one random inspection and/or audit will occur annually. In the event of a random audit, the size of the sample to be audited will be determined by the Chief of Police, or his/her designee.

C. Appointment of New Evidence/Property Custodian

When a new Evidence/Property Custodian is designated, a joint inventory with the outgoing and newly designated Evidence/Property Custodian should be conducted to ensure

the integrity and accountability of the evidence/property management system. A complete audit of the evidence/property in possession of the department will be completed.

V. EVIDENCE CUSTODIAN/PROPERTY CUSTODIAN

A. The Evidence Custodian shall be responsible for:

1. Ensuring the continuity and consistency of property management, the retrieval, storage, safekeeping and disposition of evidence.
2. The chain of custody of evidence will be recorded by the Evidence Custodian.
3. Maintenance and control of the Evidence Room.
4. Complete accountability of evidence.
5. Maintaining records which reflect the status of all evidence held by the department. Updating all electronic records indicating the status of the evidence.

B. The Property Custodian shall be responsible for:

1. Ensuring the continuity and consistency of property management, the retrieval, storage, safekeeping and disposition of property.
2. Maintenance and control of the Property Room.
3. Maintenance and control of departmental property.
4. Maintaining records which reflect the status of all property held by the department.

VI. EFFECTIVE DATE

The effective date of this order is May 1, 2020.

William R. Jessup
Chief of Police

ADDENDUM A: One-Tailed Test



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-01

INDEX AS: Bank/Robbery Alarm Response
Burglary/Intrusion Alarm Response
Wave Alarm Response

REPLACES: G.O. 17-02
EFFECTIVE: 01-11-17

WILEAG: 6.1.3; 9.1.6; 9.1.7; 9.1.12

SUBJECT: Bank/Robbery// Burglary/Intrusion// Wave Alarm Response

PURPOSE: The purpose of this General Order is to establish a uniform procedure for responding to reports of alarms. Bank/business robbery, burglary, intrusion, and Wave alarms will be covered in this policy.

POLICY: It is the policy of the South Milwaukee Police Department to respond to alarm reports in an organized, predetermined and professional manner. To provide for the protection of officers and the welfare of the public, officers are to assume all reports of an alarm involve an actual crime-in-progress until determined otherwise.

This order consists of the following numbered sections:

- I. DISCUSSION
- II. PROCEDURES
- III. USE OF FORCE
- IV. SUMMARY AND CONCLUSIONS
- V. EFFECTIVE DATE

I. DISCUSSION

The Department receives notifications of active alarms from a wide variety of sources. Some of the major sources include permanently installed alarm systems, security personnel from alarm companies, reports from employees, citizen reports of audible alarms, and temporary alarm systems [REDACTED].

An organized and predetermined procedure for responding to alarms will help to ensure that all alarms, whether they are actual crimes-in-progress or false alarms, will be handled in a manner that will minimize the risk of injury to officers and citizens and increase the probability of apprehension.

II. PROCEDURES

A. Initial Alarm Notification Procedures

1. Upon receipt of a report of an alarm, the telecommunicator will immediately assign a primary and back-up squad to respond to the scene.
2. Additional officers may be assigned if the nature of the alarm, size of the building or other information available to the telecommunicator indicates the need for additional officers.

B. Bank, Robbery and Holdup Alarms

1. Banks and other commercial establishments with robbery or holdup alarms present the potential for officers to arrive on the scene with suspect(s) and citizens in the building. [REDACTED]

- a. Approach to the scene will be made in the safest possible manner in accordance with provisions of General Order TFC-1: Operation of Emergency Vehicles Policy. [REDACTED]
[REDACTED]
- b. [REDACTED]
[REDACTED]
- c. [REDACTED]
[REDACTED] The safety of employees and bystanders is a primary consideration.
- d. Officers will not approach the building until further information is received/broadcasted by the telecommunicator concerning the alarm.
- e. Officers will notify other responding squads of their position, [REDACTED]
[REDACTED]

2. All other available squads will respond to the area of the call and be observant of vehicles and individuals in the area. [REDACTED]
[REDACTED]
3. Bank / Business Alarms
 - a. [REDACTED]
[REDACTED]

(1). In the event the alarm is false, [REDACTED] [REDACTED] will communicate this to the telecommunicator. [REDACTED] [REDACTED] will then meet the primary officer outside [REDACTED]. Officers will join [REDACTED] and re-enter the bank/business to confirm the false alarm.

(2). [REDACTED]

4. Officers shall contain the problem and not allow the suspect(s) to leave the area. The suspect(s) may be contained outside the bank, and will not be allowed to re-enter the building. Officers shall use sufficient force to contain the suspect(s), up to and including deadly force when appropriate, consistent with statutory requirements. [REDACTED]

[REDACTED] A position of cover will be maintained and negotiations with the suspect(s) may be attempted. If negotiations are unsuccessful [REDACTED]

[REDACTED] The on-scene supervisor shall **contact the commander of the South Shore Joint Tactical Team (SSJTU) to request their response or contact the Milwaukee County Sheriff's Department and request the assistance of the SWAT unit if the SSJTU is unavailable.** The on-scene supervisor may also consider requesting the assistance of neighboring police agencies in accordance with mutual aid procedures. [REDACTED]

[REDACTED] The on-scene supervisor will also request a paramedic unit be available at the scene.

- (a) In those instances where the Milwaukee County Sheriff's Department SWAT unit is requested, the supervisor in charge will attempt to maintain control and containment of the incident until relieved by the SWAT commander. **In those cases where the SSJTU is used the policy and procedures governing that team will be followed.**
- (b) The supervisor will then assign personnel in support of the SWAT unit, as necessary.
5. If the suspect(s) have fled the scene prior to the arrival of officers, officers shall secure the building, obtain descriptions of the suspect(s) and vehicle, direction of escape and transmit this information to officers in the area. The business will be instructed by the telecommunicator to lock all doors to prevent re-entry and to try and separate all witnesses (employees and customers). Investigations Section personnel will be notified to respond to the scene, as necessary.
6. The following individuals will be notified of the Incident: the Chief of Police, both Captains and the Federal Bureau of Investigation (financial institutions robbery).

C. Burglary/Intrusion Alarms

1. Burglary/intrusion alarms shall be dispatched and the initial response of officers shall be the same as with bank/robbery alarms.
2. If it appears there has been an intrusion or forced entry all other available units will respond to the area. Upon such observation, the primary unit will maintain full control until arrival of a supervisor or OIC. Officers will maintain points of cover and observation.
3. A key-holder will be contacted and instructed to an area where the key may be obtained by officers for entry. Officers should not attempt entry by the point of intrusion, unless there are no other safe means possible. Officers will utilize building clearing tactics.

4. After the building is cleared, the Investigations Section personnel will be notified to investigate, when necessary.
5. If no intrusion or entry point is located (building is found to be secure) the key-holder will be notified. If the key-holder will be responding to the scene the interior will be checked by the primary and back-up officers. If the key-holder will not be responding the officers will clear from the call.

D. [REDACTED]

1. [REDACTED]. Officers will respond to these alarms as set forth in Section II. C.

2. [REDACTED]

III. USE OF FORCE

Use of force will follow General Order ORG – 7: Use of Force.

IV. SUMMARY AND CONCLUSION

This policy will assist, but in no way can direct, each situation. Training of officers and bank/business personnel is recommended.

Training done by the police department for financial institutions may consist of an in person training session or the production and distribution of a guideline sheet that is distributed to all bank/business employees. The purpose of the guideline is to attempt to prevent injury, loss of life, or hostage situations. The guideline may also assist in the capture of the suspect(s), preservation of evidence, and safety of officers. The financial institution maintains the responsibility for seeing that new

employees are trained in these procedures.

VI. **EFFECTIVE DATE**

The effective date of this order is February 7, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-13

INDEX AS: Mutual Aid

REPLACES: G.O. 15-18
EFFECTIVE: 11-17-2015

WILEAG: 1.6.2, 13.1.1, 13.1.2

SUBJECT: Mutual Aid

PURPOSE: The purpose of this General Order is to provide guidelines for implementing mutual aid.

POLICY: Mutual aid is the exchange of services, personnel and/or equipment between law enforcement agencies during times of emergency. It is the policy of the South Milwaukee Police Department to provide mutual aid and assistance to all other law enforcement agencies to the fullest extent possible, given the manpower and equipment capabilities of the Department. The South Milwaukee Police Department will participate in the Suburban Mutual Assistance Response Team (SMART).

This order consists of the following numbered sections:

- I. AUTHORITY TO REQUEST/APPROVE MUTUAL AID
- II. APPROPRIATE USE OF MUTUAL AID
- III. GENERAL GUIDELINES WHEN REQUESTING MUTUAL AID
- IV. GENERAL GUIDELINES WHEN PROVIDING MUTUAL AID
- V. SPECIALIZED AID
- VI. EFFECTIVE DATE

I. AUTHORITY TO REQUEST/APPROVE MUTUAL AID

The shift commander on duty at the time of need is authorized to request mutual aid or approve providing mutual aid to other agencies. In the shift commander's absence, the officer in charge (OIC) will assume this authority.

II. APPROPRIATE USE OF MUTUAL AID

Mutual aid is to be used primarily in times of emergency (related to routine police work) when occurrences may result in situations which are beyond the ability of the individual department to deal with effectively in terms of manpower and equipment resources on hand at a given time, such as:

- A. Civil disobedience that develops spontaneously.
- B. Extensive concentrated search for a dangerous criminal or a lost person.
- C. A disturbance call at a large function that requires additional officers.
- D. Any other emergency (related to routine police work) wherein extra aid is required, but the activation of emergency personnel; such as the National Guard, would be inappropriate.

III. GENERAL GUIDELINES WHEN REQUESTING MUTUAL AID

- A. When the shift commander determines that a request for mutual aid is necessary, they shall select the community(s) they want to send aid and have the Communications Center contact them. The shift commander shall state the resources needed and specify a location for the responding officer(s) to report to. If necessary, they shall also designate an officer for them to report to.
- B. The request shall be documented and said documentation shall include the requester's name, a statement of personnel and resources requested and time requested.
- C. Whenever police officers respond to a request for aid, such officers shall be under the direction and authority of the

- commanding officer of the Department making the request.
- D. Whenever making a request for aid, the shift commander shall give consideration to calling-in of off-duty department officers.
- E. The shift commander shall attempt to release mutual aid officers as soon as the situation and manpower allows.
- F. As a general rule, mutual aid personnel will supplement the requesting department's manpower and, as such, should not be assigned to hazardous duties, unless adequate manpower from the requesting department is not available.

IV. GENERAL GUIDELINES WHEN PROVIDING MUTUAL AID

- A. The shift commander receiving a request for mutual aid shall evaluate their personnel needs, and dispatch the requested officer(s) and equipment, if possible. If not, they must immediately notify the requesting department, so that a request can be made to another department, as soon as possible.
- B. No officer will respond to a mutual aid request unless directed to do so by the shift commander.
- C. The shift commander is authorized to call-in off-duty department personnel if, in their judgment it is necessary, in order to provide adequate mutual aid and provide for South Milwaukee Police Department needs.

V. SPECIALIZED AID

- A. In those instances when an event or emergency exceeds the capabilities of the department and the neighboring law enforcement agencies to provide adequate manpower or equipment, additional assistance may be required.
- B. Requesting Assistance from the South Shore Joint Tactical Unit (SSJTU):
 - 1. In instances where, for example, hostages are being held, armed, barricaded subject(s) resist police, or any other situation where appropriate, the shift commander on duty should consider requesting the assistance of the SSJTU. In those instances where the SSJTU is requested, the shift commander in charge will utilize

the department's and neighboring department's officers in an attempt to maintain control of the situation until properly relieved by the SSJTU.

- C. Requesting Assistance from the Milwaukee County Sheriff's Office:
 1. In instances where the shift commander on duty, in consultation with the Tactical Commander of the SSJTU, feels that the incident surpasses the ability of the unit to handle without further personnel, the shift commander should consider requesting the Milwaukee County Sheriff's Office SWAT Unit.
 2. In addition to the SWAT Unit, the Milwaukee County Sheriff's Office provides additional specialized services. Those services, such as bomb detection/disposal, drug searching dogs, narcotics unit personnel, may be requested by the shift commander when, in their judgment, they are required. When requested, the shift commander should provide for all resources necessary to support the specialized unit requested.
- D. Requesting Assistance from the Federal Bureau of Investigation (F.B.I.):
 1. Circumstances may arise which necessitate that the department request assistance from the F.B.I. The shift commander is authorized to contact the local F.B.I. Special Agent in Charge (S.A.C.) as is deemed appropriate regarding incidents, such as:
 - a. Large, planned demonstrations
 - b. Bombings or threats to bomb
 - c. Train or aviation accidents
 - d. Bank robbery, burglary or larceny
 - e. Extortion, kidnapping or hijacking
 - f. Interstate transportation of stolen property or autos

E. Requesting Assistance from the National Guard:

In the event of extreme emergency (i.e: great natural disaster or criminal activity) where a large number of personnel will be required for an extended period of time, it may be necessary to request assistance from the National Guard. To do so, the shift commander, via the chain of command, will contact the Chief of Police, who, in turn will contact the Mayor. The Mayor will contact the Milwaukee County Office of Emergency Management, who will, in turn, contact officials of the National Guard.

F. The Milwaukee County Office of Emergency Management:

The Milwaukee County Office of Emergency Management is available for advice and assistance regarding both manmade and natural disasters. The shift commander should give consideration to contacting them whenever a situation exceeds the capabilities of the department and the neighboring law enforcement agencies. The division is available 24 hours per day [REDACTED].

G. Suburban Mutual Assistance Response Team (SMART);

1. SMART is a law enforcement mutual aid system operating in Southeastern Wisconsin. South Milwaukee Police Department shall participate in the SMART program. It is the responsibility of the Communications Center personnel receiving or requesting a SMART response to follow the procedures outlined in the SMART Response Manual, which is located in the Communications Center.

2. The purpose of SMART:

- a.** To provide immediate extra law enforcement personnel and equipment at the scene of law enforcement emergencies.
- b.** To provide for automatic and systematic response of law enforcement personnel teams.
- c.** To provide for contractual responsibilities and

liabilities.

- d. To provide broad area coverage.
- e. To foster a cooperative spirit for law enforcement emergency planning.
- f. To provide access to specialized personnel and equipment which no one agency could afford to maintain.

3. SMART Call-Up Protocol:

- a. Follow the SMART manual located in the communications center.

[REDACTED]

- b.

[REDACTED] The Incident Commander will determine the level of response needed.

VI. EFFECTIVE DATE

The effective date of this order is August 13, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-03

INDEX AS: Courtesy

REPLACES: G.O. 16-13

EFFECTIVE: 02-29-2016

WILEAG:

SUBJECT: The Practice of Courtesy

PURPOSE: The purpose of this General Order is to give meaning and definition to the Department and its members in the practice of courtesy and to discourage practices that breed discourtesy.

POLICY: Courtesy must be practiced by department members in order to earn the respect and support of the community. In a free society, any government agency that fails to earn and maintain this support cannot hope to attain its goals. Courtesy encourages cooperation and wins respect; discourtesy breeds obstruction and contempt. While police employees often encounter situations that may make formal courtesies impractical, the nature of the work is never an excuse for discourtesy.

This order consists of the following numbered sections:

- I. INTRODUCTIONS
- II. TONE OF VOICE
- III. VOICE VOLUME
- IV. FORMS OF ADDRESS
- V. BODY LANGUAGE
- VI. CROWDING

- VII. PERSONAL OPINIONS
- VIII. PROFANITY
- IX. DEMEANING REMARKS
- X. PROVOCATION BY CITIZENS
- XI. EXPLAINING WHAT WE DO
- XII. LISTENING
- XIII. CONCLUSION
- XIV. EFFECTIVE DATE

I. INTRODUCTIONS

Whenever practical, all members are expected to identify themselves by title and name at the start of any contact with a citizen.

- A. Greetings, such as, "Good morning" or "Good afternoon" should be included whenever appropriate. Remember that greetings are the first and best opportunity to set the tone of any encounter.
- B. The more cordial (or at least neutral) an encounter can be kept, the more the participants can concentrate on the business at hand.

II. TONE OF VOICE

- A. Speech is the primary communication tool used by department members. Used to request or give information, it is also the tool most frequently used to control situations. While conscious thought is usually given to the content of speech, the tone of voice is often left to chance.
- B. Members should always be aware of voice tone and use it to their advantage. The voice should not betray anger, contempt, sarcasm or other tones that are likely to provoke opposition.

III. VOICE VOLUME

Clearly, there are times when members must raise their voices or issue an unmistakably audible command or be heard over background noise, but care should be taken to avoid raising voice volume out of emotion or because another party has raised their voice.

- A. Shouting matches are rarely productive and often give the impression that the department member is losing control of the situation.
- B. Often the best response to a loud voice is a quiet reply.
 - 1. It demonstrates that the member is not losing their composure and may encourage the other party to lower their own voice.
 - 2. It also preserves a clear difference between the behavior of the department member and the person with whom they are dealing.

IV. FORMS OF ADDRESS

The use of honorifics, such as "Mr." or "Miss", is encouraged whenever a person is addressed by their last name. If the last name is not known, members should refer to the party as "Sir", "Ma'am", etc.

V. BODY LANGUAGE

- A. While employees must often assume stances that are required to preserve safety during encounters with the public, care must be taken to avoid mannerisms that needlessly provoke negative reaction from citizens. Resting a hand on the butt of a holstered weapon or gesturing with a nightstick or flashlight are examples of such behavior.
- B. Facial expression also has a great influence on the tone of any exchange, so employees are urged to avoid a display of negative emotions, as much as possible, under the circumstances. This does not mean that employees must adopt wooden faces, devoid of all expression. The display of friendly or at least neutral expressions is encouraged as an effective way to gain the cooperation of the public.

VI. CROWDING

- A. Most persons in our society are threatened or offended by intrusion into their personal space (the area immediately around their bodies) unless they have consented to the intrusion. Most police officers understand that this is both an area of danger and a powerful tool that can be used to influence behavior. Employees must restrict this practice to situations that clearly call for such intrusions:
 - 1. Physical arrest
 - 2. Separating opponents
 - 3. Weapons frisk
 - 4. Seizing evidence
 - 5. Controlling a potential disturbance, etc.
- B. It should only be done on purpose and for a specific legitimate reason; not unconsciously, or for merely personal reasons.

VIII. PROFANITY

The use of profanity is never appropriate.

IX. DEMEANING REMARKS

Any remark or form of address that ridicules the citizen, expresses contempt, or is calculated to provoke anger is never appropriate.

X. PROVOCATION BY CITIZENS

- A. Few vocations require more self-control than law enforcement. It is an absolutely essential trait for all department members. Citizens often direct anger and frustration against police employees and there is a constant temptation to reply. **DO NOT GIVE IN TO IT.**
- B. There is nothing to gain from replying to insults, and much to lose if the employee engages in offensive behavior or speech. It is important to preserve a clear distinction between the proper behavior of employees and the offensive

behavior of citizens.

C. The best way to handle an insult is either to ignore it or to quietly point out to the citizen that you are not insulting them. Focus your own behavior on completing the business at hand. If a legitimate request or question is asked in an insulting manner, react only to the legitimate content of the request and ignore the insult. **Remember: We have no obligation to correct behavior that is merely obnoxious. It is futile even to try.**

D. There will be times when insulting behavior by a citizen may incite public disturbance or become a challenge to the authority of an officer. Calm and careful warnings are then appropriate so that the citizen will have an opportunity to moderate the behavior before an arrest becomes necessary. This is an important test of an officer's ability to control a situation while simultaneously controlling themselves. The officer must not allow their own emotions to aggravate the situation or later become an issue in court or other proceedings.

XI. EXPLAINING WHAT WE DO

A. The most frequently overlooked courtesy is the simple act of explaining what we are doing. We tend to forget that most citizens are unfamiliar with laws, police work and procedures within the criminal justice system.

B. When people are left ignorant of the reason for our actions, they may assume we have acted out of ignorance, arrogance or caprice. This almost always provokes suspicion, anger or reduced willingness to cooperate.

C. Sometimes we are not free to explain our actions. To do so might violate a confidence, interfere with a tactical situation, or take more time than we can afford. In most cases, however, explanations are not only possible; they are preferred.

D. While a traffic violator who is receiving a citation should not be lectured, the officer can explain the violation if the citizen is at all receptive.

1. A citizen who requests an officer to act contrary to law or policy should not merely be refused; the officer

should attempt to explain the law or policy.

2. A person who is subjected to a delay, field interrogation or warrant check should be given an explanation, whenever practical. Remember: It is both easier and more effective for you to explain your actions to a citizen than it is for a superior to try to explain them on your behalf.
3. Providing the citizen with the Citizen Contact Form should assist in answering questions.

XII. LISTENING

- A. The complaint most frequently received by any department is that an employee showed no consideration for the citizen's feelings. Such complaints often describe the employee's actions as "cold", "hard", "mean", "arrogant", "uncaring", "obnoxious", "treated me like a criminal", "refused to listen to me", or "cut me off when I tried to explain".
- B. These comments come from victims and violators alike. When examined, they all have one thing in common. The citizen felt that the employee would not even pay them the courtesy of listening to an explanation.
- C. Now it is true that these persons sometimes confuse an explanation with an argument; but is also true that in many cases, the employee simply did not want to take the time to listen or felt that listening would be interpreted as weakness or lack of resolve.
- D. While the circumstances may not always allow police employees to listen at great length, time invested in listening is generally more productive than time spent talking. Whenever practical, employees should give citizens an opportunity to express their views and acknowledge that they have been heard. When people have something to say, they will be heard. If you don't take the time to listen, they will find someone else who does.

XIII. CONCLUSION

- A. None of the preceding guidelines means that department members must sacrifice safety or become the passive recipients of endless abuse. Employees will occasionally

have to speak sternly to citizens in order to discharge their duties. Some members of the public will become unruly or complain, regardless of the consideration or restraint shown by the department member. However, department members are expected to use the most courteous approach that the citizen and the circumstances will allow.

- B. Remember that the way to avoid trouble is to speak to citizens as you would have them speak to you.

XIV. EFFECTIVE DATE

The effective date of this order is January 28, 2019

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-23

INDEX AS: Domestic Abuse

REPLACES: G.O. 15-02

EFFECTIVE: 03-03-2015

WILEAG: 1.7.3; 6.1.3; 6.3.9

SUBJECT: Domestic Abuse

PURPOSE: This policy recognizes that domestic abuse is not a private matter but a crime against the State of Wisconsin whose prosecution does not depend upon the willingness of a victim to prosecute.

The intent of this General Order is to focus on violent criminal conduct and not on the relationship of the parties involved. The goal is to deter future acts of domestic abuse and to reduce potential injury to officers by mandating a warrantless arrest supported by probable cause for all cases of domestic abuse. It also provides for the notification to victims of their rights related to domestic violence under Wisconsin statutes

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURE

III. EFFECTIVE DATE

I. DEFINITIONS

A. Domestic abuse means any of the following:

1. Intentional infliction of physical pain, physical injury or illness;
2. Intentional impairment of physical condition;

3. A violation of Wisconsin State Statute 940.225(1), (2), or (3);
4. A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described above.

B. Domestic abuse can occur in any of the following relationships: by an adult person against his/her spouse or former spouse, against an adult with whom the person resides or formerly resided, or against an adult with whom the person has a child in common.

C. Temporary Restraining Order (TRO): A temporary restraining order is a protection for victims of domestic abuse. It makes contact with the victim by the abuser illegal up to the hearing date specified on the order. Violation of a TRO is a crime mandating arrest per Wisconsin State Statute 813.12.

D. Injunction: An injunction serves the same purpose of a TRO, except that it is in effect for up to four (4) years, Wisconsin State Statute 813.12(4)(c)(1).

II. PROCEDURE

A. Initial Call

1. It is essential that officers who respond to a domestic dispute are given as much information as possible regarding the involvement of weapons, violence or personal injuries. The telecommunicator is responsible for obtaining this information and broadcasting it to the responding officers.
2. A minimum of two officers will be assigned to answer domestic abuse/dispute calls.

B. Initial Officer Response

Caution should be exercised in approaching the location of a domestic dispute and in handling the incident itself. The first responding officer should wait until a back-up officer arrives at the scene before entering the site of the incident unless circumstances require immediate action.

C. Domestic Violence Investigation when no Domestic Abuse Restraining Order/Injunction is in Effect

Whenever an officer responds to a domestic disturbance call at any location involving adults who reside together or have resided together in the past, the following procedures shall be followed:

1. Probable Cause to Arrest
 - a. "Probable cause to arrest refers to that quantum of evidence which would lead a reasonable police officer to believe that the defendant probably committed a crime. Henry v. United States (1959), 361U.S. 98, 102, 80 Sup. Ct. 168, 4 L.Ed.2d.134. It is not necessary that the evidence giving rise to such probable cause be sufficient to prove guilt beyond a reasonable doubt, nor must it be sufficient to prove that guilt is more probable than not. It is only necessary that the information lead a reasonable officer to believe that guilt is more than a possibility, Brown v. State, supra, and it is well established that the belief may be predicted in part upon hearsay information. Draper v. United States (1959), 358 U.S. 307, 79 Sup. Ct. 329, 3 L.Ed.2d 237." Hills v. State, 93 Wis.2d 139, 145 (1980).
 - b. The officer will attempt to determine if probable cause exists that a crime has occurred.
 - c. Bodily harm or pain to victim (visible injury is NOT required for arrest) s.939.22 (4) and (14).
 - d. Probable cause includes but is not limited to:
 - (1). If battery is the suspected offense, determine which of either party had a right of self-defense.
 - (2). Statements of victim, including non-consent to the offense.

- (3). Statements of family members.
- (4). Statements of friends or neighbors.
- (5). Statements of any other witnesses.
- (6). Statements of suspect.
- (7). Observations of the scene and victim.
Officers shall photograph the scene,
when applicable.
- (8). Previous calls at same location or with
the same parties.
- (9). Previous threats/offenses against the
victim by the suspect.

2. Mandatory Arrest

Notwithstanding Wisconsin State Statute 968.07, a law enforcement officer shall arrest and take a person into custody if:

- a. The officer has reasonable grounds to believe that the person is committing or has committed domestic abuse and that the person's actions constitute the commission of a crime or ordinance violation, and;
- b. Any of the following apply:
 - (1). The officer has a reasonable basis for believing that there is a possibility of continued violence against the alleged victim.
 - (2). There is evidence of physical injury to the alleged victim.
 - (3). The person is the predominant aggressor.
- c. If reasonable grounds cannot be established, the arrest should not be made. The

complainant should be given the domestic abuse hotline number (933-2722) to obtain emergency shelter or a restraining order.

- d. When the officer has reasonable grounds to believe that spouses, former spouses or other persons who reside together or formerly resided together are committing or have committed domestic abuse against each other, the officer should not arrest both persons, but should arrest the person whom the officer believes to be the predominant physical aggressor. In order to protect victims from continuing domestic abuse, a law enforcement officer shall consider all of the following in identifying the predominant aggressor:
 - (1). The history of domestic abuse between the parties, if it can be reasonably ascertained by the officer, and any information provided by witnesses regarding that history.
 - (2). Statements made by witnesses.
 - (3). The relative degree of injuries inflicted on the parties.
 - (4). The extent to which each person present appears to fear any party.
 - (5). Whether any party is threatening or has threatened future harm against another party or another family or household member.
 - (6). Whether either party acted in self-defense or in defense of any other person under the circumstances described in Wisconsin State Statute 939.48.
- e. A law enforcement officer's decision as to whether or not to arrest under this section may not be based on the consent of the victim to any subsequent prosecution or on the relationship

of the persons involved in the incident.

- f. A law enforcement officer's decision not to arrest under this section may not be based solely upon the absence of visible indications of injury or impairment.
- g. All domestic violence related arrests will be custodial arrests and require that the offender (if located) be taken to the Milwaukee County Criminal Justice Facility for booking and to be held until charging or the posting of appropriate bail monies and signature of a Conditional Release and No Contact Order.

3. District Attorney Processing and Victim Referrals

In all instances, the victim shall be given an order-in slip or verbally provided the information on when to meet the court officer or the investigating officer at the Milwaukee County District Attorney's Office even if the victim declines to prosecute. The order-in will take place within 48 hours from the time of the incident. In those cases where the offender has bailed out the case may/may not be reviewed within 48 hours (weekends/holidays).

- a. All suspects who have been arrested for Domestic Abuse shall be held for cash bail.
- b. If the suspect is not at the scene, and cannot be readily located, the investigating officer shall prepare the District Attorney case file for review, present the case to the District Attorney and, if the case is charged, request a warrant be issued for the suspect.

4. First Aid

- a. If necessary, the officer shall render first aid to the victim. If the victim requires emergency medical treatment the officer shall request the services of the South Milwaukee Fire Department.

- b. When medical attention is sought by the victim, the officer shall have the victim sign a Medical Release of Records form.
5. Required Reports
 - a. An Offense Report shall be filed for all cases of domestic abuse, including those for which no prosecution is desired by the victim. The Offense Report should contain the statement of the victim that they did not give consent to the battery. The officer shall also note in detail on the Offense Report, all complaints of pain and all physical injuries. In cases of physical injury, the investigating officer shall request the victim to come to the Police Department within 24 hours of the report of the incident, to have visible injuries photographed (if those injuries are not photographed at the scene or the injuries develop in appearance over the 24 hours). The mandatory Milwaukee County DV Supplement form shall also be completed.
 - b. Report Required Where No Arrest. If a law enforcement officer does not make an arrest under this section when the officer has reasonable grounds to believe that a person is committing or has committed domestic abuse and that person's acts constitute the commission of a crime, the officer shall prepare a written report stating why the person was not arrested. The report shall be sent to the Milwaukee County District Attorney's office immediately after investigation of the incident has been completed. The District Attorney shall review the report to determine whether the person involved in the incident should be charged with the commission of a crime.
 - c. All reports are to be coded with the appropriate "DV" call type in the reporting system (Example: Battery –DVB, Disorderly Conduct -DVDC).
 - d. All reports must be completed prior to the District Attorney's charging conference.

6. Domestic Violence Hotline: 933-2722
 - a. While still at the scene, the investigating officer will call the 24-hour Domestic Violence Hotline (933-2722) and provide the social worker with all requested information about the victim, the suspect, their relationship, and whether an arrest has been made. This is done to provide the victim with immediate support and services (i.e.: emergency shelter, transportation, child care, assistance with prosecution, etc.).
Therefore, the officer MUST obtain the closest phone number where the victim may be reached so they can also be warned if/when the suspect is released.
 - b. After providing all the requested information, the officer shall hand the phone to the victim to talk to the social worker. If the victim has no phone, the officer shall notify the hotline from the most expedient location.
7. Information/Assistance Paperwork and Notification of Rights Provided to Victim
 - a. Per 2013 Wisconsin Act 323: provide the victim a copy of the "Legal Notice to Domestic Violence Victims" form and read them the required paragraph which is in all bold print on the form. This form also contains information on available shelters and counseling services for DV and Sexual Assault victims. This information must be provided to the Victim within 24 hours of contact.
 - b. Provide the victim information on the Victim Information & Notification Everyday (VINE) program as well as information on restraining orders.
 - c. Provide the Victim the Information for Victims of Crime in Wisconsin Sheet.
8. Contact with Victim
 - a. Contact Prohibited

- (1). Custodial arrests will be handled in accordance with section II.C.2.g. No Contact Orders are issued by the Milwaukee County Sheriff's Department as a condition of bail for any domestic violence related arrest.
- (2). The No Contact order issued by the Sheriff's Department states that during the 72-hours immediately following an arrest for a domestic abuse incident, the arrested person is required to:
 - (a). Avoid the residence of the victim of the domestic abuse incident and; if applicable, any premises temporarily occupied by the victim and;
 - (b). Avoid contacting or causing any person, other than attorneys for the arrested person and victim, to contact the alleged victim. A law enforcement officer is required to arrest and take a person into custody if the officer has reasonable grounds to believe that the person has violated the "No Contact" requirements. An arrested person who intentionally violated this "No Contact" provision may be fined no more than \$10,000 and imprisoned for not more than 9 months.

b. Waiver

The South Milwaukee Police Department will **not** accept a waiver of the Milwaukee County Sheriff's Department issued No Contact Order from the victim, as this No Contact Order was signed by the offender as a condition of the release of the offender on bail. If the victim wishes to waive the no contact order they must do so through the Milwaukee County Sheriff's

Department.

c. Notice to Victim

In those instances wherein an officer arrests a suspect for domestic abuse, the victim shall be notified that the offender will be transported to the Milwaukee County Criminal Justice Facility and that a condition of bail would require "No-Contact" with the victim.

9. Warning to Victim

- a. It is the policy of the South Milwaukee Police Department that ALL cases involving domestic violence will result in custodial arrest (if the suspect is located) and transport to the Milwaukee County Criminal Justice Facility for booking and an opportunity to post bail. Per. Wisconsin State Statue 950.04 (1) "Basic Bill of Rights for Victims and Witnesses," the officer, before releasing a domestic abuse suspect on cash bail shall immediately notify the Domestic Violence Hotline (933-2722) by providing the suspect's name. The hotline will then inform the victim of the suspect's release so emergency shelter can be obtained. Because all arrested offenders in a domestic violence related incident are to be taken to the Milwaukee County Criminal Justice Facility, this notification will be done by the Sheriff's Department. No bail will be taken at the South Milwaukee Police Department.
- b. The officer shall advise the suspect of the No Harassment of Witnesses provision of Wisconsin State Statutes 940.42, 940.43, 940.44, 940.45, 940.48, and 940.49.
 - (1). Contact will be made with the agent of suspects who are on Probation/Parole for an "Order to Detain".
- c. Conditional Release and Contact Prohibition

In those instances wherein an arrested person wishes to be released following posting of cash bail the arrested person must also agree to conform to the requirements of the Conditional Release and No Contact Order issued by the Milwaukee County Sheriff's Department. The arrested person's release shall be conditioned upon their signed agreement to refrain from any threats or acts of domestic abuse against the alleged victim or other person and to comply with all aspects of that order described in section 7.a. (1).(a)&(b).

D. DOMESTIC ABUSE RESTRAINING ORDER/INJUNCTION IN EFFECT ARREST [WISCONSIN STATE STATUTE 813.12 (7)]

HARASSMENT RESTRAINING ORDER/INJUNCTION IN EFFECT ARREST [WISCONSIN STATE STATUTE 813.125 (6)]

1. Confirmation by the Milwaukee County Sheriff's Department:

Before making an arrest for a temporary restraining order (14 days) or injunction (up to 4 years), the officer shall check with the Milwaukee County Sheriff's Department to determine:

- a. That the temporary restraining order or injunction has not expired, and
- b. The temporary restraining order has been served on the defendant. [The permanent injunctions (up to 4 years) have already been served before they are entered into the Milwaukee County Sheriff's Department computer.]

2. Temporary Restraining Order Not Served

If the temporary restraining order (14 days) has not been served on the suspect, the officer shall advise the suspect of its existence and that they are to have no

contact with the victim by any means. If the South Milwaukee Police Department has a copy of the restraining order on file the suspect shall be served and the Milwaukee County Sheriff's Department will be notified of the service. If the SMPD does not have a copy of the restraining order on file, SMPD will attempt to immediately locate and serve the suspect with the Restraining Order and then notify MCSO of the service. If SMPD is unable to obtain the Restraining Order, the suspect shall be advised to contact the Milwaukee County Sheriff's Department Process Division to obtain their copy of the restraining order.

3. Mandatory Arrest Required by State Law

- a. If the officer determines that a Domestic Abuse or Harassment Restraining Order/Injunction is in effect and there are reasonable grounds to believe that the suspect violated any part of the court order, the officer shall arrest the suspect and take them into custody. NOTE: The arrest **MUST** be made even if the victim permitted the suspect to return contrary to the injunction or restraining order. No private person can authorize the violation of a court order, including the victim. [Wisconsin State Statues 813.12 (7); 813.125 (6)].
- b. Failure to make the mandatory arrest may result in disciplinary action, civil liability, and/or a felony charge against the officer for Misconduct in Public Office. [Nearing v. Weaver, 295 Or. 702, 670 P.2d 137 (1983)].

4. Required Reports

- a. The arresting officer shall file an Offense Report for Violation of Domestic Abuse Restraining Order/Injunction [Wisconsin State Statute 813.12 (8)] or Violation of Harassment Restraining Order/Injunction [Wisconsin State Statute 813.125 (7)] and they shall process the case through the Milwaukee County District Attorney's office.
- b. Clearance of the Offense Report shall be made

only by arrest. All reports must be completed prior to the District Attorney's charging conference.

5. District Attorney Processing and Victim Referrals

In violation of court order cases, the victim(s) shall be given a referral to meet the arresting officer or court liaison officer at the Milwaukee County District Attorney's office. This also applies to victims who do not wish prosecution since the violation of a court order is a crime against the State.

6. Warning to Victim

- a. It is the policy of the South Milwaukee Police Department that ALL cases involving a violation of a Domestic Abuse or Harassment Restraining Order/Injunction will result in custodial arrest (if the suspect is located) and transport to the Milwaukee County Criminal Justice Facility for booking and an opportunity to post bail. Per. Wisconsin State Statue 950.04 (1) "Basic Bill of Rights for Victims and Witnesses," the officer, before releasing a domestic abuse suspect on cash bail shall immediately notify the Domestic Violence Hotline (933-2722) by providing the suspect's name. The hotline will then inform the victim of the suspect's release so emergency shelter can be obtained. Because all arrested offenders in a Domestic Violence related Restraining or Injunction violation are to be taken to the Milwaukee County Criminal Justice Facility, this notification will be done by the Sheriff's Department. No bail will be taken at the South Milwaukee Police Department.
- b. The officer shall advise the suspect of the No Harassment of Witnesses provision of Wisconsin State Statutes 940.42, 940.43, 940.44, 940.45, 940.47, 940.48, and 940.09.

7. Additional Offenses

If the suspect violates any other criminal laws in addition to the court order, they shall also be charged with those additional offenses (Battery, Criminal Trespass to Dwelling, Harassment, Criminal Damage, Intimidation of Victim or Witness, etc.).

E. Victim/Witness Assistance

1. See General Order ADM-46: Victim/Witness Assistance for further guidance regarding victim(s)/witness(es) of domestic abuse investigations.
2. See General Order ADM-58: Lethality Assessment Screening Protocol to identify victims of domestic violence in potentially lethal situations, and follow the established criteria to place those victims in immediate and direct contact with a domestic violence service program hotline advocate.

III. EFFECTIVE DATE

The effective date of this order is September 28, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-03

INDEX AS: Communication Center Staffing
P.S.O. Staffing

REPLACES: G.O. 15-03

EFFECTIVE: 03-03-2015

WILEAG: 2.4.1, 2.4.2

SUBJECT: Public Safety Officer (P.S.O.) Scheduling

PURPOSE: The purpose of this General Order is to provide an efficient way to schedule P.S.O.s for coverage around the clock 365 days per year.

This order consists of the following numbered sections:

I. DEFINITIONS

II. HOURS OF WORK

III. EXTRA HOURS

IV. VACATION

V. EFFECTIVE DATE

I. DEFINITIONS

P.S.O. job description: The current job description on file.

II. HOURS OF WORK

A. Hours of Work:

1. Day shift: 0700-1500

a.) Day shift will be covered by a full-time P.S.O.
on a 5-2/4-2 schedule with the off days

covered
by the part-time P.S.O.s.

- b). The part-time P.S.O.s are required to fill the two 8 hour slots per week.
2. Early shift: 1500-2300

Early shift will be covered by 2 full-time P.S.O.s on a 5-2/4-2 schedule.
3. Late shift: 2300-0700
 - a). Late shift will be covered by a full-time P.S.O. on a 5-2/4-2 schedule with the off days covered by the part-time P.S.O.s.
 - b). The part-time P.S.O.s is required to fill the two 8 hour slots per week.
4. This system provides for around-the-clock coverage.

B. Overtime: Overtime has the definition of the Fair Labor Standards Act and any appropriate section of the Civil Service Personnel Manual.

C. Extra Off Time/Comp-time/Single Vacation Days or Floaters/Personal Days

1. Full-time P.S.O.s requesting a single extra off day that is **one month or more from the date of the request**, will submit their request for the extra off day to the Dispatch Supervisor via email.
 - a). If the Dispatch Center is at full-staff and if there is no other P.S.O. on vacation, extended leave, or other extra off time, the request **may** be granted at the discretion of the Dispatch Supervisor by the assigning the extra hours to one (or more) of the part-time P.S.O.s.
 - b). Requests from multiple P.S.O.s for consecutive days may not be granted.
 - c). Consideration will be given to whether there

have been multiple requests submitted within a short period of time, requiring the part-time P.S.O.s to work multiple weekends, days in a row, or excessive hours in a pay period.

- d). In the event of two P.S.O.s seeking the same day it may be granted based on who made the request first.
- e). P.S.O.s will be informed if their request has been granted. Part-time P.S.O.s will also be advised of any hours they have been assigned.
- f). Consideration in the assigning of the additional hours will be based, in part, on the Dispatch Supervisor's review of the number of additional hours that have been voluntarily taken by the part time P.S.O.s.

2. If the off time request is **less than one month from the day being requested**, the extra off time will be granted contingent on the P.S.O. requesting the off day asking one of the **part-time** P.S.O.s to fill their shift. Part time P.S.O.s are expected to **promptly** respond to these requests indicating their ability to fill the shift. This response should also be "CC" to the Dispatch Supervisor.

3. If a P.S.O. cannot arrange for a part-time P.S.O. to take their shift, the extra off day may not be granted.

- a. In some circumstances, the Dispatch Supervisor may authorize a full-time P.S.O. to fill the hours.
- b. The P.S.O. could also arrange an exchange with another full-time P.S.O. These exchanges must be approved by the Dispatch Supervisor (see Section III, D).
 - 1). The City of South Milwaukee is held harmless in this process. The exchanges are between P.S.O.s.

- 2). The City of South Milwaukee may revoke this procedure at any time.
4. Single vacation days/floating holidays for a **part-time** P.S.O. will be approved based on availability of another P.S.O. to cover the hours.
5. P.S.O.s working 2nd shift may use compensatory time or vacation time as long as the other full-time P.S.O. is working and with the approval of the Dispatch Supervisor or their designee. If there are special assignments (traffic grants, city events etc.) off time may be restricted and not allowed. Requests made for Friday/Saturday nights will not be approved.

III. EXTRA HOURS/EXCHANGES

- A. In the event of a vacancy on a shift created by a sick day or other short notice incident, a call-in will be done. The call in starts with the next part-time P.S.O. on the call in list. If the part-time P.S.O.s cannot fill the vacancy, a call-in of the full-time P.S.O.s is done starting with the next P.S.O. on the call in list.
- B. Order-in: In the event that none of the P.S.O.s accept the call-in hours, the least senior P.S.O. shall be ordered to work by the Chief of Police or their designee. If the least senior P.S.O. cannot be reached then the current P.S.O. shall be held over to work the next shift or until such time as another P.S.O. is located.
- C. In the event of a leave of absence created on a shift(s), in accordance with the Civil Service Employee Manual, Section 2 "Compensation and Work Schedule", Part B, "Hours of Work", the SMPD management has the right to adjust hours, change shifts, change columns, etc. of full-time P.S.O.s to meet the organizational needs of the department.
- D. P.S.O.s who have signed up for extra hours have agreed to a voluntary change in (or addition to) their hours. Once they have committed to working those extra hours (by signing up for them or agreeing to work them for another employee) they must work those hours. In the event of illness, they will be charged sick time for the hours that they are unable to work.

- E. A P.S.O. desiring a shift exchange shall make arrangements for the exchange with another P.S.O. Once the exchange has been agreed upon, **the P.S.O. initiating the exchange** shall have the exchange approved by the Dispatch Supervisor. Once the exchange has been approved by the Dispatch Supervisor, the P.S.O. that has agreed to work the hours is bound by that agreement. In the event of illness, the P.S.O. (who was to work the exchange) will be charged sick time for the hours that they are unable to work. (See also section 2.C.3.a)
- F. During vacation weeks or the extended leave of another P.S.O., the part-time P.S.O.s will be required to fill a minimum number of extra shifts per week. This minimum number will be established by the Dispatch Supervisor for each vacation or leave period.
 - a. Remaining shifts will be picked by seniority by the full-time P.S.O.s. If all shifts are not filled, the remaining open shifts will be distributed equally to the full-time P.S.O.s by the Dispatch Supervisor.

IV. VACATION

- A. Vacation selection will be made on a seniority basis, based on the calendar weeks posted. Each P.S.O. has 3 regular work days to make their vacation selections.
- B. Vacation selection will be made by March 15th. Any changes after that date must be made with the approval of the Dispatch Supervisor.
- C. Only one P.S.O. may be on vacation at a time.
- D. Single vacation days/floating holidays for a full-time P.S.O. will only be approved if another P.S.O. has agreed to fill the hours. Part-time P.S.O.s will be given the first opportunity for filling of these hours, however, a full-time P.S.O. may be authorized, in some circumstances, to cover hours with approval of the Dispatch Supervisor.
- E. Single vacation days or floating holidays for a part-time P.S.O. will be approved based on availability of another part-time P.S.O. to cover the hours. In some circumstances, the Dispatch Supervisor may authorize a full-time P.S.O. to fill the hours.

F. Part-time P.S.O.s are expected to fill open shifts during the vacation of a full-time P.S.O. Selection of these extra shifts will be done by seniority. Part-time P.S.O.s will be required to fill a minimum number of shifts per week. This minimum number will be established by the Dispatch Supervisor for each vacation period. If this does not occur, the Dispatch Supervisor may assign shifts to the part-time P.S.O.s.

V. EFFECTIVE DATE

The effective date of this order is June 20, 2018

William R. Jessup
Chief of Police

GENERAL ORDER ADM-9
COMMUNICATION CENTER STAFFING

I acknowledge that I have read and that I understand the South Milwaukee Police Department General Order regarding Communication Center Staffing. I have been afforded an opportunity to ask questions regarding the policy.

I understand that this policy/practice can be revoked at any time without notice.

Signature of Employee

Date

Signature of Supervisor

Date



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-04

INDEX AS: Internal Affairs

REPLACES: G.O. 16-02

EFFECTIVE: 02-15-2016

WILEAG: 1.3.4, 1.7.2, 1.9.1, 1.9.2, 1.9.3, 1.9.4, 1.9.5; 1.9.6

SUBJECT: Internal Affairs Investigations

PURPOSE: This General Order establishes the Internal Affairs function of the South Milwaukee Police Department and identifies the purpose and procedures for conducting investigations of complaints against the agency or its employees.

POLICY: It is the policy of the South Milwaukee Police Department to ensure that the integrity of the agency and its employees is maintained. This shall be accomplished through an internal system of investigation and review founded on objectivity, fairness, and justice. This internal investigative process shall be invoked for all formal complaints against the Department or its employees.

DISCUSSION:

The Internal Affairs function is important for the maintenance of professional conduct in a law enforcement agency. The integrity of the agency depends on the personal integrity and discipline of each employee. To a certain degree, the public opinion of the agency is determined by the quality of the Internal Affairs function in responding to allegations of misconduct by the agency or its employees.

The Department encourages citizens to bring forward legitimate grievances regarding misconduct by employees. It will respect the citizen's right to make these complaints with anonymity, to the extent allowed by law. The Department also recognizes that deliberately false accusations are occasionally made against the agency or its employees. Nevertheless, each accusation will be

considered for investigative purposes to protect the integrity of the agency and its employees and to instill public confidence in the agency. The department will also advise complainants of WI State Statute 946.22, which prohibits persons from making a false complaint regarding the conduct of a law enforcement officer.

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURES

III. EFFECTIVE DATE

I. DEFINITIONS

- A. Procedural Complaint: A complaint based on actions that, if performed properly, are acceptable according to legal guidelines and department policy; e.g., complaints over towing vehicles, parking, traffic enforcement, etc.
- B. Minor Misconduct Complaint: A complaint based on allegations of minor misconduct by employees of the Department. Examples of minor misconduct include rudeness or verbal indiscretion by an officer, traffic infractions by an officer, minor rules and regulations violations, etc. Another determinant of minor misconduct is that the alleged action, if sustained, could result in disciplinary action ranging from verbal admonishment to suspension.
- C. Serious Misconduct Complaint: A complaint based on allegations of serious misconduct by employees of the Department. Examples of serious misconduct include, but are not limited to, corruption, brutality, misuse of force, breach of civil rights, criminal misconduct, or repeated acts of minor misconduct. Another determinant of serious misconduct is that the alleged action, if sustained, could result in disciplinary action to include significant suspension, dismissal, or criminal charges.
- D. Informal Inquiry: A meeting between supervisory personnel and an employee who has become the subject of a procedural or misconduct complaint for the purpose of mediating the complaint or discussing the facts to determine

whether a formal investigation should be initiated.

- E. Internal Investigation: The process of investigation into alleged acts of misconduct that, if sustained, may be the basis for filing disciplinary action.
- F. Criminal Investigation: The process of investigation into alleged acts of misconduct, if sustained, for the purpose of a criminal investigation or filing criminal charges.
- G. Internal Affairs Coordinator: The Commander of the Administration & Services Division has the authority and responsibility of coordinating the Internal Affairs function. This position will report directly to the Chief of Police for all matters regarding internal affairs. If the internal affairs investigation involves the Internal Affairs Coordinator, the Chief of Police may conduct the investigation or designate another person to conduct the investigation. In the event that the internal affairs investigation involves the Chief of Police, the matter will be referred to the Police and Fire Commission who will determine who will conduct the investigation.

II. PROCEDURES

A. Internal Affairs

- 1. The Internal Affairs Coordinator shall be responsible for the coordination of all investigations regarding allegations of serious misconduct by department employees, monitoring the investigation of procedural and minor misconduct complaints, and maintaining records of all complaints against the agency and its employees.
- 2. The Internal Affairs Coordinator will be the primary investigator for allegations of serious misconduct by department employees. Other supervisory employees may be selected to assist with conducting investigations.
- 3. The Internal Affairs Coordinator or their designee will have authority to conduct internal investigations irrespective of rank.

B. Authority and Responsibility Regarding Internal Affairs

1. Individual Responsibility:
 - a. Each employee shall perform their duties and assume the obligations of their rank in the misconduct against any member of the Department.
 - b. When an investigation is being conducted, all employees shall fully cooperate with the person conducting the investigation. Members shall always provide truthful information and members shall never engage in deceptive behavior.
 - c. Members answers to an investigator will be considered voluntary unless they are formally ordered to truthfully and completely answer questions.
 - d. Any employee who has, or is alleged to have, knowledge of circumstances surrounding an internal investigation or informal inquiry shall submit a written report on the matter upon request by the person conducting such an investigation.

2. Non-Supervisory Personnel:

When misconduct is observed or complaints of misconduct are received by non-supervisory personnel, such members shall immediately notify a supervisor of the matter, record the complaint in their notebook, and advise the complainant to see their immediate supervisor.

3. Supervisory Personnel:

- a. When misconduct is observed or complaints of misconduct are received by a supervisor, that person shall immediately initiate a preliminary investigation into the matter in accordance with this policy.
- b. Upon initiation of a formal investigation, the initiating supervisor shall notify the Internal

Affairs Coordinator as soon as practical. This action is not necessary for informal complaints.

- c. Supervisory personnel shall complete a thorough, fair and complete investigation when directed to do so by the Internal Affairs Coordinator.
- d. Supervisory personnel shall complete a thorough, fair and complete preliminary investigation of procedural and minor misconduct complaints and shall conclude the matter at the shift level. Investigations ending in recommendations of discipline shall be forwarded to the Internal Affairs Coordinator who will then forward them to the Chief of Police. Investigations ending with no discipline shall be forwarded to the Internal Affairs Coordinator.
- e. Supervisors shall maintain the confidentiality and security of internal affairs investigations and records to the extent required by law.
- f. Upon completion of an investigation, a supervisor will, if requested, make a recommendation to the Chief of Police regarding final disposition of the matter. This recommendation may be made verbally or in writing as requested by the Chief of Police.

4. Internal Affairs Coordination:

- a. The Internal Affairs Coordinator shall record, register, and control the investigation of all the formal complaints against department personnel.
- b. The Internal Affairs Coordinator shall maintain the confidentiality and security of internal investigations and internal affairs records. These records shall be kept in a secure file in the Internal Affairs Coordinator's office until the investigation is completed. Once an investigation is completed; if the complaint is

sustained the record is maintained in the affected employee's personnel file. If the complaint is unsubstantiated the record is maintained in the secure Internal Affairs file. These records shall be kept separate from other department records, and access to them will be strictly limited to the Chief of Police and the Internal Affairs Coordinator, unless otherwise permitted by law.

- c. The Internal Affairs Coordinator shall conduct investigations of alleged or suspected misconduct within the Department, assign the investigation to another supervisor or request another person or law enforcement agency to conduct the investigation. When assigned to another supervisor/agency the Internal Affairs Coordinator shall supervise and control the investigation.
- d. All serious misconduct and/or criminal allegations will be the jurisdiction of the Internal Affairs Coordinator and will be directed by them.
- e. The Internal Affairs Coordinator shall apprise the Chief of Police of the existence, progress, and final outcome of each internal investigation.
- f. Upon conclusion of an investigation, the Internal Affairs Coordinator shall, if requested by the Chief of Police, make a recommendation to the Chief of Police regarding final disposition of the matter.
- g. The Internal Affairs coordinator will conduct an annual review of all complaints in order to determine any patterns, or tendencies, etc. that may need to be addressed.

5. Chief of Police:

- a. The Chief of Police shall review recommendations, if requested, for disciplinary

action and will take such action, as the Chief deems appropriate.

- b. Nothing in this policy diminishes the authority of the Chief of Police to order suspensions, terminate temporary or probationary employees, or to file charges with the Police and Fire Commission irrespective of recommendations made by subordinates.

C. Citizen Complaint Report

1. For each formal complaint against the Department or its employees, the receiving supervisor shall complete a Citizen Complaint report, and forward copies to the Internal Affairs Coordinator. Each report taken shall be assigned a control number.
2. The Internal Affairs Coordinator shall use the Citizen Complaint report to determine further action regarding the complaint. In situations where the complaint can be immediately resolved through an informal inquiry, the report may serve as the only record of the complaint.
3. The Internal Affairs Coordinator shall maintain a secure file of all Citizen Complaint reports.
4. The Citizen Complaint report shall include the following:
 - a. Name and contact information of the person making the complaint, if known.
 - b. Name of the employee(s) involved, if known, or action/policy/procedure in question.
 - c. Date/time/location of the incident and when the incident is being reported.
 - d. Specific details of the complaint, including any related incident numbers.
 - e. Supervisor's actions taken, if any, upon

- f. receiving the complaint.
- f. Receiving supervisor's recommendations on subsequent actions.
- g. Final disposition (to be completed upon conclusion of the informal inquiry or internal investigation).
- h. Notarized signature of the complaining person. This signature is to be witnessed and signed by the complainant in the presence of a notary after having read the information related to WI Statute 946.66(2) False Complaints of Police Misconduct. Anonymous complaints will not have this signature.

D. Complaint Investigation

- 1. All complaints against the Department or its employees, including those received anonymously, will be courteously received and thoroughly investigated. With the exception of anonymous complaints, the supervisor receiving the complaint will provide the complainant with written verification that the complaint has been received for processing. This can be accomplished by providing a copy of the Citizen Complaint report.
- 2. Upon receipt of a complaint and completion of the Citizen Complaint report, the receiving supervisor shall initiate a preliminary investigation into the matter, to include requesting a written statement from the complainant using a statement form. They shall also take any action that may be immediately required; e.g., take steps to prevent further misconduct from occurring.
- 3. During the preliminary investigation, the receiving supervisor shall determine whether the complaint is based on procedure, minor misconduct, or serious misconduct and whether the complaint would best be resolved through an informal inquiry, internal investigation, or criminal investigation.
- 4. Procedural and minor misconduct complaints will

generally be handled through the chain of command. If the supervisor demonstrates a need for having such a matter handled by someone outside the normal chain of command, they may request the assistance of the Internal Affairs Coordinator.

- a. These complaints may be addressed through either informal inquiry or an internal investigation. The internal investigation option shall be pursued if it appears that the allegation(s), if sustained, could result in discipline greater than a letter of reprimand.
- b. Upon completion of the investigation, the supervisor shall forward a copy of the Citizen Complaint report containing the final disposition to the Internal Affairs Coordinator. This report shall be included in the Internal Affairs files.

5. Serious misconduct complaints shall require notification of the Internal Affairs Coordinator as soon as such notification is practical. Upon reviewing the complaint, the Coordinator shall either conduct the internal investigation or assign the investigation to another supervisor. When assigned to another supervisor the Coordinator shall supervise completion of the investigation.

- a. The Coordinator shall also consider whether the alleged misconduct should result in a criminal investigation. In the event a criminal investigation is deemed appropriate, the matter of such an investigation shall be conducted by another investigator or with the approval of the Chief of Police the assistance of an outside investigative agency will be utilized.
- b. The Internal Affairs Coordinator shall ensure that liaison is maintained with the District Attorney's office in investigations involving alleged criminal conduct on the part of an employee.

6. When the employee is notified that they are the

subject of an internal investigation they shall be provided a written statement of the allegations and their rights and responsibilities relative to the investigation.

7. Absent exceptional circumstances; e.g., the investigation of ongoing acts of misconduct, internal investigations shall be completed in a timely manner, or as soon as practical from the receipt of the complaint. While the investigation is continuing, status reports shall be submitted by the investigator to the Internal Affairs Coordinator every seven days. The final outcome of every internal investigation shall be reported to the Coordinator for inclusion in the Internal Affairs files.
8. At the Internal Affairs Coordinator's discretion investigated complaints may be completed whether or not the complainant follows through with the investigation.
9. Upon conclusion of the investigation, the Internal Affairs Coordinator shall ensure the complainant and employee is advised in writing of the final outcome of the internal investigation. For lengthy investigations, an effort shall be made to communicate the status of the investigation to the complainant on a periodic basis.

E. Investigative Tools and Resources

1. Medical and Laboratory Examination:
 - a. Any supervisor may, based on their observation, require a department employee to submit to a test for alcohol or drug use while on duty, in accordance with the City's personnel policies.
 - b. When ordered by the Chief of Police, employees shall be required to submit to any additional medical and laboratory examinations that are specifically directed and narrowly related to an internal investigation.

- c. If, at any time, the investigator determines the investigation is likely to result in criminal charges being preferred against the employee under investigation, the investigator shall confer with the police legal advisor before proceeding under this section.

2. Release of Medical Records:

In all investigations where injury occurs, the supervisor shall obtain a release for the person's medical records.

3. Photograph and Lineup Identification Procedures:

- a. When ordered by the Chief of Police, an employee shall submit to being photographed for the purpose of creating a photograph lineup when such a lineup is needed to identify an employee accused of misconduct.
- b. When ordered by the Chief of Police, an employee shall be required to stand in a line-up for the purpose of identifying an employee accused of misconduct.

4. Financial Disclosure Statements:

When ordered by the Chief of Police, an employee shall be required to make financial disclosure statements when such statements are directly and narrowly related to an internal investigation.

5. Physical Evidence:

Proper chain of evidence control shall be maintained on all physical evidence collected during an internal investigation.

F. Rights of Employees Under Investigation

1. When an employee is notified that they have become the subject of an internal investigation, the employee shall be provided a written statement of the

allegations and their rights and responsibilities related to the investigation.

2. The rights of an employee under investigation shall be determined by the nature of the investigation. Rights associated with an administrative investigation shall differ from those associated with a criminal investigation.
3. During an internal investigation an employee may be compelled to answer questions directly related to their official duties. Answers received in such a manner may not be used in a criminal proceeding involving the employee. Prior to any questioning, the employee shall be read the standardized Administrative Proceeding Rights.
4. The following guidelines apply to an interview during an investigation for strictly administrative purposes.
 - a. The purpose of the investigation is to obtain information to determine whether disciplinary action is warranted. The answers obtained may be used in a disciplinary proceeding resulting in disciplinary action.
 - b. All answers/information given by the employee under investigation will be considered voluntary unless they are formally ordered to truthfully and completely answer questions.
 - c. Members have a right to have their chosen representative present at their interview. It is the member's responsibility to ensure that their chosen representative is available for the date and time of the meeting.
5. During a criminal investigation involving an employee, the criminal investigator, if that criminal investigation is conducted by the South Milwaukee Police Department, shall perform the following prior to any interview with the accused employee.
 - a. Advise the employee of Miranda Rights, which includes a written waiver of those rights.

- b. Advise the employee that if they assert their right not to answer questions asked by the criminal investigator, no adverse administrative action will be taken based upon the refusal. *Gardner v. Broderick*, 392 U.S. 273, 88 S.Ct. 1913, 1916 (1968), indicates that a public employee may not be fired for asserting their Fifth Amendment right not to incriminate themselves.
 - (1). If the employee decides to answer questions at this point, the responses may be used in both criminal and administrative proceedings.
 - (2). The Miranda admonition includes the provision that a lawyer may be present at an interview. While technically the employee has no right to counsel until the employee has been criminally charged or their freedom of action has been deprived, the Department wishes the employee to have the option. The Department wishes no possibility to arise in which its actions might be construed as coercive.

G. Status of Employee Under Investigation – Release from Duty:

- 1. If the condition of an employee is such that a supervisor deems that they should not be performing police duties, the supervisor shall place the employee on administrative leave and provide the employee with instructions for reporting to the Department.
- 2. If the alleged misconduct is of such a serious nature that the best interest of the Department would be served by the employee being relieved from duty, the supervisor shall place the employee on administrative leave and provide the employee with instructions for reporting to the Department.

H. Complaint Adjudication

1. The Internal Affairs Coordinator will classify completed internal investigations using the following guidelines:
 - a. Unfounded: Investigation indicates that the allegations are false.
 - b. Not sustained: Insufficient evidence to either prove or disprove the allegations.
 - c. Sustained: The allegations are supported by sufficient evidence to conclude they are true.
 - d. Exonerated: Investigation indicates that the incident occurred, but was justified, lawful, and proper under the circumstances.
 - e. Policy failure: The investigation reveals that the allegations are true, however, the employee was acting in accordance with established department policy.
2. All completed investigations will be maintained in the Department's Internal Affairs files.

I. Appeal Procedures

Employees wishing to appeal the outcome of any internal investigating shall do so according to applicable law.

II EFFECTIVE DATE

The effective date of this order is January 28, 2019

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-26

INDEX AS: General Rules of Conduct
Rules and Regulation

REPLACES: G.O. 15-07
EFFECTIVE: 06-26-2015

WILEAG: 1.7.1, 1.7.4, 5.1.1, 1.4.3, 2.4.4, 2.4.6, 2.4.7, 1.2.3, 1.9.1,
8.1.1, 11.1.2, 11.2.1

SUBJECT: General Rules of Conduct

INTRODUCTION:

The Rules of Conduct which follow give notice to members of the Department as to what conduct is specifically prohibited or required by virtue of their employment with the Department. The purposes of these rules are to ensure and protect the efficient and proper operation of the Department and the ability of all members, individually and collectively, to perform their duties. This purpose shall be the basis for interpreting and applying these rules.

Unlike policy statements where some discretion and latitude is allowed, these Rules of Conduct are explicit and will be enforced as such.

Where the term "member" is used it is to be taken to include all employees of the Department. The term "officer" is to be taken to mean only sworn police officers, but includes all ranks and classifications.

RULES OF CONDUCT:

1. Violation of Rules

Members shall not commit any acts or omit any acts, which constitute a violation of any explicit rule, regulation, directive or order of the Department, whether stated in this General Order or elsewhere.

2. Unbecoming Conduct

Officers shall conduct themselves at all times, both on duty and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer shall include that which brings discredit upon the officer as a member of the Department, or that which impairs the operation or efficiency of the Department or officer.

3. Immoral Conduct

Officers shall maintain a level of moral conduct in their personal and business affairs, which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

4. Conformance to Laws

Officers shall not knowingly violate any law of the United States nor of any state or local jurisdiction in which the officer is present. A conviction of the violation of any law, which is a crime, shall be *prima facie* evidence of a violation of this section.

5. Reporting for Duty

Members shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information, which can be reasonably foreseen as required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas or court notices shall constitute an order to report for duty under this section.

6. Attentiveness to Duty

Members shall be attentive to their duties. They shall not engage in any activities or personal business, which would cause them to neglect or be inattentive to duty. Inattentive behavior shall include that which adversely affects the operation and efficiency of the Department or the efficiency of other employees.

7. Fictitious Illness or Injury Reports

Members shall not feign illness or injury, falsely report themselves ill or

injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

8. Sleeping on Duty

Members shall remain awake on duty. If unable to do so, they shall report to their supervisor, who shall determine the proper course of action.

9. Leaving Duty Post

Officers shall not leave their assigned areas or duties during a tour of duty unless directed to do so by the police dispatcher, authorized by a ranking officer, or in immediate pursuit of a law violator or as the result of other urgent need.

10. Meals

Officers shall be permitted to suspend patrol or other activities, subject to immediate call at all times, for the purpose of having meals during their tours of duty, but only for such period of time, and at such time and place, and in such a manner as established by Departmental procedures. Other members shall take meal and other work breaks in accordance with established policy.

11. Unsatisfactory Performance

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner, which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the applications of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, classification, or position; the failure to take appropriate action in the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition, repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department, shall constitute unsatisfactory performance.

12. Employment Outside of Department

Members shall follow established Departmental procedures regarding off-duty employment.

13. Alcoholic Beverages and Drugs in Police Installations

Members shall not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, narcotics or hallucinogens except alcoholic beverages, controlled substances, narcotics or hallucinogens which are held as evidence or found property or for authorized exhibition purposes.

14. Possession and Use of Drugs

Members shall not possess or use any controlled substances, narcotics, or hallucinogens except when prescribed in the treatment of officers by a physician or dentist. When controlled substances, narcotics, or hallucinogens are prescribed, members shall notify their supervisor in writing.

15. Use of Alcohol on Duty or in Uniform

- A. Officers shall not purchase or consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under proper authorization from a ranking officer.
- B. Members shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath, except as authorized above.

16. Use of Alcohol Off Duty

Members while off duty and in public, shall refrain from consuming intoxicating beverages to the extent that it renders the member unfit to report for their next regular tour of duty.

17. Use of Tobacco

Members shall follow established Departmental and City policies regarding use of tobacco.

18. Insubordination

Members shall promptly obey any lawful orders of a ranking officer. This will include orders relayed from a ranking officer by a member of the same or lesser rank.

19. Unlawful Orders

Members shall not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, members shall request the issuing member to clarify the order or to confer with higher authority.

20. Gifts, Gratitude's, Bribes or Rewards

- A. Members shall not solicit, accept, or agree to accept from any person, business, or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of the member or the Department, if it may reasonably be inferred that the person, business or organization:
 - (1). Seeks to influence an action of an official nature or seeks to affect the performance or non-performance of an official duty, or
 - (2). Has an interest, which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.
- B. Members shall report to the Chief of Police, any attempt by any person, business or organization to influence any member.

21. Abuse of Position

- A. Use of official position or identification. Officers shall not use their official position, official identification cards or badges:
 - (1). for personal or financial gain;
 - (2). for obtaining privileges not otherwise available to them except in the performance of duty;
 - (3). for avoiding consequences of illegal acts. Officers shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
- B. Use of the name, photograph or title. Members shall not authorize the use of their names, photographs, or official titles, which identify them as members, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.

22. Endorsements

Members, in their official capacity, shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procedure of a particular product, professional service, mortician, etc. In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to procure it or requests assistance, officers shall proceed in accordance with established Departmental procedures.

23. Identification

Officers shall carry their badges and identification cards on their person at all times when on duty except when impractical or dangerous to their safety or to an investigation. They shall furnish their name or badge number to any persons requesting that information, when they are on duty or while holding themselves out as having official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

24. Citizen Complaints

Members shall follow established Departmental procedures for processing citizen complaints. Members may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint against any member or the Department.

25. Courtesy

Members shall be courteous to the public and other members of the Department. Members shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane or insolent language or gestures, and shall not comment in an offensive manner concerning race, sex, religion, politics, national origin, lifestyle or similar personal characteristics.

26. Requests for Assistance

When a person applies for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be properly and judiciously acted upon consistent with established Departmental procedures.

27. Associations

Members shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, except as necessary to the performance of official duties or where unavoidable because of other personal relationships of the officers. Members in doubt as to the application of this rule should report the circumstances in question to the Chief of Police for review.

28. Visiting Prohibited Establishments

Members shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a ranking officer.

29. Gambling

Members shall not engage or participate in any form of prosecutable illegal gambling at any time, except in the performance of duty and while acting under specific orders from a ranking officer.

30. Public Statements and Appearances

Members, in their official capacity, shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department without proper authority, or without prior approval.

31. Personal Appearance

Members on duty shall wear uniforms or other clothing in accordance with established Department procedures.

32. Political Activity

No member, while in uniform or on duty, shall engage in any political activity, except voting. Nor shall any officer use the influence of his or her office in any manner for political purposes.

33. Telephone/Valid Address

Members shall have telephones, and shall immediately report any

changes of telephone numbers or addresses to their supervisors and to such other persons as may be appropriate.

34. Dissemination of Information

Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated to only those for whom it is intended, in accordance with Wisconsin State Statutes and established Departmental procedures. Members may remove or copy official records or reports from a police installation only in accordance with Wisconsin State Statutes and established Departmental procedures. Members shall not divulge the identity of persons giving confidential information except as authorized by proper authority.

35. Intervention

- A. Members shall not interfere with cases being handled by other officers of the Department or by any other governmental agency unless:
 - (1). Ordered to intervene by a ranking officer, or
 - (2). The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from failure to take immediate action.
- B. Officers shall not undertake any investigation or other official action not part of their regular duties without obtaining permission from their supervisor unless the exigencies of the situation require immediate police action.

36. Required Reports

Members shall submit all required reports on time and in accordance with established Departmental procedures. Reports submitted by members shall be truthful and complete, and no member shall knowingly enter or cause to be entered any inaccurate, false, or improper information.

37. Processing Property and Evidence

Property or evidence which has been discovered, gathered or received in connection with Departmental responsibilities will be processed in accordance with established Departmental procedures. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with

established Departmental procedures.

38. **Abuse of Process**

Officers shall not make false accusations of a criminal ordinance or traffic charge.

39. **Use of Department Property**

Members shall utilize Department property only for its intended purpose, in accordance with established Departmental procedures, and shall not abuse, negligently damage or negligently lose Department property. Damage shall be reported to a supervisor as soon as practical. All Department equipment issued to members shall be maintained in proper order and returned upon request.

40. **Operating Vehicles**

Members shall operate official vehicles in a careful and prudent manner and in conformance with all laws and all Departmental directives pertaining to such operation. Loss or suspension of any driving license shall be reported to a supervisor immediately.

41. **Carrying Firearms**

Officers shall carry firearms in accordance with the law and established Departmental procedures.

42. **Truthfulness**

Upon the order of a ranking officer, members shall truthfully answer all questions specifically directed and related to the scope of employment and operations of the Department which may be asked of them.

43. **Treatment of Persons in Custody**

Officers shall not mistreat persons who are in their custody. Officers shall handle such persons in accordance with the law and Departmental procedures.

44. **Use of Force**

Officers shall not use more force in any situation than is reasonably necessary under the circumstances. Officers shall use force in accordance with the law and Departmental procedures.

45. Use of Weapons

Officers, while on duty or acting in an official capacity, shall not use or handle weapons in a careless or imprudent manner. Officers shall use weapons in accordance with the law and Departmental procedures.

46. Arrest, Search and Seizure

Officers shall not make any arrest, search or seizure which they know or should know is not in accordance with the law and Departmental procedures.

47. Unauthorized Equipment

Officers shall not possess any unauthorized personal equipment while on duty. Members shall not duplicate, or procure department keys, badges, identification or insignia without the authorization of the Chief of Police or the Chief's designee, nor shall members possess unauthorized keys, badges, identification or insignia at any time.

48. Civil Actions

Members shall not commence civil action for damages sustained in the line of duty without first submitting a report detailing the circumstances and the nature of the matter to the Chief of Police.

EFFECTIVE DATE:

The effective date of this order is September 28, 2018

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-32

INDEX AS: Communications Procedure
Dispatching Procedures

REPLACES: G.O. 15-19
EFFECTIVE: 11-30-15

WILEAG: 1.6.2, 1.3.1, 1.3.2, 6.1.3, 7.2.7, 7.2.20, 9.1.2, 9.1.3, 9.1.4, 9.1.5, 9.1.6, 9.1.7, 9.1.8, 9.1.9, 9.1.10, 9.1.11, 9.1.12, 9.1.13, 9.1.14, 9.1.15

SUBJECT: Communications Procedure

PURPOSE: The purpose of this General Order is to identify the communications component, and establish guidelines for the communication functions of the South Milwaukee Police Department.

POLICY: It is the policy of the South Milwaukee Police Department that all communications be conducted in a manner that is effective, efficient, and consistent with the mission and organizational values of the Department. This shall apply equally to both routine and emergency calls for service.

All radio communications shall be conducted in accordance with the Federal Communications Commission (FCC) procedures and requirements.

This order consists of the following numbered sections:

- I. AUTHORITY
- II. PROCEDURES
- III. ROLE OF TELECOMMUNICATOR/DISPATCHER
- IV. DUTY STATION
- V. TELEPHONE PROTOCOL
- VI. INTRA DEPARTMENTAL PROTOCOL
- VII. INTERPERSONAL COMMUNICATION
- VIII. RADIO COMMUNICATIONS
- IX. DISPATCH GUIDELINE
- X. DETERMINATION OF CALL PRIORITY

- XI. EMERGENCY ENHANCED 911 (E-911)
- XII. TELETYPE and AUTOMATED DATA COMMUNICATIONS
- XIII. COMPUTER-AIDED DISPATCH (CAD)
- XIV. TAPING OF COMMUNICATIONS
- XV. MOBILE DATA COMPUTER (MDC)
- XVI. TELEPHONE DEVICE FOR THE DEAF (TDD)
- XVII. SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAMS (SMART)
- XIX. MONITORING
- XX. RELEASE OF INFORMATION BY ELECOMMUNICATORS
- XXI. EFFECTIVE DATE

I. AUTHORITY

- A. The Communications Center is a component of the Department's Administration and Services Division.
- B. The Chief of Police and his/her designated supervisors will maintain full authority for direction and supervision of this section.
- C. Federal Communications Commission (FCC) rules, Section 90.405, Permissible Communications apply.
- D. The Police Department Rules of Conduct and Department policy apply.
- E. The State of Wisconsin TIME and CIB system regulations apply.

II. PROCEDURES

A. Communications Component:

- 1. The Communications Center is the component of the Department with general responsibility for the communication functions. However, all personnel shall assume the responsibility for the communication functions of the Department as it relates to their respective position.
- 2. The Communications Center is comprised of civilian telecommunicators.

3. The Communications Center has primary responsibility for the communication functions of the Department, to include:
 - a. Staffing/operating the Communications Center
 - b. Coordinating 24 hour - 2 way radio communications
 - c. Coordinating telephone communications
 - d. Teletype and automated data communications
4. The Communications Center is also responsible for providing radio and/or telephone dispatch service for the South Milwaukee Fire Department.

B. Communications Center:

1. The Communications Center shall serve the entire City of South Milwaukee as the receiving point for all 911 police, fire, and medical emergency telephone calls and the point of origin for all related emergency dispatch efforts. The Communications Center also serves as the dispatch center for all "Med-1600" calls for the communities participating in the Zone E Paramedics Program.
2. Communications Center personnel shall routinely monitor and record the status of all police officers performing field duties. This practice shall apply to any activity that takes an officer out of service, whether an assigned call for service, or an officer initiated activity.
3. Communications Center personnel shall serve as a police officer's source for teletype and automated data, such as that available from NCIC, CIB, DOT, and in house computer checks for officers in the field.
4. Communications Center personnel shall serve as a liaison between police officers in the field and external agencies (e.g. telephone and power companies, human service organizations, towing services, cabs,

etc.) that may be required to support police operations.

5. At the beginning of each shift, the shift supervisor/officer in charge will notify the Communications Center of the officers on duty, their pin numbers and community policing area. This can be accomplished by observing the daily assignment board.
6. The telephone number of every agency member will be maintained in the Communications Center overtime schedule book, and telephone directory. These files are maintained in the Communications Center and are updated and distributed to all personnel as needed. The duty roster of every agency member shall also be maintained in the Communications Center.
7. The communications component is provided with various manuals containing procedures for performing telephone, radio, teletype, and automated data communication functions. Also provided are procedures and numbers for procuring necessary external services.
8. The Communication Center shall also have a zone map of the jurisdiction and neighboring jurisdictions available at all times to all telecommunicators, as well as a list of telephone numbers of emergency service agencies.

III. ROLE OF THE TELECOMMUNICATOR/DISPATCHER

- A. The term "telecommunicator" and "dispatcher" refer to persons who operate communications equipment. The responsibilities which an effective and efficient telecommunicator must understand and apply are complex and vast.
- B. Telecommunicators perform duties under the general supervision of the shift supervisor, who extends to the telecommunicator their authority to direct officers and provide service to the community.

- C. Crises situations can arise at any moment in the operations of a public safety organization. The telecommunicator must continually maintain the physical and mental ability to receive, process, and respond to urgent situations. The telecommunicator must know and accurately follow through with the appropriate procedures. Telecommunicators must condition themselves to confront and handle any crisis as if it were "routine".
- D. The polished, professional telecommunicator must:
 - 1. Be able to work in stressful situations.
 - 2. Have exceptional speaking and listening skills.
 - 3. Be able to coordinate and concentrate skills in order to successfully complete numerous tasks simultaneously.
 - 4. Be able to work both independently and as part of a team.
 - 5. Know and understand the communication systems which they work within.
 - 6. Understand the Federal Communications Commission (FCC) rules and regulations which affect their job.
 - 7. Know the geography and operational policies and procedures of the department.
 - 8. Be able to accurately summarize any source of information, interpret it in correct terminology, and relay it clearly, promptly, and concisely.
 - 9. Be knowledgeable of applicable city ordinances and state statutes.
 - 10. Be knowledgeable of all police, fire, and medical service functions, as well as those of other city departments.
- E. Telecommunicators can only be as effective as their own

initiative or sense of responsibility allows. Neither this General Order, nor the material in any other handbook will compensate for carelessness, lack of sincere effort, or the disregard of established orders and procedures.

IV. DUTY STATION

- A. The telecommunicator's duty station is limited to the Communications Center. The Communications Center should never be left unattended. Should a telecommunicator need to leave the Communications Center to perform a necessary function, they should first be relieved by appropriate personnel (i.e., shift supervisor, officer, or other telecommunicator). This order does not prohibit telecommunication personnel from taking appropriate action regarding unusual or emergency situations occurring within the facility.
- B. To protect personnel and equipment, access to the Communications Center shall be restricted, only authorized persons are to be present in the Communications Center. Under normal circumstances, this shall be limited to the telecommunicator (or police officer assigned to telecommunicator duties) and their supervisor. Other personnel are authorized to enter the Communications Center for as long as is required to accomplish a necessary task (i.e., exchanging information, using the computer or assisting during times of extremely high work load.) Permission for entry by other persons, such as during a tour of the facility, must be obtained from the supervisor on duty.
- C. Telecommunicators should keep their work station neat and orderly. Every effort should be made to leave the Communications Center at the end of a shift looking as it did at the start of the shift. Manuals and reference material should be returned to their proper place, if used. Items marked for placement in the Communications Center should not be removed at any time.
- D. Access to communication equipment is limited to authorized personnel. The equipment is maintained in a locked room.
- E. The Department maintains a separately fueled generator and maintains a UPS system to allow a "seamless" transfer of power to the communications equipment in the event of

loss of conventional energy supply.

V. TELEPHONE PROTOCOL

- A. In order to facilitate the accurate and efficient transmittal of information by way of the telephone system, the following procedures are to be adhered to by ALL personnel when answering telephones:
 1. Identify yourself when receiving a call (i.e., "South Milwaukee Police; dispatcher (name), or pin number. May I help you?").
 2. If the caller is asking to speak to someone in the Department, ascertain, if possible who is calling and then determine, out of the caller's presence, whether that person is available and notify them of the call and who is calling.
 - a. **Do not** arbitrarily transfer calls to an extension within the Department, assuming they are there. Example: "Will you hold, please: I'll see if they are available. May I ask who is calling?"
 - b. Do not demand that callers identify themselves. Many callers have good reason for wishing to remain anonymous.
 3. If you put a caller on hold, check back periodically and ask if they wish to continue holding, or if you can take a message.
 4. If you are unable to connect the caller with their destination, **ask if you can take a message OR connect them to the subject's voice mail.**
- B. If recording a phone message, take accurate and complete messages whenever possible. This includes signing your name or initials as the message taker and listing the date and time of the call. The exchange of accurate and complete information is tantamount to accomplishing the department's goals.

- C. It is the policy of the South Milwaukee Police Department to answer all calls in a reasonably timely manner and provide the necessary information and/or services.
- D. For further guidelines concerning telephone mannerism, courtesy, and respect, see General Order ADM - 7: The Practice of Courtesy.

VI. INTRA DEPARTMENTAL PROTOCOL

- A. In order to maintain a smooth "flow" of service to the community, telecommunicators should check with telecommunicators from the previous shift to ascertain the status of all assignments and any relevant information. This includes, but is not limited to prisoner status, pending calls, equipment malfunctions, personnel absences, and newsworthy events.
- B. Telecommunicators should utilize the "pass-on" event in CAD/RMS to log any information that following shifts need to be aware of. On-coming telecommunicators should review all "pass-on" entries pertinent to their shifts.
- C. Telecommunicators may be required to complete an intelligence/information report or CAD event when important information is received via regular phone lines or source other than an established "tip-line". A copy of these CAD events shall then be forwarded to the Investigations Section Supervisor.

VII. INTERPERSONAL COMMUNICATION

- A. Employees conducting business on behalf of the South Milwaukee Police Department in person or by telephone shall do so in a courteous and professional manner.
- B. Employees handling citizen requests for service in person or by telephone shall make every reasonable effort to provide proper assistance.

VIII. RADIO COMMUNICATION

- A. All radio operations shall be conducted in accordance with FCC procedures and requirements. The FCC manual is

located in the Communications Center. All telecommunicators and police officers shall receive training, either through in-service, recruit training or the FTO program concerning these procedures and requirements.

- B. The South Milwaukee Police Department has radio frequencies allocated by the FCC. The frequencies have been identified as [REDACTED] based upon their positions in the sequence of frequencies programmed into the mobile radios.
 1. [REDACTED] has been designated as the primary frequency. The following is a synopsis of the type of radio traffic considered appropriate for this frequency.
 - a. Initial report of all officer initiated activity, including traffic stops.
 - b. Acknowledgment of all assignments.
 - c. Final disposition of all assignments.
 - d. Dissemination of wanted or attempt to locate information.
 - e. Responses to requests for driver's license and vehicle registration checks.
 - f. Vehicle or foot pursuits.
 2. [REDACTED] have been designated as secondary frequencies. The following is a synopsis of the type of radio traffic considered appropriate for these frequencies.
 - a. Tactical situation communications.
 - b. Follow up information.
 - c. Non-emergency car-to-car transmissions.
 - d. Lengthy communications of a non-emergency nature.

- f. Special event communication; i.e. parades, July 4th celebrations, funeral processions.
- C. The following channels compose the radio system used by the South Milwaukee Communications Center. (See Addendum for current Radio Template)
 - 1. South Milwaukee Police Channels [REDACTED]
 - 2. Greenfield PD backup Channel
 - 3. South Milwaukee Fire Department Channel
 - 3. Milwaukee County Sheriff [REDACTED]
[REDACTED]
 - 4. Milwaukee Countywide Channels
 - 5. Oak Creek Police Department Channel
 - 6. Cudahy Police Department Channel
 - 7. Saint Francis Police Department Channel
- D. The Communications Center shall provide 24 hour two-way radio capability between the Communications Center and officers on duty.
- E. During emergency situations, such as vehicle or foot pursuits, crimes in progress, etc., telecommunicators or supervisors may restrict radio traffic on Channel 1. During radio restrictions, only transmissions pertaining to the emergency situation shall be permitted. If there is a pursuit, communications shall be patched to the Milwaukee County Sheriff's [REDACTED] channel as soon as possible
- F. At a minimum, officers shall be required to report their status to the Communications Center by radio, mobile data computer (MDC), or telephone when:
 - 1. Arriving at or clearing an assignment.
 - 2. Arriving at or clearing a back-up assignment.

3. When making any traffic or pedestrian stop including location of the stop and identifying information of the vehicle or pedestrian.
4. Temporarily out of service or back into service.
5. Initiating any citizen contact, enforcement action or investigative activity.
6. An officer feels their safety may be in jeopardy.
7. An officer exits their vehicle, for an extended period of time, and will be utilizing a handheld/portable radio.

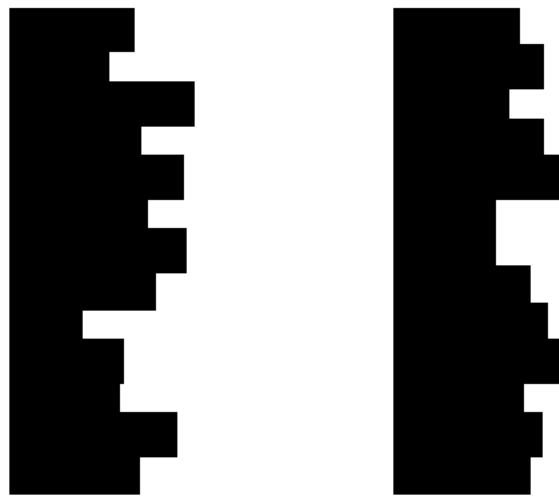
G. Officers needing to contact another agency or officer by radio shall use the Milwaukee County Sheriff's Frequency [REDACTED] and will completely identify themselves to the Communications Center of the agency that they are attempting contact with. After being acknowledged broadcast their information or request to the appropriate agency's Communication Center or officer. Short duration communication maybe conducted over the Milwaukee County Sheriff's Frequency [REDACTED]. Long duration communication will be conducted on [REDACTED] Channels [REDACTED]. See Addendum A: Milwaukee County [REDACTED] Radio System Inter-Agency Communication Guidelines.

H. Developing a dispatch style is important. This will enable the telecommunicator to broadcast all calls in the same manner without omitting important data. In addition, the officers receiving these calls will become accustomed to the sequence of information given; that is, location and nature of call, related descriptors, and any pertinent information.

I. Emergency and non-emergency calls should be broadcast in the same format, beginning with the location of the call. By providing the officer with the address first, the officer can position them self toward the call rather than driving away from the response area while waiting for the location to be aired. The address should be given twice: first, by stating numerals as pairs of whole numbers, and then by repeating the numerals as separate integers. The type of call or offense should be given next, followed by the personal or vehicle descriptions, or any other pertinent information.

Broadcasting citizen's names should be kept to a minimum.

- J. If the call requires a multi-officer response, the telecommunicator should contact the primary officer assigned to the area and await acknowledgment before proceeding with the information. After the primary officer has acknowledged the call, the back-up officer(s) should then be dispatched. This will avoid cluttering the air with multiple acknowledgments prior to the transmission of important call information. A telecommunicator should never assume that officers have heard a transmission. If the officer does not acknowledge, then the radio transmission was not heard, and the telecommunicator must attempt to re-contact the officer(s) again. **A clicking of the microphone should never be considered an acknowledgment.**
- K. The telecommunicator must always prepare their data and collect their thoughts prior to broadcasting call information so the delivery can be concise and fluent. When a telecommunicator receives teletype or other information for an officer, they should advise the officer before broadcasting the data. For example, "officer #, your 10-28" then wait for the officer to acknowledge before broadcasting the information.
- L. The telecommunicator should maintain a professional demeanor at all times. **The radio is not the place for curt remarks.** The telecommunicator can relay courtesy by tone of voice and manner of presentation. **Words or voice inflections which indicate irritation, disgust, or sarcasm should never be used.** These issues also pertain to the officers and their transmissions. For further guidelines concerning radio mannerism, courtesy, and respect, see General Order ADM - 7: The Practice of Courtesy.
- M. Officers shall use their payroll/pin number to identify themselves on the radio. Telecommunicators shall notify and contact officers on the radio using the officer's pin number.
- N. The following Alpha Code, and Ten Signal Code shall be used for radio communications:
 1. Phonetic Alphabet



2. South Milwaukee Police Department "10" Signals



IX. DISPATCH GUIDELINE

A. Dispatch will be aware of the following response code guidelines which officers will consider when making a determination as to the appropriate level of response for police service. (see General Order TFC-1: Emergency Vehicle Operations) Telecommunicators shall also consider these codes as guidelines to assist in the prioritizing of calls for service (further discussed in Section X). The three response codes that will be used are defined as follows:

1. [REDACTED]

- a. Situations where police presence is desirable, but rapid response will not affect the outcome.
- b. The officer will obey all traffic laws.

2. [REDACTED]

- a. Situations requiring an immediate police response, but without the apparent element of serious threat to life or property.
- b. The officer will obey all traffic laws with the following exception: after coming to a complete stop, the officer may use lights and siren to cross the intersection.
- c. Officers may be drawn from calls of lesser priority to respond to this code.

3. [REDACTED]

- a. Situations representing a serious threat to life or property or crimes in progress.
- b. The officer will use lights and siren and may use all exceptions granted under Wisconsin State Statute 346.03. The officer will operate the vehicle at a speed that is reasonable and prudent. Due regard for public safety shall always be the primary consideration when engaged in emergency driving and police vehicle operation. The officer will regularly advise the dispatcher of their location and route, when possible. Officers will not exceed

speed limits unless lights and siren are activated.

- c. In addition to any assigned officers, a supervisor shall be assigned.
- B. Examples of dispatched requests for service and corresponding response codes:
 - 1. [REDACTED] - Officer down/in danger/disarmed/disabled physical/injuries domestic dispute, personal injury accident, emergency detention with injuries.
 - 2. [REDACTED] PDO Accident, verbal domestic dispute, report of smoke, shoplifter, alarms, indecent exposure.
 - 3. [REDACTED] Vehicle lock out, barking dog, parking complaint, loitering, animal complaint, IOWC, suspicious persons/vehicles, loud music, fireworks in area, any incident not in progress.
- C. Non-dispatched officers may proceed to the emergency, but will use a [REDACTED] response. Non-dispatched officers may advise dispatch if they are closer to the call and should then advise that they will be responding in emergency mode.
The officer will not exceed the speed limit unless lights and siren are activated.
- D. A minimum of two officers shall be dispatched to any felony in progress call.
- E. In situations where calls for service are more numerous than available officers/supervisors, calls shall be handled on the basis of call priority guidelines with an emphasis placed on situations posing threat to human life.

X. DETERMINATION OF CALL PRIORITY

All requests for service will be handled in the order in which they are received and as rapidly as possible. However, certain (e.g., in progress crimes) will be given priority over routine calls. When determining call priority, many factors are to be considered. While it is not possible to consider all things, the following two factors are

to be considered in every instance.

- A. Severity of Need: consider the threat or potential threat to life and/or property.
- B. Total Circumstances: total circumstances are to be considered when establishing priority for calls. The telecommunicators shall employ common sense when setting call priorities.

XI. EMERGENCY ENHANCED 911 (E-911)

- A. The South Milwaukee Police Department shall operate an Emergency Enhanced 911 telephone system providing all citizens of South Milwaukee with toll free telephone access to emergency police, fire, and medical services 24 hours a day.
- B. In order to ensure that the Communications Center's telephone equipment has sufficient capacity and sophistication to accommodate the telephone traffic which can reasonably be expected, the Communications Center supervisor will review the telephone equipment system annually. This review may include representatives of telephone service vendors or any other personnel and equipment that may be necessary.
- C. The Communications Center supervisor will ensure that all necessary emergency equipment is maintained, tested, and serviced, as needed. The Police Department has an alternate source of electrical power, a generator that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source. [REDACTED] The generator performs weekly internal self-checks alerting the Building Custodian of any internal problems.
- D. The following procedure is to be adhered to by all personnel when receiving a call via the Emergency Enhanced 911 system: Answer 911 lines saying, "South Milwaukee 911, is this a police, fire, or medical emergency?"
 - 1. If the caller is reporting a fire or medical emergency, two icons must be activated; [REDACTED]

first, then [REDACTED]". Advise the caller you are connecting the call to the Fire Department and will be asking them to repeat the information they already provided so the Fire Department can hear the information. The Fire Department needs to know:

- a. Address of event
- b. Nature of the call - is it a fire or medical (nature of injury or illness) emergency?
- c. The age of the victim

2. The Fire Department will assign their personnel to their calls. Telecommunicators will not be deciding which fire apparatus or personnel will be assigned. Communications Center personnel shall be knowledgeable of the South Milwaukee Fire Department Dispatch Guide Manual. This manual will be kept in the Communications Center.
3. Fire Department personnel will call in (probably by radio) advising which fire unit numbers are assigned to calls.
4. Telecommunicators are not expected to give callers medical instructions or advice. Any call which is determined that a person is not breathing and/or unresponsive will be routed to the "CPR Assist Line" icon so that the caller can receive CPR instructions from a Milwaukee County Dispatcher Assisted Bystander CPR instructor.
5. Prompt entries of dispatch information is very important for Fire Department calls; delays in entry must be avoided whenever possible.

E. For emergencies which are occurring outside of South Milwaukee's jurisdictional boundaries, telecommunicators may transfer the call to the appropriate agency. The following procedures apply:

1. The telecommunicator shall confirm the address or location of the call, "outside South Milwaukee jurisdiction", and keep the caller on the line.

2. The telecommunicator shall identify what jurisdiction the caller should be communicating with and transfer the call to that jurisdiction by activating the correct transfer icon.
3. After verifying the transfer connection has been made the telecommunicator shall disconnect the call.

F. In the event a 911 hang up cell phone call is transferred from the Milwaukee County Sheriff's Office to the South Milwaukee Police Department the following procedure will be followed: the telecommunicator receiving the transfer call shall determine if the call is a "Phase 1 hang up" or a "Phase 2 hang up".

1. "Phase 1 hang up": dispatch is provided the nearest cell tower of the 911 hang up call. Officers will be dispatched to the general area and will patrol the area observant of any problems. Telecommunicators will also attempt a call back of the cell phone number.
2. "Phase 2 hang up": dispatch is provided the GPS coordinates of the 911 hang up call. Officers will be dispatched to the GPS location area, be observant of any problems and make contact at any likely sources for the call (people outside, lights on in residences, etc.) Telecommunicators will also attempt a call back of the cell phone number.

3. [REDACTED]

G. All telecommunicators must be familiar with E-911 system alarms and report them to the appropriate agency as soon as they are received. All alarm types and reporting procedures are explained in the Public Safety Answering Point Equipment Handbook, which should never leave the Communications Center.

H. In the event of an emergency situation occurring within the Department, the telecommunicator will activate the 911 alternate routing transfer and alarm unit to forward all

emergency calls to [REDACTED]. If possible, an attempt should be made to alert [REDACTED] of the transfer prior to activating the alarm, keeping in mind the safety of the telecommunicator. Non-emergency calls can also be transferred to another police department ([REDACTED], [REDACTED]).

- I. In the event of a problem with the computer phone equipment, making the phone inoperable, telecommunicators shall activate and use the 2 line backup phones that are present in the Communications Center.

XII. TELETYPE AND AUTOMATED DATA COMMUNICATIONS

- A. The Communications Center shall be the source of teletype and automated data information for all field operations.
- B. The Automated Data Communications System currently in use by the Department's Communications Center is the Transaction Information for Management of Enforcement (TIME) System, which is comprised of the following:
 1. National Crime Information Center (NCIC): containing information of national significance on wanted and missing persons, stolen vehicles, assorted stolen property, and individual criminal history.
 2. Crime Information Bureau (CIB): containing information of statewide significance on wanted and missing persons, stolen vehicles, assorted stolen property, probation and parole status, and individual criminal history.
 3. Department of Transportation (DOT): containing state driver's license and vehicle registration information.
 4. National Law Enforcement Technology System (NLETS): which provides administrative message service nationwide and access to all other state motor vehicle/driver files.
- C. Telecommunicators will routinely be required to perform the following functions which shall be performed in accordance with procedures established by the TIME Training Manual that is maintained in the Communications Center:

1. Vehicle checks [REDACTED])
2. Driver's license ([REDACTED])
3. Wanted checks
4. Article, missing persons, etc. entries, queries, modifications and cancellations
5. Administrative messages
6. Criminal History Record Inquires ([REDACTED], [REDACTED])

D. Communications Center personnel receiving teletype messages of relevance to officers; e.g.: stolen vehicle, missing person, or wanted person information, shall immediately broadcast or MDC the information to all officers. A hard copy of such messages shall be added to the TTY Board for dissemination to all officers beginning a tour of duty after the initial broadcast.

E. The Communications Center shall also provide officers with access to data contained in the in-house computer system.

XIII. COMPUTER-AIDED DISPATCH (CAD)

A. The Communications Center personnel will be required to utilize the South Milwaukee Police Department's Computer Aided Dispatch (CAD) system in an efficient and accurate manner.

1. All requests for service will be promptly entered when received and when dispatched.
2. All officer status changes will be documented properly.
3. All officer activity will be entered into the CAD system in an accurate and timely fashion.
4. All required CAD information will be filled in by the Communications Center personnel as quickly and as

accurately as possible.

B. The CAD program is an on-line, "real-time" computer operation used to record police calls-for-service and officer activity. It will consist of:

1. A call screen used for entering information concerning calls-for-service.
2. A command screen used for entering various commands relating to officer activity.
3. An on-screen status monitoring capability used to display the current status of officers and events.
4. A log printer used to record all entries made on the call screen and command screen.
5. A number of printed reports which, when requested, will detail varied information which has been entered into the system.

C. CAD operates and handles all functions in "real time". This means as telecommunicators enter calls, dispatch officers, and make status changes, etc., the system immediately records the actions as they are taking place. Thus, the telecommunicator making the entries must do so in a responsible and detailed manner.

D. The following is an outline of how the CAD program will be used:

1. Upon relieving the telecommunicator on duty, the oncoming telecommunicator will log onto the computer after the outgoing telecommunicator has logged off.
2. At shift change, the telecommunicator will log all appropriate officers into the system as "in-service".
3. The telecommunicator will enter all police activity using the CAD program, to include calls-for-service, traffic and subject stops, officer status changes, miscellaneous activity, record and license checks, etc. The system will provide an on-screen status monitor

for officers and/or events and will provide a printed log of activity for back-up purposes and officer/supervisory review.

4. At the completion of the shift, the on-duty telecommunicator will log off all of the shift's officers which are going off duty. Officers which are still on duty will be left in service and will be logged off the system when appropriate by the telecommunicator on duty.
5. The complex operation of the CAD program will take much coordination of several systems on the part of the telecommunicator at the same time. The telecommunicator will manipulate the telephone lines, the computer system, TELEX teletype, police radio reception/transmissions, and 911 emergency systems.
6. The detailed responsibilities of the telecommunicator are essential to the proper and efficient operation of the CAD program.
7. All requests for service shall be accompanied by the following information:
 - a. Incident /case number (assigned by CAD)
 - b. Date and time of request
 - c. Name and address of complainant, if possible
 - d. Type of incident reported
 - e. Location of incident reported
 - f. Pin number of officer(s) assigned as primary and backup
 - g. Time of dispatch
 - h. Time of officer arrival
 - i. Time of officer return to service

j. Disposition or status of reported incident

XIV. TAPING OF COMMUNICATIONS

- A. The Communications Center is capable of recording incoming Department telephone lines and accessible radio frequencies.
- B. All emergency telephone lines and all Department radio frequencies shall be recorded on a 24 hour a day basis. Communications Center personnel have the capability of immediate playback of emergency telephone and radio transmissions.
- C. Non-emergency telephone lines will also be recorded. Those calls transferred to an internal extension, however, may or may not be recorded depending on the extension to which the call is transferred.
- D. The recording of transmissions will be made to the computer hard drive of the recording system. This archive shall be maintained for 120 days. The archive may be retained for longer periods for special circumstances; e.g., evidentiary reasons. Access to the recording hard drive shall be limited to the Records Section Supervisor, Communications Center Supervisor, and those supervisors trained in the program.
- E. Requests to review audio logs shall be directed to the Records Section Supervisor or the Commander of Administration and Services. In the absence of the either of these personnel, the request may be directed to the on duty supervisor. The supervisor shall screen the request, determine the validity of the request, and prepare the audio log for review. The audio log may be burned to a CD via the recording software.

XV. MOBILE DATA COMPUTER (MDC)

- A. A Mobile Data Computer is located in the Communications Center and in various police vehicles. MDCs are used for electronic communication with squads and other police departments. Various TIME system inquiries (i.e., [REDACTED],

[REDACTED] may be made via this terminal. All FCC rules and regulations which apply to radio transmissions also apply to MDC usage. Directions for operation of the MDC is provided by the Department's assigned MDC trainer(s).

B. Officers need to be trained/certified on the MDC.

C. See General Order ADM - 19: MDC Operation.

XVI. TELEPHONE DEVICE FOR THE DEAF (TDD)

Operation of the TDD requires the telecommunicator to activate the TDD icon on the 911 Sentinel. The main difference between this device and standard telephone communication is that the telecommunicator will be typing in lieu of talking. All other communications procedures and telephone protocol will remain the same.

XVII. SUBURBAN MUTUAL ASSISTANCE RESPONSE TEAMS (SMART)

South Milwaukee Police Department shall participate in the SMART program. It is the responsibility of the Communications Center personnel receiving or requesting a SMART response to follow the procedures outlined in the SMART Response Manual which is located in the Communications Center.

XIX. MONITORING

A. Business and maintenance alarms: The following alarm response procedure shall be used in response to bank and business alarms, and other alarms when applicable. The telecommunicator shall be responsible for the following when alarms are received:

1. Upon receipt of a bank or business alarm, the telecommunicator will notify a primary and back-up squad, and any necessary additional squads.
2. A key holder, owner, or caretaker will be contacted by either the telecommunicator or private security company and instructed to an area where a key may be obtained by officers for entry.

3. If no intrusion or entry point is located, the key holder will be notified. If the key holder will be responding to the scene the interior will be checked by the primary and back-up officer(s). If the key holder will not be responding the officer(s) will clear from the call.
4. Regarding bank and business alarms during normal business hours, the bank or business personnel will be requested to follow this procedure:

a.



b.



(1).



- (2). This information will be broadcasted to all squads. The primary squad or back-up squad will direct other squads to the suspect(s), if visible to them.
- (3). The business will be instructed by the telecommunicator to lock all doors to

prevent re-entry and to separate all witnesses (employees and customer(s)).

5. This plan will assist, but in no way direct, each situation. The telecommunicator must be able to recognize situations requiring different responses.
6. See General Order ADM - 5: Bank/Robbery Alarm Response.

B. Lobby Monitor: The Department lobby is to be monitored via audio intercom and video monitor. This is especially important when clerical personnel are not on duty. In case of clerical assistance requests, officers may be assigned; however, telecommunicators are not to leave the Communications Center to perform these duties. In cases when it is not practical to assign an officer, the person(s) requesting clerical assistance will be asked to return during normal business hours.

C. Booking Room, Interview Room adjacent to the Booking Room, Cell Block, and Garage/Sally Port: The Booking Room, Interview Room adjacent to the Booking Room and Garage/Sally Port will be monitored by the telecommunicator via audio intercom and video monitor. The Cell Block will be monitored via audio and video surveillance. Careful attention must be paid to all prisoner activity. Necessary notifications to personnel are to be made if/when warranted.

D. South Milwaukee Fire Department Emergency Line- the ringing of this line is heard in the Communications Center only after the call has been ringing at the Fire Department for 5 rings and is not answered by Fire Department personnel (in cases of an empty fire station or other exceptional circumstance.) If the line is not answered at the Fire Department the line will ring on one of the non-emergency police department lines. If this occurs the telecommunicator should answer the call and obtain the details about the request for assistance. The telecommunicator shall then contact the Fire Department or fire commander (via radio-in case of an empty station) advising them of the new call. The fire commander will provide instructions to the telecommunicator as to who will respond or who to contact for assistance.

XX. RELEASE OF INFORMATION BY TELECOMMUNICATORS

- A. The release of information to the news media by Communications Center personnel will be restricted to department authorized press releases. Any other information will only be released with the authorization of the shift commander.
- B. Under no circumstances will Communications Center personnel answer any questions, release any information, or make any statement regarding any incidents or any operations of the South Milwaukee Police Department without prior approval of the commanding officer.
- C. **Under no circumstances shall the address, phone number, or any personal information of any department personnel be released to anyone except another member of the Department.**

XXI. EFFECTIVE DATE

The effective date of this order is December 5, 2018.

William R. Jessup
Chief of Police

REFERENCES:

1. FCC RULES
2. TIME OPERATING MANUALS
3. SMART RESPONSE MANUALS
4. PSO Job Description
5. Public Safety Answering Point Equipment Handbook
6. South Milwaukee Fire Department dispatch guide Manual

ADDENDUMS:

Milwaukee County 800 Megahertz Radio System Inter-Agency
Communications Guidelines

SMPD/ MCLEEA 800 MHz Universal Template 06/25/2009—REVISED 10/01/2011

MODE	“A” BANK	“B” BANK	6 CHAR DISPLAY	8 CHAR DISPLAY	“C” BANK
1	AGENCY PRIMARY T/G	AGENCY PRIMARY T/G	*****	*****	AGENCY PRIMARY T/G
2	SMPD 2	MILWAUKEE PD	MWPD	MWPD	ICALL 800
3	SMPD 3	MKE COUNTY 1	CNTY 1	CNTY 1	ICALLD 800
4	SMPD 4	MKE COUNTY 2	CNTY 2	CNTY 2	ITAC1 800
5	Greenfield—Back up	MKE COUNTY 3	CNTY 3	CNTY 3	ITAC1D 800
6	SM fire	MKE COUNTY 4	CNTY 4	CNTY 4	ITAC2 800
7	SM DPW	WISTAC GOLD	GOLD	8TACGOLD	ITACT2D 800
8	SM City Wide	WISTAC BLACK	BLACK	8TACBLCK	ITAC3 800
9	SMART 1	WISTAC GRAY	GREY	8TACGREY	ITAC3D 800
10	SMART 2	WAUKESHA CC	WCC	WCC	ITAC4 800
11	Milw. Sheriff Freeway	WK SMART 1	WKSMT1	WKSMT1	ITAC4D 800
12	Cudahy PD	WKSMT2	WKSMT2	WKSMT2	WISTAC RED
13	St. Francis PD	WAUKESHA CHASE	WKCHSE	WKCHSE	WISTAC WHITE
14	Oak Creek PD	SMART 1	SMART 1	SMART 1	WISTAC BLUE
15	Zone E	SMART 2	SMART 2	SMART 2	SHERIFF F1
16	OALAWCAL	SHERIFF F2	SHF F2	SHF F2	SHERIFF F2



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-04

INDEX AS: Anti-Harassment & Retaliation

REPLACES: G.O. 17-29

EFFECTIVE: 01-27-17

WILEAG: 1.2.4

SUBJECT: Anti-Harassment & Retaliation

PURPOSE: The purpose of this General Order is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment, discrimination, and retaliation

POLICY: The policy of the South Milwaukee Police Department is consistent with the City of South Milwaukee Anti-Harassment & Retaliation Policy: Policy No. 05-01.

The effective date of this order is February 9, 2020.

William R. Jessup
Chief of Police

ADDENDUM:

City of South Milwaukee Anti-Harassment and Retaliation
Policy 05-01



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-05

INDEX AS: Immunity
Diplomatic Immunity
Temporary Immunity
Foreign Nationals

REPLACES: G.O. 16-14
EFFECTIVE: 02-29-2016

WILEAG: 6.2.2

SUBJECT: Immunity

PURPOSE: The South Milwaukee Police Department shall adhere to all state and federal statutes and international agreements with respect to temporary and diplomatic immunity. Department members shall treat foreign officials with the same courtesy provided every citizen and accord them all privileges and immunities to which they may be lawfully entitled.

This order consists of the following numbered sections:

- I. TEMPORARY IMMUNITY
- II. DIPLOMATIC IMMUNITY
- III. FOREIGN NATIONALS AND CONSULAR NOTIFICATION
- IV. EFFECTIVE DATE

I. TEMPORARY IMMUNITY

- A. The United States Constitution, the State of Wisconsin Constitution and various federal and state laws afford certain individuals exemption from arrest under specified circumstances.

1. U.S. Senators and Representatives - U.S. Senators and Representatives shall, in all cases except treason, felony or breach of peace, be privileged from arrest during their attendance at the session of their respective houses, and in going to and from same; and for any speech or debate in either house, they shall not be questioned in any other place.
2. Wisconsin Legislators - Wisconsin members of the legislature shall, in all cases except treason, felony or breach of the peace, be privileged from arrest; nor shall they be subject to any civil process, during the session of the legislature, nor for fifteen days before the commencement and after the termination of each session.
3. State Military Forces - Members of the state military forces, during the time the state military forces are performing military duties pursuant to proper orders issued by the Governor or by their authority, all members thereof while going to, remaining at or returning from a place of duty shall be exempt from arrest or service of any process issued by a civilian court. In any civil or criminal prosecution against any member arising out of their performing military duty, it shall be a defense that they were acting in good faith or pursuant to any lawful military order, any such order shall be deemed *prima facie* lawful.
4. Prisoners as Witnesses - If a witness from another state coming into or passing through this state under an order directing them to attend and testify in this or another state, they shall not, while in this state pursuant to the order, be subject to arrest or the service of process, civil or criminal, because of any act committed prior to their arrival in this state under the order.
5. Witnesses - If a person comes into this state in obedience to a summons directing them to attend and testify in this state, they shall not, while in this state pursuant to such summons, be subject to arrest or the service of process, civil or criminal, in connection with matters which arose before their entrance into this state under the summons.

- a. If a person passes through this state while going to another state in obedience to a summons to attend and testify in that state or while returning therefrom, they shall not, while so passing through this state, be subject to arrest or the service of process, civil or criminal, in connection with matters which arose before their entrance to this state under the summons.
6. Court Officers - The officers of the several courts of record shall be liable to arrest and may be held to bail in the same manner as other persons, except during the actual sitting of any court of which they are officers; and when sued with any other person such officers shall be liable to arrest and may be held to bail as other persons during the sitting of the court of which they are officers. No attorney or counselor may be exempt from arrest during the sitting of a court of which they are an officer unless they are employed in some case pending and then to be heard in the court.

II. DIPLOMATIC IMMUNITY

- A. Immunity from arrest and prosecution is not a right that a foreign official has because of their position, but a privilege given by the President of the United States and verified by the United States State Department. Officers should be aware that the mere claim of "diplomatic immunity" does not make it a fact.
- B. An officer, having official contact with a foreign dignitary is empowered to temporarily detain any person claiming diplomatic immunity while official status is verified by the U.S. State Department. The watch commander shall be notified immediately.
 1. The person making such a claim must possess photo identity cards (not diplomatic passports) issued by the U.S. State Department and the United Nations. These identity cards also show the holder's official title.
 2. Generally, ambassadors, their immediate families,

and some members of their staff enjoy full immunity, except in cases where they directly threaten violence of others.

3. Consuls, vice-consuls, deputy-consuls, and some of their staff hold immunity while specifically engaged in diplomatic work. This immunity depends upon the activity of the person at that particular moment.
4. Honorary consuls, their consuls, their families, and families of consuls, vice-consuls, etc., are generally afforded very little immunity.

C. An officer having official contact with a foreign dignitary should determine the following:

1. The name, country or origin, and official title of the person detained.
2. In the case of persons other than ambassadors, whether they are engaged in diplomatic work at that particular moment.
3. The U.S. Department of State's verification of immunity status.
 - a. During business hours, the U.S. Department of State Office of Protocol may be contacted at [REDACTED] for verification of status.
 - b. After 5 p.m., or on weekends, the Diplomatic Security Command Center can be called at either [REDACTED] or [REDACTED].

D. Upon verifying a claim of immunity, the officer should immediately release the person, and all property which may have been held, unless it is unsafe to do so (for example, if a diplomat with immunity is stopped for driving under the influence the officer should not allow the person to continue driving. Instead the officer should find a safe alternative while still respecting the individual's status OR if an individual with immunity is physically threatening the safety of others, an officer may restrain the individual as necessary in order to protect the public, without actually arresting the individual). Even though you typically must immediately

release a person who has immunity, the immunity does not preclude law enforcement from continuing its investigation into the matter. If the investigation clearly reveals that the holder of immunity has committed a serious crime the United States can ask the holder's country for an immunity waiver, which if granted would allow for US prosecution.

- E. If an immunity claim is not verified by the U.S. State Department, the officer may proceed as discretion dictates.
 - 1. U.S. State Department officials advise caution when proceeding against foreign officials as incidents of retaliation against American personnel residing in that person's country are not uncommon in some parts of the world.
 - 2. U.S. State Department officials also request that cases in which police personnel are abused in any way should be fully documented, forwarded through the chain of command, and transmitted to:

The U.S. Department of State-Office of Foreign Mission
Special Agent-In-Charge
[REDACTED]
Chicago, Illinois 60604-1503
[REDACTED]

III. FOREIGN NATIONALS AND CONSULAR NOTIFICATION

- A. A "foreign national" is any person who is not a citizen or national of the United States.
- B. When an officer determines that the arrested subject is a foreign national then the officer is obligated to follow VCCR (Vienna Convention on Consular Relations) consular notification procedures. This procedure requires officers to advise the subject of their right to have their consular officials notified. Under the VCCR, consular notification is an option as the arrested subject may choose to have his/her consulate notified or not notified. However, the United States has also entered into bilateral agreements with some countries which require mandatory notification regardless of the arrested subject's wishes (see Addendum A). There is no obligation to advise subjects of their right to consular

notification for traffic stops or brief periods of detention.

- C. Once the subject indicates a wish to have his/her consulate notified, or the notification is mandatory, the officer should contact the appropriate consulate without delay. (See attached list for locations of consulate offices for each country)
- D. If the foreign national is a “victim” of a crime and there are any questions that arise during contact with a foreign national victim law enforcement can obtain further information by contacting Wisconsin DOJ, Office of Crime Victim Services at [REDACTED].

III. EFFECTIVE DATE

The effective date of this order is January 28, 2019

William Jessup
Chief of Police

ADDENDUMS:

- A. Listing of foreign embassies and consulates in the United States -
<http://embassy.goabroad.com/embassies-in/united-states>
- B. DOJ Guide for Law Enforcement Contacts With Foreign Nationals -
<https://www.doj.state.wi.us/sites/default/files/2009-news/le-guide-contact-foreign-nationals.pdf>
- C. Pocket guide of procedures for handling arrest and/or detention of a Foreign National and Mandatory Notification Countries



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-06

WILEAG: 2.4.1

SUBJECT: Overtime

PURPOSE: Overtime needs occur within the Department from time to time. The purpose of this General Order is to establish guidelines for administration of overtime and to ensure that overtime vouchers are properly completed and reviewed prior to submission for payment.

This order consists of the following numbered sections:

I. OVERTIME

II. OVERTIME VOUCHERS

III. EFFECTIVE DATE

I. OVERTIME

- A. All police department employees who are eligible for overtime payment will be compensated for overtime worked, according to any appropriate provisions of applicable labor agreements or established practices. Officers may also be eligible for additional pay when acting as shift supervisor, or during those days designated for holiday pay.
- B. A probationary officer will not be placed on the call-in list until their FTO training is complete. Upon completion of the FTO training and assignment to a shift, the probationary officer's name will be added to the list based on seniority.

II. OVERTIME VOUCHERS

- A. All requests for overtime shall be submitted on the South Milwaukee Police Department Overtime Voucher.
- B. Subaccounts: The appropriate subaccount should be checked, so that the overtime may be properly posted.
 1. Circuit Court Appearance: This account should be checked when officers are appearing in Circuit Court when subpoenaed for trials (adult or juvenile), preliminary hearings, M.O. hearings, etc. Enter the name of the Judge presiding in the case.
 2. Municipal Court: Cases held in South Milwaukee Municipal Court should be marked here. Also, list here all cases where an officer appears in another city's Municipal Court, or when Municipal Court cases are held in Circuit Court, i.e., jury demands.
 3. Charging Conference: This account should be used when officers appear in the District Attorney's Office for charging conferences.
 4. Patrol Staffing: This account should be used when officers are called in or scheduled to work on any shift. It should also be used when officers extend their normal shift due to a prisoner or hospital conveyance or crossing guard duties.
 5. Investigation/Arson Investigation/Drug Enforcement: Whenever an officer extends their shift or is called in outside of their normal hours to work on one of these three types of cases, the overtime should be charged to the proper account and case number listed.
 6. Park Enforcement: This account should be used when officers are assigned to special park enforcement details, or when their shift is extended because of a special park enforcement action.
 7. Major Occurrence: This account should be used when officers are called in for a major occurrence of

emergency, such as, a barricaded suspect, natural disaster, etc.

8. **Traffic Investigation/DWI/Intoximeter:** This account should be used when officers are either extending their shifts due to a traffic accident investigation, a drunken driving arrest, or operating the Intoximeter.
9. **Training:** This account should be used whenever an officer is involved in a training session, either in-house or at some outside location.
10. **Youth Services:** This account should be used whenever an officer is involved in a youth-oriented service, such as a presentation to a school group, youth group, attends a school function, etc.
11. **Civic Events:** This account should be used for events, such as parades, Little League events, the 4th of July celebration, Heritage Days, etc.
12. **Clerical:** This account should be used only by the clerical staff of the Department.
13. **Miscellaneous:** This account should be used in those instances where the overtime worked does not fall into one of the previous categories. This account should not be overused, and attempts should be made to utilize all other categories before charging overtime to this account.

C. Enter the date the overtime is actually worked in the appropriate box.

D. Enter the actual time worked in the appropriate box. Call-ins with less than 2 hours and 40 minutes listed will be paid the rate equal to 2 2/3 hours at the overtime rate (4 hours pay at straight time).

E. All vouchers must include the employee's signature and personnel identification number.

F. All vouchers should be signed by the supervisor **on duty when the overtime is earned.** All Vouchers shall be

submitted **prior to the employee going off duty**. If no supervisor is readily available, the slip shall be signed by the next shift supervisor.

- G. All vouchers must be approved by a member of the Command Staff prior to submission to the City Clerk's office by the clerical staff. In the absence of a Command Staff member OICs may approve the voucher.
- H. Payment for properly completed and approved vouchers on file Monday morning of the week payroll is calculated will be included in Friday's payroll check. Vouchers received after the overtime report is compiled will be paid in the following pay period.
- I. Any vouchers, which do not comply with the previously mentioned directions, will be returned to the claimant and not paid until they are properly submitted.
- J. All overtime vouchers submitted for compensation shall be for actual time worked. Employees are prohibited from false claims of overtime. Any employee who falsely claims overtime is subject to discipline.

III. EFFECTIVE DATE

The effective date of this order is January 28, 2019

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-04

INDEX AS: Injuries
Injury Reports
Worker's Compensation Reports

REPLACES: G.O. 15-09
EFFECTIVE: 09-30-2015

WILEAG:

SUBJECT: On-Duty Injury Reporting Procedures

PURPOSE: The purpose of this General Order is to establish guidelines for reporting on-duty injuries.

This order consists of the following numbered sections:

- I. INJURY CARE/TREATMENT
- II. INJURY REPORTING PROCEDURES
- III. INJURED EMPLOYEE STATUS REPORTS
- IV. EFFECTIVE DATE

I. INJURY CARE/TREATMENT

- A. All on-the-job injuries or illnesses requiring first aid must be tended to immediately. It is the responsibility of all employees to assist if able.
- B. Arrangements must be made for immediate treatment or transportation to the appropriate medical facility. The South Milwaukee Fire Department is the preferred mode regarding this.

II. INJURY REPORTING PROCEDURES

- A. Employees will inform their supervisor of any job-related injury or illness and properly complete an Employee Injury Report Form as soon as possible. The injury report form is to be reviewed and signed by the supervisor, then forwarded to the Administration and Services Commander. If the employee is physically unable to complete the injury report form due to the illness or injury, the supervisor notified of the injury shall ensure that the injury report form is completed and forwarded to the Administration and Services Commander. (the State of Wisconsin DILHR guidelines regarding Worker's Compensation reporting procedures require notification of injuries to supervisors and completion of injury report forms be completed within 24 hours of the time of injury, especially in instances of lost-time injuries.) The supervisor receiving the report of the injured employee will also interview the witnesses to the injury (if any) and document the information in a memo to the Administration and Services Commander.
- B. If the employee is unable to complete the injury report form or notify their supervisor, due to the illness or injury, any employee knowing of the illness or injury shall notify the supervisor on duty of the illness or injury.
- C. The Administration and Services Commander shall ensure that the injury report forms are processed and forwarded, by the clerical staff, to the appropriate city departments and outside agencies in a timely manner. One copy of the injury report shall be sent to the City's Worker's Compensation insurance carrier, one copy shall be sent to Wisconsin DILHR, one copy shall be forwarded to the City Clerk's office, and one copy shall be retained for department records.
- D. Employees are required to properly notify the appropriate supervisor of any changes to, or deviations from, the original injury report regarding their injury status or condition and advise them that an updated injury report form is necessary. If, for example, an employee initially reports an injury without any anticipated time loss, and later is unable to work due to this injury, an updated injury report would be required.

III. INJURED EMPLOYEE STATUS REPORTS

- . When an employee is off for an extended period of time, i.e. more than three (3) days, due to a duty related injury, he/she shall provide a doctor's report updating the condition of his/her injury on a regular basis as requested. The reports shall be addressed to the attention of the Chief of Police.
- B. The Department, City of South Milwaukee, and the City's Worker's Compensation insurer reserve the right to direct an injured employee to cooperate with any medical examination deemed necessary. Failure to comply may be cause for personnel actions or termination of benefits.

III. EFFECTIVE DATE

The effective date of this general order is June 20, 2018

William R. Jessup
Chief of Police

Attachments: CVMIC Report of Injury Form
Notice to Doctor Form

SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-33

INDEX AS: Validation/TIME/DOT Records

REPLACES: G.O. 15-04

EFFECTIVE: 03-03-2015

WILEAG: 6.1.5, 10.1.11

SUBJECT: Validation

PURPOSE: The South Milwaukee Police Department maintains full participation within the Wisconsin **Crime Information Bureau (CIB)** identification and criminal history record system. The purpose of this General Order is to meet standards concerning validation as established by **CIB** as set forth in the **T**ransaction **I**nformation for **M**anagement of **E**nforcement (**TIME**) System Operator's Manual.

This order consists of the following numbered sections:

- I. DEFINITION
- II. ACCURACY
- III. COMPLETENESS
- IV. ACCESSING THE TIME SYSTEM
- V. TIME SYSTEM SECURITY
- VI. DISSEMINATION OF INFORMATION
- VII. CASE FILES
- VIII. TIME AGENCY COORDINATOR
- IX. TIME VALIDATION OFFICER
- X. ADVISORY MESSAGES
- XI. WARRANTS
- XII. MISSING PERSONS/RUNWAYS
- XIII. VEHICLES AND VEHICLE PARTS

XIV. GUNS

XV. ARTICLES

XVI. BOATS

XVII. ATVs, UTVs, and SNOWMOBILES

XVIII. SECURITIES

XIV. EFFECTIVE DATE

I. DEFINITION

Validation is a process by which an agency is obliged to confirm that a record entered into the TIME system is accurate, complete, and still outstanding or active. This is accomplished by reviewing the original entry, reviewing current supporting documents, and consulting with complainant/victim/courts/others. In the event that the agency is unsuccessful in its attempts to contact the complainant/victim/others, a decision must be made based on the best information and available knowledge whether or not to retain the original entry in the file.

II. ACCURACY

The accuracy of records is an integral part of the TIME system. The case officer carries the primary responsibility for the accuracy of all records, and should double-check all entries to assure they are correct. Maintaining accurate files means more apprehensions and recoveries will be made.

III. COMPLETENESS

All information entered into the TIME system must be supported by written documentation. Complete records include all information that was available on the person or property at the time of entry. Validation includes a review of whether additional information has become available (missing from original entry) and should be added to the file. Every effort should be made to include as much information as possible in the entry.

IV. ACCESSING THE TIME SYSTEM

Only Wisconsin Department of Justice certified TIME system

operators should be allowed to access the TIME system. Operators will follow all policy, procedures and regulations for use of the TIME system. Failure to follow proper policy, procedure and regulations will be subject to discipline in accordance with this General Order and General Order ADM 12: Communications Procedures.

V. TIME SYSTEM SECURITY

- A. Security Management -- The South Milwaukee Police Department will appoint an individual as the agency's Local Security Officer. The Local Security Officer will be responsible for maintaining and monitoring all security aspects of the Department's access to the TIME System.
- B. Physical Security--TIME System terminals shall be located within areas of the South Milwaukee Police Department with both the physical and personnel security controls sufficient to protect TIME System information. The terminal locations shall be under the management and control of the South Milwaukee Police Department, which shall issue credentials to authorized personnel. TIME System terminals shall be positioned as to allow only authorized users to view the screen information. Mobile laptop computers in police vehicles that access the TIME System are to be considered as an enclosed criminal justice conveyance where during operational periods, all physical access points are under the control of the South Milwaukee Police Department. The Local Security Officer will verify individual access authorizations before granting access to these mobile laptop computers.
- C. Access--The Local Security Officer shall manage information system accounts used to access the TIME System. The Local Security Officer's responsibilities include but are not limited to: establishing, activating, modifying, reviewing, disabling, and removing these accounts. Access to various functions of the system shall be controlled by privileges assigned to individual users by the Local Security Officer. Access to privileged functions and security (relevant information) shall be restricted to explicitly authorized personnel. The most restrictive rights/privileges needed by users for the performance of their specified tasks will be enforced to limit access to the TIME System to only authorized personnel with the need and right to know. The Local Security Officer will assign an initial login password to certified new users to the information system. Once logged

on, new users will be required to change their password, which will conform to Section 5.6.2.1 of Version 5.0 of the Criminal Justice Information Services Security Policy.

Advanced authentication will be implemented based on the requirements provided in Section 5.6.2.2.1 of Version 5.0 of the Criminal Justice Information Services Security Policy.

1. Users shall immediately notify the Local Security Officer of any lost, compromised, or damaged passwords, who will then re-issue a new initial login password. Users failing to follow proper policy, procedures and regulations will have their access privileges revoked and will be subject to discipline in accordance with this General Order and General Order ADM 12: Communications Procedures.

D. Media Protection--Electronic and Physical media shall be stored within physically secure locations with access restricted to authorized individuals.

1. Electronic media containing TIME System information shall only transported outside the secure locations by authorized personnel with activities restricted solely for purposes associated with the transportation.
2. All media will be sanitized or degaussed prior to disposal or release for reuse by unauthorized individuals.
3. Inoperable electronic media and physical media shall be destroyed.
4. Sanitation and Destruction of media shall be witnessed or carried out by authorized personnel. Sanitation is the removal of information from digital media by techniques that prevent its recovery.
5. The National Security Agency maintains a listing of approved products with degaussing capability at: <https://www.nsa.gov/Portals/70/documents/resources/everyone/media-destruction/degausser-epl.pdf>
6. The product selected is appropriate for the type of media being degaussed. For guidance on appropriate sanitation equipment, techniques and procedures see: NIST Special Publication 800-36 (pdf) at: <http://csrc.nist.gov/publications/nistpubs/800-36/NIST-SP800-36.pdf>

[36.pdf](#)**E. Maintenance and Information Security**

1. Newly released security relevant patches, service packs, and hot fixes will be implemented immediately by the IT Specialist. Security related incidents shall be reported to the Local Security Officer promptly to allow timely corrective action to be taken.
2. An Information Security Incident is the unauthorized use of a computer information system, or the use of a computer or information system in a violation of laws or pertinent policies. Examples of information security incidents include, but are not limited to: unauthorized account use, password stealing or cracking attempts, virus or Trojan horse program placement, computer, or network system intrusion attempts. Security related incidents shall be reported using the IT Security Incident Response Form. (Addendum F) Failure to comply with this policy will result in disciplinary action as is appropriate under the circumstances in compliance with department policies.

VI. DISSEMINATION OF INFORMATION FROM THE TIME SYSTEM/ DESTRUCTION OF INFORMATION OBTAINED VIA THE TIME SYSTEM

- A. Information received via the TIME system should never be released to the public. Information which is covered by Wisconsin's "open records" law can be obtained through the proper channels (i.e. Direct requests to DOT or CIB). This includes Wisconsin Department of Transportation information, as it is only a summary of a driver's record.

1. WISCONSIN DRIVERS LICENCE PHOTOS

- a. Wisconsin driver license photos are available for use by sworn officers, staff, and dispatchers for the purpose of administration of criminal justice or traffic enforcement. Photos obtained from the TIME system must be made with a Purpose code "C" and an attention line showing the name of the officer to whom the photograph was provided and for what purpose the photograph was provided. Once the photograph is no longer needed for

investigative purposes **it must be destroyed** (shredding is an appropriate method of destruction). The photo will not be filed with the case reports or retained in any manner.

- b. Driver license photographs that are obtained by officers as part of the administration of criminal justice.
 - (1). These photos are not to be disseminated to the public.
 - (2). TIME system photos **WILL NEVER** be used in photo arrays or lineups.
2. Certain circumstances will allow the photograph to be disseminated to the District Attorney only if the following wording is contained on the photograph: "343.237(8)(c) Any person who receives a copy of a photograph or fingerprint from a law enforcement agency under par. (a) shall destroy any copies of the photograph in his or her possession when the photograph is no longer necessary to perform the law enforcement function for which the photograph or fingerprint was disclosed."

B. DESTRUCTION OF DOCUMENTS

1. When the data obtained from the TIME system is no longer needed it must be disposed of by shredding of the document(s).
2. Operators obtaining TIME system documentation should shred all unnecessary documentation each day prior to the end of their shifts.
3. Officers who obtain TIME system documentation for use in their criminal investigations shall shred this documentation when it is no longer needed. In the case of criminal history records forwarded to the District Attorney's office, those should be noted in the dissemination lot.

VII. CASE FILES

Case files must be available at all times for Hit Confirmation. If a report is removed from the files, a completed "charge-out" slip must be inserted in its place, identifying where the report may be found. Original reports should never leave the physical security of the South Milwaukee Police Department. Criminal history transcripts (IQ/FQ/QR) should not be kept in the closed case files. Once the needed information is obtained, the transcripts should be destroyed beyond recognition by shredding the document. If a criminal history leaves the requesting agency, another criminal history should be run with the appropriate name in the attention line. The proper purpose code, sender identification, and case number must be used on all CHRI queries, and each inquiry must be justifiable.

VIII. TIME AGENCY COORDINATOR

The South Milwaukee Police Department shall appoint a member to carry out the duties of TIME AGENCY COORDINATOR (TAC). The TAC is responsible for familiarizing other members with the TIME system prior to attending TIME introduction training. This person's name shall be forwarded to CIB as the contact person for updates and training information.

IX. TIME VALIDATION OFFICER

The South Milwaukee Police Department shall appoint a member to carry out the duties of TIME VALIDATION OFFICER (TVO). The TVO is responsible for maintaining all department operations in accordance with NCIC and CIB policies.

X. ADVISORY MESSAGES

Advisory messages are special messages sent via teletype that must reach the TIME VALIDATION OFFICER. These messages are easily recognized in that the message is preceded by a dollar sign (\$). All desk personnel must be familiar with these messages and see to it that the TVO receives them. In the event a "serious error or quality control notice" (\$E) message is received, it will immediately be brought to the attention of the shift commander who will then notify the TVO to determine the action to be taken.

XI. WARRANTS

- A. All commitments will be entered into the TIME system by the TVO (or his/her designees) as soon as possible after they are received from the Clerk of Courts with proper documentation.
- B. All commitments shall be restricted to the geographical restriction of “pickup in adjacent counties of ORI only”, unless special circumstances exist (i.e. order of the court). This restriction is due to manpower limits within the City of South Milwaukee and is based on the premise that we do not have a “warrant squad” available for such pickups.
- C. Active commitment folders will include the writ of commitment, printout of “HIT”, citation, and related paperwork. All information included on the hit must be supported by other documentation. Full criminal history transcripts and arrest records will not be kept in these files.
- D. Each active commitment will be reviewed by the TVO for accuracy and completeness at least once per calendar year as per the validation schedule provided by CIB. The updated “HIT” will serve as the documentation to this follow-up. Part of this validation will include TVO making contact with the City of South Milwaukee Clerk of Courts and verifying the validity of the warrants.
- E. Commitments will remain active in the TIME system until the subject is located, cash bail is posted, the required amount of days are served in the House of Correction, arrangements are made with the Municipal Court, payment has been made through “Trip” or seven years have passed from the date of issue.
- F. If a subject is arrested by another jurisdiction (either for other charges or for their warrant) and SMPD also has a commitment for the subject a detainer shall be placed on the warrant until the subject can be released or custody can be transferred to the South Milwaukee Police Department. Upon the subjects release from custody/transferred to the Department the commitment shall be canceled.

- G. If we receive a TTY from another agency advising they have a person in their custody on our warrant, we will send a hit confirmation (if the warrant is in fact valid) through the TIME system: form #1684 – Hit Response. Response is required within 10 minutes of receipt.
- H. Send a hit request through the TIME system: form #1683 – Hit request. If no response is received within 10 minutes, a second request (and third request after another 10 minutes) can be made using the same form. However, we can call the department with the warrant to get a “verbal” confirmation prior to receiving hard copy. In the end, though, we must have the hard copy (printed on paper from TIME system) of the confirmation for record keeping purposes. Advise officer of the confirmation (or let them know if the warrant is invalid) after receiving hard copy (or verbal), over the air.
- I. In circumstances where appropriate, the shift supervisor may request that a Temporary Felony or Temporary Misdemeanor Warrant be entered into the TIME system. Felony warrants will remain in the system for 48 hours and Misdemeanor warrants will remain in the system for 72 hours. After the time period has expired the agency will be notified that the record has been purged. These time periods should give adequate time to get the case to the District Attorney’s Office for review/charges and seek an arrest warrant (if charges are issued). In cases where more time is needed the temporary warrants can be re-entered. Temporary warrant entries shall be attached to the original case file. The temporary warrant should be cancelled when the case is ~~ano~~ processed®, the person is arrested, a state warrant has been issued, or it is later determined that the need for the warrant no longer exists.

XII. MISSING PERSONS/ RUNAWAYS

- A. Classification of Missing Person:
 - 1. Persons that have a proven physical, mental, or senile status that could subject themselves or others to immediate danger.
 - 2. Persons who are missing and it appears it was not

voluntary.

3. Persons who may be in the company of another and it is suspected their physical safety is in danger.
4. Persons who have demonstrated the potential for suicide.
5. An emancipated person as defined by law under 18 who does not meet any of the above criteria.

B. There is no waiting period before entering missing persons or runaways into NCIC. All missing persons/runaways will be entered into the TIME system with deliberate speed after written certification (Addendum A) is obtained from a complainant. The yellow copy of the report shall be posted on the appropriate attention board(s). An attempt should be made to obtain a current photo of the missing person/runaway.

C. The following information should be obtained:

1. Name of subject
2. Address of subject
3. Subject's date of birth
4. Physical descriptions of subject
5. Clothing description (last seen wearing)
6. Any mode of transportation
7. Last contact with subject

D. Follow-up will be performed based on the following schedule with each step documented on a supplementary form to the original report.

1. Case officer or shift supervisor will contact the Complainant within 24 hours and 48 hours of the original reported time (Addendum B).
2. Subsequent to the 48 hour check, the case officer,

shift supervisor, Juvenile Officer, or Investigator will contact the complainant at least once per week.

3. On the third week (21 days from date reported missing), the case officer shall obtain a "Further Information Request and Medical/Dental form" packet (Addendum C) from the TVO and deliver it to the complainant. It is the complainant's responsibility to obtain this information.
4. The TVO (or other TIME certified personnel) will enter the supplementary information to the entry as soon as possible after it is received.
5. Checking with complainants:
 - a. The Juvenile Officer will continue to check with the complainant at least once per week on all missing juveniles for a period of three months. If no further information has become available, the case will be suspended. The entry will then follow the yearly validation procedures.
 - b. The case officer/investigator will continue to check with the complainant at least once per month on all other missing persons for a period of three months. If no further information is available, the case will be suspended. The entry will then follow the yearly validation procedures.
 - c. Missing persons/runaways shall be removed from the TIME system after written certification is received from the complainant informing the Department of the return of said missing person/runaway.

XIII. VEHICLES & VEHICLE PARTS

- A. All entries to this file must have their registration canceled with the Department of Transportation as soon as possible by the owner. Items with current registration will be removed from the system by the TVO upon review. Officers should instruct the owners to apply for new, rather than duplicate, registration for this reason.

- B. A stolen/missing license plate is not to be entered into the TIME system unless the remaining plate is removed from the vehicle. The remaining plate should be in the custody of the South Milwaukee Police Department. A copy of the vehicle DOT record (10-28) must be attached.
- C. Personalized (vanity), collector, amateur radio, or other specialized plates will be treated as any other Wisconsin Registration plate. If the owner wishes to keep the same registration, no TIME system entry is to be made. If the owner advises DOT to cancel the plate, an entry can be made. Personalized plates can also be included on stolen/felony vehicle file entries.
- D. Vehicle and vehicle part entries will be reviewed as per the validation schedule provided by CIB.
 - 1. At the first validation review (one year after the date of entry) TVO will mail a follow-up letter (Addendum D) to the complainant to ascertain the status of the property. The reply to this letter, or lack thereof will be documented on a Supplemental form (Appendix E), and will determine what action will be taken as provided in Section I. - Definition.
 - 2. All entries remaining active in the files past the initial validation check will be reviewed as per the validation schedule provided by CIB.

XIV. GUNS

- A. All stolen guns will be entered into the NCIC file as soon as the necessary information is obtained. The TIME Gun Worksheet (Addendum F) will be utilized for documentation of this information.
- B. Stolen gun entries will be reviewed as per the validation schedule provided by CIB.
 - 1. At the first validation review (three months after the date of entry) the TVO will mail a follow-up letter (Appendix D) to the complainant to ascertain the status of the property. The reply to this letter, or lack

thereof, will be documented on a Supplemental form (Appendix E), and will determine what action will be taken as provided in Section I. - Definition.

2. All entries remaining active in the files past the initial validation check will be reviewed as per the validation schedule provided by CIB.
- C. All recovered guns (any gun in custody) will be queried for stolen status utilizing the TIME system. If negative, an entry should be made into the Recovered Gun file. The entry will remain active so long as the gun is kept in the Police Department=s possession. The current location of the gun must be noted on the report.
- D. Recovered Gun entries will be reviewed as per the validation schedule provided by CIB.

XV. ARTICLES

- A. Since articles are not included in the validation schedule, it is important that they are entered completely and accurately. The TVO should be made aware of all entries to, and all cancellations from this file so that they may be double-checked.
- B. Articles which are purged from the system by NCIC will be reviewed by the TVO and case officer/Investigator to determine if re-entry is warranted, based on the value of the stolen article or law enforcement need.
- C. All recovered articles will be queried for stolen status and entered in the Property Control log.

XVI. BOATS

Boat entries will be re-reviewed as per the validation schedule provided by CIB.

- A. At the first validation review (three months after date of entry) the TVO will mail a follow-up letter (Appendix D) to the complainant to ascertain the status of the property. The reply to this letter, or lack thereof, will be documented on a Supplemental form (Appendix E), and will determine what action will be taken as provided in Section I. - Definition.

- B. All entries remaining active in the files past the initial validation check will be reviewed as per the validation schedule provided by CIB.

XVII. ATVs, UTVs, and SNOWMOBILES

- A. The Department of Natural Resources has the ability to flag and hold recreational vehicles that have been reported as stolen in NCIC. Once a vehicle is flagged in the DNR's Vehicle Registration system, all transactions are put on hold until the flag is removed (transfers, renewals, replacement decals, etc.).
- B. ATVs, UTVs, and snowmobiles are grouped together with all other motor vehicles, the DNR does not receive automatic notifications from the TIME system the same way they do with boats. For ATVs, UTVs, and snowmobiles, the DNR relies on the entering agency to contact them, otherwise the unit will not be flagged.
- C. Dispatch must send an administrative TIME message to 'RDNR' after adding or removing a stolen ATV, UTV, or snowmobile from NCIC; Include the vehicle registration number and serial number in the message.

XVIII. SECURITIES

Stolen Security entries will be reviewed as per the validation schedule provided by CIB.

- A. At the first validation review (three months after date of entry) the TVO will mail a follow-up letter (Appendix D) to the complainant to ascertain the status of the property. The reply to this letter, or lack thereof, will be documented on a Supplemental form (Appendix E), and will determine what action will be taken as provided in Section I. - Definition.
- B. All entries remaining active in the files past the initial validation check will be reviewed as per the validation schedule provided by CIB.

XIV. EFFECTIVE DATE

The effective date of this order is December 15, 2018.

William R. Jessup
Chief of Police

ADDENDUMS

- A. **NCIC MISSING PERSON CERTIFICATION/ SMPD FORM**
- B. 24 & 48 HOUR MISSING JUVENILE FOLLOW-UP
- C. FURTHER INFO REQUEST & MEDICAL/ DENTAL FORM
- D. STOLEN PROPERTY FOLLOW-UP LETTER
- E. VALIDATION SUPPLEMENTAL REPORT FORMS
- F. IT SECURITY INCIDENT RESPONSE FORM



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-08

INDEX AS: Purchasing Policy
City Purchasing Policy

REPLACES: G.O. 17-03
EFFECTIVE 01-11-17

WILEAG: 1.5.1, 1.5.2

SUBJECT: City of South Milwaukee Purchasing Policy

PURPOSE: The intent of this General Order is to provide guidelines that will insure that the expenditure of public funds by the department is consistent with policies set by the Common Council.

This order consists of the following sections:

PURPOSE

GENERAL GUIDELINES

PURCHASING PROCEDURES

SPECIAL REQUIREMENTS

SPECIFICATIONS

EFFECTIVE DATE

The effective date of this order is February 12, 2020.

William R. Jessup
Chief of Police

POLICY NO. 93-03

ADOPTED: March 2, 1993

REVISED: December 17, 2013

City of South Milwaukee Purchasing Policy

Purpose:

The intent of this policy is to provide guidelines that will insure that the expenditure of public funds by all city departments is consistent with policies set by the Common Council.

This policy consists of the following sections:

1. General Guidelines
2. Purchasing Procedures
3. Special Requirements
4. Specifications
5. Forms

SECTION 1 – GENERAL GUIDELINES

The City reserves the right to accept the bid or quote which is most beneficial to the City, as well as the right to reject any or all bids or quotes. The determination of the most beneficial purchase shall be recommended to the Common Council, which shall make the final determination when required in Section 2. No award on purchases over \$25,000 is final until formally approved by the Common Council. Purchase orders under \$25,000 are final upon written approval of the purchase order pursuant to the provisions of this policy.

1.1 – Planning

Both short and long term planning for purchases will minimize the amount of clerical and supervisory time spent documenting purchases. Each department should strive to purchase its goods and services in quantities which maximize possible discounts. The overall plan for purchasing begins with the preparation of the Annual Budget.

1.2 – Overdrafts

No purchase will be authorized which would overdraft a budgetary account. Department managers contemplating a purchase that will exceed a budgetary account shall contact the City Administrator to insure that provisions are made for the necessary budget allocation prior to initiating the purchase. All expenses that are unbudgeted, as well as all expenses from the contingency account, shall be approved by the Common Council.

1.3 – Quality

Quality and service are just as important as price. It is the duty of each department to

secure the best quality for the purpose intended. Quality buying is the buying of goods and services that will meet, but not exceed the requirements for which they are intended. In some instances the primary consideration may be durability. In other instances it may be a question of immediate availability, ease of installation, frequency of repair, or efficiency of operation. It is the responsibility of each department manager to become familiar with available equipment to determine the appropriate quality required.

1.4 – Sales Tax

The City is exempt from paying all local and state sales taxes or Federal Excise taxes. The City Clerk's office can provide necessary exemption documents to vendors upon request.

1.5 – Open Records

All specifications, bid documents, purchase orders, and supporting documents are public records which will be made available upon request.

1.6 – Endorsements

Neither the City's name nor any employee's name or position is to be used to endorse or support a product or vendor.

1.7 – Ethics Laws

Public officials and employees of the City shall comply with all federal and state ethics laws regarding conflict of interest as well as ethics regarding all purchase decisions.

1.8 – Auctioneering

The practice of "auctioneering" (disclosing to a vendor the price quoted by competitors) is strictly prohibited.

1.9 – Vendors

It shall be the responsibility of the department manager to document any new vendor as an actual and viable company. This includes internet purchases. Verification can be made by a telephone listing of the company, or a written statement by the department manager indicating the purchase is from a viable company. The department manager shall obtain from all new vendors a W-9 form, completed in full with required federal tax information, prior to payments being made to the vendor. The W-9 and verification by the department manager shall be forwarded to the City Clerk's office to be kept on file.

1.10 – Credit Cards

Credit cards may be issued to authorized users at the department manager's request. The Cardholder shall be issued a copy of this policy and shall be required to sign the Credit Card Employee Agreement. The department manager is responsible for the appropriate use and security of said cards. City-authorized credit cards are to be used solely for city-related purchases. Personal use is explicitly prohibited. The City Clerk shall maintain all records of credit card requests, limits, cardholder transfers, and lost/stolen destroyed card information. All purchases made with city credit cards must follow all of the procedures and terms outlined in this purchasing policy. The authorized user is to report

a lost, stolen, or misplaced card immediately. Any card-use incentives that result from purchases made with city credit cards are considered city property and shall be turned over to the department manager.

Issuance of a credit card is a privilege and periodic audits will be done to verify compliance to the stated policies and procedures.

The Cardholder shall review the monthly statements and return to City Clerk's office within the timeframe requested by the Deputy Clerk or within five (5) working days of receipt.

SECTION 2 – PURCHASING PROCEDURES

The following procedures are established to regulate the degree of formality to be followed in the purchase of goods and services, depending on the cost of the items to be purchased. Good documentation to insure that all vendors are treated fairly is in the City's best interest. The purchaser shall inform the vendor that the goods are not subject to sales tax, as the City is exempt in the State of Wisconsin. A sales tax exemption certificate is available upon request.

2.1 – Purchases under \$2,500

Department managers are authorized to issue Purchase Order/Requisition forms for any purchases of less than \$2,500 if funds have been budgeted. The department manager need not secure the approval of the City Administrator in order to make purchases in this price range. It is the responsibility of each department manager to insure control over this segment of the purchasing process. Department managers shall designate employees who will be allowed to make purchases, and to provide internal controls to insure that all purchases are for legitimate public purposes, that monthly statements from vendors are reconciled, and that all purchases are accounted for. Department managers may authorize open purchase accounts in cases where the department makes routine or frequent purchases under \$2,500. Department managers or designee will obtain a Purchase Order number from the City Clerk's office, complete the Purchase Order and Requisition Authorization form, sign for department authorization, and submit to the City Clerk for approval of the Purchase Order. A copy of the authorized Purchase Order will be returned to the Department Manager for their files after approval by the City Clerk.

2.2 – Purchases from \$2,500 to \$25,000

Requisitions for goods or services having a value of \$2,500 to \$25,000 must be submitted for approval by the City Administrator prior to placing an order with a vendor. Before submitting a requisition, departments must obtain three (3) or more written quotations for the goods or services required. The Request for Quotation form will be used for this purpose. It is the responsibility of the department managers to insure that quotation forms are completed and that funds are available in the appropriate accounts. A completed quotation form is required to be submitted to the City Administrator for approval. If departments are unable to secure three (3) written quotations, a memorandum explaining why less than three (3) qualified vendors were available, as well

as the Request for Quotation form shall be attached to the purchase order and forwarded to the City Administrator for approval.

The use of written quotation forms requires appropriate planning to insure that adequate lead time is available to satisfy the purchasing requirements. The preferred procedure is to mail, fax, or email the Request for Quotation form to the vendors and have it returned by mail, fax, or email. Every effort should be made to allow at least three (3) full business days between the receipt of the form by the vendor and the deadline for returning quotations.

2.3 – Purchases In Excess Of \$25,000

Departments anticipating the purchase of goods or services exceeding \$25,000 in value shall prepare specifications based upon standards appropriate to meet the City's needs. Specifications shall be forwarded to the City Administrator for review, comment, and approval. Upon City Administrator approval, the department manager will then prepare the necessary bid package, including public notices and advertisements if necessary, to meet the city purchasing policy and will also send invitations to bid to qualified vendors. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to those that respond to the legal notice. A copy of the bid package, public notices, and advertisements will be forwarded to the City Clerk's office.

Formal bids that require public notice and advertisement will be advertised at least ten (10) business days prior to the bid opening date. Bids are to be returned to the office of the City Clerk. Late bids will not be accepted under any circumstances. After the bids are publicly opened, they will be turned over to the department for review. The department will prepare a Bid Tabulation Report and draft a memorandum to the City Administrator, which shall include the department's recommendation for the bid award and acknowledgment of the City Clerk that funds are available, as well as the signature of the department manager who is seeking the expenditure. The City Administrator shall then refer the information to the proper committee of the Council for review and action.

All purchases over \$25,000 are awarded by the Common Council at a Public Meeting.

The award will normally be made to the low bidder meeting specifications. There may be instances, however, when the low bid is not in the best interest of the City. In these cases it is incumbent upon the department to thoroughly document the reasons why the low bid should not be selected.

The City reserves the right to select a vendor based upon past service or experience with the vendor.

Notwithstanding any provision herein to the contrary, the Common Council may, by 5/6 vote proceed to purchase any non-public works related goods or services without bid or quote and on such terms as it deems appropriate.

The award for construction contracts in excess of \$25,000 will be made to the lowest

responsible bidder meeting specifications as per Wisconsin State Statutes. Questions regarding the Statute(s) and which projects apply should be directed to the City Attorney.

SECTION 3 – SPECIAL REQUIREMENTS

Occasionally, the City may need to purchase goods or services under circumstances which do not clearly fit the patterns of normal public procurement and for which normal competitive shopping procedures do not apply.

3.1 – Sole Source

In the event there is only one vendor capable of providing a particular good or service, then the competitive shopping procedures outlined in this policy may be waived by the City Administrator. When a department determines that goods or services must be purchased from a “sole source vendor” the department shall document why only one company or individual is capable of providing the goods or services required. The documentation shall be attached to the Purchase Order and Requisition Authorization form and submitted to the City Administrator for approval.

3.2 – Special Exceptions

Exceptions to the procedures outlined in Section 2 are hereby granted for the following purchases:

Internal financial operations such as payroll;

Fund to fund transfers;

Utility payments;

Bond payments and such other similar obligation of the City; and

Salt: gasoline; crushed stone; office supplies (including recurring office forms and paper products); polymers; vehicle related parts and repairs such as, engine and transmission parts, hydraulic pumps and rams, tires, and rebuilding services; equipment replacement fund expenditures necessary for the efficient operation of the Wastewater Treatment Facility; annual maintenance contracts; and all other recurring expense needed in the usual and ordinary operation of the City Government and its departments in a sum equal to the budgeted amount.

3.3 – Cooperative Purchasing Programs

Departments are encouraged to use cooperative purchasing programs sponsored by the State or other jurisdictions. Such programs prove advantageous by relieving department personnel of the paper work necessary to document the purchase and by taking advantage of large quantity purchases made by such cooperatives. The requirements for quotations or bids are considered to be met if a cooperative purchasing program is being used (i.e. VALUE, State Bid, etc.).

3.4 – Professional Services

Normal competitive procedures cannot be utilized by securing professional services from attorneys, engineers, accountants, planners, and other professional people who, in keeping with the standards of their discipline, will not enter into a competitive bidding process.

A Request for Proposal (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. Such RFPs shall be submitted to the City Administrator for review and approval prior to distribution. When an RFP for professional services has been approved, a limited number of qualified professionals known to the City will be invited to submit a proposal setting forth their interest, qualifications, and how they can meet the City's needs. In securing professional services, it is the primary goal of the City to obtain the services of a professional(s) who has a proven record of providing those services. A contract will then be negotiated with the professional deemed to best meet the City's needs.

3.5 – Open Purchase Orders

Open Purchase Orders may be used in situations where material or supplies are ordered frequently or routinely by the City and for which the initiation of competitive shopping each time the goods or services are required would become cumbersome and inefficient. Examples of Open Purchase Orders could include construction materials such as stone, concrete, or asphalt; landscaping materials; automotive supplies such as tires, batteries and repair parts; and miscellaneous hardware and office supplies.

Departments that use Open Purchase Orders shall notify the vendor in writing which employees are authorized to purchase under that Open Purchase Order.

3.6 – Emergency Purchases

The procedures in this policy may be waived under emergency conditions when a delay may threaten the basic mission of a department. Occasionally equipment will require emergency repairs or other circumstances will necessitate emergency which cannot wait for compliance with this policy. In any emergency situation; department managers are required to notify the City Administrator as quickly as possible. The City Administrator may approve any purchase that is required in an emergency situation and shall update the Common Council as soon as practical.

3.7 – Petty Cash Accounts

Very often there is a need for immediate availability of funds. Petty Cash Funds may be used to avoid the time and expense of issuing purchase orders for items totaling less than \$100. Petty cash receipts are to be maintained by the person responsible for the fund in each department and shall include: the amount, description of the item, budget account number, and signatures of the person receiving the funds and the person issuing the funds. Individual receipts should be summarized on a monthly basis and presented to the City Clerk who will then authorize a check to be issued to reimburse the Petty Cash Funds. The City Clerk may conduct unannounced audits of petty cash funds to assure the monies are being properly accounted for.

The use of petty cash funds for personal use, even for very short periods of time, is prohibited and may be grounds for disciplinary action.

SECTION 4 – SPECIFICATIONS

When goods or services are purchased consistent with the competitive processes outlined in this policy, specifications (specs) must be prepared which will meet the following goals:

Identify minimum requirements;

Allow for a competitive bid or quote;

Be capable of objective review; and

Provide for an equitable award at the lowest possible cost.

4.1 – General Guidelines

Specs should be kept as simple as possible while still maintaining the exactness required to keep bidders from utilizing loopholes to avoid providing the quality desired or to take advantage of their competitors. To promote competition, specs should be written in clear, simple language, free of vague terms or those subject to variations of interpretation.

If specs include optional goods or services, these options must be separately identified so that the base cost can be clearly identified compared to the cost of the option(s). If options are included, the Bid Tabulation Report shall identify the different costs of the options.

4.2 – Types of Specifications

Specifications need to be structured to protect the integrity of the purchasing system and to insure that the needs of the City are met. Methods of structuring specs include:

A. Qualified Products or Acceptable Brands List

These lists are developed where it is not possible to write specs adequate to identify the quality and performance required, or when tests necessary to determine compliance with technical specs are lengthy, costly, or required complicated technical equipment.

B. Specification By Brand or Trade Name

Brand or trade names should be used where brand name products have been found to be superior to others for the purpose intended or when their composition is secret, unknown or patented. The use of brand names establishes a quality standard, but is not intended to eliminate or limit competition. When this method is used, the specs shall provide for bidding of competitive or equal grades. It is incumbent on a vendor who bids on goods of supposed equal quality to document that the goods and services are, in fact, of equal quality.

C. Specifications By Blueprint or Dimension Sheet

Specs of construction projects shall be written to reference the blueprints or dimension sheets prepared by the engineer or architect.

D. Specifications By Performance, Purpose or Use

Specs which include a set of performance criteria will provide flexibility for vendors to design products or programs specifically aimed at meeting the standards the City has established. These types of specs usually generate a great deal of competition since they allow vendors to exercise some creativity in the process. Bottom line or minimum standards must be included in the specs to insure that the City's expectations are met.

E. Specifications By Industry Standards

Specs will often refer to industry-wide standards or standards set by other public jurisdictions. Lumber grading, standards set by asphalt or concrete industries, or referencing standard specs of the State Department of Transportation or other State or Federal agencies are typical examples.

F. Specifications By Samples

A sample is a good way to make requirements perfectly clear. Printing bids, where artwork or existing forms would be utilized is an example. Departments utilizing samples shall insure that adequate supplies of the samples are made available so that originals can be sent with all bid invitations.



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-16

INDEX AS: Mobile Data Computer
MDC Operation

REPLACES: G.O. 17-04
EFFECTIVE: 01-11-17

WILEAG: 9.1.2

SUBJECT: MDC Operation

PURPOSE: The purpose of this General Order is to establish rules and guidelines concerning the use and operation of the Mobile Data Computer (MDC) for South Milwaukee Police Department personnel.

This order consists of the following numbered sections:

- I. GOALS
- II. RULES AND GUIDELINES
- III. EFFECTIVE DATE

I. GOALS

- A. To afford the officer the ability to obtain vehicle registration, driver license and criminal record information while at the scene, without telecommunicator input.
- B. To provide the officer the ability to communicate lengthy or sensitive information to others without using available air time on the squad radios that are publicly monitored.
- C. To provide the officer with the ability to communicate with other police agencies/personnel who do not share the same radio frequency as the South Milwaukee Police Department.

- D. To provide the officer the ability to view all calls for service and officer status.
- E. To provide the officer the ability to complete call summary comments upon completion of the call for service while remaining available for calls on the road.
- F. To provide the officer the ability to access and use the TRACS system.

II. RULES AND GUIDELINES

- A. Use of the MDC is restricted to sworn officers, telecommunicators and office personnel.
- B. MDCs will not take the place of required radio transmissions (i.e. notifying the telecommunicator of a traffic stop).
- C. The driver of a South Milwaukee Police Department squad will not enter data on the MDC keyboard while the patrol vehicle is in motion. The only exception to this is to enter the necessary information for a vehicle query. Typing with one hand while driving may be distracting. If querying a vehicle while driving, consider breaking up the task into smaller parts to reduce the time your eyes are off of the road (i.e. summon correct screen- look up, enter first three characters- look up, enter last three characters- look up, send).
- D. Officers may send messages to other units via the MDC as necessary. Content should consist only of traffic which could be broadcast over the radio following FCC rules.
- E. No obscenities, double-entendres and/or other completely frivolous transmissions will be permitted on the MDCs. MDC communication will be reviewed periodically to assure compliance with the FCC and Department guidelines.
- F. Officers will not visit **any** internet sites on the MDC other than those required for the use of the Records Management System (Phoenix). Officers will not play any games on the MDC or use the MDC in any other capacity that is not in the performance of their law enforcement duties.
- G. The MDC is a tool to supplement the dispatching function.

All routine calls for service should continue to be dispatched via the radio. On occasion, there may be a need for a silent dispatch, in which case the MDC would be used. When the MDC is utilized in this regard, the message is sent to all South Milwaukee squads apprising them of the call and who is assigned.

- H. Incoming messages from MDCs will be read on a regular basis by the telecommunicator. Messages will be printed and saved when deemed appropriate by the telecommunicator or by the officer.
- I. For MDC security, when parked outside the police garage, squads will be locked.
- J. For MDC security, the system password should only be disseminated to those authorized to use the MDCs. The password should never be given to other agencies/departments, nor stated verbally over the department's radio.
- K. When coming on shift, officers will log onto the squad's MDC. When going off shift, officers will log off the squad's MDC.
- L. Further MDC information/operating procedures can be found by reviewing the MDC system user's manual.
- M. All sworn officers and telecommunicators will be certified to operate the MDC.
- N. MDC tablets are to remain locked in the docking stations, in each squad. All officers are allowed to have the MDC tablets removed from the docking stations for typing police reports and to catch up on other paperwork while sitting with a prisoner at a hospital or while waiting at a secure incident scene. To utilize an MDC tablet out of the squad:
 - 1. Contact the Supervisor/OIC advising that you will be using the MDC tablet out of the squad.
 - 2. The Supervisor/OIC will deliver a wireless keyboard, tablet tripod and key to unlock the tablet.

3. The Supervisor/OIC will sign-out the tablet on the form in the Lieutenant's office.
4. When the Officer completes tablet use, the Officer will lock the tablet back into its dock before driving away. The Officer will then return all tablet equipment to the Lieutenant's office and sign off.

III. EFFECTIVE DATE

The effective date of this order is April 17, 2020.

William R. Jessup
Chief of Police

Policy 09-01 (rescinds Policies 98-03 & 98-04)

Adopted December 22, 2009

ELECTRONIC COMMUNICATION & INFORMATION SYSTEMS POLICY

I. ELECTRONIC COMMUNICATION

A. PURPOSE

To better serve our citizens and give our workforce the best tools to do their jobs, the Common Council of the City of South Milwaukee (the City) continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, text messaging, and the World Wide Web.

The City encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the City should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business. No expectation of privacy in regards to use of the City's electronic communication systems should be expected by the employee in any respect related to accessing, transmitting, sorting or communicating information via the system.

This policy cannot lay down rules to cover every possible situation. The purpose of this policy is to express the City's philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy, it is the City's intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the City.

1. The following procedures apply to all electronic media and services that are:
 - a. Accessed on or from City premises;
 - b. Accessed using City equipment or via City-paid access methods; or
 - c. Used in a manner that identifies the individual as acting for or on behalf of the City; or in anyway identifies the City.
2. Organizations affected
This policy applies to all of the City of South Milwaukee's departments, offices, boards, commissions, committees, City employees and contracted and consulting resources.

B. POLICY

It is the policy of the City to follow this set of procedures for the use of electronic communication media and services.

1. References:

Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510 - 2711); Wis. Stats. §947.0125.

C. PROCEDURES

1. Access and Authority

- a. Each Department Head shall determine which employees in their department shall have access to the various media and services, based on business practices and necessity and which shall have authority to communicate on behalf of the City.

- b. The provisions of this Policy shall apply to the use of City-owned/provided equipment from home or other locations off City premises. City-owned equipment (e.g. lap tops) may be removed from City premises solely for City work related purposes pursuant to prior authorization from the Department Head.
- 2. Prohibited Communications
 - a. Electronic media cannot be used for knowingly transmitting, retrieving or storing any communication that is:
 - i. Personal business on City time (e.g. sports pools, games, shopping, correspondence or other non-business-related items/documents), except as otherwise allowed under #3 below;
 - ii. Discriminatory or harassing;
 - iii. Derogatory to any individual or group;
 - iv. Obscene as defined in Wis. Stats. § 944.21;
 - v. Defamatory or threatening; or
 - vi. Engaged in for any purpose that is illegal or contrary to the City's policy or business interests.
 - b. For the protection, integrity and security of the City's System, electronic media shall not be used to download or transfer software, unless authorized by the Administration Department.
- 3. Personal Use
 - a. Except as otherwise provided, electronic media and services are provided by the City for employees' business use during City time. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal non-business purposes is permitted as set forth below:
 - i. Personal use is limited to breaks, lunch or immediately before/after work;
 - ii. Personal use must not interfere with the productivity of the employee or his or her co-workers;
 - iii. Personal use does not involve any prohibited activity (see Section B, 2);
 - iv. Personal use does not consume system resources or storage capacity on an ongoing basis;
 - v. Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.
 - b. City telephones and cellular phones are to be used for City business. However, brief, limited personal use is permitted during the work day. Personal long distance calls are only permitted with the use of a personal 1-800 calling card, or with the understanding that such calls must be reimbursed to the City.
 - c. Employees should not have any expectation of privacy with respect to personal use of the City's electronic media or services.
- 4. Access to Employee Communications
 - a. Electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and bulletin board systems, desktop faxes, text messaging, and similar electronic media may be accessed and monitored by the City. The City respects its employees' desire to work without surveillance. However, the City reserves and intends to exercise the right, at its discretion, to review, monitor, intercept, access and disclose all messages created, received or sent over the electronic communication systems for any purpose including, but not limited to: cost analysis; resource allocation; optimum technical management of information resources; and detecting use which is in violation of City policies or may constitute illegal activity. Disclosure will not be made except when necessary to enforce the policy, as permitted or required under the law, or for business purposes.
 - b. Any such monitoring, intercepting and accessing shall observe any and all confidentiality regulations under federal and state laws.

5 Security/Appropriate Use

- a. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the Administration Department, employees are prohibited from engaging in, or attempting to engage in:

- i. Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - ii. Hacking or obtaining access to systems or accounts they are not authorized to use;
 - iii. Using other people's log-ins or passwords; and
 - iv. Breaching, testing, or monitoring computer or network security measures.
- b. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- c. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- d. Anyone obtaining electronic access to other organizations', business', companies', municipalities' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

Employees must understand that the unauthorized use or independent installation of non-standard software or data may cause computers and networks to function erratically, improperly, or cause data loss. Therefore, before installing any new software or data, users should seek assistance of the Administration Department. Users must never install downloaded software to networked storage devices without the assistance and approval of appropriate personnel.

Most of the City's computing facilities automatically check for viruses before files and data which are transferred into the system from external sources are run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated. If you are uncertain as to whether the workstation you are using is capable of detecting viruses automatically, or you are unsure whether the data has been adequately checked for viruses, you should contact the Administration Department.

Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

6. Encryption

Employees should not assume electronic communications are totally private. Employees with a business-need to encrypt messages (e.g. for purposes of safeguarding sensitive or confidential information) shall submit a written request to their supervisor and the Administration Department. When authorized to use encryption by their supervisor and the Administration Department, employees shall use encryption software supplied to them by the Administration Department. Employees who use encryption on files stored on a City computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

7. Participation in on-line forums

- a. Employees should remember that any messages or information sent on City-provided facilities to one or more individuals via an electronic network (for example: Internet mailing lists, bulletin boards, and on-line services) are statements identifiable and attributable to the City.
- b. The City recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a newsgroup devoted to the technical area.
- c. Employees shall include the following disclaimer in all of their postings to public forums:

"The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the City of South Milwaukee".

- d. Employees should note that even with a disclaimer, a connection with the City exists and a statement could be imputed legally to the City. Therefore, employees should not rely on disclaimers as a way of insulating the City from the comments and opinions they contribute to

forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using the City's systems or City provided account. Communications must not reveal confidential information and must not otherwise violate this or other City policies.

- e. Employees must receive authorization from their Department Heads prior to participating in an on-line forum. The employees shall be required to review the provisions of this section before they receive such authorization.

8. Policy Violations
Employees who abuse the privilege of City-facilitated access to electronic media or services risk having the privilege removed for themselves and possibly other employees, are subject to discipline, up to and including termination, and may be subject to civil liability and criminal prosecution.

II. E-MAIL POLICY

A. PURPOSE

The City provides certain employees with systems to send and receive electronic mail (e-mail) so they can work more productively. E-mail gives employees a useful way to exchange ideas, share files, and keep in touch with colleagues, whether they are located in the next room, another City building, or thousands of miles away.

The City's e-mail system is a valuable business asset. The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by employees in the course of their workday, are the property of the City and may constitute public records. This policy explains rules governing the appropriate use of e-mail and sets out the City's rights to access messages on the e-mail system. No expectation of privacy in regards to use of the City's e-mail system should be expected by the employee in any respect related to accessing, transmitting, sorting or communicating information via the system.

1. Organizations affected:

This policy applies to all City departments, divisions, offices, boards, commissions, committees, and City employees. It also applies to emails sent to or received from contracted and consulting resources.

B. POLICY

It is the policy of the City to follow this set of procedures for the use of the City's e-mail system.

1. References:

Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510 - 2711); Wis. Stats. §19.21; Wis. Stats. §947.0125.

