



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

085 – CITIZEN CONTACTS, FIELD INTERVIEWS, SEARCH AND SEIZURE

GENERAL ORDER: 2023-53
ISSUED: October 12, 2023

EFFECTIVE: October 12, 2023

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: August 21, 2023

ACTION: Amends General Order 2022-36 (September 6, 2022)

WILEAG STANDARD(S): 1.7.3, 1.7.4, 1.7.7, 6.1.8, 6.2.3, 6.2.5, 10.1.1

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

085.10 CONTACT PROTOCOL (WILEAG 6.2.3)

E. CLOSING A CONTACT

In an effort to prevent perceptions of biased law enforcement, police members will make every attempt to end the contact in a professional manner. This is an opportunity to ensure that the individual leaves the contact with the best possible view of the police member, the department and the profession. In closing a contact, police members will:

4. If the contact is a traffic stop where the driver does not possess a valid driver's license, the member shall inform the driver they are not legally allowed to operate the motor vehicle. The member may provide the following options to the driver:
 - a. Leave the vehicle legally parked at the location.
 - b. Have a person with a valid driver's license meet them at the location.
 - c. Arrange for a private tow.

If the member observes the driver operating the motor vehicle after the conclusion of the traffic stop, the member shall take the appropriate enforcement action. If the driver refuses to stop and/or flee after said enforcement action is taken and the member does not have the justification to conduct a vehicle pursuit in accordance with Standard Operating Procedure (SOP) 660 Vehicle Pursuits and Emergency Vehicle Operations, the member shall follow the procedures set forth in SOP 660.25 (Decision not to Pursue).

54. Written documentation in the form of a *Community Contact Card* (form PF-6), which provides the officer's last name, title, work location, the time and address of the stop, the number of the police district in which the encounter took place, the police district station phone number, and the procedure for filing a civilian complaint.

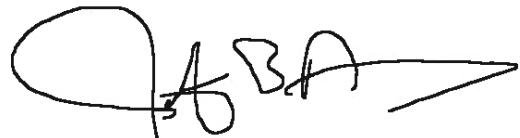
Note: If the individual refuses to take the *Community Contact Card*, the member shall not force the citizen to take the *Community Contact Card* in any way. The member shall make a verbal notation on their body worn camera recording (if equipped) that the individual refused to accept the *Community Contact Card*.

65. If the contact will result in the issuance of a citation, the police member will explain the options available to the person for disposing of the case. In cases of a traffic citation being issued, police members shall also issue form MC-715 *How To Take Care of Your Citation* in addition to advising the individual verbally.
76. If appropriate, close the contact by thanking the person for their cooperation.

085.55 SEARCH BY CONSENT (WILEAG 1.7.3, 10.1.1)

D. REPORTING OF CONSENT SEARCHES

3. In the event contraband is located during a consensual search, the original completed consent form will become evidence and will be inventoried as such. Prior to inventorying the consent form, two copies of the completed form will be made and submitted to the police member's shift commander for data entry into the search field of the RMS FI module the reporting member shall complete the *Consent Search Report* in RMS. Once entered, one copy will then be forwarded for imaging at the Records Management Division, and the second copy will be retained by the work location for one year and then destroyed in accordance with SOP 680.10(E)(5), as it relates to data protection and security.
4. If contraband is not located during a consensual search, the original consent form will be forwarded to the police member's shift commander for data entry into the search field of the RMS FI module the reporting member shall complete the *Consent Search Report* in RMS. Once entered into RMS, all copies of the form will be retained by the work location for one year and then destroyed in accordance with SOP 680.10(E)(5), as it relates to data protection and security.
(WILEAG 10.1.1.3)



JEFFREY B. NORMAN
CHIEF OF POLICE