



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

560 – PROPERTY

GENERAL ORDER: 2024-37
ISSUED: July 9, 2024

EFFECTIVE: July 9, 2024

REVIEW/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: May 27, 2024

ACTION: Amends General Order 2023-02 (January 5, 2023)

WILEAG STANDARD(S): 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.2.6

ROLL CALL VERSION

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

560.15 MEMBER'S RESPONSIBILITIES (WILEAG 11.1.2, 11.1.5, 11.2.1, 11.2.2, 11.2.4)

Q. Whenever any type of controlled substance or suspected controlled substance is inventoried, the controlled substances must be secured in a paper fold and a clear zip-lock bag or heat sealed bag. The items shall then be sealed placed inside the appropriate narcotics envelope. The unsealed narcotics envelope shall then be sealed placed inside a clear plastic zip-lock or heat sealed bag that allows for the ability to read the narcotics envelope.

1. Any substance that either contains or may contain fentanyl or any fentanyl derivative shall be processed in accordance with SOP 760. On the envelope itself under drug type, in red ink write, Suspected Fentanyl. If the substance needs to be analyzed, a letter of transmittal shall be completed in order for the substance to be tested by the State Crime Lab.
2. If packaging a moist narcotic substance, secure the item in a paper fold and an appropriate sized paper bag and seal place the items inside the appropriate narcotics envelope. The unsealed narcotics envelope shall then be sealed placed inside a clear plastic zip-lock or heat sealed bag that allows for the ability to read the narcotics envelope.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk