



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 240 – EYEWITNESS IDENTIFICATION PROCEDURES

**GENERAL ORDER:** 2021-XX  
**ISSUED:** May 24, 2021

**EFFECTIVE:** May 24, 2021

**REVIEWED/APPROVED BY:**

Inspector Paul Formolo

**DATE:** April 26, 2021

**ACTION:** Amends General Order 2014-68 (July 7, 2014)

**WILEAG STANDARD(S):** 6.3.2, 6.3.7, 11.1.2

#### ROLL CALL VERSION

Contains only changes to current policy.

For complete version of SOP, see SharePoint.

#### 240.10 PHOTO ARRAYS (WILEAG 6.3.7, 11.1.2)

##### D. DOCUMENT PROCEDURES AND RESULTS

3. After a positive identification, a follow-up interview shall be conducted to document any relevant factors that support the identification, such as special facial features, hair, marks, etc. Interview the witness as to the certainty of their identification.
  - a. Members shall not use percentages to ascertain the witness' level of certainty.
  - b. Document the exact words used by the witness without prompting the witness to elaborate. The witness' responses shall be included in the supplemental report.
  - c. The member shall have the witness sign and date the back of the photograph of the individual he/she identified during this procedure.

#### 240.15 LIVE LINEUPS (WILEAG 6.3.7)

##### A. COMPOSE THE LINEUP

2. ~~Ideally,~~ Include a minimum of four fillers per lineup. Fillers should include individuals who are reasonably similar in age, height, weight, and general appearance and are of the same sex and race, in accordance with the witness' description of the suspect. When there is a limited/inadequate description of the suspect provided by the witness, or when the description of the suspect differs significantly from the appearance of the target, fillers should resemble the target in significant features. If the suspect was described as having an unusual identifying mark, all fillers should have similar markings or similar coverings over the described area. Make sure that no person stands out from the rest.

##### C. DOCUMENT PROCEDURES AND RESULTS

2. Once the lineup is completed, the witness shall complete the PC-25 and sign and

date the form.

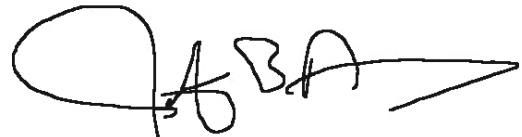
**Note: The original PC-25 shall be forwarded to the Records Management Division for imaging.**

3. The lineup procedure must be documented on a supplemental report and ~~Supplementary Report on Line-Up Identification (form PI-6)~~ regardless of whether identification was made. The supplemental report shall include the administrator's name, date, time, and location of the lineup, whether or not the witness was wearing any required corrective lenses or contacts (if applicable), the total number of fillers, names of persons present during the lineup, whether additional viewing occurred, and the name and date of birth of the fillers.

**240.20 ON-SCENE IDENTIFICATION (SHOW-UPS) (WILEAG 6.3.7)**

- C. Once the on-scene identification procedure is completed, the witness shall complete the PC-26 and sign and date the form.

**Note: The original PC-26 shall be forwarded to the Records Management Division for imaging.**

A handwritten signature in black ink, appearing to read 'J.B.N.' followed by a stylized flourish.

JEFFREY B. NORMAN  
ACTING CHIEF OF POLICE

JBN:mfk