

Exhibit 6

From: "Bachun, Caroline M." <Caroline.Bachun@minneapolismn.gov>

To: "Olson, Kristen L." <Kristen.Olson@minneapolismn.gov>

Subject: FW: [EXTERNAL] OpenCity data request DR21_016514 - COLLECT: Please provide responsive data assigned to you

Date: Fri, 26 Feb 2021 14:21:12 +0000

Importance: Normal

Embedded: Policy_Update:_SO20-029_1-
102.01_Disciplinary_System_Used_in_the_Policy_and_Procedure_Manual;
Policy_Update:_SO20-028_2-112_Complaint,_Coaching_and_Disciplinary_System

Inline-Images: image001.png

Kristen,

Resending these two public documents per your request.

Carol

From: Bachun, Caroline M.

Sent: Wednesday, February 24, 2021 1:59 PM

To: Open City <Open.City@minneapolismn.gov>

Subject: RE: [EXTERNAL] OpenCity data request DR21_016514 - COLLECT: Please provide responsive data assigned to you

Kristen,

Please find attached two responsive emails that are **public**. I will be providing you with not public data in a separate email. Please note that I may get additional data from another attorney in my office, but it looks like the two attached documents will likely be the only public data.

Thanks,

Carol

From: Open City <OpenCity@minneapolismn.gov>

Sent: Tuesday, February 23, 2021 5:52 PM

To: Bachun, Caroline M. <Caroline.Bachun@minneapolismn.gov>

Subject: [EXTERNAL] OpenCity data request DR21_016514 - COLLECT: Please provide responsive data assigned to you

Hi, Caroline Bachun

Good Evening Carol,

We received a request for communication about amending the MPD P&P in regards to coaching. It was suggested we check with Trina Chernos, Sarah McLaren, and Rebecca Krystosek in the CAO. As the liaison for that department can you work with the identified attorneys to determine if they have data responsive to the request and send to me?

Let me know if you have any questions.

Thank you,

[Kristen L. Olson](#) | Data Practices Compliance Official | City of Minneapolis – City Clerk’s Office | Office: 612-673-3245 | kristen.olson@minneapolismn.gov

Please review the data request received below. If your department has responsive data please reply to this email and provide it as an attachment.

Complete by: 2021-03-09

Thank you,

Kristen Olson

Reference number: DR21_016514

Data Requested:

What data are you requesting?

Any data consisting of emails, written notes, instant messaging or other electronic or social media communications or other documents between and/or among law enforcement officials, city employees and/or elected officials relative to the amendment to the MPD Policy and Procedure Manual in December 2020 adding language to Section 2-1112 and adding language stating “coaching is not discipline but may be referred to in performance reviews.”

When was data created?

Start Date: 2020-08-01

End Date: 2021-01-15

Submitted:

2021-02-17 16:32:00

Requestor Information: Paul Ostrow

Requestor Email: paulostrow@hotmail.com

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Ref:MSG3382040

[EXTERNAL] This email originated from outside of the City of Minneapolis. Please exercise caution when opening links or attachments.

From: "Arradondo, Medaria" <Medaria.Arradondo@minneapolismn.gov>

To: "McLaren, Sarah C. - Attorney" <Sarah.McLaren@minneapolismn.gov>, "Krystosek, Rebecca" <rebecca.krystosek@minneapolismn.gov>, "All MPD (Public Info Only)" <AllMPD@minneapolismn.gov>, "Chernos, Trina R." <Trina.Chernos@minneapolismn.gov>, "Darling, Valerie" <valerie.darling@minneapolismn.gov>, "Fernandez, Curt L." <Curt.Fernandez@minneapolismn.gov>, "Frey, Jacob" <Jacob.Frey@minneapolismn.gov>, "Fussy, Tracey N." <Tracey.Fussy@minneapolismn.gov>, "Heng, Mary Ellen" <MaryEllen.Heng@minneapolismn.gov>, "Itie Memene, Ebi" <Ebi.ItieMemene@minneapolismn.gov>, "Jaafar, Imani S." <Imani.Jaafar@minneapolismn.gov>, Jim Michels <jmichels@ricemichels.com>, "Kim Michels" <kim.michelslaw@outlook.com>, "Kroll, Bob (Federation)" <bkrroll@mpdfederation.com>, "Mykleby, Sandra K" <Sandra.Mykleby@minneapolismn.gov>, "Osborne, Burt T." <Burt.Osborne@minneapolismn.gov>, "Patrick, Ryan P" <Ryan.Patrick@minneapolismn.gov>, "Ritchie, Heidi" <heidi.ritchie@minneapolismn.gov>

Subject: Policy Update: SO20-029 1-102.01 Disciplinary System Used in the Policy and Procedure Manual

Date: Mon, 28 Dec 2020 20:43:55 +0000

Importance: Normal

Attachments: SO20-029_1-102.01_Disciplinary_System_Used_in_the_Policy_and_Procedure_Manual.docx

Inline-Images: image001.png

This section (P&P 1-102.01) was removed and replaced by a revision to 2-100 to consolidate and clarify the procedures.

The related special order that consolidated the language is SO20-028 2-112 Complaint, Coaching, and Disciplinary System.

The revision is effective **December 31, 2020**.

My best

Rondo

Medaria Arradondo

Chief

Minneapolis Police Department

350 South 5th Street-130 I Minneapolis, MN 55415

Ph: 612.673.3550 I Fax: 612.673.2613



From: "Arradondo, Medaria" <Medaria.Arradondo@minneapolismn.gov>

To: "McLaren, Sarah C. - Attorney" <Sarah.McLaren@minneapolismn.gov>, "Krystosek, Rebecca" <rebecca.krystosek@minneapolismn.gov>, "All MPD (Public Info Only)" <AllMPD@minneapolismn.gov>, "Chernos, Trina R." <Trina.Chernos@minneapolismn.gov>, "Darling, Valerie" <valerie.darling@minneapolismn.gov>, "Fernandez, Curt L." <Curt.Fernandez@minneapolismn.gov>, "Frey, Jacob" <Jacob.Frey@minneapolismn.gov>, "Fussy, Tracey N." <Tracey.Fussy@minneapolismn.gov>, "Heng, Mary Ellen" <MaryEllen.Heng@minneapolismn.gov>, "Itie Memene, Ebi" <Ebi.ItieMemene@minneapolismn.gov>, "Jaafar, Imani S." <Imani.Jaafar@minneapolismn.gov>, Jim Michels <jmichels@ricemichels.com>, "Kim Michels" <kim.michelslaw@outlook.com>, "Kroll, Bob (Federation)" <bkrroll@mpdfederation.com>, "Mykleby, Sandra K" <Sandra.Mykleby@minneapolismn.gov>, "Osborne, Burt T." <Burt.Osborne@minneapolismn.gov>, "Patrick, Ryan P" <Ryan.Patrick@minneapolismn.gov>, "Ritchie, Heidi" <heidi.ritchie@minneapolismn.gov>

Subject: Policy Update: SO20-028 2-112 Complaint, Coaching and Disciplinary System

Date: Mon, 28 Dec 2020 20:42:49 +0000

Importance: Normal

Attachments: SO20-028_2-112_Complaint,_Coaching_and_Disciplinary_System.docx

Inline-Images: image001.png

This section (P&P 2-112) was added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Related special orders removed the sections that were consolidated:

SO20-029 1-102.01 Disciplinary System Used in the Policy and Procedure Manual

SO20-030 5-101.02 Violations of the Code of Conduct

This revision is effective **December 31, 2020**.

My best

Rondo

Medaria Arradondo

Chief

Minneapolis Police Department

350 South 5th Street-130 I Minneapolis, MN 55415

Ph: 612.673.3550 I Fax: 612.673.2613



MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: December 28, 2020	DATE EFFECTIVE: December 31, 2020	NUMBER: SO20-029	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 1-102.01 Disciplinary System Used in the Policy and Procedure Manual			APPROVED BY: <i>Chief Arradondo</i>

MP-8806

Introduction: This section is being removed and replaced by a revision to 2-100 to consolidate and clarify the procedures.

Effective with the issuance of this Special Order, Section 1-102.01 of the MPD Policy and Procedure Manual shall be deleted as follows:

~~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)

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: December 28, 2020	DATE EFFECTIVE: December 31, 2020	NUMBER: SO20-028	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-112 Complaint, Coaching and Disciplinary System</u>			APPROVED BY: <i>Chief Arradondo</i>

MP-8806

Introduction: This section is being added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 COMPLAINT, COACHING AND DISCIPLINARY SYSTEM
(12/28/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. Minor or lower-level allegations

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

C. Discipline

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

D. Coaching

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

From: "Arradondo, Medaria" <Medaria.Arradondo@minneapolismn.gov>

To: "McLaren, Sarah C. - Attorney" <Sarah.McLaren@minneapolismn.gov>, "Krystosek, Rebecca" <rebecca.krystosek@minneapolismn.gov>, "All MPD (Public Info Only)" <AllMPD@minneapolismn.gov>, "Chernos, Trina R." <Trina.Chernos@minneapolismn.gov>, "Darling, Valerie" <valerie.darling@minneapolismn.gov>, "Fernandez, Curt L." <Curt.Fernandez@minneapolismn.gov>, "Frey, Jacob" <Jacob.Frey@minneapolismn.gov>, "Fussy, Tracey N." <Tracey.Fussy@minneapolismn.gov>, "Heng, Mary Ellen" <MaryEllen.Heng@minneapolismn.gov>, "Itie Memene, Ebi" <Ebi.ItieMemene@minneapolismn.gov>, "Jaafar, Imani S." <Imani.Jaafar@minneapolismn.gov>, Jim Michels <jmichels@ricemichels.com>, Kim Michels <kim.michelslaw@outlook.com>, "Kroll, Bob (Federation)" <bkroll@mpdfederation.com>, "Mykleby, Sandra K" <Sandra.Mykleby@minneapolismn.gov>, "Osborne, Burt T." <Burt.Osborne@minneapolismn.gov>, "Patrick, Ryan P" <Ryan.Patrick@minneapolismn.gov>, "Ritchie, Heidi" <heidi.ritchie@minneapolismn.gov>

Subject: Policy Update: SO20-028 2-112 Complaint, Coaching and Disciplinary System

Date: Mon, 28 Dec 2020 20:42:49 +0000

Attachments: SO20-028_2-112_Complaint,_Coaching_and_Disciplinary_System.docx

Inline-Images: image001.png

This section (P&P 2-112) was added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Related special orders removed the sections that were consolidated:

SO20-029 1-102.01 Disciplinary System Used in the Policy and Procedure Manual

SO20-030 5-101.02 Violations of the Code of Conduct

This revision is effective **December 31, 2020**.

My best
Rondo

Medaria Arradondo

Chief

Minneapolis Police Department

350 South 5th [Street-130 I Minneapolis, MN 55415](#)

Ph: [612.673.3550](tel:612.673.3550) | Fax: [612.673.2613](tel:612.673.2613)



MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: December 28, 2020	DATE EFFECTIVE: December 31, 2020	NUMBER: SO20-028	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-112 Complaint, Coaching and Disciplinary System</u>			APPROVED BY: <i>Chief Arradondo</i>

MP-8806

Introduction: This section is being added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 COMPLAINT, COACHING AND DISCIPLINARY SYSTEM
(12/28/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. Minor or lower-level allegations

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

C. Discipline

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

D. Coaching

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

From: "Halvorson, Henry" <Henry.Halvorson@minneapolismn.gov>

To: "Knudsen, Katherine T" <katherine.knudsen@minneapolismn.gov>

Subject: FW: Draft of 2-112 - final review

Date: Thu, 25 Feb 2021 14:54:31 +0000

Importance: Normal

Inline-Images: image001.jpg; image002.png

Here is another e-mail with a string of other e-mails regarding 2-112 draft review.

Assistant Chief Henry Halvorson

Minneapolis Police Department

Professional Standards Bureau

350 South 5th Street -Room 130

Minneapolis, MN 55415

(612)-673-3634

Henry.Halvorson@minneapolismn.gov



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From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>
Sent: Monday, December 28, 2020 12:36 PM
To: Kjos, Michael <Michael.Kjos@minneapolismn.gov>; Arradondo, Medaria <Medaria.Arradondo@minneapolismn.gov>
Cc: Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>
Subject: RE: Draft of 2-112 - final review

Copy, thank you very much.

-Dan

From: Kjos, Michael <Michael.Kjos@minneapolismn.gov>
Sent: Monday, December 28, 2020 12:35 PM
To: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>; Arradondo, Medaria <Medaria.Arradondo@minneapolismn.gov>
Cc: Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>
Subject: RE: Draft of 2-112 - final review

I will rely on DC Halvorson's recommendations. I have only breezed over this document, I'm sure he has done a more thorough review.

Thanks.

Assistant Chief Mike Kjos

Minneapolis Police Department

Office: 612-673-2868



Trust - Accountability - Professional Service

1315268

From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>
Sent: Monday, December 28, 2020 12:27 PM
To: Arradondo, Medaria <Medaria.Arradondo@minneapolismn.gov>
Cc: Kjos, Michael <Michael.Kjos@minneapolismn.gov>; Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>
Subject: RE: Draft of 2-112 - final review

Thank you, sir!

I've got them prepared and ready for Tasha to send this mid to late afternoon.

-Dan

From: Arradondo, Medaria <Medaria.Arradondo@minneapolismn.gov>
Sent: Monday, December 28, 2020 11:54 AM
To: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>
Cc: Kjos, Michael <Michael.Kjos@minneapolismn.gov>; Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>
Subject: Re: Draft of 2-112 - final review

Good morning Dan,

13.43 - Personnel Data

I just reviewed and it looks good to me to move forward unless the AC and DC have any feedback.

Thanks Dan

Rondo

On Dec 28, 2020, at 11:01 AM, Boody, Daniel <Daniel.Boody@minneapolismn.gov> wrote:

Chief, Assistant Chief and Deputy Chief,

I am just checking in on this one to see if we can prepare it for publishing, or if you have additional feedback.

Thank you,

Dan

From: Boody, Daniel

Sent: Monday, December 21, 2020 1:48 PM

To: Arradondo, Medaria <Medaria.Arradondo@minneapolismn.gov>; Kjos, Michael <Michael.Kjos@minneapolismn.gov>; Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>

Subject: Draft of 2-112 - final review

Chief, Assistant Chief and Deputy Chief,

This policy has gone through concurrence, had extensive review and discussion with the City Attorney's Office, and been reviewed and discussed by Commander Wheeler and Director Jaafar.

I am checking with you to see if any of you have additional feedback or changes before we prepare it for publishing (which would include correcting dates, months, etc.). It doesn't really change existing policy, it is more of a process explanation. But important for clearing up some old issues in two other policies (that will be removed).

Thank you,

Dan

Dan Boody

Project Coordinator

City of Minneapolis – Police

Chief's Special Projects

350 S. Fifth St. – Room #100

Minneapolis, MN 55415

Office: 612-673-2338

Fax: 612-673-2750

Daniel.Boody@minneapolismn.gov

<SO21-0xx 2-112 Complaint, Coaching and Disciplinary System 20-12-09.docx>

From: "Halvorson, Henry" <Henry.Halvorson@minneapolismn.gov>

To: "Knudsen, Katherine T" <katherine.knudsen@minneapolismn.gov>

Subject: FW: Draft of 2-112 Complaint, Coaching and Disciplinary System

Date: Thu, 25 Feb 2021 14:55:45 +0000

Importance: Normal

Attachments: SO20-0xx_2-112_Complaint,_Coaching_and_Disciplinary_System_20-11-16.docx;
SO20-0xx_1-
102.01_Disciplinary_System_Used_in_the_Policy_and_Procedure_Manual.docx; SO20-
0xx_5-101.02_Violations_of_the_Code_of_Conduct.docx

Inline-Images: image001.png

Another e-mail

Assistant Chief Henry Halvorson

Minneapolis Police Department

Professional Standards Bureau

350 South 5th Street -Room 130

Minneapolis, MN 55415

(612)-673-3634

Henry.Halvorson@minneapolismn.gov



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From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>
Sent: Friday, November 20, 2020 3:53 PM
To: Ritchie, Heidi <heidi.ritchie@minneapolismn.gov>
Cc: Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>; Chernos, Trina R. <Trina.Chernos@minneapolismn.gov>
Subject: Draft of 2-112 Complaint, Coaching and Disciplinary System

Heidi,

This is one that we worked with the City Attorney's Office on, and it is out for feedback now. It will see further changes to clarify a few things, but I wanted to let you know it is in the works. (The other two policies are being removed to consolidate and clarify things).

-Dan

Dan Boody

Project Coordinator

City of Minneapolis – Police

Chief's Special Projects

350 S. Fifth St. – Room #100

Minneapolis, MN 55415

Office: 612-673-2338

Fax: 612-673-2750

Daniel.Boody@minneapolismn.gov

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-112 Complaint, Coaching and Disciplinary System</u>			APPROVED BY:

MP-8806

Introduction: This section is being added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 COMPLAINT, COACHING AND DISCIPLINARY SYSTEM
(11/xx/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. "A" level allegations

Allegations which rise only to a potential "A" level in the MPD's Discipline Matrix may be referred directly to the employee's supervisor for coaching (for sworn or civilian employees) or may be referred to a program of mandatory mediation instituted by the office of police conduct review (for sworn employees). Such complaints may also be referred for formal investigation.

C. Discipline

When investigation has concluded and when allegations have been sustained, the determination regarding discipline, if any, is made by the Chief of Police.

D. Coaching

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

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 1-102.01 Disciplinary System Used in the Policy and Procedure Manual			APPROVED BY:

MP-8806

Introduction: This section is being removed and replaced by a revision to 2-100 to consolidate and clarify the procedures.

Effective with the issuance of this Special Order, Section 1-102.01 of the MPD Policy and Procedure Manual shall be amended as follows:

~~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)

DRAFT

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 1
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 5-101.02 Violations of the Code of Conduct			APPROVED BY:

MP-8806

Introduction: This section is being replaced by a revision to 2-100 to consolidate and clarify procedures.

Effective with the issuance of this Special Order, Section 5-101.02 of the MPD Policy and Procedure Manual shall be deleted as follows:

~~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)~~

From: "Halvorson, Henry" <Henry.Halvorson@minneapolismn.gov>

To: "Knudsen, Katherine T" <katherine.knudsen@minneapolismn.gov>

Subject: FW: Draft of 2-112

Date: Thu, 25 Feb 2021 14:55:05 +0000

Importance: Normal

Attachments: SO20-0xx_2-112_Complaint,_Coaching_and_Disciplinary_System_20-11-23.docx

Inline-Images: image001.png

Another e-mail.

Assistant Chief Henry Halvorson

Minneapolis Police Department

Professional Standards Bureau

350 South 5th Street -Room 130

Minneapolis, MN 55415

(612)-673-3634

Henry.Halvorson@minneapolismn.gov



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From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>
Sent: Monday, November 30, 2020 10:36 AM
To: Moryc, Anne <Anne.Moryc@minneapolismn.gov>; Halvorson, Henry
<Henry.Halvorson@minneapolismn.gov>
Subject: Draft of 2-112

Lieutenant,

13.393 - Attorney

Please see the attached draft and let me know if you have other feedback or changes.

Thanks!

-Dan

Dan Boody

Project Coordinator

City of Minneapolis – Police

Chief's Special Projects

350 S. Fifth St. – Room #100

Minneapolis, MN 55415

Office: 612-673-2338

Fax: 612-673-2750

Daniel.Boody@minneapolismn.gov

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-112 Complaint, Coaching and Disciplinary System</u>			APPROVED BY:

MP-8806

Introduction: This section is being added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 COMPLAINT, COACHING AND DISCIPLINARY SYSTEM
(11/xx/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. Minor or lower-level allegations

Allegations which only describe minor or lower-level infractions may be referred directly to the employee's supervisor for coaching (for sworn or civilian employees) or may be referred to a program of mandatory mediation instituted by the office of police conduct review (for sworn employees). Such complaints may also be referred for formal investigation.

C. Discipline

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

D. Coaching

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

From: "Halvorson, Henry" <Henry.Halvorson@minneapolismn.gov>

To: "Knudsen, Katherine T" <katherine.knudsen@minneapolismn.gov>

Subject: FW: Policy Feedback Sheet- 2-112 Complaint, Coaching, and Disciplinary System,
Requested 11-17-20

Date: Thu, 25 Feb 2021 14:56:50 +0000

Importance: Normal

Attachments: Policy_Feedback_Sheet-_2-112_Requested_11-17-20.docx; SO20-0xx_2-112_Complaint,_Coaching_and_Disciplinary_System_20-11-16.docx; SO20-0xx_1-102.01_Disciplinary_System_Used_in_the_Policy_and_Procedure_Manual.docx; SO20-0xx_5-101.02_Violations_of_the_Code_of_Conduct.docx

Inline-Images: image001.png

Another e-mail

Assistant Chief Henry Halvorson

Minneapolis Police Department

Professional Standards Bureau

350 South 5th Street -Room 130

Minneapolis, MN 55415

(612)-673-3634

Henry.Halvorson@minneapolismn.gov



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have received this electronic transmission in error, please immediately notify the sender by return email and then promptly delete this message from your computer system.

From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>

Sent: Tuesday, November 17, 2020 3:56 PM

To: Kroll, Bob (Federation) <bkroll@mpdfederation.com>; sschmidt@mpdfederation.com

Cc: Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>

Subject: Policy Feedback Sheet- 2-112 Complaint, Coaching, and Disciplinary System, Requested 11-17-20

The Policy Feedback Sheet for the attached draft is respectfully requested back by 11/24/20.

SO20-0xx 2-112 Complaint, Coaching and Disciplinary System

The related special order drafts for 1-102.01 and 5-102.02 are also attached.

Thank you.

Dan Boody

Project Coordinator

City of Minneapolis – Police

Chief's Special Projects

350 S. Fifth St. – Room #100

Minneapolis, MN 55415

Office: 612-673-2338

Fax: 612-673-2750

Daniel.Boody@minneapolismn.gov



DATE:

November 17,
2020**1POL
ICY
FEE
DBA
CK
SHE
ET**MINNEAPOLIS POLICE DEPARTMENT
MPD 1026

TO:

Police Federation

FROM:

The Chief of Police

SUBJECT:

Manual Revision – 2-112 Complaint, Coaching and Disciplinary System

DISTRIBUTION:

Federation President Kroll, Federation Vice President Schmidt

Please complete and return to sender on or before: **November 24, 2020.**

COMMENTS:

If you think the revisions in the attached draft are not clear, please type language that you would believe would make it clearer. Thank you.

SIGNATURE:

EMPL NO.

TITLE/ASSIGNMENT

DATE:

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-112 Complaint, Coaching and Disciplinary System</u>			APPROVED BY:

MP-8806

Introduction: This section is being added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 COMPLAINT, COACHING AND DISCIPLINARY SYSTEM
(11/xx/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. "A" level allegations

Allegations which rise only to a potential "A" level in the MPD's Discipline Matrix may be referred directly to the employee's supervisor for coaching (for sworn or civilian employees) or may be referred to a program of mandatory mediation instituted by the office of police conduct review (for sworn employees). Such complaints may also be referred for formal investigation.

C. Discipline

When investigation has concluded and when allegations have been sustained, the determination regarding discipline, if any, is made by the Chief of Police.

D. Coaching

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

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 1-102.01 Disciplinary System Used in the Policy and Procedure Manual			APPROVED BY:

MP-8806

Introduction: This section is being removed and replaced by a revision to 2-100 to consolidate and clarify the procedures.

Effective with the issuance of this Special Order, Section 1-102.01 of the MPD Policy and Procedure Manual shall be amended as follows:

~~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)

DRAFT

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 1
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 5-101.02 Violations of the Code of Conduct			APPROVED BY:

MP-8806

Introduction: This section is being replaced by a revision to 2-100 to consolidate and clarify procedures.

Effective with the issuance of this Special Order, Section 5-101.02 of the MPD Policy and Procedure Manual shall be deleted as follows:

~~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)~~

From: "Halvorson, Henry" <Henry.Halvorson@minneapolismn.gov>

To: "Knudsen, Katherine T" <katherine.knudsen@minneapolismn.gov>

Subject: FW: Policy Concurrence: 2-112 Complaint, Coaching, and Disciplinary System-requested 11-17-20

Date: Thu, 25 Feb 2021 14:56:36 +0000

Importance: Normal

Attachments: CONCUR_2-112_Requested_11-17-20.docx; SO20-0xx_2-112_Complaint,_Coaching_and_Disciplinary_System_20-11-16.docx; SO20-0xx_1-102.01_Disciplinary_System_Used_in_the_Policy_and_Procedure_Manual.docx; SO20-0xx_5-101.02_Violations_of_the_Code_of_Conduct.docx

Inline-Images: image001.png

Another e-mail

Assistant Chief Henry Halvorson

Minneapolis Police Department

Professional Standards Bureau

350 South 5th Street -Room 130

Minneapolis, MN 55415

(612)-673-3634

Henry.Halvorson@minneapolismn.gov



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have received this electronic transmission in error, please immediately notify the sender by return email and then promptly delete this message from your computer system.

