



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 150 – COURT PROCEDURES

**GENERAL ORDER:** 2025-66  
**ISSUED:** December 26, 2025

**EFFECTIVE:** December 26, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** November 24, 2025

**ACTION:** Amends General Order 2024-14 (February 21, 2024)

**WILEAG STANDARD(S):** 1.7.5, 10.1.10

#### ROLL CALL VERSION

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

### 150.05 REVIEW OF CRIMES AND ORDINANCE VIOLATIONS

#### A. CASES HANDLED BY COURT LIAISON OFFICERS

1. Court liaison officers shall ~~process~~ scan and submit selected all cases at the initial appearance in to the district attorney's office. The following cases shall be processed by court liaison officers:

**Note: No cases are to be hand delivered to the District Attorney's Office.**

#### 2. ~~State Summary Arrest Cases~~

- a. ~~All misdemeanors (except firearms related cases)~~
- b. ~~All state traffic (except Injury by Intoxicated Use of Motor Vehicle and Duty Upon Striking Causing Injury).~~
- c. ~~Fleeing from Officer ([Wis. Stat. § 346.04](#)). Court liaison officers will only handle Fleeing from Officer cases when it is the only charge. The case shall be handled by the investigating member if there are other charges associated with the Fleeing from Officer incident or if there are complex or unusual circumstances.~~
- d. ~~Burglary~~
- e. ~~Robbery~~
- f. ~~Felony theft~~
- g. ~~Any other felony case at the direction of the shift commanders of the Criminal Investigation Bureau.~~

~~3. Non-Summary State Cases~~

- ~~a. Battery (misdemeanor only)~~
- ~~b. Criminal Damage to Property (misdemeanor only)~~
- ~~c. Domestic violence offenses (misdemeanor only) — not harassment injunctions~~

~~**Note: A Sensitive Crimes Division supervisor may authorize his/her personnel to appear at the district attorney's office for domestic violence order in cases.**~~

**B. CASES HANDLED PRESENTED BY INVESTIGATING MEMBER**

The investigating member shall process the following cases at the initial appearance in the district attorney's office report to the District Attorney's Office to present the following cases or with the district's assigned community prosecutor when the case falls within the provisions of 150.05(C)(3).

**Note: There are no in-person charging conferences on Sundays. Only in-person, in-custody charging conferences are permitted on Saturday mornings, in CJF Room 110, which is open between 8:00am and 10:00am. Members shall not order in victims on Saturdays. Whenever a presenting member orders in a victim to the District Attorney's Office (Monday through Friday), the member shall appear at the District Attorney's Office at the same time as the victim.**

**1. Intimate Domestic Violence (DV) Cases (married/formerly married, child in common, physically-intimate cohabitants)**

- a. Members shall order in victims in to Sojourner Family Peace Center.
- b. The investigating member shall present all felony intimate DV cases.
- c. The investigating member shall present all intimate DV cases where 2 or more persons are arrested from a single incident.
- d. For misdemeanor intimate DV cases, a Sensitive Crimes Division (SCD) Sojourner Family Peace Center liaison officer will present the case.

**2. Non-Intimate DV Cases (non-intimate cohabitants)**

- a. The investigating member shall present all felony non-intimate DV cases and order victims in to CJF Room 110.
- b. The investigating member shall present all misdemeanor non-intimate DV cases involving a firearm and order victims in to CJF Room 110.
- c. The investigating member shall present all non-intimate DV cases where 2 or

more persons are arrested from a single incident.

- d. For misdemeanor non-intimate DV cases not involving a firearm, the victim shall be ordered in, but a Sensitive Crimes Division (SCD) Sojourner Family Peace Center liaison officer will present the case.

### 3. Sensitive Crimes Cases

- a. Sensitive crimes cases include, but are not limited to, crimes against children, sexual assault, crimes against the elderly, and human trafficking cases. Members may consult a supervisor or a SCD supervisor for further guidance if necessary.
- b. District officers serving as the primary investigator in sensitive crimes cases shall:
  1. Order victims in to CJF room 110.
  2. Present the case if SCD only performs the prisoner interrogation for their investigation.
- c. Sensitive crimes cases shall only be presented Monday – Friday and shall not be presented on the weekends.

