



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

070 – CITATION PROCEDURES

GENERAL ORDER: 2025-52
ISSUED: October 30, 2025

EFFECTIVE: October 30, 2025

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: September 29, 2025

ACTION: Amends General Order 2025-15 (April 7, 2025)

WILEAG STANDARD(S): 6.2.1, 6.2.2, 6.2.3, 6.2.4, 10.1.8

ROLL CALL VERSION

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

070.70 OPERATING A VEHICLE WITHOUT AN OPERATOR'S LICENSE (WILEAG 6.2.4)

B. Whenever a computer check with the Wisconsin Department of Transportation confirms that a person is driving without an operator's license and has a previous conviction for operating a vehicle without an operator's license within the last three (3) years, the matter shall be considered a misdemeanor traffic crime and referred to circuit court with a future court date in accordance with subsections 4-3 **3-5**.

1. In order for an operating a vehicle without an operator's license offense to be counted as a conviction, it must be listed with DOT as a conviction on the subject's driving record. The 3-year calculation shall be calculated from the date of the offense, not the date of conviction. The date of the offense is the first date listed. The second date is the date of the conviction. If there is an offense date listed but no date of conviction shown, the offense is still pending in court and is not to be counted as a conviction for the purpose of determining the operating a vehicle without an operator's license offense.

2. However, if a person is operating without an operator's license and has no previous convictions for the same within the last three years, the matter shall be processed as forfeiture. In those cases, a citation returnable to municipal court should be issued.

Note: It is imperative that an accurate interpretation of the teletype record be made.

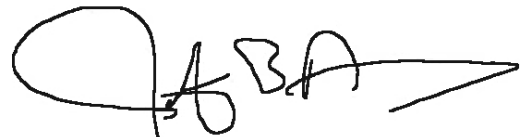
34. Criminal Operating a Vehicle Without an Operator's License violators shall be arrested and booked at the district station where their identification must be confirmed through photograph and fingerprints. A copy of the booking photograph must be included in the reports that are forwarded to the district attorney's office. Reference to the identification through photograph and fingerprints must be included in the narrative of the citation. Absent other charges, the violator should be released from the district station with a future court date after booking.

Note: If a member believes that the totality of circumstances do not warrant

an arrest, they must seek supervisor approval to override this requirement.

42. Priority should be given to positively identifying these violators so they may be released from the district station as soon as possible.
(WILEAG 6.2.4.2)
53. Criminal Operating a Vehicle Without an Operator's License Required District Attorney Worksheets and State Traffic Envelope

Whenever a state Operating a Vehicle Without an Operator's License citation has been issued, the member shall complete all district attorney worksheets in accordance with SOP 070.65(E) and the *State Traffic Envelope* in accordance with SOP 070.90(D).

A handwritten signature in black ink, appearing to read 'J.B.N.' followed by a long horizontal stroke.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk