

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: 12/31/2025	DATE EFFECTIVE: 1/1/2026	NUMBER: SO26-001.02	PAGE: 1 of 7
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revisions – Discipline Ranges Removed (PRH Implementation)			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

Summary: Discipline ranges will no longer be included in policy to align with the discipline matrix.

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

- 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**
- 1-306 Trademark**
- 1-307 Member-Owned Vending and Gaming Machines**
- 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**
- 2-403 Police Activities League (P.A.L.)**
- 2-501 Training**
- 2-502 POST Licensing Requirements**
- 3-101 Personal Appearance Policy**
- 3-101.01 Personal Appearance Policy – Supervisor Responsibility**
- 3-103 Hairstyle, Facial Hair, and Grooming Standards**
- 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**
- 3-118 Uniform Sleeve Patches**
- 3-121 Optional Uniform Apparel – Sworn Members**
- 3-122 Pins and Award Bars**
- 3-123 Rank and Service Insignia**
- 3-124 MPD Member Identification**
- 3-125 Interns/Temporary Members/Other City Employees – Employee ID Cards**

- 3-206 Body Armor**
- 3-301 Hours of Shift**
- 3-302 Members to Remain at Work Until Properly Relieved**
- 3-303 Absent Without Leave (AWOL)**
- 3-304 Telephone and Address Requirements**
- 3-307 Resignations**
- 3-308 Smoking/Tobacco Use Restrictions**
- 3-401 Timekeeping Responsibility**
- 3-402 Payroll – Special Duty Hours**
- 3-404 Payroll Checks**
- 3-405 Administrative Leaves (Departmental)**
- 3-406 Relieving Member From Duty**
- 3-407 Mandatory Counseling**
- 3-501 Member Health and Wellness**
- 3-502 Health Screening and Fitness Assessment - Sworn Members**
- 3-606 Special Duty**
- 3-701 Overtime Policy**
- 3-701.01 Calculation of Overtime**
- 3-701.02 Extension of Work Hours**
- 3-701.05 Approval of Overtime Requests**
- 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**
- 3-711 Overtime for Off-Duty Telephone Calls**
- 3-712 Employees Late or Failing to Appear for Court**
- 3-713 Testifying for the Defense and Witness Fees**
- 4-101 Roll Call Requirements**
- 4-102 Roll Call Procedures**
- 4-103 Inspections - Vehicles**
- 4-104 Equipment Required in Vehicles**
- 4-105 Inspections – Sworn Personnel**
- 4-106 Ammunition**
- 4-202 Equipment – Employee Responsibility**

4-203	Request for Equipment, Supplies or Services
4-204	Request for Equipment – Portable Radios
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
4-213	Use of Department Telephones
4-215	Requests for New Forms, Revisions and Printing
4-216	Business Cards
4-217	Digital Cameras and Digital Information Management System (DIMS)
4-218	Mobile and Video Recording (MVR) Policy
4-223	Body-Worn Cameras
4-301	MPD Travel Procedures
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
4-404	Parking Restrictions
4-407	Fueling Department Vehicles
4-408	Gasoline Credit Card Procedures
4-408.02	Unaccounted for Charges
4-410	City Vehicles and On-Duty Accidents
4-410.01	Responsibility of Supervisors
4-410.02	Responsibility of Investigating Squad
4-414	Global Positioning Systems (GPS) in Squads
4-415	Vehicle Idling
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
4-608	Victim Assistance Cards (Blue Cards)
4-609	Reporting Liquor Violations to License Division
4-610	Daily Activity Report
4-612	Field Interviews and Interrogations
5-107	Computer Use and Electronic Communication

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
5-404 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
5-601 Limited English Language Proficiency (LEP)
5-602 Communicating With Deaf or Hard of Hearing Individuals
5-602.01 Arrest or Detention of Person Handicapped in Communication
6-111 Minnesota State Patrol Helicopter
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
6-401.01 Ride-Along Program Authorization
6-401.02 Ride-Along Instruction
6-401.03 Ride-Along Termination
6-402.02 Special Participants – Under Eighteen Years of Age
6-404 Responsibility of Commanders – Ride Along Program
6-405 Ride-Along Participant Identification
7-107 Communications Record Keeping
7-201 Watch Commanders
7-301 Accidents – Non-Vehicular (NVA)
7-306 Boundary Disputes
7-308 Burglary of Banks, Federal, and Railroad Property
7-311 Check the Welfare/Medical Emergencies
7-312 Clearing Condemned Buildings
7-313 Deaths and Serious Injury – Department Employees
7-314 Domestic Abuse
7-315 Divorce Evidence
7-316 Eviction of Cohabitant

