



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING INSTRUCTION

### MACARTHUR NON-VIOLENT MISDEMEANOR BOOK & RELEASE PROGRAM

**ISSUED:** December 27, 2023

**EFFECTIVE:** December 27, 2023

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** November 2, 2023

**ACTION:** Amends SOI (June 18, 2021)

**WILEAG STANDARD(S):** 1.7.5

### ROLL CALL VERSION

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

## III. POLICY

- B. Offenders who meet the above criteria shall be released from custody without cash bail or required to post cash bail. Offenders will be booked and processed for release and ordered in to the district attorney's office - room 110, three (3) calendar days (Monday - Friday) following the date of arrest at 1:30 p.m. and provided with an *Arrestee / Suspect Referral Memo* (form PR-3A). Officers shall process the case at the District Attorney's Office in accordance with SOP 150 Court Procedures.

## IV. PRISONER PROCESSING

### D. PRISONER DISPOSITION CODES

2. The booker and/or head jailer shall also in the booking maintenance narrative enter the following: order in date (three (3) calendar days (Monday-Friday) following arrest); the order in location (DA's Office, Room 110); arrestee provided with an *Arrestee / Suspect Referral Memo* (form PR-3A) and the supervisor's PeopleSoft number authorizing release of the arrestee.

### E. ARREST AND INCIDENT REPORTS

6. Members shall obtain an incident report a case number prior to the end of their shift and shall record the incident report case number on the PA-45; *Pedigree Information* (form PA-45A); *Prisoner Statement* (form PA-45B); and *Charge Supplemental* (form PA-45C).

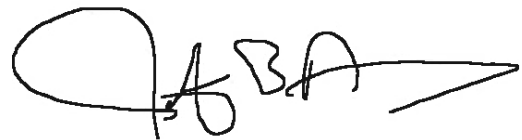
## V. CASE PROCESSING - DISTRICT ATTORNEY INITIAL APPEARANCES

- A. Court liaison officers after receipt of the *MacArthur Program Order-In Envelope* (within 48 hours) shall make one attempt to notify the defendant of his scheduled order in date and time to appear in the district attorney's office, room 110.
- B. Court liaison officers shall notify a defendant not to appear if the district attorney's office no processes his/her case prior to the order in date. The following shall be entered into into a Record Management System (RMS) supplemental report:

- ~~1. Date and time of notification;~~
- ~~2. Liaison officer's name;~~
- ~~3. The case disposition of no processed;~~
- ~~4. The reason the case was no processed (e.g., insufficient evidence, uncooperative victim); and~~
- ~~5. The reviewing district attorney.~~

6. Court liaison officers shall process all MacArthur Program cases at the initial appearance and must file a brief RMS supplemental incident report to include the following:

1. The date and time of review;
2. The reviewing district attorney;
3. The case disposition (no processed, pending, charged, warrant issued);
4. The reason if the case is no processed (e.g., insufficient evidence, uncooperative victim); and
5. List each charge individually if the case is charged.

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

JEFFREY B. NORMAN  
CHIEF OF POLICE