From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>

Sent: Tuesday, November 17, 2020 4:03 PM

To: Kjos, Michael <Michael.Kjos@minneapolismn.gov>; Fors, Erick <Erick.Fors@minneapolismn.gov>; Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>; Waite, Kathy <Kathy.Waite@minneapolismn.gov>; Huffman, Amelia <Amelia.Huffman@minneapolismn.gov>; Loining, Todd <Todd.Loining@minneapolismn.gov>; McGinty, Sean <Sean.McGinty@minneapolismn.gov>; Peterson, Billy <Billy.Peterson@minneapolismn.gov>; Pulphus, Kelvin <Kelvin.Pulphus@minneapolismn.gov>; Adams, Charlie F. <Charlie.Adams@minneapolismn.gov>; Blackwell, Katie M. <Katie.Blackwell@minneapolismn.gov>; Case, Jason <Jason.Case@minneapolismn.gov>; Gerlicher, Scott <Scott.Gerlicher@minneapolismn.gov>; Glampe, Travis <Travis.Glampe@minneapolismn.gov>; Granger, Christopher <Christopher.Granger@minneapolismn.gov>; Veliz, Giovanni <Giovanni.Veliz@minneapolismn.gov>; Wheeler, Thomas <Thomas.Wheeler@minneapolismn.gov>; Moryc, Anne <Anne.Moryc@minneapolismn.gov>

Cc: Arradondo, Medaria <Medaria.Arradondo@minneapolismn.gov>; Chernos, Trina R. <Trina.Chernos@minneapolismn.gov>

Subject: Policy Concurrence: 2-112 Complaint, Coaching, and Disciplinary System- requested 11-17-20

This concurrence request is regarding adding P&P 2-112 to consolidate and clarify the complaint, coaching and disciplinary systems and procedures. The related special order drafts for 1-102.01 and 5-101.02 are also attached.

Your response is respectfully requested by **Tuesday, November 24th**.

Thank you,

Dan

Dan Boody

Project Coordinator

City of Minneapolis – Police

Chief's Special Projects

350 S. Fifth St. – Room #100

Minneapolis, MN 55415

Office: 612-673-2338

Fax: 612-673-2750

Daniel.Boody@minneapolismn.gov



1 CON
CUR
REN
CE
SHE
ET

DATE:

November 17,
2020

MINNEAPOLIS POLICE DEPARTMENT
MPD 1026

TO:
Admin, Insp., Cmdr.

FROM:
The Chief of Police

SUBJECT:
Manual Revision – 2-112 Complaint, Coaching and Disciplinary System

DISTRIBUTION:
A/C Kjos, D/C Fors, D/C Halvorson, D/C Waite, Insp. Huffman, Insp. Loining, Insp. McGinty, Insp. Peterson, Insp. Pulpus, Cmdr. Adams, Cmdr. Blackwell, Cmdr. Case, Cmdr. Gerlicher, Cmdr. Glampe, Cmdr. Granger, Cmdr. Veliz, Cmdr. Wheeler

Please complete and return to sender on or before: **November 24, 2020.**

_____ I concur and have no comments.

_____ I basically concur, but have commented below and/or on the draft.

_____ I do not concur for the reasons given below and/or on the draft.

_____ Other:

COMMENTS:

Please review and return concurrence form with any comments, suggestions, etc. by the above date.

SIGNATURE:

EMPL NO.

TITLE/ASSIGNMENT

DATE:

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-112 Complaint, Coaching and Disciplinary System</u>			APPROVED BY:

MP-8806

Introduction: This section is being added to consolidate and clarify the complaint, coaching and disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 COMPLAINT, COACHING AND DISCIPLINARY SYSTEM
(11/xx/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. "A" level allegations

Allegations which rise only to a potential "A" level in the MPD's Discipline Matrix may be referred directly to the employee's supervisor for coaching (for sworn or civilian employees) or may be referred to a program of mandatory mediation instituted by the office of police conduct review (for sworn employees). Such complaints may also be referred for formal investigation.

C. Discipline

When investigation has concluded and when allegations have been sustained, the determination regarding discipline, if any, is made by the Chief of Police.

D. Coaching

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

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 1-102.01 Disciplinary System Used in the Policy and Procedure Manual			APPROVED BY:

MP-8806

Introduction: This section is being removed and replaced by a revision to 2-100 to consolidate and clarify the procedures.

Effective with the issuance of this Special Order, Section 1-102.01 of the MPD Policy and Procedure Manual shall be amended as follows:

~~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)

DRAFT

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 1
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 5-101.02 Violations of the Code of Conduct			APPROVED BY:

MP-8806

Introduction: This section is being replaced by a revision to 2-100 to consolidate and clarify procedures.

Effective with the issuance of this Special Order, Section 5-101.02 of the MPD Policy and Procedure Manual shall be deleted as follows:

~~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)~~

From: "Halvorson, Henry" <Henry.Halvorson@minneapolismn.gov>

To: "Knudsen, Katherine T" <katherine.knudsen@minneapolismn.gov>

Subject: FW: Disciplinary system related policies

Date: Thu, 25 Feb 2021 14:57:52 +0000

Importance: Normal

Attachments: SO20-0xx_2-112_Disciplinary_System_20-11-12.docx; SO20-0xx_1-102.01_Disciplinary_System_Used_in_the_Policy_and_Procedure_Manual.docx; SO20-0xx_5-101.02_Violations_of_the_Code_of_Conduct.docx

Inline-Images: image001.png

Another e-mail

Assistant Chief Henry Halvorson

Minneapolis Police Department

Professional Standards Bureau

350 South 5th Street -Room 130

Minneapolis, MN 55415

(612)-673-3634

Henry.Halvorson@minneapolismn.gov



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From: Boody, Daniel <Daniel.Boody@Minneapolismn.gov>
Sent: Thursday, November 12, 2020 10:05 AM
To: Halvorson, Henry <Henry.Halvorson@minneapolismn.gov>; Moryc, Anne <Anne.Moryc@minneapolismn.gov>
Cc: Chernos, Trina R. <Trina.Chernos@minneapolismn.gov>
Subject: Disciplinary system related policies

Deputy Chief and Lieutenant,

After previous discussions with Lieutenant Moryc about the Discipline Matrix **13.393 - Attorney**
I developed the attached draft for P&P 2-112 **13.393 - Attorney**. It would clarify the procedures, and as a result, P&P 1-102.01 and 5-101.02 would be removed.

Please let me know if you would like me to set up a meeting to discuss, or if you have any other feedback.

Thank you,

Dan

Dan Boody

Project Coordinator

City of Minneapolis – Police

Chief's Special Projects

350 S. Fifth St. – Room #100

Minneapolis, MN 55415

Office: 612-673-2338

Fax: 612-673-2750

Daniel.Boody@minneapolismn.gov

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 2-112 Disciplinary System			APPROVED BY:

MP-8806

Introduction: This section is being added to clarify the disciplinary systems and procedures.

Effective with the issuance of this Special Order, Section 2-112 of the MPD Policy and Procedure Manual shall be added as follows:

2-112 DISCIPLINARY SYSTEM
(11/xx/20)

A. Investigation

1. Sworn Employees

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

2. Civilian Employees

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

3. Both Sworn and Civilian Employees

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

B. "A" level allegations

Allegations which rise only to a potential "A" level in the MPD's Discipline Matrix may be referred directly to the employee's supervisor for coaching (for sworn or civilian employees) or may be referred to a program of mandatory mediation instituted by the office of police conduct review (for sworn employees). Such complaints may also be referred for formal investigation.

C. Discipline

When investigation has concluded and when allegations have been sustained, the determination regarding discipline, if any, is made by the Chief of Police.

D. Coaching

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

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 1-102.01 Disciplinary System Used in the Policy and Procedure Manual			APPROVED BY:

MP-8806

Introduction: This section is being removed and replaced by a revision to 2-100 to clarify the procedures.

Effective with the issuance of this Special Order, Section 1-102.01 of the MPD Policy and Procedure Manual shall be amended as follows:

~~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)

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MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: November xx, 2020	DATE EFFECTIVE: November xx, 2020	NUMBER: SO20-0xx	PAGE: 1 of 1
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – 5-101.02 Violations of the Code of Conduct			APPROVED BY:

MP-8806

Introduction: This section is being replaced by 2-112 to clarify procedures.

Effective with the issuance of this Special Order, Section 5-101.02 of the MPD Policy and Procedure Manual shall be deleted as follows:

~~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)~~