



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

150 – COURT PROCEDURES

GENERAL ORDER: 2026-29
ISSUED: June 17, 2026

EFFECTIVE: June 17, 2026

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: April 29, 2026

ACTION: Amends General Order 2025-66 (December 26, 2025)

WILEAG STANDARD(S): 1.7.5, 10.1.10

ROLL CALL VERSION

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

150.20 SUBPOENA-RELATED PROCEDURES

- A. The following procedures shall apply to the receipt of all official subpoenas or recall notices (e.g., subpoenas issued by the Office of the Milwaukee City Attorney, the Office of the Milwaukee County District Attorney or the defense, Department of Transportation, Milwaukee County Mental Health Complex, and the state of Wisconsin Department of Corrections (DOC)):
 2. A supervisor shall present the subpoena to the member named thereon during the member's next tour of duty. A roll call sergeant/shift commander and/or command center supervisor may designate clerical staff to complete subpoena service data entry into the Court Administration Division SharePoint site, but the supervisor shall be ultimately responsible to ensure the data entry is accurate and complete.
 - f. A supervisor receiving subpoenas for a member on FMLA, sick leave, military leave, vacation and/or extended leave that prohibits them from honoring the subpoena received, shall denote that information on the subpoena and advance a copy to Court Administration Division via a *Court Case Adjournment Request* (form PC-13E).

150.30 COURT APPEARANCE PROCEDURES

L. REMOTE INTAKE HEARINGS FOR PRISONERS UNDER HOSPITAL GUARD

1. If a prisoner who has been charged by the District Attorney's Office needs a remote intake hearing and is under a hospital guard, the arresting officer shall notify Circuit Court by emailing [REDACTED] and [REDACTED]
2. The member requesting the remote intake hearing shall include the following information in their email to Circuit Court:
 - a. The ability of the person to appear for a court appearance via Zoom or

Telephone.

b. If the person is unable to appear via Zoom or telephone please indicate:

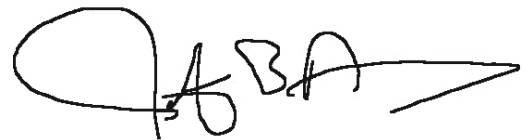
- that the person is incapacitated or otherwise unable to appear due to injury or illness; and
- provide a brief description of the person's medical condition as understood.

c. Include a copy of the ADR and Probable Cause Determination.

d. Indicate whether there is a violation of probation (VOP) or other holds.

e. Any known information as to when the individual might be transferred to the Criminal Justice Facility.

f. Pertinent contact information for personnel who can assist in the matter.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a stylized flourish extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk