



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 560 – PROPERTY

**GENERAL ORDER:** 2022-XX  
**ISSUED:** November 21, 2022

**EFFECTIVE:** November 21, 2022

**REVIEW/APPROVED BY:**

Assistant Chief Nicole Waldner

**DATE:** October 19, 2022

**ACTION:** Amends General Order 2022-16 (April 11, 2022)

**WILEAG STANDARD(S):** 11.1.1, 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.2.6

### ROLL CALL VERSION

Contains only changes to current policy.

For complete version of SOP, see SharePoint.

#### 560.15 MEMBER'S RESPONSIBILITIES (WILEAG 11.1.2, 11.1.5, 11.2.1, 11.2.2, 11.2.4)

- B. All property coming into the possession of any member of the department, including property temporarily retained by officers assigned to PAB municipal court security for persons entering the Police Administration Building, and here otherwise noted in this procedure, shall be immediately inventoried through WinAce.
2. Members shall include the circumstances in which the property came into the department's possession and if applicable, the case number, citation number, or court case number on the WinAce-Officer Drop inventory report.
- C. The WinAce-Officer Drop inventory report shall be generated by entering the inventoried property information into the "Ace-Officer Drop" electronic inventory report system. Once the WinAce-Officer Drop inventory report submission has been completed, it shall be reviewed for accuracy and approved by a supervisor. After supervisory approval, two copies of the WinAce-Officer Drop inventory report will automatically be generated. A copy of the "Case Disposition" form will also be generated, if the property is evidence.
- D. In the event of an WinAce-Officer Drop electronic inventory report computer problem, work locations are permitted to inventory property on the paper PP-32 version. However, the shift commander shall notify the Property Control Division by phone during business hours or by sending an email to [REDACTED] during non-business hours when the paper inventory form is utilized. The reserve paper PP-32's shall be stored in each work locations property locker.
- F. Upon completion and approval of the WinAce-Officer Drop inventory report, the member shall be allowed access to place the inventoried property in the secure designated property room under the supervision of a work location supervisor. Members assigned to the Property Control Division who are picking up property as part of the daily property pick-up shall be granted access to the work location's evidence room to collect the property. This task shall be performed in the presence of the work location supervisor.

- H. When a prisoner's property cannot be immediately transferred to the location of their confinement (e.g., the prisoner goes to the hospital), that property shall be placed on a ~~WinAce-Officer-Drop~~ inventory report as safekeeping and processed accordingly.
- I. Seizure of property is limited to contraband, instrumentalities of a crime, fruits of a crime, or evidence of a crime. Unless there is reasonable suspicion to the contrary, police members shall not confiscate property merely because the possessor cannot provide proof of ownership.
1. Per [Wis. Stat. § 968.18](#) any member seizing property without a search warrant shall issue a properly completed *Property Receipt* (form PP-33), as soon as practicable to the person from whom the property was taken. The original PP-33 shall be attached to the original ~~WinAce-Officer-Drop~~ inventory report.
- J. Personal property, including money, is subject to seizure and forfeiture under [Wis. Stat. § 973.075](#), or if a crime under the Uniform Controlled Substances Act under [Wis. Stat. § 961.55/06](#). Personal property may be seized under these statutes for circumstances where the seizure is incident to a lawful arrest; pursuant to a search warrant; or if an officer has probable cause to believe the property is either directly or indirectly derived from the commission of a crime.
1. Any investigating member, except HIDTA personnel, must first obtain a supervisor's authorization prior to seizing money or a cell phone regarding any type of illegal narcotic related offense that does not meet the criteria as established in SOP 765 ~~Asset Forfeiture~~ Evidence Seizure. The supervisor authorizing the seizure of the property must be listed in the circumstances field of the property inventory. This section does not apply to "buy money" or if the seized items meet the requirements as outlined in SOP 765 ~~Asset Forfeiture~~ Evidence Seizure.  
(WILEAG 11.1.6.1)
- Note: SOP 765 ~~Asset Forfeiture~~ Evidence Seizure provides additional details on seizing money, cell phones and other property.**  
(WILEAG 11.2.1.5)
- K. Any inventoried item(s) that need to be analyzed by the High Technology Unit, the Fusion Division, the Forensics Division, or placed in the drying room to be examined prior to being received by the Property Control Division shall be placed on a separate inventory and documented on the ~~WinAce-Officer-Drop~~ inventory report (except the Homicide Division).  
(WILEAG 11.1.8.4, 11.2.1.5)
- M. Any property transferred to another location prior to being received by the Property Control Division shall be documented on the ~~WinAce-Officer-Drop~~ inventory report (see SOP 560.35).  
(WILEAG 11.1.8.4)
- Q. Whenever any type of ~~dry powder like illegal substance~~ controlled substance or suspected controlled substance is inventoried, especially those that are believed to contain cocaine or heroin, the controlled substances must be secured in a paper fold

and a clear zip-lock bag. The items shall then be sealed inside the appropriate narcotics envelope. The narcotics envelope shall then be sealed inside a clear plastic zip-lock or heat sealed bag that allows for the ability to read the narcotics envelope.

2. If packaging a moist narcotic substance, secure the item in a paper fold and an appropriate sized paper bag and seal the items inside the appropriate narcotics envelope. The envelope shall then be sealed inside a clear plastic zip-lock or heat sealed bag that allows for the ability to read the narcotics envelope.

- S. Members shall run the serial number in the National Crime Information Center (NCIC) database for all inventoried items with visible serial numbers. Members shall attach a copy of the NCIC check to the ~~WinAce Officer Drop~~ inventory report.

#### **560.20 ROUTING OF PROPERTY INVENTORY REPORT (WILEAG 11.1.2, 11.2.4, 11.2.6)**

##### **A. ELECTRONICALLY GENERATED ~~WINACE OFFICER DROP~~ PROPERTY INVENTORY REPORT**

1. The copies of the ~~WinAce Officer Drop~~ inventory report are electronically generated and disbursed to the Property Control Division by the work location whenever an inventory is completed using the ~~WinAce~~ electronic inventory report system.
2. The "Case Disposition" form is automatically generated anytime a member creates as evidence inventory in ~~WinAce~~ the electronic inventory report system. This form shall accompany other related paperwork in all state cases involving a summary arrest, an arrest warrant request or order-in. The department member shall properly complete the form and forward the form via fax or interdepartmental mail to the Property Control Division.

#### **560.25 PROPERTY DISBURSEMENTS (WILEAG 11.2.5)**

- B. The Property Control Division shall each day (Monday – Friday) generate an electronic property disbursement form from the ~~WinAce~~ electronic inventory report database for every work location that property will be picked up on that day.
- C. Prior to the arrival of Property Control Division personnel, each work location that stores evidence shall prepare the ~~WinAce Officer Drop~~ inventory report submissions for pick-up as follows:
  1. The original ~~WinAce Officer Drop~~ inventory report along with the inventoried property and any other original reports if applicable, such as a property receipt, etc.
  2. A stamped copy ~~WinAce Officer Drop~~ inventory report listing any property turned over to another location for analysis prior to being collected by the Property Control Division.
  3. If inventoried property is released to an owner/claimant prior to being received by the Property Control Division, the following must be immediately provided by inter-

office mail or fax to the Property Control Division:

- a. A copy of the ~~WinAce-Officer Drop~~ inventory report listing the property that has been returned to the owner/claimant,

**560.30 PROPERTY REQUIRED FOR COURT (WILEAG 11.1.2, 11.1.8, 11.2.1)**

**B. RETENTION OF PROPERTY BY THE COURTS**

3. No receipt is required for items retained by the court that are not on a ~~WinAce-Officer Drop~~ inventory report. These items include, but are not limited to, photo enlargements, report enlargements and crime scene diagrams.

**560.35 SUBMISSION OF EVIDENCE TO FORENSICS, HIGH TECHNOLOGY, NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK LAB OR DRYING ROOM (WILEAG 11.1.2, 11.1.3, 11.1.4, 11.1.5, 11.1.6, 11.2.4)**

- A. Inventoried property that is transferred to the Forensics Division, High Technology Unit, National Integrated Ballistic Information Network Lab, or the drying room prior to being received by the Property Control Division shall be handled in the following manner:

1. Any department member transferring property to the Forensics Division, High Technology Unit, National Integrated Ballistic Information Network Lab, or drying room shall stamp the original completed electronic ~~WinAce-Officer Drop~~ inventory report with the transfer stamp.
  3. The member receiving the evidence at either the Forensics Division, High Technology Unit, or National Integrated Ballistic Information Network Lab shall complete the stamped paperwork and retain the original paperwork. A copy of the stamped/received paperwork shall be provided to the submitting officer upon request.
- c. The Property Control Division shall document in ~~WinAce~~ the electronic inventory report system the transfer of property to HIDTA or the district attorney's office forensic lab.

- C. Items placed in the drying room require a completed and stamped ~~WinAce-Officer Drop~~ inventory report.

1. The original ~~WinAce-Officer Drop~~ inventory report shall remain in the drying room. A stamped copy of the ~~WinAce-Officer Drop~~ inventory report shall remain in the member's work location property room, noting the date, time and person placing property in the drying room.

**560.40 DNA / BIOLOGICAL MATERIAL (WILEAG 11.1.2, 11.2.1, 11.1.5)**

- A. Any hair, tissue, or bodily fluid of evidentiary value shall be considered biological material (DNA) evidence. It shall be the responsibility of the member completing the ~~WinAce-Officer Drop~~ inventory report to flag items of evidence taken with the specific

intent for DNA analysis, or those containing obvious/apparent biological material.  
(WILEAG 11.1.5.1)

**560.45 REQUESTS FOR LABORATORY ANALYSIS (WILEAG 11.1.2, 11.1.5, 11.1.7, 11.1.8)**

- A. Members that have recovered evidence that requires analysis by the Wisconsin Regional Crime Lab shall send an email to [REDACTED] Members shall include the following information in the email:

4. ~~WinAce-Officer-Drop~~ Inventory report number.