**Note: An SCD supervisor may authorize his/her personnel to appear at the district attorney's office for domestic violence order-in cases.**

### 4. All Other Felony and Non-DV Misdemeanor Cases

#### a. Felony Cases

1. The investigating officer shall order in the victim and present the case they investigated to the District Attorney's Office if the Criminal Investigation Bureau (CIB) does not assume responsibility for the case.
2. The investigating officer shall order in the victim and present the case to the District Attorney's Office for the following cases:
  - a. All cases when a firearm is recovered as evidence.
  - b. All felony controlled substance cases.
  - c. All fleeing cases where there are unusual or complex circumstances as determined by the investigating member's supervisor or the Court Administration Division.

#### b. Misdemeanor Cases

The investigating officer shall order in the victim and present the case to the District Attorney's Office for the following cases:

1. Whenever the victim and defendant know each other.
  2. Whenever the defendant is armed with a weapon and violence or fear of violence is an element in the charge(s).
  3. All cases when a firearm is recovered as evidence.
  4. Fourth degree sexual assaults.
  5. Lewd and lascivious behavior.
  6. Complex, unusual, or problematic cases, or any other cases with special circumstances but only with supervisory pre-authorization.
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- ~~1. All cases (felony and misdemeanor) when a firearm is recovered as evidence.~~
  - ~~2. Complex, unusual, or problematic misdemeanor cases, but only with supervisory pre-authorization.~~
  - ~~3. All domestic violence arrests where 2 or more persons are arrested from a single incident.~~
  - ~~4. Fourth degree sexual assaults.~~
  - ~~5. Lewd and lascivious behavior.~~
  - ~~6. Controlled substance cases (felony only).~~

## **150.20 SUBPOENA-RELATED PROCEDURES**

- A. The following procedures shall apply to the receipt of all official subpoenas or recall notices (e.g., subpoenas issued by the Office of the Milwaukee City Attorney, the Office of the Milwaukee County District Attorney or the defense, Department of Transportation, Milwaukee County Mental Health Complex, and the state of Wisconsin Department of Corrections (DOC)):

### **5. Additional Requirements for Wisconsin Department of Corrections Subpoenas**

- a. A supervisor shall scan and attach the PDF copy of the signed subpoena.
- b. A supervisor is then required to send all served and signed subpoenas to the DOC's centralized email box [REDACTED]
- c. If an officer receives a direct email from a DOC agent inquiring as to whether or not he or she received a DOC subpoena, the member shall provide their direct supervisor, and/or designated supervisor, with the email and provide signature of receipt. The supervisor shall then send the copy of the email to the DOC's centralized email box [REDACTED]

- d. A supervisor when receiving subpoenas for members on FMLA, Sick Leave, Military Leave, Vacation and/or Extended Leave that prohibits them from honoring the subpoena received, supervision shall denote that information on the subpoena and return it to the DOC through the centralized email box [REDACTED]
- e. A supervisor shall update the online SharePoint subpoena log any time they are unable to serve a subpoena on a member and shall include the reason for non-service.
- f. All original DOC subpoenas shall be returned to the courts after proper service and/or documentation, while districts shall retain a copy.

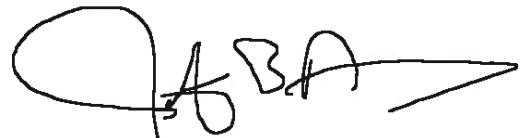
### **150.35 COURT OVERTIME PROCEDURES**

#### **A. COURT OVERTIME**

##### **6. Court Overtime Rates**

Overtime earned as a result of court time shall be compensated in accordance with their respective labor agreements. ~~as follows for MPA (Law Enforcement) and MPSO rates:~~

~~Each court appearance less than or equal to two and one half (2.5) hours in duration shall be compensated at a minimum of two and one half (2.5) hours pay at (1.5X) base salary rate for members covered by labor contract whenever a member is officially required to appear in court on their own time, provided the member is excused at or before completion of the two and one half (2.5) hour minimum. Members will be compensated at one half (1.5X) the base salary rate for all time beyond the first two and one half (2.5) hours of an appearance.~~



JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk