

Exhibit 4

The Minneapolis Police Department Policy and Procedure Manual

Last updated:

04 April 2021





Minneapolis Police Department Policy and Procedure Manual

Date:
25 February 2019

Preface

Minneapolis Police Department Policy and Procedure Manual

Discrimination and Harassment

The City of Minneapolis and the Minneapolis Police Department prohibits discrimination and harassment of citizens and employees on the basis of race, color, creed, age, religion, ancestry, national origin, affectional preference, disability, marital status, familial status, status with regard to public assistance, or Vietnam era veteran status.

Americans With Disabilities Act (ADA)

The City of Minneapolis and the Minneapolis Police Department recognize the authority of the Americans with Disabilities Act (ADA)

Preface

(11/08/16)

Minneapolis Police Officers are not separate from the citizens of Minneapolis. We draw our authority from the will and consent of the people. The police are the instrument of the people to achieve and maintain order. Our efforts are founded on the principles of public service and ultimate responsibility to the public.

The specific goals and priorities which we establish within the limits of our legislatively granted authority are determined to a large extent by community desires. These desires are transmitted to us through the community and the governing body of the City of Minneapolis. We conscientiously strive to be responsive to these desires, knowing full well that we exist not to serve ourselves but to serve and protect others.

Police officers are accountable to the people for their decisions and the subsequent consequences. A substantial percentage of police work is done in direct response to citizen complaints. This underscores the frequently unrecognized fact that members of the public are an integral part of the criminal justice system. Though many factors play a role in the success of the system, citizen participation is preeminent. Public confidence in the criminal justice system depends primarily on the trust that the people have in their police.

The fundamental purpose and role of the police in a free society is the protection of constitutional guarantees, maintenance of public order, crime prevention and suppression, and dutiful response to the needs of the community.

The role of the Minneapolis Police Department, as stated above, is the guiding principle for the development of the Department Vision Statement and accompanying critical issues; the Policy

and Procedural Manual; the goals, objectives, and policies of all organizational components; and the priorities of the Minneapolis Police Department.

Vision, Mission, Values and Goals

(12/21/01) (09/19/08) (03/29/17) (02/25/19)

Adopted by the Minneapolis Police Department on 09/09/17:

Vision:

We will endeavor to build Trust with our communities, seek to ensure Accountability to those we serve, and strive to deliver the highest Professional Service. We will lead by example in both our words and our actions.

Mission:

We, the members of the Minneapolis Police Department, are committed to doing all we can to protect and serve in a way that minimizes harm and risk to our community and to ourselves. Sanctity of Life is the most precious of all our duties. We must serve all our communities without bias or favor.

Public safety is not just the absence of crime, it is the presence of justice. Every aspect of our professional service must demonstrate our commitment to procedural justice. We will act by giving others Voice and Respect, being Neutral and building Trust in our interactions.

Values:

- Trust
- Accountability
- Professional Service

Goals:

- Public Safety
- Justice
- Employee Wellness

Pillars of Procedural Justice:

- Voice
- Neutrality
- Respect
- Trustworthiness



Minneapolis Police Department Policy and Procedure Manual

Number:
1-100

Date:
31 December 2020

Volume One - Departmental Management

Written Directives System

1-101 MPD Policy and Procedure Manual Established

(Completely revised 12/5/01)

(A-C)

This manual, referred to as the MPD Policy and Procedure Manual, is general in scope and is meant to inform and guide all employees on matters of department-wide concern. Any division that maintains rules to govern its internal operations shall keep such rules current. Such rules shall not conflict with this manual. All employees of the MPD shall comply with the policies, procedures and rules contained herein. All previous manuals and orders that are in conflict with the contents of this policy and procedure manual are rescinded.

If any section, subsection, item, clause or phrase contained in the Policy and Procedure Manual is found to be illegal, such finding shall not affect the validity of the remaining sections, subsections, items, clauses or phrases of the Policy and Procedure Manual.

1-102 Numbering System Used in the Policy and Procedure Manual and Revisions

(12/05/01)

A decimal system is used to number each volume, chapter, section, and subsection of the Policy and Procedure Manual in order to provide reference to all material.

A typical reference under this system would be "3-249.06."

- The "3" indicates the material is contained in the third volume (3-249.06).
- The "2" indicates the material is contained in Chapter 2 (3-249.06);
- The "49" indicates the material is contained in Section 49 (3-249.06);
- The ".06" indicates the material is contained in Subsection .06 (3-249.06).

Revisions in the manual shall be indicated in the following manner:

- When revisions are made within a paragraph, the revision date will follow the paragraph.
- For any new sections added, or when a section is completely revised, the revision date will follow the title line.
- When a section has been added, removed, or renumbered, subsequent sections shall be renumbered as necessary.

The revision date shall be the date when a Special Order becomes effective.

1-103 How to Access the Policy and Procedure Manual: Employee Responsibility
(12/05/01)

All MPD employees shall be provided instructions on how to access the on-line Policy and Procedure Manual. Employees shall be held accountable for knowing how and where to access the manual and for knowing the contents of the manual. Employees shall sign a receipt, acknowledging responsibility for knowing the contents of the manual and that they have received instructions on how and where to access the manual. Receipts shall be filed in the employee's Personnel File. Manual revisions are prepared by the Operations Development Unit

1-103.01 Requests for Amendments
(12/05/01)

Requests for revisions, additions, or deletions to the MPD Policy and Procedure Manual shall be forwarded to the Operations Development Unit supervisor. A final decision regarding any policy changes will be made by the Chief or his/her designee.

1-104 Knowledge of Orders
(12/05/01)

(A-C)

Employees shall be held accountable for knowing the contents of all orders and Administrative Announcements issued, including those that have been disseminated during their absence from work. The written and online publications shall be made available to all MPD employees for reference purposes.

1-105 Personnel Orders
(12/05/01)

Personnel Orders are issued only by the Chief of Police or a designated Bureau Head. They may be distributed to all or just specific precincts, units or divisions. Personnel Orders are issued to announce the following:

- The appointment of new employees
- The assignment or transfer of employees from one unit to another
- The promotion or demotion of employees from one rank to another
- Special Duty assignments
- Training assignments
- Career development
- Details
- Dismissal or reinstatement of an employee
- Resignation, retirement or death of an employee



Minneapolis Police Department Policy and Procedure Manual

Number:
1-300

Date:
04 October 2019

Volume One – Departmental Management

General Administration

1-301 Police Department – Executive Power

(12/21/01)

"The Mayor shall be vested with all the powers of said city connected with and incident to the establishment, maintenance, appointment, removal, discipline, control, and supervision of its police force, subject to the limitations herein contained and the provisions of the Civil Service chapter of this Charter, and may make all needful rules and regulations for the efficiency and discipline, and promulgate and enforce general and special orders for the government of the same, and have the care and custody of all public property connected with the Police Department of the city. The Executive Committee shall, by and with the consent of a majority of all of the members of the City Council, appoint for a term of three years commencing January 2, 1980, some suitable person as Chief of Police, subject to removal upon the recommendation of the Executive Committee by a vote of a majority of all the members of the City Council. Such a position shall be in the unclassified service." City Charter reference-Chapter 6, Section 1.

1-302 General Duties of the Chief

(12/21/01)

"The Chief of Police, under the direction of the Mayor, shall divide the subordinate police into proper watches, assign them their places of duty, ascertain by personal daily inspection whether the police are faithfully discharging their duties, and report to the Mayor any negligence or refusal to discharge the same, and also shall perform the other ordinary duties of a police officer. The Chief of Police shall have precedence over the police officers whenever engaged in the same service, and they shall at all times when on duty be subject to the Chief's command and control." Minneapolis Code of Ordinances-Title 9, Chapter 171.20. (09/18/08)

The Chief of Police has the authority and responsibility for the management, direction and control of the administration of the Minneapolis Police Department. The Assistant Chief will assume command in the Chief's absence. If the Chief and Assistant Chief are temporarily absent, a Deputy Chief will be designated to command. If the Chief and Assistant Chief are incapacitated, the most senior Deputy Chief, based on length of service in that rank, shall assume command. In the event the Chief, Assistant Chief and the Deputy Chiefs, are incapacitated or unavailable, the most senior sworn police Inspector, based on length of service in that rank, shall assume command of the Department. (09/19/08)

1-303 Department Budgeting Process

(12/21/01)

(B-C)

established by the Human Resources Department and the City of Minneapolis Respect in the Workplace Policy. Those procedures provide for a response from Human Resources to the complainant at the conclusion of the investigation. The subject of the investigation will be informed of the outcome by either Human Resources or the Minneapolis Police Department.

All correspondence on harassment complaints is to be kept confidential with only the involved parties and those determined to have a need to know being notified.

Commanders, supervisors and all employees shall immediately refer any threats, complaints of a criminal nature, or attempts at retaliation for reporting harassment to Human Resources and the Internal Affairs Unit. If the Human Resources supervisor or an Internal Affairs investigator is not available, the Watch Commander shall be notified. Watch Commanders shall take immediate action (i.e. separate parties) if the situation warrants. The Watch Commander will document the incident and their response, and forward it to Human Resources and the Internal Affairs Unit before the end of their shift.

2-112 Complaint, Coaching and Disciplinary System (12/31/20)

A. Investigation

Sworn Employees

Complaints of misconduct and allegations of violations of the Policy and Procedure Manual by sworn employees are generally investigated by the Office of Police Conduct Review and by Internal Affairs (based on the nature of the complaint or allegation), in accordance with Minneapolis Ordinance Chapter 172.

Civilian Employees

Complaints of misconduct and allegations of violations of the Policy and Procedure Manual by civilian employees are generally investigated by Internal Affairs.

Both Sworn and Civilian Employees

Complaints of workplace harassment, discrimination or retaliation are generally investigated by Human Resources and Internal Affairs.

B. Minor or lower-level allegations

Allegations which only describe minor or lower-level infractions by sworn employees may be referred directly by the Director of the Office of Police Conduct Review and the Internal Affairs Commander to the employee's supervisor for coaching or may be referred to a program of mandatory mediation instituted by the office of police conduct review. Such complaints may also be referred for formal investigation.

C. Discipline

When investigations have concluded and when allegations have been sustained, the determination regarding discipline, if any, is made by the Chief of Police or the Chief's designee (such as the Assistant Chief).

D. Coaching

1. Coaching is an interactive process between an employee and their supervisor. It should be used as a non-disciplinary management tool to assist an employee to identify and use proper workplace processes and procedures to improve the employee's performance and to achieve the goals of the MPD and the City.
 - a. Coaching is part of everyday work efforts.
 - b. When coaching is needed to address work quality or quantity standards, the supervisor will schedule a private conversation between the supervisor and employee about performance expectations.
 - i. The supervisor and the employee may develop a performance improvement plan, following the guidelines and procedures developed by the Human Resources Department.
 - ii. The supervisor may schedule follow-up meetings as needed.
2. Coaching may be referenced in performance reviews. Coaching is not discipline.
3. Coaching can occur in addition to discipline imposed by the Chief.



Minneapolis Police Department Policy and Procedure Manual

Number:
5-100

Date:
31 December 2020

Volume Five – Code of Conduct and Use of Force

Code of Conduct

5-101 Code of Conduct Defined

The code of conduct of the Minneapolis Police Department is promulgated by the Chief of Police by authority of the City Charter, Chapter 6, Section 1, as amended. This code is established to promote efficiency, discipline, and good public relations in setting forth policy governing the conduct of all Department employees.

The conduct of police officers is governed by the MPD Policy and Procedure Manual and applicable State and Federal law. All employees of the Minneapolis Police Department are required to maintain a working knowledge of and to obey the code of conduct, civil service rules, Departmental rules, policies, procedures and orders, ordinances of the City of Minneapolis, the laws of the State of Minnesota and the United States. The failure of an MPD employee to comply with the standards of conduct set forth in the Manual and in law will subject the employee to discipline and/or legal action. All disciplinary actions taken will be in accordance with Civil Service rules and provisions. (10/20/88) (12/01/08)

5-101.01 Truthfulness (01/26/05) (11/15/13)

The integrity of police service is based on truthfulness. Officers shall not willfully or knowingly make an untruthful statement, verbally or written, or knowingly omit pertinent information pertaining to his/her official duty as a Minneapolis Police Officer.

MPD employees shall not willfully or knowingly make an untruthful statement or knowingly omit pertinent information in the presence of any supervisor, intended for the information of any supervisor, or before any court or hearing. Officers shall not make any false statements to justify a criminal or traffic charge or seek to unlawfully influence the outcome of any investigation. (12/14/07)

These requirements apply to any report, whether verbal or written, concerning official MPD business including, but not limited to, written reports, transmissions to MECC and officers via radio, telephone, pager, e-mail or MDC.

MPD employees are obligated under this policy to respond fully and truthfully to questions about any action taken that relates to the employee's employment or position regardless of whether such information is requested during a formal investigation or during the daily course of business. (12/14/07)

5-102 Code of Ethics

(08/01/91)

(A-D)

All sworn and civilian members of the department shall conduct themselves in a professional and ethical manner at all times and not engage in any on or off-duty conduct that would tarnish or offend the ethical standards of the department. Employees shall abide by the City's Ethics in Government Policy, Chapter 15. (05/23/07)

5-102.01 Minnesota Law Enforcement Code of Ethics

(08/01/91)

(A-D)

Minnesota Law Enforcement Code of Ethics:

"As a Minnesota Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both by personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement."

5-103 Use of Discretion

(A-D)

The police profession is one that requires officers to use considerable judgment and discretion in the performance of their daily duties. Officers have a large body of knowledge from Department policies and procedures, training, their own professional police experience and the experiences of their fellow officers to guide them in exercising proper judgment and discretion in situations not specifically addressed by Department rules and regulations. In addition, officers must always adhere to the following principles in the course of their employment with the Minneapolis Police Department:



Minneapolis Police Department Policy and Procedure Manual

Number:
6-200

Date:
19 May 2008

Volume Six – Relations With Other Agencies

Relations With the Media

6-201 Media Information and Media Releases

(02/07/03) (02/24/06)

The policy of the MPD is to establish a cooperative relationship with the news media in supplying information on matters of public interest. Only information that violates the constitutional rights of the victim or the accused, interferes with an on-going investigation, or is legally privileged may be withheld from the public.

6-201.01 Public Information Officer

(05/19/08)

The MPD may designate at its discretion, sworn or non-sworn personnel to serve as Public Information Officer(s) for the MPD. The PIO will work closely with Police Department personnel, MPD Command Staff and the City Communications Director or his/her designee. For chain of command purposes, the PIO will report directly to the Chief or his/her designee.

The PIO may occasionally receive calls and requests during off duty hours to assist in resolving issues. A PIO who does not respond or is unable to respond during off duty time will not be subject to discipline, unless the PIO has been placed on standby in accordance with Section 10.4 of the Labor Agreement. The MPD may, in accordance with Section 3 of the Labor Agreement, change, amend or delete the duties and/or responsibilities of the PIO at any time.

6-202 Responsibility of MPD Employees

(02/07/03) (02/24/06)

(A-D)

All inquiries, including requests for interviews, will be directed to the Public Information Officer (PIO). Inquiries regarding “on-scene” incidents shall be referred to the ranking officer (or designee) in charge at the scene. Only factual public information related to that incident shall be released. Updates to that incident may be obtained by contacting the PIO during normal business hours.

- No MPD employee should initiate a media contact without going through the PIO.
- Inquiries regarding current investigations shall be referred to the PIO.
- MPD employees shall not release information on any case where the progress of an investigation may be jeopardized by premature media coverage.
- MPD employees shall not represent opinion as fact.

6-203 Release of Information (News Media Release Form)
(02/24/06)

(A-D)

Completing a News Media Release Form (MPD 8877) will be the responsibility of the Public Information Officer (PIO). All written media releases and/or press conferences must be approved by the Chief of Police, a designated member of the Police Administration, or the PIO. Such information will be distributed to all news media outlets which regularly cover department activities.

6-204 Major Incidents
(02/24/06)

(A-D)

When major incidents such as homicides, officer involved shootings, natural disasters, etc. occur; the Public Information Officer (PIO) will proactively contact media organizations which regularly cover department activities. When possible, the on-scene supervisor or PIO will direct media to a staging area. Media briefings and updates will be held at these designated areas.

6-205 News Release on Vehicular Accidents
(02/24/06)

(A-B)

MPD employees should only give the name, address, age and a short description of how an accident occurred. This also includes any juvenile, unless the juvenile will be cited, arrested, incarcerated or otherwise substantially deprived of liberty. Under these circumstances, age and sex may only identify a juvenile.

6-206 Site Access for News Media
(02/24/06)

(A-B)

MPD employees shall not unnecessarily obstruct news media personnel from performing their duties at emergency scenes. However, news media will not be allowed to cross police lines, which are set up to protect a crime scene. Members of the media must follow all municipal, state, and federal statutes. Media can be restricted from an area where their presence can jeopardize police operations. Only the ranking on-scene officer may grant news media representatives access to any area closed because of investigation or health and safety hazards.