



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 150 – COURT PROCEDURES

**GENERAL ORDER:** 2024-14  
**ISSUED:** February 21, 2024

**EFFECTIVE:** February 21, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** December 5, 2023

**ACTION:** Amends General Order 2023-61 (November 1, 2023)

**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.

#### 150.40 DUCES TECUM SUBPOENAS

- A. Any member who receives a Duces Tecum subpoena requiring them to provide any department record other than their personal memorandum book shall consult with their commanding officer. In the event that the commanding officer has a question or concern regarding the appropriate response to a Duces Tecum subpoena, the commanding officer shall consult with the Internal Affairs Division for guidance. Records provided in response to the subpoena must first be reviewed by the member's commanding officer and approval shall be obtained from the Chief of Police or designee.
- B. If a department member receives a request from the prosecuting assistant district attorney to provide a copy of their memorandum book pursuant to an active case, the member shall provide the relevant portions of their memorandum book related to the case to the requesting assistant district attorney.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk