



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 700 – CASE MANAGEMENT

**GENERAL ORDER:** 2024-32  
**ISSUED:** May 24, 2024

**EFFECTIVE:** May 24, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Nicole Waldner  
**DATE:** April 23, 2024

**ACTION:** Amends General Order 2022-50 (November 30, 2022)

**WILEAG STANDARD(S):** 6.3.2, 6.3.4

#### ROLL CALL VERSION

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

#### 700.05 NOTIFICATION OF THE CRIMINAL INVESTIGATION BUREAU

B. A supervisor assigned to the CIB at extension [REDACTED] must be notified of any of the following types of incidents:

2. Crimes Involving Weapons, Injury, Death (Felony) or Felonious Assault

d. ~~A supervisor assigned to the Sensitive Crimes Division shall be notified of All sexual assaults, including fourth degree sexual assault.~~

e. ~~A supervisor assigned to the Sensitive Crimes Division shall be notified of All incidents involving child neglect.~~

f. ~~A supervisor assigned to the Sensitive Crimes Division shall be notified of All incidents involving physical abuse of a child.~~

3. Other Incidents

g. ~~A supervisor assigned to the Sensitive Crimes Division shall be notified of All critical missing persons as defined under SOP 180 Missing Persons, section 180.10(C).~~

j. ~~A supervisor assigned to the Sensitive Crimes Division shall be notified of All incidents of interference with child custody.~~

m. All incidents involving swatting calls.

**Note:** The member assigned to handle a swatting incident shall file the incident under [Wis. Stat. § 947.014\(2\)](#) and send an email to [IFC@milwaukee.gov](mailto:IFC@milwaukee.gov) to alert the Fusion Division of the incident. The Fusion Division shall then file a Suspicious Activity Report.

nm. Matters not previously addressed in this SOP which may benefit from the involvement of a member of the CIB.

**700.20 PROCEDURE FOR PROSECUTOR REQUESTS FOR FOLLOW-UP**

~~The following procedures shall be followed by all members when items of follow up are identified by the prosecutor either during the initial review or after charges have been issued:~~

- ~~1. When a member presents a case and the prosecutor identifies items of follow up, that member is responsible for immediately entering all of the items of follow up into the case management system as identified in section 700.10.~~
- ~~2. When a prosecutor identifies an item or items for follow up related to a previously charged criminal case, the member of the Court Administration Division assigned to perform court liaison duties shall promptly email the member involved in the investigation and his/her immediate supervisor with the requested follow up (if this request is made directly to the member involved in the investigation, that member shall enter the requested task(s) into case management).~~
- ~~3. If a member has any concerns over whether the task should be performed, they should direct those concerns to their shift commander.~~

Members shall refer to SOP 150.15(H) Court Procedures when items of follow up are identified by the prosecutor either during the initial review or after charges have been issued.

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