

MINNEAPOLIS POLICE DEPARTMENT

POLICY CHANGE NOTICE



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: 12/31/2026	DATE EFFECTIVE: 1/1/2026	NUMBER: PCN26-001.01	PAGE: 1 of 11
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revisions - Headings Updated			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

Summary: All listed policies have been updated to include a standard header format. No changes were made to the policy language.

Effective with the issuance of this Policy Change Notice, the following policy numbers of the MPD Policy and Procedure Manual shall be amended as follows:

- 1-103.01 Requests for Amendments**
- 1-301 Police Department - Executive Power**
- 1-302 General Duties of the Chief**
- 1-303 Department Budgeting Process**
- 1-304 Grant Fund Application and Award Acceptance Process**
- 1-304.01 Grant Fund Applications/Project - Reports and Files**
- 1-305 Contributions From Outside Sources**
- 1-307 Member-Owned Vending and Gaming Machines**
- 1-402 Chain of Command**
- 1-402.01 Employee Authority and Responsibility - Accountability**
- 1-405 Responsibilities of Persons in Positions of Command**
- 1-406 Responsibility of Supervisors**
- 1-407 Duties of Supervisors**
- 1-408 Command Authority - Ranking or Senior Officers**
- 1-409 Supervision of Special Shifts/Details**
- 2-201 Member Evaluation Required**
- 2-301 Employee Awards – Procedures for Recommendations**
- 2-301.01 Medal of Honor**
- 2-301.02 Medal of Valor**
- 2-301.03 Department Purple Heart Medal**
- 2-301.04 Medal of Commendation**
- 2-301.05 Excellence in Tactics and De-Escalation Award**
- 2-301.06 Department Award of Merit**

2-301.07	Life Saving Award
2-301.08	Unit Citation Award
2-301.09	Chief's Award of Merit
2-301.10	Outstanding Employee Pin
2-301.11	Distinguished Service Award
2-301.12	Excellence in Investigation Award
2-302	MPD Awards Committee
2-303	Award Appeal Process
2-304	Award Presentations
2-305	Annual Police Awards Ceremony
2-306	Citizen Appreciation Award
2-306.01	Citizen's Award of Valor
2-401	Assignment Objectives
2-401.01	Assignment Policy
3-101	Personal Appearance Policy
3-101.01	Personal Appearance Policy – Supervisor Responsibility
3-102	Official Changes to Uniform Policy
3-104	Jewelry
3-105	Hair Accessories – Uniformed Members
3-106	Eyewear – Uniformed Members
3-107	Cosmetics
3-108	Court Attire
3-109	Plainclothes Attire
3-110	Uniforms
3-111	Uniform Classes for Sworn Members
3-115	Class 'D' Uniform (Specialty Units)
3-116	Badges
3-117	Mourning Bands
3-118	Uniform Sleeve Patches
3-119	Name Tags and Name Tag Attachments
3-120	Leather and Accessories
3-121	Optional Uniform Apparel – Sworn Members
3-121.02	Optional Uniform Apparel – Raincoats
3-121.03	Optional Uniform Apparel – Sweaters
3-121.04	Optional Uniform Apparel – Scarves
3-121.06	Optional Uniform Apparel – Gloves and Mittens
3-121.07	Optional Uniform Apparel – C.E.D. Holder
3-121.09	Optional Uniform Apparel – Mock Neck Shirt
3-124	MPD Member Identification
3-126	Maternity Uniform
3-127	Hijab and Headscarves

3-301	Hours of Shift
3-301.01	Hours of Shift – Change to Daylight Savings Time
3-302	Members to Remain at Work Until Properly Relieved
3-303	Absent Without Leave (AWOL)
3-305	Photographing and Fingerprinting Employees
3-306	Requests for Transfer
3-307	Resignations
3-308	Smoking/Tobacco Use Restrictions
3-404	Payroll Checks
3-405	Administrative Leaves (Departmental)
3-406	Relieving Member From Duty
3-407	Mandatory Counseling
3-505	Exposure to Blood Borne and Air Borne Pathogens
3-506	Exposure Terms and Definitions
3-507	Bloodborne/Airborne Pathogen Information and Training
3-508	Employee Vaccinations
3-509	Personal Protective Equipment
3-510	General Practices for Exposure Control
3-512	Decontamination of Police Vehicles
3-513	Waste and Medical Debris Used at Crime Scenes and Traffic Accidents
3-514	Removal of Waste, Blood, and Body Fluids From Locations Other Than Public Places
3-515	Disposal of Contaminated Materials
3-516	Contacting a Medical Facility for Patient Information
3-517	When a Significant Exposure is Suspected: Actions of Employee
3-518	Significant Exposure: Actions Taken by Medical Facility
3-519	Consent for Blood Draw Initiated by MPD
3-520	Seeking a Court Ordered Blood Draw
3-601	Days Off – Donated Off-Day
3-602	Religious Holidays
3-603	Time Off to Vote
3-604	Vacation Accumulation and Selection
3-605	Leaves of Absences
3-605.01	Military Leave
3-606	Special Duty
3-701	Overtime Policy
3-701.01	Calculation of Overtime
3-701.02	Extension of Work Hours
3-701.03	Maximum Allowable Compensatory Time Credit
3-701.04	Emergency Callback Overtime Requests
3-701.05	Approval of Overtime Requests
3-701.06	Prohibited Acts - Overtime

3-702	Shift Meetings
3-704	The Court Liaison Function
3-705	Processing Subpoenas and Trial Notices
3-706	Subpoenas or Trial Notices – Employee Responsibility
3-707	Standby Court Time
3-708	Applying for Court-Related Overtime
3-709	Overtime Policy for OPCR, Internal Affairs, and Police Federation
3-710	Complaint Signing, Depositions, Prolonged Trial Appearances
3-711	Overtime for Off-Duty Telephone Calls
3-713	Testifying for the Defense and Witness Fees
3-714	Court Parking and Validation
3-703	Timeliness of Overtime Entry
3-901	Funeral Details
3-901.01	Funeral Details – Current MPD Officers – Line of Duty Death
3-901.02	Funeral Details – Current MPD Officers
3-901.03	Funeral Details – Retired MPD Officers
3-901.04	Funeral Details – Other
3-902	Funeral Information – General Announcements
3-903	Honor Guard
3-904	Color Guard
3-905	Police Band
3-906	Drills and Ceremonies
4-101	Roll Call Requirements
4-102	Roll Call Procedures
4-103	Inspections - Vehicles
4-103.01	Inspection of Precinct Incident Command Vehicles
4-103.02	Inspection of Vehicles Used for Transport
4-104	Equipment Required in Vehicles
4-104.01	Equipment Required in Precinct Command Vehicles
4-105	Inspections – Sworn Personnel
4-105.02	Homeland Security Equipment Inspection
4-106	Ammunition
4-201	Equipment & Supply Responsibility
4-201.01	Marking Equipment
4-202	Equipment – Employee Responsibility
4-203	Request for Equipment, Supplies or Services
4-204	Request for Equipment – Portable Radios
4-205	Requests for Reallocation of Space
4-206	Repair of Furniture and Equipment
4-207	Inventory of Special Items
4-208	Lost/Stolen/Damaged City Property and Recovery
4-209	MPD Issued/Returned Equipment

4-210	Reimbursement for Damaged Property or Equipment
4-211	Initiating a Reimbursement Claim
4-212	Professional Association Reimbursement
4-213	Use of Department Telephones
4-214	Standard Forms
4-215	Requests for New Forms, Revisions and Printing
4-216	Business Cards
4-216.01	Ordering Business Cards
4-302	Flying While Armed
4-401.01	Vehicle – Use of Personal Vehicle for Police Business
4-401.02	Vehicle – Seat Belts
4-401.03	Vehicles – Altering Design or Equipment
4-403	Parking Assignments
4-404	Parking Restrictions
4-405	Preventive Maintenance Requirements
4-405.01	Vehicle Emergency Repairs
4-408	Gasoline Credit Card Procedures
4-408.01	Supervisors’ Responsibility – Gas Charges
4-408.02	Unaccounted for Charges
4-409	Motor Vehicle Pool
4-410	City Vehicles and On-Duty Accidents
4-410.01	Responsibility of Supervisors
4-410.02	Responsibility of Investigating Squad
4-411	Accident Review Committee
4-412	Squad Car Accident Reports and Dispositions
4-413	MPD Parking Placards
4-414	Global Positioning Systems (GPS) in Squads
4-501	Confidential Department Records, Reports and Information
4-502	Security of Reports
4-503	Access to Criminal Records
4-503.01	Access to Criminal History Checks
4-504	Legal Process Involving the Production or Inspection of Evidence or Records in Court
4-505	Inspection of Records and Reports by the Media or Public
4-505.01	Use of Victim Photographs/Videos
4-506	Openness in Government
4-507	Department Personnel Records
4-601	Report Responsibility
4-602	Report Writing
4-603	Handwritten Offense/Incident Reports
4-604	Officer’s Statements
4-605	Case Control Numbers

4-605.01	Case Control Numbers – Original
4-606	Quality Report Review
4-606.01	Correction of Offense Code
4-606.02	Changing an Existing Supplement
4-607	Police Officers – Injury or Death in the Line of Duty
4-607.01	Continued Health Insurance Coverage to Officers Disabled or Killed in the Line of Duty
4-608	Victim Assistance Cards (Blue Cards)
4-609	Reporting Liquor Violations to License Division
4-610	Daily Activity Report
4-611	Patrol Performance Chart
4-612	Field Interviews and Interrogations
4-613	Missing, Lost or Stolen Identification Cards
4-614	Robbery and Carjacking Reports
5-101	Code of Conduct Defined
5-106	Department-Sanctioned Social Events
5-107	Computer Use and Electronic Communication
5-109	Malignment and Misinformation
5-110	Threats of Harm
5-201	Responsibility of On-Duty Officers
5-202	Responsibility of Off-Duty Officers
5-203	Responsibility Outside of the State
5-204	Refusal to Work
5-403	Critical Incidents – Loaner Handgun
5-404	Firearms – Civilian Personnel
5-405	Firearms Authorized for Off-Duty Use
5-405.01	Securing Firearms Off-Duty
5-406	Approval of Firearms
5-407	Maintenance of Firearms
5-408	Ammunition
5-411	Firearms Training Requirements
5-411.01	Failure to Qualify
5-411.02	Failure to Attend Firearms Training
5-412	Use of Department Range Facility
5-412.01	Range Rules – Indoor and Outdoor
5-413	Depositing Weapons at Jail or Processing Facility
5-602.01	Arrest or Detention of Person Handicapped in Communication
5-603	Transportation of Persons With Disabilities in Wheelchairs
6-101	Relationships With Other Agencies
6-102	Requests From Other Agencies
6-103	Transportation of Persons for Hennepin County Agencies or Other Jurisdictions

6-104	Mutual Aid Agreement
6-104.01	Procedures for Requesting or Providing Assistance Under Mutual Aid
6-104.02	Costs and Liability Under Mutual Aid
6-105	Requesting National Guard Assistance
6-106	University of Minnesota Campus
6-107	Requesting Federal Law Enforcement Assistance
6-108	Interagency Agreement – Bomb Unit/Water Related Incidents
6-109	Response to Special Jurisdictional Areas
6-110	Minneapolis Fire Department
6-111	Minnesota State Patrol Helicopter
6-112	Social Service Agency Relationships
6-113	District Court Liaison
6-113.01	Juvenile Court Liaison
6-113.02	Liaison With District Court Prosecutors
6-114	Corrections Department and Probation/Parole Agency Liaison
6-115	Law Enforcement Agency Liaison
6-116	Traffic Safety Liaison
6-117	Hennepin County Criminal Justice Coordinating Council
6-118	Fire Department and Emergency Medical Services Liaison
6-119	Regional Services
6-119.01	Metro/Statewide Law Enforcement Radio System
6-119.02	Centralized Statewide Fingerprint Records System
6-119.03	Centralized Statewide Crime Information System
6-119.04	Statewide Crime Reporting System
6-120	Contractual Agreements for Law Enforcement Services
6-120.01	Assessment of Needed Services
6-120.02	Joint Powers Agreement Required
6-120.03	Contractual Cost Accounting
6-120.04	Indemnification
6-120.05	Personnel Status
6-201	Media Information and Media Releases
6-201.01	Public Information Officer
6-202	Responsibility of MPD Employees
6-203	Release of Information (News Media Release Form)
6-204	Major Incidents
6-205	News Release on Vehicular Accidents
6-206	Site Access for News Media
6-302	Precinct Community Rooms
6-303	Department Speakers
6-304	Ride-Along Program
6-401.01	Ride-Along Program Authorization
6-401.02	Ride-Along Instruction

6-401.03 Ride-Along Termination
6-402 Special Participants for Ride-Alongs – City Employees
6-402.01 Special Participants for Ride-Alongs – MPD Employee
6-402.02 Special Participants – Under Eighteen Years of Age
6-403 Officer’s Right to Decline
6-404 Responsibility of Commanders – Ride Along Program
6-405 Ride-Along Participant Identification
7-101 Emergency Communications Center
7-106 KOPS (Keeping Our Police Safe)
7-107 Communications Record Keeping
7-201 Watch Commanders
7-202 Incidents Requiring the Notification of a Watch Commander
7-301 Accidents – Non-Vehicular (NVA)
7-303 Arson
7-305 Bicycles – Stolen and Recovered
7-306 Boundary Disputes
7-307 Burglary
7-308 Burglary of Banks, Federal, and Railroad Property
7-309 Burglary – Property Loss Form Packets
7-310 Checks
7-311 Check the Welfare/Medical Emergencies
7-312 Clearing Condemned Buildings
7-313 Deaths and Serious Injury – Department Employees
7-315 Divorce Evidence
7-316 Eviction of Cohabitant
7-316.01 Eviction
7-317 Removing Personal Effects
7-319 Espionage or Sabotage Activities
7-320 Hold-Up Alarms
7-320.01 Hold-Up Alarm – Callback Procedures
7-320.02 False (Holdup) Alarms
7-321 Food Poisoning
7-321.01 Food or Product Tampering
7-322 Forgeries
7-323 Gunshot/Shots Fired
7-323.01 Gunshot/Deadly Weapon Wounds
7-323.02 ShotSpotter Calls (SPOTS)
7-324 Hazardous Material Incidents
7-325 Hotel or Motel Owner/Client Disputes
7-326 Labor Management Disputes
7-327 Landlord-Tenant Disputes
7-329.01 Motor Vehicle Locates

7-329.02 Motor Vehicle License Plate Theft Reports
7-329.03 Motor Vehicle Theft Reports – Leased Vehicles
7-329.04 Motor Vehicles – Breach of Trust
7-330 Motor Vehicle Theft During the Commission of Another Crime
7-331 Narcotics
7-332 No-Pays – Service Stations
7-333 Open Fire Hydrants
7-334 Party Calls – Chronic Problem Address
7-335 Prowlers
7-336 Repossessions
7-337 River and Lake Operations – Rescue and Immediate Response
7-339 Securing Open Buildings
7-340.01 Shoplifting – Juvenile Suspects
7-341 Stake-Out and Decoy Operations
7-342 Theft
7-344 Vulnerable Adults
7-347 Incidents Involving Injuries to a Traffic Control Agent
7-501 Traffic Accident Investigation Procedures
7-501.01 Traffic Accident Reports
7-501.02 Insurance – No Proof of Insurance
7-503 Fatal and/or Critical Injury Accident Investigations
7-504 Charging Suspects With a Felony as a Result of an Accident
7-505 Hit and Run Reports – When Required
7-506 Investigating Hit and Run Incidents
7-507 Charging Violators With a Misdemeanor at Accidents
7-508 Vehicle Towing at Accidents
7-509 Accident Packets – Property Damage
7-602 Traffic Tags
7-603 Enforcing Vehicle Parking and Driving Laws
7-604 Traffic Arrest Reports
7-606 Citizen Arrest – Traffic Violation
7-607 Parking Violations
7-609 Temporary No Parking Violations
7-610 Driver’s License/Traffic Violations
7-611 Incompetent Drivers
7-612 Squad Speedometer Calibration
7-612.01 Radar and Speed Measuring Devices-Standards
7-613 Semi-Annual Fleet Mileage Check
7-702 Towing – Inventory Procedure
7-704 Towing From Private Property
7-705 Towing From Out of the City
7-706 Stalled Vehicles

- 7-707 Placing a Hold on an Impounded Vehicle**
- 7-708 Procedures for Processing Vehicles Held for Evidentiary Purposes**
- 7-709 Release of Vehicle Procedure**
- 7-710 Administrative Impoundment of License Plates**
- 7-901 Emergency Response – General Objectives**
- 7-902 Emergency Response – General Responsibilities**
- 7-904 Active Shooter Policy - ERU Personnel**
- 7-907 Phase II Alert**
- 7-908 Phase III Alert**
- 7-909 Emergency Callback Roster**
- 7-909.01 Callback Procedures**
- 7-910 Emergency Operations Center – MPD**
- 7-910.01 Emergency Operations Center – City**
- 7-912.02 Weapons of Mass Destruction – Threats**
- 7-913 Gas Masks/Respiratory Protective Equipment Program**
- 8-103 Mandatory Reporting of Maltreatment of Minors**
- 8-104 MECC and Parental Notification of Detained or Arrested Juveniles**
- 8-105 Juvenile Records**
- 8-105.01 Authorized Use of Juvenile Photographs**
- 8-105.02 Juvenile Photograph Expungement**
- 8-107 Interviews of Arrested Juveniles**
- 8-108 Arrest or Investigation of Juveniles at Minneapolis Public Schools**
- 8-109 Fingerprinting and Photographing Juveniles**
- 8-203 Curfew Violations**
- 8-204 Truancy**
- 8-206 Transfer of Child Custody When a Parent is Arrested for a Crime Unrelated to Child Abuse and Neglect**
- 8-209 Contributing to the Delinquency of Minors**
- 8-211 Transportation and Car Seats**
- 8-301 Booking Criteria for Hennepin County Juvenile Detention Center (JDC)**
- 8-302 Juvenile Misdemeanors and Status Offenses- Over 10 Years of Age**
- 8-304 Juvenile Suspects – Under 10 Years of Age**
- 8-306 Arrest or Detention of Injured or Incapacitated Juveniles in Need of Medical Attention**
- 8-307 Juvenile Traffic Offense**
- 8-307.01 Juvenile Driving Under the Influence (DUI)**
- 8-308 Mass Arrests of Juveniles**
- 9-101 Felony Arrests – Adults**
- 9-101.01 Felony and Gross Misdemeanor Arrest Report Requirements Public Information – Judicial Probable Cause**
- 9-102 Gross Misdemeanor Arrests – Adults**
- 9-104 Arrests for Driving While Intoxicated (DWI)**

9-104.01 Arrests for Crimes of Violence
9-105 Arrest Reports/Adult Detention Center
9-106 Citations in Lieu of Arrest and Arrest Reports
9-107 Citizen's Arrests
9-108 Arrest or Detention of Injured Adults
9-109 Handcuffing Arrestees/Detainees
9-111 Legislative Immunity
9-113 Arrest and/or Detention of Foreign Nationals
10-101.01 Crime Scene Supervision - Critically Ill or Injured Children
10-104 Recommendation Upon Completion of Initial Investigation
10-106 Assistance From Crime Lab
10-107 Notification of Investigators
10-108 Death Determination
10-109 Homicide or Suspicious Death Scene
10-110 Notification of the Medical Examiner
10-111 Searching Dead Bodies
10-112 Transportation of Dead Bodies
10-113 Dead Bodies – Offense/Incident Reports
10-114 Notification to Relatives
10-116 Officer-Involved Shootings
10-117 Evidence Processing
10-117.01 Surveillance Video Collection and Forensic Video Analysis
10-201 Allocation of Resources
10-205 Interviewing Suspects in Hospitals
10-206 Electronic Recording of Custodial Interrogations/Interviews
10-208 Issuance of Wanted Bulletins
10-208.01 Temporary Wanted Person File – Felony Only
10-208.02 Temporary Felony Vehicle File
10-209 Maintenance of Files and General Distribution of Wanted Bulletins
10-210 Review of Wanted Bulletins
10-211 Cancellation of Wanted Bulletins
10-212 Administrative Subpoenas
10-212.01 Request for Normal & After-Hours Administrative Subpoenas
10-212.02 Qwest Communications - Subpoenas, Search Warrants, Court Orders
10-213 36-Hour Hold and 48-Hour Hold Rules
10-301 Use of Case File