

# Exhibit 5

## 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

Last updated Feb 25, 2019

# 1-100 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.

## 1-102.01 DISCIPLINARY SYSTEM USED IN THE POLICY AND PROCEDURE MANUAL (12/05/01)

A disciplinary system was implemented to provide a comprehensive, uniform discipline process to assist the Chief of Police in administering a final disposition of employee misconduct in an appropriate and timely manner.

Disciplinary categories or ranges are designated beneath the section numbers throughout the Policy and Procedure Manual. These disciplinary ranges denote the level or range of discipline for violation of the policy or procedure.

While the MPD Policy & Procedure Manual denotes the discipline category or range for a specific policy violation, disciplinary categories may be enhanced based upon previous sustained violations within the specified reckoning period (see Complaint Process Manual).

Disciplinary categories are listed below for violations of MPD policy and procedure:

Category "A": Training, counseling, documented oral correction.

Category "B": Written reprimand, documented oral reprimand, up to 40 hours suspension.

Category "C": Documented oral reprimand, written reprimand, up to 80 hours suspension, demotion.

Category "D": Up to 720 hours suspension, demotion, termination.

An *example* of the disciplinary range notation in the Policy and Procedure Manual is as follows:

## 1-101 POLICY AND PROCEDURE MANUAL ESTABLISHED

(A-C)

### **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 online 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

The Commander of the Administrative Services Division or his/her designee may exercise limited authority to approve Special Duty Personnel Orders. This authority is limited to short-term Special Duty assignments that have been budgeted and approved by the employee's Commander. All out-of-town travel must be approved by the appropriate Bureau Head.

All Personnel Orders shall be color coded white and bear a serial number beginning with the letter "P," followed by a two-digit year, a hyphen, and a two-digit number of the order for that year. Example: P01-102 (Personnel Order 102 of 2001). To issue a Personnel Order, a serial number must be obtained from Training Unit staff, who maintains a log of Personnel Orders for tracking purposes. Maintenance of original Personnel Orders is the responsibility of MPD Human Resources. (04/01/93)

#### **1-106 SPECIAL ORDERS (12/05/01)**

Special Orders are issued only by Research/Policy Development and are pre-approved by the Chief of Police, Assistant Chief or a designated Bureau Head. Special Orders are issued to announce new, revised, or deleted policies and procedures. (7/19/07)

Special Orders are sent to all precincts, units and divisions and are incorporated into the online Policy & Procedure manual. Special Orders are also sent via e-mail department-wide and employees shall be accountable for knowing the content of Special Orders.

The Commander of the Administrative Services Division or his/her designee may exercise limited authority to approve minor Special Orders when a Bureau Head is not available.

All Special Orders shall be color coded green and bear a serial number beginning with the letter "S," followed by a two-digit year, a hyphen, and a three-digit number of the order for that year.

Example: S01-005 (Special Order 5 of 2001). The Special Order log shall be maintained by the Research/Policy Development Unit. Maintenance of original Special Orders is the responsibility of the Research/Policy Development Unit. (7/19/07)

### **1-107 DISTRIBUTION AND READING OF ORDERS (12/05/01)**

(A)

Orders are issued to all affected precincts, units and divisions. They shall be read at each roll call the appropriate number of times so that all employees are notified and then placed in the precinct, unit or division loose-leaf binder. They shall be maintained for one year. Distribution will be noted on each document as follows:

- Distribution A: All precincts, units and divisions.
- Distribution B: Specified precincts, units and divisions.

### **1-108 ADMINISTRATIVE ANNOUNCEMENTS (12/05/01)**

(A)

Administrative Announcements are issued to announce general information. While not an order or policy change, directives in the Administrative Announcement shall be followed. The Chief of Police, Bureau Heads and precinct, unit or division commanders issue Administrative Announcements. Supervisors may issue an Administrative Announcement with their commander's permission.

To issue an Administrative Announcement, an AA number must be obtained from Police Administration staff, who maintains a log of Administrative Announcements for tracking purposes. Administrative Announcements must contain an AA number and approval signature prior to distribution. Individual units are responsible for distribution.

Administrative Announcements are sent to all precincts, units and divisions. Administrative Announcements shall be read at roll call the appropriate number of times so that all employees are notified and then placed in the precinct/unit or division loose-leaf binder or posted on a bulletin board/clipboard. They shall be maintained for one year or until the retention date has expired.

All Administrative Announcements shall be color coded yellow and bear a serial number beginning with the letter "A", followed by a two-digit year, a hyphen, and a three-digit number of the announcement for that year. Example: A01-012, refers to Administrative Announcement 12 of 2001. The distribution list is located on the MPD intranet website under "MPD Documents."

### **1-109 JOB ANNOUNCEMENTS (12/05/01)**

Administrative Job Announcements shall be forwarded to the Manager of the Administrative Services Division for approval, a Job Announcement (JA) log number and the addition of any required Human Resources language prior to issuance. All Administrative Job Announcements shall be posted on a bulletin board/clipboard until the position closes. The Operations Development Unit maintains a log of all Administrative Job Announcements and is responsible for distribution.

Job Announcements shall be colored coded salmon and bear a serial number beginning with the letters "JA," followed by a two-digit year, a hyphen, and a three-digit number of the job announcement for that year. Example: JA01-014 refers to Job Announcement 14 of 2001.

### **1-110 TRAINING ANNOUNCEMENTS (12/05/01)**

Training Announcements are issued to announce training information and are issued by the Training Unit. Training Announcements shall be read at each roll call the appropriate number of times so that all employees are notified and then placed in the precinct/unit/division loose-leaf binder or posted on a bulletin board/clipboard. They shall be maintained for one year or until the retention date has expired. Training Unit staff shall maintain a log of Training Announcements and are responsible for distribution. Training Announcements are issued to all precincts, units and divisions. All Training Announcements are approved by the Commander of the Training Unit.

All Training Announcements shall be colored coded blue and bear a serial number beginning with the letter "TA," followed by a two-digit year, a hyphen and a three-digit number of the training announcement for that year. Example: TA01-005, refers to Training Announcement 5 of 2001.

### **1-111 INTEROFFICE COMMUNICATION (12/05/01)**

Inter-office communication is an informal way of communicating specific information within an organizational component. It may not change policy or procedure. This can only be done through a Special Order or at the direction of the Chief of Police.

### **1-112 PROCEDURE MANUALS (12/05/01)**

(A)

Supervisors who maintain specialized procedure manuals for their unit shall ensure that their procedure manuals are updated as unit procedures change. Procedure manuals shall be current and a copy shall be provided to the Operations Development Unit, as they may be used for discovery purposes. Each manual shall contain basic operational procedures for the unit. Examples of specific units that maintain such manuals are:

- Property & Evidence Unit
- Chemical Testing Unit
- MECC
- Recruit Academy
- Identification Division (Chemical Health & Hygiene)
- Watch Commanders' Office (Watch Commanders' Manual)
- Internal Affairs (Complaint Process Manual)
- Emergency Response Unit (ERU)

Last updated May 14, 2013

# 1-200 Definitions Used In The Manual

## 1-201 DEFINITIONS OF TERMS USED IN THE DEPARTMENT MANUAL (12/12/01) (07/01/13)

The following words and terms shall have the meanings assigned unless it is apparent from the context that they have a different meaning.

**AUTHORITY:** Legal or rightful command or power.

**BOOKING:** The processing of arrested persons.

**BUREAU:** A major organizational component of the MPD comprised of precincts, units and divisions.

**BUREAU HEAD:** A Deputy Chief.

**CHAIN OF COMMAND:** The continuous line of authority to and from the Chief of Police.

**CIVILIAN:** A non sworn civil service employee.

**COMMAND:** A specific area within the MPD organizational structure or an event over which a presiding officer has authority and is responsible for managing.

**DEPARTMENT:** The Minneapolis Police Department.

**DETAIL:** Personnel assigned to a specific mission.

**DISTRICT:** A geographical area within a sector usually determined by the precinct Inspector.

**DIVISION:** A major component of a bureau.

**EMPLOYEE:** All sworn and civilian employees of the MPD.

**FUNCTION:** A major organizational component of a bureau, division or unit.

**INCIDENT COMMANDER:** An officer, who by rank, seniority or designation is in charge at an emergency scene, investigation or planned special event.

**LAWFUL ORDER:** Any written or oral directive issued by a supervisor or a proper authority in the course of work that is in compliance with MPD rules and regulations.

**LENGTH OF SERVICE:** As defined by Civil Service Rules and Regulations or Labor Contract. Length of time employed by the City of Minneapolis.

**MECC:** The Minneapolis Emergency Communications Center.

**MPD:** The Minneapolis Police Department.

**PRECINCT:** A division of the Patrol Bureau representing a geographical area of the city.

**PROMOTION:** A position change to a higher classification.

**RANK:** Classification held by a sworn employee.

**RANKING OFFICER:** Officer of the highest rank. Officers of the same rank are ranked according to appointment date within their rank.

**SENIORITY:** See Civil Service Rules and Regulations or labor contract.

**SHIFT:** A group of employees assigned common hours.



**SICK LEAVE:** See Civil Service Rules and Regulations or labor contract.

**SQUAD:** An MPD police vehicle.

**SUPERVISOR:** An employee who is officially assigned to supervise other employees.

**TIME:** All references will be to the 24-hour clock system. Example: 12:30 A.M. is 0030 hours/ 4:00 P.M. is 1600.

**UNIT:** An organizational component within a bureau, division or precinct usually supervised by a lieutenant or civilian equivalent.

**WATCH:** An assigned duty/work period.

**WORK DAY AND WEEK:** A work day begins and ends at 2400 hours. The work week for the MPD begins on Sunday and ends on Saturday.

### **1-202 MANDATORY AND PERMISSIVE VERBS (12/12/01)**

The following rules of grammar shall apply throughout the Policy and Procedure Manual:

The use of the verb "shall" or "will" means that the specified course of action is mandatory.

The use of the verb "may" means that the specified action is permitted.

The verb "should" means that the specified action is advised.

Last updated Jun 26, 2013

# 1-300 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)

The budget process is required by City Charter and is an essential planning tool. The Administration has the ultimate responsibility for the development and implementation of the budget, which must be approved by the City Council. No expenditure shall be made in the name of the MPD unless authorized by the Chief of Police, Assistant Chief, MPD's Director of Financial Operations, or their designee. (09/19/08)

The department budget represents an evaluation of the MPD's needs and is based on goals and objectives, with performance indicators from each organizational precinct, unit and division. It is a continuous process that demands that Commanders and Managers communicate their needs for the upcoming fiscal year. Each year, Commanders and Managers shall encourage each department employee to contribute ideas and improvements for developing and accomplishing stated division, precinct, and unit goals and objectives.

Commanders and Managers may be asked to assist in preparing the annual department budget as directed by the Administration. Budget instructions and the necessary forms will be issued to all affected personnel by Administration. (09/19/08)

## 1-304 GRANT FUND APPLICATION AND AWARD ACCEPTANCE PROCESS (12/21/01) (09/19/08)

(A-D)

All grant applications and requests made for funding from public agencies or private organizations must adhere to City of Minneapolis, Minneapolis Police Department and granting agency guidelines and procedures. Any funds awarded which have not followed the appropriate guidelines and procedures will not be accepted. The

MPD has established a Grant Review Committee and grant administration process to facilitate grant requests made on behalf of the MPD.

Grant applications may be prepared by the Division or Unit proposing a program funding request. All grant applications must include a designated Project Manager who will be responsible for:

- Presenting the initial grant proposal to the Grant Review Committee;
- Completing the application with consultation and assistance as necessary from the Grant Coordinator;
- Providing the completed grant application to the Grant Coordinator in order to obtain signatures and final approval by the Grant Review Committee and the Chief of Police (or designee);
- Executing the program activities as stated within the grant award;
- Performing the operational administration of the grant project;
- Notifying the Grant Coordinator of all changes to grant program and/or grant award;
- Completing non-financial progress reports as required by the grant award agreement and shall provide a copy of all reports to the Grant Coordinator for audit purposes;
- Notifying the Grant Coordinator when there is a change of Project Manager.

In considering grant program approval, the Grant Review Committee will consider the value of the proposed program or project, the impact on other departmental operations, and financial or personnel obligations related to the program. The Committee will expect inclusion of administrative costs where allowed by the grantor.

All grant applications submitted and awards received will be approved by the Chief of Police, or his/her designee and the Grant Review Committee. Some grant applications may also need to be approved by the City Council. The acceptance of all grant funds must be approved by the City Council. The Grant Review Committee will inform the grant applicant of required follow-up components and reporting procedures.

Oversight of the compliance and administration of all grants within the MPD is provided by the Grant Coordinator.

#### **1-304.01 GRANT FUND APPLICATIONS/PROJECT - REPORTS AND FILES (12/21/01)**

(A)

Each Precinct, Unit, Division, or MPD committee shall keep a complete file on the grant or funding they are applying for or are in the process of using. Each Precinct, Unit, Division or department committee is responsible for compiling the required financial and statistical data, and submitting their reports in a timely manner to the funding agency.

Copies of all correspondence, including the completed grant/funding application, letters of acceptance, funding requirements, quarterly reports, etc., shall be maintained by the Precinct, Unit, Division or MPD committee according to the City's record retention guidelines. Grant or funding guidelines must also be adhered to for file retention(s).

#### **1-305 CONTRIBUTIONS FROM OUTSIDE SOURCES (12/21/01) (09/19/08)**

(A-D)

Prior to the acceptance of any contribution (monetary or otherwise) by the Minneapolis Police Department, the MPD Director of Financial Operations must be informed. The potential contribution will be evaluated for possible conflicts of interest. Contributions from outside the MPD that are intended to benefit a Department activity may require authorization from the City Council before acceptance.

Refer to City of Minneapolis [Gifts to the City Policy](#).

If necessary, the Director of Financial Operations will submit a letter to the appropriate City Council committee requesting permission to accept the contribution, approval for the specified use of such funds or other items, and/or an increase to the MPD's current budget appropriation.

At the time such funds are received, they shall immediately be sent to the MPD Finance Manager. The MPD Finance Manager shall then adjust the accounts in accordance with the City Council action. No such funds shall ever be retained by any precinct, unit, division or individual employee. For contributions other than money, the supervisor of the area receiving the contribution shall send a memo describing the item(s) to the MPD Finance Manager. Included in this memo shall be the estimated dollar value of the item(s).

Solicitation of charitable gambling proceeds is prohibited.

## **1-306 TRADEMARK (12/21/01) (09/19/08) (10/04/19)**

(C)

### **I. PURPOSE**

A logo identifies an enterprise in its simplest form via the use of a wordmark or icon. The MPD trademarked items are to the MPD what a handwritten signature is to a person. They represent the Department and must be used consistently and neutrally.

### **II. POLICY**

The MPD owns the trademarks for the department badge, shield, motto, uniform patch and the name Minneapolis Police Department.

### **III. PROCEDURES/REGULATIONS**

#### **A. Use of the MPD Trademarks**

1. MPD employees are authorized to use the department name, badge, shield, motto and uniform patch for official MPD business.
  - a. The trademarks may not be used to promote non-Department activities or imply the Department's endorsement except where the Department has formalized a partnership (as defined by the Chief of Police).
  - b. Authorized use of the uniform is limited to working on-duty as an MPD officer, working off-duty in an MPD uniform (in accordance with P&P 3-800), and at Department-sanctioned events.
  - c. Employees shall not wear the MPD uniform while representing the Police Federation or while on Police Federation business.
2. The MPD authorizes limited use of the name and badge on merchandise and limited use of the trademarks for commercial purposes, as permitted by the Chief of Police.

#### **B. Trademark Adulteration**

1. No person shall make or allow any adulteration of the department name, badge, shield, motto or uniform patch, without advance written permission from the Chief of Police. This includes the addition or deletion of words and symbols.
2. Any suggested changes in the normal design (wording or symbols) of the department name, badge, shield, motto or uniform patch shall be assessed by the Chief of Police.

#### **C. Political Appearances in MPD Uniform or with the Trademark(s)**

1. No employee shall make appearances in political advertisements while wearing the MPD uniform, or cause MPD trademarks to appear in political advertisements.
2. No employee shall cause MPD trademarks to be used in any other way that could lead a reasonable person to believe the MPD is endorsing a political party, candidate or campaign. This does not prevent authorized use of the MPD uniform while providing public safety services, as defined by an authorized MPD operational plan, at events which are attended by elected officials or candidates running for an elected position.
3. Employees must also comply with the City's Ethics Code, 15.110 – Political Activity and P&P 5-102.
4. In accordance with P&P 3-100, the authorized uniform shall not be altered (including with campaign items or attachments).

#### **D. Media Appearances in MPD Uniform or with the Trademark(s)**

Employees shall not make media appearances in the MPD uniform or with MPD trademark(s), except in accordance with P&P 6-200 Relations with the Media.

## **1-307 EMPLOYEE-OWNED VENDING/GAMING MACHINES (09/23/02)**

(A-B)

Some vending/gaming machines placed on police premises must be licensed by the City of Minneapolis, Department of Licenses and Consumer Services, and must bear an emblem or tag securely fastened to the front surface of the machine in a conspicuous place, bearing the expiration date of the license and the registration number assigned to such licensee. Permission must be obtained from the appropriate Precinct or Division Commander (no designees) to place a vending/gaming machine on police premises before a license can be

applied for or before a machine can be placed on police premises. The Precinct or Division Commander shall approve the location where the vending machine is to be placed; this may be a public access or non-public location. (09/19/08)

Vending machines that require licenses are those that dispense any type of liquid into a container or dispense food items such as chips, candy bars, etc. Machines not requiring a license are those that dispense liquids already sealed in bottles or cans and gaming machines (unless there are three or more machines). If there are any questions regarding licensing, contact the Department of License and Consumer Services.

Employees are prohibited from placing an employee-owned vending/gaming machine on police premises for personal profit. If permission and the proper license are obtained, an employee may place a vending/gaming machine on police premises if the profits from sales are placed into a charitable fund bank account, i.e., Fourth Precinct Employees' Flower Fund. At least two authorized signatories must be named on the bank account for deposits and withdrawals. The Precinct/Division Commander shall be informed as to whom the authorized signatories are at all times. Generally accepted accounting practices shall be adhered to and quarterly reports submitted to the Precinct/Unit/Division Commander. (09/19/08)

Any damage to police premises caused by a vending/gaming machine is the owner's responsibility.

Violations of this policy may be cause for disciplinary action and/or the removal of an employee-owned vending/gaming machine.

Last updated Oct 9, 2019

[http://www2.minneapolismn.gov/police/policy/mpdpolicy\\_1-500\\_1-500](http://www2.minneapolismn.gov/police/policy/mpdpolicy_1-500_1-500)

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# 1-500 Department Organization and Functions

## 1-501 DEPARTMENT ORGANIZATIONAL STRUCTURE (03/25/08)

The Department is organized by function into bureaus. Each bureau is divided into divisions, precincts, units, sections and/or programs. A division or precinct may contain several units or functions. Each organizational component of the Department shall be under the direct command of only one supervisor. The MPD Organization Chart shall be updated as determined by the Chief of Police.

### 1-501.01 AMENDING THE ORGANIZATIONAL STRUCTURE (03/25/08)

Amendments to the Department's organizational structure (i.e., creating a new unit or division, eliminating or combining a unit or division) must be approved by the Chief of Police through a Special Order. The organizational change shall be reviewed as follows:

- The Deputy Chiefs and Commanders affected by the change shall review any proposed changes.
- The City Finance/Payroll must make the appropriate code changes for budgeting and financial reporting purposes. Also, the payroll records must be changed so that personnel are charged to the appropriate area.
- MPD Administrative Services is responsible for updating employee personnel records with any assignment changes.
- The Research and Policy Development Unit is responsible for updating the MPD Policy and Procedure Manual and Organizational Chart. Research and Policy Development develops and issues Special Orders authorizing policy changes.

### 1-502 ADMINISTRATION (01/07/96) (03/25/08)

The Police Administration is comprised of the following positions: Chief of Police, Assistant Chief of Police, Deputy Chief of Patrol, Deputy Chief of Investigations and Deputy Chief of Professional Standards.

The Director of Financial Operations and Public Information Officers report to the Assistant Chief of Police.

All Minneapolis Police Department operations are located within three Bureaus.

- Patrol Bureau
- Investigations Bureau
- Professional Standards Bureau

### 1-502.01 MPD SUPPORT BY OTHER CITY DEPARTMENTS (03/25/08)

The City of Minneapolis supports its various departments and divisions through the cross-over assignment of support staff to assist individual departments. In the MPD, support departments include the following:

- City Attorney – reports to the Chief of Police
- Communications – reports to the Assistant Chief of Police
- Finance – reports to Director of Financial Operations
- Human Resources – reports to Deputy Chief, Professional Standards Bureau

### 1-503 ORGANIZATION AND FUNCTIONS OF THE PATROL BUREAU (01/07/96) (03/25/08)

The Patrol Bureau provides effective and efficient response to calls for service and enforces laws with specific emphasis on community policing, street crime and traffic safety. The Patrol Bureau is comprised of five Police Precincts, the Special Operations Division and CCP/SAFE Central.

### 1-503.01 PRECINCTS (03/25/08)

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calls for service, directed patrols, apprehending offenders, preventing and deterring crime, initially investigating and gathering evidence at crime scenes, and maintaining order within the community.

The Patrol Sector may utilize a variety of options to enhance the effectiveness of motor patrol and 911 responses including directed patrol, canine, walking, bicycle, and motorized beats; coordinating business and community needs with other areas of the Department and participating in community meetings and directed assignments.

**CRIME PREVENTION SPECIALISTS (CPS):** Crime Prevention Specialists report to Precinct Sector Lieutenants. They work on developing relationships with the community and assist residents in reducing the opportunity for crime and in solving problems in the community. They provide educational materials and programs. (09/19/08)

**COMMUNITY RESPONSE UNIT:** The functions of the Community Response Units are designated by each precinct Inspector.

**COMMUNITY RESPONSE TEAM:** The Community Response Team is a mobile flexible force that is available for assignment in uniform or plain clothes on a priority basis. Assignments may include, but are not limited to: drug suppression, vice control, surveillance, crowd control, high crime or crime specific patrol. They serve as a primary responder to events and demonstrations that have the potential for civil disorder. (Note: Precincts may coordinate with other teams as situations dictate.)

**PRECINCT INVESTIGATIONS UNITS:** Precinct Investigations Unit functions include gathering evidence, identifying and apprehending offenders and preparing cases for prosecution on all burglary, theft and damage to property cases and auto-related crimes. They are responsible for following up on adult missing persons reports. (09/19/08)

### 1-503.02 LICENSE INVESTIGATIONS UNIT (03/25/08)

**License Investigations Unit:** The License Investigations Unit reports to the First Precinct Inspector. The unit, in cooperation with other City departments and State agencies, investigates applicants for various business licenses and permits issued by the City of Minneapolis, such as those governing the sale of alcoholic beverages, pawn shops and second-hand stores, charitable gaming activities, and permits to purchase handguns. The unit also helps monitor and regulate the operation of businesses holding these licenses and permits. (Note: Permits to carry a handgun are issued through Hennepin County.)

The License Investigations Unit also maintains a cost accounting system for Federal and State grants and non-grant projects and a tracking system for Federal, State, DWI & MPD forfeitures.

### 1-503.03 SPECIAL OPERATIONS DIVISION (03/25/08)

The Special Operations Division (SOD) supports strategic, tactical and unique operational needs to coordinate emergency response demands of the police department. SOD is comprised of the following areas:

**Metro Gang Strike Force:** The Metro Gang Strike Force (MGSF) is a joint powers entity comprised of multiple counties and cities, reporting to the Minnesota Gang Strike Force. The MGSF coordinates efforts to prevent gang activity and investigate, apprehend, and prosecute those engaged in gang-related crimes.

**Homeland Security Unit:** The Homeland Security Unit focuses on the identification of potential risks to both local and public safety. The Homeland Security Unit partners with local, state and federal agencies to facilitate emergency preparedness, effective public safety emergency response and risk mitigation measures.

The Homeland Security Unit is comprised of the following functions: Special Events, Police Reserves, Traffic Control Unit and Intelligence Sharing and Analysis Center (ISAC).

**Special Events function:** The Special Events function coordinates Police and Police Reserve details for large scale activities throughout the city. Special Events coordinates efforts with all City departments, other



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separate function, supporting the Department by providing traffic control, disaster and large public event assistance, observational patrols and other non-enforcement assignments. The Police Reserve has its own internal command structure, procedure manual and uniforms.

**Traffic Control:** The Traffic Control Unit provides traffic control during rush hours in the Minneapolis downtown district as well as for special events at the Hubert H. Humphrey Metrodome, the Minneapolis Convention Center and the Target Center. Traffic Control Agents also monitor all parking meters in the city as well as provide enforcement support during street cleaning and snow emergencies.

Traffic Control Agents also coordinate the following services:

- Tagging and towing illegally parked vehicles
- Removal of abandoned vehicles
- Information and explanation of city parking regulations

**ISAC (Intelligence Sharing and Information Center):** ISAC provides analysis of crime statistics and serves as the focal point for intelligence information gathering, assessment and disbursement. They coordinate CODEFOR (Computer Optimized Deployment Focused on Results) information. The information gathered assists investigative, administrative and patrol functions of the Department.

**Emergency Services Unit (ESU):** The Emergency Services Unit provides immediate response to potentially hazardous or volatile situations. They provide additional police presence as required. The Emergency Services Unit is comprised of the following functions: Bomb/Arson, Patrol, Canine and SWAT.

**Bomb/Arson Function:** The Bomb/Arson Unit investigates cases involving fires of suspicious origins, suspected explosive devices, actual explosives and bomb threats. The unit recovers and safely disposes of military ordnance, illegal fireworks and explosive chemicals as well as responds to suspected hazards. The Bomb/Arson function also serves as initial investigative consultants for environmental crimes.

**ESU Patrol Function:** The ESU [Patrol](#) Function develops specialized details and provides additional police presence as needed for a specific area, suspect or as requested by the precincts. Officers may be assigned to work in uniform or plainclothes.

**Canine Function:** The Canine (K9) Unit partners an officer with a trained canine (dog). The Canine Function supports law enforcement actions of the MPD by assisting with suspect and missing person tracking; building, area and vehicle searches; as well as drug and explosive detection.

**Special Weapons and Tactics:** The Special Weapons and Tactics Function provides tactical and operational response for situations involving barricaded suspects, snipers, hostages or potentially volatile situations. SWAT serves high-risk arrest search warrants. SWAT is available as a resource to assist with or assume control of large civil disturbances and other events at the direction of the Chief of Police or his/her designee. SWAT trains and equips Rifle, Chemical Munitions, Entry, Technical Support, Logistics, Crisis Negotiations and Medical Support Teams.

**Swat Commander:** Overall command of SWAT is the responsibility of the department appointed SWAT Commander (normally the ESU Lieutenant). The SWAT Commander has the ongoing authority to organize the unit's structure and personnel assignments according to current department needs. The Commander also has responsibility for setting SWAT performance standards and for recommending SWAT personnel selection and termination from SWAT.

**Swat Coordinator:** The SWAT Coordinator reports to the SWAT Commander. The SWAT coordinator is in charge of SWAT equipment, training, schedules, programs and other duties as assigned by the SWAT Commander.

**Special Operations Unit (SOU):** The Special Operations Unit provides specialized support to patrol functions and the community. The SOU is comprised of the following functions: Traffic Enforcement, Accident Investigation, Police Athletic League (PAL), Public Housing and Facility Operations.



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**Accident Investigation Function:** The (Traffic) Accident Investigation Unit investigates serious injury and fatal accidents, Hit-and-Run Accidents with Injuries, Pursuits and Squad Accidents. The Accident Investigation Function also investigates Auto Insurance Fraud cases. They map accident scenes and provide assistance to Crime Lab, Homicide and other units with measuring and recording serious crime scenes.

**Police Activities League:** The Police Activities League (PAL) is an organization created to facilitate and develop positive relationships between Minneapolis youth and Minneapolis Police. PAL offers various sporting, educational, social and community events at which MPD employees may participate on a voluntary basis.

**Public Housing:** The Public Housing Unit contracts with the Minneapolis Public Housing Authority (MPHA) to provide enhanced police services for the City's public housing residents. Special emphasis is placed on crime interdiction and creating safe conditions for residents in public housing. 911 emergency response is primarily provided by the precincts.

**Facility Operations:** Management of the Special Operations Division's Facility is coordinated by the Commander of the Special Operations Unit.

#### **1-503.04 CCP/SAFE CENTRAL (03/25/08)**

Community Crime Prevention/SAFE Central is responsible for coordinating citywide crime prevention programs such as National Night Out, Rental Property Owner Workshops, McGruff House and Operation Identification. CCP/SAFE Central also supports various precinct-based crime prevention/problem solving programs by overseeing the nuisance conduct on premise enforcement process, maintaining crime prevention volunteer databases, creating crime alerts, designing and printing crime prevention materials, updating and maintaining crime prevention Web pages, fulfilling requests for Calls for Service reports and coordinating installation of Watch Force signs. The unit also is responsible for aggregated shoplifting enforcement, offering security expertise to businesses citywide and advising City officials on crime prevention issues.

#### **1-504 ORGANIZATION AND FUNCTIONS OF THE INVESTIGATIONS BUREAU (03/25/08)**

The Investigations Bureau is comprised of the Crime Lab, Criminal Investigations Division and Support Services Division.

##### **1-504.01 CRIME LAB UNIT (03/25/08)**

The Crime Lab Unit oversees crime scene processing and evidence collection and analysis. The unit is comprised of the following functions:

**Computer Forensics:** The Computer Forensics Section processes and analyzes data on computers, cellular phones, and removable digital media.

**Field Operations:** The Field Operations Section conducts crime scene processing and examination.

**Firearms and Tool Marks:** The Firearms and Tool Mark Section conducts firearm and tool mark examinations and comparisons, firearm proximity and function testing, obliterated serial number restoration and gunshot residue testing.

**Forensic Garage:** The Forensic Garage Section processes vehicles used in crimes and suspected stolen vehicles.

**Forensic Video/Audio Analysis:** The Forensic Video/Audio Analysis Section performs scientific examination, comparison and/or evaluation of video and audio evidence.

**Midwest Automated Fingerprint Identification Network (MAFIN):** The MAFIN Section examines and makes identifications on latent prints using access to various fingerprint databases. This section also maintains fingerprint files for all Minneapolis City entities.

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**Robbery Camera:** The Robbery Camera Section works with local businesses providing robbery/burglary suppression systems and portable alarms. (Note: New systems are no longer available. Businesses with current contracts will be serviced until the expiration of their contract.)

### 1-504.02 CRIMINAL INVESTIGATIONS DIVISION (03/25/08)

The Criminal Investigations Division's units investigate suspected criminal activity, arrest suspects, gather and evaluate evidence, take statements from victims, suspects and witnesses; prepare cases for prosecution, presents cases to the Hennepin County Attorney's Office and other authorities for prosecution, and provides expert testimony in criminal cases.

The Criminal Investigations Division is comprised of the following units:

**Assault Unit:** The Assault Unit investigates cases involving Third Degree Assault (significant bodily harm) or greater.

**Family Violence Unit:** The Family Violence Unit consists of three sections; Domestic Assault, Child Abuse and Vulnerable Adults.

- The Domestic Assault section investigates cases involving adult suspects and adult victims for the crimes of domestic assault.
- The Child Abuse Section investigates cases involving adult or juvenile suspects for crimes of child abuse, physical or sexual abuse, child endangerment, neglect, deprivation of parental rights and parental kidnapping.
- The Vulnerable Adult Section investigates cases involving adult or juvenile suspects for crimes committed against vulnerable adults as described by statute. These crimes include forgery/fraud, financial exploitation, assault, neglect and endangerment.

**Forgery/Fraud Unit:** The Forgery/Fraud Unit investigates financial crimes consisting of forgery, financial transaction card fraud (unauthorized use of credit, check, debit and EBT/Electronic Benefits Transfer cards or account numbers), theft by swindle (scams, con games and misrepresentation), identity theft, and embezzlement.

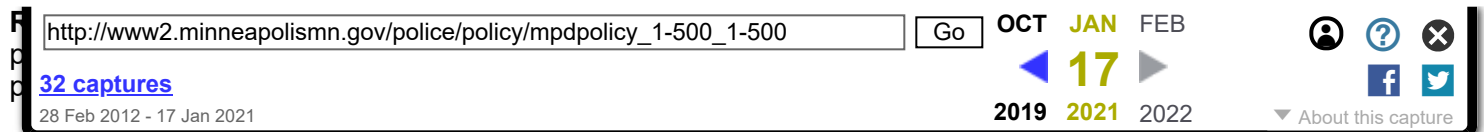
**Homicide Unit:** The Homicide Unit investigates cases involving adult and juvenile suspects for the crime of murder. The unit also investigates non-parental kidnappings, and works with Traffic Accident Investigations on fatal hit-and-run vehicle accidents. They review deaths reported to the police including: suicides and attempted suicides, non-vehicular accidents and drug overdoses. The Homicide Unit investigates MPD employee involved critical incidents.

**Juvenile Unit:** The Juvenile Unit investigates Robbery, Assault (including domestic assault), and missing person cases in which the offender is under 18 years of age. It provides processing services and short-term detention for arrested juveniles. The unit maintains all runaway and missing juvenile files and serves as the central repository for juvenile criminal history records.

Coordinated through the Juvenile Unit are:

- Juvenile Diversion – offers diversion/options for first time juvenile offenders;
- Juvenile Criminal Apprehension Team (JCAT) – focuses on apprehending wanted juveniles;
- Child Development Policing Program (CDPP) – makes available clinical services to youth who have witnessed acts of violence.

**Narcotics Unit:** The Narcotics Unit investigates cases involving adult suspects for the illegal selling, buying and possession of dangerous drugs or narcotics for mid and upper level drug distribution enforcement. The unit assigns officers to work with the local Drug Enforcement Administration's (DEA) Task Force investigating federal narcotics cases in the metropolitan area. The unit also liaisons with other State and Federal agencies for narcotics investigations.



**Sex Crimes Unit:** The Sex Crimes Unit investigates cases involving adult and most juvenile suspects for the crimes of sexual assault, non-familial child molestation, indecent exposure, luring and stalking cases other than domestic related. The unit also handles Predatory Offender registrations and coordinates Level III Sex Offender community notification meetings.

**Organized Crime Unit:** The Organized Crime Unit (OCU) investigates cases involving organized crime, human trafficking and other criminal enterprises. The OCU is comprised of the following functions:

**Auto Theft Prevention (ATP):** The ATP Function coordinates 'bait vehicles' for use in deterring vehicle thefts.

**Joint Terrorism Task Force:** The MPD assigns officers to serve on the (Federal) Joint Terrorism Task Force (JTTF). The Task Force coordinates information that may involve potential terroristic activity and threats to national security.

**Violent Criminal Apprehension Team (VCAT) Function:** The primary role of VCAT is to support the Criminal Investigations Division with locating and apprehending violent criminal suspects. VCAT also assists other law enforcement agencies with violent criminal apprehensions.

**Violent Offender Task Force (VOTF) Function:** The VOTF Function supports investigations by coordinating suspect information with a focus on arresting recidivist or violent criminal suspects.

**Weapons Function:** The Weapons Function supports investigations in criminal cases involving firearms. They provide analyses and compile statistics on firearms incidents.

#### **1-504.03 SUPPORT SERVICES DIVISION (03/25/08)**

The Support Services Division provides criminal history, property and evidence intake and transcription (data) services for the Department. The Division is comprised of the following: Criminal History Unit, Property and Evidence Unit and Transcription Unit.

**Criminal History/Records Unit:** The Criminal History/Records Unit maintains a central filing system of all Offense, Arrest, and Traffic Accident Reports. The unit receives and responds to subpoenas, court ordered expungements and other legal documents and also maintains files on arrested persons and operates the CJIS/NCIC Computer System.

**Property and Evidence Unit:** The Property and Evidence Unit handles the inventory, documentation, storage and release/disposal of all recovered property and items held as evidence.

**Transcription Unit:** The Transcription Unit enters Offense, Arrest and Supplement Reports into the CAPRS system. The Unit also issues numbers to and distributes copies of Arrest Bulletins (pick ups). Transcription is in charge of Department mail distribution.

#### **1-505 ORGANIZATION AND FUNCTIONS OF THE PROFESSIONAL STANDARDS BUREAU (03/25/08)**

The Professional Standards Bureau supports the Chief's Administrative Detail, Patrol Bureau, and Investigations Bureau through management of personnel, training, vehicles/equipment, information and technology.

##### **1-505.01 ADMINISTRATIVE SERVICES DIVISION (03/25/08)**

The Administrative Services Division supports the Department through providing internal administrative processes including the following functions: Business Technology, Court Liaison, Employee Assistance Program, Fleet Management, Health and Wellness, Indian Crime Awareness Research and Evaluation (I-CARE), In-Service training and Pre-Service training, Police Stores and Research and Policy Development. The Division also maintains administrative records for employees assigned to the Minneapolis Police Officers Federation. (09/19/08)

**BUSINESS TECHNOLOGY UNIT (BTU) :** The Business Technology Unit acts as a liaison between the MPD and Business Information Systems (BIS) and provides the following services:

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- Coordination of system maintenance, contracted users and instruction of the Automated Pawn System (APS) which electronically tracks pawned items.
- TRACKER: The TRACKER System (Terminal Resources Available for Criminal Key Element Recognition) enables the Department to monitor various criminal justice computer systems and check for background information.

**COURT LIASON:** The Court Liaison liaisons with the County Attorney's office to ensure timely information and subpoenas are tracked and forwarded to Department employees. They coordinate the scheduling of officers for court and the issuance of court related overtime.

**EMPLOYEE ASSISTANCE PROGRAM (EAP):** The Employee Assistance Program provides assistance to employees, their families and significant others.

**FLEET MANAGEMENT:** The Police Equipment Specialist (Fleet Manager) oversees the management and assignment of all vehicles (marked and unmarked) in the MPD fleet. The Specialist serves as the liaison to the Public Works Department on fleet issues.

**HEALTH & WELLNESS:** The Health and Wellness Function serves as liaison to employees, city doctors, outside medical facilities and other agencies for work-related employee health information. This function also coordinates activities for employees (such as health screenings, etc.).

#### **INDIAN CRIME AWARENESS RESEARCH AND EVALUATION (I-CARE):**

I-CARE is a grant funded program, focusing on Minnesota and Wisconsin Indian tribal communal intelligence needs. (09/19/08)

**POLICE STORES:** The Police Stores facilitate the procurement, inventory and disbursement of all (non-vehicular) equipment and supplies for the Department (including police radios and cell phones).

**RESEARCH AND POLICY DEVELOPMENT (R&D):** The Research and Policy Development function develops and implements new policies and provides on-going maintenance and updates for current policies. R&D performs research and analysis of various functions within the MPD at the direction of the Administration. R&D also writes and monitors MPD grants and contracts as well as oversees the part-time/off-duty approval process.

#### **PRE-SERVICE TRAINING**

**BACKGROUNDS:** The Background function provides background investigation services for all potential sworn and civilian employees for the Police, Fire and MECC Departments.

**RECRUITMENT:** The recruitment function identifies and recruits candidates to become Minneapolis police officers. They also provide recruitment efforts for civilian employees as directed.

**COMMUNITY SERVICE OFFICERS (CSO):** CSOs are civilian employees who are in the process of becoming recruit officers. During the CSO tenure, they work in various non-enforcement positions while completing their academic and other law enforcement requirements.

**ACADEMY:** The MPD Academy provides training for new recruit officers.

**FIELD TRAINING:** The Field Training function partners a recruit officer with an officer who trains and evaluates them in the field after they have completed the recruit academy.

#### **IN-SERVICE TRAINING**

**IN-SERVICE TRAINING:** In-Service Training provides ongoing various training courses to sworn personnel. Training includes the annual mandatory in-service. The In-Service Training Supervisor is also responsible for the following programs and training: Use of Force Program, CEDs (Conducted Energy Devices), CIT (Crisis Intervention Team) and other programs as assigned.

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The Internal Affairs Unit records and investigates complaints from citizens, Department employees or outside agencies concerning the conduct and actions of Minneapolis Police Department employees. The unit liaisons with the Civilian Review Authority.

The Internal Affairs Unit provides investigative support to all critical incidents and may also be assigned investigations into employee misconduct or other areas by the Administration. The Internal Affairs Unit is also responsible for maintaining the confidentiality of internal affairs investigations and records.

#### **1-505.03 MEDIATION COMPLIANCE UNIT (03/25/08)**

The Mediation Compliance Unit coordinates the Federal Mediation Agreement between the MPD and the community. The unit staffs meetings and provides updates to elected officials.

#### **1-506 MINNEAPOLIS EMERGENCY COMMUNICATIONS CENTER (03/25/08) (09/19/08)**

Minneapolis Emergency Communications (MECC) is responsible for receiving all 9-1-1 calls for police, fire and emergency medical assistance. MECC coordinates the deployment of police officers and vehicles, and provides communication assistance to officers in the field. MECC reports to the MECC User Board, consisting of the City Coordinator, Chief of Police, Chief of Fire and a Hennepin County representative.

#### **1-506.01 MINNEAPOLIS 311 OPERATIONS (03/25/08)**

The Minneapolis 311 Operations Center fields informational calls for all City departments. They forward case work and citizen requests to various areas of the Department, including the Precincts, Internal Affairs, Police Administration, and ISAC (Intelligence Sharing and Analysis Center). Minneapolis 311 Operations report to the Director of Emergency Communications (MECC).

#### **1-507 MPD COMMUNITY CHAPLAIN PROGRAM (03/25/08) (07/21/16)**

The community clergy of the MPD Community Chaplain Program contract with the MPD to provide spiritual care and support services to MPD employees and to the citizens of Minneapolis.

#### **1-508 COMMITTEES AND BOARDS (03/25/08)**

The Chief of Police may organize and staff committees and boards to perform special tasks for the Department. The composition of the committee or board depends upon the issues or circumstances to be reviewed.

#### **1-509 CIVILIAN POLICE REVIEW AUTHORITY (03/25/08)**

The Minneapolis Civilian Review Authority (CRA) is an independent function established by the City of Minneapolis to receive, review and inquire into external complaints concerning the conduct of Minneapolis Police Officers.

Last updated Oct 5, 2018



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## 2-100 Internal Affairs Process

### 2-101 INTERNAL AFFAIRS CALL-OUT NOTIFICATION (12/21/04) (04/05/16) (A-B)

#### A. Notifying the Internal Affairs Unit (06/14/16)

Internal Affairs Unit (IAU) personnel shall be notified of allegations of serious employee misconduct 24 hours per day. (07/11/07) (01/15/08)

1. If an employee is involved in a situation requiring notification, the involved employee shall make direct contact with their supervisor or an on-duty supervisor in their assigned precinct or division if their immediate supervisor is unavailable. Notification shall consist of personal telephone communication (no voicemail messages) or in-person contact.
2. The advised/ notified supervisor is responsible for making the notification to IAU. Notification to IAU shall consist of personal telephone communication (no voicemail messages) or in-person contact.
3. The supervisor shall also notify the Watch Commander if outside of normal business hours, and if the event occurred in Minneapolis.

#### B. Situations Requiring Immediate Notification

1. The following situations require that the Internal Affairs Unit be immediately notified: (07/11/07)
  - An employee is involved in a critical incident as defined by MPD Policy (see Section 7-800). (08/17/05)
  - An employee is arrested, whether the event occurs in Minneapolis or another jurisdiction. (07/11/07)
  - An employee is alleged to have committed serious misconduct or believed to be a suspect in a criminal offense. (07/11/07) (04/30/15)
  - An employee is alleged to have used force resulting in great or substantial bodily harm. (07/11/07) (12/30/10)
  - An employee's actions results in a person being hospitalized. (08/17/05) (07/11/07) (07/13/07) (12/30/10)
  - A suspect in police custody is admitted to the hospital. (07/11/07)
  - An employee is alleged to have committed misconduct in a high profile incident. (07/11/07)
  - An employee is involved in any other event or circumstance that immediately affects his/her fitness for duty.
2. Firearms Discharges (04/05/16)
  - a. Firearms discharges in the following situations shall *not* require notification **unless** they result in injury to a person:
    - During training, testing or legal recreation purposes.
    - When discharging a firearm with the intention of dispatching an animal.
    - Breaching rounds, specialty impact and chemical munitions discharges by SWAT during the course of duty. (06/14/16)
  - b. All other firearms discharges by MPD employees, whether on or off duty, shall require notification to IAU.

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IAU Commander, or his/her designee, through MECC. The on-duty supervisor shall notify the Watch Commander of the incident. (01/15/08) (04/05/16)

2. The IAU Commander shall assess the situation and determine whether an IAU call-out is warranted. If a call-out is initiated, the IAU Commander will determine whether the response will be immediate or delayed.
3. If an immediate response is necessary, the on-duty supervisor shall coordinate with IAU to protect any evidence until an IAU investigator arrives. If a delayed response is warranted, the on-duty supervisor shall fully document the details of the incident including his/her actions to manage the incident. (01/15/08) (04/05/16)
4. All documentation shall be forwarded to IAU via e-mail, as an attachment. The subject of the email should be labeled "Investigative Data". The following language should be noted in the body of the email: (01/15/08)

**“Non-public and /or Privileged and/or Confidential and/or Private Information:**

This electronic message may contain investigative data which is non-public pursuant to Minnesota Statutes section 13.82 subdivision 7, or personnel data which is non-public pursuant to Minnesota Statutes section 13.43 subdivision 4.

If you are not the intended recipient of this e-mail: (1) do not read the content of the message; (2) immediately notify the sender that you incorrectly received the message; and (3) do not disseminate, distribute, or copy this e-mail.”

5. Once IAU personnel arrive at the scene of any call-out response, IAU shall be in charge of the event as it relates to the Internal Affairs investigation. All MPD employees shall fully cooperate with IAU staff.

## 2-102 MPD COMPLAINT PROCESS MANUAL (01/15/08)

The MPD Complaint Process Manual outlines procedures for taking/receiving complaints made against an employee or the Department, and how complaints are processed. The Complaint Process Manual is available to all MPD employees on the MPD Intranet. It is located under "Administrative Resources/ Manuals/Complaint Process Manual."

## 2-103 COMPLAINTS - EXTERNAL REPORTING (01/07/02) (01/15/08)

(A)

Persons not employed by the MPD may make a complaint alleging employee misconduct by letter, phone, or in person to any employee in any area of the MPD. Complaints shall be processed according to procedures outlined in the MPD Complaint Process Manual.

MPD employees shall never attempt to dissuade a citizen from lodging a complaint. If asked, all employees shall provide citizens with a Police Conduct Incident Report (PCIR) form without question.

PCIR forms are available at the precincts, at Internal Affairs Room 112 City Hall and at the Office of Police Conduct Review (OPCR), Room 239 city Hall. (01/15/08) (11/08/13)

The PCIR form is also available online at:

<http://www.minneapolismn.gov/police/opcr-complaint>

If it is not feasible to provide the form to the citizen, the MPD employee shall provide the internet website address where the PCIR form may be located online. At no time shall any employee, including supervisors, handle a

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written complaint signed by the complainant stating the complainant's knowledge, and the officer has been given a summary of the allegations. Complaints stating the signer's knowledge also may be filed by members of the law enforcement agency. Before an administrative hearing is begun, the officer must be given a copy of the signed complaint. (09/19/08)

## **2-104 COMPLAINTS - INTERNAL REPORTING (01/07/02) (01/15/08)**

(A-D)

It is the duty of all MPD employees to report any perceived violation of MPD regulations, rules, procedures, orders, Civil Service rules, City policies, City ordinances or state or federal laws committed by another MPD employee. An MPD employee who initiates a complaint of alleged misconduct regarding another MPD employee should refer to the Complaint Process Manual for appropriate procedures. If the accused employee is the IAU supervisor, an IAU investigator, or MPD administrative command staff, the Chief of Police or his/her designee shall determine how the complaint is investigated.

All complaints, including complaint investigation and documentation, are to be kept confidential. Only the involved parties and persons with a need to know, i.e., IAU complaint review panel, should be informed of the situation.

The Chief of Police may require that a complaint be investigated by the Internal Affairs Unit or other command staff that he/she deems appropriate. Complaints shall be processed according to procedures outlined in the MPD Complaint Process Manual. (01/15/08)

An officer's formal statement may not be taken unless there is filed with the employing or investigating agency a written complaint signed by the complainant stating the complainant's knowledge, and the officer has been given a summary of the allegations. Complaints stating the signer's knowledge also may be filed by members of the law enforcement agency. Before an administrative hearing is begun, the officer must be given a copy of the signed complaint. (09/19/08)

## **2-105 COMPLAINTS - EMPLOYEES AS CRIMINAL SUSPECTS (01/07/02)**

If any MPD employee is a suspect in a criminal case or the development of a case leads to an MPD employee being a suspect within the jurisdiction of the MPD, the Internal Affairs Unit will investigate the criminal case unless another entity is designated by the Commander of the Internal Affairs Unit or Chief of Police. The MPD's Internal Affairs Unit will also investigate all potential policy and procedure violations relative to the criminal case. (01/15/08) (09/19/08)

If the criminal case is outside the jurisdiction of the MPD, the Internal Affairs Unit will monitor the criminal case and handle the administrative case, unless the Chief of Police designates otherwise. Officer-involved shootings will be handled in accordance with the critical incident protocol developed between the MPD and the POFM. (01/15/08) (09/19/08)

## **2-106 COMPLAINT INVESTIGATIONS - GARRITY DECISION (01/07/02)**

(D) (01/15/08)




MPD employees are required to give a statement when ordered to do so regarding matters pertaining to the scope of their employment and their fitness for duty. These statements or the fruits thereof, compelled as a condition of employment, cannot be then used in any criminal proceedings against the employee, except in cases of alleged perjury by the employee giving the statement (Garrity vs. New Jersey, 1967, U.S. Supreme Court). (01/15/08)

All employees shall answer all questions truthfully and fully render material and relevant statements to a competent authority in an MPD investigation when compelled by a representative of the Employer, consistent with the constitutional rights of the individuals. (09/19/08)





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involving alleged policy and procedure violations may proceed independent of the criminal case.

## **2-107 INTERNAL AFFAIRS UNIT RECORDS (01/07/02) (01/15/08)**

(B)

All complaint records, case files, and hearing records shall be maintained according to the Complaint Process Manual. IAU cases may be accessed by IAU personnel or others on a need-to-know basis by permission of the Chief or his/her designee. Confidentiality of IAU records and files is governed by the Minnesota Government Data Practices Act (MGDPA), as amended from time to time.

## **2-108 MINNESOTA GOVERNMENT DATA PRACTICES ACT (01/07/02)**

(B) (01/15/08)

The Minnesota Government Data Practices Act (MGDPA) governs the information concerning investigations of alleged misconduct by MPD employees. The specifics of an investigation and the basis or nature of discipline are confidential, non-public data and shall not be disclosed while the investigation is active and during any appeals process.

A Final disposition occurs when all the appeal processes afforded an employee have been concluded. This includes a Grievance Procedure, Binding Arbitration, and a Civil Service Commission Hearing Process.

MPD employees shall refer all inquiries concerning internal investigations to MPD Administration or the Internal Affairs Unit. MPD Administration and/or IAU personnel will provide only the information authorized by the MGDPA on cases involving MPD employees.

## **2-109 OFFICE OF POLICE CONDUCT REVIEW (OPCR) (12/14/07) (01/15/08) (05/03/13) (09/13/18)**

### **I. PURPOSE**

To establish policy regarding responding to requests from Office of Police Conduct Review (OPCR). (05/03/13)

### **II. POLICY**

OPCR Investigative Authority: Minneapolis Code of Ordinances, Title 9, Chapter 172, Sections 172.10 and 172.20 provides the OPCR authority to investigate complaints of misconduct on the part of officers of the Minneapolis Police Department and make recommendations regarding the merits of such complaints to the chief of police. (05/03/13) (09/13/18)

### **III. PROCEDURES / RULES / REGULATIONS**

- A.** In accordance with the Minneapolis Code of Ordinances, Title 9, Chapter 172 Section 172.90, Office of police conduct review staff shall have full, free and unrestricted access, to the extent authorized by law, to the records of the Minneapolis Police Department in order to conduct investigations of police misconduct; facilitate research and study projects for the police conduct oversight commission; and conduct special reviews and programmatic reviews at the request of the mayor, city council, internal auditor, city departments, or boards and commissions. (05/03/13) (09/13/18)
- B.** The failure by any official or employee of the Minneapolis Police Department to comply with such lawful requests for information, participation, or access shall be deemed an act of misconduct. (09/13/18)
- C.** Sworn employees receiving notice from the OPCR to arrange for an interview or mandatory mediation shall comply with such requests in a timely and professional manner. (See related 3-709 Overtime Policy for OPCR.) (05/03/13)

## **2-110 HARASSMENT (01/07/02) (01/15/08) (09/19/08)**

(A-D)

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**Protected class status** - an individual's race, color, creed, religion, ethnic/national origin, gender, age, disability (including pregnancy), or characteristics identified as sexual orientation, affectional preference, marital status, familial status, status with regard to public assistance and veterans status.

**Sexual harassment** - any sexual advances, request for sexual favors, or other verbal or physical acts of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Note:** Courts have recognized acts of harassment directed at an individual because of gender, to be sexual harassment even though no behavior of a sexual nature occurred.

The City of Minneapolis and the MPD are committed to providing employees a work environment free of sexual and other forms of harassment. Harassment in the workplace is unacceptable and will not be condoned or tolerated. Every employee has a responsibility to comply with the City of Minneapolis [Respect in the Workplace Policy](#).

All harassment is a violation of Federal and State laws as well as the Minneapolis Civil Rights ordinance, and may expose not only the City, but also individuals, to significant liability under the law.

Supervisors are held to a higher standard of conduct and shall be subject to a higher level of discipline for engaging in any form of harassment or for failing to enforce the City's Respect in the Workplace Policy.

## 2-111 HARASSMENT REPORTING (09/19/08)

(A-D)

It is the policy of the City of Minneapolis to encourage employees who feel they have been subjected to harassment, or who have knowledge of, or believe that harassment has occurred, or is occurring within City government, to report these concerns to the Human Resources Department. The Human Resources Department is the first contact for all harassment complaints.






Supervisors who become aware of harassment or receive a complaint of harassment shall take immediate action. In all cases supervisors shall document the information on the harassment incident and forward it to Human Resources, with a copy to the Internal Affairs Unit (IAU). All documentation shall include, but not be limited to: the complaint activity, time, place, persons involved, witnesses, and supervisor's response. All City mandated procedures and MPD policies shall be followed.

A supervisor may attempt to resolve a minor complaint, but before final resolution the complaint and recommended solution shall be sent to Human Resources for review, and the Internal Affairs Unit will be copied. The matter will be officially resolved if all parties are satisfied with the proposed resolution and Human Resources concurs with the resolution.

The Human Resources Department is the main investigative authority for all City employee Respect in the Workplace and Harassment complaints, and is obligated to promptly and thoroughly investigate all such claims of harassment. The MPD Internal Affairs Unit may investigate the complaint as requested by, in concurrence with, or separately from the City's Human Resource Department. The Commander of IAU or his/her designee shall serve as the MPD's liaison to Human Resources for harassment complaints which are based on an alleged violation of the City's Respect in the Workplace Policy. Other employees may assist Human Resources as requested by Human Resources or as determined by the Chief of Police.

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[40 captures](#)  
28 Feb 2012 - 18 Jan 2021

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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.

Last updated Sep 13, 2018

## 5-100 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)

#### 5-101.02 VIOLATIONS OF THE CODE OF CONDUCT (03/13/07) (11/15/13)

Any member of the Department who violates the code of conduct is subject to discipline. Discipline may range from a written reprimand to termination. Discipline shall be imposed following a sustained violation. Refer to Civil Service Rule 11.03 regarding discipline. (11/16/94) (03/08/95) (03/13/07) (11/15/13)

The Chief of Police may relieve a departmental employee with pay pending an investigation of an alleged violation of criminal law, or a violation of the code of conduct. Administrative leave is not discipline. (03/08/95) (03/13/07)

Probationary employees may be dismissed from service for failing to meet minimum performance standards or probationary training standards for violations of the code of conduct or for any other legal reason. There is no right of appeal for probationary employees unless the probationary employee is a veteran as provided by Civil Service Rules 11.06 and 11.07. (03/13/07)

Employees who no longer meet minimum job qualifications or who are no longer able to perform the essential functions of their job, for a period of 90 days or more due to a criminal conviction, court ordered restriction, driver's license restriction, POST license restriction or other adverse legal action due to criminal behavior are subject to termination from employment. (03/13/07)

### 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:

- **POLICE ACTION - LEGALLY JUSTIFIED:** Officers must act within the limits of their authority as defined by law and judicial interpretation, thereby ensuring that the constitutional rights of individuals and the public are protected. All investigative detentions, pedestrian and vehicle stops, arrests, searches and seizures of property by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution and statutory authority. Officers must be able to articulate specific facts, circumstances and conclusions that support reasonable suspicion or probable cause. (11/17/15)
- **EQUALITY OF ENFORCEMENT:** Officers shall provide fair and impartial law enforcement to all citizens.
- **LOYALTY:** Officers shall be faithful to their oath of office, strive to uphold the principles of professional police service, and advance the mission of the Department.

### **5-104 IMPARTIAL POLICING (06/27/01) (11/17/15)**

(A-D)

- A.** The MPD is committed to unbiased policing and to reinforcing procedures that ensure that police service and law enforcement is provided in a fair and equitable manner to all.
- B.** No person shall be singled out or treated differently as a consequence of his/her race, ethnicity, national origin, gender, sexual orientation or religion.

- C.** Except as provided below, officers shall not consider race, ethnicity, national origin, gender, sexual orientation or religion in establishing either reasonable suspicion or probable cause:

Officers may take into account the reported race, ethnicity, gender or national origin of a specific suspect or suspects on credible, reliable, recent, locally-based information that links specific suspected unlawful or suspicious activity to a particular individual or group of individuals of a particular race, ethnicity, gender or nationality. This information may be used in the same way officers use specific information regarding age, height, weight, etc. about specific suspects. (12/24/01)

#### **5-104.01 PROFESSIONAL POLICING (12/24/01) (12/01/08)**

Officers shall use the following practices when contacting any citizen, regardless of the reason for the contact: (07/24/15)

- Be courteous, respectful, polite and professional.
- Introduce or identify themselves to the citizen and explain the reason for the contact as soon as practical, unless providing this information will compromise the safety of officers or other persons.
- Ensure that the length of any detention is no longer than necessary to take appropriate action for the known or suspected offense. (07/24/15)
- Attempt to answer any relevant questions that the citizen may have regarding the citizen/officer contact, including relevant referrals to other city or county agencies when appropriate.
- Provide name and badge number when requested, preferably in writing or on a business card.
- Explain and/or apologize if you determine that the reasonable suspicion was unfounded (e.g. after an investigatory stop).
- If asked, provide the procedures for filing a complaint about police services or conduct.

#### **5-105 PROFESSIONAL CODE OF CONDUCT (10/20/88) (05/05/89) (10/18/92) (02/28/93) (04/01/93) (10/28/94) (01/10/97) (03/21/97) (03/12/99) (01/05/00) (04/01/05) (05/03/05) (05/23/07) (04/23/10) (01/05/16) (07/28/16) (06/16/20)**

(A-D)

##### **A. Duty to Report**

1. Report violations  
Employees shall immediately report any violation of rules, regulations, or laws that come to their attention to the Internal Affairs unit, regardless of the violator's assignment or rank within the Department.
2. Misconduct at the scene of an incident
  - a. Non-force related misconduct at the scene  
All employees, regardless of rank or tenure, must immediately, or as soon as reasonably possible (but prior to leaving the scene), report any misconduct at the scene of an incident to their supervisor or the supervisor at the scene, as well as to the Internal Affairs unit.
  - b. Force-related misconduct at the scene  
Regardless of tenure or rank, any employee who observes another employee use any prohibited use of force, or inappropriate or unreasonable force (including applying force when it is no longer required), has an affirmative duty to immediately report the incident while still on scene to an on-scene supervisor and by phone or radio to their Inspector or Commander or to their Inspector or Commander's superiors. The employee must also notify Internal Affairs.

##### **B. General**

1. Sworn employees shall give their name and badge number to any person upon request.

Civilian employees shall give their name and employee number to any person upon request.

2. Employees shall conduct themselves in the buildings and offices of the Department in a manner which would not discredit the Department.
3. Employees shall treat all fellow employees with respect. They shall be courteous and civil at all times with one another. When on duty in the presence of other employees or the public, officers should be referred to by rank.
4. Employees shall use reasonable judgment in carrying out their duties and responsibilities. They need to weigh the consequences of their actions.
5. Employees shall be decorous in their language and conduct. They shall refrain from actions or words that bring discredit to the Department.
6. Employees shall not display material that may be considered discriminatory, derogatory, or biased in or on City property. Specifically, discriminatory, derogatory or biased materials regarding race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, public assistance, or familial housing are prohibited. Such materials include, but are not limited to, calendars, cartoons, and posters.
7. Employees who are required to drive a department vehicle as part of their official duties shall maintain a valid driver's license that is accepted by the State of Minnesota at all times as a condition of employment, and shall immediately report loss or limitation of driving privileges to their supervisor and to the Internal Affairs unit.
8. Any employee charged, arrested, or cited for Driving Under the Influence (DUI) or a non-traffic violation, or notified they are being investigated for a criminal offense, shall immediately notify their chain of command and Internal Affairs or an on-duty supervisor, who will notify the Internal Affairs unit. Notification shall consist of personal telephone communication (no voicemail messages) or written contact. Required information is the formal charge or allegation, date, time, and jurisdiction of alleged occurrence, and any special or relevant factors. Employees will also notify the Internal Affairs unit of the disposition at the time the charge or case is disposed.
9. When an employee is notified that an Order for Protection (OFP), Restraining Order (RA), or a Harassment Order (HA) has been filed against him or her, the employee shall immediately notify Internal Affairs and provide a copy of the OFP, RA, or HA, and the date scheduled for hearing the allegations made in support of the request for the order. The information is required for department compliance with Federal Law 18 U.S.C. Sec. 922 (g)(8).
10. Employees shall not publicly criticize or ridicule the Department, its policies or other employees as to the performance of their duties in a manner which is defamatory, obscene, unlawful, or in any other manner which impairs the effective operation of the Department or in a manner which displays a reckless or knowing disregard for the truth. This regulation shall not be construed so as to impair the exercise of free speech by employees on matters of public concern.
11. Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment or who have a reputation in the community or Department for present involvement in criminal behavior, except as necessary in the performance of official duties, or when unavoidable because of family ties to the employee.
12. Employees shall not engage or participate in any form of illegal gambling at any time except in the performance of duty under specific orders of a superior officer.

### **C. Drugs and Alcohol**

1. Employees shall not bring to or keep any alcohol or non-prescribed controlled substance on departmental premises except for evidentiary purposes.

2. Off-duty employees shall not carry any firearm or ammunition while under the influence of alcohol or any controlled substance.
3. Employees shall not consume alcoholic beverages while on duty or in uniform unless it's necessary in the performance of a non-uniformed officer's undercover work.
4. No employee shall be under the influence of alcohol or any controlled substance while on duty.
  - a. All over-the-counter and prescription drug use shall be in accordance with the Employee Health and Wellness policy (P&P Section 3-500).
  - b. All drug and alcohol testing shall be conducted in accordance with the conditions and procedures in P&P 3-1000.
5. A reading of .02 blood/alcohol concentration is considered under the influence of alcohol.

#### **D. Language**

These provisions apply to all forms of communication, including but not limited to electronic communication and social networking. These provisions are in addition to the conditions in the Computer Use and Electronic Communication policy (P&P 4-220) and the Social Networking policy (P&P 7-119).

1. (A-D) Employees shall not use derogatory, indecent, profane or unnecessarily harsh language in the performance of official duties or while representing the MPD.
2. (C-D) Employees shall not use any discriminatory, derogatory or biased terms regarding race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, public assistance, or familial housing.

#### **E. Cases and Investigations**

1. Employees shall not interfere with any criminal investigation being conducted by this department or any other law enforcement agency.
2. Employees shall not knowingly communicate in any manner, either directly or indirectly, any information that may assist persons suspected or accused of criminal acts to escape arrest or punishment or which may enable them to dispose of evidence.
3. Employees shall not recommend a dismissal, reduction of charges, or other disposition of a pending criminal case which has been previously filed in any criminal court or before a grand jury except by written approval of their division commander. A copy of the approval will be kept in the case file.
4. Employees shall not interfere with the attendance of witnesses or their testimony through coercion, bribery or other means.
5. Employees shall not attempt to have any traffic citation reduced, voided, or stricken from the calendar for personal or monetary consideration. (See Dismissal of Traffic/Parking Charges and Citations)

#### **F. Sworn Employees**

1. All officers are required to take appropriate police action toward aiding a fellow officer exposed to danger or in a situation where danger may be impending.
2. On-duty officers shall, at all times, take appropriate action within their jurisdiction, to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all federal, state and local laws and ordinances.
3. Uniformed officers shall render a military salute to the National Anthem, United States Flag or ceremonies at appropriate times. Officers in civilian dress shall render proper civilian honors to the United States Flag and National Anthem at appropriate times.

Uniformed officers at parades need salute only the massed national colors at the head of the parade. When the flag is six paces from the officer, the flag shall be faced and a hand salute rendered until the flag is six paces beyond the officer. Other United States Flags may be saluted if the officer's immediate attention to duty is not necessary.



## **G. Gifts, Money and Property**

1. Any money other than that received from unclaimed properties paid or sent to any employee as a result of on-duty police action shall be promptly forwarded to MPD Finance.
2. All property received as a result of on-duty police action shall be forwarded to the Property and Evidence unit. The Property and Evidence unit shall dispose of unclaimed property according to their policy and procedure manual. The property shall be disposed of by being sent to the City Store or to the Minneapolis Police Relief Association in accordance with state law.
3. Employees shall not act as an intermediary in the payment of a reward for the return of stolen property without written authorization by the Chief of Police or his/her designee.
4. Employees shall not purchase, or have purchased for them, any auto/property sold at a city auction. Employees are also prohibited from owning any such auto/property purchased at a city auction for one year after the date that the auto/property is sold at the city auction.
5. Employees shall pay all debts when due and shall not undertake any financial obligations which they know or should know they will be unable to meet. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline provided that a good faith effort to settle all accounts is being undertaken.
6. Soliciting or accepting personal gifts:
  - a. Employees shall not solicit or accept any gift from an interested person, lobbyist or principal who has a direct financial interest in a decision that that the employee is authorized to make.
  - b. Exceptions. The prohibitions in this section do not apply if the gift is:
    - i. A campaign contribution as defined in MN Statute section 10A.01, Subd 11;
    - ii. A service to assist an official in the performance of official duties, including, but not limited to providing advice, consultation, information and communication in connection with legislation, or services to constituents;
    - iii. A service of insignificant monetary value;
    - iv. A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
    - v. A trinket or memento of insignificant value;
    - vi. Informational material of unexceptional value;
    - vii. Food or a beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before who the recipient appears to make a speech or answer questions as part of the program;
    - viii. Given because of the recipient's membership in a group, and an equivalent gift is given to the other members of the group; or
    - ix. Given by an interested person, lobbyist, or principal who is a related person to the recipient, unless the gift is given on behalf of someone who is not a related person.
  - c. An employee who receives any gift prohibited by this section shall return, dispose of, or request that the city council accept the gift on behalf of the city.

### **5-105.01 PROFESSIONAL CODE OF CONDUCT – DEPARTMENT-SANCTIONED SOCIAL EVENTS (02/22/05)**

(A-D)

In an effort to remain professional at all times, including department-sanctioned social events, the following guidelines shall be followed:

- Officers are not allowed to solicit door prizes while on-duty or in the name of the Minneapolis Police Department for an event.
- Attendance at off-duty events is optional.
- Awarding alcoholic beverages as door prizes is prohibited.
- Complimentary alcoholic beverages are prohibited.
- If the event is not held on police department property, advertising at a public establishment connecting the gathering to the MPD is prohibited.
- Officers drinking alcoholic beverages at any department-sanctioned event are prohibited from carrying any firearms.
- Supervisors, while in attendance at said events, are reminded that they are responsible for the actions of officers under their command at an event.
- Inappropriate behavior at an event should immediately be reported to a supervisor.

If security is needed for an event, arrangements should be made by the organizer.

## **5-106 ON-DUTY CODE OF CONDUCT (06/18/18)**

(A-D)

- A.** Officers shall respond without delay to calls for police service unless otherwise directed by proper authority.
  1. Emergency calls for service shall take precedence. However, all dispatched calls shall be answered as soon as possible consistent with departmental procedures.
  2. If officers need to temporarily go out-of-service on a detail or otherwise be unavailable for calls, they shall notify their immediate supervisor and request permission for such details. (03/25/08)
- B.** Employees shall remain alert, observant, and occupied with police business during their tour of duty.
  1. When on duty, employees shall devote their entire attention to the business of the Department.
  2. It is a violation of this order for employees to conduct personal or private business while on duty or for officers to engage in policing for private interests while on duty.
- C.** Employees shall not make referrals to any attorney or other business from on-duty contacts.
- D.** Employees shall not allow anyone not employed by the Department to enter a police facility without permission of a supervisor.
  1. Employees shall not permit any person to enter a police facility to sell goods, offer them for sale, or to canvas or solicit for any purpose without authorization from the facility's acting commander.
- E.** Officers working uniformed patrol or in a marked squad who wish to go out of service for a meal break shall request OTL status from the MECC dispatcher. The request must include the requested OTL location. The dispatcher may grant or deny OTL status based on call load and staffing levels. (9/7/05)
  1. Employees shall not take excessive time for meals and officers working two-officer squads must take OTL at the same time. (9/7/05)
  2. No more than three marked or unmarked squads may be OTL at the same public location unless officers are also participating in a community event. (9/7/05)

## **5-107 PROCEDURAL CODE OF CONDUCT**

(A-D)

1. No officer shall arrest any person or search any premises except with a warrant or where such arrest or search is authorized without warrant under the laws of the United States.
2. No officer shall falsely arrest, or direct any malicious prosecution against any person.
3. No employee shall willfully mistreat or give inhumane treatment to any person held in custody.

4. Officers shall not render aid or assistance in civil cases except to prevent an immediate breach of the peace or to quell an existing disturbance. Officers may inform any citizen of the steps necessary to institute a civil suit or advise citizens on protecting their rights.
5. Employees shall not willfully misrepresent any matter, sign any false statement or report, or commit perjury before any court, grand jury or judicial hearing.
6. Employees shall not knowingly remove or destroy, or cause such action, to any report, document, or record without authorization.
7. Employees shall not give any lawyer, bondsman, agent of either, or any other person unauthorized or confidential information regarding prisoners in confinement, suspects in a case, property held, or records of the Department.
8. Employees shall not make known any information concerning the progress or future actions to be taken on an open investigation to any person not authorized to receive such information by the case investigator or the commanding officer of the investigating unit.

Last updated Jun 16, 2020