



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

112 - SEXUAL ASSAULT

GENERAL ORDER: 2014-102
ISSUED: July 31, 2014

EFFECTIVE: July 31, 2014

REVIEWED/APPROVED BY:
Captain Regina Howard
DATE: July 18, 2014

ACTION: Creates SOP

WILEAG STANDARD(S): 6.3.3

112.00 PURPOSE

The purpose of this standard operating procedure is to establish the department's policy, procedures and responsibilities when investigating complaints of sexual assault as described within Wis. Stat. § 940.225 and 948.

112.05 POLICY

It is the policy of the Milwaukee Police Department to thoroughly investigate all allegations of sexual assault while remaining sensitive to the needs and requests of the victim throughout the investigative process.

112.10 SEXUAL ASSAULT INVESTIGATION PROCEDURE (WILEAG 6.3.3)

A. RESPONSIBILITIES OF INVESTIGATING MEMBER

1. Assess the victim's medical condition and summon medical attention. In cases of alleged strangulation the victim should be encouraged to seek medical attention if necessary.
2. Secure the crime scene (request additional resources as needed).
3. Conduct a minimal facts interview of the victim.
4. Notify the shift commander who will notify the Sensitive Crimes Division (SCD).
5. If SCD is responding maintain the scene. SCD will conduct the detailed interview of the victim. If SCD is not responding, continue with responsibilities of the investigating member to include the detailed victim interview.

REDACTED

REDACTED

REDACTED

REDACTED

9. Investigating members shall notify the SCD when a felony sexual assault suspect is in custody. The SCD shall conduct the interrogation of the prisoner. The *Pedigree Form* (form PA-45A) shall be completed during the suspect interrogation and it shall be recorded using a room equipped with MediaSolv technology. (WILEAG 6.3.3.3)

112.15 VICTIM NOTIFICATIONS

- A. The victim should be provided with the following:
 1. The *Milwaukee Police Department Crime Victim Resources* (form PV-17) form within 24 hours of the initial contact;
 2. VINE/VINE Link informational sheets/pamphlets that advise victims on how to register for the offender custody status notification service;
 3. Form PR-3 - *Referral Memo* advising the victim of location, time, and date to appear at the district attorney's office.

112.20 INVESTIGATIVE REPORTS REQUIRED (WILEAG 6.3.3)

- A. ALL CASES OF SEXUAL ASSAULT SHALL BE DOCUMENTED
 1. The investigating member shall complete or obtain the following reports:
 - a. Original report in the Automated Reporting System (ARS).
 - b. Supplemental reports detailing the investigation.
 - c. Arrest Report (form PA-45) when applicable.
 - d. Probable cause statement (CR-215) when applicable.
 - e. Evidence inventories when applicable.

- f. Teletype shall be completed for suspects.
- g. DA sheets when applicable and include in the DA charging packet:
 1. Computer Aided Dispatch (CAD) printouts.
 2. Evidence photos.
 3. Other work product such as photo arrays, 911 recording, interrogations.
2. The required reports shall include the following:
 - a. The origin of the call.
 - b. Detailed statements of victim and witnesses.
 - c. Demeanor and observations of the victim.
 - d. Description of the incident and detail of the investigation (observations of scene, results of canvass, video, photo array, identification of suspect).
 - e. Indicate whether or not photos were taken. If so, by whom, how many, date, and location.
 - f. Indicate all personnel at scene.
 - g. Document supervisory notification.
 - h. Document whether the victim was treated at a hospital.
 - i. Describe all evidence collected.
 - j. Document if evidence was sent to the Wisconsin Regional Crime Lab.
 - k. Document the result of the police investigation.
(WILEAG 6.3.3.4)

112.25 PROSECUTION

A. COURT CASES

1. The victim shall be referred to the District Attorney (DA) Sensitive Crimes Unit for review for criminal prosecution.

Note: If probable cause exists, suspect shall be summarily arrested even if victim declines to prosecute.

- a. The investigating member shall present the case for review at the DA's office.

- b. The investigating member shall be responsible for follow up requested by the reviewing ADA and shall notify the shift commander.
- c. The results of the charging conference shall be documented in a supplemental report.

REDACTED



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:kel