

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

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TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revisions – Terms Updated (PRH Implementation)			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

Summary: The following policy language was updated to align with the overall central glossary implementation for the Policy and Resource Hub (PRH). Some previously defined terms have been removed from the definitions section and/or integrated into the specific policy language.

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

2-105	Anti-Discrimination, Harassment, and Retaliation <ul style="list-style-type: none"> <u>Workplace</u> discrimination, harassment, and retaliation
3-104	Jewelry <ul style="list-style-type: none"> One <u>wristwatch</u>
3-301	Hours of Shift <ul style="list-style-type: none"> <u>A work day begins and ends at 2400 hours. The work week for the MPD begins on Sunday and ends on Saturday.</u>
3-706	Subpoenas or Trial Notices – Employee Responsibility <ul style="list-style-type: none"> Upon notification, by Subpoena, <u>Subpoena or Trial Notice with a "Standby" Designation,</u>
3-711	Overtime for Off-Duty Telephone Calls <ul style="list-style-type: none"> <u>Exigent-Time sensitive</u> circumstances
4-218	Mobile and Video Recording (MVR) Policy <ul style="list-style-type: none"> III.A.5. <u>Members activate MVR through any process which causes the MVR system to record video or audio data (Record Mode).</u> Record Mode can be activated in the following ways: III.A.7. <u>The digital MVR system is preset to record video prior to activation. This MVR pre-event recording is included as part of the incident and is viewable during playback.</u> MPD Stores is responsible for distributing blank MVR <u>media-storage and equipment</u> to the precincts and units. III.C.1. <u>Members shall categorize an event that has been recorded and for which a predetermined retention period has been set.</u> Every recorded event shall be appropriately categorized in order to ensure proper data retention guidelines are followed.

	<ul style="list-style-type: none"> • MVR digital recorded events categorized as Arrest, Use of Force or Significant Incident shall be uploaded at <u>the MVR designated upload sites</u> by the officers assigned to the squad, prior to the end of their shift whenever possible. • When the display shows less than 4 gigabytes of available space, officers shall proceed to an <u>MVR designated upload site</u> to upload recordings. • III.C.5. <u>When the police vehicle is within range of the MVR designated upload site, a wireless upload will occur and the MVR (digital) recordings will be automatically transferred over a wireless connection to a storage server.</u>
4-220	<p>Cellular Phones</p> <ul style="list-style-type: none"> • III.A.5. Cell phones should not be used if they may be disruptive to others. <u>A disruptive activity occurs when the use of a cell phone would be considered disruptive, such as in training sessions, court, or public places where cell phone use would reasonably be deemed annoying and intrusive.</u> • exigent circumstances <u>extreme or emergency circumstances (such as a time-sensitive matter)</u>
4-221	<p>Disposition of Property to the Museum of Minneapolis Police</p> <ul style="list-style-type: none"> • <u>mixed-multi</u>media,
4-222	<p>Automated License Plate Reader (ALPR)</p> <ul style="list-style-type: none"> • <u>A “read” is when an ALPR automatically focuses on, photographs, and converts to digital text the license plate of a vehicle that comes within range of the ALPR device. The term scan may also be used.</u> • <u>BOLO/Hotlists Content and Use</u> • <u>Be on the lookout (BOLO)</u> • <u>BOLO/Hhotlists</u> • <u>BOLO/Hhotlists</u> • historical <u>ALPR queries searches</u>-used • designated <u>ALPR</u> supervisor may access
4-223	<p>Body-Worn Cameras</p> <ul style="list-style-type: none"> • <u>BWC Pre-Event Recording</u> • <u>The digital BWC system is present is to record and store video only (no audio) prior to manual activation. The pre-event recording is included as part of the incident and is viewable during playback.</u> • <u>BWC Deactivation</u> • <u>BWC activation.</u> • <u>BWC Uploading</u> • Employees shall upload all BWC digital data at the conclusion of their shift <u>at the BWC Designated Upload Site. Employees shall place by placing</u> their BWC in the assigned docking stations or utilizing other department approved <u>BWC</u> uploading procedures. • <u>Data</u> and Custody of BWC equipment • BWC uploading <u>of the video.</u> • BWC <u>U</u>uploading <u>of the recordings</u>-and physical custody • BWC <u>U</u>uploading <u>BWC data</u>-from off-duty shifts
4-226	<p>Use of Unmanned Aerial Vehicles</p> <ul style="list-style-type: none"> • to use an <u>unmanned aerial vehicle (UAV)</u>
4-701	<p>Drug and Alcohol Testing Roles</p> <ul style="list-style-type: none"> • <u>Testing</u> Collector

	<ul style="list-style-type: none"> • <u>The collection of the testing sample shall not be witnessed by the Collector or Escort, or by any person other than subject Employee.</u>
5-108	Social Media Sites <ul style="list-style-type: none"> • <u>social media</u> content of these social media sites can be subpoenaed
5-307	Force Option – Impact Projectiles and Launchers <ul style="list-style-type: none"> • All 40mm rounds stored at precincts shall be checked out by a supervisor, except in <u>emergency exigent</u> circumstances.
5-601	Limited English Language Proficiency (LEP) <ul style="list-style-type: none"> • <u>Exigent-Extreme or emergency</u> circumstances may require deviation from the general procedures outlined in this policy. In such situations, MPD personnel are to use the most reliable, temporary interpreter available, such as a bilingual MPD employee, a family member, friend, or bystander. Examples include but are not limited to: the need to obtain descriptive information on a fleeing suspect, or identifying information of an injured person. Once an <u>exigency-emergency</u> has passed all personnel shall revert to the general procedures in this directive. • In other than <u>exigent-extreme or emergency</u> circumstances, MPD personnel should only use family, friends or bystanders for interpreting in informal, non-confrontational contexts, and only to obtain basic information at the request of the LEP person. Note the following:
5-602	Communicating With Deaf or Hard of Hearing Individuals <ul style="list-style-type: none"> • During <u>exigent-extreme or emergency</u> circumstances, an interpreter will be offered after the <u>exigency-emergency</u> ends.
5-604	Interactions With Transgender and Gender Non-Conforming Individuals <ul style="list-style-type: none"> • gender expression , <u>anatomical sex</u>, or sexual orientation.
7-102	Priority Call Code Numbers and Radio Call Numbers <ul style="list-style-type: none"> • MECC may hold priority 3 calls for the squad in whose <u>MPD</u> district the call is occurring for up to one hour.
7-314	Domestic Abuse <ul style="list-style-type: none"> • Felony 1st degree assault, if the parties are family or household members, <u>which; includes those in a significant romantic or sexual relationship.</u>
7-324	Hazardous Material Incidents <ul style="list-style-type: none"> • An <u>MPD</u> district squad
7-338	Police Response to School Bus and School Bus Stop Incidents <ul style="list-style-type: none"> • with <u>MPD</u> district squads
7-343	Vice <ul style="list-style-type: none"> • specific <u>MPD</u> district
7-349	Sexual Assault Response and Investigations <ul style="list-style-type: none"> • Any behavioral changes that led the situation from one based on <u>sexual</u> consent to one of submission, coercion, fear, or force.
7-401	Normal and Emergency Vehicle Operation <ul style="list-style-type: none"> • Members will not provide emergency escorts for private vehicles except under extreme or <u>exigent-emergency</u> circumstances(<u>such as a person is in an immediate life-threatening situation and the member’s supervisor has approved the escort</u>).
7-402	Pursuit Policy

	<ul style="list-style-type: none"> Fully marked, low profile and unmarked squad <u>cars</u> can initiate a pursuit, provided the squad is equipped with department authorized emergency lights and a siren and <u>is-are designated as pursuit</u> rated <u>for pursuit</u> by the manufacturer. A pursuit shall not be initiated or shall be <u>come a</u> terminated <u>pursuit</u> if the driver is refusing to or failing to stop and the only known reason for the attempted stop is a petty misdemeanor or misdemeanor. Members shall not initiate a previously terminated pursuit within 20 minutes of the termination, unless there are <u>exigent-extreme</u> circumstances <u>caused by the driver posing an immediate threat of danger to another person, themselves, the member or community</u>. <u>If the primary squad discontinues their participation under this section and there are no secondary squads involved, the pursuit should become a is-terminated pursuit.</u> Acknowledge <u>terminated</u> pursuit <u>termination</u> any tactical options utilized, <u>such as tire deflation devices</u> If there <u>is a terminated</u> pursuit <u>is terminated</u> with no apprehension, collision or injury, the pursuit supervisor does not have to respond to the scene.
7-805	Crowd Management <ul style="list-style-type: none"> <u>The-News</u> media have a First Amendment right to cover public activity, including the right to record video or film, livestream, photograph, or use other mediums.
7-905	Incident Command System <ul style="list-style-type: none"> <u>Incident</u> Safety Officer Any other functions necessary for incident command or unified command operations, <u>such as incident planning or incident logistics.</u>
7-912	Weapons of Mass Destruction (WMD) <ul style="list-style-type: none"> The purpose of this policy is to outline the necessary awareness of the possible presence of weapons of mass destruction (WMD) or WMD Threat during any emergency. WMDs can include <u>Chemical Weapons, Biological Weapons, Radiological Weapons, Explosive/Incendiary Weapons, and</u> nuclear materials.
7-912.01	Weapons of Mass Destruction – Initial Response <ul style="list-style-type: none"> If a member responds to an incident which involves chemical <u>weapons</u>, biological <u>weapons</u>, radiological <u>weapons</u>, explosive/incendiary <u>weapons</u>, or nuclear materials he/she should do the following:
7-912.02	Weapons of Mass Destruction – Threats <ul style="list-style-type: none"> A member may be dispatched to an incident in which <u>the</u> use of <u>a-weapons</u> of mass destruction (<u>WMD</u>) has been threatened (<u>a WMD Threat</u>); however, no known event has occurred and there are no known casualties.
9-110	Prisoner Control, Safety and Transportation <ul style="list-style-type: none"> Transporting officers shall not stop or interrupt prisoner transport responsibilities unless <u>exigent-extreme or emergency</u> circumstances exist (<u>e.g., vehicle malfunction, to render emergency medical aid</u>) and the risk to the prisoner is minimal.
9-201	Search and Seizure <ul style="list-style-type: none"> <u>Obtaining a warrant or court order for a body cavity search is not required if e</u>Exigent circumstances <u>exist. such as the suspect placing illegal narcotics or contraband into their mouth does not require obtaining a search warrant or court order.</u>
9-202	Public Recording of Police Activities

	<ul style="list-style-type: none"> • Employees shall not erase or delete, or request any person to erase or delete any files, media or recorded images or sounds from any camera or other recording device that is in possession of any person, or that has been seized or voluntarily turned over. • perform their <u>police</u> duties, • If an arrest is made prior to supervisor arrival due to <u>the need to prevent immediate harm to a person or the existence of an imminent threat to public safety, exigent circumstances</u>, arrestee shall not be transported to a holding or detention facility until the supervisor is present and has approved the arrest. • or media content. • With approval of the supervisor, the officer may ask the person in possession of the recording if he or she they will consent to voluntarily allow the officer to take possession of the recording <u>and/or storage</u> device or media and process it as evidence. • Any recording devices and/or media-storage devices taken into custody shall be returned as soon as practical.
9-301	Search Warrants <ul style="list-style-type: none"> • the <u>MPD</u> district squad
10-117.02	Statements Regarding Surveillance Video Identifications and Comparisons <ul style="list-style-type: none"> • Case reports and supplements must not state that persons or suspects have been positively identified or preliminarily identified from surveillance media recordings by anyone other than trained forensic video analysts.
10-203	Confidential Informants <ul style="list-style-type: none"> • <u>Employees shall follow all MPD procedures when obtaining and using information from a confidential source (CS) or cooperating defendant (CD).</u> • <u>CI Handler</u> • <u>Information provided by a Confidential Reliable Informant (CRI) is generally recognized as more reliable than that of a CI, which has resulted in the Court allowing law enforcement greater latitude when using CRI information.</u>
10-207	Eyewitness Identification <ul style="list-style-type: none"> • Photo arrays and line-ups shall be conducted by displaying the suspect and fillers sequentially using a blind or blinded administration. <u>Simultaneous lineups shall not be used.</u> • Acted in the capacity of the line-up identification A administrator.
10-302	Supplementary Report Preparation <ul style="list-style-type: none"> • Sgt. Johnathan Doe • Johnathan Wall • John Casey L. Jones
10-401	Property and Evidence <ul style="list-style-type: none"> • Electronic Media or Digital Evidence <u>and Storage Devices</u> • <u>Digital storage devices (thumb drives, CDs, DVDs, flash drives, etc.) continuing evidence Items of evidence submitted on electronic media (thumb drives, CDs, DVDs, flash drives, etc.) or digital storage devices</u> should be submitted in a protective sleeve, cover, or container that will offer protection for the media or device item. • This applies to media items • When <u>recorded</u> media is checked out, the original <u>recorded</u> media shall not be altered or deleted, and data shall not be added to the original component. •

