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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: July 3, 2025

RE: SOP 114 – Domestic Violence
SOP 120 – Operating While Intoxicated
SOP 140 – Juvenile Procedures
SOP 267 – Budget and Finance

SOP 114 – Domestic Violence

- Adding members shall also contact the DV Hotline and complete the yellow DV Supplementary Incident Report in cases of domestic violence-related violation of restraining orders or no contact orders when no new violence or threats are made.
- Adding procedures if the victim does not wish to have their information released to the DV Hotline, as follows:

Sec. 114.30 (C). If the victim does not authorize the release of their information, the investigating officer shall make an email notification prior to the end of their tour of duty to the Sensitive Crimes Division Domestic Violence High Risk Team (DVHRT) at [REDACTED] and “cc” their shift commander.

1. The notification shall include the case number, victim’s name, address, phone number(s), and any other information that would assist DVHRT with connecting to the victim. The member shall also include the purpose of the notification is that the victim refused to authorize officers to release their personal information.

2. The DVHRT will assess each notification and coordinate with the district’s Domestic Violence Liaison Officer (DVLO) to ensure that a secondary prompt is made with the victim within 72 hours to determine if the victim is willing to authorize law enforcement to release their information for the purpose of receiving resources.

- Adding the DV-High Risk Team (DVHRT) to this policy and their responsibilities. The definition of this team is as follows (responsibilities can be found at Sec. 114.44 of the SOP):
 - A. The Domestic Violence High Risk Team (DVHRT) is the recognized best practice by the United States Department of Justice for communities to address domestic violence cases at high-risk for lethality.
 - B. DVHRT works with a multidisciplinary team of partners (as listed in the DVHRT Memorandum of Understanding) to discuss intervention and recommendations based on criteria indicating exceptionally high risk for lethality.
 - C. DVHRT is responsible for teaching, training, conducting outreach, conducting follow up, conducting special operations, working in liaison with district domestic violence liaison officers, reviewing high risk cases, making recommendations, and any other specified tasks required by Sensitive Crimes Division (SCD) supervision.
 - D. DVHRT is comprised of sworn members and civilians, including a crime analyst.
- Adding the DV Liaison Officer to this policy and their responsibilities. (See Sec. 114.45, Domestic Violence Liaison Officer.)

The following changes are administrative:

- Minor updates to state statute references.
- Adding that all photographs are now imported to Evidence.com.
- Adding that shift commanders contact the Criminal Investigation Bureau shift commander and not the Sensitive Crimes Division.
- Updating how members can request a forensic investigator or crime scene investigator.
- Removing reference to the Technical Communications Division and updating it to the Department of Emergency Communications.

SOP 120 – Operating While Intoxicated

- Removed reference to urine kits as MPD does not offer this as a test and the Wisconsin State Lab of Hygiene indicated urine tests are of little value for OWI prosecutions.
- Updated that if the primary test is blood the member shall convey the subject to a nearby hospital or medical facility, which does not necessarily have to be the closest hospital.
- Adding prohibited blood alcohol content (BAC) convictions do not count as a prior conviction to Sec. 120.25, Counting Prior Convictions.
- Updating the section related to 2009 Act 163 as a recent court of appeals decision provided more clarity to this legislation and we added the additional notes contained within the state statute website to provide more context to officers on this law. The additional note is as follows:

Note: Wis. Stat. § 343.305(3)(ar)2 does not authorize law enforcement to complete an unreasonable search, as it does not authorize searches. It authorizes law enforcement to require a driver to choose between giving actual consent to a blood draw, or withdrawing “implied consent” and suffering implied-consent-law sanctions.

- Updated the requirements for officers during the breath test observation period. Language added to 120.45, Breath Tests, is as follows:
 1. Multiple officers may conduct the observation as it may be necessary in some circumstances.
 2. Members conducting the observation shall ensure they are not preoccupied during the observation period to ensure the subject does not eat, drink, chew gum or tobacco, smoke, regurgitate or vomit (e.g., they shall observe the subject and not do things like completing reports while observing the subject)

The following changes are administrative in nature:

- Clarifying the venue for citations issued related to an OWI investigation (e.g., which citations should be referred to Municipal Court or Circuit Court).
- Clarifying blood results are typically returned to the Court Administration Division within 30-60 days of the date of submission.
- Adding references to TraCS copies of OWI paperwork as most of the paperwork for these investigations is done in TraCS.
- Updated the reference from the Technical Communications Division to the Department of Emergency Communications.
- Minor updates to SOP reference numbers.

SOP 140 – Juvenile Procedures

- Adding the definition of secure detention area (language is directly from Department of Corrections Wis. Stat. § 349.03(15)).
- Per clarification from the Wisconsin Department of Corrections, updated the procedures related to the six-hour rule for juveniles in custody as we were advised the time does indeed stop and start based upon a juvenile's presence in a secure (locked) detention area / secure custody status.
- Added additional examples of truancy and curfew violations to the list of status offenses for which juveniles cannot be placed into secure custody status per a recommendation from the Department of Justice.
- Updated reference to shift commanders contacting the shift commander of the Criminal Investigation Bureau to determine if a detective will be assigned to question a juvenile for felony arrest warrants.

The following change is administrative:

- Updating a state statute reference and SOP reference so they match the current state statute and SOP number.

SOP 267 – Budget and Finance

All changes are administrative in nature.

- Removed reference to the revision date of the Purchasing Liaison Manual so we do not have to update this every time the city updates this manual.
- Added requirements of when the City of Milwaukee Contractor Scorecard must be completed.
- Updated the language of the policy to use a more generic city financial management information system term so this does not have to be updated when the city changes software vendors.
- Added equipment, special funds, and capital projects to the list of things needed to ensure accurate reporting and tracking of the budget.
- Removed reference to the specific position for petty cash requests so the policy does not have to be updated if this position changes.
- Removed the requirement for the receipt to be taped to petty cash reports. (*Presumably they are scanned into the system now instead – an answer was not available before this memo was due.*)
- Added the requirements if items were purchased for a community event in addition to a meeting.
- Clarified to add the list of individuals in attendance where possible for events involving petty cash.
- Added the annual budget process and financial plan requirements for the department.
- Minor grammatical updates throughout the policy.