7-316.01 Eviction
7-317 Removing Personal Effects
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
7-323 Gunshot/Shots Fired
7-323.01 Gunshot/Deadly Weapon Wounds
7-324 Hazardous Material Incidents
7-325 Hotel or Motel Owner/Client Disputes
7-326 Labor Management Disputes
7-327 Landlord-Tenant Disputes
7-330 Motor Vehicle Theft During the Commission of Another Crime
7-332 No-Pays – Service Stations
7-333 Open Fire Hydrants
7-334 Party Calls – Chronic Problem Address
7-335 Prowlers
7-338 Police Response to School Bus and School Bus Stop Incidents
7-339 Securing Open Buildings
7-340 Shoplifting – Adult Suspects
7-341 Stake-Out and Decoy Operations
7-342 Theft
7-343 Vice
7-344 Vulnerable Adults
7-345 Patrol Responses to Special Events/Incidents
7-501 Traffic Accident Investigation Procedures
7-501.01 Traffic Accident Reports
7-501.02 Insurance – No Proof of Insurance
7-502 Accident Investigation Responsibility
7-504 Charging Suspects With a Felony as a Result of an Accident
7-505 Hit and Run Reports – When Required
7-507 Charging Violators With a Misdemeanor at Accidents
7-601 Traffic Stops
7-602 Traffic Tags
7-603 Enforcing Vehicle Parking and Driving Laws
7-604 Traffic Arrest Reports
7-605 Chemical Testing – Driving Violations
7-606 Citizen Arrest – Traffic Violation
7-607 Parking Violations
7-608 Dismissal of Traffic/Parking Charges and Citations
7-609 Temporary No Parking Violations

- 7-610 Driver's License/Traffic Violations**
- 7-611 Incompetent Drivers**
- 7-807.01 Canine (K9) Unit**
- 7-807.02 Injured Canine Handler**
- 7-902 Emergency Response – General Responsibilities**
- 7-903 MPD Response to Homeland Security Threat Levels**
- 7-904 Active Shooter Policy - ERU Personnel**
- 7-906 Phase I Alert**
- 7-907 Phase II Alert**
- 7-908 Phase III Alert**
- 7-909 Emergency Callback Roster**
- 7-909.01 Callback Procedures**
- 7-912 Weapons of Mass Destruction (WMD)**
- 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**
- 8-110 Juvenile Informants**
- 8-301 Booking Criteria for Hennepin County Juvenile Detention Center (JDC)**
- 8-302 Juvenile Misdemeanors and Status Offenses- Over 10 Years of Age**
- 8-303 Juvenile Gross Misdemeanor, Felony, and Domestic Assault Arrest Procedures – Over 10 Years of Age**
- 8-304 Juvenile Suspects – Under 10 Years of Age**
- 8-305 Juveniles – Warrant Checks, Warrants, and PC Pick Ups**
- 8-306 Arrest or Detention of Injured or Incapacitated Juveniles in Need of Medical Attention**
- 8-306.01 Juveniles Under the Influence and Juvenile Low-Level Offenders in Need of Medical Attention**
- 8-306.02 Juveniles to be Booked at JDC 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**
- 9-103 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
9-110 Prisoner Control, Safety and Transportation
9-111 Legislative Immunity
9-112 Diplomatic and Consular Immunity
9-113 Arrest and/or Detention of Foreign Nationals
9-115 Federal Prisoners – Including AWOLs
9-201 Search and Seizure
10-101 Crime Scene Supervision
10-101.01 Crime Scene Supervision - Critically Ill or Injured Children
10-102 Initial or Preliminary Investigations
10-103 Follow-Up Investigation by Uniformed Officers
10-104 Recommendation Upon Completion of Initial Investigation
10-105 Case Closed by Arrest - Misdemeanors
10-107 Notification of Investigators
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
10-115 Predatory Offender Registration
10-115.01 Predatory Offender Community Notification
10-116 Officer-Involved Shootings
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
10-213 36-Hour Hold and 48-Hour Hold Rules
10-301 Use of Case File
10-302 Supplementary Report Preparation