C. PROCEDURES

1. Access to employee e-mail

- a. Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on the City's e-mail system. E-mail messages and files, like other types of correspondence and City documents, can be accessed and read by authorized employees or authorized individuals outside the City. The City reserves the right to monitor, review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system. Information contained in the e-mail system will only be disclosed to the extent permitted by law, for business purposes, or as needed to enforce the policy. Authorized access to employee e-mail by other employees or outside individuals includes, but is not limited to, the following:
 - i. Access by the City Administrator's Office during the course of system maintenance or administration;
 - ii. Access approved by the employee, the employee's supervisor, or an officer of the City when there is an urgent business reason to access the employee's mailbox - for example, if an employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is located in the employee's mailbox;
 - iii. Access approved by the employee's supervisor, the City Administrator, or an officer of the City when there is reason to believe the employee is using e-mail in violation of the City's policies;

- iv. Access approved by the City Administrator or the City Attorney in response to the City's receipt of a court order or request from law enforcement officials for disclosure of an employee's e-mail messages.
- b. Except as otherwise noted herein, e-mail should not be used to communicate sensitive or confidential information. Employees should anticipate that an e-mail message might be disclosed to or read by individuals other than the intended recipient(s), since messages can be easily forwarded to other individuals. In addition, while the City endeavors to maintain the reliability of its e-mail system, employees should be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail messages.
- c. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
- d. Employees should understand that electronic mail is a written form of communication, just like a paper letter. Though electronic mail is relatively spontaneous compared with regular mail, employees should take care to use the same level of discretion and forethought before executing electronic messages.

2. Passwords

Each user accesses the e-mail system by means of a personal log-in name and password, which will be selected by the employee and kept on file with the Department Head and the Administration Department.

- a. Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. From a systems perspective and from the perspective of an e-mail recipient, passwords also establish the identity of the person sending an e-mail message. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete e-mail messages; circulate e-mail forgeries; and download or manipulate files on other systems.
- b. The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality. (See "Access to Employee E-mail").
- c. Passwords should never be given out over the phone, included in e-mail messages, posted, or kept within public view.
- d. Employees are prohibited from disclosing their password, or those of any other employee, to anyone who is not an employee of the City. Employees also should not disclose their password to other employees, except when required by an urgent business matter (see Section II C. 1. a. ii. of this policy).

3. Personal Use

- a. The City allows limited, occasional, or incidental personal use of its e-mail system during lunch, breaks or immediately before or after work, subject to the following conditions and restrictions:
- b. Personal use must not:
 - i. Involve any prohibited activity (see #4 below);
 - ii. Interfere with the productivity of the employee or his or her co-workers;
 - iii. Consume system resources or storage capacity on an ongoing basis; or
 - iv. Involve large file transfers or otherwise deplete system resources available for business purposes.
- c. Employees should not have any expectations of privacy with respect to personal e-mail sent or received on the City's e-mail system. Employees should delete personal messages as soon as they are read or replied to. Employees should not store copies of the personal messages they have sent. Because e-mail is not private, employees should avoid sending personal messages that are sensitive or confidential. Employees should not erase or delete any emails where City business or City affairs are referenced. Personal use on City equipment and the history and logs of that use, and residual email trails and not fully erased or deleted emails that remain on City equipment after use are the City's property and are subject to disclosure to City staff and officials and may be subject to public disclosure pursuant to the law governing open records requests.

4. Prohibited Activities

- a. Employees are strictly prohibited from sending e-mail or otherwise using the e-mail system in connection with any of the following activities:
 - i. Engaging in personal business or entertainment on City time;
 - ii. Engaging in illegal, fraudulent, or malicious activities;
 - iii. Engaging in the unlawful use of the e-mail system as set forth in Section 947.0125 of the Wisconsin Statutes (Unlawful use of computerized communication systems);
 - iv. Sending or storing offensive, disruptive, obscene, or defamatory material. Materials which are considered offensive include, but are not limited to: any materials which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, creed, color, sex, ancestry, religious or political beliefs, marital status, national origin or disability;
 - v. Annoying or harassing other individuals;
 - vi. Using another individual's account or identity without explicit authorization;
 - vii. Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;
 - viii. Accessing, retrieving or reading any e-mail messages sent to other individuals, without prior authorization from the Administration Department; or
 - ix. Permitting any unauthorized individual to access the City's e-mail system.

5. Confidential Information

- a. All employees are expected and required to protect the City's confidential information. Employees shall not transmit or forward confidential information to outside individuals or companies without the permission of their supervisor and the Administration Department. See #7 Encryption.
- b. The City also requires its employees to use e-mail in a way that respects the confidential and proprietary information of others. Employees are prohibited from copying or distributing copyrighted material - for example, software, database files, documentation, or articles using the e-mail system.

6. Record Retention

- a. The same rules which apply to record retention for other City documents apply to e-mail. As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record.
- b. The specific procedures to be followed with respect to the retention of e-mail records is contained in Section III, E-Mail Record Retention Policy.

7. Encryption

Encrypting e-mail messages or attached files sent, stored, or received on the City's e-mail system is prohibited except where explicitly authorized. Employees are prohibited from using or installing any encryption software without prior permission from the Administration Department. Employees with a business need to encrypt messages should submit a written request to their supervisor and the Administration Department. When authorized to use encryption by their supervisor and the Administration Department, employees shall use encryption software supplied to them by the Administration Department. Employees who use encryption on e-mail stored on a City computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all the passwords and/or encryption keys necessary to access the e-mail.

8. E-mail Policy Violations

Employees violating the City's e-mail policy are subject to discipline, up to and including termination. Employees using the e-mail system for defamatory, illegal, or fraudulent purposes and employees who break into unauthorized areas of the City's computer system also are subject to civil liability and criminal prosecution.

III.E-MAIL RECORD RETENTION POLICY

A. PURPOSE

The purpose of this policy is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules which apply to record retention and disclosure for other City documents apply to such records.

1. Organizations affected:

This policy applies to all of the City of South Milwaukee's divisions, offices, boards, commissions, committees, employees and contracted and consulting resources.

B. POLICY

It is the policy of the City to follow this set of procedures for e-mail record retention.

1. References:

Wis. Stats. §16.612, 19.21 et. seq., 19.32 and 19.33.

C. PROCEDURES

1. Nature of e-mail records

As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for definition of a record.

2. Components of an e-mail record

The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the message was received by the sender is also considered to be part of the record.

3. Saving and indexing e-mail records

Initially the custodian (that officer, department head, division head, or employee of the City who keeps or is in possession of an e-mail) bears the responsibility for determining whether or not a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-mail which is subject to records retention must be saved and should be indexed so that it is linked to the related records in other media (for example, paper) so that a complete record can be accessed when needed. E-mail records to be retained shall be archived to an archivable media, network drive or printed out and saved in the appropriate file. Any officer, department head, division head, or employee of the City may request assistance from the Legal Custodian of records (the City Clerk or the Clerk's designee, except that the Chief of Police is Legal Custodian of Police Department records) in determining whether an e-mail is a public record.

4. Responsibilities for e-mail records management

a. Legal Custodian. E-mail records of a City authority having custody of records shall be maintained by the designated Legal Custodian, pursuant to City policy.

b. Information Services Manager. If e-mail is maintained in an on-line data base, it is the responsibility of the City's network service provider to provide technical support for the Legal Custodian as needed. When equipment is updated, the Administration Department shall ensure that the ability to reproduce e-mail in a readable form is maintained. The Administration Department shall assure that e-mail programs are properly set up to archive e-mail.

5. Public access to e-mail records

If a Department receives a request for release of an e-mail public record, the Legal Custodian of the record shall determine if it is appropriate for public release, in whole or in part, pursuant to law, consulting the City Attorney, if necessary. As with other records, access to or electronic copies of disclosable records shall be provided within a reasonable time.

6. Violation

Employees violating this policy are subject to discipline up to and including dismissal. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate.



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-09

INDEX AS: Electronic Mail
E-Mail Usage

REPLACES: 17-05
EFFECTIVE: 01-11-2017

SUBJECT: E-Mail Usage Policy

PURPOSE: The purpose of this General Order is to state the goals associated with having E-Mail and to list the rules governing its use.

This order consists of the following numbered sections:

I. GOALS

II. RULES

III. EFFECTIVE DATE

I. GOALS

A. GOAL 1 - To facilitate written communication with the least amount of distortion between members of the South Milwaukee Police Department.

1. By utilizing a format which is professional in appearance.
2. By utilizing a system which allows the storage of important information, and does not rely upon saving pieces of paper.
3. By providing members of the Department with a central source of written communications.

- B. GOAL 2 - To accomplish GOAL Number One without de-emphasizing the importance or value of face to face communications.

II. RULES

- A. The use of the E-Mail is restricted to sworn officers, public safety officers, and office personnel.
- B. The content of all messages will be professional in nature.
- C. **Members of this department will check their E-Mail at least once during a shift, and act upon this information as they would after receiving any other written directive.**
- D. No member will gain access to any other member's E-Mail. Should any member fail to log off no member will attempt to view this person's files or send messages using this person's E-Mail.
- E. All E-Mail and Electronic Communications shall be in accordance with the *City of South Milwaukee Electronic Communications and Information Systems Policy* (*Addendum A*).

III. EFFECTIVE DATE

The effective date of this order is February 12, 2020.

William R. Jessup
Chief of Police

ADDENDUM A: City of South Milwaukee Electronic Communications & Information Systems Policy



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-06

INDEX AS: Grievance Procedure

REPLACES: G.O. 15-10

EFFECTIVE: 09-30-2015

WILEAG: 2.2.1, 2.2.2

SUBJECT: Grievance Procedure

PURPOSE: The purpose of this General Order is to make personnel aware of applicable grievance procedures.

POLICY: It shall be the policy of the South Milwaukee Police Department to respond to all grievances in accordance with the provisions of the labor contract of the represented employee, applicable state statutes, and the procedures outlined in the South Milwaukee Civil Service Commission Ordinance 4.12.

DISCUSSION:

The Department recognizes that on occasion there will be differences of opinion regarding the interpretation of labor agreements. While ideally these matters should be handled at the first level of supervision, there will be situations that require higher authority to resolve, mediate, or otherwise settle the grievance.

The South Milwaukee Professional Police Association, is covered by a contractual labor agreement that includes established grievance procedures, unique to that bargaining group.

All other City employees are covered by the Civil Service Personnel Manual and South Milwaukee Municipal Code 4.12 - Civil Service Ordinance. This ordinance indicates those instances in which a grievance may be filed.

I. **DEFINITIONS**

II. **PROCEDURE**

III. EFFECTIVE DATE

I. DEFINITIONS

Grievance: a disagreement between an employee and the City of South Milwaukee Police Department regarding wages, hours, or working conditions.

II. PROCEDURES

A. Initiating a Grievance

1. Represented employees that disagree with a management practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures of their respective labor contract.
2. The labor agreement establishes specific procedures for initiating a formal grievance to include:
 - a. Presenting or filing a grievance
 - b. Procedural steps
 - c. Time limitations
 - d. Employee representation
3. If a represented employee is not able to resolve a grievance by speaking to a supervisor, the employee/union representative shall reduce the grievance to writing and include the following information:
 - a. A written statement of the grievance and the facts upon which it is based.
 - b. A written summary of the specific wrongful act and harm done.
 - c. A written summary of the remedy or adjustment sought.

B. Supervisory Responsibilities

1. Supervisors that receive a grievance from an employee and are not able to resolve the disagreement, shall complete a written report documenting the following information:
 - a. The date and time the grievance is initiated.
 - b. The name of the supervisor receiving the grievance.
 - c. The name of the employee filing the grievance and the name of the labor union.
 - d. A summary and analysis of the facts and allegations that the grievance is based upon.
 - e. Identification of the potential/suggested remedy or adjustments that could be taken to resolve the grievance.
 - f. The action taken by the supervisor to include the affirmation or denial of the grievance.

2. The supervisor receiving the initial grievance shall forward a copy of the report to the Administration & Services Commander.

C. Coordination of the Grievance Component

1. The Chief of Police and Administration & Services Commander comprise the grievance component and shall be responsible for coordinating all grievances.
2. The Administration & Services Commander shall be responsible for coordinating and resolving those grievances that are filed by employees within their respective assignments.
3. The specific grievance procedures in the labor contract for the represented employee shall be followed when attempting to resolve the disagreement.

4. The specific grievance procedures in the Civil Service Personnel Manual and South Milwaukee Municipal Code – 4.12 Civil Service Ordinance.

D. Records and Reports

1. The Administration & Services Commander shall be responsible for maintaining records for all grievances initiated by employees within their respective assignments. These records shall be securely stored in the Department personnel file cabinet in numerical order according to the year the grievance was filed.
2. The Administration & Services Commander shall publish an annual report that analyzes grievances that are filed.

II EFFECTIVE DATE

The effective date of this order is June 20, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-15

INDEX AS: Police Facility Security
Visitor Sign-In Procedures

REPLACES: G.O. 17-06
EFFECTIVE: 01-11-2017

WILEAG:

SUBJECT: Police Facility Security

PURPOSE: The purpose of this General Order is to ensure that the Police Department facility and the personnel within are secure from unauthorized and unwarranted intrusions from the outside.

This order consists of the following numbered sections:

- I. VISITORS
- II. PARKING PROCEDURES
- III. CARD ACCESS SYSTEM
- IV. BUILDING SECURITY
- V. CONCLUSION
- VI. EFFECTIVE DATE

I. VISITORS

- A. Whenever non-police personnel request entry to the Department, they will be required to show a picture ID prior to entering the Department (unless the person is known to the Department member they are meeting with.) Visitors shall be escorted by a Department member at all times.

- 1. TIME System Security Requirements: Visitors

accessing the physically secure location in the Communications Center must sign the visitor log, noting the date and time of access and departure, form of identification used, name of person visited and purpose of the visit.

2. Visitors shall not be allowed access to/use of any department computer which has access to the TIME/NCIC system. The only exception are the contracted City of South Milwaukee IT service providers who have met the background check requirements.

- B. If any department member observes someone in the building that they do not know or recognize; it is expected that the employee will challenge the visitor as to who they are and what their purpose is. In the event that an unknown person is in the building the department member will immediately alert other employees to the situation and escort the person out into the lobby and ask that person to produce identification.
- C. In the event of a trespassing, a search of the person shall be conducted by an officer to prevent theft from the department. The employee shall notify the shift supervisor as soon as possible regarding the situation.

II. PARKING PROCEDURES

- A. To enhance building security officers may park their assigned police vehicles outside the department garage during their shift.
- B. It is incumbent upon officers to see that all doors to the police department are properly closed when entering or leaving the building.

III. CARD ACCESS SYSTEM

- A. Access Cards
 1. Access cards are issued to employees and should never be lent or given to any unauthorized person to use.
 2. The card access system logs, via computer, each time a card is presented for access.

3. Unauthorized lending or giving an access card to someone other than an authorized user may result in discipline.
4. Identifiers should not be on the access card as it could jeopardize the security of the department if found by unauthorized persons.
5. A maximum of two cards shall be issued to an employee unless approved by the Chief of Police.
6. All access cards issued by the South Milwaukee Police Department are the property of the department. Upon retirement/resignation/termination/suspension the access card(s) will immediately be returned to the police department.

B. Lost/Stolen Access Cards

1. It is the responsibility of the employee issued the card to **immediately** notify a supervisor of a lost/stolen card so that the card can be immediately disabled.
2. The employee will be charged a fee to replace a lost access card.
3. Damaged cards due to normal wear and tear will not incur a charge by the employee.

IV. BUILDING SECURITY

- A. To maintain a safe and secure working environment and to prevent thefts from the building, it is imperative that all employees recognize the need for a secure work place. It is the responsibility of each employee to ensure that doors and overhead garage doors are secured behind them as they enter and leave the building. Doors should never be propped open unless an employee is actively utilizing the propped door to accomplish a task. Any problems with securing the building should be reported immediately to the shift supervisor.
- B. Telecommunicators are to monitor the surveillance cameras housed in the Communications Section periodically for unusual activity on the outside of the building and inside City Hall.

C. It shall be the responsibility of the Buildings and Grounds Coordinator to conduct an annual safety review of the Police Department and its security features.

V. CONCLUSION

The sensitive nature of the department's operation and the availability of data, weapons and armaments in the department dictate the need for a stringent security posture. Doors to the building must not be breached. Officers are challenged to secure all doors that are not in use and to challenge any suspected unauthorized person for being on the premises.

VI. EFFECTIVE DATE

The effective date of this order is March 8, 2020

William R. Jessup
Chief of Police

Attachment: Visitor Log

Visitor Log



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-22

INDEX AS: Auxiliary Police

REPLACES: G.O. 17-07

EFFECTIVE: 01-12-2017

WILEAG: 2.7.1, 2.8.1

SUBJECT: South Milwaukee Auxiliary Police

PURPOSE: The purpose of this General Order is to explain the role of the South Milwaukee Auxiliary Police and what is expected of each member.

This order consists of the following numbered sections:

I. THE AUXILIARY

II. SUPERVISION

III. TRAINING

IV. AUTHORITY

V. SERVICES PROVIDED BY THE AUXILIARY

VI. RULES

VII. LIABILITY PROTECTION

VIII. EFFECTIVE DATE

I. THE AUXILIARY

A. The Auxiliary is a "non-sworn" volunteer organization. Members of the Auxiliary donate their time in exchange for

an opportunity to serve their community. The services provided by the Auxiliary are an extension of those services already provided by the police. The intent is not to replace the police function through the use of the Auxiliary, but to accomplish things that would have otherwise gone undone.

- B. Applicants to the organization must pass a background check and an oral interview. The final appointment is by the South Milwaukee Police & Fire Commission.

II. SUPERVISION

- A. Auxiliary members are managed by a supervisor appointed by the Chief of Police.
- B. Auxiliary members are supervised by the working supervisor of the shift or assignment, or the officer they have been assigned to ride/work with.

III. TRAINING

- A. Members of the Auxiliary will be required to participate in both generalized training related to their duties, as well as equipment related training. Members will be allowed to participate in certain activities prior to being trained; however, the level of participation will be limited.
- B. Auxiliaries will be apprised of the Police Department Rules and Regulations which pertain to their function. (Section VI-Rules)
- C. Members will review required policies and procedures on the attached New Auxiliary Training Log (Addendum A).
- D. Members of the Auxiliary who show a pattern of absences from training sessions may be released from the Auxiliary program by the Auxiliary Supervisor.

IV. AUTHORITY

- A. Auxiliaries are not sworn law enforcement officers, nor do they have the authority that sworn officers have; they are used as a resource for community service functions, as well as departmental support resource during emergencies or large scale events.
- B. Misuse or misrepresentation of authority or other misconduct

by an Auxiliary shall be communicated to the supervisor who shall proceed with disciplinary or discharge action, as appropriate.

- C. Auxiliaries shall wear a uniform that clearly distinguishes them from sworn officers.
- D. Other than the department issued OC Spray, Auxiliaries are **PROHIBITED** by this policy from carrying any other weapons while acting in the capacity of an Auxiliary for the South Milwaukee Police Department or while in South Milwaukee Police Auxiliary uniform.

V. SERVICES PROVIDED BY THE AUXILIARY

A. Special Events

The South Milwaukee Auxiliary Police have traditionally provided security and traffic control for local events, such as Lions Fest (Heritage Days) and South Milwaukee School District events. While working in such capacity, the Auxiliary Officers have no police powers unless working under the direction of a sworn South Milwaukee police officer for specific stated reasons.

B. Civic Events

Each year the City sponsors a number of special events and an Auxiliary presence is needed. Parades, bike races, and fireworks displays all have the potential to draw large numbers of people and to interrupt normal traffic patterns. The use of Auxiliaries allows for the extension of police authority and increases our overall effectiveness.

C. Ride Along

Members of the Auxiliary will be assigned to a police officer and will assist the officer in the performance of their duties. The officer gains an extra set of eyes, ears, and hands while the Auxiliary receives on the job training and becomes more familiar with police personnel and procedures. The relationship between the Auxiliary and the police officer is an employee/supervisor relationship. The Auxiliary is an extension of the officer that they are assigned to and has no

police powers unless told by the officer to perform a specific task or come to the aid of the officer. Ride Alongs are currently capped at 16hrs, monthly, per Auxiliary Officer.

D. Other Options

1. Auxiliaries will be required to attend certain functions as ordered by department bulletins.
2. The department will continue to look for new ways in which the South Milwaukee Auxiliary Police can better serve the community.

VI. RULES

- A. While on-duty the Auxiliary Officer's appearance and conduct will conform to that of the police personnel.
- B. The Auxiliary will obey all legal orders, follow instructions, and respect the confidential nature of information obtained through their position.
- C. While on and off duty, the Auxiliary will follow all Department General Orders and Rules and Regulations, the same as any other department member.

VII. LIABILITY PROTECTION

Auxiliary Officers are covered under the City's liability policy while performing lawfully within their position as an auxiliary Officer.

VIII. EFFECTIVE DATE

The effective date of this order is April 8, 2020.

William R. Jessup
Chief of Police

New Auxiliary Officer Policy/Procedure Review /Training Log

Auxiliary Name _____

		Initials	Date
TFC 6-	Traffic Direction and Control	_____	_____
ADM-11	Rules and Regulations	_____	_____
ADM-7	Courtesy	_____	_____
ADM- 23	Auxiliary Police	_____	_____
ADM -12	Communications	_____	_____
ORG-12	Municipal Lock-up	_____	_____

Time System Security Awareness _____
 (The sheet for this has to also be signed and turned in to Capt. Milow)

Fleet Safety Policy	_____	_____
Auxiliary Officer Position Description	_____	_____
Driver Orientation	_____	_____
Municipal Lock-up Operations training	_____	_____



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-09

INDEX AS: Bicycle Patrol

REPLACES: G.O. 15-11

EFFECTIVE: 03-30-2015

WILEAG: 2.4.4, 6.1.2

SUBJECT: Bicycle Patrol

PURPOSE: The purpose of this General Order is to provide guidelines for the administration and operation of the Department's Bicycle Patrol.

This order consists of the following numbered sections:

- I. AUTHORITY
- II. OBJECTIVES
- III. PROCEDURES
- IV. EFFECTIVE DATE

I. AUTHORITY

Officers assigned to the Bicycle Patrol Unit, while in performance of their duty, may operate the bicycle as an authorized police vehicle in accordance with Wisconsin State Statutes regulating emergency vehicle operation.

II. OBJECTIVES

- A. The objectives of the South Milwaukee Police Department Bicycle Patrol Unit are many and varied, however, generally speaking, they are as follows:

1. To provide a more cost effective way of patrolling.
2. To provide enhanced mobility and versatility over a motorized patrol car.
3. To allow for increased visibility during daylight hours and decreased visibility after dark.
4. To allow for increased and enhanced observation capabilities.
5. To provide positive and creative interaction between the police and community, thereby enhancing and facilitating the exchange of information.

III. PROCEDURE

A. Participation

1. Participation in the South Milwaukee Police Department Bicycle Patrol Unit is on a voluntary basis. Volunteer officers will be expected to exhibit high levels of self-initiative and an ability to interact effectively with the public.
2. No special training or permit is required to operate the police bicycle.

B. Bicycle Operation

1. Patrol bicycles will be ridden and operated in a safe, professional and courteous manner and in accordance with the standards of applicable laws and/or regulations. Reckless, unsafe, unprofessional and other inappropriate behavior during bicycle patrol may result in the officer's removal from this specialized duty.
2. Officers shall utilize lights while patrolling at night in accordance with Wisconsin State Statute 347.489.
 - a. Bicycles will be equipped with a headlight.
 - b. Bicycles will be equipped with a flashing LED

- c. type tail light.
- c. Bicycles will be equipped with red/blue emergency lights.
- d. Officers conducting covert investigations may patrol without lights.
- 3. Officers are encouraged to ride as little as possible on the sidewalks. If an officer has to ride on the sidewalk, they shall yield to pedestrians and exercise due care in the operation of their bicycle.
- 4. Immediately prior to starting their duties, bicycle patrol officers shall inspect their bicycle for its safety to be utilized in patrol and to insure all equipment is available and in good working order. It is the bicycle patrol officer's responsibility to arrange for repair and maintenance to their bicycle or related equipment.
- 5. Bicycle patrol officers shall immediately report any damage, injuries or accidents which involve the patrol bicycle during their tour of duty. A memorandum, which explains the circumstances which resulted in the damage, injury or accident, will be forwarded to the Operations Division Commander prior to the end of the shift. Accidents involving the patrol bicycle will be investigated by the on-duty supervisor.

C. Maintenance

- 1. Maintenance of the bicycles will be the responsibility of the officers assigned to the particular bicycles. The officers will advise the Bicycle Coordinator of any damage or repairs needed by any department bicycle.
- 2. Maintenance will be performed by a business knowledgeable in bicycle repairs.

D. Bicycle Patrol Uniforms and Equipment

- 1. Officers shall wear departmentally approved uniforms, unless undercover bicycle patrol has been approved or assigned by a supervisor. The uniform shall consist of:

- a. Bicycle patrol shirt
 - b. Blue shorts or approved police uniform trousers
 - c. Bicycle footwear
2. Bicycles - Multi-speed all terrain bicycles.
3. Safety Equipment
 - a. Helmets
 - b. Eye protection
4. Miscellaneous
 - a. Bicycling gloves
 - b. Equipment belt
 - c. Extra set of handcuffs (optional)
 - (1). Handcuffs provide a lightweight and fast locking system for the bike. An officer can easily lock the frame and wheel to prevent anyone from riding the bike.

E. Staffing Requirements

1. The Bicycle Patrol may be used at any time a Bicycle Patrol officer is assigned to work.
2. Unless otherwise directed, there shall be appropriate patrol vehicles assigned to the tour of duty prior to the Bicycle Patrol officer assigned.

F. Bicycle Patrol Duties

1. Bicycle Patrol officers will have the same general duties as officers assigned to patrol.
2. Bicycle Patrol officers may be assigned specific incidents for investigation and should respond to calls for service when they are closer than other officers or

better suited to respond because of their bicycle.

3. Bicycle Patrol officers may patrol all parts of the City, however major emphasis will be given to the downtown area, areas of known criminal activity, and the parks.

G. Traffic Stops

1. Bicycle officers may initiate traffic stops for moving traffic violations, ordinance and criminal violations. Bicycle officers may request assistance from patrol squads to assist them in traffic stops. Bicycle officers should exercise due caution when executing traffic stops with the bicycle and will utilize the equipped red/blue emergency lights to effect a traffic stop.
2. Prior to taking action, officers should identify themselves as police officers whenever possible to avoid unnecessary disputes with the public.

H. Special Considerations

Prisoner transports shall be handled by an officer assigned to patrol. The arresting bicycling officer will be responsible for processing the prisoner.

IV. EFFECTIVE DATE

The effective date of this order is June 20, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-14

INDEX AS: Bomb Threats

REPLACES: G.O. 15-12

EFFECTIVE: 09-30-2015

WILEAG: 13.1.1

SUBJECT: Bomb Threats

PURPOSE: The purpose of this General Order is to establish guidelines for handling situations involving the actual or reported use or presence of explosive devices.

POLICY: This General Order will clarify the role of the Police Department as it relates to the receipt of bomb threat calls or information. Bombs and the threat of bombing have become convenient vehicles for use by politically motivated terrorists, as well as criminal plotters and extortionists. Not only are extremely dangerous explosive devices easily constructed, placed, and concealed; but also the use of modern communication facilities makes the bomb threat itself an extremely potent weapon for disruption. The Police Department has the responsibility to respond to the problem because of the extreme danger to life and property. There is also a concurrent obligation to meet and minimize the dangers involved, to contain the event, and to avoid sensationalism and undue publicity. Highly trained personnel and orderly disciplined responses are essential requirements for dealing with the problem as safely as possible.

This order consists of the following numbered sections:

I. DEFINITIONS

II. OBJECTIVES

III. PROCEDURES

IV. EFFECTIVE DATE

I. DEFINITIONS

A. Bomb Threat: A message delivered by any means that warns of, or claims the presence of one or more bombs. The bomb threat may or may not specify the location of the bomb, the time the bomb is to detonate or the type of bomb. Additionally, the message may or may not contain the reason the bomb was placed or any demands or ultimatums related to the concealment of the bomb.

Explosive Device: A device capable of producing damage to property or injury/death to persons when intentionally or accidentally detonated or ignited and may be classified as incendiary or explosive.

II. OBJECTIVES

The four basic goals of police response to bomb threats and related incidents are identified as:

- A. Protection of the lives of citizens and community property.
- B. Minimizing the risk to members of the police and fire departments.
- C. Controlling and containing the scene of the event.
- D. Apprehension of those persons involved in perpetrating the incident.

III. PROCEDURE

A. Bomb Threats

1. The telecommunicator who receives the bomb threat shall attempt to obtain the following information:
 - a. Address and location of the device
 - b. Time of planned detonation
 - c. Type of device involved

- d. [REDACTED]
- e. [REDACTED]
- f. Why the caller placed the bomb

2. The telecommunicator receiving the information shall immediately notify the shift commander.
 - a. The person in charge of the targeted premise shall be contacted immediately by the shift commander.
 - b. The person in charge of the target premises shall be advised that if a suspect item is found, it should not be touched, examined or otherwise moved by anyone.
3. An officer should be dispatched to the scene along with a back-up unit.

COMMENT: The information initially obtained is vital to an effective response. [REDACTED]

Prompt

notification of the person in charge of the target premises is essential to the safeguarding of lives and property. Evacuation is the responsibility of the person in charge of the premises until a suspect package or device is located by the responding officers.

B. Duties of Police

1. Proceed to the scene [REDACTED]. Due caution should be exercised to the triggering or detonation of any explosive device.
2. Contact the person in charge of the building and obtain a description of this person to assist officers in locating them at the scene. If they were the reported caller, ascertain if there is any additional information on the call.

3. The evacuation of privately owned buildings should be left to the person in charge of the building. Public buildings and incidents where a bomb or suspected bomb is located the building will be evacuated.
4. When the caller threatens an alleged detonation time and the building is evacuated at the request of the person in charge, all persons must vacate the building
[REDACTED]
[REDACTED]
A search of the building should be delayed until said time expires.
5. The decision to evacuate the Police Department in the event of a bomb threat shall be made by the supervisor on duty at the time of the incident.
6. When making a search, enlist personnel who know the layout of the building. Start the search on the bottom floor and work up. Check every entrance to the building, waiting rooms, toilets, stairwells, and storerooms first, and then complete the search of the remainder of the building. Enlisted personnel would be instructed not to touch any suspicious articles. The Milwaukee County Sheriff's Department "bomb" dog may be utilized in building searches.
7. When the police supervisor and the person in charge of the building are satisfied that no bomb is in the building, an all-clear signal shall be given.

C. Handling Suspected Objects

1. In the event that a suspect object or device is found and reported, the caller shall be advised not to move the object in any way. The area around the object should be cleared, and a decision should be made as to the extent of the evacuation warranted or deemed advisable.
2. A supervisor shall be summoned to the scene.
3. The commanding officer at the scene shall be responsible for establishing a secure perimeter around

the affected area and for the requisite diversion of pedestrian or vehicular traffic, if appropriate.

- a. Upon verification by police that a questionable object or device is present, either the Milwaukee Police Department's Bomb Unit or the Milwaukee County Sheriff's Office Bomb Squad will be called to remove and neutralize the suspect object. (The phone number for these units are maintained in the Communication Center.)

COMMENT: Bombs and incendiary devices are not always readily identifiable and vary widely in the sophistication of their manufacture. Police personnel should treat each suspect package or device as if it were a bomb. Some devices are rigged and set to detonate if any attempt is made to move or open them. The decision to open, move, transport or otherwise manipulate a suspect object should be the prerogative of only very highly trained and experienced personnel. Likewise, the extent of necessary evacuation should also rest with the judgment of this caliber of personnel.

4. Do not use the police mobile or portable radio, or cellular phones near the scene of a bomb call. Some bombs are detonated by radio frequencies. Communication by non-cellular telephone is preferred.

D. Fire Department Involvement

The Fire Department is to be notified immediately of all bomb threats in the community. Depending on the seriousness and nature of the threat, the Fire Department will respond accordingly.

E. Explosive Detonation

1. In cases where an explosion has occurred, the scene shall be secured to ensure the preservation of evidence.
2. No one shall be permitted to enter the scene of the explosion except authorized emergency personnel.
3. All personnel on the scene shall exercise caution and be mindful of possible structural damage and the

possible presence of other undetonated explosives.

4. The supervisor in charge of the scene shall ensure that the ATF (Alcohol, Tobacco & Firearms) has been notified of the incident.

F. Required Reports

1. All incidents involving the detonation of an explosive device or the threat of an explosive device being placed in a location where it may cause injury or property damage shall require the completion of an offense report.
2. All such reports shall be forwarded to the Investigations Section for review and follow-up consideration.

IV. EFFECTIVE DATE

The effective date of this order is August 13, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-29

INDEX AS: Crime Analysis
Criminal Intelligence

REPLACES: G.O. 16-30
EFFECTIVE: 06-24-2016

WILEAG: 6.3.3, 6.3.4, 6.4.1, 6.4.2

SUBJECT: Criminal Intelligence

PURPOSE: The purpose of this General Order is to provide officers of the South Milwaukee Police Department with current data in an accurate and clear format to facilitate the evaluation of crime patterns, patrol direction, and a crime prevention focus.

This order consists of the following numbered sections:

- I. FUNCTION
- II. SOURCE
- III. DISSEMINATION OF GATHERED INFORMATION
- IV. REPORT QUALITY
- V. INTELLIGENCE FILES
- VI. EFFECTIVE DATE

I. FUNCTION

- A. It is generally the function of the Investigations Supervisor to collect and analyze data where it relates to crimes. This includes analyzing M.O. of offenders and also recognition of patterns of certain crimes. Intelligence information that is collected shall be limited to criminal conduct and activities that present a threat to the community.

- B. Where patterns relate to less serious criminal behavior such as vandalism and thefts from vehicles or incidences of that nature, it will be the responsibility of the shift supervisor to recognize these and direct their subordinates.
- C. The goal of an intelligence investigation is to collect and process information related to a specified problem. [REDACTED]
[REDACTED]
[REDACTED]
- D. [REDACTED]
[REDACTED]
[REDACTED].

II. SOURCE

- A. Crime analysis data will be extracted from, but not limited to:
 1. Offense/arrest reports.
 2. Information received from field interviews.
 3. Information received from other agencies.
 4. Information received through TTY.
- B. Acquisition of information methods or criteria of dissemination of crime analysis information can be made available based on one or more of the following factors:
 1. [REDACTED]
 2. [REDACTED]
 3. [REDACTED]
 4. [REDACTED]
 5. [REDACTED]

6. [REDACTED]

7. [REDACTED]

III. DISSEMINATION OF GATHERED INFORMATION

In the event that a pattern of a certain type of criminal activity develops, it serves no purpose if the information does not get to the officers in a timely manner. The gathered information will be disseminated to the necessary officers in one or more of the following ways:

- A. Verbally (roll call, etc.)
- B. E-mail
- C. Pass-on Log
- D. Computer or hand generated pin maps.
- E. Computer generated printouts based on report information.

IV. REPORT QUALITY

Supervisors signing reports need to consider themselves as the most important information link in the above described process. It is incumbent upon them to screen reports for accuracy and detailed descriptions of the M.O. or time frames of offenses. Also, they need to ensure that all possible phases of the investigation are completed or get passed on to the next shift supervisor for completion.

V. INTELLIGENCE

- A. Department criminal intelligence files shall be maintained electronically via documentation in the reports section of the RMS system. [REDACTED]

- B. Intelligence information shall be updated, purged or closed

when newly received information supersedes previously gathered intelligence information or after a two year period if the information can no longer be validated as accurate.

VI. EFFECTIVE DATE

The effective date of this order is August 8, 2019.

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-08

INDEX AS: Police Chaplain

REPLACES: G.O. 15-20

EFFECTIVE: 11-30-2015

WILEAG:

SUBJECT: Police Chaplain

PURPOSE: The purpose of this General Order is to define the areas of responsibility and the procedures for utilizing the South Milwaukee Police Department Chaplain.

POLICY: It shall be the policy of the South Milwaukee Police Department to utilize the assistance of the Police Chaplain whenever considered appropriate by the Department or the affected department member.

This order consists of the following numbered sections:

- I. INTRODUCTION STATEMENT
- II. PROCEDURES
- III. APPOINTMENT AND DISMISSAL
- IV. DUTIES AND RESPONSIBILITIES
- V. TRAINING
- VI. EQUIPMENT
- VII. EFFECTIVE DATE

I. INTRODUCTION STATEMENT

Police officers performing their duties are often personally involved in critical incidents, which may cause emotional problems for the officers.

Additionally, police officers often encounter citizens who need help, comfort, counseling, or spiritual guidance in times of personal crisis. Officers are also called upon to provide support to citizens who have suffered trauma due to the injury, death, or loss of a loved one. Police officer training in dealing with those situations is often inadequate.

The Police Chaplain is a resource to assist officers in dealing with the types of situations described above. By combining efforts with the Police Chaplain, officers are better equipped to provide these services.

II. PROCEDURES

- A. The Police Chaplain is not a sworn police officer; he/she provides a voluntary service and will be available during the following situations:
 1. The Police Chaplain may accompany officers during their shifts. The arrangement to ride with an officer is based on a mutual agreement between the Police Chaplain, the officer and the supervisor.
 - a. The Police Chaplain is encouraged to ride with officers to become personally acquainted with them, their duties, and the community and its needs.
 - b. While the Police Chaplain is on a ride along, officers must avoid placing him/her in hazardous situations that could result in injury. Therefore, it is expected that the Police Chaplain will follow the officer's instructions carefully during the ride along.
 2. When the Department determines there is a need for the Police Chaplain's services, the telecommunicator, with approval from the supervisor, will contact the Police Chaplain and request that he/she respond to an incident scene. The Police Chaplain will function at the direction of the officer initiating the request in a cooperative effort to provide the best response to a particular situation (E.g. officer asking Police Chaplain to assist in a death notification).

III. SELECTION CRITERIA

- A. Those considered shall be professionally trained and licensed or ordained, and be a member in good standing with their particular

denominational governing body.

- B. Those considered shall be able to understand, accept, and relate to persons holding religious commitments different from their own.
- C. Those considered shall have experience and skill in counseling and shall be knowledgeable of the community resources for referrals.
- D. They must have physical and mental health sufficient to carry out the responsibilities of their office.
- E. They shall be of high moral standing.
- F. They shall have a clear criminal arrest record and possess a valid Wisconsin driver's license.
- G. They shall be willing to be on call with the Police Department and to respond to situations when needed.

IV. APPOINTMENT AND DISMISSAL

A. Appointment

- 1. The Chief of Police shall officially designate the Police Chaplain to serve as a volunteer member of the Department.
- 2. The Police Chaplain is a representative of his/her denomination but is non-denominational in service.
- 3. The Police Chaplain must be in continued good standing with his/her religious organization. The Police Chaplain must be a member in good standing with the International Conference of Police Chaplains (ICPC), certified by the ICPC within one year of appointment, and in adherence with the ICPC Chaplain's creed.

B. Dismissal

- 1. The Police Chaplain is serving the Department on a voluntary basis.
- 2. The service of the Police Chaplin is at the discretion of the Chief of Police and his/her services may be terminated by the Chief of Police for any reason, at any time.

IV. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Police Chaplain are many and varied, but generally fall into two basic categories: public contacts and personnel contacts.

A. Public Contacts:

1. The Police Chaplain may accompany officers on death notifications, providing comfort and counseling to the survivors of the deceased. The Police Chaplain may continue providing these services, as needed by the family.
2. The Police Chaplain may be called, in the event of a serious or fatal crash, to provide comfort to the injured victim(s) and to the family of the deceased or injured.
3. The Police Chaplain may provide confidential assistance to citizens (E.g. prayer, grief counseling).
4. The Police Chaplain may also attend community events, when requested by the Department.
5. The Police Chaplain shall provide liaison with other religious leaders within the community.
6. The Police Chaplain shall not have any contact or conversation with the media, except as provided and directed by the Chief of Police or their designee.
7. The Police Chaplain may assist people in crisis experiencing emotional distress, or suffering from mental illness.

B. Personnel Contacts

1. The Police Chaplain shall not release any confidential information about cases he/she is involved in or has knowledge of or any privileged communication between the Police Chaplain and department personnel.
2. The Police Chaplain may provide comfort and counseling to department personnel and their families when requested.
3. The Police Chaplain may visit sick or injured department members when the need arises, including current and retired employees.

4. The Police Chaplain may accompany officers notifying family members of Police Department employees who have been involved in an accident, injured, or killed in the line of duty. The Police Chaplain will remain with the family at their request and serve as a liaison for the Department while attending to the needs of the family.
5. Upon request, the Police Chaplain may attend Department ceremonies and functions and may provide invocations and benedictions.
6. The Police Chaplain will be available on a one to one basis if he/she feels that a police department employee is showing signs of difficulty in dealing with a critical incident. Debriefings and/or one to one counseling can be conducted on Police Department property if so desired by the affected employee. If more comfortable, the affected employee can meet with the Police Chaplain at another approved and agreed location.
7. The Police Chaplain may be involved in the training of officers at the direction of the Chief of Police (E.g.: death notifications, cults, stress management, PTSD (Post Traumatic Stress Disorder), etc.).

V. TRAINING

A. International Conference of Police Chaplains (ICPC)

1. The Police Chaplain is to be certified with the ICPC within one year of appointment, in constant good standing with the ICPC, and in adherence to the ICPC Chaplain's creed.

B. Other Training

1. Training offered through the Department or other outside agencies may be made available periodically. The Police Chaplain is encouraged to attend as many of these sessions as possible
2. If the Police Chaplain is to seek reimbursement for any training costs or associated fees, it must be pre-approved by the Chief of Police.

VI. EQUIPMENT

A. Uniform

1. When on duty, the Police Chaplain will wear either a Department issued uniform, or suitable civilian/professional attire, as well as a department issued identification card.
2. The Police Chaplain will provide and update the Department with a current phone number to reach the Police Chaplain on a 24-hour basis, as necessary.

B. Vehicle

1. The Police Chaplain may be assigned temporary use of a Department vehicle in order to respond to a specific incident/scene.
2. The Police Chaplain may not, at any time, drive the Department vehicle as an emergency vehicle.
3. The Police Chaplain may be provided a Department vehicle to attend out of town training.

VII. CONCLUSION:

It is important to understand that the Police Chaplain is an additional field resource to be used for support and comfort to Department employees and their families. The Police Chaplain is also available to citizens who are experiencing severe anxiety, stress, depression, or trauma, especially related to serious incidents, which involve life threatening injury or death.

VIII. EFFECTIVE DATE

The effective date of this order is June 20, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-24

INDEX AS: Recruitment and Selection

REPLACES: G.O. 17-08

EFFECTIVE: 1-16-2017

WILEAG: 3.1.2, 3.1.2.1, 3.2.1, 3.2.2, 3.2.3.2, 3.2.4.1, 3.2.5, 3.2.6

PURPOSE: The purpose of this General Order is to establish guidelines for the recruitment and selection of candidates to fill employment vacancies at the South Milwaukee Police Department.

POLICY: It is the policy of the South Milwaukee Police Department to recruit and select the best possible candidates for employment opportunities occurring within the Department. The Department strives to accomplish this objective by dedicating resources to attract, assess and select candidates that possess those organizational values and professional skills that are consistent with the Mission, Goals, and Objectives of the Department.

The Chief of Police, in accordance with Wisconsin State Statutes, shall appoint officers to the Department subject to the approval of the Police and Fire Commission.

The Police and Fire Commission is responsible for establishing and maintaining procedures that fairly and efficiently administer the various recruitment and selection process. The Police Department will assist in this process as required and requested.

Hiring of civilian personnel shall comply with the following City of South Milwaukee Policies: 93-01: ADA Title 1; 99-05: Hiring Policy; 04-01: EO Policy Statement; and 14-02 Notice Under ADA.

This order consists of the following numbered sections:

- I. DISCUSSION
- II. PROCEDURES
- III. EFFECTIVE DATE

I. DISCUSSION

The South Milwaukee Police Department is dedicated to recruiting and selecting professional men and women in a manner consistent with federal and state law, city ordinances, department policies, City of South Milwaukee Hiring Policy (Addendum A), Police and Fire Commission Rules and Regulations and Equal Opportunity Guidelines.

II. PROCEDURE

A. Job Advertisement and Publicity:

1. Employment announcements and recruiting advertisements should contain the following information:
 - a. A statement indicating that the City of South Milwaukee is an Equal Opportunity Employer.
 - b. Application filing deadlines, clearly indicated.
 - c. A description of the duties and responsibilities of the job, as well as the requisite skills, educational level, and physical requirements.
2. Employment announcements and recruiting advertisements should be distributed to the following:
 - a. Newspapers and professional periodicals.
 - b. Selected institutions of higher education and technical colleges.
 - c. Through the Internet.

B. Selection Guidelines:

1. Administrative Practices:

- a. The Chief of Police retains overall responsibility for the selection process and final hiring decisions.
 - b. The actual approval of a candidate is done by the Police and Fire Commission.
2. At the time of application, candidates will be informed of all elements of the selection process, as well as the expected duration of the process. Handouts will be provided also detailing physical requirements, qualifying credentials, and other pertinent information. Included will be a listing of the duties and responsibilities of the position.
3. Once their applications have been received, applicants are kept informed of their status within the process.
4. Applicants will be given the opportunity to correct minor omissions or deficiencies in applications.

C. Steps in the Selection Procedure:

1. Written Test: The Police and Fire Commission will be responsible for administering the written test to police applicants.
 - a. The test scores of those applicants who completed the written tests will be reviewed.
 - b. The applicants who achieve a satisfactory score on the written test will be sent a letter inviting them to continue in the process.
 - c. Applicants who do not meet minimum qualifications will be notified and eliminated from the process.
2. Eligibility List: Applicants will be placed on an eligibility list based on the score from the written test. Applicants with veteran's points will be credited at this stage.

3. Bifurcated Test: a non-medical test which produces a risk rating report for the applicant to a post-conditional offer psychological evaluation.
4. Background Investigation: A thorough background investigation of each applicant who advances to this stage will be initiated. The background investigation will continue throughout the remaining stages of the process, until thoroughly completed. The background investigation will include:
 - a. Review of past criminal records.
 - b. Verification of at least three personal references.
 - c. Interviews with past employers.
 - d. Verification of education.
 - e. Verification of personal documents.
 - f. Verification of mandated minimum standards.
 - g. Review of driving record.
 - h. Review of credit record.
 - i. Personal History Questionnaire
5. Department Interview: Applicants from the Eligibility List will be assessed for their suitability to the Department by the Police Chief and staff members. The purpose of the interview is to evaluate the applicant's thought process, decision making process, and attitudes. This is useful in evaluating how well the candidate deals with stress and communicated orally.
6. The candidate who is deemed suitable for the Department is sent for a physical fitness evaluation. The physical fitness evaluation is based on the position description for Police Officer and evaluates a candidate's physical fitness. It assists in determining if the candidate possesses the minimum skills and abilities for the position.

7. Upon successfully passing the physical fitness evaluation the candidate is given a tentative job offer contingent upon successful completion of an in-depth psychological exam, drug screen and medical exam.
 - a. The medical exam will verify that the candidate does not have any medical problems which would inhibit work performance or contribute to work related disabilities. It will be conducted by a qualified, licensed professional using valid, non-discriminatory procedures.
 - b. The psychological assessment will verify that the candidate does not have any psychological problems which would inhibit work performance or contribute to work related disabilities. It will be conducted by a qualified, licensed professional using valid, non-discriminatory procedures.
 - c. The candidate that passes the medical exam, drug screen and psychological exam will be sent a letter advising them of their date of hire.
 - d. Applicants who are rejected will be notified of this decision.
8. Recruit School: New officers will be scheduled to attend recruit school training, if needed, as soon as practical after they are hired.

D. Record Maintenance

1. Police applicant's files not proceeding to the eligibility list will be secured by the Police and Fire Commission. The South Milwaukee Police Department will secure all eligible police applicant's files; until such time they are hired as an officer or are removed from the eligibility list. The file of a police applicant hired by the South Milwaukee Police Department shall become part of the officer's personnel file. The file of police applicants removed from the eligibility list shall be secured by the Police and Fire Commission.

2. All written examinations, other selection materials and records regarding the recruitment and selection of all applicants will be maintained by the Police and Fire Commission to prevent unauthorized disclosure of information.

III. EFFECTIVE DATE

The effective date of this order is April 8, 2020.

William R. Jessup
Chief of Police

Addendum A: City of South Milwaukee Hiring Policy



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-17

INDEX AS: Fiscal Management

REPLACES: G.O. 17-09

EFFECTIVE: 01-16-2017

WILEAG: 1.3.2, 1.4.1, 1.4.2, 1.5.1, 1.5.2, 1.5.3, 1.5.4, 1.5.5

SUBJECT: Fiscal Management

PURPOSE: The purpose of this General Order is to set forth guidelines relating to the accounting and fiscal control procedures.

POLICY: It is the policy of the South Milwaukee Police Department that all of the agency=s fiscal activities be conducted in a responsible, efficient and effective manner.

This order consists of the following numbered sections:

I. PROCEDURES

II. EFFECTIVE DATE

I. PROCEDURES

A. Fiscal Management Responsibilities

1. The Chief of Police has overall authority and responsibility for the fiscal management of the Department.
2. The Commander of Administration and Services shall be responsible for performing the fiscal management function, when assigned, on behalf of the Chief of Police.

B. Accounting System

1. The Department accounting system records and documents the flow of expenditures of all fiscal activities which affect the Department budget.
2. The accounting system provides monthly status reports which include the following information:
 - a. Initial appropriation for each account or program.
 - b. Balances at the commencement of the monthly period.
 - c. Expenditures and encumbrances made during the period.
 - d. Unencumbered (ending) balance.
3. Monthly account status reports from the City Clerk are reviewed and analyzed in comparison with unofficial Department accounts. The Chief of Police, or their designee, investigates any discrepancies.

C. Collection, Safeguarding and Disbursing of Cash

1. The Chief of Police is responsible for administering the collection, safeguarding, and disbursing the money allowances within the Department budget.
2. The Chief of Police may designate employees who are authorized to accept and/or disburse funds.
 - a. Accept- all clerks and sworn officers.
 - b. Disburse- all clerks and command officers.
3. Whenever money is accepted as payment of a service, fine, forfeiture, license fee, copy fee, bail, etc. the funds shall be placed in the cash register and a register receipt for monies collected shall be given to the citizen making the payment. All money collected at the South Milwaukee Police Department shall be processed through the cash register to produce a

record/receipt of monies received. All money collected outside of normal business hours shall be processed by issuing of a paper receipt. The transaction will be entered through the cash register during the next business day.

a. Receipts will specify the following:

- 1). Amount of money received.
- 2). Date and time of payment.
- 3). Reason for payment (affidavit, traffic/parking citation, copy fee, etc.).
- 4). Individual accepting/processing money

b. On a daily basis a clerk will balance the register and fill out a South Milwaukee Police Department Cash Collection Form. The monies and the form are forwarded to the City Treasurer for recording and deposit.

4. All disbursements of cash will be authorized by the Chief of Police.
5. Reimbursement for expenses must be approved by the Chief of Police through the issuance of a pay voucher.
6. The procedures of the Department's petty cash system shall be in accordance with the City's Purchasing Policy as adopted in G.O. ADM-18: Purchasing.

D. Audits of Agency's Fiscal Activities

The fiscal activities of the Department shall be audited on an annual basis during the course of the annual audit of all city fiscal activities.

E. Inventory Control

1. The Records Section Supervisor will maintain an Inventory and conduct an annual review of the Department property, equipment and assets.

2. Department records shall be maintained for assigned department property whether for short or long term duration.

F. Purchasing

The Police Department procedures for purchasing shall be in conformance with the policies and procedures established by the Common Council as adopted in G.O. ADM-18: Purchasing.

II. EFFECTIVE DATE

The effective date of this order is March 9, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-05

INDEX AS: Management Reports

REPLACES: G.O. 15-21

EFFECTIVE: 11-30-2015

WILEAG: 1.3.5

SUBJECT: Management Reports and Meetings

PURPOSE: To ensure an efficient and accurate flow of management information within the Police Department and City Government, it is important to require a sufficient amount of meetings and reports; and to establish guidelines and procedures that ensure information is transferred effectively and in a timely fashion, as well as, to keep open and utilize available channels of communication.

This order consists of the following numbered sections:

I. REPORTS

II. MEETINGS

III. EFFECTIVE DATE

I. REPORTS

A. Written reports permit the formal exchange of information between various operating components of the Police Department, as well as, between the Department, City Government and the public.

1. Daily Reports:

Daily Logs: These reports list all the calls for service during the previous 24 hour period.

2. Monthly Reports:

- a. NIBRS (National Incident-Based Reporting System): This report summarizes the previous month's activity, which the Department is required to report to the State of Wisconsin. The Records Supervisor is responsible for collecting the data and submitting the report to the State of Wisconsin.
- b. Personnel Report: This report summarizes the personnel status of the Department: i.e. distribution of personnel, training received, new employees, dismissals, discipline, awards and/or resignations/retirements.

3. Annual Reports:

This is an expanded summary of the Police Department activity on a calendar year basis. It is an analysis and comparison of all operational and administrative components of the Department.

- a. The Records Supervisor, or their designee, is responsible for collecting the necessary information, preparing the report and its dissemination.
- b. The annual report is distributed to Department members, elected representatives of the City of South Milwaukee, the media and others upon request. The annual report is also available on the Department website.

II. MEETINGS

- A. The primary purpose of any meeting is to exchange information. Further, meetings provide a forum to present ideas, discuss problems and evaluate programs and performance.
- B. To ensure that lines of communication are maintained and utilized throughout the organizational structure, the following meetings shall be conducted at the indicated frequency. It is understood that on occasion, situations may arise that

preclude the possibility of a scheduled meeting and allowances will be made. Meeting formats are discretionary and are generally structured in a manner that is appropriate to the personnel involved. A formal agenda may be issued and followed when deemed necessary by the Chief of Police or senior officer scheduling the meeting. Whenever possible, typed minutes of each meeting should be provided to those in attendance.

1. Command Staff Meetings- monthly, or as determined by the Chief of Police and attended by:
 - a. Chief of Police
 - b. Captains
 - c. Lieutenants
2. Sectional Meetings- Supervisors of various sections and units should have meetings with their personnel as often as is necessary and appropriate for effective operation.

III. EFFECTIVE DATE

The effective date of this order is July 23, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-07

INDEX AS: Compensation
Benefits
Conditions of Work

REPLACES: G.O. 15-13
EFFECTIVE: 09-30-2015

WILEAG: 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5, 2.4.6

SUBJECT: Compensation, Benefits, and Conditions of Work

PURPOSE: The purpose of this General Order is to define and reference the Police Department's personnel provisions related to employee compensation, benefits, and work conditions.

This order consists of the following numbered sections:

- I. COMPENSATION/BENEFITS
- II. RETIREMENT
- III. DISABILITY AND DEATH BENEFITS
- IV. LIABILITY PROTECTION
- V. UNIFORMS/EQUIPMENT
- VI. PHYSICAL FITNESS
- VII. MEDICAL EXAMINATIONS
- VIII. EFFECTIVE DATE

I. COMPENSATION/BENEFITS

All personnel shall be supplied with the following information:

- A. Sworn employees (Officers, Detectives, Investigators, Sergeants, PSLO): The South Milwaukee Professional Police Association Labor Contract sets forth the salary level, compensatory time, fringe benefit program, administrative leave, holiday leave, sick leave, vacation leave, health insurance, retirement program, clothing allowance, and any other matters that are subjects of collective bargaining, for all police officers.
- B. Non-sworn employees (non-exempt): The Civil Service Personnel Manual sets forth the salary level, compensatory time, fringe benefit program, administrative leave, holiday leave, sick leave, vacation leave, health insurance, retirement program, clothing allowance, and any other matters for all non-sworn employees.
- C. Sworn exempt employees: The City of South Milwaukee Benefits Policy for Non-Represented Employees provides the policy and procedures for the establishment of salary level, compensatory time, fringe benefit program, administrative leave, holiday leave, sick leave, vacation leave, health insurance, retirement program, clothing allowance, and any other benefits that the Common Council may deem appropriate.

II. RETIREMENT

- A. Sworn personnel: All sworn personnel are required to participate in the Wisconsin Retirement System (protective). Contributions to the retirement system are outlined in the SMPPA contract or the Benefits Policy for Non-Represented Employees for exempt sworn employees.
- B. Non-sworn employees: All non-sworn employees are required to contribute and participate in the Wisconsin Retirement System (General Employee). Contributions to the retirement system are outlined in the Civil Service Personnel Manual for non-exempt employees.

III. DISABILITY AND DEATH BENEFITS

The City of South Milwaukee provides Disability and Death Insurance for all employees.

IV. LIABILITY PROTECTION

Liability protection for police officers against criminal or civil actions arising from their duty performance is provided through the City's insurance program. In order to be eligible for this protection, the officer must meet the criteria under Wisconsin State Statute 939.45.

V. UNIFORM AND EQUIPMENT

Uniform and equipment allowance for employees shall be consistent with the current labor agreement, the current City Salary Ordinance and General Order ORG – 8: Uniform Standards.

VI. PHYSICAL FITNESS

A satisfactory level of fitness and general health shall be maintained so that work can be performed efficiently and without personnel shortages caused by injuries or excessive sick leave.

VII. MEDICAL EXAMINATIONS

Where the apparent physical, medical, or psychological condition of a sworn or non-sworn employee indicates a possible detriment to performance of assigned duties, the Department may require a physical or psychological examination of the employee by a Department selected physician, at Department expense. The results of the required medical examination will be filed in the employee's personnel record and may constitute grounds for further personnel action.

VIII. EFFECTIVE DATE

The effective date of this order is July 23, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-07

INDEX AS: Off Duty Employment

REPLACES: G.O. 17-25
EFFECTIVE: 03-24-2017

WILEAG: 2.4.9

SUBJECT: Off-Duty Employment

PURPOSE: The purpose of this General Order is to establish guidelines governing the outside employment of South Milwaukee Police Department employees.

POLICY: It is the policy of the South Milwaukee Police Department that employees may engage in outside employment and business interests, provided that such activity does not violate any federal, state, or local laws or ordinances; is in conformance with departmental guidelines; and does not interfere with the performance of their duties as employees of the Police Department.

This order consists of the following numbered sections:

I. DEFINITIONS

II. OFF DUTY EMPLOYMENT

III. SECONDARY LAW ENFORCEMENT EMPLOYMENT

IV. REQUEST PROCEDURE/DENIAL OF REQUESTS/ANNUAL RENEWAL

V. EFFECTIVE DATE

I. DEFINITIONS

- A. **EMPLOYMENT:** Work, as customary trade, craft, service, or vocation in which one's labor or services are paid for by an employer or for which a consideration is received. Employment does not include volunteer charity work.
- B. **SECONDARY LAW ENFORCEMENT EMPLOYMENT:** Any employment by sworn personnel whose secondary employment is with another or multiple law enforcement agencies.
- C. **EXTRA-DUTY EMPLOYMENT:** Any employment that is conditioned on the actual or potential use of law enforcement powers by the officer and for which there is a contract or agreement between the police department and the employer.
- D. **OFF DUTY EMPLOYMENT:** Any employment where the employee acts or works as a contracted employee or part-time employee for an employer other than the South Milwaukee Police Department.

II. OFF-DUTY EMPLOYMENT – NON LAW ENFORCEMENT RELATED

Members seeking approval for non-law enforcement Off Duty Employment shall follow the request procedures outlined in Section IV.

III. SECONDARY LAW ENFORCEMENT EMPLOYMENT

- A. **Permitted Off Duty Employment- Law Enforcement Related**
 - 1. Officers are permitted (with approval) to work part-time for other law enforcement agencies, while assigned within that approved agency's jurisdiction.
 - 2. Officers must abide by the approved agency's policies and procedures, but may also be subject to South Milwaukee Police Department standards and directives.

IV. REQUEST PROCEDURE/DENIAL OF REQUESTS/ANNUAL RENEWAL

- A. Members seeking approval for any Off Duty Employment (law enforcement or non-law enforcement related) shall complete a "Request for Outside Employment" form and submit it to the Chief of Police, **prior** to accepting employment (ADDENDUM A).
- B. Employees granted approval of an "outside" employment request shall re-submit a Request for Outside Employment for renewal **annually** by January 1 of the year. They shall also re-submit a Request for Outside Employment immediately upon *any significant change in the specific duties or employer outlined in the request*.
- C. Requests for permission for off-duty employment will be evaluated for approval by the Chief of Police in order to ensure compliance with agency policies and processes and considering the following concerns:
 1. What hours will be worked?: Off-duty employment will be taken on a part-time basis. Off-duty employment must not interfere with the primary/full time employment.
 2. Any conflict of interest?: The following list will give examples of off-duty employment not allowed:
 - a. Where the employment would compromise the confidentiality of department records and/or investigations.
 - b. Where the employment would bring discredit to the department or where the position would undermine public trust.
 - c. Where the employment would compromise the officer's ability to enforce the law, exert command authority, or control or effect discipline.
 - d. Where the officer's official position can be used to serve private interest.
 - e. Where the employment would assist any principal in any criminal or civil proceedings.

- f. Where the employment would be directly connected with the sales of intoxicating beverages, or by working for any such licensed place of business in the City of South Milwaukee.
 - g. Where the employment would be for investigative work for insurance agencies, collection agencies, or attorneys.
- C. Employees are prohibited from using department issued equipment or uniforms during outside employment.
- D. Probationary officers will not be allowed to work off-duty employment until their probation is complete.
- E. Off-duty employment may be **denied and/or revoked** at any time:
 1. Where it appears that from such employment the officer's ability to efficiently discharge their department obligation is impaired or interfered with.
 2. Where it would result in a conflict of interest.
 3. Excessive use of sick leave. Problems with attendance and availability.
 4. Where it would physically or mentally exhaust the member to the point their performance may be affected.
 5. Where it would require that any special consideration be given to scheduling of the member's regular duty hours.
 6. Where it is deemed that the employee's performance evaluation is rated less than satisfactory or successful. Proven productivity problems
 7. Where the nature of the off duty employment would bring the Department into disrepute or impair the operation or efficiency of the Department or member.

8. Where an employee is unable to perform their full-time/part-time position (medical leave/FMLA).
- F. If an employee terminates their outside employment or business involvement, they will notify the Chief of Police that they have done so.
- G. Records of off duty employment will be maintained in personnel files.

IV. EFFECTIVE DATE

The effective date of this order is February 9, 2020.

William R. Jessup
Chief of Police

ADDENDUM A: Off Duty Employment Request Form

South Milwaukee Police Department

Request for Outside Employment

Date of Request: Click here to enter text.
Officer Name: Click here to enter text.
Employer: Click here to enter text.
Employer Address: Click here to enter text.
Employer Phone #: Click here to enter text.
Time Frame of Employment: Click here to enter text.
Employment Activities: Click here to enter text.
Proposed schedule: Click here to enter text.
Number of hours per week: Click here to enter text.

Chief Jessup,

I am submitting this “Request for Outside Employment” for your approval. I have read, understand and agree to all aspects of the following standards:

South Milwaukee Police Department General Order ADM 32 – Off Duty
Employment

In addition, the undersigned, an employee of the City of South Milwaukee, does hereby waive and release said City from any liability, expense, or costs because of any injury received or sickness contracted by reason of any employment accepted by me other than as an employee of said City. I further waive the right to receive any pay, other than previously accrued benefits, from said City during my absence from work caused by such injury or sickness. I also understand that worker's compensation benefits will not be rendered for non-public safety related injuries. This waiver shall be binding upon my heirs, representatives and assigns.

Officer Signature:		
Date Reviewed:		
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Chief of Police Signature:		

Note: Submit one “Request for Outside Employment” for each employer.



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-38

INDEX AS: Disciplinary Procedures

REPLACES: G.O. 17-17

EFFECTIVE: 01-18-17

WILEAG: 4.2.1, 4.2.2, 4.2.3, 4.2.4, 12.2.9

SUBJECT: Disciplinary Procedures

POLICY: Effective discipline is a positive process. Its purpose is to train or develop by instruction. Discipline establishes a state of mind which produces proper action and prompt cooperation under all circumstances. This General Order reflects a systems approach to discipline, with a focus on the accountability component of the discipline process.

PURPOSE: The aim of the Department in administering discipline is to alter unacceptable behavior of the members and constructively assist them in attaining acceptable behavior patterns.

This order consists of the following numbered sections:

- I. DISCIPLINARY ACTION
- II. TYPES OF DISCIPLINE
- III. ADMINISTRATION OF DISCIPLINE
- IV. AUTHORITY TO DISCIPLINE
- V. MAINTENANCE OF RECORDS
- VI. PUNITIVE ACTION
- VII. APPEAL PROCEDURES
- VIII. EFFECTIVE DATE

I. DISCIPLINARY ACTION

- A. Employees of the department are subject to disciplinary action according to the seriousness of the offense for failure, either willfully or through the negligence or incompetence, to perform the duties of their rank or assignment; for violation of any General Order, directive, procedure, or Rule of Conduct; for failure to obey any lawful instruction, order, or command of a superior officer; or upon conviction in a court having criminal jurisdiction. Disciplinary action in all cases will be decided on the merits or demerits of each case.
- B. The type of disciplinary action chosen shall be appropriate to the seriousness of the violation. Disciplinary action may include: verbal reprimand, written reprimand, suspension, demotion, dismissal. Steps within this system may be skipped depending upon the seriousness of the infraction.

II. TYPES OF DISCIPLINE

- A. Counseling: Counseling is considered pre-discipline. Counseling can be used for minor infractions. It can be used in lieu of discipline if the supervisor believes that it is appropriate action to achieve the desired behavior from the employee. Counseling at this level will give the supervisor and employee an opportunity to discuss the matter and/or problem and explain each other's views. It can also be combined with higher levels of discipline to direct the employee toward appropriate behavior.
- B. Training: Training may be utilized where the employee is deficient or lacks expertise in certain areas. Training or remedial training may be the best answer to an apparent disciplinary concern or a conduct that is heading towards a disciplinary problem. Training is also a means of obtaining goals through positive action.
- C. Reprimands:
 - 1. Verbal Reprimand: Verbal reprimands permit a supervisor to reprimand without referring the matter to higher authority. This may be for minor infractions of policies and procedures and may be documented by a memo to the employee's personnel file.

2. **Written Reprimand:** Written reprimands are used for minor infractions which do not require an internal investigation or a formal investigation. Before a written reprimand is imposed, a review will be made of previous reprimand notifications, if any in the employee's personnel file. If this review indicates repeated infractions of a similar nature for which a written reprimand was imposed other punishment may be initiated. Written reprimands may be used in memo form and given to an employee as a warning for some corrective action needed. A copy will go to the employee's personnel file as well as to the Chief of Police.
- D. **Suspension:** Suspension may be imposed when reprimands fail or the act is serious enough to warrant the loss of pay. The Chief of Police has the discretion to decide whether an employee will receive a suspension with or without pay (Wisconsin State Statute 62.13(5)). Suspension with pay occurs pending an investigation or bringing of formal charges as other administrative actions.
- E. **Demotion:** Demotion is a transfer of an employee from a position of rank to a position of lower rank. This form of discipline is used when officers prove incapable of supervising others or of performing work at the level commensurate with rank.
- F. **Dismissal:** A permanent termination of employment which constitutes a removal from the department. This is for improper behavior which persists or when there is a serious breach of rules, regulations, policies, procedures, General Orders, criminal conduct, or an established pattern of unacceptable performance.
- G. **Emergency Suspensions:** Supervisors may, in emergencies, have the authority to impose an emergency suspension from duty until the next working day, or such earlier time that such suspension can be reviewed by the Chief of Police. An emergency suspension would be appropriate under the following circumstances:
 1. The member appears physically or mentally incapable of performing their duties;

2. When it appears that a member has committed some act which makes their continued presence on duty a risk of city liability, or makes them ineffective because their ability to enforce the law has been compromised. **Notification of such suspension shall be made to the Chief of Police immediately.**

III. ADMINISTRATION OF DISCIPLINE

- A. Although consistency is desirable in administering discipline, numerous factors should be considered in determining disciplinary action. Some of the factors involved include, but are not limited to:
 1. Severity of the misconduct
 2. Previous disciplinary actions
 3. Effectiveness of prior disciplinary action
 4. Time intervals between violations
 5. Willingness to improve
 6. Attitude
 7. Overall work performance
- B. In the case of verbal and written reprimands, which may be administered by any supervisor, it is imperative that the officer getting the reprimand be told specifically that they are being reprimanded and that the date and circumstances are noted. Verbal reprimands should be given only once for a particular kind of behavior, the officer should also be advised that the next disciplinary action recommended for similar conduct will be more severe.
- C. Whenever practical, the officer accused of the unacceptable behavior should be the first to be contacted and they should be advised that their behavior is being looked into. There are exceptions to this in the case of criminal law violations where forewarning would likely cover any alleged criminal behavior. Officers who are disciplined will retain the right to speak to someone of higher authority regarding their discipline and they have appeal procedures that are available to them.

D. The role of supervisors is crucial in the disciplinary process. Their position affords them the best opportunity to observe the work habits of subordinates. Supervisory personnel are expected to document and effectively deal with various instances where disciplinary actions are warranted. Their position also allows them to be familiar with the various personality traits of their subordinates, and to take these into consideration when determining the most effective method(s) of discipline.

IV. AUTHORITY TO DISCIPLINE

A. The final authority for disciplinary action rests with the Chief of Police or other bodies as indicated in Wisconsin State Statute 62.13. Except for verbal and written reprimands and emergency suspensions all departmental discipline must be taken or approved by the Chief of Police.

B. Any supervisor, when appropriate may administer an oral or written reprimand or an emergency suspension to subordinate personnel under their command.

V. MAINTENANCE OF RECORDS

A. Whenever disciplinary action is taken or recommended a written report must be completed containing all facts pertaining to the misconduct.

B. Records of disciplinary actions (oral and written reprimands, suspensions, and demotions) will be placed in the employee's personnel file.

C. Procedures for the maintenance and control of disciplinary records are as follows:

1. Records are managed and maintained in the Chief of Police's office.
2. The file will be locked.
3. Access is limited to the Chief of Police and/or their designee.
4. Records maybe released as needed with approval of

the Chief of Police.

VI. PUNITIVE ACTION

If an investigation of officer misconduct results in punitive action of a non-probationary officer, the following information will be provided to the officer:

- A. A statement citing the reason for the action.
- B. The effective date of the action.
- C. Advisement of appeal and hearing rights.

VII. APPEALS PROCESS

- A. Civilian employees may appeal enforcement of discipline through the Civil Service Ordinance as described in Chapter 4 of the South Milwaukee Municipal Code.
- B. All sworn employees have the right to request a hearing before the Police and Fire Commission for discipline at or above the suspension level (suspension, demotion, dismissal).

VIII. EFFECTIVE DATE

The effective date of this order is April 30, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-30

INDEX AS: Hostage/Barricaded Subjects

REPLACES: G.O. 16-03

EFFECTIVE: 02-15-2016

WILEAG: 1.6.2, 1.4.2, 13.2.2, 13.1.1.4, 13.1.2, 8.1.1, 8.1.2

SUBJECT: Hostage/Barricaded Subjects

PURPOSE: The purpose of this General Order is to provide general guidelines for handling hostage/barricaded subject situations.

POLICY: In hostage/barricaded subject situations it shall be the policy of the South Milwaukee Police Department to consider the lives of the hostages, civilians and officers involved to be the utmost importance; whenever possible, to enhance the prospects of peacefully resolving the incident through communication with the suspect; whenever possible, to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and in hostage situations, to make every reasonable effort to effect the safe release of the hostages.

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURES

III. EFFECTIVE DATE

I. DEFINITIONS

A. Barricaded Subject: Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, officers, themselves, or others in the community and who is in a stronghold position.

- B. Hostage: Any person held by another against their will by force or threat of force, expressed or implied.
- C. Command Post: The designated location between the inner and outer perimeter where Command Officers set up operations.
- D. Tactical Command Post: The designated area that the Tactical Command Officer uses to contain an incident.
- E. Inner Perimeter: That area around the incident that ensures protective cover and observation by officers.
- F. Outer Perimeter: Area far enough outside of inner perimeter to ensure safety of citizens and traffic control.
- G. Staging Area: Area outside of outer perimeter to bring together special units that are needed for deployment.
- H. South Shore Joint Tactical Team (SSJTT): a tactical team comprised of members of the South Milwaukee, Cudahy and St. Francis Police Departments.

II. PROCEDURES

- A. Initial Responding Officer:
 - 1. Officers confronting hostage/barricaded subject incidents shall not initiate tactical actions other than those necessary to protect the lives and safety of themselves or others consistent with the Department's Use of Force Policy: G.O. ORG - 7.
 - 2. [REDACTED]
 - 3. Officers shall:
 - a. Inform the Communications Center of the situation and request the on-duty supervisor respond to the scene.

- b. [REDACTED]
- c. Whenever possible, evacuate occupants of affected residences and businesses to a point beyond the perimeter.
- d. Effect the removal of injured victims from immediate danger with due respect for the safety of all concerned, and facilitate the transfer to medical personnel.
- e. [REDACTED]
- f. [REDACTED]
- g. Brief the on-duty supervisor upon arrival, including the status of the situation and the deployment of assisting officers in the area.

B. Officer in Command (OIC):

- 1. The on-duty supervisor at the scene shall maintain command until relieved by higher authority.
- 2. The OIC shall be responsible for the following actions:
 - a. Ensure that all principals in the incident are contained by patrol personnel.

- b. Evaluate the situation and contact the appropriate Command Officers. Inform the Command Officers about the nature and circumstances surrounding the incident and evaluate the need for a mutual aid request.
- c. If the situation warrants, request the assistance of the SSJTT/Crisis Negotiators.
- d. 
- e. Ensure the evacuation of all involved parties at risk and all injured parties.
- f. Designate a Media Post outside of the Outer Perimeter and assign an officer for press liaison. Press releases will be in accordance with G.O. RCD-1: Public Information.
- g. Ensure that responsibility for traffic and crowd control is established, and routes for emergency vehicles have been designated.
- h. Make provisions for recording personnel assignments and developing a chronological record of events at the Command Post.
- i. Request an ambulance, fire department units and paramedics stand by at the Staging Area.
- j. 
- k. Brief adjoining agencies of the incident, and request mutual aid/SMART if necessary.

I.

[REDACTED]

m.

[REDACTED]

C. Communications:

1. Communications Center personnel shall make all notifications as directed: command personnel, mutual aid request(s)/SMART, informing adjoining agencies.

[REDACTED]

2. All radio communications shall be restricted to a designated frequency for use of personnel involved in the operation.
3. The Command Post, Tactical Command Post and the Hostage Negotiators shall all maintain communication with each other.

D. Command Post:

1. A Command Post will be established immediately in any hostage/barricaded subject situation, including, but not limited to, those instances in which the SSJTT/Crisis Negotiators are utilized.

2.

[REDACTED]

3. The Command Post will be under the absolute command of the officer in charge. The OIC shall provide overall command control and coordination of efforts by patrol and other support personnel including the SSJTT/Crisis Negotiations team.
4. In order to maintain the discipline and control necessary in an emergency situation, a chain of command will exist in which each officer and personnel from other support units will be responsible to the OIC or the OIC's designee.
5. Personnel not assigned to the situation will not enter the Command Post or the area within the Outer Perimeter without authorization. Ultimately, only those individuals performing necessary functions of the Command Post, as determined by the OIC, will occupy it.

E. Tactical Response Team/SWAT:

1. The primary responsibility of the Tactical Team is the tactical application of securing and arresting the person(s) who are the instigators of the critical incident.
2. [REDACTED]
3. South Milwaukee Police Department personnel will be guided by department policy governing the Use of Force: G.O. ORG - 7.
4. [REDACTED]
5. Members of the SSJTT will operate under the

guidelines/procedures that direct them. Members of other tactical teams assisting SSJTT will operate under the guidelines/procedures that direct them.

6. The Tactical Command Officer is responsible for relaying information to the Department OIC and Crisis Negotiator; they shall have direct communication with both subjects.
7. The Tactical Command Officer shall:
 - a. Assist the OIC in assessing the situation and formulate and provide the OIC with recommended tactical alternatives should communications with the subject fail to resolve the incident.
 - b. [REDACTED]
 - c. Establish a Tactical Command Post for the operation and assume command of the post.
 - d. Maintain contact with and keep the Command Post informed of all developments and operations.

F. Communications with Hostage/Barricaded Subject:

1. South Milwaukee Police Department personnel may communicate with the hostage taker/barricaded subject. If the OIC determines that the situation warrants the use of a Hostage Negotiations Team, the OIC will request the assistance of a trained SMPD Hostage Negotiator, or a SSJTT Crisis Negotiator. South Milwaukee Police Department personnel may communicate with the hostage taker/barricaded subject, but will be relieved by members of the Negotiations Team upon their arrival.
2. The primary responsibility of a negotiator is to communicate with the hostage/barricaded subject,

and negotiate as peaceful a conclusion to the incident as possible.

3. The actions of the SSJTT/Crisis Negotiators, or other crisis negotiations teams assisting SSJTT, will be in accordance with each of their policies and procedures.
4. If South Milwaukee Police Department personnel are communicating with a hostage taker/barricaded subject, prior to the arrival of a South Milwaukee Police negotiator, a SSJTT Crisis Negotiator, or a negotiator from another team, the individual in charge of communicating with the subject shall:
 - a. Provide any requested assistance to the OIC.
 - b. Inform the OIC and the Tactical Commander on matters of mutual concern within the incident.
 - c. [REDACTED]
 - d. [REDACTED]
 - e. [REDACTED]
 - f. Designate a location to interview witnesses, released hostages and others.

h. Debrief hostages following the incident.

5. [REDACTED]

G. After-Action Report:

1. All incidents involving hostage/barricaded subjects will require a complete detailed report with documentation of all tactical/negotiation operations.
2. A thorough debriefing/critique will be performed after any incident is completed. The evaluation will be conducted in a positive way so as to elicit the maxim benefit.

II. EFFECTIVE DATE

The effective date of this order is August 8, 2019.

William Jessup
Chief of Police

Addendum A: Crisis Negotiator Selection Criteria & Process

Qualifications/Selection Process for the Crisis Negotiator Position

Crisis negotiators will be carefully screened and selected, taking into consideration their experience as police officers, verbal skills, problem solving skills, and psychological suitability for the responsibility. The officer must be able to handle failure, be patient, flexible, and persistent. The officer must have the ability to ignore personality conflicts for the greater reward of successful negotiations.

1. Assignment as a Crisis Negotiator is completely voluntary due to the inherent stress of the position.
2. Crisis Negotiators may be required to respond outside of their normal duty hours.
3. The following is the minimum selection criteria in the selection for officers to the Crisis Negotiation Team:
 - a. Three (3) years as a full-time sworn police officer.
 - b. Demonstrate satisfactory level of prior good police performance.
 - c. Submit a letter of intent, to include examples of prior incidents which show negotiating capabilities as well as reasoning for why the officer will perform well as a Crisis Negotiator.
 - d. Recommendation from a screening panel consisting of Command Staff members and current Crisis Negotiators from the Department, who will examine the following factors:
 1. Evaluations
 2. Attendance and sick time use
 3. Commendations and disciplinary actions
 4. Use of force incidents
 5. Ability to function as a team member
 6. Ability to function well under stress
 7. Emotionally/professionally mature
 8. Excellent verbal and listening skills
 9. Problem solver
 10. Training schools attended
 11. Other Special Skills
4. The screening panel will make their recommendation to the Chief of Police, who has the exclusive right of appointment to the Crisis Negotiator position.
5. Crisis Negotiators shall serve at the pleasure of the Chief of Police. The Chief of Police also shall have the right to waive any of the above requirements.
6. Selected applicants must attend a Hostage/ Crisis Negotiation training school.

INVESTIGATORY INQUIRY WORKSHEET
FOR LAW ENFORCEMENT USE ONLY

Law enforcement officials should use the following format to prepare information when making an investigatory inquiry to the Sex Offender Registry. Requests without an ORI# will not be processed.

WISCONSIN DOC-SORP
P.O. BOX 7925
149 E. WILSON STREET
MADISON, WI 53707-7925
Phone: (608) 261-6780
or (608) 261-6781
Fax: (608) 267-2328

Note: The registry contains offender profile information on offenders under field supervision or in an institution on or after June 1, 1997.

You will be asked to provide the following information (see instructions / description of terms on back of form):

AGENCY NAME **ORI #** **NAME OF OFFICER MAKING REQUEST** **PHONE NUMBER**

SEX OFFENDER REGISTRANT INFORMATION				
AGE RANGE	GENDER	RACE	HEIGHT	WEIGHT
to				to
HAIR COLOR	FACIAL HAIR		EYE COLOR	GLASSES
<input type="checkbox"/> Partial Balding <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mustache <input type="checkbox"/> Beard		<input type="checkbox"/> Yes <input type="checkbox"/> No		
MARKINGS (Describe)				

VICTIM AND CRIME INFORMATION						
SEX OF VICTIM		TARGETED VICTIM AGE				
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> 0-6	<input type="checkbox"/> 7-11	<input type="checkbox"/> 12-15	<input type="checkbox"/> 16-17	<input type="checkbox"/> Adult
TYPE OF SEXUAL CONTACT						
<input type="checkbox"/> Hands-off (exposing)			<input type="checkbox"/> Sexual Touching (fondling)			
<input type="checkbox"/> Penetration (oral, vaginal)			<input type="checkbox"/> Anal Penetration/Insert Object			
METHOD OF FORCE						
<input type="checkbox"/> Verbal Coercion/Threats (verbal manipulation, degradation..)				<input type="checkbox"/> Use of Rope, Tie Material		
<input type="checkbox"/> Hands-on Force (holding down, pushing..)				<input type="checkbox"/> Use of Weapon (knife, gun..)		
<input type="checkbox"/> Physical Injury (hitting, bruises, contusions..)				<input type="checkbox"/> Incapacitation, Suffocation		
<input type="checkbox"/> Excessive Physical Force for Gratification				<input type="checkbox"/> Mutilation, Death		

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect commit the sexual crime with an accomplice?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect target disabled, aged, or particularly vulnerable individuals?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect target prostitutes?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect engaged in stalking-type behavior?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect engaged in home intrusion behaviors, such as trespassing, breaking into a residence...?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect impersonate an officer?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect use a disguise in the commission of the crime?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect use a camera, video or other photo equipment in the commission of the crime?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect use a computer in the commission of the crime?
<input type="checkbox"/>	<input type="checkbox"/>	Did the suspect use a vehicle in the commission of the crime? If Yes

MAKE MODEL YEAR COLOR

**REQUEST FOR REGISTRY INFORMATION
Public Inquiry**

Pursuant to Wisconsin Statutes 301.46(5)(a), this written request is for information from the Sex Offender Registry on the person with the following name, address, and known identifying information.

SEX OFFENDER REGISTRANT INFORMATION			
REGISTRANT NAME	Last	First	Middle
DRIVER'S LICENSE NUMBER	* DATE OF BIRTH		SOCIAL SECURITY NUMBER
<p>* If date of birth is of an individual less than 18 years old, information cannot be disclosed.</p>			
REGISTRANT STREET ADDRESS (PO box addresses are not acceptable)	APT #		
CITY	COUNTY	STATE	ZIP CODE
<p>THIS INFORMATION IS BEING REQUESTED FOR THE FOLLOWING REASON(S):</p>			

* If date of birth is of an individual less than 18 years old, information cannot be disclosed.

THIS INFORMATION IS BEING REQUESTED FOR THE FOLLOWING REASON(S):	
<hr/>	

PERSON REQUESTING REGISTRY INFORMATION		
REQUESTER NAME	Last	First
		Middle
REQUESTER STREET ADDRESS (PO box addresses are not acceptable)		APT #
CITY	COUNTY	STATE
		ZIP CODE

I understand that if this person is a registered sex offender that law enforcement can only provide the following information; verification whether in registry; county or date of conviction; make, model and license number of registered vehicle under the person's name; most recent date information was last updated. This or any additional information may only be provided if, in the opinion of the police chief or sheriff, providing the information is necessary to protect the public. I further understand that any misuse of this information, leading to any criminal behavior towards the registrant, may lead to further prosecution (Wisconsin Statue 939.646).

REQUESTER SIGNATURE _____ DATE SIGNED _____

LAW ENFORCEMENT USE ONLY	
REQUEST	<input type="checkbox"/> Granted <input type="checkbox"/> Denied (If denied, indicate reason)
LAW ENFORCEMENT OFFICIAL SIGNATURE	
DATE SIGNED	

MAIL COMPLETED FORM TO:

WISCONSIN DOG FORB

WISCONSIN D.
P.O. BOX 3005

P.O. BOX 7925
149 E. WILSON STREET

149 E. WILSON STREET
MADISON, WI 53707-7026

REQUEST FOR REGISTRY INFORMATION

Neighborhood Watch Programs

PERSON REQUESTING REGISTRY INFORMATION

REQUESTER NAME Last

First

PHONE NUMBER

NAME OF WATCH PROGRAM YOU ARE REPRESENTING

REQUESTER STREET ADDRESS (PO box addresses are not acceptable)

APT #

CITY

COUNTY

STATE

ZIP CODE

Pursuant to Wisconsin Statutes 301.46(4)(a)(11) and (ar), this written request is for information from the Sex Offender Registry on the persons within a specified geographic area. The DOC Sex Offender Registry Program (SORP) can only provide information to a neighborhood watch program following verification from a local law enforcement official that this request is made by a person representing an authorized neighborhood watch program. Following law enforcement verification and full completion of this form, the DOC SORP will provide a written response to the requester, including the following information: registrant names and any aliases of persons residing in the geographic area; conviction or commitment requiring registration; county and state of conviction or commitment; make, model and license number of vehicles owned by registrant; most recent date information updated; and agency contact phone number. NOTE: Information contained in the registry only includes those individuals convicted, in prison, or on community supervision for certain crimes on or after 12/25/93.

STREET PARAMETERS OF WATCH PROGRAM

INSTRUCTIONS: Indicate below, in alphabetical order, the street names and number range (i.e. 100 - 200 block) for all streets within your watch area. If additional zip codes are needed, submit an additional form for each zip code number.

I, the undersigned, formally represent a neighborhood watch program located within the above geographic / street parameters. I understand that any misuse of this information, leading to any criminal behavior towards a registrant, may lead to further prosecution (Wisconsin Statute 939.646).

REQUESTER SIGNATURE

DATE SIGNED

LAW ENFORCEMENT VERIFICATION

I, the undersigned, verify that the above request is from an authorized neighborhood watch program, pursuant to Wisconsin Statutes 60.23(17m) or is an authorized program by this law enforcement agency.

LAW ENFORCEMENT OFFICIAL SIGNATURE

DATE SIGNED

AGENCY NAME

AGENCY ADDRESS

PHONE NUMBER

MAIL COMPLETED FORM TO:

WISCONSIN DOC-SORP
P.O. BOX 7925
149 E. WILSON STREET
MADISON, WI 53707-7925



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-20

INDEX AS: Sex Offender Registration & Community Notification

REPLACES: G.O. 16-31

EFFECTIVE: 06/24/2016

WILEAG:

SUBJECT: Sex Offender Registration & Community Notification

PURPOSE: The purpose of this General Order is to provide a method for Sex Offender Registration and Community Notification to address the concerns of the public regarding the location of convicted sex offenders who may be a risk for committing further offenses. Further, the intent of the General Order is to enhance the distribution of information between law enforcement agencies and between law enforcement and non-criminal justice agencies. By sharing relevant information about sex offenders, law enforcement can develop strategies for the detection and prevention of crime.

POLICY: It is the policy of the South Milwaukee Police Department to ensure that upon notification from the Wisconsin Department of Corrections (DOC) of the release of a sex offender into the community, proper notification of the release be made to public and private organizations and agencies in the interest of public protection. The South Milwaukee Police Department will participate as a member of a multi-jurisdictional law enforcement team in determining which agencies/organizations should be notified of the release. The intent of the team is to balance the public=s need to be informed with the offender=s need to be successfully integrated into the community.

This order consists of the following numbered sections:

I. DISCUSSION

II. DEFINITION**III. PROCEDURE****IV. EFFECTIVE DATE****I. DISCUSSION**

Sex offenders pose a high risk of engaging in sex offenses even after being released from incarceration or commitment. Protection of the public from sex offenders is of paramount community interest. Persons found to have committed a sexual offense have a reduced expectation of privacy because of the public=s interest in public safety. Release of relevant information about sex offenders to law enforcement agencies, public and private entities and the general public will further the governmental interests of public safety and enhance strategies for crime detection and prevention.

II. DEFINITIONS

- A. Special Bulletin Notifications: Written notification process giving law enforcement agencies detailed information from the DOC on a specific offender who is about to be released from confinement to their geographical area and who may pose significant risk to the community.
- B. Relevant Offender Information: Information that is deemed necessary to protect the public concerning a specific person required to register under the law. This excludes victim identity but does include juvenile offender information (which can be released to law enforcement and correction officials and general public within notification guidelines.)
- C. Sex Offender: A person convicted of any felony sexual assault, convicted of an offense where the court has determined that the offense was Asexually motivated@, committed under the Asexually violent person@ law, or entering the state under interstate compact agreement.

III. PROCEDURES

- A. Sex Offender Registry

1. Released sex offenders on supervision are required to report to local law enforcement officials for face-to-face registration within ten (10) days of their release or placement to community supervision and whenever they move to another law enforcement jurisdiction. Offenders not on supervision are required to update information on an annual basis with the DOC, but are not required to meet face-to-face with local law enforcement. If the offender is on field supervision for ~~A~~sexual violent person®, update information must be whenever the changes occur and every ninety (90) days.
 - a. Every offender that reports to the South Milwaukee Police Department will undergo the following interview and processing by an officer:
 - 1). Completion of a booking sheet.
 - 2). Full set of prints including palm.
 - 3). Color photo front, and left and right profile.
 - 4). Color photos of any tattoos or other specific identifying marks that would aid in identity of the offender.
 - 5). Photo of any vehicles owned by the offender or those not owned but driven on a regular basis.
 - 6). The officer shall further interview the offender and make appropriate notes which will become a permanent part of the file so as to identify the past history and M.O. of the offender.
 - 7). A photo copy of the FACE-TO-FACE Registration Form: Doc. 146, after being signed, will be placed in the file.

- b. All information obtained and all photos, shall be maintained in a designated file in the Investigations Section and made available to all officers. Said data is not to be released to the public without permission of the Chief of Police or his/her authorized representative.

B. Special Bulletin Notifications

1. Special Bulletin Notification will be provided by the DOC to all law enforcement agencies within one (1) month of an inmate release from prison, mental health or juvenile confinement. Bulletin notification will be distributed to all law enforcement jurisdictions in the county and surrounding areas of the offender=s planned residence, employment or school enrollment. The DOC will send an administrative message to involved law enforcement agencies immediately prior to the offenders release to provide verification of the offender=s exact residence address.
2. Juvenile Sex Offenders released to county supervision may or may not generate a notification to law enforcement. In order to ensure that information on juvenile offenders is kept current and accurate, the Investigations Supervisor will ensure the Law Enforcement Sex Offender Registry is checked monthly to look for any new juvenile offenders convicted (who will reside in South Milwaukee) and their release dates. In the event that a juvenile offender is set for release/released, and will reside in South Milwaukee, the Investigations Section Supervisor will contact the agency supervising the juvenile and ask that the juvenile offender do a face to face registration with the South Milwaukee Police Department. Community Notification guidelines will also be followed.

C. Sex Offender Registry Inquiry and Access

1. The DOC=s Sex Offender Registration Program creates an informational data base that is available to law enforcement through the CIB/TIME system

inquiry. [REDACTED]

2. All telephone inquiries will be followed up with a return phone call by SORP staff to verify the law enforcement request.
3. Release of information will be in the form of official letter, fax or teletype to the requesting law enforcement agency.
4. Public inquiry may be made to DOC in writing (Addendum B) or by calling 1-800-398-2403.
5. Public inquiry representing a neighborhood watch program will be provided a copy of the Neighborhood Watch Program Inquiry form (Addendum C). A department member will then verify the requester is a representative of a recognized Neighborhood Watch Program. The request will not be processed by the DOC SORP without law enforcement verification.

D. Sex Offender Intelligence Management

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

4. [REDACTED]

E. General Public Inquiries

The South Milwaukee Police Department will maintain an updated Sex Offender Registry book available for public viewing at all times. The book will contain information on registered sex offenders residing in the City of South Milwaukee including the registrants descriptors and photo (when available) along with their offense, custody/supervision status, and dates of required registration. Members of the general public inquiring about Sex Offender Registration may also be advised that they can access information via the following general public website address
<http://widocoffenders.org>

F. Community Notification
(refer to the Guideline for Law Enforcement for details)

1. The South Milwaukee Police Department will participate in a regional decision making team for a coordinated community notification plan. The team will consist of representatives from area law

enforcement agencies and a DOC supervising agent that have received or are directly impacted by the Special Bulletin Notification. In the case of a juvenile offender, on county supervision, the Investigative Section Supervisor will see that information on the offense is obtained from the Juvenile Court. This information will be used to assist in the decision of community notification.

2. Optional team representatives may be utilized on a case-by-case basis from local agencies and organizations that are likely to receive notification.
 - a. The team members for the South Milwaukee Police Department will consist of the following individuals:
 - 1). The Chief of Police and/or designee representatives of the South Milwaukee, Cudahy, Oak Creek or St. Francis Police Department.
 - 2). The DOC supervising agent for the offender.
 - 3). The School Superintendent or his/her designee.
 - 4). A representative of the law enforcement agency where the offender resides or works.
 3. The lead law enforcement agency in a particular case may be determined by the jurisdiction where the offender plans to reside.
 4. The decision making process for determining the level of community notification should involve a review and discussion of the information contained in the Special Bulletin Notification and the accompanying packet of DOC information, to include any additional release planning information provided by the supervising DOC

agent. In the case of a juvenile offender, any information obtained from the Juvenile Court Records will also be discussed and considered.

5. Following a case review and discussion by the notification team, a decision is made for notification beyond law enforcement. The prevailing interest in the community notification is not to impose additional punishment or harassment onto the offender, but to provide information to those individuals, agencies and organizations that need to know the potential risks involved with this release. The following levels of notification are provided:
 - a. Level I- Limited to Law Enforcement
 - b. Level II- Targeted Notification
 - c. Level III- Expanded Notification
6. The notification team should request in advance which organizations (local agencies, organizations, and neighborhood watch groups) want to be notified of a sex offenders release.

G. Community Meetings

If expanded notification (Level III) is decided, a community meeting will be arranged to inform the community of pertinent information and to provide a forum for answering questions. (Refer to Guideline for Law Enforcement, Conducting Community Meetings).

H. Open Records

Wisconsin Statutes 301.45 and 301.46 establish a procedure to obtain information from the registry. It is not intended to conflict with or replace any process related to established open records request procedures.

I. Immunity

Wisconsin State Statute 301.45 and 301.46 specify that a

person acting under the ~~Access to information~~ is immune from civil liability for any good faith or omission regarding the release of information authorized under this statute. This immunity does not extend to a person whose act or omission constitutes gross negligence or involves reckless, wanton or intentional misconduct [s301.46(7)].

J. South Milwaukee Ordinance 23.167

The City of South Milwaukee adopted Ordinance 23.167 – Child Sex Offender Residing within 1000 feet of Schools, Day Care Centers, Park & other Specified Facilities & Child Safety Zones. The Police Department is responsible for enforcing this ordinance.

III. EFFECTIVE DATE

The effective date of this order is March 28, 2019

William Jessup
Chief of Police

Addendum:

- A- Investigatory Inquiry Worksheet
- B- Public Inquiry Form
- C- Neighborhood Watch Program Inquiry Form



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-07

INDEX: Squad Video Cameras

REPLACES: G.O. 16-17

EFFECTIVE: 03-11-2016

WILEAG: ***Not an active policy – currently do not have squad cameras*

SUBJECT: Squad Video Cameras

PURPOSE: Squad video cameras are of value in the prosecution of traffic violations and related offenses, in the evaluation of officer performance, and for training purposes. In order to maximize the utility of squad video cameras in these and related areas, officers are to follow the procedures set forth in this policy

This order consists of the following numbered sections:

- I. PROCEDURES
- II. VIDEO CONTROL AND MANAGEMENT
- III. EFFECTIVE DATE

I. PROCEDURES

When assigned to a squad equipped with a video camera, officers shall use both the audio and video functions of the camera to record traffic stops, field interrogation (FI) stops and any other enforcement activity where an audio/visual record of the contact would be beneficial.

- A. An officer assigned a squad equipped with a video camera is responsible for determining if the camera system and microphone are working properly at the beginning of their shift. Officers shall periodically check the status of the camera and microphone throughout their shift. **Officers are to notify the shift supervisor,**

as soon as possible, when/if the system malfunctions. At the end of each shift, the system is to be shut down and the wireless microphone placed in the charging cradle.

- B. The camera and wireless microphone will automatically begin recording once the emergency lights are activated, a pre-determined speed has been reached or when an officer presses the record button. Once the stop is completed the officer must press the stop button to stop recording.
- C. The officer shall not deactivate the unit or stop recording until the stop is completed, except when approved by a supervisor.
- D. The officer may stop recording during non-enforcement activities such as when protecting accident scenes or waiting for a tow.

II. VIDEO CONTROL AND MANAGEMENT

- A. Digital units automatically download video files to storage. These files can be accessed from a department computer. If the wireless system is down, supervisors can manually transfer files using the DVR flashcard.
- B. Digital files that are not needed as evidence will be kept for 120 days and will then be deleted. The Squad Video Camera System Manager is responsible for deleting files over 120 days old.
- C. Digital files needed as evidence will be transferred to a DVD by the arresting officer of the incident. Digital files for municipal traffic violations will not normally be inventoried as evidence. All OWI's, state traffic cases and other serious violations, including resisting arrest and pursuits are to be inventoried as evidence.
- D. Supervisors may access digital files for officer evaluation, citizen complaints or training purposes.
- E. Supervisors may, for administrative purposes, make copies of digital video files.

III. EFFECTIVE DATE

The effective date of this order is January 29, 2019

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-12

INDEX AS: Authority & Discretion

REPLACES: G.O. 15-14

EFFECTIVE: 09-30-2015

WILEAG: 1.2.1, 1.2.2, 1.7.5, 1.7.6

SUBJECT: Authority & Discretion

PURPOSE: The purpose of this General Order is to grant Department authority to sworn personnel and to provide guidelines in the use of discretion as it relates to authority, and arrest circumstances.

POLICY: All personnel, prior to assuming the position of police officer with the South Milwaukee Police Department, are required to take an oath of office to enforce the law and to uphold the Constitution of the State of Wisconsin and the Constitution of the United States.

This order consists of the following numbered sections:

I. DISCUSSION

II. PROCEDURES

III. EFFECTIVE DATE

I. DISCUSSION

Police officers of the South Milwaukee Police Department, whether on-duty or off-duty, are expected to conduct themselves in accordance with statutory limitations, the guidelines in the policy manual, supervisor's directions, and in such a manner as would reflect favorably upon themselves, the South Milwaukee Police Department, and the profession of policing.

II. PROCEDURE

A. Discretion

1. General Guidelines:

- a. Officers are expected to act in compliance with law, public safety, Department goals and objectives, and in compliance with the South Milwaukee Police Department Rules and Regulations and the Police Code of Ethics.

When confronted with situations involving non-serious conduct (i.e., traffic and ordinance violations, etc.), officers do have the discretion to examine possible alternatives to arrest and confinement, (e.g. written and verbal warnings, referrals, etc.). In these circumstances, officer discretion is a case by case evaluation.

2. Specific Responsibilities:

- a. Officer enforcement action/discretion may be further regulated by specific policies or supervisory discretion.
- b. The severity of enforcement action or officer inaction must not be influenced by malice, vengeance, or prejudice based upon race, sex, ethnic background, religious belief, or political action.
- c. Enforcement action must not be more severe than can be reasonably and objectively justified to further department goals and objectives.
- d. Enforcement action or contact may not be extended unnecessarily for the purpose of delaying the release or inhibiting the free movement of any person.

III. EFFECTIVE DATE

The effective date of this order is July 23, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-34

INDEX AS: Promotions

REPLACES: G.O. 17-10

EFFECTIVE: 01-16-2017

WILEAG: 2.6.1, 2.6.2, 2.6.3

SUBJECT: Promotions

PURPOSE: The purpose of this General Order is to establish guidelines for the promotion of personnel to fill vacant supervisory or investigative positions by promoting the most qualified personnel.

POLICY: It is the policy of the South Milwaukee Police Department to establish a standardized, reasonable, and effective promotional system that will provide valid, job relevant information from which the best qualified candidates can be selected.

The promotional process must meet the legal, professional and administrative requirements established for such procedures. The various steps in the process shall be job related and non-discriminatory. The promotional process shall be in accordance with the Department's and the City of South Milwaukee's Equal Opportunity Employer Policy.

The authority to promote police subordinates is vested in the Chief of Police by WI Statute 62.13(4), with such promotions requiring the approval of the Police and Fire Commission. Based on the statutes, the Police Department shall administer or arrange for all procedures associated with promotion.

The promotional process for the position of Sergeant and Detective shall be in accordance with this policy and the South Milwaukee Professional Police Association current Labor Contract.

This order consists of the following numbered sections:

I. PROMOTIONAL PROCEDURES/PROCESS

II. PROBATION

III. EFFECTIVE DATE

I. PROMOTIONAL PROCEDURES/PROCESS

A. The Commander of the Administration and Services Division will be responsible for coordinating, directing, and administrating the Department's promotional process for all ranks. In the event the Commander of the Administration and Services Division is the position to be filled, the Chief of Police will assume this role.

B. The Police Department is responsible for developing the various procedures for the promotion of personnel to the ranks of Sergeant, Detective, Lieutenant, and Captain.

C. Prior to testing for any promotional position, the Commander of the Administration and Services Division will announce the pending process and ask for interested officers to apply by a given deadline. The announcement may be made by electronic mail, posted correspondence (Department bulletin board), or a combination of both. The announcement will contain, at a minimum:

1. A description of the position that is vacant.
2. A schedule of relevant dates/times/locations for the process, if known at the time of the announcement. (If not known, candidates will be informed as soon as possible when such information is established.)
3. A description of eligibility requirements.
4. A description of the process to be used in the testing, evaluation and selection of personnel for vacancies.

- D. Officers who are interested in competing for the promotion and meet the minimum qualifications shall submit a letter of intent and a resume' to the Chief of Police by the deadline established in the written announcement. Exceptions to the deadline will only be authorized by the Chief of Police with an appropriate excuse as to why the original deadline could not be met.
- E. Each phase in the testing process must be completed prior to going on to subsequent phases. Failure to appear or participate in any phase will automatically disqualify a candidate from further consideration.
- F. Phase One:
 - 1. Phase One in the promotional procedure for the position of Detective and Sergeant is a written test. The test will be proctored by the Commander of the Administration and Services Division (or their designee) and a testing service representative (if an outside agency is used for testing).
 - 2. Phase One in the promotional procedure for the position of Lieutenant and Captain is an essay questionnaire. The candidate is scored on each answer of the essay questionnaire.
- G. Phase Two:
 - 1. Phase Two of the promotional procedure for the position of Detective and Sergeant is an Assessment Center that will evaluate:
 - a. Report evaluation skills
 - b. Supervisory decision skills
 - c. Technical knowledge and skills
 - d. Interpersonal relationship skills
 - e. The ability to give an effective oral presentation

2. Phase Two of the promotional procedure for the position of Lieutenant or Captain is a Critical Dimension Analysis of the candidate. The Critical Dimension Analysis will evaluate:
 - a. Decisiveness
 - b. Flexibility
 - c. Integrity
 - d. Judgment
 - e. Leadership
 - f. Listening
 - g. Oral Communication
 - h. Written Communication

H. Phase Three:

1. Phase Three of the promotional procedure for all positions is an interview with the Chief of Police and selected personnel from the Command Staff. The interview will consist of a standardized form of questions that will be asked of each candidate. The candidate is scored on each answer by the Chief of Police and the Command Staff.

I. Phase Four:

1. The Chief of Police may require a Job Trait Assessment of candidates for any promotional position.
2. The Job Trait Assessment will be conducted by an impartial and certified specialist who has been selected based on ability and competency.
3. Summary reports will be prepared for the Chief of Police by the examiner.

- J. Further evaluation of the promotional potential of the candidates shall be evaluated by:
 - 1. Review of the personnel file for exemplary performance and/or discipline.
 - 2. Review of the candidate's performance evaluations for at least the last three years.
 - 3. Education/training level.
- K. At the conclusion of the procedures, the Chief of Police will select a candidate and recommend them to the Police and Fire Commission for promotion.

II. PROBATION

After being approved by the Police and Fire Commission, the promoted officer will begin a one year probationary period. The probationary period may be extended for just cause. The probationary period will dissolve if the officer is returned for any reason to their previous rank.

III. EFFECTIVE DATE

The effective date of this order is April 20, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-33

INDEX AS: Civil Litigation

REPLACES: G.O. 17-11

EFFECTIVE: 01-16-17

WILEAG: 1.3.6, 1.4.1, 6.3.3, 6.3.4, 8.1.1, 9.1.6, 10.1.3, 10.1.6, 11.1.1, 11.1.2, 11.1.3

SUBJECT: Civil Litigation

PURPOSE: The purpose of this General Order is to provide employees with guidelines for responding to those types of law enforcement activities that represent a high risk of civil liability in a manner that will decrease the risk level, and also for responding to civil litigation that involves the Department or employees representing the Department.

POLICY: It shall be the policy of the Department to maintain a strong and coordinated response, and to reduce future litigation through increased training and education.

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURES

III. EFFECTIVE DATE

I. DEFINITIONS

A. Department Legal Counsel: The City Attorney's Office will provide an attorney for defense in actions or special proceedings resulting from acts or omissions of employees acting within the scope of employment. The Department also receives Legal Counsel through the City insurance provider.

B. Discovery: The judicial process for compelling production of written records or other evidence for use in litigation.

C. In Camera Inspection: Judicial inspection of allegedly privileged information to determine whether the need to present such information as part of the essential proof of the case outweighs the interest in maintaining its confidentiality.

II. PROCEDURES

A. High Risk Incidents:

1. The following types of law enforcement activities generate the majority of civil litigation; therefore, these events merit special procedures:

a. Use of deadly and non-deadly force that result in death or bodily injury. Also see G.O. ORG-29: Officer Involved Death.

b. Vehicular pursuit resulting in personal injury or property damage. Also see G.O. ORG-29: Officer Involved Death.

c. Searches and seizures; physical arrest.

d. Failure to take law enforcement action. Also see G.O. ORG-29: Officer Involved Death.

e. Rendering of medical assistance.

2. All personnel shall regularly review Department policy on these topics.

B. Response to High Risk Incidents:

1. Law enforcement officers shall adhere to the following procedures when on the scene of a high risk incident:

a. Secure the scene and all evidence.

b. Record the names and addresses of all witnesses on the scene and attempt to obtain a statement. Statements should also be obtained from ambulance and emergency

room personnel, where applicable.

- c. Request a supervisor and Investigator be dispatched to the scene.
- d. Where a high speed chase has occurred, note all weather and traffic conditions, route of chase, use of warning lights, and other relevant information within the police report.

2. A police supervisor will conduct an independent review of all relevant information.
3. Police investigators shall process the scene according to department procedures.
 - a. Color photographs and/or a videotape shall be taken from several angles of the entire scene.
 - b. When possible, photographs of all witnesses shall be taken on the scene.
4. Where an arrest has been made, the following information shall be documented:
 - a. Whether medical treatment is necessary or was requested or received prior to arrival at the police department.
 - b. Assessment of the suspect's general mental health, including any indications of overt, aggressive behavior or potential suicidal tendencies indicating a need to summon a mental health specialist.

C. Post Incident Procedures:

1. All law enforcement personnel involved in a high risk incident shall submit a report fully documenting the incident before concluding their tour of duty.
 - a. In the event of an officer involved death/injury G.O. ORG-29: Officer Involved Death shall be followed.

2. A supervisor shall review the report, requesting any necessary supplemental information, and then forward it to the Chief of Police as soon as practicable.

[REDACTED]

[REDACTED]

[REDACTED]

2. The Internal Affairs Coordinator shall have the responsibility to assemble the following items for the Chief of Police's litigation files:
 - a. Copies of all relevant Departmental policies pertaining to the incident.
 - b. Copies of any relevant radio communications, computer, or telephone records or tapes.
 - c. Blowups of all relevant photographs pertaining to the incident.
 - d. Copies of the disciplinary and training records of all involved personnel.
 - e. Where applicable, the criminal docket from any criminal case arising from the incident.

D. Responsibilities of the Chief of Police:

1. The Chief of Police or their designee shall coordinate all departmental responses to litigation in conjunction with the City Attorney's Office/insurance provider

attorney.

2. A litigation file shall be developed and maintained containing copies of all legal documents generated in each case and the responses to such documents. All litigation files shall be kept in a secure fashion.
3. An accounting process shall be established to ensure that:
 - a. All documents are routed to the appropriate party for resolution.
 - b. All documents are processed and fulfilled by the due date.
 - c. A record is kept detailing the information released in each case and the purpose for its release.
4. The Chief of Police or their designee shall undertake a regular audit of Departmental litigation to determine whether a need for policy revision or training exists. The audit shall include settlements and all litigation filed or resolved during the period to be reviewed.
5. Updates on current case law and statutes relevant to law enforcement shall be disseminated to Department employees.
6. Upon conclusion or settlement of any civil litigation, the Chief of Police shall provide notification of the outcome of the case to those officers and their supervisors who were directly involved with the incident forming the basis for the lawsuit.

E. Responsibilities of Department Members:

1. Any department member receiving a subpoena to testify in a civil case as to action undertaken in their official capacity shall immediately notify the Chief of Police and the City Attorney's Office/insurance provider attorney of such subpoena. A copy of the subpoena shall be forwarded to the Chief of Police for the file.

2. Any department member named as a party in a civil action for acts or omissions allegedly arising out of the scope of their official duties shall immediately notify the Chief of Police and the City Attorney's Office/insurance provider attorney.
 - a. The Chief of Police will inform the City Attorney/insurance provider attorney whether the employee will engage a private attorney, or whether representation through the City Attorney's Office/insurance provider is requested.
 - b. Where an employee has requested legal representation through the City Attorney's Office/insurance provider, the employee has a duty to cooperate fully with their office.
3. All officers shall maintain accurate and detailed reports.
4. No department member shall make public statements in their official capacity concerning litigation affecting the Department without the Chief of Police's approval.

F. Response to Subpoenas and Discovery Requests:

1. All discovery requests or subpoenas for department records, reports, or notes will be complied with, as directed by, the City Attorney's Office/insurance provider and in accordance with state law.
2. The following information is generally only subject to release to a judge for in camera inspection to determine discoverability:
 - a. Personnel records
 - b. Citizen complaints
 - c. Internal investigatory files of an incident that is currently the subject of criminal or civil litigation.
 - d. Blanket requests for all internal investigations

into officer misconduct, or misconduct similar to that being litigated.

- e. Blanket requests for internal investigations into all past misconduct of officers currently the target of litigation.
3. The following information may or may not be fully discoverable:
 - a. Records of official review boards.
 - b. Departmental policies and procedures.
 - c. Training records: personal information such as scores would only be released for in camera inspection, but factual information, such as class lists is releasable.
 - d. Internal memos that do not fall within the attorney work product privilege.
4. Privileged material generally not subject to discovery:
 - a. Names of confidential informants, citizens who wish to remain anonymous.
 - b. Inculpatory statements made by officers, unless made pursuant to a voluntary waiver of rights.
 - c. Records of ongoing internal investigations which would be jeopardized by disclosure.
 - d. Investigation files relating to ongoing criminal investigations.
 - e. Communications subject to any legal privilege.

G. Responses to Media:

1. The Chief of Police or their designee shall be responsible for coordinating all department statements pertaining to any incident or litigation

involving the department.

2. No statement regarding any incident or legal case involving the department shall be given before the Chief of Police has received all relevant facts.
3. A file shall be maintained detailing the media coverage of litigation and incidents involving the department.
4. The Chief of Police or their designee shall work with the City Attorney's Office/insurance provider to present fair and accurate media statements pertaining to testimony, legal issues, or other concerns arising from litigation or any other incident involving the department.

H. Obligation of the City

Wisconsin State Statutes 62.115, 895.35, and 895.46 set forth the obligations of the City to its employees. Section 895.46, Wisconsin State Statutes provides that the City will be responsible for all judgments against its employees providing that said employee is shown to be acting within the scope of their employment.

I. Coverage

The police department is insured by an insurance policy carried by the City of South Milwaukee and has additional legal counsel available through this policy.

III. EFFECTIVE DATE

The effective date of this order is April 20, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-23

INDEX AS: South Shore Joint Tactical Team (SSJTT)

REPLACES: G.O. 16-42
EFFECTIVE: 11-14-16

WILEAG: 13.1.2, 13.1.3, 13.1.4, 13.1.5

SUBJECT: South Shore Joint Tactical Team

PURPOSE: The intent of this General Order is to provide guidelines that will direct the South Shore Joint Tactical Team (SSJTT). The SSJTT is governed by a joint policy covering the members of the team (See attached policy).

This order consists of the following sections:

- I. POLICY
- II. PURPOSE
- III. DEFINITIONS
- IV. ORGANIZATIONAL CHART/COMMAND STRUCTURE
RESPONSE/DEPLOYMENT/SELECTION/TRAINING

EFFECTIVE DATE

The effective date of this order is March 15, 2019

William Jessup
Chief of Police

SOUTH SHORE JOINT TACTICAL UNIT

MULTI-JURISDICTIONAL TACTICAL TEAM POLICY

I. POLICY

In recognition of the fact certain critical incidents require a response beyond the scope of normal operational protocol and control, Cudahy, South Milwaukee, and St Francis Police Departments have developed, trained and equipped a consolidated tactical initiative known as the South Shore Joint Tactical Team (SSJTT).

The primary objective of this Team, and each member of this Team, shall be to protect the lives of citizens, prevent injury, protect property, and in so doing, keep the citizens safe from harm, and add to the citizens' sense of safety and security. Procedures utilized shall be consistent with these goals.

It is also a primary objective of this policy to articulate situations or incidents which would necessitate the use of the SSJTT, and the appropriate response protocols and methods, thereby helping both Command personnel and patrol identify situational criteria which would dictate the use of SSJTT.

II. PURPOSE

To maintain a level of preparedness and proficiency sufficient to successfully resolve any high-risk situation with utmost regard for preservation of the lives of all persons involved.

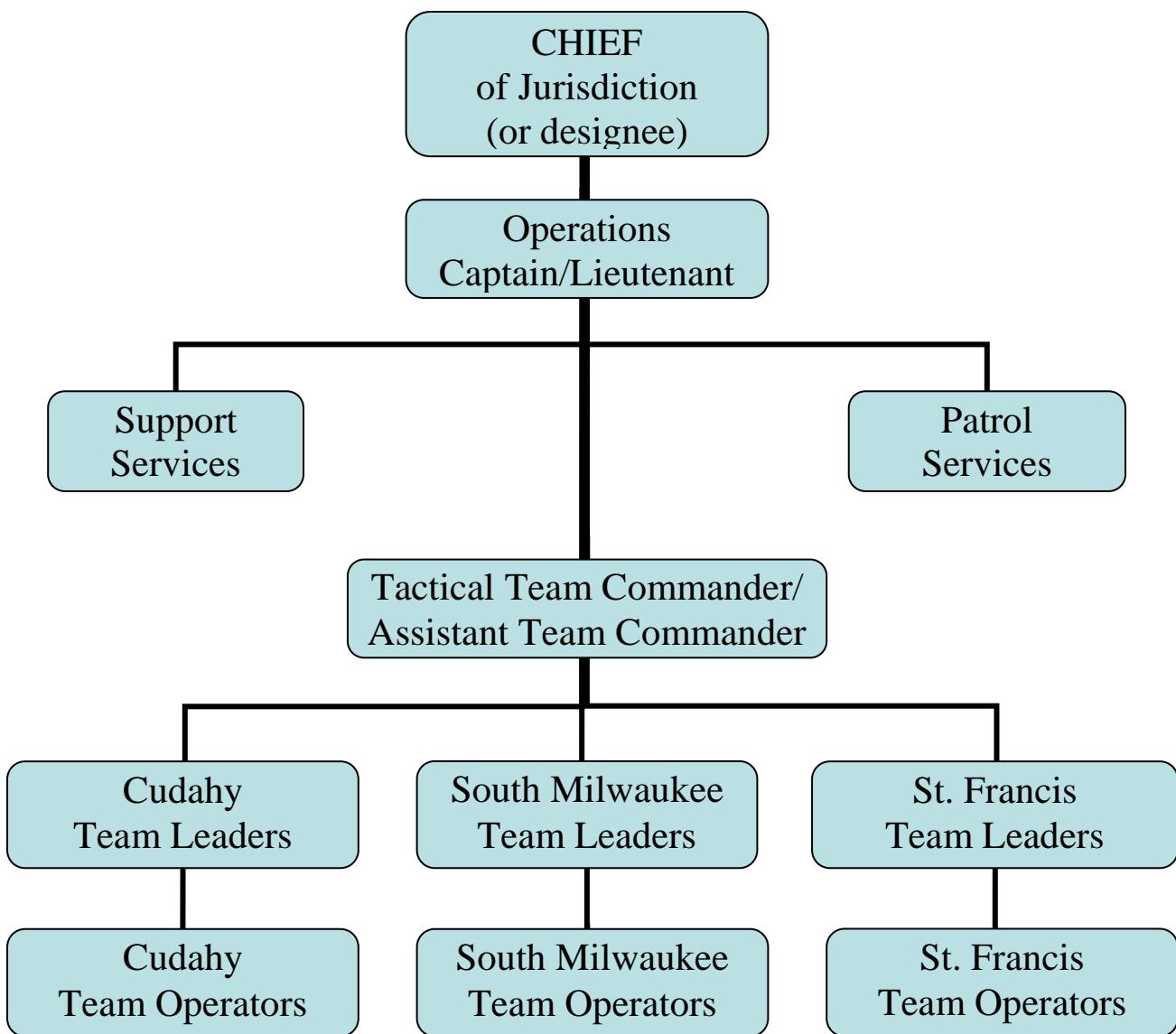
III. DEFINITIONS

- A. South Shore Joint Tactical Team** – The Team is not a full-time Team, but is comprised of individuals with various permanent duty assignments, which have received special training and have been assigned duties within the Team. The Team is comprised of members from Cudahy, South Milwaukee and St Francis Police Departments. The Team shall be activated whenever necessary to accomplish the goals of the SSJTT, while attempting to ensure the maximum safety of both citizens and sworn personnel.
- B. Incident Command System (ICS)** – The ICS is a management system/design used to manage any critical or emergency incident. The system can also be used to manage non-critical events. The ICS articulates the organizational system used to manage resources (manpower and equipment) at any incident or situation. Tactical objectives and their management usually fall under the Operations Section within the ICS organizational chart.

- C. **Officer in Charge (OIC)/Incident Commander (IC)** – The person in charge at the incident (must be qualified either by rank, or by specialized training commensurate to the incident and from within the jurisdiction where the incident is taking place). As incidents grow in size, or as additional personnel arrive with more suitable qualifications, the OIC/IC designated individual may change. The change must include a formal communication to all parties involved in the incident of the change.
- D. **Tactical Team Commander** – A member of the SSJTT who is designated to the OIC (at any event or incident) and assumes the role of liaison to the Incident Command Post (ICP) and is the manager of the Team and its operations at a specific situation or incident.
- E. **Tactical Team Leader** – A member of the Team who is designated as the “Team Leader” is in charge of deploying operators and executing the plan or operation set forth by the Tactical Team Commander or ranking member on scene.
- F. **Tactical Team Operator** – A member of the Team who has completed required training and certification set forth in this policy and has successfully completed the selection process.
- G. **Crisis Negotiation Team Leader (CNTL)** – A member of the Crisis Negotiation Team that is designated as the CNTL and is the CNTL’s liaison to the OIC.
- H. **Negotiators** – Those members of the Team, who are trained on negotiations regarding crisis intervention or emergency tactical situations.
- I. **Incident Command Post (ICP)** – The location from which the OIC/IC oversees all incident operations. There is only one ICP for each incident or event. Every incident or event of enough magnitude to have an OIC should have an ICP.
- J. **Tactical Operations Center (TOC)** – Established when a large magnitude event draws other agencies/entities needing access to the ICP, and the ICP can no longer safely/adequately support the planning, deployment and monitoring of tactical operations. This does not relieve the Tactical Team Commander, or designee, from their liaison role with the ICP.
- K. **High Risk Tactical Team Situation** – Any situation, including but not limited to, barricaded subjects, homicidal subjects, hostage takers, snipers, terrorist activity, evacuations, hazardous “high risk” warrant service and execution, or any situation with potential for violent confrontation which cannot be readily or effectively handled by on-duty patrol personnel.

IV.

**ORGANIZATIONAL CHART
COMMAND STRUCTURE
SOUTH SHORE TACTICAL TEAM**



A. Chain of Command

1. In any SSJTT situation a formal chain of command will be established and followed. ICS principles will be established and utilized to properly manage any emerging SSJTT situation.
 - a). The Chief of Police, or their designee, shall have the ultimate authority in any tactical situation within the jurisdiction of the event.
 - b). In tactical or crisis situations, and per ICS guidelines, the OIC shall be construed as the Incident Commander, and shall establish a Command Post.
 - c). The SSJTT Commander has operational command over tactical deployment and incident resolution. The SSJTT Team Commander will make all tactical decisions.
 - d). The Crisis Negotiation Team Leader will be responsible for the Crisis Negotiation Team, and their objectives.
 - e). The SSJTT Team Commander will direct the SSJTT through designated SSJTT Team Leaders.
 - f). The SSJTT Team Leaders will direct the team's operators during execution of the decided operational tasks.
 - g). The OIC shall designate and direct patrol officers and other support personnel and resources, in assistance to the tactical objective.

B. South Shore Joint Tactical Team Management

1. The Tactical Team Commander is the manager of Team operations at a specific situation or incident, and will communicate with the ICP/OIC during an incident. The Tactical Team Commander will oversee Team training and preparedness for certain situations. The Tactical Team Commander will make the determination if the task may exceed the Team's capabilities or limitations.
2. Assistant Tactical Team Commanders will assume the role of Tactical Team Commander in the event the Tactical Team Commander is unavailable. Assistant Tactical Commanders will work with the Tactical Team Commander in determining strategies for execution during situations especially within their jurisdiction.

3. The Tactical Team Leaders will receive planning and strategies from the Tactical Team Commander or his/her designee and will lead the Tactical Team in the operational phase.
 - a. The Tactical Team Leaders will be responsible for scheduling of training and documentation of training (i.e. lesson plans, attendance etc.) for their respective members. Documentation of this training will be maintained as follows:
 - 1). Original documentation with member agency.
 - 2). Copy to Tactical Team Commander.
4. Tactical Team Operators report to the Tactical Team Leaders during operational objectives.
 - a. Tactical Team Operators will be required to attend a minimum of 70% of the yearly training and be in attendance during mandatory training dates and meet mandatory requirements set forth by the trainers.

C. Response

1. When a patrol officer is faced with a situation or incident which he/she feels may fall within the scope of a Tactical Team situation, and he/she feels the additional manpower, training, and equipment of the Tactical Team are necessary; it is his/her duty to immediately inform the Shift Commander and apprise him/her of all aspects of the situation.
 - a. Officers must still act and react properly to any dynamic situational changes that may occur prior to SSJTT arrival. Requesting help (in the form of the SSJTT) exemplifies the Team's goal of providing the best level of service possible, with the most professionalism.
2. Upon notification to the Shift Commander, it is the officer's responsibility to contain the situation/incident to the best of his/her ability, and within his/her mandates as an officer.
 - a. The officer's priority and objectives include: intelligence/information gathering, direction of safe entry routes by responding personnel, communication to dispatch.
 - b. Officers on scene will coordinate with the Tactical Team by assisting with the perimeter, intelligence gathering or other requests from the OIC.

3. When notified of a potential tactical situation, the Shift Commander shall immediately assess all information available and determine whether or not the situation requires the SSJTT. If it is determined the team is required, the SSJTT call-out procedures should be initiated.
 - a. If a SSJTT member is on duty at the time of the incident, it is imperative the officer take command of the situation and start applying the principles and practices of the SSJTT. The SSJTT member shall be relieved of his/her previous duty as the on duty supervisor deems appropriate.
4. The SSJTT may be activated whenever necessary to accomplish these goals. Including but not limited to the following situations:
 - a. Any situation requiring Crisis Negotiators
 - b. Barricaded subjects
 - c. Hostage situations
 - d. Armed subjects
 - e. Certain high-risk traffic stops
 - f. Search and arrest warrant execution
 - g. Armed suicidal or homicidal subjects
 - h. Evacuations
 - i. Terrorist activities
 - j. Natural disasters
 - k. Crowd control
 - l. Dignitary support
 - m. Any other situation requiring specialized training and tactics, or that may possess the potential for violent confrontation, which cannot be readily handled by on-duty personnel.

D. Notifications

1. When a Shift Commander/Sergeant/OIC during a high risk situation requests the response of the SSJTT, the following personnel shall be immediately notified in this order, as appropriate:

- a. South Shore Joint Tactical Team Commander
- b. South Shore Joint Tactical Team Members
- c. Negotiator(s)
- d. Investigator(s), if deemed necessary
- e. Captain/Lieutenant of Operations
- f. Chief of Police

E. Deployment

1. Briefing

- a. The SSJTT Commander or his/her designee, (or officer of highest qualifications within the SSJTT on scene) shall be briefed by the supervisor and in turn brief the rest of the SSJTT as they are assembled. As incidents grow in size, or as additional personnel arrive with more suitable qualification, the OIC/IC designated individual may change. This requires those involved to brief the incoming OIC.
- b. It is the responsibility of the OIC to formulate an operational plan in conjunction with the SSJTT Leaders for implementation. The ICP will be apprised of the operational plans and have final say in its implementation. Once the decision is made, all tactical operations will be at the direction of the SSJTT Commander or the ranking OIC.

2. Mutual Aid/SMART Call Up

Any requests made for mutual aid will be made through the ICP for both tactical operations and patrol staff support. This includes all manpower, equipment, supplies or any other items deemed necessary to complete the

operation in the most successful manner. This also includes fire and EMS support as needed.

3. Debriefing

- a. At the conclusion of a tactical situation, all SSJTT members shall debrief at the scene of the incident. On scene observations, items/areas of concern for scene safety or evidentiary purposes need to be articulated to the investigative team prior to the dismissal of the SSJTT from the scene.
 - 1). The purpose of the debriefing session is to share knowledge and details of the operation (positive and negative), and evaluate any other needs, prior to being released from the scene.
- b. A second, more comprehensive, debriefing session will take place following completion of the operation offsite. The goal of this session will be to critique the operation.
 - 1). This debriefing session may, or may not, include all personnel (not just SSJTT members) who took an active part in the situation. This will help the SSJTT and everyone involved become cognizant of any deficiencies during the operation and will be used as a training tool.
- c. An after action report may be submitted after review by SSJTT management for large scale operations.

F. Selection Process

1. The nature of SSJTT operations requires disciplined, physically fit, competent and well trained professional police officers. Accordingly, team members are selected through a fair and objective process intended to measure those qualities deemed to be most important in meeting the SSJTT'S operational objectives.
2. When vacancies occur, within each respective jurisdiction, sworn personnel of that jurisdiction shall have an opportunity to indicate their interest and participate in the selection process set forth.

- a. Letter of Intent
 - 1). Shall include present qualifications
 - 2). Special training
 - 3). Special abilities
 - 4). Special experiences
- b. Candidate evaluation conducted by SSJTT Management or designee.
 - 1). Tactical intelligence
 - 2). Professionalism
 - 3). Team player mentality
 - 4). Work ethic
 - 5). Ability to perform under pressure
 - 6). Comprehension and trainability
 - 7). Reliability
 - 8). Physical abilities or limitations
- c. Oral Interview
 - 1). Question and answer of scenario based situations.
 - 2). Question and answer of present tactical knowledge.
 - 3). Explanation of previous critical events the candidate was involved in.
- 3. A physical agility performance test will be scored and ranked by SSJTT Leaders/Training personnel.
- 4. The final decision for assignment will be made by the jurisdiction's Chief of Police, in conjunction with the Tactical Team Commander/Assistant Commanders.
- 5. Hostage Negotiators within the SSJTT will be selected by way of the following selection process.

- a. Team members who desire to act in the capacity of a Hostage Negotiator will submit their request to the Tactical Team Commander. The request shall include the following information:
 - 1). Present qualifications as Hostage Negotiator
 - 2). Proof of specialized training in Hostage Negotiations
 - 3). Special abilities possessed
 - 4). Special experiences related to hostage negotiations (if applicable)
- b. Persons assigned to the position of Hostage Negotiator will participate in updated training whenever possible.
- c. Hostage negotiators on the SSJTT will be identified in a list that is complied and kept by the Commanders of the SSJTT.

G. General Rules

1. South Shore Joint Tactical Team Members are required to follow the rules and regulations of their respective departments regarding adherence of policy, behavior, and fitness for duty considerations.
2. A consolidated tactical initiative does not include a stand alone or separate system of Rules and Regulations, but does include an expected adherence to existing jurisdictional policies (Codes of Conduct, Use of Force, Fitness for Duty, Complaints/Disciplinary Procedures, etc).

H. Availability

South Shore Joint Tactical Team members shall maintain twenty-four (24) hour availability **whenever possible**, except while on scheduled vacation, holiday, requested time off, or FMLA.

I. Uniform/Appearance

1. Selection of the South Shore Joint Tactical Team uniforms will be the responsibility of the Tactical Commander with the approval of the Chiefs of Police.
2. SSJTT uniforms or any part thereof will only be worn on missions/trainings or when authorized by the SSJTT Commander.
3. SSJTT members are required to maintain uniforms in presentable condition.

J. Equipment: Members of the SSJTT will be provided specialized equipment to be used in the performance of these duties. (Addendum A - list of specialized equipment maintained by each department/member of the SSJTT).

1. Only equipment authorized by the Chief of Police or designee shall be utilized during SSJTT activities.
2. Respective jurisdictions are responsible for the proper maintenance of their equipment.
3. No alterations shall be permitted without the authorization of the Chief of Police or designee of their jurisdiction.
4. Use of Body Armor is required during all high risk operations including, but not limited to, all planned warrant executions, barricaded subjects, drug raids, etc.

V. EFFECTIVE DATE

The effective date of this policy is June 12, 2013.

Chief Thomas Poellot, Cudahy Police Department

Chief Ann Wellens, South Milwaukee Police Department

Chief Brian Kaebisch, St. Francis Police Department



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-12

INDEX AS: Performance Evaluations

REPLACES: G.O. 17-33

EFFECTIVE: 01-8-17

WILEAG: 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6, 2.5.7

SUBJECT: Performance Evaluations

PURPOSE: The purpose of this General Order is to establish guidelines for the evaluation of employees.

POLICY: It shall be the policy of the South Milwaukee Police Department to annually conduct and document performance evaluations of all personnel. The criteria used for performance evaluation must be specific to the position occupied by the employee during the rated period. Tasks that are set forth in the respective job description form the basis for the description of what work is to be performed. The criteria used to define the quantity or quality of work should be reasonable, descriptive, objective and measurable where possible or feasible, allowing a characterization regarding how the work is to be performed.

This order consists of the following numbered sections:

I. OBJECTIVES OF PERFORMANCE EVALUATIONS

II. PROCEDURES

III. EFFECTIVE DATE

I. OBJECTIVES OF PERFORMANCE EVALUATIONS

A. To evaluate the performance of department personnel on a formal periodic basis.

- B. To promote common understanding of individual needs, work objectives, and standards of acceptable performance.
- C. To provide department personnel with feedback as to how well the supervisor feels the subordinate is meeting performance expectations.
- D. To identify the specific courses of action the subordinate may take to meet or exceed performance expectations.
- E. To provide supervisors with feedback as to how they may help subordinates in their personal growth and development.
- F. To set objectives for future performance.

II. PROCEDURES

- A. Responsibility of the Rater/Supervisor
 - 1. The supervisor must be capable of performing the following tasks:
 - a. Appraise subordinate performance of assignments on a continuing basis.
 - b. Reinforce satisfactory performance.
 - c. Correct performance that is below standard.
 - 2. Supervisors will receive training/instruction in employee performance evaluation and appraisal.
 - 3. The performance evaluation of supervisors will include an assessment of the fairness and impartiality of the ratings they give, their participation as coaches and counselors of their employees, and their ability to carry out the raters role in the performance evaluation system.

B. Performance Evaluation System

1. The instrument of the performance evaluation program will include specific performance evaluation criteria and expectations, which are listed in narrative fashion.
2. Evaluations for officers will also include an evaluation on the officer's level of activity.
3. The evaluation is designed to give impartial personnel decisions and provide a fair means for measuring performance.
4. Procedures for the use of the evaluation forms are established as follows:
 - a. Raters must completely fill out the entire evaluation form by entering narrative comments addressing the established criteria in each section of the evaluation form.
 - b. The form should be completed and turned in within 30 days of the employee's anniversary date of hire.

C. Principles of the Performance Evaluation Program

1. The evaluation of each employee's performance will be documented in a performance evaluation report.
2. The evaluation of each employee's performance will cover a specific period and will be based only on performance during that period.
 - a. All non-probationary employees will be evaluated annually, on their anniversary date of hire.
 - b. All probationary employees will be evaluated bi-monthly. A final evaluation will be submitted at the end of the employee's probationary period.

- c. Probationary officers involved in the Field Training Program will be evaluated per guidelines within that program. See General Order TNG - 3: Field Training Program.
3. Employees will be rated by their immediate supervisor. For employees who have been supervised by more than one supervisor during a reporting period, the rating supervisor should confer with the other supervisor(s) in preparing the evaluation. The name(s) of the other supervisor(s) should be added in the comment section of the document.
4. The criteria to be used for the evaluation will be specific to the position occupied by that employee.
5. Supervisors will be expected to provide documentation of specific employee actions or patterns of action to justify their ratings.
6. Employees will review their completed evaluation with their supervisor.
 - a. Employees are required to go thru the complete evaluation with their supervisor.
 - b. Employees are encouraged to provide any input or discussion on the evaluation.
 - c. On the last page of the evaluation form, space is provided for written comments of the employee. Comments do not change the evaluation submitted by the supervisor.
 - d. The evaluation must be read, understood and signed by the employee. Their signature indicates only that the employee has read the evaluation report and should not imply agreement or disagreement with the contents of the evaluation.
7. Contested performance evaluation will be addressed through the following process:

- a. When an employee wishes to contest a performance evaluation, they will initially address their concerns with the rater.
 - b. When an employee's concerns are not resolved in step a., the employee may contest their evaluation to the Chief of Police.
 - c. The Chief of Police will be the final review authority in contested performance evaluations.
8. At the conclusion of each evaluation session, the rater will counsel the employee regarding:
 - a. The results of the performance evaluation.
 - b. Level of performance expected and rating criteria or goals for the new reporting period.
 - c. Career counseling relative to topics like advancement, specialization, or training appropriate for the employee's position.
9. A copy of the completed evaluation report will be provided to the employee if they desire one.
10. The evaluation report must be reviewed and signed by the rater's supervisor. The evaluation report will then be passed through the chain of command for review and comments.
11. The results of the performance evaluation will be used for identifying employee training needs and for guiding administrative decisions regarding promotions, demotions, assignments, disciplinary actions, and termination.

D. Retention of Performance Evaluation Reports

1. Performance evaluation reports will be permanently maintained in the employee's personnel file.

E. Unsatisfactory Performance

1. It is expected that supervisors will advise their employees immediately whenever they observe unsatisfactory performance and that they document the performance in the employee's personnel file for future evaluation reference.

F. Exceptional Performance Rating

1. Supervisors are expected to advise their employees whenever they observe exceptional performance. The recognition may be verbal or written, but the action should be documented in the employee's Personnel file for future evaluation reference.

IV. EFFECTIVE DATE

The effective date of this order is February 12, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-25

INDEX AS: Emergency Operations
Natural/Man-Made Disasters
Unusual Occurrences
Civil Disturbances
All Hazard Plan

REPLACES: G.O. 16-04
EFFECTIVE: 02-16-2016

WILEAG: 1.4.2, 1.6.2, 13.1.1, 13.2.3, 13.2.4

SUBJECT: Emergency Operations

PURPOSE: This General Order is a guide for managing a natural or man-made disaster, emergency, or other critical incident that affects the community. The intent is to provide the on-scene supervisor with procedures for coordinating efforts with other agencies and resources necessary to effectively manage a large scale event. The level of resources required to manage an incident will depend upon the type, scope and duration of the event. South Milwaukee is a member of Zone E of the Milwaukee County Emergency Management Program.

POLICY: The Incident Command System (ICS) is to be used when dealing with disasters, emergencies or other critical incidents.

- . The primary police responsibilities when responding to disasters and emergencies are protection of life, safety, and property; scene security and perimeter control; traffic and crowd control; public warnings and evacuation; protection of critical facilities and resources; and investigation of criminal activity.

This order consists of the following numbered sections:

- I. OBJECTIVE
- II. DEFINITIONS
- III. AUTHORITY
- IV. PROCEDURES
- V. LONG TERM INCIDENTS
- VI. PUBLIC WARNINGS AND EVACUATION
- VII. EMERGENCY MANAGEMENT
- VIII. INCIDENT COMMAND
- IX. EFFECTIVE DATE

I. OBJECTIVE

The objective of this General Order is to prepare the Department:

- A. To handle and control an event and bring it to a safe conclusion.
- B. To facilitate the collection and appraisal of sufficient intelligence data to determine the magnitude of any given incident.
- C. To provide for the orderly and efficient assembly of personnel, supplies, and equipment to ensure the proper and expeditious handling of incidents. To determine the need for training and education of Department personnel to include techniques and procedures necessary for the successful handling of each incident.
- D. To provide for the orderly and efficient coordination of all other agencies, departments, or organizations considered necessary and appropriate to the successful handling of incidents.
- E. To provide the means whereby experience gained in the handling of incidents may be used in the prevention of future incidents.

II. DEFINITIONS

- A. Disaster: Any natural or man-made event, or any other hazardous occurrence of unusual or severe effect, threatening or causing extensive damage to life and/or property and requiring extraordinary measures to protect lives, meet human needs and achieve recovery. Natural disasters include floods, and severe weather. Man-made disasters include such incidents as active shooters, explosions, acts of terrorism and airplane or railroad accidents.
- B. Civil Disturbance: An unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property or other unlawful acts.

III. AUTHORITY/COMMAND AND CONTROL

The authority for initiation of this General Order lies with the Chief of Police. The authority is, however, delegated by the Chief of Police to the Shift Commanders. It is incumbent upon the Shift Commander to initiate and implement this General Order and cause appropriate notifications to be made.

- A. The supervisor at the scene shall assume command of the incident unless relieved by a higher-ranking officer in the Chain of Command. The Incident Commander is responsible for command and coordination of all resources at the scene, including personnel and resources from other agencies. For events involving multiple disciplines, a Unified Command should be established.
- B. Supervisor Protocol

When confronted with a disaster, emergency or other critical incident the on-scene supervisor should follow this basic outline to help establish control of the situation.

1. Determine the scope of the incident (casualties/damage) and whether the incident has the potential to expand or escalate.
2. [REDACTED]

3.

4. Determine communications needs, which may include [REDACTED], interoperability with responding agencies, and additional dispatch personnel.

5.

6.

7. Assign a Public Information Officer (PIO) to provide media briefings. The PIO can also provide public information duties and help maintain community relations.

8. Establish a liaison to coordinate with involved agencies. As needed, assign a liaison to coordinate with the District Attorney's Office on matters of prosecution and legal authority.

9.

IV. PROCEDURES

A. Natural Disasters, Floods, Severe Weather:

1. Identify and evaluate the scope of affected areas/disaster.
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. Notify other agencies as needed for Mutual Aid/SMART:
 - SMFD
 - Hospitals
 - Media
 - Gas/Electric
 - DPW
 - Emergency Management
 - Military Support (may be requested through the Office of the Governor) to augment local police forces.
 - Emergency Police Services

B. HAZ-MAT Incidents:

1. [REDACTED]
2. Coordinate with SMFD, Unified Command
3. Notify other agencies as needed:
 - DPW, Gas, Electric
 - Hospitals
 - Media
 - Surrounding jurisdictions
 - SMART
 - Emergency Management

4. Issue public warnings and evacuation if required.

C. Man-Made Disasters/Terrorist Acts:

Man-made disasters include such incidents as active shooters, explosions, acts of terrorism, and airplane or railroad accidents.

1. Attempt to stop active threats to life and safety.

2. [REDACTED]

3. [REDACTED]

4. Notify other agencies as needed:

- SMFD, DPW, Gas, Electric
- FBI/Joint Terrorism Task Force
- ATF, Bomb squad, FAA
- Hospitals, Medical Examiner
- Media
- Surrounding jurisdictions
- SMART
- Emergency Management

5. [REDACTED]

6. Public warnings and evacuation if required.

D. Civil Disturbances:

1. [REDACTED]

2. Protect critical facilities and resources.

3. Attempt to de-escalate the situation. [REDACTED]

4. [REDACTED]

5. Notify other agencies as needed:

- SMFD, Gas, Electrical
- Hospitals
- Media
- Surrounding jurisdictions
- SMART, MCSO

6. [REDACTED]

7. [REDACTED]

E. Mass Arrests:

Normal arrest, booking, and jail procedures will be used, except when mass arrests are made. In the event of mass arrests, the following provisions may have to be considered:

1. Arrestees are to be removed from the disturbance area as rapidly as possible. A prearranged location will be selected where the booking procedure will be initiated.
 - a.) Arrestees should be photographed with and without the arresting officer.
 - b.) The officer should have the defendant tagged with date, time and offense. This should be large enough to read off the photo.
 - c.) Fingerprint cards must be immediately marked to prevent mix-ups.
2. Care must be taken to properly identify the arrestee.
3. Arrestees must be searched for weapons, contraband, and identification.
4. All evidence and weapons taken from arrestees shall be processed in accordance with General Order ADM-4: Evidence/Property Control.

5. Arrestees charged with a state crime will be transported to the Milwaukee County Jail.
6. [REDACTED]
7. Medical treatment to injured prisoners shall be provided as soon as possible. Food, water, and sanitation services shall be provided to prisoners upon arrival at the jail.
8. In the event the number of arrestees exceeds the capacity of the South Milwaukee Municipal lock-up, assistance may be sought through mutual aid.
9. The Milwaukee County District Attorney's Office will be contacted for consultation as soon as the need arises, and the court or a judge notified. A provision must be made for permitting defense counsel visitation at the earliest reasonable time as resources permit.

V. LONG TERM INCIDENTS

In the event that an incident will last for an extended duration the Incident Commander should consider implementing the following procedures:

- A. Establish a plan for the orderly rotation and assignment of emergency personnel. Determine the need for an Emergency Operations Center. Determine the need to request aid from SMART, the State Patrol or National Guard. Military support is based upon a joint decision involving police administration, city officials, the state and the military. In the event that martial law is declared, the I.C. will coordinate enforcement authority and responsibilities with military officials.
- B. Provide on-scene facilities for the care and comfort of emergency personnel. The Red Cross can be helpful in providing food, shelter and sanitary facilities.
- C. Establish regular debriefings for on-coming/off-going personnel. This will help alleviate confusion and assist in rumor control.
- D. Coordinate release of information with the Public Information Officer.

The PIO should be the only person authorized to provide media briefings.

- E. Provide regular briefings for other involved agencies and surrounding jurisdictions.
- F. Assign a Records Officer. The Records Officer will be responsible for ensuring that all aspects of the incident are thoroughly documented.
- G. Assign a liaison to coordinate with the other involved agencies.
- H. Establish procedures for returning to normal police operations once the incident has ended. Includes site cleanup or security, accounting and release of personnel and equipment, and assignment of any post-occurrence duties.
- I. Advise other agencies and surrounding jurisdictions of termination of the crisis response.
- J. Complete a detailed after-action report of police operations associated with the incident.

VI. PUBLIC WARNINGS AND EVACUATIONS

When necessary, the Police Department is responsible for public warnings and evacuation associated with critical incident(s). There are six (6) basic methods for conducting warnings and evacuations. The method(s) used should be based on the level of danger posed to the public.

- A. Door-to-door canvassing provides the best way to ensure that the majority of the target population has been notified. This method is very time consuming and manpower intensive and should be restricted to those areas in immediate danger. Officers conducting door-to-door notifications should maintain accurate records of who was contacted, whether or not they were evacuated, method of evacuation and the shelter they were assigned to.
- B. Warnings and orders to evacuate using the squads public address system allow for the quick notification of a target area but do not provide feedback on whether the notification was received. Officers using this method should broadcast from a stationary position.
- C. Notify local radio and television stations. Warnings, instructions and shelter locations can be updated as needed. Communications

personnel should be prepared to answer calls and provide information. When possible, a PIO should be assigned to perform this function.

D. [REDACTED]

E. **Shelter-in-Place:** Should the Incident Commander decide that it is either too risky to evacuate a population or the duration of the release will be short, the IC may make the decision to shelter-in-place. If such decision is made, any special instructions should be included in the notification. All-clear notifications should be made when the danger is no longer present.

F. **Shelter Procedures/Locations:** When possible, all preparations for evacuation and shelter should be made in cooperation with Emergency Management personnel. Prior to evacuation and shelter the Incident Commander needs to determine the location of available shelters, confirm they are prepared to accept people, and determine how the evacuees will be transported to the shelter sites. The American Red Cross has trained Shelter Managers who are responsible for opening, closing, and operating shelter sites during an emergency. The Milwaukee County Transit System has buses available to assist in transporting evacuees.

VII. EMERGENCY MANAGEMENT

The City Emergency Management Director has primary responsibility for disasters that take place in the City. The Emergency Management Director will coordinate the response of municipal departments and coordinate the response with county officials if county assistance is necessary. The Emergency Management Director will also ensure that volunteers, assisting

professionals and other individuals responding to the crisis situation are properly credentialed prior to being assigned to duties.

The Incident Commander shall notify the Emergency Management Director if it is determined that the situation creates extreme peril to life and property.

All requests for assistance from the Milwaukee County Emergency Operations, Red Cross, or requests for shelters should first be directed to the Emergency Management Director whenever possible.

VIII. INCIDENT COMMAND

- A. The supervisor will establish a Command Post and will institute the Incident Command System. The supervisor will act as the Incident Commander until relieved by a ranking authority.
- B. The Incident Commander shall exercise command and control over all resources committed to the incident and is responsible for the coordination of personnel and equipment. The Incident Commander is responsible for coordinating recovery efforts with Emergency Management personnel and preparing for demobilization.
- C. Training on the Department's All-Hazard plan shall take place on an annual basis. The training shall consist of, at a minimum, a review of this General Order. Certain personnel may also be required to attend additional ICS based training in the form of functional exercises and/or tabletop exercises.
- D.

IX. EFFECTIVE DATE

The effective date of this order is September 28, 2018.

William Jessup
Chief of Police

Attachments: Emergency Mobilization Plan
Incident Command System
Emergency Operations Checklist



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-27

INDEX AS: Emergency Mobilization Plan

REPLACES: G.O. 17-32

EFFECTIVE: 06-08-2017

WILEAG: 1.4.1, 1.4.2, 13.2.1, 13.2.2.1, 9.1.4

SUBJECT: Emergency Mobilization Plan

PURPOSE: The purpose of this General Order is to establish procedures for the mobilization of off-duty employees in the event of a disaster, civil disturbance, or other emergency requiring additional resources.

POLICY: It is the policy of the South Milwaukee Police Department to prepare a written plan of operation to mobilize manpower and related resources in the event of an emergency. The Chief of Police shall be responsible for planning for unusual occurrences. The supervisor working at the time of the emergency has the authority to activate a partial or complete mobilization of off-duty employees.

This order consists of the following numbered sections:

I. DISCUSSION

II. DEFINITIONS

III. PROCEDURES

IV. EFFECTIVE DATE

I. DISCUSSION

A. In the event of a disaster or other incident requiring a large number of personnel, it will be necessary to mobilize off-duty employees to augment on-duty personnel. The Communications Center personnel will contact Department

personnel by telephone and order them in for duty.

- B. Additional resources, which may be referred to in the event of a disaster include General Order ADM – 42: Emergency Operations, the City of South Milwaukee Emergency Operations Manual, and the SMART Manual.

II. DEFINITIONS

- A. Disaster: Any natural or man-made event, civil disturbance or hostile attack, or any other hazardous occurrence of unusual or severe effect, threatening or causing extensive damage to life and/or property and requiring extraordinary measures to protect lives, meet human needs and achieve recovery. A disaster shall constitute a State of Emergency for the purposes of this plan.
- B. Hazardous Material: Substance or material capable of posing an unreasonable risk to health, safety, and property.
- C. Hazardous Materials Incident: Involving one or more hazardous materials that may be leaking, spilled, burning or having a potential release thereof that may endanger life, property and/or the environment.

III. PROCEDURE

- A. Natural or Man-Made Disaster, Civil Disturbance, Emergency:

In the event of a natural or man-made disaster (hazardous material incident, air crash, natural disaster, etc.), civil disturbance, or emergency, the supervisor working at the time of incident should refer to General Order ADM – 42: Emergency Operations, the City of South Milwaukee Emergency Operations Manual and SMART Manual to supplement the procedures detailed in this policy. Copies of the reference manuals are kept in the Communications Center.

- B. Mobilization Options:

- 1. The supervisor working at the time of the emergency has the authority to activate a partial or complete mobilization. The mobilization options include:

- a. Utilization of all on-duty personnel.
 - b. Partial mobilization of patrol personnel, usually accomplished by holding over a shift ready to be relieved and/or the early activation of an on-coming shift.
 - c. Full scale mobilization requiring (ordering in) all off-duty personnel to report for duty.
2. If the supervisor decides that a partial mobilization would be sufficient, the specific unit(s)/officer(s) to be mobilized should be identified.

C. Notification of Employees:

1. The supervisor will notify the Commander of the Operations Division as soon as possible to inform them of the incident.
2. The supervisor will designate the radio frequency to be used by personnel involved in the mobilization. Those officers not having a common frequency should be assigned to positions not needing immediate communications or assigned with officers having access to that frequency [REDACTED]
3. When a supervisor makes the decision to mobilize additional manpower or resources, they need to provide basic information needs to communications personnel. Communications personnel will be responsible for passing on the following information to those people that they make telephone contact with:
 - a. Nature of the emergency
 - b. Location to report
 - c. Uniform to be worn and equipment to report with
4. Telecommunicators will be responsible for making telephone contact with the Chief of Police.

5. If telecommunicators are unable to make telephone contact with the Chief of Police, the next person within the chain of command should be contacted.
6. Telecommunicators will continue to attempt to make contact with officers not previously contacted until they have been contacted or the emergency is over.

D. Accountability:

Supervisors will be responsible for providing a list of officers that have mobilized to assist with the disaster. Supervisors shall use the Disaster Manpower Roster (Addendum A) to assign officers and necessary equipment.

E. Assembly Areas:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

F. Assignments:

1. The Chief of Police or next in the chain of command will report directly to the Command Post. They shall exercise command and control over all resources committed to the incident. They are responsible for the coordination of personnel and equipment for the incident.
2. Key Command Staff assignments:

- a. Chief of Police [REDACTED]
- b. Administration & Services Commander [REDACTED]
- c. Operations Commander [REDACTED]

3. If needed, members of the Investigations Section will provide station security, or will form a reserve pool for field assignments.

4. The Chief of Police or their designee (PIO) will establish media relations.

G. Support Units/Outside Assistance:

1. When practical, the Incident Commander/supervisor has the authority to request the assistance of specialized units including the South Shore Joint Tactical team, and/or mutual aid [REDACTED]

[REDACTED]

2. Any support from mutual aid/specialized units shall report to the assembly area and will be given their assignments/responsibilities for the incident. These units are responsible to the Incident Commander or their designee.
3. It is the responsibility of the Incident Commander to closely coordinate all disaster operations with all support units.

H. Miscellaneous:

1. The standard police uniform, protective vest and riot helmet will be worn for all emergency mobilizations, unless specified otherwise. Any special equipment required will be issued at the time of mobilization.
2. Special equipment issued to officers will be noted on the Disaster Manpower Roster. (Addendum A)

3. [REDACTED]

[REDACTED]

I. De-Mobilization:

The Chief of Police or Incident Commander will be

responsible for determining when to de-mobilize personnel.

J. Rehearsals:

1. The Commander of the Operations Division will conduct a partial mobilization drill on an annual basis. The Chief of Police will be notified of the results of this drill.
2. The mobilization drill will be unannounced and made at random hours to accurately measure the effectiveness of the system.
3. [REDACTED]

III. EFFECTIVE DATE

The effective date of this policy is September 28, 2018.

William Jessup
Chief of Police

Addendum A: Disaster Manpower Roster



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-14

INDEX AS: Relinquishing Custody of Newborns

REPLACES: G.O. 17-13

EFFECTIVE: 1-16-2017

WILEAG: 6.6.6

SUBJECT: Relinquishing Custody of Newborns

PURPOSE: The purpose of this General Order is to establish procedures for the implementation of the investigation and intervention with regard to incidents arising from the provisions of Wisconsin Act 2: Relinquishing Custody of Newborns.

This order consists of the following numbered sections:

I. HISTORY

II. DEFINITIONS

III. PROCEDURE

IV. EFFECTIVE DATE

I. HISTORY

Wisconsin State Statute 48.195 was created to protect the well-being of newborn children and to create a means to safely and anonymously surrender custody of a newborn child to a law enforcement officer, emergency medical technician, or hospital staff member.

II. DEFINITIONS

Newborn: A child who is reasonably believed to be less than 72 hours old.

III. PROCEDURES

- A. Under the law, a parent of a newborn child, or a person assisting the parent of a newborn, can relinquish custody of their child into the care of a law enforcement officer, emergency medical technician, or hospital staff member with anonymity and confidentiality unless there is reasonable cause to suspect that the child has been the victim of abuse or neglect. No person may induce or coerce a parent or a person assisting a parent who wishes to remain anonymous into revealing their identity. In addition, they may leave the presence of the law enforcement officer, emergency medical technician, or hospital staff member at any time and will be free from being followed or pursued after delivery of the child, **unless there is reasonable cause to suspect that the child is the victim of abuse or neglect as defined in Wisconsin State Statute 948 or that the person assisting the parent of a newborn is coercing the parent into relinquishing custody of the child.**
- B. In the event a newborn child is surrendered under the protection of this law, a law enforcement officer, emergency medical technician, or hospital staff member taking the child into custody shall take any action necessary to protect the health and safety of the child and shall, within 24 hours after taking the child into custody, deliver the child to the Division of Milwaukee Child Protective Services (DMCPS) as specified under Wisconsin State Statute 48.20.
- C. The officer who receives a child under the protection of this law shall:
 1. Attempt to obtain as much voluntary information as possible from the person(s) who surrenders the child.
 2. Attend to the immediate care/needs of the child.
 3. The officer shall make available to the parent or person assisting the parent the Maternal and Child Health toll-free number: 1-800-722-2295. The officer shall also advise the parent or person assisting the parent that the decision to accept this information is entirely voluntary and cannot be induced or coerced.

4. Request a South Milwaukee Fire Department ambulance come to the location of the child. SMFD will then transport the child to Children's Hospital, unless a compelling medical reason requires transport to a closer facility.
5. A detailed police report outlining the surrendering of the child will be completed by the end of the officer's shift, including the notification and follow-up conducted with the Division of Milwaukee Child Protective Services.
6. Wisconsin State Statute 48.195(1) also requires that, within five (5) days of taking the child into custody, the law enforcement officer, emergency medical technician or hospital staff member who takes a child into custody, shall file a birth certificate for the child under Wisconsin State Statute 69.14(3).

IV EFFECTIVE DATE

The effective date of this policy is March 8, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-10

INDEX AS: Racial Profiling

REPLACES: G.O. 17-12

EFFECTIVE: 1-16-17

WILEAG: 1.7.8

SUBJECT: Racial Profiling

PURPOSE: The purpose of this General Order is to define racial profiling and to clearly mandate a prohibition on racial profiling by members of the South Milwaukee Police Department. This General Order also defines supervisory responsibility in the investigation of alleged violations.

POLICY: The South Milwaukee Police Department does not condone nor will it tolerate race-based generalizations and acts, racial profiling, or racial epithets.

This General Order consists of the following numbered sections:

I. BACKGROUND

II. DEFINITIONS

III. GENERAL PROVISIONS

IV. PROCEDURES

V. EFFECTIVE DATE

I. BACKGROUND

A. Sworn officers have a broad range of discretion when performing their official duties. Decisions to make traffic contacts, to detain and investigate, and to take enforcement

action are among the most common. It is important that the SMPD is fair and impartial in law enforcement.

- B. The South Milwaukee Police Department adopts the values of compassion, integrity, and professionalism; and the goal of emphasizing service, courtesy, ethics, diversity, and cultural awareness.
- C. These values and this goal specifically contradict behavior and activities, which would negatively generalize about people on the basis of gender, race or ethnicity.

II DEFINITIONS

- A. Race-Based Generalizations: Broad, stereotypical conclusions about a person based on race, ethnicity or national origin.
- B. Racial Epithets: Derogatory phrases and terms, which are used to describe a person's race, ethnicity or national origin.
- C. Racial Profiling: Any police-initiated action which relies upon common traits associated with belonging to a certain group; such as race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, cultural group, or any other identifiable characteristics of an individual rather than the behavior of that individual; or information that leads the police to a particular individual who has been identified as being engaged in or having been engaged in criminal activity.

Two corollary principles follow from adopting this definition of racial profiling:

- 1. Sworn officers and police personnel may not use racial or ethnic stereotypes as factors in selecting whom to stop and whom to search.
- 2. Sworn officers and police personnel may use common traits as outlined above in selecting whom they stop when a person matches the specific description of an individual who is suspected of engaging in criminal behavior.

III. GENERAL PROVISIONS

All personnel shall avoid race-based generalizations and acts, and shall:

- A. Treat all persons contacted with dignity and respect.
- B. Take enforcement action based upon reasonable suspicion and probable cause.
- C. Refrain from using inappropriate phrases or terms.
- D. Report all infractions by co-workers to their supervisor.

IV. PROCEDURES

- A. Officers decisions to stop, detain, question, further investigate, search, warn or arrest an individual will be based upon reasonable suspicion or probable cause and will not be based upon racial profiling.
- B. Officers shall use reasonable suspicion or probable cause in the stopping of motor vehicles and in identifying the occupants of a motor vehicle. Motor vehicle stops will not be based upon racial profiling.
- C. Officers may use gender, race, ethnicity or national origin to determine whether a person matches a description of a particular suspect or when such individual factors are previously identified characteristics of a person whom officers are lawfully attempting to locate.
- D. Racial epithets shall not be used in conversation or written communications unless they are being reported or spoken by another person during the completion of an official report, or as testimony at an official hearing.
- E. Supervisors shall record any reports of infractions and investigate breaches of public confidence manifested by racial profiling, the uttering of racial epithets, or other forms of discrimination.

V. EFFECTIVE DATE:

The effective date of this order is February 12, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-23

INDEX AS: Victim/Witness Assistance

REPLACES: G.O. 17-14

EFFECTIVE: 01-16-2017

WILEAG: 14.1.1, 14.1.2

SUBJECT: Victim/Witness Assistance

PURPOSE: The purpose of this General Order is to emphasize the needs of victims and witnesses of crime incidents and the responsibilities of department members to provide support, information and guidance for these individuals.

POLICY: The South Milwaukee Police Department is committed to giving victims and witnesses the best service available and to cooperate with the Milwaukee County Victim/Witness Program. All members of the Department are to work with the victims and witnesses of crimes in accordance with Chapters 949 and 950, Wisconsin State Statutes, and to help facilitate their participation in the Milwaukee County Victim/Witness Program as well as the Statewide VINE (Victim Information and Notification Everyday) Program.

This order consists of the following numbered sections:

I. DEFINITIONS

II. GENERAL GUIDELINES

III. PROCEDURES

IV. EFFECTIVE DATE

I. DEFINITIONS

- A. Chapter 949 of the Wisconsin State Statutes – The Victim Compensation Act: provides funds for reimbursement of certain expenses to innocent victims of crime who cooperate with the police investigation.
- B. Chapter 950 of the Wisconsin State Statutes - Bill of Rights for Victims of Crime: This chapter mandates that crime victims be advised of certain rights and services available to them.
- C. The Milwaukee County Victim/Witness Assistance Program: A program established by the District Attorney's Office to assist and support victims/witnesses of crime.
- D. Wisconsin Statewide VINE Service: A service which provides release and custody status information about offenders in county jails.

II GENERAL GUIDELINES

- A. All members of the Department have responsibilities for and shall support crime victim assistance programs and procedures. Victims shall be considered clients of the criminal justice system who are to be treated with respect and fairness. Proper treatment of victims will result in better investigations leading to more convictions, while building public trust.
- B. Officers are required to render assistance to victims, unless they refuse it. An officer, who has a duty to act to assist a victim, may be liable for negligence for improperly performing or failing to perform a duty.
- C. Members of the Department shall be knowledgeable of services available to victims and will provide assistance and information upon request, when required, and/or when deemed appropriate.
- D. Members of the Department should promptly attempt to contact and alert a victim/witness when the Department receives information that may put that person in danger.

III PROCEDURES

A. Officers should be familiar with the Wisconsin Crime Victim's Bill of Rights, Wisconsin State Statute 950.04. At a minimum, victims of crime have the right to:

1. Know the outcome of their case
2. Be notified if a court proceeding is canceled or changed
3. Receive protection from harm
4. Be informed about financial assistance and other social services available
5. A witness fee
6. A secure waiting area during court proceedings
7. Prompt return of their property from the police department
8. Employer intercession
9. Speedy disposition of their case
10. The right to make a Victim Impact Statement (in felony cases)

B. Initial Contact and Investigation

1. Telecommunicator:

- a. Telecommunicators are often the first person that crime victims/witnesses come into contact with; thus it is essential that all the pertinent information relative to the crime be gathered so the appropriate police/medical response can be made.

- b. Victims should be reassured that help is on the way. For victims of violent crimes or child victims, an attempt should be made to keep the victim (if caller) on the line until help arrives.
2. Initial Investigating Officer: Officers should be aware that their contacts with victims/witnesses during an initial investigation may be the first time a citizen has been involved with the criminal justice system.
Officers shall:
 - a. Assess each victim's immediate needs and take appropriate action. This may include assistance in securing support services, crisis intervention, or obtaining medical treatment.
 - b. When applicable, advise victims at the time of taking the initial report, or as soon as appropriate, of the existence of Chapter 950 - Victim Rights and Chapter 949 - Crime Victim Compensation, and the Milwaukee County Victim/Witness Assistance Program.
 - c. Officers will provide the victim/witness with their business card or victim information pamphlet, including the case number and their work hours for future use by the victim/witness.
 - d. Officers will provide the victim with their copy of the completed Crime Victim Compensation form (for all State cases). The original form shall be filed with the case report. A copy shall also be forwarded to the DA's office with the case file. This shall be documented in the officer's incident report narrative.
 - e. Before leaving the scene it is important that officers take the steps necessary to meet victims/witnesses needs for support and information. The victim information pamphlet and Wisconsin Statewide VINE Program Pamphlet are great resources to provide the following information:

- (1). Provide information on victim/witness service agencies available in the community (counseling, medical attention, compensation programs or financial assistance, and victim/witness advocacy).
- (2). What the victim/witness can do if the suspect or the suspect's companions or others threaten or intimidate them.
- (3). What the Milwaukee County Victim/Witness number is and generally outline how the case will be processed.
- (4). A telephone number for the victim/witness to report additional information about the case or to receive information on the status of the case.
- (5). Information on how to register for the Wisconsin Statewide VINE program so victims can receive automatic notifications when the offender is released or there is a change in the offenders custody status.

C. Follow - up: Lack of information about case status is one of the greatest sources of dissatisfaction among victims of crime and victims' survivors. When applicable officers may provide victims with the Wisconsin Circuit Court Automation Program (CCAP) Web Site.

IV EFFECTIVE DATE

The effective date of this order is April 8, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-29

INDEX AS: Eyewitness Identification

REPLACES: 17-29

EFFECTIVE: 06-07-2017

WILEAG: 6.3.7

SUBJECT: Eyewitness Identification

PURPOSE: The purpose of this General Order is to establish guidelines for the use of eyewitness identification procedures involving photo collection displays and show-ups. Further, to reduce the risk of the wrongful conviction of innocent persons while increasing the probability of convicting the guilty.

POLICY: Eyewitness identification has always been a powerful tool for investigating and prosecuting criminal cases. Eyewitness evidence can be the most important and convincing evidence in a case. Research and nationwide experience suggest that eyewitness evidence can be fragile, and that eyewitnesses can be mistaken. Eyewitnesses can make identification errors and those errors may be difficult to detect because the witnesses are sincere and have no motive to lie. When wrong, they usually are not being deceitful, but are simply mistaken. To reduce the risk of wrongful conviction and aid in the detection and apprehension of the guilty, officers should adhere to procedures that maximize the reliability of identifications. The procedures to be followed when using an eyewitness to identify a suspect by viewing the suspect in person or by viewing a representation of the suspect are required by §175.50(2), Wis. Stats.

This order consists of the following numbered sections:

- I. DEFINITIONS
- II. PROCEDURES

III. EFFECTIVE DATE

I. DEFINITIONS

- A. Photo Array/Collection Display: The sequential showing of multiple photographs to an eyewitness for the purpose of obtaining an identification.
- B. Show-up: The presentation of one suspect to an eyewitness within a short time following the commission of a crime.
- C. Live Lineup: The presentation of a number of individuals, including a suspect, sequentially before an eye witness.

II. PROCEDURES

A. Photo Array/Collection Display

1. The officer who is creating the photo collection display should select non-suspect fillers that fit the witness's description and that minimize any suggestiveness that might point toward a suspect.
2. An officer who is not involved in the case should present the display to the witness whenever possible using the independent administrator format. When an independent administrator is not available, the folder system procedure shall be used.
3. The person administering the array shall read directly from the Wisconsin Department of Justice instruction form. The witness shall be asked to sign the form (Appendix A, B, E).
4. The witness should be specifically instructed that the real perpetrator may or may not be present and that the officer does not know which person is the suspect.
5. The photos should be presented one at a time.
6. The officer should assess the witness's confidence immediately following an identification, and carefully document the response prior to providing any feedback.

7. A yearbook or other photographic registry may be used, but the officer should attempt to follow the above listed guidelines, and the witness should not be allowed to view any names that might accompany the photos.
8. The appropriate form from Wisconsin DOJ shall be used based on which procedure is being used. Appendix A should be used for all photo collection displays.

B. Show-up: Some courts have suppressed identification evidence based on the use of show-ups due to the inherent suggestiveness of the practice. Therefore, the use of show-ups should be secondary to the use of photo collection displays when possible. When exigent circumstance requires the use of a show-up, the following guidelines should be considered:

1. The witness's description should be documented prior to the show-up.
2. The witness should be transported to the location of the suspect, when practical, and a show-up should not be conducted at a law enforcement building.
3. The witness should be instructed that the real perpetrator may or may not be present.
4. A show-up should be conducted with one witness at a time, and the witnesses should not be allowed to communicate.
5. The same suspect should not be presented to the same witness more than once.
6. Show-up suspects should not be required to put on clothing worn by the perpetrator. They may be asked to speak words uttered by the perpetrator or to perform other actions of the perpetrator.
7. The officer should not say or do anything that might suggest to the witness that the individual is the perpetrator.
8. The officer should assess the witness's confidence

immediately following the identification, and carefully document any response prior to providing any feedback.

9. The attached **Show-up Instructions**, The witness shall be asked to sign the form (Appendix C).
- C. Live Line ups: Live lineups are to be conducted with the assistance of the Milwaukee County Sheriff's Office at the Criminal Justice Facility following the Milwaukee County Sheriff's Department Live Lineup procedures (Appendix F).

III. EFFECTIVE DATE

The effective date of this order is September 28, 2018

William Jessup
Chief of Police

APPENDIX A – Photo Array Instructions/Independent Administrator

APPENDIX B – Photo Array Instructions/Folder System

APPENDIX C – Live Lineup Instructions

APPENDIX D – Show-up Instructions

APPENDIX E – Photo Collection Display Instructions

APPENDIX F – MCSO Live Lineup Procedures



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-11

INDEX AS: Locker Room Privacy

REPLACES: G.O. 17-15

EFFECTIVE: 01-16-2017

WILEAG: 1.2.5

SUBJECT: Locker Room Privacy

PURPOSE: The purpose of this General Order is to communicate Wisconsin law relating to an individual's right to privacy within an area operated as a locker room facility. This General Order will comply with 2007 Wisconsin Act 118 which created WI. Statute 175.22 requiring written policy on privacy in locker rooms.

This order consists of the following numbered sections:

- I. DEFINITIONS
- II. LOCKER ROOM PRIVACY
- III. EFFECTIVE DATE

I. DEFINITIONS

- A. Recording device: is defined as a camera, a video recorder, a cellular phone or any other device that may be used to record or transfer images.
- B. Private place: a place, including a locker room, where a person may reasonably expect to be safe from being observed without his/her knowledge and consent.

- C. Surveillance device: any device, instrument, apparatus, implement, mechanism or contrivance used, designed to be used or primarily intended to be used to observe the activities of a person. Surveillance device includes a peephole.
- D. Representation: a photograph, exposed film, motion picture, videotape, other visual representation, or data that represents a visual image.
- E. Captures a Representation: taking a photograph, makes a motion picture, videotape, or other visual representation, or records or stores in any medium data that represents a visual image.
- F. Nude or Partially Nude Person: any human being who has less than fully and opaquely covered genitals, pubic area or buttocks, any female human being who has less than a fully opaque covering over any portion of a breast below the top of the nipple, or any male human being with covered genitals in a discernibly turgid state.

II. LOCKER ROOM PRIVACY

- A. All persons who utilize the locker room(s) may reasonably expect a high level of privacy, which includes being safe from being observed or having their image captured by a recording or surveillance device without his/her knowledge and consent. The following are expressly prohibited in the locker room:
 1. Use of a recording or surveillance device, which includes a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in the locker room.
 2. Capturing a representation of a person depicting that person nude or partially nude without that person's knowledge and consent.
 3. Capture, record, transfer, display, reproduce or distribute, a representation of a nude or partially nude person depicted without that person's knowledge and consent.

B. The following is not prohibited in the locker room:

1. If the person depicted nude in a representation or reproduction is a child and the capture, possession, exhibition, or distribution of the representation, or making, possession, exhibition, or distribution of the reproduction, does not violate WI. State Statute 948.05 or 948.12, a parent, guardian or legal custodian of the child may distribute or exhibit a representation captured or possessed or distributed or exhibit a reproduction made or possessed if the distribution or exhibition **is not for commercial purposes.**
2. This section does not prohibit a person who received an image of a child from receiving a representation or reproduction depicting a child from a parent, guardian, or legal custodian from possessing, exhibiting, or distributing that depiction, if that depiction or distribution is not for commercial purposes.

C. To protect the privacy of users there will be no interviews of persons in the locker room by news media or other persons not associated with the department.

D. Recording devices that may be used in locker rooms:

1. The following recording devices may be used in the locker room by police department personnel only in an official investigation:
 - a. Tape Recorder
 - b. Camera
 - c. Video Recorder

E. Penalties:

1. Class A Misdemeanor: Whoever intentionally does any of the following is guilty of a Class A misdemeanor, unless the person captured in the representation is reasonably believed by the actor to

be 18 years of age or over when the person gave his/her consent, or unless, the person's parent, guardian or legal custodian consents to the exhibition, distribution, transmission or broadcast of the captured representation.

- a. Captures a representation of a nude or partially nude person while the actor is present in, and the person is nude or partially nude in, the locker room and exhibits or distributes the representation to another.
- b. Transmits or broadcasts an image of a nude or partially nude person from a locker room while the person is nude or partially nude in the locker room.

2. Class B Misdemeanor: Whoever, while present in the locker room, intentionally captures a representation of a nude or partially nude person while the person is nude or partially nude in the locker room is guilty of a Class B misdemeanor, unless the person consents to the capture of the representation, the person is, or the actor reasonably believes that the person is, 18 years of age or over, when the person gives his/her consent or if the person's parent, guardian or legal custodian consents to the capture of the representation.

F. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy should immediately report the use to their supervisor.

III. EFFECTIVE DATE

The effective date of this order is February 12, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-17

INDEX AS: Sick Leave
Reporting to work

REPLACES: G.O. 16-32
EFFECTIVE: 06-24-2016

WILEAG:

SUBJECT: Sick Leave

PURPOSE: The purpose of this General Order is to establish a process of administering sick leave which protects the contractual rights of Department members, while ensuring sick leave is not abused to the detriment of the Department and individual members.

All legitimate sick leave will be granted under current contract provisions. It is the policy of the South Milwaukee Police Department that abuse of sick leave is not acceptable. Absences due to sick calls place staffing and overtime burdens on Department operations.

POLICY: It is the policy of the South Milwaukee Police Department that the only authorized use of sick leave is for an illness or injury, which renders a member incapable of reporting to work to perform their assigned duties. It is expected that members shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive the Department as to the condition of their health. Members using sick time for a FMLA qualifying leave must submit proper documentation for and notice of the leave.

It is the intent of this policy to ensure the proper use and management of sick leave. In addition to the harm sick leave abuse creates for Department operations, sick leave abuse is also detrimental to the individual employee who depletes their sick time balance and does not have sufficient sick leave if/when they suffer a long term illness or off duty injury. Proper use of sick leave benefits everyone.

This Order consists of the following numbered sections:

- I. REPORTING of SICK LEAVE
- II. CONDITIONS of LEAVE
- III. INJURY LEAVE
- IV. FMLA LEAVE
- V. ABSENCE WITHOUT LEAVE
- VI. LATE FOR WORK
- VII. EFFECITVE DATE

I. REPORTING of SICK LEAVE

- A. Whenever a member of the Department is injured or sick, rendering them unable to perform the duties to which assigned, they shall notify the Department of this fact as soon as possible but no later than one (1) hour prior to the start of the employees work shift. This notification must be made directly to a supervisor (in the absence of a supervisor, an OIC). Voicemail, email and telling a coworker are not viable options. It is expected, unless special circumstances exist and are communicated to the supervisor, that sick leave will take place at the residence of the employee (see Section II). The supervisor taking the sick call will write the time the employee called in sick on the attendance sheet. The supervisor will also note if there is some **special circumstances** where the person will not be using their sick leave at their residence.
- B. Employees will be required to submit a doctor's certificate describing the nature and seriousness of the sickness for each instance of sick leave exceeding three (3) or more consecutive work days.
- C. Employees shall submit a doctor's certificate prior to returning to duty for any illness or injury requiring seven (7) or more consecutive scheduled work days off. Permission must be obtained from a physician for members to leave their residence after seven (7) calendar days to further recuperate while on sick leave.
- D. Members may be required to furnish a doctor's certificate for each absence, regardless of duration, if the Department is informed or

believes that the member is misusing sick leave or could qualify for intermittent sick leave under FMLA.

II. CONDITIONS of LEAVE

- A. During the first seven (7) day period of sick leave members have permission to be absent from their residence for reasonable times for these specific purposes:
 1. To keep scheduled appointments with physicians, dentists, physical therapists, and/or hospitals or clinics.
 2. To purchase food, household necessities, and medication for the member's present injury or illness or for the health and/or care of minor children.
 3. To attend religious services.
 4. To vote in Municipal, County, State or Federal offices or in regularly scheduled union elections.
 5. To answer court subpoenas in cases arising out of an officer's employment.
 - Members may leave their residence for the above purposes. In all such cases, the member shall **first report the circumstances of leaving their residence to the supervisor** (or in absence of a supervisor an OIC) on the current shift. In cases of an **emergency** that report shall be made as soon as practicable. The supervisor will indicate on the attendance record the time that the member called to advise that they were leaving their residence for one of the approved reasons. The supervisor will also indicate the time the member will to return to their residence.
- B. After (seven) 7 calendar days, members may leave their residence or approved place of confinement for any purpose after first obtaining medical substantiation from a doctor indicating leaving will not hinder or delay recuperation.
- C. Members found to have left their residence or place of confinement for an unapproved reason and without prior notice will face significant discipline. Compliance with this policy may be verified by management through telephone contact or in person by a Department Supervisor.

III. INJURY LEAVE

- A. Members absent from duty due to an on or off duty incurred injury will be permitted to leave their residence or place of confinement as long as they have first obtained a written statement from a physician stating that such travel will not hinder or delay their recuperation and the member has first presented the medical statement to his/her commanding officer.
- B. Whenever members who are authorized to leave their residence when on Injury Leave depart the confines of their residence for a period of three or more consecutive work shifts, they shall provide their commanding officer written advanced notice of this departure indicating on the notice:
 1. The time period that the member will be out of the area.
 2. The location(s) where the member can be reached, including address and telephone number.
- C. Members shall be required to notify their commanding officer of changes in locations indicated in the advance notice.
- D. During any fifteen (15) day period, the member shall not be permitted to be outside the confines of their residence for more than fourteen (14) consecutive calendar days unless otherwise authorized by the Chief of Police.

II. FMLA LEAVE

Members who require the use of sick time for a foreseeable FMLA qualifying leave must request that leave with a thirty (30) day notice. In the case of an emergency need for FMLA (due to an unforeseen occurrence/illness of the employee or a qualifying family member) the FMLA leave shall be requested as soon as practicable. Medical certification substantiating the need for the FMLA must be provided within fifteen (15) days of the request for the leave (absent any extenuating circumstances). Failure to provide that certification may be grounds for denial of the leave.

III. ABSENCE WITHOUT LEAVE

Absence from duty without leave shall not be compensated and disciplinary action will be taken. An unexplained absence without leave for three (3) days shall be considered grounds for discharge.

IV. LATE for WORK

- A. Any employee who is late reporting to work for their assigned shift, Overtime Shift, Judicial Subpoenas, Court Notices and/or assigned Training is required to do the following:
 - 1. Submit a “Matter Of” to their Shift Supervisor (in absence of a supervisor the matter of should be submitted to the on duty OIC). The “Matter Of” shall be completed on *the day of the occurrence, prior to the end of the shift*.
 - 2. This “Matter Of” shall also be “CC” to the Operations Captain.
 - 3. The “Matter Of” of may be typed in Memo or Email form and must include: the specific reason/cause for being late for work and how the officer intends to account for the time the officer missed (submitting a slip for comp, sick, etc.).
- B. While isolated incidents of being late to work may not be disciplinary in nature, failure to promptly and accurately complete these “Matter Of” reports will be cause for discipline. Repeated incidents of being late for work will be addressed through discipline.

V. EFFECITVE DATE

The effective date of this order is December 16, 2019.

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-34

INDEX AS: Line of Duty Death

REPLACES: G.O. 16-16

EFFECTIVE: 03-01-2016

WILEAG:

SUBJECT: Line of Duty Death

PURPOSE: The purpose of this General Order is to establish procedures to ensure support and emotional care for an officer's family following a line-of-duty death.

POLICY: It is the policy of the South Milwaukee Police Department to provide liaison assistance to the immediate survivors of an officer who dies in the line-of-duty. This assistance is provided whether the death was feloniously or accidental while the officer was an active member of the Department. The Chief of Police may institute certain parts of this Order for cases of an officer's natural death. The Department will also provide clarification of survivor benefits as well as emotional support during this traumatic period of readjustment for the surviving family. Funeral arrangements of the deceased officer are to be decided by the family, with their wishes taking precedence over the Department's.

This order consists of the following numbered sections:

- I. DISCUSSION
- II. PROCEDURES AND RESPONSIBILITIES
- III. EFFECTIVE DATE

I. DISCUSSION

Coordination of events following the line-of-duty death of an officer is an extremely important and complex responsibility.

Professionalism and compassion must be exhibited at all times as an obligation to the officer's survivors and to the law enforcement community. In order to provide the best possible services and support for the officer's family, specific tasks may be assigned to selected members of the Department. Their titles are:

- Notification Officer
- Hospital Liaison
- Family Liaison Officer
- Department Liaison Officer
- Benefits Coordinator
- Department Chaplain

An explanation of each of these responsibilities is contained in this Order. A member may be called upon to perform more than one role.

Officers are encouraged to maintain an up-to-date "Confidential Line-of-Duty Death Information" Form. The completed form is maintained in the Communications Center. This form shall be reviewed annually at evaluation time to ensure the information is up to date. The information will be of extreme comfort to officers' families and the Department in fulfilling the deceased officer's wishes.

II. PROCEDURES AND RESPONSIBILITIES

A. Notification

1. Proper notification of the Command Staff will occur in any serious officer injury or line-of-duty death.
2. The name of the deceased or seriously injured officer will not be released by the Department before the immediate family is notified.
3. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence at the time of notification.
4. Notification will be made in person and never alone. The Chief of Police or his/her designee, Department

Chaplain or another officer (a friend of the family, if possible) could accompany the Notification Officer (from the Confidential Line-of-Duty Death Form). However, if the aforementioned individuals are not readily accessible, notification should not be delayed until these people can assemble. If there is an opportunity to get to the hospital prior to the demise of the officer, do not wait for the delegation to gather. The family should learn of the death from the Department first and not from the press or other sources.

5. Never make a death notification on the doorstep. Ask to be admitted to the residence. Inform family members slowly and clearly of the available information. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. If the officer has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away."
6. If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family does not drive themselves to the hospital. If the family insists on driving, a member should accompany them in the family car.
7. If young children are at the residence, the Notification Officer must arrange for child care needs. This may involve coworkers' spouses; transportation of children to a relative's home; or similar arrangements.
8. Prior to departing for the hospital the Notification Officer should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is en-route.
9. In addition to spousal notification, the parents of the deceased or severely injured officer should also be afforded the courtesy of a personal notification whenever possible.
10. If immediate survivors live beyond the South Milwaukee area, the Notification Officer will ensure

the Communications Center sends a teletype message to the appropriate jurisdiction, requesting a personal notification. The Notification Officer may choose to call the other jurisdiction by telephone in addition to the teletype message.

11. The Chief or Command Staff member should respond to the residence or hospital to meet with the family as quickly as possible.
12. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Whenever possible, communications regarding notifications should be restricted to the telephone. If the media has obtained the officer's name they will be advised to withhold the information, pending notification of next of kin.

B. Assistance for Affected Officers

1. Officers who were on the scene or who arrived moments after an officer was critically injured or killed should be relieved as quickly as possible.
2. Police witnesses and other officers who may be emotionally affected by the serious injury or death of another officer will attend a Critical Incident Stress Debriefing held by a trained mental health professional.
3. The City of South Milwaukee Employee Assistance Program is available for members.

C. Assisting the Family at the Hospital

The first official, other than the Chief or his/her representative, to arrive at the hospital becomes the Hospital Liaison. The Hospital Liaison is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the press and others. These responsibilities include:

1. Arranging with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Officer, and others as requested by the immediate family members.

2. Arranging a separate area for fellow police officers to assemble.
3. Establishing a press staging area.
4. Ensuring that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
5. Notifying the appropriate hospital personnel that all medical bills relating to the injured or deceased officer are directed to the South Milwaukee Police Department. This may require the Hospital Liaison re-contact the hospital during normal business hours to ensure that proper billing takes place.
6. Ensuring that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
7. Arranging transportation for the immediate family back to their residence.
 - a. If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
 - b. The Notification Officer and/or Department Chaplain should remain at the hospital while the family is present.
 - c. Do not be overly protective of the family. This includes sharing specific information as to how the officer met his/her demise, as well as allowing the family time with the deceased.

D. Support of the Family During the Wake and Funeral

1. The Chief of Police, or a designee, will meet with the officer's family at their residence to determine their wishes regarding Department participation in the preparation of the funeral or services. All possible assistance will be rendered.
2. With the approval of the family the Chief will assign a Family Liaison Officer. The Chief will also designate a Department Liaison Officer and a Benefits Coordinator.

E. Family Liaison Officer

1. The selection of a Family Liaison Officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his/her family. The Confidential Line-of-Duty Death Information Form will be reviewed for the individual identified by the officer for this assignment.
2. This is not a decision-making position, but a "facilitator" between the family and the Department.
3. Responsibilities of the Family Liaison include:
 - a. Ensure the needs of the family come before the wishes of the Department.
 - b. Assist the family with funeral arrangements and make them aware of what the Department can offer, if they decide to have a police funeral. If they choose the latter, briefing the family on funeral procedure (i.e. presenting the flag, playing of taps, firing party).
 - c. Apprise the family of information concerning the death and the continuing investigation.
 - d. Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members; arranging for food for the family, meeting child care and transportation needs; etc.
 - e. Be constantly available for the family.

- f. Notify National Concerns of Police Survivors (C.O.P.S.) [REDACTED] or WI Concerns of Police Survivors [REDACTED]. Members are available to provide emotional support to surviving families.
- h. Assist the family with arrangements, and accompany them if requested to the State and National Memorial Ceremonies.

F. DEPARTMENT LIAISON OFFICER

This position is normally assigned to a Command Staff member because of the need to effectively coordinate resources throughout the Department. Responsibilities of the Department Liaison Officer include:

1. Work closely with the Family Liaison Officer to ensure the needs of the family are fulfilled.
2. Handle the news media. If the family decides to accept an interview, an officer should attend to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings.
3. Meet with the following persons to coordinate funeral activities and establish an itinerary:

Chief of Police
Funeral Director
Family Priest, Minister or Department Chaplain
Cemetery Director
Police Honor Guard

4. Direct the funeral activities of the Department and visiting police departments according to the wishes of the family.
5. Issue a teletype message to include the following:
 - Name of deceased
 - Date and time of death
 - Circumstances surrounding the death
 - Funeral arrangements (state if service will be private or a police funeral)
 - Expressions of sympathy in lieu of flowers
 - Contact person and phone number for

visiting departments to call to indicate their desire to attend or to obtain further information

6. Establish a Command Center, if necessary, to coordinate information and response to the tragedy.
7. If the family wishes a flag presentation by the Chief obtain an American flag.
8. If the family desires a burial in uniform select an officer to obtain a uniform and all accouterments (except weapons) and deliver them to the funeral home.
9. Assign officers for usher duty at the church. (Consult the Confidential Line-of-Duty Death Information Form for ushers.)
10. Arrange for the delivery of the officer's personal belongings to the family.
11. Brief the Chief and staff concerning all funeral arrangements.
12. Ensure the immediate family, including surviving parents are afforded recognition and proper placement is arranged for them during the funeral and procession.
13. Arrange for a stand-by doctor/EAP member for the family, if necessary.
14. Coordinate traffic management, with other jurisdictions during the viewing, funeral and procession; and arrange for a tow truck to be available along the procession route.
15. Assign an officer to remain at the family home during the viewing and funeral.
16. Assist in making the necessary accommodations for food, lodging, etc.
17. Acknowledge visiting and assisting departments.

18. Arrange for routine residence checks of the survivor's home by officers for 6-8 weeks following the funeral. This service is necessary since large amounts of money are passing through the residence; and the survivors will be spending time away from the home dealing with legal matters.

G. BENEFITS COORDINATOR

1. The Benefits Coordinator will gather information on benefits/funeral payments available to the family. The Benefits Coordinator has the Department's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.
2. The Benefits Coordinator is responsible for:
 - a. Filing Worker's Compensation claims and related paperwork.
 - b. Contacting the appropriate offices without delay to ensure that the beneficiary receives death and retirement benefits; the member's remaining paycheck; and payment for remaining annual and compensatory time.
 - c. Gathering information on all benefit/funeral payments that are available to the family.
 - d. Assist in setting up any special trust funds or educational funds.
 - e. Notify police organizations, such as the State of Wisconsin Law Enforcement Death Response Team, of the death and ensure that any and all entitlements are paid to the beneficiary. This team may also offer legal and financial counseling to the family at no cost.
[REDACTED]
 - f. Prepare a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries contacts at various benefits offices, and when they can expect to receive payment.

g. Meet with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.

- 1) If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the child(ren) may be receiving.
- 2) Attention should be given to the revocation of health care benefits. Many providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.

h. Meeting again with the family in approximately six months to ensure they are receiving benefits.

H. DEPARTMENT CHAPLAIN

1. The Chief of Police or his/her designee will assign the Department Chaplain for assistance, as needed to include but not be limited to: assisting the family at the hospital, in the residence, at the funeral and with any necessary services after the funeral (G.O. ADM-27: Police Chaplain).
2. The Department Chaplain shall work closely with the Family Liaison Officer, Department Liaison Officer and the Benefits Coordinator.
3. If the funeral service is to be conducted by a member of the Clergy who is not the Department Chaplain, the Department Chaplain will meet with the officiating Clergy to explain the protocol of a police funeral service.
4. The Department Chaplain will meet with the Funeral Director to explain the protocol of a police funeral service.

I. Continued Support for the Family

1. Members of the Department must remain sensitive to the needs of the survivors long after the officer's death. Members of the Department are encouraged to keep in touch with the family.

2. The Chief of Police should observe the officer's death date.
3. The Family Liaison acts as a long-term liaison with the surviving family to ensure that close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel the need for support.
 - a.) If no court proceedings surround the circumstances of the officer's death, the Family Liaison will relay all details of the incident to the family at the earliest opportunity.
 - b.) If criminal violations surround the death, the Family Liaison will:
 - (1) Inform the family of all new developments prior to press release(s).
 - (2) Keep the family apprised of legal proceedings.
 - (3) Introduce the family to the court victims' assistance specialists.
 - (4) Encourage the family to attend the trial; and accompany them whenever possible.
 - (5) Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

III. Effective Date:

The effective date of this order is August 12, 2019.

William Jessup
Chief of Police

Attachment:
Confidential Line-of-Duty Death Form



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-17

INDEX AS: Medicine Collection Program

REPLACES: G.O. 15-15

EFFECTIVE: 09-30-2015

WILEAG: N/A

SUBJECT: Medicine Collection Program

PURPOSE: The purpose of this General Order is to establish a procedure for the proper collection and destruction of medicines collected by the South Milwaukee Police Department.

POLICY: The South Milwaukee Police Department recognizes that the abuse of pharmaceuticals is a serious health and social problem. The South Milwaukee Police Department also recognizes that improper disposal of medications is a threat to our environment.

DISCUSSION:

The South Milwaukee Police Department must frequently deal with the result of drug abuse. The department recognizes that the diversion of pharmaceuticals is a significant problem. The Medicine Collection Program is one component in our strategy to fight the war on illegal drugs. The Department is committed to reducing both the supply and demand side of the problem.

This order consists of the following numbered sections:

I. PROCEDURES

II. EVIDENCE CUSTODIAN RESPONSIBILITIES

III. DISPOSAL

IV. EFFECTIVE DATE

I. PROCEDURES

- A. Expired, unwanted medications can be turned into the South Milwaukee Police Department at the Police Department 24 hours a day and 7 days a week.
- B. Medications will be deposited by the person directly into the collection box located in the police lobby

II. EVIDENCE CUSTODIAN RESPONSIBILITIES

The Evidence Room Custodian will check the collection box on a weekly basis (or more often if needed) and will remove the medications from the collection box and into secure evidence storage.

III. DISPOSAL

- A. The Evidence Room Custodian will make arrangements to turn the non-controlled substances over to the DEA at their Medicine Collection Day.
- B. The South Milwaukee Police Department will work collaboratively with DEA and other law enforcement to assure that the controlled medications that are collected are conveyed to an appropriate facility to be destroyed.

IV. EFFECTIVE DATE

The effective date of this order is August 25, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-18

INDEX AS: Use of Tobacco/Tobacco-like Products

REPLACES: 15-08
EFFECTIVE: 06-29-2015

WILEAG: N/A

SUBJECT: Use of Tobacco/Tobacco-like Products

PURPOSE: The purpose of this General Order is to provide definitions and guidelines for the enforcement of the provisions of Wisconsin State Statute 101.123 entitled "Clean Indoor Air" and to designate tobacco/tobacco-like product prohibitions within the Department as well as Department owned/operated vehicles.

This order consists of the following numbered sections:

I. DEFINITIONS

II. CLEAN INDOOR ACT PROVISION

III. USE OF TOBACCO/TOBACCO-LIKE PRODUCTS
PROHIBITIONS DEFINED

IV. EXCEPTION TO THE POLICY

V. EFFECTIVE DATE

I. DEFINITIONS

Tobacco/Tobacco-like Products: includes cigarettes, e-cigarettes, cigars, pipes, chew, or snuff.

II. CLEAN INDOOR ACT PROVISION

Wisconsin State Statute 101.123(2) provides, in part, that “no person may smoke in any enclosed, indoor area of any state, county, city, village, or town building”.

III. USE OF TOBACCO/TOBACCO-LIKE PRODUCTS PROHIBITIONS DEFINED

A. The use of any tobacco/tobacco-like product is prohibited in all indoor areas of the Police Department. This includes private offices, hallways, the garage, the lobby, as well as all other areas of the building. This prohibition applies to all employees, volunteers, detainees, and visitors of the Department. This prohibition will also include the Department firearms range.

1. Employee smoking will only be permitted outside of the north garage man door.
2. Employees must stand outside the designated exterior door with the exterior door remaining closed for the entire duration of the break. Employees shall not hold or prop open the exterior door while smoking.
3. Employees who use the smoking area are required to use the provided receptacle for the disposal of their tobacco waste. This receptacle will be properly emptied by the employees who use it. This will be done weekly.

B. The use of any tobacco/tobacco-like product is prohibited in all vehicles owned/operated by the Department. This will include the use of tobacco/tobacco-like products by any employee, detainee or any other person inside a Department vehicle (South Milwaukee Municipal Code Section 23.05).

IV. EXCEPTION TO THE POLICY

- A. Subjects who are being lawfully detained or are under arrest and are being interviewed by a member of the Department can, with the approval of the supervisor, be allowed to use tobacco/tobacco-like products.
- B. This use will occur only in the booking room.

- C. The detainee or arrested subject is the **only** person who will be allowed to use tobacco/tobacco-like products. Officers accompanying the detainee shall not use tobacco/tobacco-like products.
- D. The officer is responsible for cleaning up after the subject.

V. EFFECTIVE DATE

The effective date of this order is August 25, 2018

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-39

INDEX AS: Officer Involved Domestic Violence

REPLACES: 17-34

EFFECTIVE: 01-08-17

WILEAG: 6.3.10

SUBJECT: Officer Involved Domestic Violence

PURPOSE: The purpose of this General Order is to establish procedures for handling acts of domestic violence involving law enforcement officers and for implementing prevention strategies. This policy will provide all Department members guidance in reporting and responding to, and investigating domestic violence incidents involving Department members and employees of other law enforcement agencies, thereby discouraging and reducing acts of domestic violence by employees of law enforcement agencies.

This policy does not intend to imply that in all cases of domestic violence involving Department members that the Department member is the offender. In those cases where the officer is determined to be the offender then this policy is to be followed. In those cases where the officer is determined to be the victim, standard domestic violence response and investigation procedures should be followed.

SCOPE: This General Order applies to all Department employees, whether Sworn or Civilian.

POLICY: The South Milwaukee Police Department will not tolerate acts of domestic violence by its employees. This policy seeks to educate and prevent domestic violence situations.

Where incidents of domestic violence are alleged to have occurred, the Department will act quickly to protect the victim, arrest the predominate physical aggressor, and conduct an administrative and criminal

investigation (when applicable).

An officer of the South Milwaukee Police Department convicted of a domestic violence related crime or found to be in violation of this policy is subject to Departmental intervention which may include but is not limited to the following: referral to counseling services (EAP), remedial training, and discipline up to and including termination.

Federal law prohibits anyone convicted of a qualifying misdemeanor domestic abuse crime from possessing firearms; Lautenberg Act 18 U.S.C. 922(g)(9).

This order consists of the following numbered sections:

- I. DEFINITIONS
- II. PROCEDURES
- III. IMPLEMENTATION PROCEDURES
- IV. EFFECTIVE DATE

I. DEFINITIONS

- A. Domestic Abuse – Wisconsin State Statute 968.075(1)(a) defines domestic abuse as any of the following engaged in by an adult person (17 years of age and older) against his/her spouse, former spouse, an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common, (includes cohabitants, homosexual partners, adult children, and adult parents, adult siblings, etc.):
 - 1. Intentional infliction of physical pain, physical injury or illness.
 - 2. Intentional impairment of physical condition.
 - 3. A violation of Wisconsin State Statute 940.225 (1),(2) or (3) – Sexual assault- excluding 4th degree. Note: marriage is not a bar to prosecution for sexual assault.
 - 4. A physical act which may cause the other person reasonably to fear imminent engagement in the conduct described above.
 - 5. Exception – convictions that have been expunged, set aside, or the person has been pardoned or has had his/her civil rights restored do not count as qualifying misdemeanor convictions.

- B. Predominate Physical Aggressor- means the most significant, but not necessarily the first aggressor in a domestic violence incident (Wisconsin State Statue 968.075 (2) (ar)).
- C. Circumstances Requiring Mandatory/Warrantless Arrest – Wisconsin State Statue 968.075- If probable cause exists to believe that a domestic violence crime is being committed or has been committed, the suspect **shall** be arrested and taken into custody, even if the victim declines to prosecute. An arrest must be made if the officer has a reasonable basis for believing there is a likelihood of continued violence against the alleged victim, or there is evidence of physical injury to the alleged victim or the person is the predominate physical aggressor. (Note: when investigating a domestic violence incident, and the reported act occurred more than 28 days prior, and no other supporting information is available, the officer is not mandated to arrest and take the predominate physical aggressor into custody. However, it is still mandatory that a report be taken.)
- D. Protection Order- refers to any injunction or other order issued by a court, including criminal or civil orders of protection such as restraining orders, 72 hour No Contact Provision, temporary protection orders or injunctions.

II. PROCEDURES

While prioritizing the safety of victims, this policy is designed to address and/or provide prevention through hiring and training practices, direction to supervisors for intervention when warning signs of domestic abuse are evident, a structured response to reported incidents of domestic abuse involving officers and direction for conducting the subsequent administrative and criminal investigations.

- A. Prevention and Training
 - 1. The Department will adhere to a “no tolerance” policy toward police officer domestic violence and violations of this policy will not be tolerated. The Department will provide training to officers on domestic abuse and this policy. Training may be accomplished by way of any of the following: roll-call training, in-service training, or policy review.
 - 2. Training will be provided to supervisors related to domestic violence to include but not limited to Department legal considerations and liability, media and public relations, conducting criminal investigations into incidents of domestic abuse when one or more persons involved is a police officer.

3. The Department will establish ongoing relationships with local victim advocacy organizations to assist in prevention, training and intervention in regard to domestic violence issues.

B. Early Warning and Intervention

1. Pre-Hire Screening – The South Milwaukee Police Department shall include within its background investigations of all potential new employees an inquiry as to whether domestic violence issues or tendencies exist.

2. Department Responsibilities

- a. The Department shall, either in response to observed warning signs or at the request of an officer, or other family member, provide non-punitive avenues of assistance before an act of domestic violence occurs. This may include but is not limited to referral to the Employee Assistance Program and/or the Police Officer Support Team (POST). The Department shall inform officers of the procedure for seeking confidential referrals to confidential counseling services.
- b. Officers have a moral, ethical and professional obligation to provide assistance to their fellow officers. With this in mind the Department has an expectation that any officer who has knowledge of a domestic violence incident involving a fellow officer will report that incident, fulfilling their obligation to their fellow officer and to the South Milwaukee Police Department. A disclosure on the part of any officer, intimate partner or family member to any member of the Department that an officer, intimate partner or family member has engaged in domestic violence will be treated as an admission or report of a crime and shall be investigated.

3. Supervisor Responsibilities

- a. Supervisors shall be cognizant of and document any pattern of violent behavior potentially indicative of domestic violence including but not limited to the following:
 1. Inappropriately aggressive behavior:
 - a) Excessive and/or increased use of force on the job.

- b) Unusually high incidents of physical altercations and verbal disputes.
 - c) Citizen and fellow officer complaints of unwarranted aggression and/or verbal abuse.
- 2. Domestic violence-related issues:
 - a) Monitoring and controlling any family member or intimate partner through such means as excessive phone calling or stalking.
 - b) Discrediting and/or disparaging an intimate partner.
- 3. Deteriorating work performance:
 - a) Tardiness
 - b) Excessive absences
 - c) Substance abuse
- b. When a supervisor notes a pattern of problematic behavior, the supervisor shall:
 - 1. Address the behavior(s) through a review or other contact with the officer and document all contacts.
 - 2. Forward documented problematic behavior to the Chief of Police through the chain of command in a timely manner.
 - 3. If problematic behavior is observed that rises to a level where it is affecting the officer's ability to perform their duties as a police officer, the supervisor will prepare and submit a written report to the Chief of Police requesting administrative intervention.
- 4. South Milwaukee Police Officer Responsibilities
 - a. Officers are encouraged to take personal responsibility to seek confidential assistance from the Department, POST

and/or the Employee Assistance Program to prevent a problem from escalating to the level of criminal conduct.

- b. Officers who engage in any of the following will be subject to administrative and criminal investigation:
 1. Failure to cooperate with the investigation of a police officer domestic violence incident.
 2. Interference with cases involving themselves or fellow officers.
 3. Intimidation/coercion of witnesses or victims.
- c. Officers who learn they are the subject of a criminal investigation, regardless of jurisdiction, are required to immediately notify their supervisor and provide copies of notice of the court date and time, appearances and proceedings.
- d. Officers who learn they are the subject of a protective order, regardless of jurisdiction, shall immediately notify their supervisor and provide the Department with a copy of the order.

C. Incident Response Protocols

1. Departmental Response
 - a. All reports of possible criminal activity implicating police officers in domestic violence shall be documented in accordance with state statute and the policies governing the handling of any domestic violence situation.
 - b. A copy of the report detailing the possible criminal activity implicating an officer in domestic violence shall be directed to the Chief of Police.
2. Patrol Response
 - a. Upon arrival on the scene of a domestic violence incident involving a police officer, the arriving officers shall, as soon as practical, request that a supervisor be sent to the scene, regardless of whether the involved officer is a member of the South Milwaukee Police Department or another law enforcement agency.

- b. The responding officers shall perform the following:
 1. Address the immediate safety of all parties (including children).
 2. Request medical assistance, if needed.
 3. Secure the scene and preserve evidence.
 4. Note all excited utterances, admissions and/or incriminating statements.
 5. Obtain and note all statements of all involved persons and all witnesses.
 6. Make an arrest if probable cause exists
 7. Complete a report as to the circumstances of the incident.
3. On-Scene Supervisor Response
 - a. A supervisor shall report to the scene of all police officer domestic violence situations, regardless of the involved officer's jurisdiction.
 - b. The supervisor shall complete a report as to the circumstances of the incident and the supervisor's involvement in the investigation.
 - c. The on-scene supervisor shall assume command ensuring the crime scene is secured, that statements are obtained from victims and witnesses, that all evidence is collected and that a thorough investigation is conducted. Photographic documentation of the parties involved and the scene shall be recorded.
 - d. In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made.
 - e. The supervisor shall see to the safety of all children present at the time of the incident and all children in the household. As appropriate and necessary, the children should be interviewed and those interviews should be separate from other parties.

- f. If the offender, the victim, or both have left the scene, the supervisor shall attempt to locate them and follow through on the investigation.
- g. If a South Milwaukee police officer is arrested, the supervisor shall relieve the accused officer of his/her service weapon.
- h. In all instances of police officer domestic violence where a decision not to arrest, based on a lack of probable cause has been made, the on-scene supervisor shall complete a detailed written incident report.
- i. The on-scene supervisor should consider the relationship of the officers conducting the investigation to the officer involved in the domestic violence incident. In order to prevent any conflict of interest the on-scene supervisor may have other officers and/or supervisors assist with the initial investigation.
- j. The on-scene supervisor shall, as soon as practical, notify the Chief of Police of the incident.
- k. The on-scene supervisor shall ensure the victim is informed of or provided the following:
 - 1. Confidential transportation to a shelter, or any other location that ensures victim safety.
 - 2. Procedures for obtaining restraining and/or protective orders.
 - 3. Judicial process and victim rights.
 - 4. Information on community resources and local domestic violence victim advocacy organizations.
 - 5. All other notifications as required by law.

4. Additional Critical Considerations

- a. When responding to a domestic violence incident involving a police officer from another jurisdiction, the same procedures as those set out in the above incident response protocol (C

Sections 1-3) of the policy shall be followed. The on-scene supervisor shall notify the highest ranking member of the accused officer's department or their designee. All notifications and attempts to notify shall be fully documented.

- b. In the event that the reportable domestic violence incident involves the Chief of Police of the South Milwaukee Police Department, the supervisor shall notify the Milwaukee County District Attorney and the Mayor of the City of South Milwaukee.
- c. In responding to domestic violence situations where the victim is a police officer, standard domestic violence response and investigation procedures should be followed.
- d. In responding to domestic violence incidents where the parties involved are both police officers, standard domestic violence response and investigation procedures should be followed. If probable cause and predominate physical aggressor are determined, an arrest shall be made.

5. Department Follow-up

- a. Given the circumstances of the incident and to prevent the appearance of a conflict of interest, the investigation may be turned over to an outside agency. This decision will be made by the Chief of Police or his/her designee.
- b. In a timely manner the Chief of Police shall ensure that officers who responded to a police officer domestic violence call are debriefed. The debriefing shall include the following:
 1. A review of Department confidentiality guidelines.
 2. A direct order prohibiting discussion of the incident outside of the official inquiry.
 3. A clear delineation of assignments.
- c. If an arrest warrant charging a South Milwaukee police officer with a domestic violence related crime or a civil protective order is issued at a later time and is to be served by the South Milwaukee Police Department, it shall be served by no fewer than two officers with at least one being a Command Officer.

- d. On-scene and follow-up investigators shall proactively seek out information on existing restraining and/or protective orders and, if found, shall enforce them.

D. Victim Safety and Protection

1. The Department shall work with community resources and advocacy agencies to connect victims and their children with appropriate services.
 - a. See General Order ADM-46: Victim/Witness Assistance for further guidance regarding victim(s)/witness(es) of domestic abuse investigations.
 - b. See General Order ADM-58: Lethality Assessment Screening Protocol to identify victims of domestic violence in potentially lethal situations, and follow the established criteria to place those victims in immediate and direct contact with a domestic violence service program hotline advocate.
2. The Chief of Police or his/her designee shall designate a principal contact for the victim. The Departmental contact shall within the confines of Departmental policy and open records laws assist the victim throughout the investigation.
3. All officers shall be aware of the possibility of victim/witness intimidation or coercion and the potential of increased danger to the victim when they leave an abusive partner.
4. If an officer has any information that intimidation or coercion of the victim/witness is occurring, the officer shall prepare a written report and immediately deliver it to their supervisor. The supervisor shall forward the report to the investigator in charge of the case and the Chief of Police.
5. Given the possibility that a victim may recant or choose not to participate in court proceedings, supplemental evidence should be sought out and preserved.

E. Post-Incident Administrative and Criminal Decisions

The Department shall conduct separate administrative and criminal investigations of alleged incidents of police officer domestic violence in a manner that maintains the integrity of both investigations and promotes “no tolerance”. If the facts of the case indicate that domestic violence has

occurred or any Departmental policies have been violated, administrative action may be taken separately and distinct from any criminal proceedings. The Department will adhere to all necessary protocols to ensure an accused officer's departmental, labor association and legal rights are upheld during the administrative and criminal investigations. Pending the administrative and criminal investigations for alleged acts of domestic violence and/or violation of Departmental policies, the Department may assign the accused officer to administrative duties or administrative leave.

1. **Administrative Investigation and Decisions:** The responsibility to complete the administrative investigation of a police officer domestic violence incident shall rest with the Internal Affairs Division of the Department. The Chief of Police may ask an outside law enforcement agency to conduct the administrative investigation.
- 2 When an investigation of an incident uncovers officers who had knowledge of violence on the part of another officer but failed to notify the Department or engaged in actions intended to interfere with the investigation, the Department shall investigate those officers.
3. **Criminal Investigations and Decisions**

The Chief of Police may request an independent agency conduct the criminal investigation. If the investigation will be conducted by the South Milwaukee Police Department the responsibility shall rest with the Investigations Section.

- a. If additional criminal activity is found to have occurred it shall be documented separately, assigned a case number, and investigated thoroughly.
- b. The Department shall completely investigate the charges and where warranted seek prosecution even if the victim recants.

4. **Disciplinary Procedures**
 - a. If there is just cause to discipline an officer, the Chief of Police will do so in accordance with Department practice and state law.
 - b. Federal law prohibits anyone convicted of a qualifying misdemeanor domestic abuse crime from possessing

firearms. The Department shall ensure compliance with federal law.

III. IMPLEMENTATION PROCEDURES:

Once implemented, this policy will apply to past convictions, pending or existing domestic violence cases/crimes, and future police officer domestic violence cases/crimes.

IV. EFFECTIVE DATE

The effective date of this order is April 30, 2020.

William R. Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-36

INDEX AS: Social Media

REPLACES: 17-18

EFFECTIVE: 01-18-2017

WILEAG:

SUBJECT: Social Media

PURPOSE: The purpose of this General Order is to outline expectations of officers with respect to their use of social media and social networking and the direct effect such use has upon the reputation and perception of the South Milwaukee Police Department.

This Order consists of the following numbered sections:

- I. DEFINITIONS
- II. RULES & REGULATIONS
- III. EFFECTIVE DATE

I. DEFINITIONS

- A. **Social Media:** a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
- B. **Social Networking:** using such Internet or mobile formats as Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla, Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.

- C. **Mobile Social Networking:** social networking using a mobile phone or other cellular based device.
- D. **Internet:** a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange.
- E. **World Wide Web:** computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol.
- F. **Blog:** a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- G. **Blogging:** to read, write or edit a shared online journal. Blogging can also encompass the act of commenting—and engaging with other commenters—on any blog, including one operated by a third party.
- H. **Post:** an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
- I. **Posting:** the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
- J. **Forum:** an online discussion site.
- K. **Comments:** responses to a blog post, news article, social media entry or other social networking post.
- L. **Commenting:** the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
- M. **Avatar:** a computer user's representation of himself/herself, or an alter ego.
- N. **Profile:** an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
- O. **Handle:** the name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.
- P. **User Name:** the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

II. RULES AND REGULATIONS

- A. Department members shall not use any form of social media or social networking, including Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla, Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs and other similarly developed formats, in any way so as to tarnish the Department's reputation. Department members are embodiments of the Department's mission. It is vital that Department members accept their role as ambassadors of the Department, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal and online actions. Any online activity that has the effect of diminishing the public's trust and/or confidence in the Department will hinder the efforts of the Department to fulfill our mission. By virtue of the position, officers are held to a higher standard than members of the general public, and officer's online activities should reflect such professional expectations and standards. Any online actions taken that detract from the mission of the Department, or reflect negatively on the position of officer, will be viewed as a direct violation of this policy.
- B. Department members are prohibited from using Department computers or cell phones/devices for any unauthorized purpose, including participation in social media or social networking. Using Department computers and cell phones to participate in Department sanctioned social media or social networking is permitted.
- C. Department members are prohibited from using any social media or social networking platform while on duty, unless permission is granted for investigative or public information purposes. An employee using social media during work time has no expectation of privacy. Employees are advised that social media posts may be subject to discovery under the Freedom of Information Act and/or the Wisconsin Open Records Act, §19.35 WI Stats., and all other litigation-related and non-litigation-related discovery devices. Use of social media during recognized scheduled breaks away from the normal work area is allowed.
- D. Unless granted explicit permission, members of the Department are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:
 1. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of the Department.
 2. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of the Department, either in homage or critique.

3. Logos, badges, seals, uniforms, vehicles, equipment or any item or symbol that is affiliated with the Department.
4. Any item, symbol, wording, number, likeness or material that is identifiable to the Department.
5. Any text, photograph, audio, video, or any other multimedia file that is related to any occurrence within the Department.

E. Department members who choose to maintain or participate in social media or social networking platforms while off duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon the Department or its mission. In the course of operating or participating in such venues, the following rules shall apply:

1. Officers will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the Department.
2. Sexually graphic or explicit material of any kind shall not be posted by a Department member on any form of social media or social networking site.
3. Sexually graphic or explicit material posted by others to the Department member's social media or social networking sites shall be immediately removed by the member.
4. Weaponry, owned by the Department and/or owned personally or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.
5. Any text, photograph, audio, video or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the Department member's views on the public shall not be detrimental to the Department's mission, nor shall it in any way undermine the public's trust or confidence in the Department.
6. Any text, photograph, audio, video, or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the Department member's views on the legal, judicial or criminal systems shall not, in any way, undermine the public's trust and confidence in the Department.
7. Any posting that detracts from the Department's mission will be considered a direct violation of this policy.

- F. Unless serving as an explicitly permitted tool of public information or community outreach, no officer shall use their rank and/or title in any social media or social networking activity, including inclusion of said rank and/or title into the officer's online identity or avatar.
- G. Officers who are brought under Administrative or Internal Affairs Investigation related to their performance, functionality or duties as an officer may be ordered to provide the Department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.
- H. Officers who are brought under Administrative or Internal Affairs Investigation related to the Department's operation, productivity, efficiency, morale or reputation, may be ordered to provide the Department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.
- I. If requested, any officer shall complete an affidavit attesting to all the social media and social networking platforms in which they participate or maintain.

III. EFFECTIVE DATE

The effective date of this order is April 23, 2020.

William R. Jessup
Chief of Police

Addendum C: Qualifying Felony Violent Crimes

DNA samples at arrest:

Adults: The new law allows the police to procure a DNA sample from any adult arrested for a felony violent crime. The following are the qualifying felony violent crimes.

Felonies Covered by AA2 to SB 373 (reviewed 10-6-14):

940.01* – first-degree intentional homicide

940.02 – first-degree reckless homicide

940.03 – felony murder

940.05* – second-degree intentional homicide

940.06 – second-degree reckless homicide

940.07 – homicide resulting from negligent control of vicious animal

940.08 – homicide by negligent handling of a dangerous weapon, explosives or fire

940.09 (1c) – homicide by intoxicated use of vehicle

940.10 – homicide by negligent operation of vehicle

940.19 (2) – battery causing substantial bodily harm with intent to cause harm

940.19 (4) – battery causing great bodily harm with intent to cause harm

940.19 (5) – battery causing great bodily harm with intent to cause great harm

940.19 (6) – battery causing bodily harm

940.195 (2) – battery to unborn child causing substantial bodily harm with intent to cause harm

940.195 (4) – battery to unborn child causing great bodily harm with intent to cause harm

940.195 (5) – battery to unborn child causing great bodily harm with intent to cause great harm

940.195 (6) – battery to unborn child causing harm

940.20 – battery by prisoners, to certain public employees

940.201 (2) – battery or threat of battery to witness or family of witness

940.203 (2) – battery or threat of battery to judge or family of judge

940.205 (2) – battery or threat of battery to DOR employee or family of DOR employee

940.207 (2) – battery or threat of battery to DSPS or DWD employee or family of DSPS or DWD employee

940.208 – battery to certain municipal employees

940.21* – mayhem

940.225 (1)* – first-degree sexual assault

940.225 (2)* – second-degree sexual assault

940.225 (3)* – third-degree sexual assault

940.23 – reckless injury

940.235* – strangulation and suffocation

940.30* – false imprisonment

940.302 (2)* – human trafficking

940.305* – taking hostages

940.31* – kidnapping

940.32 (2)* – stalking

940.32 (2e)* – stalking

940.32 (2m)* – stalking

940.43* – intimidation of witness

940.45* – intimidation of victim

941.20 (2) & (3)* – endanger safety by use of a dangerous weapon

941.21* – disarming a police officer
941.30 – recklessly endangering safety
941.327* – tampering with household products
943.02* – arson of buildings
943.06* – Molotov cocktail
943.10* – burglary
943.23 (1g)* – operating vehicle without consent with dangerous weapon
943.23 (2)* – operation vehicle without consent
943.32* – robbery
948.02 (1)* – first degree sexual assault of a child
948.02 (2)* – second degree sexual assault of a child
948.025* – repeated acts of sexual assault of same child
948.03 (2) (a)* – Physical Abuse of a child: intentionally cause great bodily harm to child
948.03 (2) (c)* – Physical Abuse of a child: intentionally cause bodily harm by conduct with probability to cause harm
948.03 (3) – Physical Abuse of a child: recklessly cause harm to child
948.05* – sexual exploitation of child
948.051* – trafficking a child
948.055* – cause child to view or listen to sexual activity
948.07* – child enticement
948.08* – soliciting child for prostitution
948.085* – sexual assault of child in substitute care
948.095* – sexual assault of child by person who works with children
948.30 (2)* – abduction of another's child

A felony if a penalty enhancer specified in s.939.621 could be imposed. This involves an arrest for a person who commits domestic abuse during the 72 hours immediately following an arrest for a domestic abuse incident. This 72 hour period applies whether or not there has been a waiver by the victim.

*= Solicitation, conspiracy, or attempt, under s. 939.30, 939.31, or 939.32, to commit the offense. Solicitation, conspiracy, or attempt, under 939.30, 939.31, or 939.32, to commit the offense do not apply for any crime listed above without the *.

JUVENILES:

The new law permits law enforcement to procure a DNA sample from juveniles taken into custody for committing a juvenile offense, which would be one of the above enumerated violent felony crimes if committed by an adult.



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-19

INDEX AS: DNA Collection for Certain Offenders **REPLACES:** 15-06

EFFECTIVE: 05-26-2015

WILEAG:

SUBJECT: DNA collection from obligated offenders

PURPOSE: The purpose of this General Order is to ensure the proper collection and submission of biological specimens from specified convicted offenders for DNA analysis within statutory requirements and/or court order. To increase the scope of persons who must provide a DNA sample, to provide law enforcement with more flexibility in procuring the sample, and to minimize the possibility that a person required to produce a sample fails to produce one. All while using procedures that protect system integrity.

This order consists of the following numbered sections:

- I. AUTHORIZATION
- II. DEFINITIONS
- III. PROCEDURES
- IV. FAILURE TO PRODUCE DNA SAMPLE – STATE CRIME
- V. DEPARTMENT DESIGNEE
- VI. EFFECTIVE DATE

I. AUTHORIZATION

- A. 2009 Wisconsin Act 261 (s. 165.76) provides law enforcement and prosecutors with additional legal authority to facilitate the collection of biological specimens.
- B. 2013 Wisconsin Act 20 enforces collection of DNA from a subset of violent felonious acts at arrest (adults and juveniles), all misdemeanor convictions from adults, a subset of misdemeanor convictions from juveniles, and all felony convictions (adults and juveniles).

II. DEFINITIONS

- A. **Obligated Offenders**: Offenders who are or were in a custodial or supervisory status as of a certain date must provide DNA samples to the State of Wisconsin.
- B. **DNA (deoxyribonucleic acid)**: Human DNA is a complex chemical structure that is present in every cell of the body. The DNA structure or profile of each individual person is unique and can be used for matching biological evidence to a specific person.
- C. **Buccal**: *of, relating to, near, involving or supplying a cheek*. The process involves rubbing sterile swabs against the inside cheek of an individual's mouth to collect cells for analysis.
- D. **Wisconsin's DNA Databank**: Wisconsin's DNA Databank is an information sharing system that helps identify suspects and link crimes.

III. PROCEDURES

- A. Obligated Offenders
 - 1. The Wisconsin Criminal History Query response indicates whether a biological specimen is on file for the subject or whether the subject is obligated to produce a specimen.
 - a. If a subject has provided DNA, the Wisconsin Criminal History response will indicate "DNA sample available." No further action is required.
 - b. If the subject has been identified as required to provide DNA but has not, the Wisconsin Criminal History response will indicate "DNA sample needed." If there is

a warrant authorizing the detention of the offender for not producing a specimen, it will be noted on the TIME System just as any other wanted person. The telecommunicator is responsible to look for this information and advise the arresting officer of the need for a DNA collection and/or warrant.

- 1). Inform the subject that criminal history records state an obligation based on a prior conviction, to provide a biological specimen for DNA analysis.
- 2). Ask the subject if he/she will provide a biological specimen at this time.
- 3). If the subject agrees to provide a biological specimen, collect the specimen as outlined in Section III., A, 1, d & e.
- 4). If the subject refuses to provide a biological specimen, inform the subject that he/she is in violation of Wisconsin State Statute 165.765(1) and advise the subject that a referral case will be forwarded to the District Attorney for consideration of criminal charges. An order-in date/time for the District Attorney's Office will be provided to the subject. The subject cannot be kept in custody solely for refusing to provide a specimen unless a warrant or court order has been issued.

- c. Before any biological specimen is collected, the identity of the offender must be verified, and a Criminal History report must be completed (See Addendum A).
- d. If a specimen needs to be collected, an officer will collect the specimen. Latex or similar single use gloves will be used during the collection of any biological specimen (See Addendum B).
- e. The "Wisconsin DNA Databank Buccal Swab Collection Kit" will be used for all biological specimens collected for DNA analysis for Obligated Offenders and are not to be used for evidence collection purposes. (Note: If the kit's seal is broken or has been tampered with, discard and use a new kit.) Follow the collection kit's instructions for collection of a biological specimen.

An index finger from each hand of the subject will be printed and rolled into the appropriate box on the Criminal History submission form and the right index finger onto each of the yellow swab envelopes provided by the state. The specimen will then be mailed to the Wisconsin DNA Databank in Madison, WI, in a pre-paid envelope contained within the DNA collection kit.

- f. Fingerprints must be on file for every DNA sample as it is necessary to confirm the identity of the person submitting the sample and associate it with a State Identification Number (SID). When the obligated offender does not have a Criminal History record, there is no State Identification Number (SID). If you do not see an SID, you must submit a 10 print fingerprint card with the DNA sample. When the obligated offender has a SID number, you need only submit the single index fingerprints requested on the Buccal Swab Collection Kit Submission Form.
2. If arrangements have been made with an outside agency to have the SMPD collect the offender's biological specimen for DNA analysis (i.e.: probation/parole), the completed "Wisconsin DNA Databank Submission Form" will be copied with one copy for the SMPD records and one copy sent to the appropriate requesting agency.
3. A written report will be completed on the collection or non-collection for the DNA Collection for Obligated Offenders and a copy forwarded to the appropriate agency. The CFS code ODNA (Offender DNA) will be utilized. Any teletypes involved with the incident will be attached and filed with the original report.

B. Felony Arrests

1. 2013 Act 20 increased the classifications of people who must provide a DNA sample; allowed the police to procure a DNA sample from subjects who are arrested for a serious violent felony, created a crime for a person refusing to provide a DNA sample when required to do so; empowered the DOJ to promulgate rules governing the DNA sample collection process; allowed the police to use reasonable force to procure a required DNA sample and provided the police with immunity if they behave within conformity of the statute and are reasonable in their actions. The same procedures for

collection outlined in Section III will be utilized, along with any additional instructions located in the DNA Collection Kit.

- a. Take a DNA sample at the time of booking from any adult arrested for a violent felony as described in Addendum C. (Since felony offenders of violent crimes get transported to the Milwaukee County Jail without having to be booked, the MCSO will be procuring the sample when they are booked into the jail).
- b. All juveniles taken into custody and booked for a violent felony as described in Addendum C will be subject to produce a DNA sample as part of the booking process. A copy of Addendum C will be posted in the booking room.

IV. FAILURE TO PRODUCE DNA SAMPLE – STATE CRIME

- A. It is a crime for any person to intentionally fail to produce a DNA sample when required (Wisconsin State Statute 946.52). The statute provides law enforcement with extra flexibility when dealing with a subject who is refusing to procure a sample.
- B. Wisconsin State Statute 165.765(1m) allows law enforcement, or a probation/parole officer to use reasonable force to obtain a DNA sample from a person who is required to produce a DNA sample and who intentionally refuses to provide the sample. 165.765(1m)
- C. Any law enforcement officer or probation/parole officer, who is authorized to collect a DNA sample, is immune from civil or criminal liability for collecting a sample if the collection is in compliance with the statute and performed in good faith and in a reasonable manner (Wisconsin State Statute 165.765(2) (bm)).

V. AGENCY CONTACT DESIGNEE

- A. The Investigations Lieutenant will serve as the Department's designated point-of contact for all communications to and from other agencies regarding DNA collection. The Department will share contact information with the Wisconsin State Crime Laboratory, WI DOC, the Circuit Court, and other law enforcement agencies.
- B. The Department's designee will work with local agencies to develop cooperative agreements to ensure DNA is collected from individuals legally obligated to submit biological specimens to the Wisconsin State Crime Laboratory.

VI. EFFECTIVE DATE

The effective date of this order is August 25, 2018

William R. Jessup
Chief of Police

Addendum A: CCH report form & instructions
Addendum B: Buccal Swab instructions
Addendum C: Qualifying Felony Violent Crimes



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-33

INDEX AS: Active Shooter/Rescue Task Force

REPLACES: 16-12

EFFECTIVE: 02-17-2016

WILEAG:

SUBJECT: Active Shooter/Rescue Task Force

PURPOSE: The purpose of this General Order is to provide protocols for assessing the threat and performing rapid intervention tactics to limit serious injury or loss of life during active shooter situations. While the term "active shooter" is used throughout, this policy applies to all situations where there is an active, ongoing deadly threat, to include those from firearms, explosives, knives, and so forth.

POLICY: It is the policy of the South Milwaukee Police Department that officers will immediately engage an active shooter(s) or other violent assault. The first goal is immediate engagement to stop the threat through the deployment of Contact Teams comprised of law enforcement officers. The second goal is to treat injured subjects as quickly as possible, with life – saving measures through the deployment of Rescue Task Force (RTF) teams, comprised of law enforcement and EMS personnel.

This Order consists of the following numbered sections:

- I. DEFINITIONS
- II. OBJECTIVES
- III. PROCEDURES
- IV. ACTIVE SHOOTER/RESCUE TASK FORCE – OPERATIONAL GUIDE
- V. EFFECTIVE DATE

I. DEFINITIONS

- A. Active Shooter/Mass Casualty Incident: An incident, normally in a confined and populated area, in which one or more armed persons have used, or are reasonably likely to use, deadly force in an ongoing manner, and where persons have been injured, killed, or are under imminent threat of death or serious bodily harm by such persons.
- B. Rapid Intervention: Immediate response by two or more officers to an active shooting based on a reasonable belief that failure to take action pending the arrival of additional officers would result in death or serious bodily injury.
- C. Contact Team: A law enforcement strike team responsible for *stopping the threat(s)*. The team shall also locate and mark victims and secondary devices. *This team will not investigate secondary devices, nor will it treat injured victims.*
- D. Rescue Task Force: A team with two elements: 1. Protection Element and Team Leader (Law Enforcement) and 2. Rescue Element (Fire/EMS Personnel).
- E. South Shore Joint Tactical Unit (SSJTU): The specially trained tactical unit comprised of officers from South Milwaukee, Cudahy, and St Francis Police Departments.

II. OBJECTIVES

- A. Stop the Threat: It is the goal of the South Milwaukee Police Department to immediately stop the threat using first responding officers.

- 1. Identify, move to and neutralize the threat:

a.

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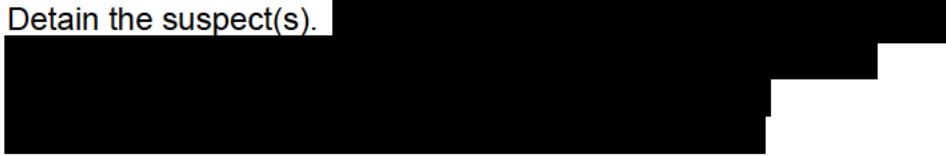
b.

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c.

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2. Take custody of the suspect(s):

- a. Detain the suspect(s). 
- b. The suspect(s) will be arrested and transported to the police department for formal questioning.

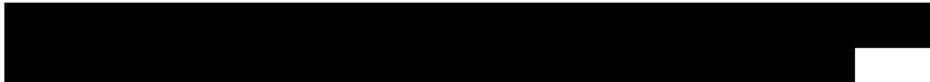
3. Deadly force may be necessary to stop the suspect(s):

- a. If the suspect(s) is engaged and poses an imminent threat of great bodily harm or death to officers or others, deadly force may be used.
- b. Verbal commands should be used in an effort to obtain surrender and compliance from the suspect(s).
- c. Deadly force may be used against a suspect(s) in the most efficient manner to stop the imminent threat of great bodily harm or death.
- d. In the event deadly force is utilized, EMS personnel are to be summoned to the location of the injured suspect(s) for life-saving measures, when it is safe to do so.

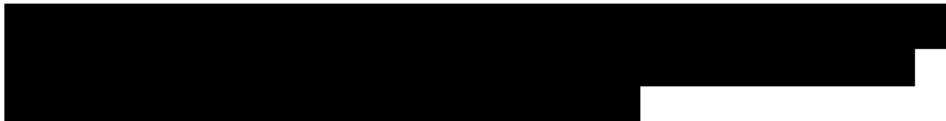
B. Save Lives

1. Evacuation

- a. Ambulatory injured and uninjured are to be evacuated as soon as possible, when it is deemed safe to do so by Incident Command.
- b. Incident Command will provide a safe location for evacuated persons who are uninjured.

b. 

2. Treatment of Injured On Scene

- a. 
- b. 

c. [REDACTED]

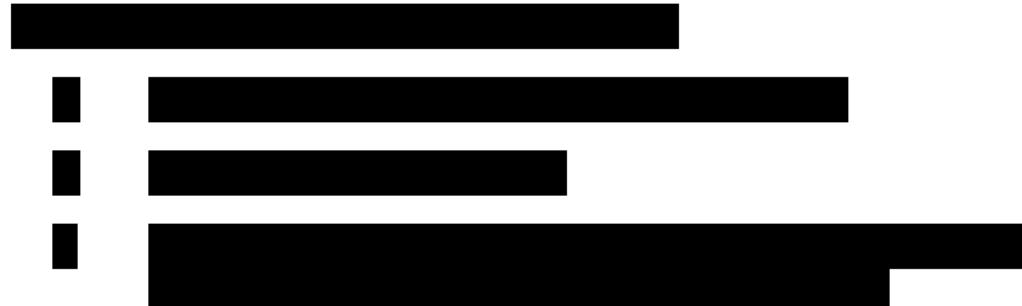
III. PROCEDURES

A. Initial Approach:

B. [REDACTED]

C. Incident Command

1. As soon as possible, an Incident Command post is to be established in a safe area as close to the affected location as possible.



3. The primary goal of Incident Command is to:

- a. Establish additional Contact teams as needed

- b. [REDACTED]

- c. [REDACTED]

4. A secondary goal of Incident Command is to establish and maintain staging communication:

- a. [REDACTED]

5. The third goal of Incident Command includes:

- a. Designation of a safe place for evacuees

- b. [REDACTED]

- c. [REDACTED]

6. A checklist for Incident Command is attached to this policy (Addendum B).

D. South Shore Joint Tactical Unit (SSJTU):

1. As soon as possible, dispatch should contact the SSJTU for immediate response to the scene. The SSJTU may take over Contact Team duties, assist in evacuations, or participate as members of RTF teams.
2. Upon arrival, a SSJTU supervisor should report to the Incident Command

post for their designated assignment(s).

E. Evacuation

1. Evacuation is a secondary goal in an active shooter/mass casualty incident response, after stopping the threat.
2. Evacuation teams are designated with the single goal of evacuating persons out of the affected area.
[REDACTED]
3. Evacuation of non-injured persons will take place as soon as it is deemed safe to do so by Incident Command.
[REDACTED]
4. Rescue and recovery operations shall continue until Incident Command has declared the scene clear and safe.

F. Rescue Task Force (RTF):

1. Once the contact team is deployed, and as officers and resources arrive at the incident scene, Incident Command should ensure that rescue teams are formed to provide first aid and to help **injured** victims.
[REDACTED]
2. The goal of the RTF team is to provide life-saving measures to severely injured persons inside the affected area.
[REDACTED]
3. RTF personnel shall be organized under a police team leader, deploy in tactical formations consistent with departmental training, and be prepared to respond to hostile action as rapidly changing circumstances may place them in contact with suspects.
[REDACTED]

4. FIRE/EMS members of the RTF team will provide emergency treatment and prioritize the order in which injured subjects are to be evacuated by subsequent RTF/EVAC teams.
5. The RTF/EVAC team is to evacuate injured persons from the affected area for further medical treatment and/or transport to a medical facility.
6. A checklist for the RTF Coordinator is attached to this policy for reference (Addendum C).

IV. ACTIVE SHOOTER/RESCUE TASK FORCE – OPERATIONAL GUIDE

- A. Each member of the department will be trained on the operational guide at least twice per year.
- B. Hands on training with the SMFD will occur, at least once per year, regarding the function of the RTF.
- C. Communications Center CHECKLIST – A checklist is attached to this policy (Addendum D) to assist the Communications Center in their duties during an Active Shooter incident.
- D. Active Shooter/Rescue Task Force – Operational Guide is attached (Addendum E).

V. EFFECTIVE DATE

The effective date of this order is August 12, 2019.

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER -

INDEX AS: Body-Worn Camera

REPLACES: G.O. 19-01

EFFECTIVE: 01-02-2019

WILEAG: **6.1.9**

SUBJECT: Body-Worn Camera

PURPOSE: The purpose of this General Order is to establish guidelines to be followed during the use of a body-worn camera (BWC) so that officers may reliably record their contacts with the public.

POLICY: It is the policy of the South Milwaukee Police Department that officers shall activate the BWC when such use is appropriate to the proper performance of his/her official duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

This Order consists of the following numbered sections:

- I. PROGRAM OBJECTIVES
- II. OPERATING PROCEDURES
- III. RESTRICTIONS ON USING BWC
- IV. RECORDING CONTROL AND MANAGEMENT
- V. EFFECTIVE DATE

I. PROGRAM OBJECTIVES

- A. The South Milwaukee Police Department has adopted the use of BWC to accomplish the following objectives:
 - 1. Accurate documentation of police-public contacts, arrests, and critical incidents.

2. Audio and video recordings also enhance the Department's ability to review probable cause for arrest, officer and suspect interaction, evidence for investigative and prosecutorial purposes, as well as officer evaluation and training.
3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence and contraband.

II. OPERATING PROCEDURES

A. Equipment

1. Department issued BWCs are intended for official Departmental use only and are not to be used for frivolous or personal activities.
2. Officers shall use only the BWCs issued and approved by the Department. The wearing of personal video recorders is not authorized.
3. When not in use, all BWC equipment must be securely stored within the police department.

B. When and How to Use the BWC

1. Whenever an officer is dispatched to a call for service or otherwise engages in contact that may be considered enforcement in nature (i.e. traffic stop), the contact **must** be recorded. Tactical activities including building searches, searches for suspects, and building checks at alarm calls and responses to all types of incidents that are dispatched as domestic related **must** be recorded.

Examples where BWC **must** be used include:

- a. Officer/subject contacts during traffic stops.
- b. Officer/subject contacts during an arrest including approach, custody, statements, transportation, booking process and release. (Body worn cameras do not need to be activated in the booking area if the booking camera system has been activated)
- c. Officer/subject contacts of arrested subjects taken to the Milwaukee County Jail or Juvenile Detention Center. Recordings will cease upon entry to these facilities unless approved by facility staff.
- d. Any other contacts with persons during dispatched calls for service.
- e. All team members during tactical team activities including search warrants, entries and other tactical situations.

2. Continuous, non-stop recording during contacts or incidents of an enforcement nature is not required when officers are not in direct contact with the suspect, or other persons involved. Examples when officers may choose to deactivate the BWC include, but are not limited to:
 - a. Running checks and completing paperwork in a squad car, away from the violator during a traffic stop.
 - b. Conferring with backup officers away from the suspect or any person involved in the incident.
 - c. While speaking with anyone who is not directly involved in the incident such as medical or fire personnel.
3. The BWC may be de-activated during non-enforcement activities such as protecting an accident scene from other vehicular traffic, perimeter assignments at critical incidents, or community policing activities, such as conducting park and walks.

C. Procedures for BWC Use

1. BWCs shall be worn by patrol officers and shift supervisors/OICs while on duty. Officers who are assigned BWC equipment must use the equipment in a way consistent with policy unless otherwise authorized by a supervisor.
2. Officers who are assigned a BWC must complete a training program to ensure proper use, operations and recording retention requirements.
3. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the shift supervisor as soon as possible.
4. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify the shift supervisor of any problems.
5. When not in use, body cameras shall be stored in approved locations such as charging station or cart in squad room or another area of the department approved by supervisor.
6. BWCs should be worn in a manner so as to obtain the best possible video image.
 - a. Officers shall wear the BWC in the appropriate position to capture the video image that best represents the officer's field of view.
 - b. Officers **are not** expected to jeopardize their safety in exchange for obtaining better audio/video recordings.
7. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief or his/her designee.

8. Officers shall document the use of BWC recording within all pertinent reports when recordings were made during the incident in question and disc copies have been created and will be entered into evidence. However, BWC recordings are not a replacement for written reports.
9. Officers are not required to document body camera use in police reports where the video will not be used and no disc has been created and entered into evidence.
10. Officers shall download ALL captured video at a minimum of every two work shifts. In the event of a serious incident the video shall be downloaded as soon as possible after conclusion of the incident.
 - a. Each video containing recordings related to a criminal or traffic case, or a use of force incident shall be identified by the South Milwaukee Police Department case number and officer number in the format of (case number-officer number-video number in series (if more than one video) .
 - b. Video that may be useful to the Department for training purposes should also be identified.

D. Supervisor Responsibility

1. Supervisors shall ensure that officers equipped with BWC equipment utilize them in accordance with policy and procedures.
2. Supervisors shall conduct random weekly reviews of the BWC recordings to ensure the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy. The reviews will also be utilized to identify any areas in which additional training or guidance is required.
3. A supervisor will be assigned to update the firmware on all cameras as needed.

III. RESTRICTIONS ON USING BWC

A. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Administrative conversations, i.e. disciplinary actions, supervisor's directives, or conversations between employees;
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or

4. In any location where individuals have a reasonable expectation of privacy, such as a rest room or locker room (WI State Statute 175.22).
5. In locations where individuals have a reasonable expectation of privacy, such as a residence, those individuals may decline to be recorded unless the recording is being made pursuant to an arrest or search of the residence or the individual.
6. Where a patient is receiving medical care and does not pose a likelihood of immediate law enforcement intervention, to protect the privacy of the patient if sensitive patient healthcare issues need to be discussed, EMS could request that the officer de-activate the BWC or step away momentarily. However, if the patient is in custody and being investigated, the BWC shall remain activated.

IV. RECORDING CONTROL AND MANAGEMENT

A. BWC Recording Level:

1. General - All video files shall be securely downloaded at a minimum of every two work shifts.
2. Evidence – If an officer or supervisor believes that a recording is of evidentiary value, i.e. may be required at some future time as evidence in a hearing or trial, is the result of a misdemeanor or felony contact or action, etc., the officer **must** burn a disc of the recording and the recording must be retained until final disposition of the incident.
 - a. Recordings shall be burned to disc and retained as evidence until disposition for investigations or citizen complaints that involve:
 - 1) Use of force incidents
 - 2) Encounter resulting in physical injury (actual or alleged) of a person.
 - 3) Encounter resulting in the death of a person.
 - 4) Encounter resulting in a custodial arrest.
 - 5) A temporary questioning (“Terry Stop”)

- b. All discs burned as evidence shall be logged and entered into the evidence room in accordance with General Order ADM-4: Evidence.
- 3. Citizen Complaints – in the event of a citizen complaint or an incident where a citizen complaint is anticipated, the supervisor will burn copies of any relevant video and retain it as evidence. The disc will remain with the complaint file, or logged under the original case number as applicable.
- B. All images and sounds recorded by the BWC are the exclusive property of the Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
- C. BWC recordings are subject to the State of Wisconsin Open Records Laws.
- D. BWC recordings may be shown to SMPD officers for training and/or evaluation purposes.
- E. BWC recordings in the “general” level shall be saved for a **minimum** of 120 days.
- F. Retention of BWC recordings may be compelled beyond 120 days for use in a prosecution where it has evidentiary value by the individuals/groups listed below. A preservation directive must be submitted to SMPD within 120 days of the incident.
 - 1. Law enforcement officer
 - 2. Law enforcement agency
 - 3. Board of Police and Fire Commission
 - 4. A Prosecutor
 - 5. A Defendant
 - 6. A Court
- G. All recordings used in criminal, civil, or administrative proceedings may not be destroyed unless:
 - 1. There has been a final disposition (including appeals)

2. Court has determined the recordings are no longer needed.
3. Court has ordered the recording destroyed.

H. All employees using, maintaining, storing, or releasing body camera recordings/data must be trained in retention requirements and release requirements.

V. EFFECTIVE DATE

The effective date of this order is January 2, 2019

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-22

INDEX AS: Lethality Assessment Program (LAP)

REPLACES: 15-01

EFFECTIVE: 03-03-2015

WILEAG: 1.7.3; 6.1.3; 6.3.9

SUBJECT: Lethality Assessment Program (LAP)

PURPOSE: The purpose of this General Order is to establish protocol and implementation of the Lethality Assessment Program at domestic violence calls for service.

POLICY: It is the policy of the South Milwaukee Police Department to use the Lethality Assessment Screening protocol at the scene of a domestic violence incident to identify victims of domestic violence in potentially lethal situations, and follow the established criteria to place those victims in immediate and direct contact with a domestic violence service program hotline advocate. Officers administering the Lethality Screening shall ask the victim the Lethality Screening questions and, when a victim is assessed as being in **"high-danger"**, call Sojourner's Truth House and ask the victim to speak with a hotline advocate.

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURES

III. EFFECTIVE DATE

I. DEFINITIONS

A. Domestic Violence/Abuse: domestic violence is a pattern of coercive behavior characterized by the domination and control of one person over another, usually an intimate partner, through physical, psychological, emotional, verbal, sexual, and/or economic

abuse. Domestic violence is often called “domestic abuse” because it does not necessarily involve physical violence, and some of the tactics may not even be considered a crime.

- B. Abuser: a person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an intimate partner, with the goal of establishing and maintaining power and control over the victim.
- C. Victim: the person against whom an abuser directs coercive and/or violent acts.
- D. Intimate Relationship: an “intimate relationship” is one in which heterosexual or homosexual partners have, or have had, a sexual or emotionally intimate relationship.
- E. Intimate Partners: intimate partners are persons who are, or have been involved, in an intimate relationship who:
 1. Are married, separated, or divorced;
 2. Live or have lived together;
 3. Have children in common; or
 4. Date, or have dated, but do not live, or never have lived together.
- F. Intimate Partner Violence: domestic violence between intimate partners.
- G. Lethality Screen: the evidence-based field instrument used by trained practitioners to assess a person who is a victim of intimate partner violence for her/his risk of being killed by an intimate partner.
- H. High Danger: a term used for a victim who has been assessed through use of the LAP and the Lethality Screen as being at the greatest risk of being killed. The victim is said to be at “**high-danger**”.

II. PROCEDURES

A. General:

1. Upon arrival at the scene of a domestic violence call the responding officer will initially assess the situation to determine who the victim is, whether the victim and assailant have an intimate relationship, whether an assault has taken place and whether there are signs of danger to the well-being and safety of the victim.
2. If the officer:
 - a. determines that a domestic violence assault has occurred;
 - b. senses that potential danger to the victim exists;
 - c. determines that the names of the parties or the location are repeat names or locations; or
 - d. simply believes a lethal assessment screening should take place he/she will ask the victim to answer a series of questions from the "Lethality Screen for First Responders:"

B. Lethality Screen Questions Process:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

C. Assessing the Responses to the Lethality Questions:

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D. Assessing the Responses to the Lethality Questions – non-High Danger:

1. If the victim is not assessed as “high-danger” after the

Lethality Screen is completed, the officer shall:

- a. Advise the victim that “domestic violence is dangerous and sometimes fatal.”
- b. Inform the victim to watch for the signs listed in the assessment because they may convey to the victim that she/he is at an increased level of danger.
- c. Refer the victim to Sojourner’s Truth House. The officer should volunteer to call the hotline for the victim if the victim would like to speak with the hotline. If the victim agrees, the officer does not need to remain on the scene during the victim-advocate conversation.
- d. Provide the victim with the case number, the officer’s contact information or the number of another agency contact if the officer would not available, in case the victim wants to talk further or needs help.

E. High-Danger Victims and the Hotline Call

1. If a “**high-danger**” assessment is made the hotline call shall be implemented as follows:
 - a. Advise the victim that her/his situation has indicated to the officer that the victim is at an increased level of danger, and that people in the victim’s situation have been killed or seriously injured. Convey this information in an understanding manner.
 - b. Advise the victim that you would like to call Sojourner’s Truth House and invite the victim to speak with a hotline advocate. In communicating with the victim, be encouraging and supportive.
 - c. If the victim initially declines to speak with the hotline advocate, the officer shall:
 - 1). Tell the victim that the officer will still contact the domestic violence hotline to receive guidance on how to proceed with the situation;
 - 2). Tell the victim that she/he may decline to speak with the hotline, but that the officer would like the victim to reconsider speaking with the hotline advocate; and

- 3). While the officer is still on the phone with the hotline advocate, the officer should ask the victim if she/he has reconsidered and would now like to speak with the hotline advocate.
- d. If the victim continues to decline to speak with the hotline advocate, the officer should do the same thing he/she would do for a victim who was not assessed as **“high-danger”**.
[REDACTED]
- e. If the victim agrees to speak with a hotline advocate, the officer shall call the hotline number, introduce him/herself, and advise the hotline advocate that he/she has made a **“high-danger”** assessment. The officer shall provide responses to a brief set of questions prompted by the hotline advocate.
 - 1). during the conversation between the hotline advocate and the victim, the officer shall stay on the scene and allow the victim privacy while she/he speaks with the hotline.
 - 2). at the appropriate time during the conversation between the victim and the hotline advocate, the hotline advocate will ask to speak with the officer to conclude the call.
 - 3). the officer shall be guided by the discussion with the hotline advocate for further assistance. Officers shall provide reasonable assistance to the victim if help is requested, such as transporting the victim to a safe place.

F. Filing of the Lethality Screen

1. Officers who have completed Lethality Screens shall submit them to a supervisor by the end of the officer's shift.
2. The supervisor who receives the Lethality Screen shall file the original with a copy of the police report and place it in the reports to be filed basket in dispatch.
3. The SMPD LAP representative shall:

- a. Maintain a file of all Lethality Screens.
 - b. Prepare a report as provided in Section I below.
 - c. Submit the report to the LAP Milwaukee County Team Coordinator as determined.
- G. The SMPD LAP Representative: the SMPD LAP representative shall:
 - 1. Facilitate training
 - 2. Maintain and report data
 - 3. Serve as a liaison, communicate, and meet with participating LAP agency representatives and agencies; and
 - 4. Generally oversee and monitor progress of the LAP
- H. Training:
 - 1. The LAP training shall be provided by LAP-trained staff to all new entry-level officers who have not received it in the training academy before the conclusion of their field-training period.
 - 2. In-service LAP training shall be provided to officers at least every two years.
- I. Records Reporting:
 - 1. The SMPD LAP representative shall prepare and forward reports to the Milwaukee County LAP Coordinator.
 - 2. The reports shall maintain the following information:
 - a. How many Lethality Screens were attempted?
 - b. How many victims were assessed as being “**high-danger**”?
 - c. How many victims were not assessed as being at “**high-danger**”?
 - d. How many victims did not respond to all of the screening questions?

- e. How many victims assessed as being at
“high-danger” spoke to a hotline advocate?

III. EFFECTIVE DATE

The effective date of this order is September 28, 2018

William R. Jessup
Chief of Police

Attachment: Lethality Assessment Program Screening Questionnaire



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-21

INDEX AS: Prescription Drug Monitoring Program

REPLACES: 16-44

EFFECTIVE: 12-21-2016

WILEAG: 6.3.11

SUBJECT: Prescription Drug Monitoring Program (PDMP)

PURPOSE: The purpose of this General Order is to establish procedures for maintaining compliance with Wis. Stat. § 961.37 relating to the duty of law enforcement officers to report to the PDMP controlled substance violations, opioid-related drug overdoses or deaths, and reports of stolen prescription drugs.

POLICY: It is the policy of the South Milwaukee Police Department that officers shall report to the PDMP controlled substance violations, opioid-related drug overdoses or deaths, and reports of stolen prescription drugs in accordance with Wis. Stat. § 961.37.

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURES

III. EFFECTIVE DATE

I. DEFINITIONS

- A. Controlled Substance: A drug, substance or immediate precursor included in schedules I to V.
- B. Monitored Prescription Drug: A substance identified in Wis. Stat. § 961.16 (Schedule II), 961.18 (Schedule III), 961.20 (Schedule IV), or 961.22 (Schedule V) or a drug identified by the WI State Controlled Substances Board as having a substantial potential for

abuse.

- C. **Narcotic Drug**: An opioid-related substance identified in Wis. Stat. § 961.14 (Schedule I) or 961.16 (Schedule II).
- D. **Opioid-related Drug Overdose**: A condition including extreme physical illness, decreased level of consciousness, respiratory depression, coma, or the ceasing of respiratory or circulatory function resulting from the consumption or use of an opioid, or another substance with which an opioid was combined.

II. PROCEDURES

- A. **Mandatory Reporting**: Officers shall submit a report to the PDMP whenever he/she, while acting in an official capacity, does any of the following:
 1. Encounters a situation in which the officer reasonably suspects that a violation involving a monitored prescription drug, as defined in Wis. Stat. § 961.385(1)(ag), is occurring or has occurred.
 2. Encounters an individual who the officer believes is undergoing or has immediately prior experienced an opioid-related drug overdose, as defined in Wis. Stat. § 256.40(1)(d), or a deceased individual who the officer believes died as a result of using a narcotic drug.
 3. Receives a report of a stolen controlled substance prescription.
- B. When conditions requiring mandatory reporting to the PDMP exist, officers shall complete a PDMP Report Form which shall include the following:
 1. The name and date of birth of all of the following, if applicable:
 - a. The individual who is suspected of violating the Controlled Substance Act involving a monitored prescription drug.
 - b. The individual who experienced an opioid-related drug overdose.

- c. The individual who died as a result of using a narcotic drug.
- d. The individual who filed the report of a stolen controlled substance prescription.
- e. The individual for whom a prescription drug related to an event listed above was prescribed.

2. If a prescription medicine container was in the vicinity of the suspected violation, drug overdose, or death or if a controlled substance prescription was reported stolen, the following:
 - a. The name of the prescribing practitioner
 - b. The prescription number
 - c. The name of the drug as it appears on the prescription order or prescription medicine container.
3. After completing a PDMP Report Form, officers shall include a copy with their completed incident report and provide a copy to the Administration & Services Commander or his/her designee for submittal to the Wisconsin PDMP.

C. The Administration & Services Commander or his/her designee shall submit the report via one of the following methods:

1. E-mail the completed report to PDMP:
[REDACTED]
2. Mail the completed report to PDMP: Prescription Drug Monitoring Program; [REDACTED] [REDACTED]
3. Fax the completed report to PDMP: [REDACTED]

D. Delayed Reporting

If an officer, after consulting with their supervisor, determines that submitting any information in accordance with this policy would interfere with an active criminal investigation, the officer may postpone the action until the investigation concludes. Reports submitted to the PDMP are not subject to open records requests (Wis. Stat. §961.385(4)).

III. EFFECTIVE DATE

The effective date of this order is March 28, 2019.

William Jessup
Chief of Police

Attachment: Prescription Drug Monitoring Program Report Form



SOUTH MILWAUKEE POLICE

GENERAL ORDER 18-21

INDEX AS: Naloxone Use (Narcan)

REPLACES:
EFFECTIVE:

WILEAG: N/A

SUBJECT: Naloxone Use

PURPOSE: To establish procedures regarding the use and storage of Naloxone.

POLICY: The South Milwaukee Police Department recognizes that Officers may be unintentionally exposed to controlled substances resulting in a medical emergency and/or may come in contact with someone suffering from an opiate overdose. Naloxone is an emergency medication that may counter the effects of an exposure/overdose. Therefore it is the policy of the South Milwaukee Police Department to allow officers to carry and administer nasal administered Naloxone in accordance with their training and this policy.

This order consists of the following numbered sections:

I. DEFINITIONS

II. PROCEDURES

III. EFFECTIVE DATE

IV. ADDENDUM

I. DEFINITIONS

A. Opiate/Opioid: A sedative/depressant narcotic used primarily in medicine for pain relief. Opioids derive from natural, semi-synthetic, and fully synthetic opioids and repress the urge to breathe by attaching to opiate receptors in the brain.

- B. Naloxone: means an opioid antagonist that can be used to counter the effects of opiate overdose. Specifically, it can displace opioids from the receptors in the brain that control the central nervous system and respiratory system. It is marked under various trademarks including Narcan®.
- C. Opioid-related Drug Overdose: A condition including extreme physical illness, decreased level of consciousness, respiratory depression, coma, or the ceasing of respiratory or circulatory function resulting from the consumption or use of an opioid, or another substance with which an opioid was combined.
- D. WI §§ 256.40(3) Opioid antagonists
 - (a) A law enforcement agency or fire department may enter into a written agreement to affiliate with an ambulance service provider or a physician for all of the following purposes:
 1. Obtaining a supply of naloxone or another opioid antagonist.
 2. Allowing law enforcement officers and fire fighters to obtain the training necessary to safely and properly administer naloxone or another opioid antagonist to individuals who are undergoing or who are believed to be undergoing an opioid-related drug overdose.
 - (b) A law enforcement officer or fire fighter who, reasonably believing another person to be undergoing an opioid-related drug overdose, administers naloxone or another opioid antagonist to that person shall be immune from civil or criminal liability for any outcomes resulting from the administration of the opioid antagonist to that person, if the law enforcement officer or fire fighter is acting pursuant to an agreement and any training obtained under par. (a).

II. PROCEDURES

- A. Storage of Naloxone
 - 1. Naloxone should be stored in a manner that protects the dose from damage.
 - 2. Naloxone should be stored at a proper temperature (59-86F) and kept out of direct light, and therefore will be stored in the secure Taser cabinet in the squad room.
 - 3. Officers will be issued Naloxone at the start of their shift, and will return the Naloxone to the Taser cabinet at conclusion of their shift.
 - 4. All officers are to carry Naloxone on their person, while on regular duty assignments, so that it can be administered quickly if needed.

5. A Naloxone kit, separate from patrol use, will be stored in each the lockup area and within the evidence processing area.

B. Indicators of Opioid Overdose/Exposure

1. Indications of potential opioid overdose include, but are not limited to, statements made by persons with recent knowledge of a victim's habits and activity, previous knowledge of opioid use and/or abuse, and the presence of drugs, medicine containers, and drug paraphernalia.

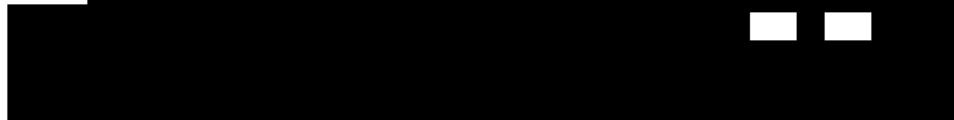
C. Administering Naloxone

1. Only those Officers properly trained in administering Naloxone will be permitted to carry and/or administer Naloxone.
2. The Officer first must assess that the person is in respiratory distress that is likely related to opioid use and would benefit from the administration of Naloxone.
3. Prior to administering Officers should use universal precautions, to include wearing medical gloves (Nitrile or Latex) to prevent cross contamination, having a CPR mask that provides barrier protections, and being mindful of sharps used in drug use such as razor blades and needles.
4. Prepare for rapid reversal of the effects of opioids to include vomiting and agitated behavior.
5. Follow the acronym "**SCAREME**"
 - a. **S**timulate: First stimulate the patient by shouting, shaking, and/or administering chest rubs.
 - b. **C**all/Update EMS with observations
 - c. **A**irway: Check the mouth and throat visually for obstructions and remove if found. Open the airway using the head tilt/chin lift and look, listen, and feel for breathing and chest rise.
 - d. **R**escue CPR: If the patient is not breathing assess for pulse. If no pulse detected, begin chest compressions and rescue breaths in accordance with training. Naloxone is not effective if the patient is in cardiac arrest.

- e. **Evaluate:** If the patient begins breathing, place in the recovering position. If not, follow the next step.
- f. **Muscosal-Nasal Injection:** Upon reasonable belief that a person is undergoing an opioid related drug overdose, administer a single dose of Naloxone in either nostril of the patient.
- g. **Evaluate Again:** If no change in responsiveness and breathing, continue rescue breathing for 3-5 minutes. If still no change, administer a second dose of Naloxone into the other nostril.

6. Upon the arrival of EMS, advise them of your observations, that Naloxone was administered, the approximate time of the dose, the number of doses, observations after the Naloxone was administered, and any other care provided to the patient.
7. If the patient who was administered Naloxone is to remain in custody, he/she shall be medically cleared prior to transport to the SMPD or any other lockup facility.

D. Documentation

1. Officers administering a Naloxone application(s) shall complete a detailed report documenting the event.
2. Officers administering a Naloxone application(s) shall notify his/her Supervisor immediately, so a replacement Naloxone dose can be restocked. Any lost or damaged doses of Naloxone shall be reported to the Officer's supervisor as soon as practical.
3. Officers shall submit a report to the Prescription Drug Monitoring Program (PDMP) in accordance with ADM-59.
4. Officers shall file an online report with the Milwaukee Office of Emergency Management-Emergency Medical Services (OEM-EMS) [REDACTED] 



E. Training

All officers will receive in-house training on the use of Naloxone.

III. EFFECTIVE DATE

The effective date of this order is August 30, 2018.

William R. Jessup
Chief of Police

IV. ADDENDUM

1. Physician/Medical Director Standing Order
2. Naloxone RX
3. Online Naxolone Use By Officer Reporting Form
4. Naloxone Purchase Order



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-18

INDEX AS: Drug & Alcohol Testing Policy

REPLACES:
EFFECTIVE:

WILEAG:

SUBJECT: South Milwaukee PD Drug & Alcohol Testing

PURPOSE: The purpose of this policy is to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by members of the South Milwaukee Police Department. This policy is intended to be consistent with, and generally patterned after, the US Department of Transportation Federal Highway Administration's Drug and Alcohol Testing Rules, Regulations and Procedures contained in Title 49 CFR, and is applicable to all employees of the SMPD. Nothing herein shall preclude the SMPD from establishing rules, regulations, policies and/or procedures governing the misuse of alcohol and/or use of controlled substances, consistent with the Police Department's rights and obligations under Sec. 62.13, Wisconsin Statutes.

This order consists of the following sections:

- I. POLICY
- II. PURPOSE
- III. APPLICABILITY
- IV. DEFINITIONS
- V. NOTICE
- VI. TESTING REQUIREMENTS – GENERAL

- VII. TESTING PROCEDURES FOR ALCOHOL
- VIII. TESTING PROCEDURES FOR CONTROLLED SUBSTANCES
- IX. CLINIC PROCEDURES MANAGEMENT
- X. DISCLAIMER

EFFECTIVE DATE

The effective date of this order is December 16, 2019

William Jessup
Chief of Police

ATTACHMENTS:

- A. NOTIFICATION FOR REQUIRED DRUG/ALCOHOL TESTING
- B. SPLIT SAMPLE TESTING FORM



SOUTH MILWAUKEE POLICE

GENERAL ORDER 19-40

INDEX AS: Adult School Crossing Guards

REPLACES:
EFFECTIVE:

WILEAG: 2.8.1

SUBJECT: Adult School Crossing Guards

PURPOSE: The purpose of this General Order is to explain the role of the adult school crossing guards (Herein referred to as "Crossing Guard") of the South Milwaukee Police Department.

This order consists of the following numbered sections:

- I. POLICY
- II. JOB REQUIREMENTS
- III. SUPERVISION
- IV. TRAINING
- V. AUTHORITY
- VI. HOURS OF EMPLOYMENT
- VII. RULES AND DUTIES
- VIII. EMERGENCY SITUATIONS
- IX. LIABILITY PROTECTION
- X. EFFECTIVE DATE

I. THE CROSSING GUARD

The Crossing Guard is a “non-sworn”, civilian employee of the South Milwaukee Police Department. Members must pay strict attention to duty since the lives of school children are entrusted into their hands. They are authorized to direct traffic to stop at school crossings for the protection of persons who are crossing a roadway in the vicinity of a school. Crossing Guards are paid or can volunteer their time.

II. JOB REQUIREMENTS

Applicants to the organization must pass a background check and an oral interview. The background check will include a criminal history check, a local SMPD records check and a KGIS check. No one with any conviction of a crime with a child as a victim will be employed. A history of crimes of violence and will also eliminate someone from service. All other background check related facts and decisions will be considered on a case by case basis. Applicants must be 18 years old, have good English communication skills and possess reliable transportation to their assigned corner.

Crossing Guards who show a pattern of absences from work may be released from the Crossing Guard Program.

III. SUPERVISION

- A. Crossing Guards are managed by a sworn officer appointed by the Chief of Police.
- B. Crossing Guards are supervised by the working supervisor of the shift.

IV. TRAINING

- A. Crossing Guards will be required to participate in both generalized training related to their duties, as well as equipment related training.
- B. Crossing Guards will be apprised of the Police Department Rules and Regulations, which pertain to their function. Training will be provided by the Crossing Guard Supervisor.

V. AUTHORITY

- A. Crossing Guards are NOT sworn law enforcement officers, nor do they have the authority that sworn officers have.
- B. Misuse or misrepresentation of authority or other misconduct by a Crossing Guard shall be communicated to the Crossing Guard supervisor who shall proceed with disciplinary or discharge action, as appropriate.

VI. HOURS OF EMPLOYMENT

Crossing Guards will be assigned to a specific location as established by the person in charge of the unit. Locations and times are established as follows. However, locations and hours may be added/deleted based upon the needs of the school district:

15th Avenue/Drexel Blvd – 8am-8:30am & 3:40pm-4:10pm
15th Avenue/Lakeview Ave – 8:15am-8:45am & 3:30pm-4pm
15th Avenue/Rawson Ave – 8:15am-8:45am & 3:30pm-4pm
14th Avenue/Rawson Ave – 8:15am-8:45am & 3:30pm-4pm
N. Chicago/Hawthorne Ave 8:05am-8:35am & 3:35pm 4:05pm
Hawthorne Ave – in front of E.W. Luther School 8:15am-8:45am & 3:30pm-4pm
Blakewood Ave – in front of Blakewood School 8:15am-8:45am & 3:30pm-4pm

VII. RULES AND DUTIES

- A. While on-duty the Crossing Guards' conduct will conform to that of the police personnel.
- B. The primary function of Crossing Guards is to facilitate safe student, pedestrian, motor vehicle and bicycle travel at busy locations near schools across the City. The Crossing Guards shall discourage children from unsafe behavior near roads and traffic, such as playing near or in the road or darting into the street.
- C. Crossing Guards shall utilize Stop Signs, traffic lights and breaks in traffic flow to best assist pedestrians across the street.
- D. During work hours, Crossing Guards shall wear the reflective vest and have the Stop Sign with them provided by the

department. Crossing Guards shall utilize the hand-held Stop Sign when crossing people across the street. These rules are for their safety, pedestrians' safety, and exist to promote the safe travel of pedestrians, students, bicyclists and drivers in the area. Crossing Guards are in charge of providing their own appropriate clothing for the weather conditions at hand (warm clothes and jacket in the winter, rain coat in bad weather, comfortable clothes in warm weather).

- E. If Crossing Guards drive their personal vehicles to their assigned corner, Crossing Guards shall make sure their personal vehicles are parked in such a fashion it does not obstruct their view, other pedestrians' view or other drivers' view of the intersection they are working at.
- F. Crossing Guards shall always be polite and courteous, never overbearing with any member of the public or children, avoiding physically touching a child or member of the public unless there is an immediate, clear and dire need to do so.
- G. Crossing Guards shall not engage in any behavior, during work or away from their employment which would adversely affect their performance as a Crossing Guard or the community's perception of them or the Police Department.
- H. Crossing Guards may not use tobacco or foul language while on duty.
- I. When a Crossing Guard witnesses a violation of the law, they are to call the Police Department Dispatch Center and report the incident as soon as is safe to do so without neglecting the safe crossing of pedestrians in their assigned area. Crossing Guards are encouraged to carry a cell phone for this purpose. Crossing Guards are encouraged to obtain a detailed description of all people and vehicles involved in these incidents, including vehicle description and license plate.
- J. When a Crossing Guard witnesses any other odd or suspicious activity in their area, they are again encouraged to obtain a detailed description of the people and vehicles involved and the behavior they witnessed.
- K. Failure to comply with any part of these rules may result in disciplinary action and termination.

VIII. EMERGENCY AND INJURY SITUATIONS

- A. If a Crossing Guard is injured while On Duty, they must report it to the Patrol Supervisor currently working, and follow all instructions given.

- B. During a Crossing Guard's duty, emergency situations such as a traffic crash, injury or illness may occur near a school crossing. In the case of emergency, a guard must stay at their post keep control of the situation until police or fire personnel arrive, using the basic procedure to ensure the children's safety:
 1. Stop crossing the pedestrians
 2. Group the children away from the street
 3. Remain at assigned post with the children
 4. Ask several people to call 911
 5. Do not move the victim, unless the victim is in serious and immediate danger of being struck by a vehicle
 6. Do not administer First Aid unless you are certain of your abilities

IX. LIABILITY PROTECTION

Crossing Guards are covered under the City's worker's compensation policy while performing lawfully within their position as a Crossing Guard, if there are a paid employee. If any Crossing Guard is a volunteer, they are covered under the City's volunteer accident policy.

X. EFFECTIVE DATE

The effective date of this order is November 4, 2019.

William Jessup
Chief of Police



SOUTH MILWAUKEE POLICE

GENERAL ORDER 20-19

INDEX AS: COVID-19- Pandemic Response

REPLACES:

EFFECTIVE: 03-17-2020

WILEAG:

SUBJECT: COVID-19 Pandemic Response

PURPOSE:

The purpose of this special directive is to establish guidelines for the continuation of policing operations in the face of the COVID-19 global pandemic. This is a dynamic and rapidly evolving situation. As such, this Special Directive will be modified as needed.

On March 12, 2020, Wisconsin Governor Tony Evers issued Executive Order #72, declaring a public health emergency in response to the COVID-19 Coronavirus global pandemic. In response to this emergency declaration and the conditions resulting in its issuance, it shall be the policy of the South Milwaukee Police Department to implement various temporary procedures designed to protect employees and ensure the continuity of policing operations.

This order consists of the following numbered sections:

- I. DEFINITIONS
- II. PROCEDURE
- III. EFFECTIVE DATE

I. DEFINITIONS

- A. **COVID-19 (Coronavirus):** An infectious disease not previously identified in humans, which causes respiratory illness similar to the flu. Symptoms include a cough, fever, shortness of breath, and in more severe cases, pneumonia. The virus spreads primarily through respiratory droplets produced when an infected person coughs or sneezes, which may include persons who are asymptomatic. These droplets can land in the mouths or noses of persons who are nearby or possibly be inhaled into the lungs. It may be possible for a person to contract COVID-19 by touching a surface or object that has the virus on it then touching one's own mouth nose or possibly their eyes, but this is not thought to be the main way the virus spreads.
- B. **Isolation:** The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected.
- C. **Personal Protective Equipment (PPE):** Specialized equipment designed to create a barrier that reduces the chance that the wearer will be exposed to injury or the spread of infection or illness.
- D. **Quarantine:** The separation of a person or group of people believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been exposed.
- E. **Social Distancing:** Avoiding group settings and maintaining a distance of approximately six feet from others when possible.

II. PROCEDURE

- A. General Precautions
 - 1. Employees who are sick should stay home.
 - 2. Employees should avoid touching their eyes, nose, or mouth, and wash their hands frequently with warm, soapy water for at least 20 seconds. Officers should strive to wash their hands each time they return to the station and office staff should strive to do the same following each transaction at the service window.
 - 3. Employees should forgo customary handshakes or similar physical contact.

4. Employees should cover their mouths with tissues whenever they sneeze or cough and discard used tissues immediately in the trash.
5. Employees should avoid contact with individuals who are sick with respiratory symptoms.
6. Employees should disinfect/clean frequently touched surfaces, such as doorknobs, tables, desks, etc.
7. Employees should minimize sharing of communal food or, at a minimum, ensure good hygiene prior to participating.

B. Suspended Activities

1. Until further notice, the following policing activities should not be performed unless directed or approved by a supervisor:

A horizontal bar chart consisting of 10 bars of varying lengths. Each bar is preceded by a small black square. The bars are arranged from top to bottom in the following approximate order of length: 10, 10, 10, 8, 9, 10, 7, 6, 10, 8. The bars are set against a white background with a light gray horizontal grid.

2. The aforementioned list includes activities not deemed critical to the fundamental mission of the department. It is not meant to be all-inclusive, and employees should evaluate their routine duties in the context of trying to avoid situations that might unnecessarily create the risk of exposure to COVID-19

C. Operational Modifications

1. Personal Protective Equipment
 - a. Each officer has been issued PPE which includes the following items:
 - (1) One paper surgical mask
 - (2) One pair of protective eyewear
 - (3) One pair of nitrile gloves
 - b. When PPE items are used, a supervisor should be contacted to replace the used items. Surgical masks are in short supply and can be reused in accordance with guidelines. The protective eyewear can be sanitized and reused.
 - c. The use of PPE is voluntary and a decision that should be made by the responding officer.
2. Respiratory Alerts
 - a. The South Milwaukee Health Department will be notifying the Communications Center of any addresses they become aware of at which the potential exists for transmission of COVID-19 or other communicable disease. These addresses will be flagged in the CAD system.
 - b. Officers dispatched to a call at such a flagged address will be notified of the need to use “enhanced precautions” or “enhanced PPE.”
 - c. Officers responding to a flagged address should carefully evaluate the nature of the call to determine whether entry is necessary or advisable.

3. Citizen Contacts/ Calls for Service

a. Citizen contacts are an inevitable and necessary element of policing. When engaged in citizen contacts, officers should make every effort to exercise social distancing during the contact.

1.

[REDACTED]

2. Calls that are not in progress will be evaluated for the need for a physical response from officers.

[REDACTED]

[REDACTED]

[REDACTED]

- b. In the event it becomes necessary to engage in physical contact with a subject, officers should thoroughly wash with warm soapy water as soon as practicable following the contact. If the opportunity to wash is not available, officers should use hand sanitizer that has been placed in each squad.
- c. During the period in which these restrictions are in effect, officers should be judicious in determining whether to engage in discretionary citizen contacts.

4. Traffic Enforcement/Vehicle Contacts/Municipal Arrests

- a. During the period in which these restrictions are in effect, officers should focus enforcement on moving violations that pose a risk to the community, while weighing the necessity of making stops for lesser violations against the risk of creating a potential exposure situation.
- b. During vehicle contacts, officers should consider using a passenger side approach to maximize the distance between the officer and driver. In all cases, officer safety should be the highest priority in determining the type of approach to be used.
- c. As soon as practicable following a vehicle contact, officers should wash their hands with warm, soapy water or disinfect with hand sanitizer.
- d. This modification does not alter the department's position on vehicle contacts for criminal or suspicious behavior.
- e. Any incident that results in the need for a citation for a municipal arrest should be considered for the issuance of a citation after positive ID is obtained.

5. Past Tense Retail Thefts and Retail Thefts where ID Can be made

- a. The department will make available to those retailers that account for the greatest number of retail thefts, information instructing them on how to report past tense retail thefts.
- b. Past tense retail theft reports will be emailed to the department, reviewed on a daily basis by the officer assigned on the shift to check the email. The area officer will then be assigned to the call for report completion and necessary follow-up.

- c. For in progress retail thefts where an officer does respond and a positive ID of the suspect can be made the officer will site the offender on scene and release them.

6. 911 Misdials

- a. Officers taking a 911 misdial should make a concerted effort to determine the nature of the misdial via telephone or based upon information made available from the call taker.
- b. In the event the officer can articulate a rationale for concluding the call was inadvertent and not based on an actual emergency, it should be noted in the call and cleared without making face-to-face contact with the caller.
- c. If there is any reason to believe the call could be based on an actual emergency or the officer cannot conclude whether an actual emergency exists, face-to-face contact should be made, if possible.

7. Telephonic Reporting

- a. During the period in which these restrictions are in effect, officers, clerical and dispatch staff are authorized to evaluate each assignment for request for service for the purpose of determining if a report could be taken telephonically.
- b. Circumstances that would allow for telephonic reporting include:
 - (1) Crime reported is minor in nature and doesn't involve a personal injury, threat of injury, or domestic abuse;
 - (2) There is a lack of meaningful solvability factors; and
 - (3) There is an absence of physical evidence;

8. Officer Assists

- a. Unassigned officers who elect to assist on another officer's call should, to the extent possible, do so in a manner that minimizes unnecessary citizen contact.
- b. Should citizen contact occur, officers should emphasize social distancing.

- c. In no way is this section intended to discourage the level of cooperation and teamwork that are a hallmark of our organization.

9. Interview Room Use

- a. Use of the internal interview rooms should be limited to criminal suspects who are in custody or for whom custody is anticipated.
- b. Interviews with persons who merely want to report illegal conduct or are witnesses to minor offenses should be restricted to the room off the main lobby. If that room is occupied then the report room 1 may be used.
- c. Victims or witnesses in traumatic or serious criminal investigations can be interviewed in the soft room.
- d. At the conclusion of interviews, surfaces; e.g., tables, chair arms, telephones, etc., should be wiped with a disinfectant by the officer who used the room.

10. Property Returns

- a. Scheduled returns of held property/evidence should be postponed until at least April 06, 2020, unless the property represents an item of critical importance to the owner; e.g., wallet or car keys.
- b. Should the need arise to return property prior to April 06, the process should be done in a manner that exercises social distancing.

D. Contact With Known or Suspected COVID-19 Cases

- 1. Unless circumstances warrant a detention or arrest, officers should defer to EMS personnel in any situation involving known or reliably suspected COVID-19 cases.
- 2. During contacts with any persons presenting apparent symptoms of COVID-19, officers should practice social distancing and should don PPE. Officer shall also ask screening questions similar to those being asked by EMS personnel. (see Attached) These include questions regarding recent exposure to anyone having a confirmed COVID-19 case, or presence of symptoms such as a high fever or shortness of breath.
- 3. Effective 04-10-20 Officers are required to don PPE on all calls

where an officer is reasonably expected to have contact with any person within 6 feet. This would include entering any building (residence, business or store) and any transportation of any person in a squad.

4. Physical confrontations or arrest situations involving persons suspected of, or claiming, COVID-19 infection should proceed as follows:
 - a. Officers don their own PPE and also mask suspect with a surgical mask
 - b. Contact supervisor for further instruction. Supervisor should consider options other than secure custody depending on the nature of the offense. If custody is necessary, contact the hospital, advise them of the circumstances, and request instructions.
 - c. If medically cleared, contact the CJF for approval for transport. If not medically cleared, the officer should contact a supervisor for further instructions.
 - d. Depending upon the outcome of the medical clearance process, officers will also need to consider:
 - (1) Properly disposing of any used PPE;
 - (2) Cleaning and disinfecting all duty gear;
 - (3) Changing and laundering their soiled uniform; and
 - (4) Removing the transport vehicle from service for cleaning and disinfecting.
 - e. Contact SM Health Department to notify of the person's claim or condition
5. Any officer who has reason to believe he or she has been exposed to COVID-19, whether on or off duty, should immediately contact a supervisor for further instructions.
6. Any decision regarding quarantine following contacts described above will be made in consultation with the employee, the Chief, the Human Resources Director, and medical professionals.

E. Sanitary Practices

1. As previously mentioned, one of the best defenses against COVID-19 is frequent hand washing with warm, soapy water for a period of at least 20 seconds. Employees should make a concerted effort to

wash their hands after each transaction with a citizen. Officers should do so each time they return to the station.

2. Officers should sanitize their patrol vehicle at the end of each shift, to include frequently touched surfaces; i.e., door handles, steering wheel, gear shift lever, radio microphone, emergency equipment controls, rearview mirror, etc. Cleaning supplies will be available in the garage.
3. The transport seat/area should be sprayed down following each transport.
4. Handcuffs should be wiped down each time they are applied.
5. Touched surfaces in each interview room should be wiped down following each use.

F. Staffing/Personnel Considerations

1. First and foremost, any employee who is sick should stay home. Employees who believe they have been exposed to COVID-19 should report their concerns to a supervisor.
2. Employees who have completed out of state travel should report their travel to a supervisor.
3. Employees who may have been exposed to COVID-19, are experiencing symptoms consistent with COVID-19, or have traveled to a location or in a manner that increases the likelihood of exposure, may be directed to self-quarantine for a period of time prior to being allowed to return to work. These determinations will be made on a case by case basis in consultation with the Health Director, employee, the Chief, and Human Resources.
4. All sworn staff should be prepared to perform patrol duties in the event staffing is depleted due to illness.

III. EFFECTIVE DATE

The effective date of this order is March 17, 2020

William Jessup
Chief of Police



Milwaukee County

Office of Emergency Management

Christine Westrich, Director OEM

Dr. Ben Weston, Medical Director

Dan Pojar, EMS Division Director

Date: 3/16/20
To: Milwaukee County Fire Chiefs
From: Ben Weston, MD, MPH, Medical Director
Re: COVID-19 911 Dispatch Screening and Notification V2

Situation

At this time, the current rate of COVID-19 cases in our community mandates a broader level of 9-1-1 EMS Dispatch Screening.

Background

9-1-1 EMS Dispatch Screening for COVID-19 protects our EMS providers from exposure and maintains the integrity and continuity of our EMS system.

Assessment

A simplified process can be implemented in dispatch centers, while not interfering with the emergency information gathering, call instructions, and response dispatch.

Plan

The following screening criteria should be implemented into all Milwaukee County 9-1-1 EMS calls.

All non-traumatic 9-1-1 EMS calls should receive the following questions after critical information gathering, caller instructions, and response dispatch.

1) Does the patient OR any one in home have ANY of the following signs/symptoms:

- Measured body temperature $\geq 38.0^{\circ}\text{C}$ (100.4°F) or warm to touch
- Complaint of fevers
- Difficulty breathing
- Shortness of breath
- Cough

2) If the caller is YES to any symptom, the following instructions should be given:

- To caller-- keep isolated (don't allow anyone to come in close contact with them), put a mask on patient if possible, meet responding providers outside if possible
- To responding providers-- follow PPE guidelines as outlined in up to date Numbered Notice 20-02.

DATE: 14 March 2020

TO: South Milwaukee Police Department Personnel

RE: Respiratory PPE – N95 Reuse

CDC has guidelines for the reuse of N95 respirators. Our supplies of N95 respirators may become depleted in the present pandemic environment. The CDC has guidelines that allow the reuse of N95 respirators in order to conserve supplies while still providing for the safety of First Responders. This decision to implement the extended use or limited reuse of N95 respirators has been made by the Command Staff.

When reusing N95s:

Respirators must only be used by a single wearer.

Label storage containers used for storing respirators or label the respirator itself.

Store them in a clean, breathable container such as a paper bag or a designated container between uses. Paper bags have been supplied on the counter to the rear of the squad room.

Avoid touching the inside of the respirator. Use a pair of clean gloves when donning a used N95 respirator. – Discard gloves after the N95 respirator is donned and any after adjustments are made.

Discard the N95 respirator and do not reuse when:

- Contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.
- Following close contact (physical touch of the patient). – Obvious transmitted droplets from patient to the face area. – Obvious damaged or it becomes hard to breathe through. – Unknown history of usages or unsure of previous user