MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING INSTRUCTION

MACARTHUR NON-VIOLENT MISDEMEANOR BOOK & RELEASE PROGRAM

ISSUED: June 15, 2021	**EFFECTIVE:** June 15, 2021	**REVIEWED/APPROVED BY:** Inspector Nicole Waldner **DATE:** May 3, 2021
ACTION: Amends SOI (October 17, 2017)	**WILEAG STANDARD(S): 1.7.5**

ROLL CALL VERSION
Contains only changes to current policy.
For complete version of SOI, see SharePoint.

IV.   PRISONER PROCESSING

B. VERIFICATION OF FINGERPRINTS BY FORENSICS

The Forensics Division shall process the arrestee's ~~fingerprints~~ tenprints for positive identification. ~~and~~ The booker shall confirm the identification ~~process~~ of the arrestee by ~~the prisoner processor from the Forensics Division, checking the CMS "Event" screen prior to the arrestee being released.~~ verifying in the Jail Management System (JMS) the Positive ID From Fingerprints box in the Person Tab is checked and the IDEN Event in the Inmate Log is completed. The arrestee's booking entry will be moved from Processing to Maintenance in the JMS prior to the arrestee being released.

D. PRISONER DISPOSITION CODES

1. When an arrestee is arrested for a non-violent misdemeanor offense under the Uniform Misdemeanor Bail Schedule and is booked and processed for release at a district station and/or Central Booking, the ~~booker and/or head jailer~~ Forensics Division shall utilize the appropriate ~~Corrective Management System (CMS)~~ JMS release ~~reason~~ disposition MacArthur Program code, "MACA", located in the release reason code table and the charge disposition code "RELF" Released with a Future Court Date located in the charge disposition code table.

2. The booker and/or head jailer shall also in the ~~"Remarks" field of the release reason code table~~ booking maintenance narrative enter the following: order-in date (three (3) calendar days (Monday-Friday) following arrest); the order-in location (DA's Office, Room 110); and the supervisor's PeopleSoft number authorizing release of the arrestee.

V.   CASE PROCESSING - DISTRICT ATTORNEY INITIAL APPEARANCES

B. Court liaison officers shall notify a defendant not to appear if the district attorney's office no processes his/her case prior to the order-in date. The following shall be entered into ~~Case Track~~ into a Record Management System (RMS) supplemental report:

2. Liaison officer's name; ~~and~~

4. The reason the case was no processed (e.g., insufficient evidence, uncooperative victim); and

5. The reviewing district attorney.

C. Court liaison officers shall process all MacArthur Program cases at the initial appearance and must file a brief ~~ARS~~ RMS supplemental incident report to include the following:

   2. The reviewing district attorney; ~~and~~

   4. The reason if the case is no processed (e.g., insufficient evidence, uncooperative victim); and

   5. List each charge individually if the case is charged;

~~D. Court liaison officers shall also enter into Case Track the charging conference dispositions, to include dispositions on defendants who fail to appear (e.g., case pended, warrant issued).~~

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:mfk