



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

690 – ELECTRONIC INFORMATION REQUESTS

GENERAL ORDER: 2025-45
ISSUED: October 2, 2025

EFFECTIVE: October 2, 2025

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: August 21, 2025

ACTION: Amends General Order 2021-04 (March 26, 2021)

WILEAG STANDARD(S): 6.4.1, 10.1.1

690.00 PURPOSE

The purpose of this standard operating procedure is to outline procedures for the handling of electronic information requests through the Wisconsin TIME System.

690.05 ELECTRONIC REQUESTS

A. All members requesting electronic accessed information from the state of Wisconsin Criminal Information Bureau (CIB) and the National Crime Information Center (NCIC) shall use the following procedures for all Criminal History Request Information (CHRI) queries.

1. Only those members who obtain and maintain the required Department of Justice (DOJ) training will be granted access to the TIME systems. Members using the TIME system may only use the system for purposes for which they were certified in accordance with SOP 680.
2. Misuse of the TIME System or information obtained from it may be a violation of state or federal laws and individuals and agencies may be subject to criminal and/or other penalties.

B. Members may request packages from their work location.

C. The "Attention" (ATTN) line shall be completed on all packages. A maximum of 21 characters (including spaces) are available for the "Attention" line. Each request must be traceable to a specific person, therefore the use of generic identifiers such as "Booking" are not acceptable.

1. Prisoner Packages

a. ATTN: (Requesting Member's Employee Number)/DA (Duty ADA number, as defined on the ADA schedule)

b. Example: ATTN: 030233/DA02

c. The assigned district attorney numbers include:

UNIT	NUMBER
Child Protection and Advocacy – CAPU	DA01
Children’s Court – Delinquency & Gun Grant	DA02
Community Prosecutors	DA03
Domestic Violence	DA04
Child Support	DA05
Federal HIDTA (Gang/Guns/Drugs)	DA06
General Crimes Teams	DA07
Homicide	DA08
Sensitive Crimes	DA11
Violent Crimes – Guns and Drugs	DA12

2. All Other Packages

a. ATTN: (Requesting Member’s Employee Number)/(the 2 or 3 character Joint Agency Identifier)/(Last Name of Requesting Person)

b. Example: ATTN: 030233/CJF/Smith

c. The 2 to 3 character joint agency identifiers include:

City Attorney	CA	Housing Authority	HA
Children’s Court	CC	Municipal Court	MC
Criminal Justice Facility	CJF	Probation & Parole	PP
Federal Court	FC		

3. If there is not an option available for a specific agency identifier, members are to provide as clear an identification of the agency and person as possible.

Example: ATTN: 030233/Fed Judge Smit (21 character max).

690.10 RESTRICTIONS (WILEAG 6.4.1, 10.1.1)

No criminal history records shall remain in a closed case file, unless the record is a key element for the integrity/utility of the case file. These records shall be destroyed completely, after they have served their purpose. A new transcript shall be requested for each subsequent use to ensure the most up-to-date record is used.

690.15 ELECTRONIC QUERIES (WILEAG 6.4.1)

A. CHECKS OF LOCAL, STATE, PROBATION AND PAROLE, MEDICAL ALERTS AND NCIC ADVISORY FILES

The LIQQ Screen will provide the following:

NCIC / CIB Wants
Department of Transportation
City / Local Wants
Medical File Alerts
Investigative Alerts
Suspect Alerts
Advisory Files - Foreign Fugitives, Secret Service, ATF Violent Felons, Deported Felons, Violent Gang and Terrorist Organizations, Probation/Parole or Sex Offender Registration

B. CRIMINAL HISTORY FILES - TRIPLE I (III) AND CRIMINAL HISTORY RECORD INFORMATION (CHRI)

The use of administrative messages for requesting or receiving criminal history record information is not permitted. Special CHRI message keys and formats are used for this type of information exchange.

QH ATTN line must be filled in on all SNEW queries, as required in section 690.05 of this SOP.

This is to check for an F.B.I. number. Enter last name, first name, middle initial, sex, race, date of birth, and purpose code. If a positive response is obtained, record the number and go back to the Criminal History and Record Query Screen.

IQ ATTN line must be filled in on all SNEW queries, as required in section 690.05 of this SOP.

This is to check for a state identification number. Enter last name, first name, middle initial, sex, race, date of birth, and purpose code. If a positive response is obtained, record the number and go back to the Criminal History and Record Query Screen.

C. PURPOSE CODES USED FOR CHRI QUERIES

1. Criminal Justice Purposes ("C")

Those connected with the administration of criminal justice and the security of police facilities. Code C is used on all arrest/order-in packages.

2. Domestic Violence and Stalking ("D")

For civil court cases involving domestic violence or stalking cases.

3. Authorized Employment and/or Licensing Purposes ("E")

Other authorized prospective employment (non-criminal justice employees) and/or individual (not business) licensing as required by local ordinance, state law, or federal regulations (CIB fee charged).

4. Return of Firearms to Lawful Owner ("F")

For all firearms queries, including the return of firearms to a lawful owner

5. Public Housing Applicants ("H")

For use by housing authority security (CIB fee charged).

6. Criminal Justice Employment Purposes ("J")

For investigation of prospective criminal justice employees, departmental CJIS clearances, volunteers, vendors, contractors or similar positions who are involved with the administration of criminal justice in the department.

D. CRIMINAL HISTORY RECORDS

1. Criminal history records are required on all offenses that are to be reviewed in the district attorney's office.

QR ATTN line must be filled in on all SNEW queries, as required in section 690.05 of this SOP.

Select the QR screen and enter the F.B.I. number obtained from the previous QH query along with the arresting officer's employee number on the attention line and the purpose code.

FQ ATTN line must be filled in on all SNEW queries, as required in section 690.05 of this SOP.

Select the FQ screen and enter the state identification number obtained from the prior IQ query along with the arresting officer's employee number on the attention line and the purpose code.

2. Work locations shall be responsible for inserting a copy of the criminal history records in all arrest/order-in packages prepared by them.

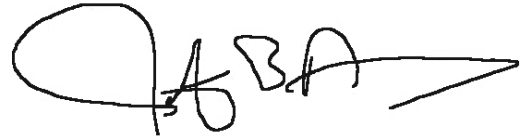
E. SECONDARY DISSEMINATION OF INFORMATION

Although the department accesses CHRI, we are not the custodians of the records contained in those files. We will release data obtained via the TIME system only to those law enforcement/criminal justice agencies with which this department has a signed agreement detailing dissemination of that information and immediate notification of updated information. CHRI released to another authorized user of such information shall specifically identify in the attention line of the CHRI request the name and agency of the individual and the department will log such dissemination on the *Information Service and Identification Inquiry* (form PI-13). The reporting of a criminal justice transaction to a state, local or federal repository is not a dissemination of information. The log will include a notation of what information was disseminated, whom the information was disseminated to, and the date of the dissemination. Form

PI-13 will be maintained at the work location for a minimum of one year, and will be made available for review by NCIC/CIB/TAC auditors upon request.

690.20 ADDITIONAL INFORMATION

Any questions regarding this procedure may be directed to the TIME agency coordinator (extension [REDACTED]).

A handwritten signature in black ink, appearing to read 'J.B. Norman', with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk