



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

560 – PROPERTY

GENERAL ORDER: 2025-39
ISSUED: September 5, 2025

EFFECTIVE: September 5, 2025

REVIEW/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: July 10, 2025

ACTION: Amends General Order 2024-37 (July 9, 2024)

WILEAG STANDARD(S): 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.2.6

ROLL CALL VERSION

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

560.05 PROPERTY CONTROL (WILEAG 11.1.1, 11.2.3)

- A. The Property Control Division warehouse is located at 2620 W. Wisconsin Ave. and shall be accessible to the public on Tuesdays and Thursdays and department members Monday through Friday during normal business hours. The Property Control Division warehouse is closed to the public on city observed holidays.
- B. Department members requiring access to Property Control Division services outside of normal business hours shall send an email to [REDACTED] or leave a voice mail at extension [REDACTED]. Property Control Division personnel will respond the next business day.
1. If exigent circumstances exist (e.g., large seizure), the shift commander shall notify the ~~Technical Communications Division (TCD)~~ Department of Emergency Communications (DEC). A ~~TCD~~ DEC supervisor shall will make notification to a Property Control Division supervisor who will determine if Property Control Division personnel will respond and open the building.

560.15 MEMBER'S RESPONSIBILITIES (WILEAG 11.1.2, 11.1.5, 11.2.1, 11.2.2, 11.2.4)

- B. All property coming into the possession of any member of the department, including property temporarily retained by officers assigned to Police Administration Building (PAB) municipal court security for persons entering the PAB, and here otherwise noted in this procedure, shall be immediately inventoried.
1. Each item of value shall be itemized. Safekeeping items such as a suitcase with miscellaneous clothing items do not have be itemized (e.g., simply list suitcase containing miscellaneous clothing).
 2. Members shall include the circumstances in which the property came into the department's possession and if applicable, the case number, citation number, or court case number on the inventory report.
 3. The inventory shall be ~~done~~ completed by the member and supervisor approved

prior to the inventorying member securing from duty.

- C. The inventory report shall be generated by entering the inventoried property information into the electronic inventory report system. Once the inventory report submission has been completed, it shall be reviewed for accuracy and approved by a supervisor. ~~After supervisory approval, two copies of the inventory report will automatically be generated. A copy of the "Case Disposition" form will also be generated, if the property is evidence.~~
- ~~1. The "Case Disposition" form shall be completed for all charging sessions involving inventoried property by the department member presenting the case.~~
 - ~~2. The completed "Case Disposition" form shall be forwarded or faxed (extension [REDACTED]) to the Property Control Division within 24 hours of the final charging session.~~
- E. Sworn Supervisors assigned to the respective work locations, members with the rank of inspector of police or above, lab trained Forensics Division staff members and sworn members assigned to the Internal Affairs Division shall have access to a work location's secure property room locker.
- F. Upon completion and approval of the inventory report, the member shall be allowed access to place the inventoried property in the secure designated property room under the supervision of a work location supervisor. Members assigned to the Property Control Division who are picking up property as part of the daily property pick-up shall be granted access to the work location's evidence room to collect the property. This task shall be performed in the presence of the work location supervisor or lab trained Forensics Division staff member.
- I. Seizure of property is limited to contraband, instrumentalities of a crime, fruits of a crime, or evidence of a crime. Unless there is reasonable suspicion to the contrary, police members shall not confiscate property merely because the possessor cannot provide proof of ownership.
2. If the officer determines that the individual from whom the property was recovered is not the rightful owner, then the rightful owner shall be listed, if known. If the rightful owner is unknown, then the claimant shall be listed in either the circumstance or under the person's field as "unknown."
 3. If the rightful owner is known and can legally possess the seized item, that individual shall be listed as the claimant. However, if the item is a firearm, the release must go through the Firearms Desk.
 4. Multiple claimants shall not be listed on for the same inventory unless they are both entitled to the mutually owned property (e.g., husband/wife). Otherwise, each claimant's property shall be listed on a separate inventory.
- K. Any inventoried item(s) that need to be analyzed/processed by the High Technology Unit, the Fusion Division, the Forensics Division, HIDTA or placed in the drying room to be examined prior to being received by the Property Control Division shall be

~~placed on a separate inventory and documented on the inventory report (except the Homicide Division)~~ transported to and scanned as received by the work location(s) intake worker.

(WILEAG 11.1.9.4, 11.2.1.5)

3. Both the original and copy shall be stamped indicating the date, time and person who conveyed the item(s) to the analyzed/processed location. ~~Once an item is logged by those locations, all subsequent property transfers shall be documented on the original inventory using the property transfer stamp until the item(s) is received by the Property Control Division~~ movements or transfers will be captured by the electronic inventory report system.

(WILEAG 11.1.6.1, 11.1.6.2)

- ~~L. The following item(s) shall be placed on a separate inventory and not combined with other property:~~

~~1. Different claimants as outlined in (560.15)(I));~~

~~2. Spent shell casings;~~

~~3. Narcotics (different types of narcotics recovered from the same individual can go on the same inventory);~~

~~4. Fireworks;~~

~~5. Money;~~

~~6. Bicycles (multiple safekeeping bicycles with unknown claimant(s) can go on the same inventory);~~

~~7. Verified stolen property;~~

~~8. Any property to be analyzed prior to being received by the Property Control Division as outlined in (560.15 (K)).~~

- LM.** Any property transferred to another location prior to being received by the Property Control Division to be analyzed/processed shall be documented on the original inventory report (see SOP 560.35).

(WILEAG 11.1.9.4)

- MN.** All packaged evidence must be properly secured by heat sealing or using red evidence tape.

(WILEAG 11.2.1.4)

- NO.** Department members must mark their initials on the edge of the red evidence tape with an indelible pen in a manner that will show evidence of tampering. The inscription of initials should be placed in a manner where half of the inscription is on the red evidence tape, while the other half is on the evidence packaging. If evidence is heat sealed, department members shall place their initials across the heat seal with an

indelible pen, in a manner that will show evidence of tampering. Information such as inventory incident number / item number should be written on the packaging itself.
(WILEAG 11.2.1.4)

OP. All DNA biological evidence envelopes (MPD form PE-34) must be secured on both ends with red evidence tape. Per the Wisconsin State Crime Lab, these envelopes should not be sealed inside any other envelope or bag.
(WILEAG 11.1.5.1, 11.1.5.2)

PQ. Whenever any type of controlled substance or suspected controlled substance is inventoried, the controlled substances must be secured in a paper fold and a clear zip-lock or heat sealed bag. The items shall then be placed inside the appropriate narcotics envelope. The unsealed narcotics envelope shall then be placed inside a clear plastic zip-lock bag that allows for the ability to read the narcotics envelope.

1. Any substance that either contains or may contain fentanyl or any fentanyl derivative shall be processed in accordance with SOP 760. On the envelope itself under drug type, in red ink write, Suspected Fentanyl. If the substance needs to be analyzed, a letter of transmittal shall be completed in order for the substance to be tested by the Wisconsin State Crime Lab.

Note: The member shall include in the "Circumstances" field of the electronic inventory report if the controlled substance was tested for fentanyl and if the results were positive or negative for fentanyl.

QR. Any inventoried item that is not evidence shall not be sealed with red evidence tape. Those items can be labeled with a tag or placed in an appropriate container and sealed by alternate means (e.g., zip locking, stapling, heat sealing).

RS. Members shall run the serial number in the National Crime Information Center (NCIC) database for all inventoried items with visible serial numbers. Members shall attach a copy of the NCIC check to the inventory report.

560.20 ROUTING OF PROPERTY INVENTORY REPORT (WILEAG 11.1.2, 11.2.4, 11.2.6)

A. ELECTRONICALLY GENERATED INVENTORY REPORT

- ~~1. The copies of the inventory report are electronically generated and disbursed to the Property Control Division by the work location whenever an inventory is completed using the electronic inventory report system.~~
- ~~2. The "Case Disposition" form is automatically generated anytime a member creates an evidence inventory in the electronic inventory report system. This form shall accompany other related paperwork in all state cases involving a summary arrest, an arrest warrant request or order in. The department member shall properly complete the form and forward the form via fax or interdepartmental mail to the Property Control Division.~~

B. HANDWRITTEN PROPERTY INVENTORY REPORT (PP-32)

5. The only members who shall have access to remove property from another work location's secure property room locker are members with the rank of inspector of police or above, sworn members assigned to the Internal Affairs Division, and members of the Property Control Division who are picking up property as part of the daily property pick-up (in the presence of a work location supervisor).

C. AUDITS

5. An annual audit of the Property Control Division shall be conducted by the Internal Affairs Division Compliance Management Section.
(WILEAG 11.2.6.2)

560.25 PROPERTY DISBURSEMENTS (WILEAG 11.2.5)

- C. Prior to the arrival of Property Control Division personnel, each work location that stores evidence shall prepare the inventory report submissions for pick-up as follows:

2. A stamped copy inventory report listing any property turned over to another location for analysis/processing prior to being collected by the Property Control Division.
3. If inventoried property is released to an owner/claimant prior to being received by the Property Control Division, the following must be immediately provided by inter-office mail or fax to the Property Control Division attached to the original inventory:
 - b. A *Property Receipt* (form PP-33) signed by the person (owner) receiving the property, or an electronic inventory report system *Release at District* report that must be reviewed for accuracy and signed by a supervisor, and
 - c. A photocopy of the citizen's identification card. and
 - d. A PO-5, if required.
4. All original paperwork concerning inventoried property given back to the owner/claimant by members not assigned to the Property Control Division shall be immediately forwarded to the Property Control Division left in the work location's property locker for the Property Control Division to pick up during the morning property pick up.

560.30 PROPERTY REQUIRED FOR COURT OR FURTHER INVESTIGATION (WILEAG 11.1.2, 11.1.8, 11.2.1)**A. REQUESTING/OBTAINING PROPERTY FOR COURT**

1. An electronic location request (formerly known as *Order for Property* (form PO-5)) is required for the transfer of evidence required for presentation in court. The court case number shall be listed on in the PO-5 reason section.

(WILEAG 11.2.1.7)

C. TEMPORARILY SIGNED OUT PROPERTY OTHER THAN COURT

1. An electronic location request stating in the reason field the reason for the request shall be submitted and supervisor approved anytime inventoried property will be checked out for the following circumstances:

- a. Further investigation
- b. Evidence going to Wisconsin State Crime Lab
- c. Viewing or photographing

Members shall make arrangements with the Property Control Division for property viewing by attorneys or citizens by giving the Property Control Division forty-eight (48) hours prior notice, by emailing [REDACTED] or calling extension [REDACTED]

2. Any member that has an item signed out to themselves for more than five (5) days will receive an auto generated email from the electronic inventory report system reminding them to return the item to the Property Control Division.

560.35 SUBMISSION OF EVIDENCE TO FORENSICS, HIGH TECHNOLOGY, NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK LAB, HIDTA OR DRYING ROOM (WILEAG 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.2.4)

A. Inventoried property that is transferred to the Forensics Division, High Technology Unit, National Integrated Ballistic Information Network Lab, HIDTA or the drying room prior to being received by the Property Control Division shall be handled in the following manner:

- 1. Any department member transferring property to the Forensics Division, High Technology Unit, National Integrated Ballistic Information Network Lab, HIDTA or drying room shall stamp the original ~~completed~~ electronic inventory report with the transfer stamp.
- 2. The original paperwork will accompany the evidence. The stamped copy shall remain at the work location in the designated **secure** property room.
- 3. The member receiving the evidence at either the Forensics Division, High Technology Unit, HIDTA, or National Integrated Ballistic Information Network Lab shall complete the stamped paperwork and retain the original paperwork. The receiving member shall then transfer the item(s) into their custody in the electronic inventory report system. A copy of the stamped/received paperwork shall be provided to the submitting officer upon request.
 - a. ~~Supervisors assigned to the High Technology Unit (HTU) may authorize the transfer of evidence to HIDTA or the district attorney's office forensic labs for~~

~~forensic examination.~~

- ~~b. If the responsible member receives authorization from a HTU supervisor to transfer evidence to HIDTA or the district attorney's office forensic lab, the member shall present a PO-5 signed by an HTU supervisor to retrieve the evidence from the Property Control Division.~~
- ~~c. The Property Control Division shall document in the electronic inventory report system the transfer of property to HIDTA or the district attorney's office forensic lab.~~
- ~~d. The responsible member shall transport the property evidence to HIDTA and/or the district attorney's office and shall return the evidence to the Property Control Division upon completion of the forensic examination.~~
- ~~4. The department member from the receiving unit (with the exception of HIDTA and the district attorney's office) shall enter the received property into Property Control's SharePoint property log website.~~
- ~~5. The analyzing/responsible member (with the exception of HIDTA and the district attorney's office) shall enter their information into Property Control's SharePoint property log website.~~
- B. The Forensics Division, High Technology Unit, **HIDTA**, or National Integrated Ballistic Information Network Lab shall process the evidence and upon completion, shall store the evidence in their secure property room locker.
- C. Items **that need to be placed in the drying room require a completed and stamped inventory report that shall be taken to the Forensics Division where the members will transfer the item(s) in the electronic inventory report system to the drying room.**
 - 4. The original inventory report shall remain in the drying room. A stamped copy of the inventory report shall remain in the member's work location property room, noting the date, time and person placing property in the drying room.
 - ~~2. Whenever an item is placed in the drying room, the member placing the item into the drying room shall enter the property into Property Control's SharePoint property log website.~~
- E. **The Forensics Division will only accept and process firearms under the following circumstances:**
 - 1. **The firearm is evidence of a crime (inventoried as evidence).**
 - 2. **The firearm was found abandoned (inventoried as safekeeping).**
 - 3. **The firearm was provided via written consent from the owner (inventoried as safekeeping).**

560.40 DNA / BIOLOGICAL MATERIAL (WILEAG 11.1.2, 11.2.1, 11.1.5)

- A. Any hair, tissue, or bodily fluid of evidentiary value shall be considered biological material (DNA) evidence. ~~It shall be the responsibility of the member completing the inventory report to flag items of evidence taken with the specific intent for DNA analysis, or those containing obvious/apparent biological material.~~
(WILEAG 11.1.5.1)
- D. Firearms inventoried with the intent of being tested **processed** for DNA must be sent to the Forensics Division and protected from cross contamination by being placed inside an appropriately sized paper bag or box.

560.45 REQUESTS FOR LABORATORY ANALYSIS (WILEAG 11.1.2, 11.1.5, 11.1.7, 11.1.8)

- A. Members that have recovered evidence that requires analysis by the Wisconsin Regional Crime Lab shall send an email to [REDACTED] Members shall include the following information in the email:
2. Case / **incident** number.
 4. ~~Inventory report number.~~
 45. Item number to be tested and description of evidence.
 56. Objective of the analysis (e.g., "baseball cap dropped by the suspect at the scene of a robbery. Request that cap be tested for the presence of DNA)."
- D. The Forensics Division shall forward the request to the Property Control Division who shall convey the item(s) to the Wisconsin State Crime Lab (WSCL). Items submitted to the WSCL for analysis shall be properly sealed, excluding firearms. Firearms shall be unloaded and have a locking metal wire MPD seal and a paper tag affixed in accordance with SOP 560.90. If a firearm is swabbed for DNA, the DNA shall be sealed in a ~~DNA swab envelope~~ *Biological Evidence Envelope* (form PE-34).
(WILEAG 11.1.5.3, 11.1.8.2)
- G. COMPLETION OF LABORATORY ANALYSIS
1. Upon receiving the crime lab report, the Forensics Division shall send an email to both the investigating member and his/her shift commander. The email will include a link that will provide a summary of the laboratory analysis and suggestions for possible follow up. The Forensics Division shall also complete a supplemental report in the Records Management System (RMS) summarizing the laboratory analysis.
 2. Investigating members shall follow up on the crime lab report in a timely manner, and shift commanders shall ensure the follow up is completed by the investigating member. For WSCL DNA Databank Hits, follow-up shall be acted on as soon as possible. DNA Databank Hits not presented for prosecution within one (1) year of receiving the DNA hit will be unable to be prosecuted per [Wis. Stat. § 939.74\(2d\)\(e\)](#).

3. The investigating member shall file a supplemental report in ~~Records Management System (RMS)~~ detailing the follow up completed and shall advise their shift commander of the follow up completed.
- H. When inventoried items are transported to a laboratory for analysis, a ~~completed Order for Property (form PO-5)~~ supervisor approved electronic property transfer request is required for the release of the item(s). The member transporting the evidence or contraband shall obtain a signed receipt from the laboratory receiving the evidence and return the receipt immediately to the Property Control Division.

560.50 DISPOSITION ORDERS (WILEAG 11.2.1)

- A. On a regular basis, the ~~Property Control Division~~ electronic inventory report system will disseminate an ~~electronic Disposition Order (form PP-39)~~ for property that a department member has placed on inventory. Members shall ~~return~~ submit the completed electronic form to his/her shift commander within fourteen (14) days after receiving it. The commanding officer/designee ~~is responsible for returning the completed Disposition Order(s) to the Property Control Division supervisor within four (4) weeks from the date sent~~ shall review and electronically complete a supervisor disposition approval within two (2) weeks of the subordinate member disposition completion.
- B. Commanding officers, or supervisor designee(s), are responsible for approving all ~~electronic Disposition Orders~~ for members under their command except for homicide and sexual assault investigations investigated by the Homicide Division and Sensitive Crimes Division (see SOP 560.65(D)(1)).
- C. No supervisor shall ~~sign off on the supervisor approval line on~~ electronically supervisor approve their own disposition order.
- D. When evaluating the need to retain evidence, members shall check Circuit Court Automation Program (CCAP), the Municipal Court Case Information System, or RMS.
 1. These sources shall be referred to for all suspects and defendants, not victims. The status of the case shall be documented ~~on the front in the notes section~~ of the ~~electronic Disposition Order, or attached to the Disposition Order.~~
 2. If property is to be disposed of or returned due to the case being no-processed, suspect determined to not be involved in the crime, investigation determined no crime was committed, etc., then that information must also be documented ~~on the front in the notes section~~ of the ~~electronic Disposition Order.~~ [Wis. Stat. § 939.74](#) states that the statute of limitations for a felony is 6 years after the commission of a crime and 3 years for a misdemeanor.
(WILEAG 11.2.1.3)
- E. In those cases where property can be disposed of or released, the member who inventoried the property shall utilize the disposition order guidelines to determine the final disposition status of the property. The Property Control Division shall ultimately determine if the inventoried property should be returned to the owner. If such determination is made, the Property Control Division shall notify the owner via U.S.

Mail. It is the responsibility of the releasing member to provide the Property Control Division with the most recent address for the claimant. If an owner is listed on the *Disposition Order* inventory and no pending forfeiture court action is listed in CCAP, the Property Control Division supervisor/designee shall return the listed property back to the listed owner, claimant or prisoner. There must be legal justification for not returning property to an owner/claimant or prisoner that the inventorying officer must substantiate. (WILEAG 11.2.1.6)

- F. If the listed member is no longer a member of the department, commanding officers or their designee shall ~~note that on the *Disposition Order* and~~ determine if another member has knowledge regarding the evidence related to completing the separating member's *Disposition Order(s)*. In the absence of another member with the necessary knowledge, commanding officers, their supervisor designees, or the commanding officer of the Property Control Division shall make a determination as to the disposition of the property.
1. *Disposition Orders* not completed by a member who resigns/retires will be assigned to the member's work location commanding officer ~~another department member with knowledge of the case.~~
- G. If evidence needs to be retained longer than the required appeal time or retention period, it is the responsibility of the listed officer ~~member~~ to notify the Property Control Division.

560.60 RETENTION OF PROPERTY SCHEDULE (WILEAG 11.1.2, 11.2.1)

B. SAFEKEEPING

2. Unclaimed firearms and ammunition is ~~are~~ eligible for disposal after twelve (12) months.

D. NON-FELONY EVIDENCE (INCLUDES MISDEMEANORS AND MUNICIPAL OFFENSES)

1. The responsible department member shall receive ~~yearly~~ **annual electronic** *Disposition Orders* to verify a "hold" status of the evidence.

E. FELONY EVIDENCE (EXCEPT HOMICIDE, SPECIFIC SEXUAL ASSAULT OFFENSES, AND BIOLOGICAL DNA)

1. The responsible department member shall receive ~~yearly~~ **annual electronic** *Disposition Orders* to verify a "hold" status of evidence.

F. HOMICIDE AND SEXUAL ASSAULT EVIDENCE

All uncleared homicide and sexual assault evidence shall be retained indefinitely, where there is no statute of limitations.

1. If a homicide case is cleared by an arrest and the defendant(s) was sentenced, the

evidence shall be retained until the defendant(s) is completely cleared of the criminal justice system or, has served his/her complete sentence, including probation, parole, or extended supervision. All disposable homicide evidence investigated by the Criminal Investigation Bureau shall be signed off by the Homicide Division commanding officer, or his/her supervisor designee.

J. PROPERTY OF A DECEASED PERSON

A request for the release of a deceased person's property shall be referred to the original investigating case officer/detective or the responsible district / investigations division commander, or designee, for investigation and possible release of property to the victim's next of kin.

L. OFFICER INVOLVED CRITICAL INCIDENTS

Officer involved critical incident evidence shall be retained for ~~seven (7)~~ three (3) years from the date of offense for civil litigation purposes, unless otherwise authorized by either the city attorney's office or by Internal Affairs Division Civil Investigations Section.

560.65 RELEASE OF PROPERTY TO A CITIZEN OR OTHER LAW ENFORCEMENT AGENCY (WILEAG 11.1.7, 11.2.1, 11.2.4)

A. The *Order for Property* (form PO-5) shall no longer be used unless authorized by a Property Control Division supervisor.

~~2. The member releasing the property shall call the Property Control Division and inform them of the property release if a citizen is to receive property requiring a PO-5. A copy of the PO-5 shall be faxed to extension [REDACTED] or scanned and emailed to [REDACTED]. The original PO-5 shall be mailed via interdepartmental mail to the Property Control Division. A member releasing the inventoried property shall submit an electronic disposition request through the electronic inventory report system that shall be supervisor approved before the Property Control Division will release the item to the claimant. If an item is released to a citizen or other law enforcement agency prior to being received by the Property Control Division, the member shall release the item(s) as specified under section 560.25.~~

~~a. Members shall make arrangements with the Property Control Division for property viewing by attorneys or citizens, giving the Property Control Division forty-eight (48) hours prior notice, by emailing [REDACTED] or calling extension [REDACTED].~~

~~b. Property viewings shall take place Monday through Friday at the Property Control Division warehouse. A Property Control Division supervisor shall authorize the viewing of the property. An investigating detective or officer shall be present during the entire viewing.~~

32. A PO-5 An electronic disposition request is required under the following situations:
- ~~c. The release of any non-disposable property from the Property Control Division to a department member for any reason, including a viewing.~~
 - cd. Permanently releasing inventoried property to any non-MPD law enforcement officer or another law enforcement agency.
43. A PO-5 An electronic disposition request is not required under the following situations:
- b. When a completed *Disposition Order Request* with proper authorization permits the release or disposal of property held as evidence. When requesting the release of property to a claimant through a *Disposition Order*, the submitting member must provide the claimant's current address.
54. Whenever a paper A PO-5 is authorized to be used by a Property Control Division supervisor, it must clearly indicate the inventory number(s), item description, purpose of the release in the space provided and contain the legible signature and PeopleSoft number of the authorizing supervisor. ~~Supervisory officers~~ Supervisors are not permitted to sign a PO-5 releasing inventoried property to themselves. All paper PO-5's shall be scanned into the electronic inventory report system by the Property Control Division.
65. Valid government issued photo identification (this must be a Wisconsin operator's license or identification card, a city of Milwaukee municipal identification card, a passport or passport card, or state or federal government issued picture identification) is required for the release of any property to its rightful owner or third party. The identification shall be photocopied. The property recipient shall sign a *Property Receipt* or PP-33 to acknowledge receiving the property. If the recipient refused to sign the receipt, the member shall write "refused" on the receipt. If the property release occurs at a work location prior to coming to the Property Control Division, see section 560.25 for further instructions. ~~other than the Property Control Division, the releasing member shall notify the Property Control Division by scanning the PP-33 and sending an email to [REDACTED]. A copy of all related paperwork shall then be faxed to the Property Control Division. The original paperwork shall be sent via inter departmental mail to the Property Control Division.~~
76. A third party with valid government issued photo identification may pick up releasable property on behalf of a claimant, if the third party presents a notarized letter signed by the claimant along with a copy of the claimant's government issued photo identification (this must be a Wisconsin operator's license or identification card, a city of Milwaukee municipal identification card, a passport or passport card, or state or federal government issued picture identification) that requests the department to release specific property to the named third party.
87. If there is any dispute as to the lawful owner or claimant, the property shall be held by the department until the court designates the proper person to receive such

property.

98. No member of the department is authorized to seek the release of police inventoried property without the approval of his/her commanding officer or designee.
(WILEAG 11.2.1.5)
109. Inventoried property may not be viewed or checked out of the Property Control Division by anyone who is not employed by the Milwaukee Police Department without the approval of the Chief of Police, or his/her designee.

B. SAFEKEEPING/FOUND PROPERTY

1. When property is found and delivered to a member of the department, the member shall complete a *Property Receipt* (form PP-33) and provide it to the finder. Per [Milwaukee City Ordinance 105-123](#), all such property with a finder shall be retained at the Property Control Division for six (6) months if the owner is unknown or for a period of one (1) year if the owner is known. If the owner does not come forward to claim their property, the Property Control Division shall notify the finder of his/her right to claim the property by mailing a claim letter.

Found firearms shall not be released to the finder. If they are not reported stolen, they will be destroyed by the Wisconsin State Crime Lab.

4. If property ownership is determined by an investigating officer after the property has been inventoried and is going to be released to the owner, the member shall ~~secure a signed Order for Property (form PO-5) from his/her shift commander. The Order for Property (form PO-5) shall be routed as previously outlined~~ submit an electronic disposition request through the electronic inventory report system that shall be supervisor approved before the Property Control Division will release the item to the claimant.

C. EVIDENCE – NARCOTICS RELATED CASES

A commanding officer or a supervisor designee shall review and authorize the release or destruction of the following:

2. Any supervisor may release from the Property Control Division controlled substance evidence that is required for a grand jury, John Doe proceeding, or for any other lawful purpose. However, if the purpose for the release is for an investigation, the reason shall be clearly stated on the ~~Order for Property (form PO-5)~~ electronic location request.
(WILEAG 11.2.1.5)

D. EVIDENCE – IN GENERAL

3. Work location commanders, their supervisor designees or Property Control Division supervisors shall review and authorize the release/destruction of evidence on all *Disposition Requests Orders* (including those relating to controlled substances, gambling, and prostitution), except for felony investigations handled by any of the

Criminal Investigation Bureau divisions.

4. Work location commanders, their supervisor designee, or Property Control Division supervisors shall review and authorize the release/destruction of evidence on all sexual assault investigations and sexual assault related *Disposition Requests Orders*, except for incidents investigated by the Sensitive Crimes Division. Sensitive Crimes Division supervisors shall review and authorize the release/destruction of all evidence handled by their work location.

E. RELEASE OF FIREARMS

4. All civilian citizens receiving a firearm shall have a valid government issued identification card (that will be photocopied; this must be a Wisconsin operator's license or identification card, a city of Milwaukee municipal identification card, a passport or passport card, or state or federal government issued picture identification), an appropriate case for transportation of the firearm, and shall sign a *Property Receipt* for the returned firearm. No third party releases are permitted for the release of firearms unless authorized by the assistant chief, or inspector, of the Criminal Investigation Bureau.
(WILEAG 11.2.1.5)

560.70 ALCOHOL / ALCOHOL CONTAINERS (WILEAG 11.2.1)

- A. Photographs of alcohol and alcohol containers held for city and/or state charges shall be imported and retained at the Property Control Division into Evidence.com according to the normal evidence retention schedule. Alcohol and alcohol containers shall not be retained at the Property Control Division.
(WILEAG 11.2.1.5)

560.75 ANIMALS

- C. In the event that the animal is considered evidence in a case, a photograph(s) shall be taken before a final disposition is made.

560.90 FIREARMS INVENTORY (WILEAG 11.1.2, 11.2.1)

- A. The firearm's serial number shall be entered on the inventory report in the serial number field. If a serial number cannot be read, indicate that detail on the inventory report. The inventorying member shall list 'obliterated' or 'partially obliterated' on the inventory report if the serial number has been filed off or is partially illegible.
 2. Firearms with altered or obliterated serial numbers in any way are illegal to possess ([Federal Firearms Statute 18 USC 922k](#)). These are to be inventoried as evidence or contraband safekeeping.
- B. All firearms shall be unloaded and have any corresponding magazine removed prior to being placed on inventory. The magazine can be packaged with the firearm and inventoried as one item if they are recovered together.

- C. ~~Affix the permanently locking metal wire MPD seal and a paper tag through the trigger guard of the weapon and lock into place. In the event of a missing or broken trigger guard, loosen the handgrips or stock and affix the MPD seal and paper tag through the frame.~~ Affix (with tape or binder clip) the MPD gun tag and paper inventory tag to the outside of the paper bag the firearm will be conveyed in. The MPD gun tag shall be in the unlocked position with the paper inventory tag placed through the metal wire.
1. Record the MPD seal number in the inventory description. Do not inscribe any firearm with any identifying marks, dates, initials or use any kind of tape on a firearm.
 2. Members shall not place any tags inside the paper bags with the firearm due to the possibly of DNA contamination from the handling of the tags. No tags or string shall be affixed to the firearm prior to the Forensics Division conducting processing.
 3. The Forensics Division member processing the firearm shall affix the tags to the firearm after processing is complete.
- D. Accessories are to be listed as a separate item number ~~and on a separate line on the inventory report~~ only if they are not attached to the firearm at the time of recovery. It is not necessary to disassemble the accessories from the weapon. The accessories do not need to be listed as separate items on the inventory report if they are attached to the firearm at the time of recovery, but shall be mentioned in the description field of the firearm. Examples of accessories include, but are not limited to slings, removable scopes and/or sights. A magazine inserted in a firearm is not to be listed as a separate item.

560.100 MONEY AND JEWELRY (WILEAG 11.2.1)

A. U.S. CURRENCY AND JEWELRY

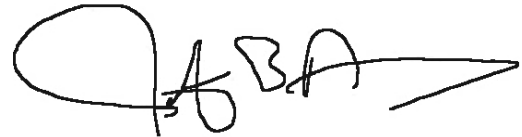
2. Only U.S. currency and coin is considered money ~~and shall be inventoried separately from any other property.~~ Each denomination shall be listed on a separate line of the inventory report.
(WILEAG 11.2.1.5)
3. List U.S. currency serial numbers only when they are material to the case, e.g., drug “buy money” or plant money. If serial numbers are listed, they must be ~~placed on separate lines of the inventory report~~ inventoried separately.
 - a. “Buy money” shall be ~~placed on a separate inventory~~ inventoried separately from all other monies, clearly indicating it is “buy money” in the circumstances ~~and listing.~~

B. RARE MONEY

1. Special U.S. bills, rare U.S. coins, and U.S. coins containing gold or silver shall be ~~placed on a listed~~ separately on the inventory report and described appropriately.

560.110 SAFES

- E. The investigating member shall consult with their shift commander if the safe is locked to determine if an authorized locksmith shall be contacted to have the safe opened. All safes must be opened prior to being accepted by the Property Control Division. Any contents discovered inside the safe shall be photographed and placed on inventory.

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

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk