



# 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

#### ROLL CALL VERSION

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

#### 360.05 COMPUTER IMAGES

- 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 appropriate Criminal Investigation Bureau divisions, ~~Sensitive Crimes Division, Homicide Division, Forensics Division~~, 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."

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE