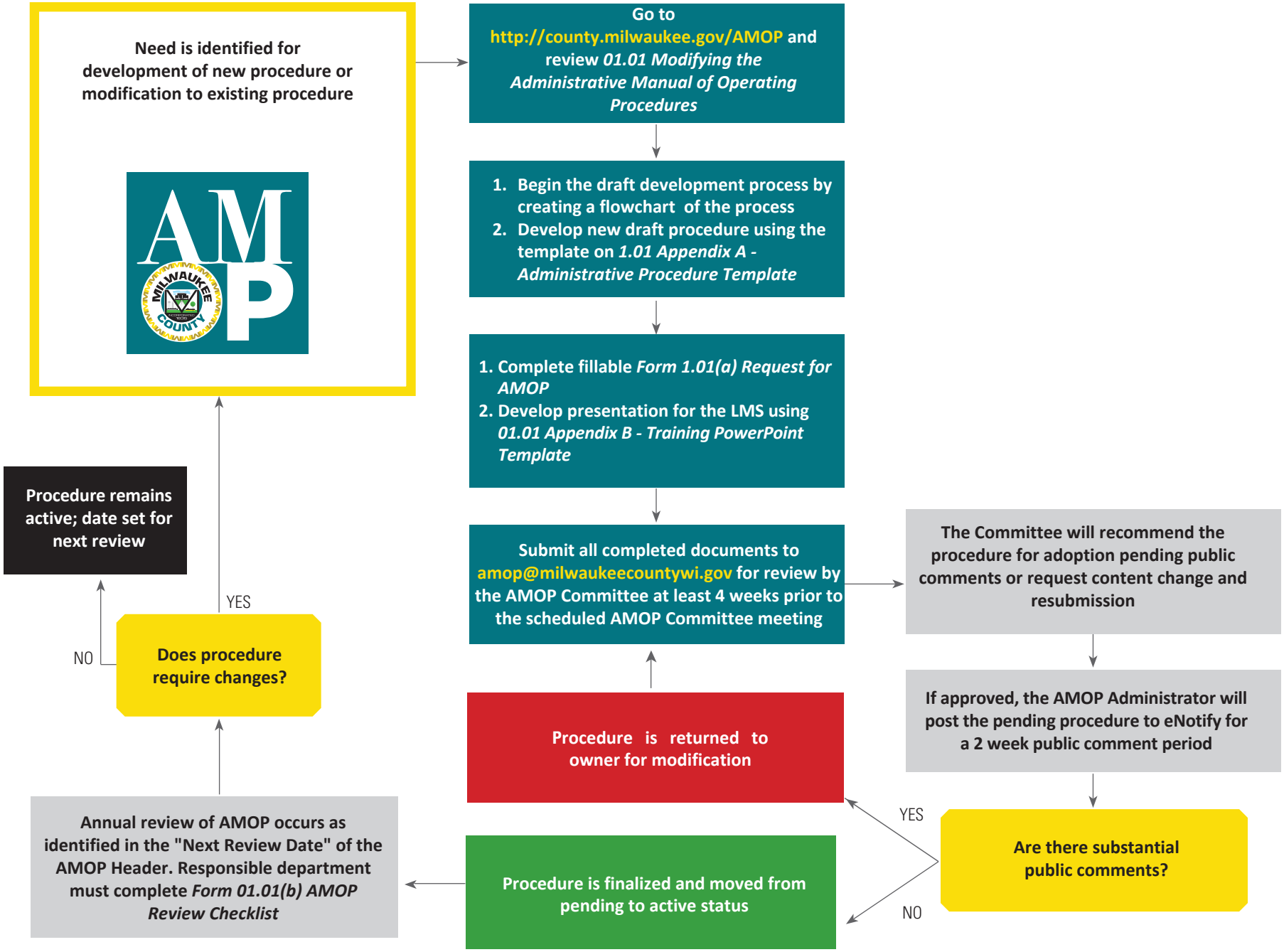MILWAUKEE COUNTY PROCESS FOR ADMINISTRATIVE MANUAL OF OPERATING PROCEDURES