



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 090 – PRISONERS AND BOOKING

**GENERAL ORDER:** 2021-XX  
**ISSUED:** September 20, 2021

**EFFECTIVE:** September 20, 2021

**REVIEWED/APPROVED BY:**

Inspector Nicole Waldner

**DATE:** August 6, 2021

**ACTION:** Amends General Order 2017-53 (November 9, 2017)

**WILEAG STANDARD(S):** 1.7.4., 1.7.5, 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.7, 7.1.8, 7.1.9, 7.1.10, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.2.6, 7.2.7, 7.2.8, 7.2.9, 7.2.10, 7.2.11, 7.2.12, 7.2.13, 7.2.14, 7.2.15, 7.2.16, 7.2.17, 7.2.18, 7.2.19, 7.2.20, 7.2.21, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5, 7.3.6, 7.3.7, 7.3.8, 13.1.1

### ROLL CALL VERSION

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

#### 090.10 PHYSICAL RESTRAINT OF PRISONERS (WILEAG 7.2.2)

##### A. HANDCUFFS

2. All necessary precautions shall be taken to prevent escape or injury to the prisoner or others. Absent exigent circumstances and excluding police aides who have been booker trained, a civilian shall not be responsible for monitoring a prisoner. All prisoners conveyed to Central Booking must be handcuffed behind their backs prior to arrival at Central Booking unless otherwise authorized by a Central Booking supervisor. Typically, persons being interviewed for investigative reasons shall not be handcuffed. However, members may use their discretion when the totality of the circumstances indicates handcuffing is appropriate.  
(WILEAG 7.2.2.5)

##### D. PRECAUTIONS

2. Members shall remain cognizant of any changes in the condition of an arrestee that would require medical treatment. If medical treatment becomes necessary, members shall immediately request medical assistance by telephone or radio. It cannot be overemphasized that members shall continuously monitor and remain cognizant of the condition of a person in custody, especially when ~~he/she is~~ they are in restraints. The arrestee may encounter immediate or delayed physical reactions that may be triggered by the change in physical or environmental factors. Therefore, caution and awareness on the part of the officer is constantly required.

#### 090.15 PRISONERS IN NEED OF MEDICAL ATTENTION (WILEAG 7.1.8, 7.3.15, 7.3.17)

##### B. CONVEYANCES

2. Prisoners conveyed to a medical facility because of injury or an apparent emergency physical illness shall be conveyed by ambulance or fire department paramedic unit. Any uncertainty as to the mode of transportation, convey prisoners by ambulance or fire department paramedic unit.

**Note: Emergency physical illness shall include those instances when an officer believes that the person in custody has recently taken what appears to be a controlled substance, especially in cases where it appears that the person has attempted to dispose of the substance by ingestion. If a prisoner puts something in his/her their mouth that the member believes may be a controlled substance, this shall constitute evidence of ingestion and the prisoner must be medically cleared prior to booking.**

3. Investigative hold prisoners at Central Booking conveyed to a medical facility for treatment will require a two person squad from the district where the crime occurred.
43. An officer shall remain with the prisoner during transport to and from the hospital or emergency medical facility in all such cases.
54. Escorting officers shall remain in the treatment room with prisoners at all times. When all restraints must be removed, more than one officer should be present. Officers must be aware of the well-being of their prisoners while also assuring their own security and the security of others.
65. Instances may arise where officers believe a prisoner's medical condition is of such nature that they should not be released from a hospital even though hospital personnel have released them from their care. In those circumstances the following will occur:
  - e. If this occurs during the night shift, the ~~field inspector~~ night watch commander shall be notified and informed of the situation.
  - f. If the commanding officer or the ~~field inspector~~ night watch commander determines that there is a legitimate health concern for the prisoner, they shall respond to the hospital in question and request to speak with hospital personnel regarding the prisoner's care.
  - g. If after speaking with hospital staff it is determined that the prisoner will still be released from the hospital, the commanding officer or the ~~field inspector~~ night watch commander shall file a memo to the respective work location's assistant chief of police or inspector of police and the municipal lockup facility administrator.

C. PROTECTIVE CUSTODY OR TRANSFER OF PRISONER FOR EMERGENCY AND/OR NON-EMERGENCY MEDICAL CARE (FORM PP-42)

Upon Prior to transport in a police vehicle, fire department paramedic unit or ambulance conveyance for medical care, the detaining officer shall:

1. Complete Form PP-42 in triplicate, except the block titled "Police Use Only."
2. Request the private ambulance representative making the conveyance to sign form PP-42 in the appropriate block.
3. Give the fire department paramedic unit or private ambulance representative the yellow and pink copies of the form (for medical facility and Fire Department records, respectively).
4. Complete the information required on the white original in the block titled, "Police Use Only."
5. Submit completed form (white original) to commanding officer for review and transmittal to the Open Records Division.

#### D. MEDICATION

1. Prescribed or over the counter medications, with the exception of inhalers, that are recovered from a prisoner during the arrest or booking process shall be placed on inventory and a property receipt shall be given to the prisoner. Inhalers shall remain with the prisoner's property until the prisoner is ready to be transported to CJF. The inhaler shall be placed on inventory and a property receipt shall be given to the prisoner prior to the prisoner being transported to CJF. Medication, with the exception of inhalers, may be left with a responsible third party adult or secured in the prisoner's residence with the consent of the prisoner. Members shall write down the names of all medications left with a responsible third party adult or at the prisoner's residence so the prisoner's required medication may be documented during the booking process.

**Note: Medication shall remain with the prisoner's property and shall be listed under the property tab in CMS the Jail Management System (JMS) if the prisoner will be cited and released from the district station. The medication shall be placed on inventory if further investigation reveals the prisoner will be transported to CJF.**

2. If a prisoner is in possession of an inhaler with his/her their identification on it or one in its original prescription box containing his/her their identification, and depending upon the frequency with which it is required, the prisoner may be allowed to have access to it upon request while in custody. If a prisoner is to be allowed to have access to an inhaler, the inhaler must first be examined to determine that it is functioning and does not contain contraband or a controlled substance.
4. Members shall not administer medication to any persons in custody (except an inhaler or naloxone).
  - a. The member providing, or allowing a prisoner to use, their prescribed inhaler shall document the day, time, circumstances necessitating the treatment, and any adverse reactions under the "Medical Documentation Tab Evaluation Narrative" in CMS JMS.

- b. The member administering naloxone shall document the day, time, circumstances necessitating the treatment, and any adverse reactions under the "Medical Documentation Tab Evaluation Narrative" in CMS JMS. The member shall also follow the procedures in SOP 175 Administration of Naloxone.

#### E. MEDICAL ALERT INFORMATION

Medical alert information is available through MINT. Medical alert information is required when filing an *Emergency Detention Report* (form PE-18), *Protective Custody or Transfer of Prisoner for Medical Care Report* (form PP-42), or *Sick and Injured Incident Report* in the Records Management System (RMS). The officer filing a report shall call the Technical Communications Division—NCIC Unit Criminal Investigation Bureau – Validation Desk and provide the medical alert code, the name, race, sex, date of birth, address, height, weight, aliases, operator's license number, social security number and the Milwaukee Police Department identification number (MPD ID) of the arrestee to ensure that new information is entered into MINT so new medical alert codes are generated in case future contact is made with the person.

#### F. MEDICAL RELEASE FROM HOSPITAL

1. When prisoners receive treatment from a hospital the attending medical facility personnel should supply the conveying officer with transfer paperwork. The transfer paperwork information shall be recorded in CMS JMS under the sub-tab labeled "Treatment" behind the medical tab (#5) Medical Evaluation Narrative. The booker conveying officer shall generate a copy of the medical report and attach it to the transfer paperwork accompanied with the *Transfer of Prisoner for Medical Care* report (form PP-42).
3. When prisoners are to be released from a medical facility with a serious injury (e.g., gunshot wound, neck injury, broken bones), a Central Booking supervisor shall be contacted to determine if the prisoner shall be transported to Central Booking, Milwaukee Secure Detention Facility (MSDF), or CJF.

### **090.20 PRISONER'S ANIMALS**

A prisoner in possession of an animal at the time of arrest may elect to release the animal to a third party at the scene. If the animal cannot be released to another person, the arresting officers shall refer to Standard Operating Procedure 060 - Animals. The final disposition of the animal shall be noted in the incident report if one is required; otherwise such information shall be listed under the property tab in the Corrections Management System (CMS).

### **090.30 TRANSPORTATION OF ARRESTEES (WILEAG 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.8)**

#### A. SEARCH

1. Conveying officers shall at all times search the person in custody prior to transporting. Members shall refer to SOP 117 Interactions with Transgender, Intersex, and/or Gender Non-Conforming (TIGN) Persons for searches involving

TIGN individuals.

## B. COMMUNICABLE DISEASES AND MEDICAL CONDITIONS

1. Police members making an arrest and/or conveyance shall immediately evaluate the physical condition of the person taken into custody. Prior to transport, either arresting or ~~transporting~~ conveying officers are to ask the prisoner about their medical condition. Complaints of pain, or obvious injuries indicating an immediate need of medical treatment shall be acted upon.
2. The prisoner shall be asked if ~~he/she has~~ they have a medical condition such as diabetes, heart disease, seizures, asthma or high blood pressure. In addition, the prisoner must also be asked if ~~he/she has~~ they have any communicable diseases such as HIV, AIDS, MRSA, hepatitis, tuberculosis, crabs, lice, scabies, open sores, ~~or~~ wounds or other condition requiring medical attention.
3. If the prisoner indicates ~~he/she has~~ they have a communicable disease or other condition requiring medical treatment, the member shall immediately notify their shift commander via telephone. The shift commander shall contact a Central Booking supervisor so ~~that~~ a decision can be made as to whether to accept the prisoner or re-route the prisoner to a medical facility or CJF. If the prisoner is accepted, the shift commander shall notify the location where the prisoner is to be processed so ~~that~~ a plan for safely handling the prisoner may be implemented. (Refer to SOP 210 - Communicable Diseases).

**Note: The ~~transporting~~ conveying officer shall also notify the dispatcher that the prisoner has a condition but shall not provide any specific information over radio channel.**

## F. TRANSPORT BY NON-ARRESTING OFFICER(S)

1. When the ~~transporting~~ conveying officer(s) is not the arresting officer(s), the arresting officer shall complete an *Arrest/Conveyance Card* (form PA-7) and provide it to the ~~transporting~~ conveying officer. The PA-7 shall include all the necessary information for the initial booking process and on-line data entry to be completed.

## G. TRANSPORTATION OF DISABLED PRISONERS

5. If at the time of arrest a prisoner possesses a wheelchair, brace, crutch, artificial limb, walker, or cane, officers shall determine if they can be safely conveyed in a department vehicle. If not, officers shall request an ambulance for transportation. ~~In this situation, the prisoner shall be conveyed directly to CJF.~~ The arresting officer(s) shall determine if the prisoner is able to walk without the assistance of another individual or device. If the prisoner is unable to walk unassisted, or requires transport by ambulance instead of a squad car, the prisoner shall be conveyed directly to CJF.

**090.40 PRISONERS CONVEYED TO A DEPARTMENT MUNICIPAL LOCKUP FACILITY**  
**(WILEAG 1.7.4, 7.2.2, 7.2.4, 7.2.5, 7.3.4, 7.3.8, 7.3.9)**

## A. ARRESTING/CONVEYING OFFICER'S RESPONSIBILITIES

1. The ~~arresting officer(s) shift commander shall~~ conveying officer(s) shall contact a Central Booking supervisor prior to conveyance of an arrestee to Central Booking with the exception of District One.
2. If upon arrival at a department municipal lockup facility it becomes apparent that a prisoner is in need of medical attention, the ~~arresting~~ conveying officer shall ensure the prisoner is ~~conveyed~~ transported to a medical facility for treatment. Refer to SOP 090.15.
5. The arresting or conveying officer shall temporarily secure the adult prisoner with handcuffs to an immovable fixed object that is designed and intended for such use, such as a bench, wall, rail, or inside a pre-book holding room, depending on the booking facility where the prisoner is processed. Securing a juvenile to an immovable fixed object and/or placing him/her ~~them~~ into a cell initiates the six (6) hour in-custody rule.
8. Arresting/conveying officers shall assist the booker with the searching and escorting of the prisoner to a municipal lockup cell or room. If either the booker or the arrest/conveying officer believes that additional officers should be present during the booking process, they shall immediately notify the shift commander.
  - a. Members shall refer to SOP 117 Interactions with Transgender, Intersex, and/or Gender Non-Conforming (TIGN) Persons for searches involving TIGN individuals.
  - b. If the conveying officer is not the arresting officer, the conveying officer shall obtain and provide the booker with the necessary arrest information to include the time, location, arresting officer(s) PeopleSoft number and charges. This shall be done by completing the *Arrest/ Conveyance Card* (form PA-7). All officers are required to fill out a PA-7 when turning a prisoner over to the booker.

## B. PRISONER PROPERTY

5. Once all property has been removed, the following steps shall be completed in processing the prisoner's property inventory. Prior to sealing a prisoner's property bag, any personal items that alter a prisoner's appearance (e.g., wigs, glasses) shall be used by bookers to photograph additional appearances.
  - a. If their demeanor permits, the prisoner may ~~watch as you account for each item of property~~ observe as each item of their property is accounted for.
  - b. The booker shall count the prisoner's money slowly while ~~he/she watches~~ they observe. Money shall be placed in a sealable plastic bag. The amount shall be written on the sealable plastic bag. All money shall be placed in a secure location by the booker. A notation shall be made in the comments section under the property tab that the money was placed in a secure location and that

location shall be listed.

1. If the prisoner possesses more than \$200, the booker shall contact a supervisor and count the prisoner's money slowly in the presence of the prisoner and the supervisor. The booker shall make a notation in the ~~comments~~ narrative section under the property tab indicating the name of the supervisor that observed this process.
- c. If no money is taken, ~~"NONE" should be written in the description section under the property tab~~ the booker shall select the "no money" checkbox in the property section. When money is taken, the total must be indicated and checked against the amounts listed.
- d. The booker shall place cell phone(s) in a separate bag.
- ed. All plastic bags shall be labeled across the top with the prisoner's name, race, and date of birth. When more than one bag is required to store a prisoner's property, the same information shall be written on each bag with additional labeling of "1 of 22," or "2 of 23," or "3 of 3," etc.

**Note: Prisoners are afforded only two three heat sealed, general purpose property bags. All other property shall be placed on inventory with a property receipt then given to the prisoner.**

- fe. Inhalers labeled with the prisoner's name shall be bagged separately following the guidelines established for bags. Refer to SOP 090.15(D) for further information on medications.
  - gf. Prescription glasses, if not worn, shall be bagged separately.
  - hg. All government documents and items of identification found on the prisoner must be listed under the property tab in ~~CMS JMS~~ as non-valuable by selecting the appropriate article.
  - ih. All prisoners' property that is not contraband or evidence shall be listed under the property tab in ~~CMS JMS~~, and shall be transferred with the prisoner to ~~his/her~~ their place of confinement and securely stored.
1. Prisoner property that will not be accepted by CJF shall be placed on inventory and a property receipt shall be given to the prisoner. Prohibited items that will not be accepted at CJF include but are not limited to:
    - a. Personal prescription and over the counter medication.
    - b. Any form of a blade (e.g., pocket knives, multi-tools, shaving razors).
    - c. Large electronics (e.g., televisions, computers).
    - d. Large duffel bags, suit cases, oversized purses.

- e. Sleeping bags, pillows, blankets, and other linens.
- f. E-cigarettes and/or vaping materials.  
(WILEAG 7.2.4.2, 7.3.8.2, 7.3.9.6)

## 6. Electronically Monitored Prisoners

- d. When a prisoner is wearing a GPS type electronic monitoring device, the arresting/conveying officer must determine if the unit is the property of the Wisconsin Department of Correction (DOC), the Milwaukee County Sheriff's Office (MCSO), or the Vel R. Phillips Juvenile Justice Center.
- 2. The MCSO Electronic Monitoring Unit utilizes [REDACTED] units to monitor individuals on house arrest or Huber release. The MCSO requests that they be notified when one of these individuals is taken into custody. If the prisoner does not know his/her their GPS officer's name and telephone number, members should call the MCSO at [REDACTED]. The unit is not to be left at the residence of the prisoner. The unit should accompany the prisoner to CJF where the unit can be turned over to the MCSO. The unit should not be included in the prisoner's property.
- e. The booker shall enter all of the prisoner's property under the property tab in ~~GMS. The booker shall print a copy of the property receipt and instruct the prisoner to sign it, which will indicate that he/she agrees all the property is accounted for. Two copies of the form shall accompany the prisoner to the prisoner's next location.~~ JMS. The booker shall instruct the prisoner to sign the electronic signature pad, which indicates they agree all of the property is accounted for. The booker shall print two (2) copies of the form, which shall accompany the prisoner to the prisoner's next location. If the electronic signature pad is not working, the booker and the arrestee shall sign the paper copy.

If the prisoner is uncooperative or refuses to sign the property receipt, a supervisor shall be summoned only in those cases where the prisoner complains of a property accounting discrepancy. If the refusal is based only on the lack of cooperation, the booker shall ~~mark~~ write "REFUSED TO SIGN" on the ~~printed property receipt and make a note in the remarks section of the CMS module under the first booking tab~~ electronic signature pad and make a notation in the narrative section. A copy of the printed receipt shall accompany the prisoner's property and a copy shall be kept on file at the District/Central Booking. If the electronic signature pad is not working, the booker shall ~~handwrite~~ "REFUSED TO SIGN" on the paper copy.

## 7. Release of Property at the District

- a. If a prisoner is released at a district station, the prisoner shall surrender his/her their property receipt. The releasing officer shall, in the prisoner's presence, open the plastic bag containing the property. Prior to allowing the prisoner to sign for it, the releasing officer shall check it against the listed property on the



receipt. Both the prisoner and the releasing officer must sign the receipt. If the prisoner refuses to sign, the shift commander shall be notified. If there is no valid reason for the refusal, the property shall not be released. It shall be resealed and the receipt returned to released prisoner with instructions for them to retrieve their property from Property Control within 30 days or it will be disposed of per SOP 560 - Property.

- c. Partial Property Release - On occasion, it may be desirable/necessary to release some of the prisoner's property to a third party, e.g., keys to a spouse. Releasing this property is done at the shift commander / supervisor's discretion. The prisoner must indicate on the property receipt what property is to be released and to whom, and sign the property receipt for partial property returns. A supervisor must also sign the form. After verifying the identity of the receiving party by picture I.D., the receiving party must also sign the property receipt. Partial property release requires ~~a notation in the CMS and the property tab shall be updated~~ an update in JMS.
- d. If the property listed on a property receipt is determined to be evidence, or not that of the prisoner's, it shall be released to an officer for placement on inventory. The following notations must be made on all copies of the property receipt: time released, inventory number, name of the officer receiving property, and signature of authorizing supervisor. The property location code for the item shall also be changed (e.g., evidence, safekeeping).

**090.45 BOOKER'S RESPONSIBILITIES (WILEAG 1.7.4, 7.2.2, 7.2.3, 7.2.4, 7.3.5, 7.3.9, 7.3.10, 7.3.11, 7.3.18)**

**B. SAFETY ISSUES**

Bookers shall be thoroughly familiar with emergency medical procedures (e.g., Automated External Defibrillator (AED), CPR, First Aid Kit, Self-Contained Breathing Apparatus, evacuation plan, emergency exits, fire extinguishers). Safety equipment shall be inspected weekly by the booker and kept in an accessible area. Bookers shall at the minimum conduct hourly inspections of all areas within the work location municipal lockup facility to ensure they are clean and free of contraband or weapons. Refer to 090.45(G) for cell block safety.  
(WILEAG 7.2.2.1, 7.2.2.2, 7.3.5.2)

**D. PRISONER MEDICAL INTAKE SCREENING**

The prisoner medical ~~intake screening~~ evaluation process screens for the physical and mental health of the prisoner, including suicidal thoughts or past attempts medications (both prescription and over the counter), behavior (including state of consciousness and mental acuity), physical impairments, deformities, trauma markings, bruises, lesions, jaundice, mobility issues, and injuries (treated and untreated). Medical information is considered confidential. Medical alert code numbers are not considered confidential.  
(WILEAG 7.2.4.1, 7.3.9.2, 7.3.9.3, 7.3.9.4, 7.3.9.5)

1. The booker shall obtain the following information on prisoners who state they are on medication:
  - a. Name of medication;
  - b. Dosage;
  - c. Required daily intake;
  - d. Medical condition being treated by the medication;
  - e. The last dosage received; and
  - f. The next scheduled dosage (e.g., 4 hours, 8, hours, 24 hours).

The shift commander or Central Booking supervisor shall assess and determine if medical transport is required to a medical facility and/or transport to CJF by the arresting officer/district of where the arrestee committed his/her their crime. All prisoners with fentanyl patches must be conveyed directly to CJF after notification to a Central Booking Supervisor. Medical transports from Central Booking require a two-person conveyance from the district where the crime occurred. District shift commanders may contact a Central Booking supervisor for guidance.

2. The medical information tabs evaluation tab, located in the CMS module JMS must be completed when a prisoner is booked. A copy of the signed medical report shall accompany the prisoner when transported to another location.
3. If a prisoner responds "YES" to one or more of the medical intake screening questions, the information must be documented in the remarks section of the Medical Information tab of CMS any question on the medical questionnaire, the booker shall provide an explanation in the narrative section for that question. Prisoners who are depressed or suicidal, sick or injured, first time inmates, or those under the influence of alcohol/drugs shall be monitored in accordance with SOP 090.45(G). Such action shall be noted on the printed copy of the medical report and brought to the attention of the shift commander.
4. The prisoner shall be asked to sign the completed medical form generated by the booker utilizing the signature pad. The booker shall also sign the completed medical form utilizing the signature pad. If the prisoner refuses to sign the form, the booker shall write "Refused to Sign" in the remarks section located under the Medical Evaluation tab.

**Note: Refusals to answer questions shall be considered a "YES" answer and an indication to "monitor" shall be recorded in the remarks section located under the Medical Information tab in CMS. The shift commander must be notified of any "YES" responses and they shall ensure that appropriate attention and precautions are taken with such prisoners. If a prisoner refuses to answer specific questions, the booker shall select "R-Refused to Answer" and make a notation for the**

particular question(s) in the narrative section. The booker shall notify the shift commander of the responses, and the shift commander shall ensure that appropriate attention and precautions are taken with such prisoners.

5. Medical information entered into CMS JMS will be a part of the booking record in the CMS module. A printed copy of a prisoner's medical information shall be retained at the district station or the Central Booking Division. A printed copy of the medical information shall be transferred with the prisoner upon transfer to another law enforcement or corrections agency.  
(WILEAG 1.7.4.4)

#### E. MEDICAL ATTENTION REFUSAL

When a prisoner arrives at a municipal lockup facility and a medical condition comes to the attention of any officer or booker, they shall adhere to [Wis. Stat. § 302.38](#):

2. If a prisoner refuses medical attention, write "Refused Medical Attention" across the front of the printed copy of the medical information and retain at the district station or Central Booking. This information shall also be noted in the ~~remarks~~ narrative section located under the Medical Information Evaluation tab in CMS JMS before a copy is printed.

#### F. ADULT PRISONER DETENTION TIMES

23. If the time exceeds a person is held for more than 8 hours, arrangements shall be made to supply a meal for the prisoner and for every 8 hours thereafter. The booker shall document a meal was supplied to the prisoner in CMS JMS under the Inmate log.
34. Any prisoner held for more than 24 hours shall be provided one hot meal in the evening and allowed to shower, if requested, or as the staff deems necessary. The booker shall document a hot meal was supplied to the prisoner and any showers taken by the prisoner in CMS JMS.

**Note: Prisoners shall only be allowed to shower at the Central Booking Division.**

45. No prisoner shall be held more than 72 hours; doing so would be the exception, not the rule. Every effort should be made to transfer the prisoner as soon as possible.

#### G. CELL BLOCK CHECKS

5. Shift commanders shall physically enter the cell block and conduct a visual check of each cell at least once per shift. ~~and document~~ This check includes visually inspecting the *Daily Cell Block Check* cards for staggered and random interval cell checks performed by the booker do not exceed 15 minutes and are a minimum of four times an hour. ~~the~~ Checks will be documented by the shift commander on the

*Daily Cell Block Check - Adult* (form PD-4A) and *Daily Cell Block Check - Juveniles* (form PD-4J) in red ink.

#### ~~H. REFUSAL TO SIGN PRINTED COPY OF THE PROPERTY RECEIPT~~

~~A prisoner may refuse to sign the printed copy of the property receipt generated from the Property tab located in CMS. Officers/bookers shall continue with the booking process, write, "Refused to Sign" on the printed copy, and inform the shift commander of the problem. The property shall be inventoried.~~

#### ~~HI. CELL ASSIGNMENT~~

### **090.50 COMMANDING OFFICER'S/SHIFT COMMANDER'S RESPONSIBILITIES (WILEAG 1.7.4)**

- D. In the event of a severe backlog in prisoner processing at a district station, the district shift commander shall notify a Central Booking supervisor. If the backlog cannot be resolved, the Central Booking supervisor shall notify the municipal lockup facility administrator, or their designee. If the municipal lockup facility administrator, or their designee, is not available, the field inspector night watch commander shall be notified.
- E. The shift commander or other supervisor in charge shall verify that the booker/arresting officer has entered the booking information into ~~CMS~~ JMS as soon as practicable. After the shift commander verifies that the entry is completed, fingerprints and photographs have been captured (when applicable), a completed PA-45/CR-215, and *I.D. Confirmed Form* (form PI-4) and all movement/release codes entered into ~~CMS~~ JMS, the arrestee shall be transferred or released from the municipal lockup facility. Prisoner processing is not complete until the shift commander's Forensics Division personnel PeopleSoft number is entered into the "Release Reason Final Release" field located on the first booking screen of CMS in JMS.  
(WILEAG 1.7.4.4, 1.7.4.5)

### **090.75 INVESTIGATIVE HOLDS (WILEAG 1.7.4)**

- A. A shift commander or higher authority may authorize a prisoner "hold" at Central Booking. Authorization shall be placed within 8 hours of the prisoner's arrival at the municipal lockup facility. When completed, the original PA-45 and CR-215 shall be retained by Central Booking and a copy provided to the respective Criminal Investigation Bureau the respective investigating division. The hold shall only be for a maximum of 72 hours. A lieutenant or higher authority The respective investigating division supervisor must reconfirm the "hold" every 8 hours. A Central Booking supervisors shall authorize the transport of a prisoner to the CJF nearing their 72-hour hold time.
- C. The Central Booking supervisor is responsible for the well-being of all prisoners at Central Booking and has the authority to reject prisoners for medical reasons, including those on investigative holds. Central Booking has two observation cells that may be utilized to temporarily house prisoners that require more frequent monitoring due to their medical condition. If both observation cells are occupied, and an incoming

prisoner's medical condition dictates the need for more frequent monitoring, that prisoner may be rejected. If a prisoner on investigative hold and/or awaiting interrogation is rejected, the Central Booking supervisor in charge shall notify the shift commander of the location responsible for the arrest.

The Central Booking supervisor and shift commander shall attempt to resolve the possible rejection while taking into consideration the prisoner's medical needs. The respective supervisor shall contact the municipal lockup facility administrator for guidance or in their absence, the on-duty ~~field inspector~~ night watch commander. If rejected, options to consider may be medical treatment, direct and constant monitoring by an officer from the district for which the crime occurred, and immediate interrogation. If rejected, the shift commander shall ensure that the PA-45 and CR-215 are accurate and complete and then immediately delivered to the Central Booking supervisor in charge.

(WILEAG 1.7.4.4)

- E. The ~~police lieutenant or higher authority~~ respective investigating division supervisor requesting the hold shall complete and sign a the *Prisoner Status Report* (form PP-9E), which shall be kept with the shift commander where the hold occurred and provide a copy to a Central Booking supervisor. The PP-9E shall be updated at the beginning of each shift.
- F. The supervisor requesting the "hold" shall be recorded enter the prisoner's information on the Central Booking Directives Intranet Prisoner Holds page. The entry shall include the prisoner's full name, sex, race, DOB, and charges(s).
- G. At the beginning of each shift, the Central Booking supervisor in charge shall determine if there are any investigative holds. The Central Booking supervisor in charge shall contact the work location that requested the hold and determine if there is a need for the hold to continue. When a ~~lieutenant or higher authority~~ the respective investigating division supervisor continues the hold, that fact shall be logged on the Central Booking Directives Intranet page and the PP-9E updated. The Central Booking supervisor in charge shall continue with this notification at every 8-hour interval thereafter.
- H. Prisoners placed on an investigative hold for 24 hours or longer shall be provided a warm meal during the evening meal only. The morning and afternoon meal will be the standard meal provided to all prisoners at Central Booking. Prisoners placed on investigative hold for 24 hours or longer shall also be allowed to shower, if requested, or as the staff deems necessary. These additional comforts shall be documented on the PP-9E.
- I. The original PP-9E shall be filed at the work location where the hold occurred and a copy sent to Central Booking only after final disposition of the prisoner has been completed.

**090.80 PRISONERS CONVEYED TO CJF (WILEAG 1.7.4, 7.1.5, 7.1.7, 7.2.4, 7.2.11, 7.3.5)**

- A. CJF is the detention facility for adult prisoners after booking, processing,

fingerprinting, and photographing is completed at district stations or Central Booking.

1. A complete booking entry into CMS JMS, fingerprints, prisoner photographs, Arrest/Detention Report (PA-45), and CR-215, and PI-4 shall be completed prior to the arrestee being conveyed to any detention facility.  
(WILEAG 1.7.4.4, 1.7.4.5)
2. The conveying officer(s) shall contact a Central Booking supervisor for approval to transport the prisoner(s) and their property to the CJF sally port located at 948 N. 10<sup>th</sup> Street.

#### C. PRISONERS CONVEYED DIRECTLY TO CJF

2. All department members shall contact a Central Booking supervisor prior to conveying a prisoner from the location of arrest directly to Central Booking, MSDF, and/or CJF.
4. Officers shall notify the sheriff's department personnel, or any agency taking custody of the prisoner, of any security threats, security risks, unusual security risks or medical issues involving the prisoner.  
(WILEAG 7.1.5.4)
  - a. Arresting/conveying officer(s) shall complete the necessary sections of the PA-45, and CR-215, and PI-4A including obtaining the prisoner's right index fingerprint and affix it to the back of the PA-45, where designated. The officer(s) shall stand by until the PA-45, CR-215, and medical assessment reports are approved and the prisoner has been searched. The officer shall complete an *Adult (or Juvenile) Arrest Clearance Non-Booking* report in RMS to generate the PA-45 and CR-215.
  - ~~b. The arresting officer shall obtain a copy of the partially completed PA-45 and CR-215 and complete it as well as any other necessary reports. After the reports have been reviewed and approved, they shall be hand-carried without delay to a Central Booking supervisor who will forward the paperwork to the Central Booking head jailer for immediate batch entry into CMS.~~
  - be. One copy of the PA-45 and CR-215 will be forwarded to the Forensics Division.

#### D. PRISONERS CONVEYED DIRECTLY TO MSDF

MSDF is a detention facility for adult prisoners (felony VOPs only) after booking, processing, fingerprinting, and photographing is completed at district stations or Central Booking.

1. Prisoners not on file with MPD require a complete booking entry into JMS, fingerprints, prisoner photographs, and an *Arrest/Detention Report* (form PA-45) shall be completed prior to the arrestee being conveyed to MSDF.  
(WILEAG 1.7.4.4, 1.7.4.5)

2. When prisoners are on file with MPD, the arresting/conveying officer(s) may complete an *Adult Arrest Clearance Non-Booking* report in RMS to generate the PA-45. The prisoner's right index fingerprint is to be affixed to the back of the PA-45 where designated. One copy of the PA-45 will be forwarded to the Forensics Division.
3. If a prisoner appears to be under the influence of drugs, has visible injuries, unable to walk due to an injury, or is not medically stable they will be refused until medically cleared from a hospital before acceptance at MSDF.
4. All department members shall contact a Central Booking supervisor for approval to transport the prisoner(s) and their property to MSDF located at 1015 N. 10th Street.

#### ED. CONTRABAND

#### FE. CUSTODY REFUSED AT CJF

3. The conveying officer(s) shall notify the Central Booking head jailor at extension [REDACTED] of the time they depart and the time they return to CJF to ensure prisoner movement is updated in ~~CMS~~ JMS.

### **090.85 CHARGES ISSUED IN ORDER-IN CASES (DATA ENTRY)**

- B. Officers shall escort the prisoner to Central Booking for prisoner screening and processing. The arresting officer(s) shall assist the booker by supplying all needed information to complete the booking process in ~~CMS~~ JMS.
- E. Once approved, the booker shall be notified to enter the supervisor's PeopleSoft number into ~~CMS~~ JMS.
- F. Prior to the arrestee being transported/released from Central Booking, the property events shall be created and completed in ~~CMS~~ JMS.

### **090.90 MUNICIPAL CITATION AND PERSONAL RECOGNIZANCE ARRESTS (WILEAG 1.7.4)**

#### B. CRITERIA FOR RELEASE

4. There is no other legal or investigative reason to detain the prisoner beyond the arrest criteria listed above in SOP 090.90(A).

**Note: If an arrest falls under [Wis. Stat. § 165.83](#) as referenced in Section 090.110(A), or if the arrest does not meet the category and criteria established above, a complete booking process, including fingerprints, photographs, ~~Corrections Management System (CMS)~~ JMS entry, etc., is required.**

#### C. ~~CMS~~ JMS PROCESSING

1. The arresting officer shall complete the necessary paperwork (e.g., citations, personal recognizance bonds) and provide the appropriate copies to the prisoner. Officers shall include a legible fingerprint on all citations issued. Arrests processed pursuant to this section do not require prisoner's property to be inventoried, a PA-45, an arrest package, photographs, fingerprints, or entry into ~~CMS~~ JMS. (WILEAG 1.7.4.4, 1.7.4.5)
2. If the prisoner is booked in on a municipal citation the shift commander shall verify that the entry is completed, fingerprints and photographs have been captured, and all movement and release codes entered into ~~CMS~~ JMS. Only when this is completed shall the prisoner be transferred or released from the department municipal lockup facility. Prisoner processing is not complete until the ~~shift commander's~~ Forensics Division personnel PeopleSoft number is entered into the "Release Reason Final Release" field located on the ~~first booking screen of CMS~~ last screen of the release tab.
3. The arresting officer shall promptly release the prisoner from police custody and notify the shift commander of such action taken.

**Note: A person arrested on a releasable citation or municipal warrant shall be processed in a timely manner. A timely manner has been deemed by the courts as the period of time it reasonably takes to complete paperwork. Shift commanders may contact a Central Booking supervisor for guidance.**

#### D. IDENTIFICATION

1. Prior to releasing a prisoner pursuant to this section, the arresting or conveying officer shall confirm the prisoner's identity by capturing their fingerprints via the ~~Digi-Scan System~~ MorphIDent Identification device, which is located within each booking area. Only the Forensics Division can verify a person's identity.
2. If the identity of a prisoner is in question, a complete booking process shall be performed, including a 10-print identification, photographs, ~~CMS~~ JMS entry, etc.

### **090.95 PRISONER SCREENING & THE CORRECTIONS MANAGEMENT SYSTEM (CMS) AND JMS (WILEAG 1.7.4)**

#### ~~A. ARREST SCREENING~~

##### ~~A1. GENERAL PROCEDURE~~

##### ~~B2. INVESTIGATIONS DIVISION ARRESTS~~

### **090.100 PRISONER MOVEMENT (WILEAG 1.7.4)**

#### ~~A. DATA ENTRY~~

- ~~A.~~ All prisoner movements, up to and including final destination ~~and disposition~~ shall be



recorded under movements in the "Events Inmate Log" tab in CMS JMS. Proper date, time, and location codes shall be entered for all records. Every prisoner movement requires an *Order to Detain* (form PO-3) or an *Order to Release* (form PO-4) be completed. These forms are to be date and time stamped for each movement and given to the booker. The booker will record the movement in CMS JMS and give the form to the shift commander for retention while the prisoner is in house. If a prisoner is transferred to another municipal lockup facility (e.g., Central Booking or another district), the PO-3 and/or PO-4 shall follow the prisoner. If a prisoner is transported to CJF, is administratively released, or is released with a future court date, the PO-3 and/or PO-4 shall remain in the booking area for 30 days and be retained by the work location for a period of one year.

#### ~~1. Batch Entry~~

~~Officers at all locations should know the difference between a batch entry and additional charges. The booking officer should ask the arresting officer or detective who presents them with an arrest report for details and circumstances regarding the arrest. Arrests from an outside jurisdiction that are not MPD summary charges, including HIDTA arrests, shall not be entered into the CMS system.~~

- ~~a. All batch entries must have a right index fingerprint on the back of the PA-45 and a copy must be sent to the Forensics Division.~~
- ~~b. The original PA-45 shall accompany the arrest package for prisoners taken to CJF. If the prisoner is being released with a future court date, the original PA-45 shall be sent to Imaging and a copy of the PA-45 shall be maintained at the district station or Central Booking.~~

#### ~~2. Additional Charges~~

~~If additional charges are required by a member and his/her subject has been booked out of the system, a PA-45 must be completed and a copy must be submitted to the Forensics Division within thirty days of the original arrest. The officer shall also write in red ink 'Additional Charges' across the top of the PA-45 and deliver the original to CJF. If the subject has been released from custody, a new booking must be created, requiring a new set of ten prints and photographs. 'Additional charges' may include the following:~~

- ~~• District attorney's request for additional charges.~~
  - ~~• Prisoner admits involvement or evidence shows involvement in another crime.~~
  - ~~• Prisoner was booked out before investigation was completed.~~
- ~~(WILEAG 1.7.4.4, 1.7.4.5)~~

#### **B. ADDITIONAL CHARGES**

If additional charges are required and the prisoner has been booked out of JMS (but is still in custody at CJF), an *Adult (or Juvenile) Arrest Clearance Non-Booking* report in JMS must be completed. The prisoner's right index fingerprint shall be affixed to the back of the PA-45 where designated.

C. One copy of the PA-45 and CR-215 shall be forwarded to the Forensics Division.

**090.105 CMS JMS BECOMES INOPERABLE (WILEAG 1.7.4)**

- C. Ensure that a right index fingerprint is placed on the back of the original handwritten *Arrest Detention Report* (PA-45). The original arrest report and completed PI-4A form shall accompany an adult prisoner to CJF. A copy shall include a notation in red ink, 'BOOKING DOWN' and shall be hand carried to the Forensics Division. The Forensics Division shall deliver the copies to Central Booking for batch entry once the system becomes operational.
- F. Central Booking personnel shall take 3 photographs of each juvenile using a digital camera supplied by the Forensics Division. One (1) front shot, one (1) profile shot and one (1) frontal shot with the juvenile holding his/her their demographic information written on a 8.5 x 11 piece of paper. The printing shall be in bold writing using a Sharpie marker for a clear view of the prisoner's information and MPD ID number. All photographs must be taken in front of the gray backboard located in the booking room. (WILEAG 1.7.4.5)
- K. When CMS JMS becomes operable, Information Technology shall contact district stations, Central Booking, and the Forensics Division by phone, providing notification that normal booking and prisoner processing may resume. The shift commander or Central Booking supervisor shall ensure that all relevant information pertaining to arrested persons obtained during the system's inaction is entered into the system. (WILEAG 1.7.4.5)

**090.110 MANDATORY BOOKING FOR ADULTS (Wis. Stat. § 165.83) (WILEAG 1.7.4)**

- B. Persons arrested for any of the above violations shall be conveyed to a district station or Central Booking for a complete booking in CMS JMS (e.g., fingerprints, photos).

**090.115 ~~DIGI-SCAN SYSTEM MORPHIDENT IDENTIFICATION DEVICE AND CMS JMS ENTRY AT MUNICIPAL LOCKUP FACILITIES (WILEAG 7.3.8)~~**

- ~~A. The Digi-Scan System shall only be used to book and process arrested persons into CMS.~~
- ~~B. Once the prisoner has been properly searched, the booker shall use the Digi-Scan workstation. The response on the screen will be one of the following:~~
- ~~1. No Match~~

~~This indicates that the prisoner's fingerprints were not matched to an existing criminal history record and the prisoner must be booked completely as described in this section.~~  
~~(WILEAG 7.3.8.1)~~
  - ~~2. "Name, Sex, Race, DOB and "Identification Number" of the Matching Record~~

~~If a match has taken place, the Digi-Scan System will immediately send the identified person's name and information to the "Morpho Fast ID" list located within the Tiburon main menu. This record can be accessed from the Tiburon main menu under the Corrections folder by clicking on "Morpho Fast ID". The booker shall complete the required fields and ensure the appropriate adult and/or juvenile status is entered.~~

~~(WILEAG 7.3.8.1)~~

~~C. After the result of the Digi-Scan search has been reported and recorded, the booker shall log off the device.~~

~~D. Arrest information (time, location, arresting officers, charges and any additional pertinent information), shall be entered into CMS by the booker only after the Digi-Scan system has been used to initiate the booking process.~~

~~E. Booking and all other relevant information (height, weight, descriptions, inventory numbers, statute numbers, pedigree, and medical checks) shall be entered by the booker.~~

A. The MorphIDent Identification device shall only be used to book and process arrested persons into JMS.

B. Once the prisoner has been properly searched, the booker shall use the MorphIDent to determine the prisoner's identity.

C. The booker shall use the identification results from the MorphIDent when entering a prisoner into JMS. The results will be one of the following:

1. No Hit (green) displaying an OK

This indicates that the prisoner's fingerprints were not matched to an existing criminal or applicant record with MPD

2. Hit (red) displaying the prisoners last name and mugshot

A hit will show the prisoner's MPD ID #, Name, date of birth, sex, and race.

## **090.120 PRISONER FINGERPRINTS (WILEAG 1.7.4, 7.3.8)**

### **B. VERIFICATION OF FINGERPRINTS BY FORENSICS**

1. All fingerprints transmitted to the Forensics Division shall be processed for positive identification and assigned a Milwaukee Police Department identification number (MPD ID) Local Identification Number (LID). This number shall be entered into the MPD ID field located on the first booking screen in the CMS module Numeric Identifiers section (on the Demographics page) in JMS by Forensics Division personnel.

2. The booker shall confirm that the identification process of the arrestee has been

completed by checking under the Event tab located in the CMS module refreshing the screen in the processing section of JMS until the prisoner's name no longer appears. The booker shall verify that the "Ident" event has been completed by the prisoner processor from the Forensics Division by checking the Inmate History. This procedure shall be done with all arrests before a prisoner is allowed to be released or transported from any department municipal lockup facility.

3. When the booker is notified that the prisoner has provided false information, immediate notification shall be made to the shift commander. The shift commander shall ensure that a new wanted check is performed based on the new information and additional charges considered (e.g., obstructing). The shift commander shall ensure that the booker updates the arrest record in ~~CMS~~ JMS; including alias information in ~~CMS~~ JMS. The shift commander shall ensure that all charges have been entered into ~~CMS~~ JMS before the prisoner has been booked out. (WILEAG 1.7.4.5, 7.3.8.1)

#### **090.125 PRISONER PHOTOGRAPHS (WILEAG 7.3.8)**

- A. If prisoners have scars, marks, or tattoos (SMT), booking officers shall identify the scars, marks, or tattoos in the ~~Tiburon Corrections Management System (CMS)~~ JMS under the Demographics tab.

#### **090.135 DNA SPECIMEN COLLECTION**

##### **A. ADULT ARRESTEES REQUIRED TO PROVIDE A DNA SPECIMEN DURING THE BOOKING PROCESS**

1. Adults summarily arrested for a violent crime as defined by [Wis. Stat. § 165.84\(7\)](#) shall have a DNA specimen collected at the Central Booking Division only if he/she will be released from custody after the booking process (e.g., released with future court date and cite and release). Adults being transported to the Criminal Justice Facility after the booking process will have the DNA specimen collected by the MCSO. Members shall refer to the DNA Specimen Collection poster for statutes that require DNA specimen collection, and members may contact Central Booking with any questions related to DNA specimen collection.
2. Any arrestee with a "DNA Collection Needed" flag order in their Wisconsin Criminal History in eTIME (pursuant to a qualifying conviction in [Wis. Stat. § 165.76](#)) shall have a DNA specimen collected at the Central Booking Division only if he/she they will be released from custody after the booking process (e.g., cite and release and/or transported to the Vel R. Phillips Juvenile Justice Center). Adults being transported to the Criminal Justice Facility after the booking process will have the DNA specimen collected by the MCSO.

##### **B. JUVENILE ARRESTEES REQUIRED TO PROVIDE A DNA SPECIMEN DURING THE BOOKING PROCESS**

2. Juveniles summarily arrested for a violent crime as defined by Wis. Stat. § [165.84\(7\)](#) or taken into custody for a juvenile offense that would be a violent crime

as defined by [Wis. Stat. § 165.84\(7\)\(ab\)](#) if committed by an adult in this state shall have a DNA specimen collected at the Central Booking Division. Juveniles who are arrested and have a “DNA Collection Needed” flag order in their Wisconsin Criminal History in eTIME (pursuant to a qualifying conviction in [Wis. Stat. § 165.76](#)) shall have a DNA specimen collected at the Central Booking Division. Members shall refer to the DNA Specimen Collection poster for statutes that require DNA specimen collection, and members may contact Central Booking with any questions related to DNA specimen collection.

### C. ARRESTING OFFICER RESPONSIBILITIES

1. The arresting officer shall review the Wisconsin Criminal History in eTIME to determine if “Arrest DNA Sample is on File” or “Conviction DNA is on File” for an arrestee summarily arrested for a ~~violation specified in SOP 095.145 (A)(1) or (B)(1)~~ violent crime as defined by [Wis. Stat. § 165.84\(7\)](#).
  - a. If “Arrest DNA Sample is on File” or “Conviction DNA is on File” in eTIME, no additional DNA specimen shall be collected from the arrestee.
  - b. If “No DNA Sample is on File” in eTIME, the arresting officer shall transport the juvenile prisoner to Central Booking to collect a DNA specimen from the arrestee during the booking process. If an adult, and being released with a future court date, transport and release to Central Booking shall occur for DNA specimen collection prior to release from custody.
2. The arresting officer shall review the Wisconsin Criminal History in eTIME to determine if the arrestee has a “DNA Collection Needed” flag order pursuant to ~~SOP 095.145 (A)(2) or (B)(2)~~ a qualifying conviction in [Wis. Stat. § 165.76](#). If the arrestee has a “DNA Collection Needed” flag order, the arresting officer shall ~~transport to Central Booking if a juvenile or an adult released with a future court date, otherwise CJF will collect~~ have a DNA specimen collected at the Central Booking Division only if they will be released from custody after the booking process (e.g., cite and release and/or transported to the Vel R. Phillips Juvenile Justice Center). Adults being transported to the Criminal Justice Facility after the booking process will have the DNA specimen collected by the MCSO.
3. The arresting officer shall notify Central Booking when an arrestee’s DNA collection is needed.

### D. BOOKER RESPONSIBILITIES

1. Only a ~~booker~~ Central Booking personnel who has been trained in the collection of a DNA specimen shall collect a DNA specimen from an arrestee.
2. ~~The~~ All bookers shall verify if the arrestee is required to provide a DNA specimen pursuant to ~~SOP 095.145 (A and B)~~ a qualifying conviction in [Wis. Stat. § 165.76](#) or summarily arrested for a violent crime as defined by [Wis. Stat. § 165.84\(7\)](#).
3. ~~The booker~~ Central Booking personnel shall log in to eTIME to complete the

electronic *Wisconsin DNA Databank Buccal Swab Collection Kit Submission Form* (form DJ-LE-106) if a DNA specimen is required.

5. ~~The booker~~ Central Booking personnel shall ensure the completed and sealed *Wisconsin DNA Databank Buccal Swab Collection Kit* is placed in the Central Booking Division's outgoing mail after the booking process.

**Note: If the collection kit's seal is broken or has been tampered with, the member collecting the DNA specimen shall discard the kit and use a new kit.**

#### E. REFUSALS

4. If the arrestee refuses to provide a DNA specimen, the booker shall inform the subject that ~~he/she is~~ they are in violation of [Wis. Stat. § 946.52](#) (Failure to Submit Biological Specimen), and if ~~he/she~~ they continues to refuse to provide a DNA specimen, ~~he/she~~ they will be referred to the Milwaukee County District Attorney's Office for an additional charge of Failure to Submit Biological Specimen.
  - a. The arresting officer / detective shall file all necessary reports related to [Wis. Stat. § 946.52](#) Failure to Submit Biological Specimen.

#### 090.140 PRISONER DISPOSITION CODES

- A. Whenever a prisoner is released at a district station or Central Booking, the booker or head jailor shall ensure that the appropriate release and charge disposition codes are entered into ~~CMS~~ JMS.
- B. When it is determined by the reviewing supervisor that there is not enough probable cause to charge a subject, the subject shall be released from custody with no further action. The case will not be ordered in or reviewed by the district attorney, and the disposition code shall be entered as AREL. The booker shall make a notation in the narrative section under Maintenance to include the name and PeopleSoft number of the shift commander authorizing the administrative release, including the date, the time, and the reason for the release. The booker shall also create an AREL Event in the Inmate Log.
- ~~C. In ARS for an AREL, list the subject as ARL for the involvement code under the "Persons" tab. In the supplement, state why the subject was administratively released and who authorized it.~~
- ~~CD.~~ If the subject is released and ordered into the district attorney or VPJJC, the disposition code in the booking should be RELF.

~~The following is a list of appropriate codes that can be entered into CMS:~~

#### EVENT MOVEMENT CODES

CIB	Criminal Investigation Bureau	MDRV	Medical Observation Review
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CJST	Change J-Stat	MEAL	Meal Served
CTDT	Court Date	MEDS	Administer Medication
DNTL	Dental Visit	MLRF	Meal Refused
DOCV	Doctor Visit	MNTC	Maintenance Request
DSQD	District Squad Conveyance	MOVE	Movement Order
FIRE	Jail / Building Fire	OPPS	Error Made - Disposition
FURL	Out on Furlough	OUTS	Cell Out of Service
HEAD	Headcount	PHON	Phone Call Completed
HOSG	Hospital Guard	PHOT	Mug Shot Completed
HOSP	Hospital Medical Treatment	PHYS	Physical
IDEN	Identification Verified	PPD	Professional Performance Division
INSP	Inspection	PPS	Prisoner Processing Section
INSV	Cell Back in Service	PRNT	Fingerprints Taken
INTL	Intel Fusion	PSYR	Psychological Referral
JBIO	Bio Data Completed	PSYV	Psychologist Visit
JCHG	Record Charges	SCS	Secured Custody Status
JMED	Medical Info Completed	SENS	Sensitive Crimes Division
JMOB	Medical Observation Completed	SHDN	Shakedown
JMOV	Jail ID Transfer Completed	SICK	Sick Call
JPRP	Personal Property Taken	SRCH	Inmate Search
LIAR	Name Change / Check Demographics	TRSM	Trustee Modify
LINE	Inmate Line - Up	VACT	Video Arraignment
MCCC	Milwaukee County Children's Hospital	VCD	Narcotics Division
MCMH	Milwaukee County Mental Health	WLKH	Walk Away From Hospital

**PRISONER RELEASE CODES**

AREL	Administrative Release	MCCC	Milwaukee Co Children Center
BCW	Bureau of Child Welfare	MDOC	Milwaukee Dept of Corrections
BAIL	Released on Bail	OTHJ	Turned over to Other Jurisdiction
CDIS	Charge Dismissed	RELF	Released W/Future Court Date
CJF	Criminal Justice Facility	SERV	Served Time
DIED	Died in Custody	STHO	Other Residence Home
DSS	Department of Social Services	TABS	Truancy Abatement
ERRR	Booking Entered in Error	TOTG	Turned Over To Guardian
ESCP	Escaped	TOTM	Turned Over To Military
FBI	Turned over to FBI	TOTP	Turned Over To Parents
FNPD	Fine Paid	USMS	Turned Over To US Marshal
HOME	Taken Home By Officer	WLKH	Walk Away From Hospital

**CHARGE DISPOSITION CODES**

AREL	Administrative Release	RELF	Released with a Future Court Date
BAIL	Released on Bail	REOR	Own Recognizance (PR)
BCW	Bureau of Child Welfare	RNCF	No Charges Filed
CJF	Criminal Justice Facility	SCTR	Superior Court Release
CSBL	Cash Bail	SENT	Sentenced
DEAD	Died in Custody	SMOD	Sentence Modified
DSS	Department of Social Services	SNTR	Sentenced and Released
ERRR	Charge Entered in Error	STHO	Other Residence Home
ESCP	Escaped	TABS	Truancy Abatement
FBI	Turned over to FBI	TAKN	Taken Home by Officer
FNPD	Fine Paid	TOTG	Turned Over to Guardian
HDRP	Hold Dropped	TOTM	Turned Over to Military
HOME	Home	TOTP	Turned Over to Parents
MCCC	Milwaukee County Children's Center	TRAN	Transfer to Another Agency
MDOC	Milwaukee Department of Corrections	TSER	Time Served
OTHJ	Other Jurisdictions	USMS	Turned Over to US Marshall
PROB	Probation Released	WALK	AWOL from Hospital
PTTF	Past Time to File		

**090.145 ARREST REPORTS (WILEAG 1.7.4, 7.3.9)**

- A. A PA-45, and a CR-215 (if required), shall be completed for all adults taken into custody outlining the probable cause for arrest and detention. A CR-215 must be notarized. A copy of the completed PA-45 and CR-215 (if required) that has been

reviewed and signed by a supervisor shall be sent to Open Records for imaging.  
(WILEAG 1.7.4.4, 7.3.9.1)

- C. Supervisors shall ensure that a legible right index fingerprint is placed on the back of all PA-45 reports, ~~including those submitted for batch entry~~. In the event that the prisoner has a damaged or missing right index finger, the left index fingerprint is to be obtained and indicated as such on the PA-45. Supervisors shall ensure that the MPD ID/LID# is displayed in the MPD ID# field on the top of the PA-45.
- D. When applicable, the ~~incident report number (IR#)~~ case number shall be recorded on the *Arrest Detention Report* (PA-45), *Pedigree Information* (PA-45A), *Prisoner Statement* (PA-45B) and *Charge Supplemental* (PA-45C).
- E. Members shall include the Criminal Arrest History/NCIC runoff and warrant and commitment information in packages prepared by department personnel. The completed PA-45 and CR-215 shall accompany prisoners taken to CJF.  
(WILEAG 1.7.4.4)

#### **090.165 PRISONER RELEASED AT A DISTRICT OR CENTRAL BOOKING (WILEAG 7.3.14)**

##### A. PRISONER RELEASED OR TRANSFERRED

- 1. Whenever a PA-45 has been completed and a prisoner is released from a work location, the reviewing supervisor shall ensure that the appropriate prisoner entry code(s) is made on the PA-45 as well as in CMS JMS by entering the approving supervisor's Forensic Division personnel PeopleSoft number into the 'Release Reason' "Final Release" field.

##### B. ADMINISTRATIVE RELEASE (AREL)

- 3. Shift commanders and acting shift commanders shall ensure that prisoners administratively released from custody with no further action have been processed, e.g., information entered into the CMS JMS, photographs, fingerprints and a PA-45 generated for supervisory review.
- 4. The arresting officer shall complete an *Administrative Release* report in RMS including the name and PeopleSoft number of the shift commander authorizing the administrative release, the date and time, and the reason for the release. The shift commander authorizing the administrative release shall approve the report.
- 5. The original PA-45 shall be retained at the work location, and "Administrative Release" shall be written across the top of the PA-45 in red ink.
- 6. A copy of the PA-45 with "Administrative Release" in red ink written across the top shall be sent interoffice mail to the Forensics Division (attention Identification System Specialist).



**090.170 HOSPITALIZED PRISONERS (WILEAG 1.7.5, 7.1.9)**

## A. PRISONER ADMITTED TO HOSPITAL

9. In the event that hospital issues arise that cannot be resolved at the shift commander level, a referral shall be made to the respective commanding officer or the ~~field inspector~~ night watch commander (depending on the time of the day).

**090.175 PROCESSING PROCEDURES – ADMITTED PRISONERS**

- A. The officer shall complete an *Adult (or Juvenile) Arrest Clearance Non-Booking Report* in RMS to generate the PA-45 and CR-215. ~~Arresting officers shall hand write and/or type a CR-215 and the proper location shall retain the paperwork.~~ All reports shall be filed immediately after the person has been admitted to the medical facility. After review by the shift commander, the reports shall be routed as indicated. One copy of the PA-45 and CR-215 shall be forwarded to the Forensics Division.
- B. The original PA-45 and CR-215 and confirmations of any local or out of jurisdiction warrants, capiases or other "wants" shall be retained at the shift commander's office of the district in which the arrest occurred or the Criminal Investigation Bureau until the arrestee is released from the hospital and transported to the district station or Central Booking for the completion of the booking process or if the prisoner is conveyed directly to CJF. ~~After booking,~~ The original PA-45 and CR-215 shall accompany the arrestee to CJF.
- C. Monday through Friday, 6:00 a.m. to ~~5:00~~ 4:00 p.m., and Saturday and Sunday, 6:00 a.m. to 2:00 p.m., Court Administration personnel are on duty at the district attorney's office (CJF-room 110). During those hours, shift commanders shall ensure the following reports are delivered in person to the district attorney's office room 110 as soon as possible after the arrest for charging. When Court Administration personnel are not on duty at the district attorney's office, shift commanders shall ensure the following reports are delivered to a supervisor at Central Booking. ~~The Court Administration Division will obtain the report packages from Central Booking.~~

**Note: The requirement that probable cause be set within 48 hours does not change when a prisoner is admitted to a hospital. Probable cause and bail must be set or charges for a felony or a signed criminal complaint must be obtained for a misdemeanor issued within 48 hours from the time of arrest.**

The following reports are required for the D.A. review:

1. ~~Five (5) copies~~ One (1) copy of the PA-45 and CR-215.
2. ~~Two (2) copies~~ One (1) copy of the complete *Incident Report* and any other department forms and reports.
3. One (1) set of the *D.A.'s Complaint Work Sheet, Referral Packet Checklist from Law Enforcement to the Milwaukee County District Attorney's Office, Witness Subpoena Data Sheet (2 copies)*, *Criminal Arrest History/NCIC runoff* and *Criminal Case*

*Scheduling Calendar.*

5. A copy of the criminal complaint must be included if charges are issued. All paperwork must stay with the shift commander.
- D. For liaison cases, the ~~Court Administration~~ liaison officer shall present the case for review to the charging assistant district attorney. For non-liaison cases, the arresting officer shall present the case to the charging assistant district attorney. After the case has been reviewed, the arresting officer presenting the case for review shall then notify the Court Administration liaison officer and the respective work location shift commander of the disposition of the case.
- E. The ~~Court Administration~~ liaison officer shall then notify the district shift commander of the results of the review and the name of the reviewing assistant district attorney. The shift commander shall enter that information on the original PA-45 on the appropriate line for each charge reviewed and sign his/her name and rank in the "remarks" space. If charges are issued, the original PA-45 shall accompany the prisoner when ~~he/she is~~ they are delivered to CJF.
- G. In the event that no charges are issued and no warrants are pending, the person will not be processed and the guard/hold removed. The shift commander shall indicate such on the original PA-45 and CR-215 and retain the original PA-45 and CR-215 at the district station/ Central Booking, filed by month, for a period of 1 year. The shift commander shall ensure that Court Administration is updated. The shift commander shall also notify the charge nurse at the hospital and inform ~~him/her~~ them that there is no longer an ED hold on their patient. Bookers should follow the procedures set forth in SOP 090.190, and enter the appropriate disposition code into ~~CMS~~ JMS.
- H. If a person who has not been arrested is at a hospital and any police member determines that the person has warrants or other charges pending, the member shall contact ~~his/her~~ their shift commander to determine whether a hospital guard/hold shall be authorized. ~~No information shall be entered into CMS until the person is released from the hospital and taken into custody.~~ The arresting member shall complete an *Adult (or Juvenile) Arrest Clearance Non-Booking* in JMS. One copy of the PA-45 and CR-215 shall be forwarded to the Forensics Division.

**090.180 CMS JMS - PRISONERS CONVEYED FROM A MUNICIPAL LOCKUP FACILITY TO A TREATMENT FACILITY**

- A. When a prisoner is conveyed to a municipal lockup facility and later to a medical or mental treatment facility where they are admitted, the booker shall enter the known prisoner information into ~~CMS~~ JMS as soon as practicable. As much arrest and booking information that can be obtained without delaying the medical treatment shall be entered.
- B. When a prisoner is conveyed to a treatment facility, a movement event shall be created ~~under the Event tab in CMS~~ in the Inmate Log in JMS.
- E. The district shift commander or Central Booking supervisor shall ensure that the booker

receives the original PA-45. The booker shall then complete the movement event in GMS JMS. The booker shall check to see that all arrest and booking information is completed.

- G. Prisoner identification status shall be verified by checking the "Ident" event located under the Event tab in Inmate History.

### **090.185 HOSPITAL GUARD OF PRISONERS (WILEAG 1.7.4, 7.1.9)**

#### **B. ARREST/DETENTION REPORT (PA-45)**

1. When a hospital guard is established, the original PA-45 and CR-215, if applicable, shall remain with the district shift commander that established the hospital guard. The arresting officer shall complete an *Adult (or Juvenile) Arrest Clearance Non-Booking* in the Records Management System (RMS) to create and print the PA-45 and CR-215. One copy of the PA-45 and CR-215 shall be forwarded to the Forensics Division.
2. It is the responsibility of the shift commander of the respective investigative division in which the crime occurred to assign personnel to obtain the probable cause determination and bail setting (see SOP 090.175).

#### **C. GMS JMS PROCESSING**

1. ~~When a hospital guard is established, the prisoner's information shall be entered into GMS as soon as practicable. The arresting officer shall provide the booker with all necessary information to create a booking for this incident. The booker shall create a hospital movement event at this time. The arresting officer shall prepare a PA-45, with the prisoner's right index fingerprint affixed and submit it to the district shift commander for review, who shall place it into the "hospital guard" file. If the prisoner has already been completely booked in at a municipal lockup facility, the booker shall enter the code in the Inmate Log.~~
  - a. If the prisoner has been partially booked in at a municipal lockup facility, the code "HOSG" shall be entered and indicate in the remarks section that the prisoner was not completely booked in and what still needs to be completed (e.g., no fingerprints and photographs taken).
  - b. If the prisoner was taken directly to the hospital for medical treatment and was admitted without being booked in, nothing shall be entered in JMS. The prisoner will only be booked into JMS if they are returned to a municipal lockup facility.
2. Upon the return of the arrestee to the ~~district station or Central Booking~~ a municipal lockup facility, the booking process shall be completed. ~~Do not use the Digi-Scan System on this prisoner upon their return to the district if the subject has been previously entered into the system.~~ Prisoner movements, including release codes, shall be entered. The original PA-45, shall be attached to the updated documents.
3. If no charges are issued by the district attorney's office prior to release of the

individual from the hospital, the shift commander shall ensure that the guard is cancelled and the appropriate disposition code is entered into GMS JMS.  
(WILEAG 1.7.4.4)

#### E. SERGEANT'S RESPONSIBILITIES

Sergeants establishing a hospital guard shall perform the following tasks:

1. *Hospital Guard Duty Report* (form PM-9HE)
  - b. ~~The *Hospital Guard Duty Report* shall be completed using a *Department Memorandum* (form PM-9E).~~ The report shall contain special instructions for the guards.
  - c. The sergeant filing the *Hospital Guard Duty Report* shall disseminate copies of the report according to the following distribution schedule:
    - Copy to Technical Communications Division
8. The sergeant shall then post the guard on the prisoner and shall provide the officer with the original PM-9HE. The sergeant shall ensure the officer has read and understands the instructions as noted in the PM-9HE. The original PM-9HE shall remain with the officer performing guard duties.

#### F. POLICE OFFICERS PERFORMING HOSPITAL GUARD DUTIES

1. Officers assigned to hospital guard duty shall be fully equipped and remain alert, vigilant and professional at all times. Officers assigned to guard duty shall remain with their prisoner at all times. Officers that must leave the presence of the prisoner shall arrange for relief. Maintaining the safety and security of a hospital prisoner is the officer's primary responsibility. If there are any questions relative to their duties, the officer shall contact his/her shift commander.
2. *Hospital Guard Duty Report* (form PM-9HE)

### **090.190 TERMINATION OF THE HOSPITAL GUARD**

A. A hospital guard shall be terminated when one of the following occurs:

1. An attending physician determines that the prisoner is medically cleared to be transferred to a municipal lockup facility, MSDF, or CJF. A Central Booking supervisor shall be notified of a prisoner's release from the hospital to determine if the prisoner should be transported to Central Booking, MSDF, or CJF. The Central Booking supervisor shall also ensure that the appropriate physician-to-physician call has been made to MSDF or CJF if that is the desired location for the prisoner. A prisoner shall not be conveyed from the hospital until a Central Booking supervisor makes this determination.
2. ~~Central Booking supervisors shall be notified of a prisoner release to determine if a~~

- prisoner shall be transported to Central Booking or CJF.
23. The custody of the prisoner is transferred to another jurisdiction.
  34. If, after review of the charges by a district attorney, no charges or lesser charges are issued, the shift commander of the district in which the arrest occurred shall then determine the status of the hospital guard.
- B. At the termination of the hospital guard, the officer shall immediately notify ~~his/her~~ **their** shift commander. The shift commander shall then instruct the officer to return the equipment and the original *Hospital Guard Duty Report* to him/her.
- D. All medical documentation to include any written instructions and medication regimens ~~should~~ **shall** accompany the prisoner.
- E. RETENTION SCHEDULE

The district that established the hospital guard shall retain the *Hospital Guard Duty Report* (form PM-9HE) at their work location according to the existing retention schedule. Copies of the report that were sent to other work locations may be destroyed if not needed for administrative purposes.

#### **090.195 PROBABLE CAUSE / BAIL DETERMINATION FOR FELONY OFFENSES**

- A. Court commissioners conduct probable cause hearings ~~at from 8:15am to and 1:30pm~~ daily 5:00pm weekdays. Weekend hearings are 8:15am to 4:30pm or until the last case is completed. Notification to the weekend court commissioner by 1:00pm is required when a case needs to be presented after 1:00pm, and members can contact Central Booking for assistance. ~~thus~~ It is imperative that department members ensure the prisoner's paperwork is received in a timely manner for review.
- B. When a prisoner is arrested on any summary felony charge, regardless of whether there are additional charges, and the prisoner is transferred to CJF within 36 hours of ~~his/her~~ **their** initial arrest, the probable cause determination and the setting of bail shall typically be the responsibility of the Milwaukee County Sheriff's liaison when Intake Court is in session or through the designated court commissioner ~~or duty judge~~. On weekends, holidays or when Intake Court is not in session, it shall be the responsibility of the shift commander of the ~~respective investigations~~ **investigating** division ~~to in which the arrest occurred~~ to assign personnel to obtain the probable cause determination and have bail set through the court commissioner.
- C. If the prisoner is to be held in the custody of the department for more than 36 hours from the time of the initial arrest, the following procedures apply:
1. When intake court is in session, the shift commander of the ~~respective investigations~~ **investigating** division ~~in which the arrest occurred~~ shall assign personnel to take the original PA-45/CR-215 to the intake court commissioner. The court commissioner shall review the PA-45/CR-215 for probable cause and, if found, shall set bail. The shift commander of the ~~respective investigations~~ **investigating** division ~~in which the~~

- arrest occurred shall be notified if no probable cause is found.
2. If probable cause has been determined and bail set, the assigned detective shall make two (2) copies of the signed PA-45/CR-215. One (1) copy shall be given to the court liaison officer and one (1) copy shall be given to the MCSO liaison. The original PA-45/CR-215 shall be returned to Central Booking the shift commander of the investigating division and shall remain there until the prisoner is transferred to CJF after notification has been made that probable cause has been determined and bail set.
  3. ~~When intake court is not in session, the shift commander of the respective investigations division in which the arrest occurred shall call the designated duty judge and obtain a probable cause determination and bail amount. The shift commander of the respective investigations division in which the arrest occurred shall complete the appropriate section of the PA-45 with the name of the judge, the date and time of his/her review and the prescribed bail amount along with the signature of the shift commander of the respective investigations division in which the arrest occurred next to the name of the judge. The shift commander of the investigating division shall update the PP-9E in the Central Booking Directive Intranet Prisoner Holds page with the date, time, and court commissioner who found probable cause and the amount of bail set.~~

**Note: In accordance with Riverside v. California, no person may be held on summary felony charges for more than 48 hours without a probable cause determination. For summary misdemeanor charges, no person may be held for more than 48 hours without a signed criminal complaint.**

## **090.205 PREA COORDINATOR**

### **B. RESPONSIBILITIES**

10. Designate a PREA compliance manager.
11. Ensure compliance with PREA standards in any new contract, contract renewal, or memorandum of understanding with any public agency for the purpose of confinement of inmates.

## **090.210 TRAINING- PREA**

- A. The PREA Coordinator ~~compliance manager~~ shall be responsible for developing and administering training related to the department's PREA policy and all relative state and federal laws. The training shall include:
  1. The department's zero-tolerance policy on prisoner sexual abuse and sexual harassment, to include the rights of prisoners to be free from such acts.
  2. The right of prisoners and department members to be free of retaliation for the reporting of sexual abuse and sexual harassment.

3. The dynamics of sexual abuse and sexual harassment within municipal lockup facilities and which prisoners are potentially most vulnerable.
4. The detection and response to the signs of abuse.
5. Professional communication with all prisoners.
6. Compliance with laws pertaining to the mandatory reporting of sexual abuse to outside authorities.

#### B. INVESTIGATOR TRAINING

Department members assigned to conduct PREA investigations by the Chief of Police shall receive specialized training to include:

1. Criminal investigation of sexual abuse and sexual harassment.
2. Interviewing of victims of sexual abuse and sexual harassment.
3. Evidence collection in municipal lockup facilities.
4. Proper use of Miranda and Garrity warnings.
5. Evidence to substantiate a case for prosecutorial referral and/or internal investigation.

#### **090.245 REQUIRED NOTIFICATIONS (DEATH, INJURY, ESCAPE, AND / OR DAMAGE)** **(WILEAG 7.1.6)**

- B. The Department of Corrections must also be notified by email by the municipal lockup facility administrator, or designee, or in their absence the field inspector night watch commander, within 48 hours in the event any of the following occurs at any MPD municipal lockup facility:
- a prisoner attempts suicide and is admitted to a hospital
  - a prisoner has been injured and admitted to a hospital
  - a member has been injured by a prisoner and admitted to a hospital
  - a prisoner dies
  - a prisoner escapes or attempts to escape
  - damage to the lock-up facility which affects the safety or security of the lock-up



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