



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

360 – COMPUTER MUG SHOT SYSTEM

GENERAL ORDER: 2021-XX
ISSUED: September 22, 2021

EFFECTIVE: September 22, 2021

REVIEWED/APPROVED BY:
Inspector Shunta Boston-Smith
DATE: August 17, 2021

ACTION: Amends General Order 2018-21 (May 23, 2018)

WILEAG STANDARD(S): 6.3.7, 11.1.2

360.00 PURPOSE

To outline the department's guidelines as it relates to the capturing and use of digital mug shot images.

360.05 COMPUTER IMAGES

- A. Generally, department members shall capture a computerized image of all persons taken into custody (See SOP 090 for exceptions). The images shall be captured using the prescribed computer mug shot system during the booking process and they shall be stored in a database that is readily accessible to department members.
- B. "Capture Workstations" are located in the booking areas of Districts Two through Seven and the Central Booking Section. "Investigative Workstations" are located at the Criminal Investigation Bureau divisions, district stations and other designated locations. In addition, the computer mug shot system can be accessed from any computer, including in-squad computers, through the department's intranet home page under "Applications" and then "IWS Web Applications."
- C. Access to the computer mug shot system and its different functions are password controlled.
- D. The system may be used to accomplish the following:
 - 1. Search and display mug shot images.
 - 2. Print mug shot images for investigative purposes.
 - 3. Create and display a mug book for suspect identification by the victim or witnesses.
 - 4. Create a "Wanted Persons Bulletin."
 - 5. Search for possible investigative information that is also stored in the system other than the "Mug Shot" images, e.g., scars, marks, and tattoos.

360.10 PRINTING A MUG SHOT

Department members may print "Mug Shot" images only for valid law enforcement

purposes at any district station or other work location that has an “Investigative Workstation” or intranet access. These photos shall not be released to non-law enforcement personnel without supervisory approval. All public requests for these records are processed through Open Records.

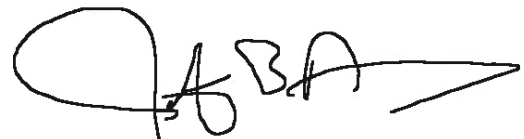
360.15 “MUG BOOK” PHOTO VIEWING (WILEAG 6.3.7, 11.1.2)

- A. “Mug books” (e.g., collections of photos/images of previously arrested persons) may be useful in cases in which a suspect has not yet been determined and other reliable sources have been exhausted. This technique may provide investigative leads, but further investigation shall be conducted.
- B. When necessary, a victim or witness of a crime shall be directed to the nearest district station or division for photo viewing. If the shift commander of the district or division where the viewing is to take place approves of the viewing, he/she shall assign a department member to remain with the victim/witness during the viewing. Only one witness at a time may view the mug book system. The assigned department member must take care not to comment on the outcome of the identification procedure in any way.
- C. Department members shall compose the mug book in such a manner that individual photographs are not suggestive. Department members shall input uniform general physical characteristics (e.g., height, weight, age, sex) into the computer mug shot system in accordance with the witness’ description of the suspect.
- D. Department members shall provide witnesses with the following instructions before he/she views the mug book:
 - 1. Instruct the witness that the person who committed the crime may or may not be present in the mug book.
 - 2. Instruct the witness to select a photograph if he/she can and to state how he/she knows the person if he/she can.
 - 3. After a positive identification the member facilitating the photo viewing shall:
 - a. Conduct a follow-up interview to document any relevant factors that support the identification. Members shall interview the witness as to the certainty of their identification, but members shall not use percentages to ascertain the witness’ level of certainty. The witness’ responses are to be included in the supplemental report. Document the exact words used by the victim/witness without prompting to elaborate.
 - b. Have the witness circle the photograph identified and have the witness write their initials near the identified circled photograph.
 - c. Preserve the original mug book on MPD inventory.

- E. In the event of a positive identification, the shift commander of the district or division where the viewing is taking place shall immediately be notified. The shift commander shall then ensure that a follow-up investigation is conducted. If the offense involves a felony, the appropriate Criminal Investigation Bureau division shall be contacted.
- F. The department member facilitating the photo viewing shall file a supplementary report, regardless of the results of the viewing. This report shall include the description attributes of the persons shown, the time the witness started viewing the mug book photos and the time they ended, the location of the procedure, and the name, birth date, and booking number of any individuals positively identified.

360.20 WANTED PERSONS BULLETIN

A "Wanted Persons Bulletin" may be produced using the computer mug shot system. All "Wanted Persons Bulletins" shall be produced at the direction of the shift commander of the appropriate Criminal Investigation Bureau division. These bulletins may be viewed through the applicable Directives Intranet "Daily Roll Call Calendar" link and only printed for law enforcement purposes. "Wanted Persons Bulletins" are also archived in the Directives Intranet Archive under the "Informal Memorandums" [link](#).

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

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:mfk