



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING INSTRUCTION

### SENSITIVE CRIMES DIVISION

ISSUED: September 1, 2021

EFFECTIVE: September 1, 2021

REVIEWED/APPROVED BY:

Inspector Paul Formolo

DATE: August 9, 2021

ACTION: Amends SOI (September 17, 2018)

WILEAG STANDARD(S): NONE

#### ROLL CALL VERSION

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

#### IV. RESPONSIBILITIES

G. The SCD shall ensure that all evidence related to investigations is collected and inventoried pursuant to department policies. Access to all evidence and incident reports (not included in standard access) related to investigations is limited to members of the SCD unless otherwise authorized by the commanding officer of the SCD or higher authority.

1. SCD members shall ensure that any media storage device(s) or printed document(s), to include any working copies, are protected from public view and properly secured in a locked area by the member responsible for the media storage device(s) or printed document(s).

2. SCD members shall ensure their department computer screen is locked and protected from public view when they are not at their workstation.

H. SCD members shall respect and ensure the privacy of all complainants and victims and shall not release the identity, address, or personal information of any complainant or victim without their consent except when in accordance with state law or if the victim is in danger (e.g., discovery, open records request, Amber Alert, Green Alert, Silver Alert).

I. SCD members shall respect and ensure the privacy of potential suspects in accordance with the law or if the information is in the public's interest.

J. SCD members shall be cognizant of and comply with all requirements of any memorandum of understanding between the department, the Sojourner Family Peace Center, and any other community stakeholders as it relates to SCD operations.

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE