

# MILWAUKEE POLICE DEPARTMENT

## REPORT OF INCIDENTS INVOLVING NUISANCE PROPERTIES

TO: Captain [NAME]

**Address of Nuisance Property:**

District:

Nuisance Status:  New /  Current

Billing Status:  Yes /  No

CAD # /  Incident #

Date of Incident:

Residential Property  Commercial Property  If commercial, what type of business:

Owner of property on premises at time of violation / incident?  Yes  No

Tenant(s) cooperative?  Yes  No (if no, explain in narrative section)

Owner Notified by Officer:

Date:

Time:

Owner's Name:

Home Address:

Date of Birth:

Home Phone:

Tenant's Name:

Home Address:

B of I #

Date of Birth:

Home Phone:

Co-Tenant's Name:

Home Address:

B of I#

Date of Birth:

Home Phone:

### VIOLATION/INCIDENT – DESCRIBE FACTS AND CIRCUMSTANCES IN NARRATIVE SECTION

Name of Person Cited:

Citation Number:

Violation & Ord. / Statue No.:

Date of Birth:

Court Date:

Name of Person Cited:

Citation Number:

Violation & Ord. / Statue No.:

Date of Birth:

Court Date:

Name of Person Cited:

Citation Number:

Violation & Ord. / Statue No.:

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Court Date:

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Violation & Ord. / Statue No.:

Date of Birth:

Court Date:

Name of Person Cited:

Citation Number:

Violation & Ord. / Statue No.:

Date of Birth:

Court Date:

Investigating Officer:

District / Bureau:

Date:

\_\_\_\_\_  
Commanding Officer

\_\_\_\_\_  
Date

### DISPOSITION – FOR CPU ONLY

Citation No.	Case Number	Disposition	Judge	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Nuisance Letter Sent:

YES Date /  No

Abatement Plan Submitted:

YES Date /  No/  N/A

Abatement Plan Accepted:

YES Date /  No/  N/A

Abatement Plan Implemented:

YES Date /  No/  N/A

Meeting With Owner:

YES Date /  No/  N/A

If no is one scheduled

YES Date /  No/  N/A

Property:

Date:

Type of Incident:

Investigating Officer:

(Brief description of activity at location with an overview of how situation was handled)

**Phase 1**

**Observations outside the location**

**VEHICLES:**

Where are vehicles parked? Are vehicles blocking driveways, obstructing traffic flow? Are vehicles occupied and loitering? Is loud music coming from vehicles? Are vehicles in violation of parking laws?

**CITIZENS:**

Are people standing outside? Are there large groups of people entering or leaving? Are people causing a disturbance to neighbors? What are people saying outside? What do the neighbors say?

**EXTERNAL SIGNAGE:**

Cover charge posted? Advertising on property?

**EVIDENCE:**

Any evidence collected with inventory number? Photos, Squad Cam, Body Cam/Mic, Video.

**Phase 2**

**Observations inside the location**

**OCCUPANCY:**

**ESTIMATION:**

Conduct an estimate by eye or a quick count in case a full count cannot be conducted safely.

**COUNT:**

Conduct an accurate count of individuals inside of location to include those who live there. Document how the count was conducted and how it was recorded? (by a counter or video recorded)

**PUBLIC ENTERTAINMENT LICENSE:**

**OBSERVED:**

Did you observe violations of the PEP ordinance? Karaoke, DJ, Dancing, Live Music, etc.

**LICENSES:**

If a commercial property, what if any City licenses does premises have?

**ZONING:**

What, if any uses are permitted at the premises? Assembly Hall?

**INTERNAL SIGNAGE:**

What signage is posted inside the location? Cost for food or beverages?

**OTHER AREAS:**

Are there any other areas being used for the after set activity? Garage, basement, upstairs, etc.

**HEALTH AND DNS ISSUES:**

Describe possible health or DNS issues.

**Property:**

**Date:**

**Type of Incident:**

**Investigating Officer:**

**Phase 3**  
**Contact with Residence**

**Occupants/Tenants/Owner:**

**OWNER(S):**

Who is the owner(s) of the property? What are the comments made by owner(s) regarding our presence? Are the owner(s) cooperative with the investigation?

**TENANT(S):**

Who is listed as a tenant for the property? What are the comments made by the tenant(s) regarding our presence? Are the tenant(s) cooperative with the investigation?

**OCCUPANT(S):**

Who are the occupant(s) at the time of the investigation? What are the comments made by the occupant(s) regarding our presence? Are the occupant(s) cooperative with the investigation? Are the occupant(s) willing to testify against owner/tenant in court if necessary?

**DJ/SCHEDULED ENTERTAINMENT:**

Is there a DJ or other entertainment present? Is the music too loud? Is there dancing and does the DJ or entertainment know if dancing is allowed or not? Comments made?

**CALLER/NEIGHBOR COMPLAINANT:**

Name of caller for the incident or violation? Are they cooperative and willing to provide police a statement about incident or activity at the property? Are they willing to testify against owner/tenant in court if necessary? Do they have contact information for the district directly and/or the CLO'S?

**Phase 4**  
**On scene debriefing with personnel**

**ISSUES ADDRESSED TO CARETAKER:**

What issues were found?

**POSSIBLE RESOLUTIONS/MITIGATORS:**

Our recommendations on how these issues may be fixed or reduced? Nuisance Status? Citations?

**PLANS TO CORRECT:**

**ONGOING ISSUES:**

Previous issues – Plans to correct?

**NEW ISSUES:**

New issues – Plans to correct?

**REQUEST MADE TO POLICE:**

Any requests by owner/tenants?

**Property:**

**Date:**

**Type of Incident:**

**Investigating Officer:**