



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 112 - SEXUAL ASSAULT

GENERAL ORDER: 2021-XX  
ISSUED: June 14, 2021

EFFECTIVE: June 14, 2021

REVIEWED/APPROVED BY:  
Inspector Paul Formolo  
DATE: April 28, 2021

ACTION: Amends General Order 2017-54 (October 20, 2017)

WILEAG STANDARD(S): 6.3.3

#### ROLL CALL VERSION

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

### 112.10 SEXUAL ASSAULT INVESTIGATION PROCEDURE (WILEAG 6.3.3)

#### B. RESPONSIBILITIES OF INVESTIGATING MEMBER

1. Assess the victim's medical condition and summon medical attention if appropriate. In cases of alleged strangulation the victim should be encouraged to seek medical attention for an assessment. Unless there is a need for immediate medical attention or other extenuating circumstances exist, the victim should not be transported away from the scene prior to obtaining information relevant to the scene investigation. Treatment is available at the following area hospitals: (Ascension) Columbia St. Mary's Hospital and St. Joseph's Hospital, (Aurora) Sinai Medical Center and West Allis Memorial Hospital, Children's Hospital, and Froedtert Hospital.
6. The investigating member shall facilitate victim transportation for the victim to the ~~sexual assault treatment center~~ receive sexual assault services for treatment of possible pregnancy, disease, injury, and collection of evidence, as well as advocacy support services. ~~The treatment centers most often used are Aurora Sinai and Froedtert Memorial.~~ The facility (hospitals listed in subsection 1) should be determined based on the victim's preference. All Child victims may be conveyed to the Milwaukee Children's Advocacy Center (619 West Walnut Street) Monday through Friday Thursday from 8:00am-4:00pm 8:30am – 6:30pm and Friday from 8:30am – 5:00pm. After hours, they shall be conveyed to Children's Hospital of Wisconsin.
8. The suspect shall be conveyed to a sexual assault treatment center for evidence collection when the assault has occurred within the past 120 hours. Great care and coordination with the facility shall be taken to ensure that the victim does not encounter the suspect while he/she is receiving medical treatment (most area hospitals are available to provide services including (Ascension) Columbia St. Mary's Hospital and St. Joseph's Hospital, (Aurora) Sinai Medical Center and West Allis Memorial Hospital, Children's Hospital, and Froedtert Hospital).
9. ~~If the victim has emergent medical needs they may go to the nearest facility but they will still need to proceed to the SATC for evidence collection.~~

910. Investigating members shall notify the SCD when a felony sexual assault suspect is in custody. The SCD shall conduct the interrogation of the prisoner. The *Pedigree Form* (form PA-45A) shall be completed during the suspect interrogation and it shall be recorded using a room equipped with ~~Taser~~ Axon Interview Room technology.

#### 10. Sexual Assault Kits

- a. Sexual assault kits will typically not be completed by the time the member is finished with their investigation at the hospital, which means the member shall be responsible for picking up the sexual assault kit at the end of their shift or during their next scheduled shift. The member shall document the time, location, and who released the sexual assault kit to the member in their Tri-Tech Inform RMS report.
- b. Members shall not open the sexual assault kit.
- c. The member shall place the sexual assault kit on department inventory as item number 1 in accordance with SOP 560 Property. Members shall flag the DNA section on the WinAce Officer-Drop inventory.
- d. If the sexual assault kit contains blood and/or urine, the kit must be refrigerated. Refrigerators are available in the Criminal Investigation Bureau in the Police Administration Building or at the Sensitive Crimes Division.
- e. Members shall email the MPD DNA unit at REDACTED after the sexual assault is placed on inventory so it can be sent to the Wisconsin Regional Crime Lab.  
(WILEAG 6.3.3.3)

#### **112.20 INVESTIGATIVE REPORTS REQUIRED (WILEAG 6.3.3)**

B. The investigating member shall complete or obtain the following reports:

1. Original Initial report in the ~~Automated Reporting System (ARS)~~ Records Management System (RMS).

#### **112.25 PROSECUTION**

The victim shall be referred to the District Attorney (DA) Sensitive Crimes Unit for review for criminal prosecution in accordance with SOP 150.05 (Court Procedures). If probable cause exists, the suspect shall be summarily arrested even if victim declines to prosecute.

3. The results of the charging conference shall be documented in a supplemental report.

**Note: If the victim and suspect are both to be ordered to appear for a charging conference, order in times shall be staggered to prevent victim and suspect contact. The victim order in time shall be at least thirty minutes prior to the suspect order in time. Suspects shall never be instructed to**

appear at the Sojourner Family Peace Center.

A handwritten signature in black ink, appearing to read 'JBN' followed by a stylized flourish.

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

JBN:mfk