**560.60 RETENTION OF PROPERTY SCHEDULE (WILEAG 11.1.2, 11.2.1)**

- A. STATUS CHANGE

The responsible member listed on the ~~WinAce-Officer-Drop~~ inventory report shall immediately advise the Property Control Division of any changes in the status of property placed on inventory (e.g., responsible officer, court case numbers, warrant numbers, change in the category of property, evidence, safekeeping, if the property is still needed for prosecution, owner being identified).

**560.65 RELEASE OF PROPERTY (WILEAG 11.1.7, 11.2.1, 11.2.4)**

- A. ORDER FOR PROPERTY (FORM PO-5)

3. A PO-5 is not required under the following situations:

- a. When property is listed as safekeeping and ownership is listed on the ~~WinAce-Officer-Drop~~ inventory report.

**560.75 ANIMALS**

- A. When an animal is taken to a district station by a department member or brought into a district station by a citizen, a ~~WinAce-Officer-Drop~~ inventory report shall be completed in accordance with SOP 560 Property. An ~~WinAce-Officer-Drop~~ inventory report is not required if an animal is taken directly to Milwaukee Area Domestic Animal Control Commission (MADACC) from the retrieval location.

**560.80 BICYCLES, MOPEDS, AND MINI-BIKES**

- A. District stations shall maintain and process safekeeping bicycles, mopeds and mini-bikes with an engine size of 50cc or less in the following manner:

1. All safekeeping bicycles shall be checked in NCIC for stolen/wanted status and checked for current registration in the city computer. A printout of the check shall be attached to the ~~WinAce-Officer-Drop~~ inventory report. The inventory shall be attached to the bicycle frame.

3. Bicycles, mopeds, and mini bikes with 'finders' denoted on the ~~WinAce-Officer-Drop~~

inventory report shall be retained for six (6) months at which time a claim letter will be mailed to the finder by the Property Control Division.

4. Evidence bicycles shall only be inventoried as evidence when essential to the prosecution of a crime. When practical, bicycles should be processed, photographed and inventoried as safekeeping. If a bicycle is needed as evidence, it shall be checked in NCIC for stolen/wanted status and the city computer for current registration. A printout of the check shall be attached to the ~~WinAce-Officer Drop~~ inventory report.

#### **560.90 FIREARMS INVENTORY (WILEAG 11.1.2, 11.2.1)**

- A. The firearm's serial number shall be entered on the ~~WinAce-Officer Drop~~ inventory report in the serial number field. If a serial number cannot be read, indicate that detail on the ~~WinAce-Officer Drop~~ inventory report. The inventorying member shall list 'obliterated' or 'partially obliterated' on the ~~WinAce-Officer Drop~~ inventory report if the serial number has been filed off or is partially illegible.
- D. Accessories are to be listed as a separate item number and on a separate line on the ~~WinAce-Officer Drop~~ inventory report. It is not necessary to disassemble the accessories from the weapon. Examples of accessories include, but are not limited to slings, removable scopes and/or sights. A magazine inserted in a firearm is not to be listed as a separate item.
- F. Members inventorying firearms shall complete a *Gun Recovery Report* in RMS. Prior to approving any inventory that includes a firearm, the supervisor shall ensure the *Gun Recovery Report* is submitted in RMS. The supervisor shall then approve the *Gun Recovery Report* and ~~WinAce-Officer Drop~~ inventory report.
- G. Firearm serial numbers shall be checked through the NCIC computer system for stolen status by the respective work location. The computer printout shall then be attached to the original ~~WinAce-Officer Drop~~ inventory report.

#### **560.100 MONEY AND JEWELRY (WILEAG 11.2.1)**

##### **A. U.S. CURRENCY AND JEWELRY**

2. Only U.S. currency and coin is considered money and shall be inventoried separately from any other property. Each denomination shall be listed on a separate line of the ~~WinAce-Officer Drop~~ inventory report.  
(WILEAG 11.2.1.5)
3. List U.S. currency serial numbers only when they are material to the case, e.g., drug "buy money" or plant money. If serial numbers are listed, they must be placed on separate lines of the ~~WinAce-Officer Drop~~ inventory report.

##### **B. RARE MONEY**

1. Special U.S. bills, rare U.S. coins, and U.S. coins containing gold or silver shall be

placed on a separate ~~WinAce-Officer-Drop~~ inventory report and described appropriately.

2. Only the face value of the money shall be entered in the \$\$\$ section and "Total Money Received" section on the ~~WinAce-Officer-Drop~~ inventory report.

**560.120 DEPARTMENT EQUIPMENT**

- A. No department equipment shall be placed on a ~~WinAce-Officer-Drop~~ inventory report without the express permission of the Chief of Police, or his/her designee.

A handwritten signature in black ink, appearing to read 'J.B.N.' followed by a long horizontal stroke.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk