

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TO: Distribution "A"		RETENTION DATE: Until Rescinded	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 – Updated Terms and Definitions		APPROVED BY: <i>Chief O'Hara</i>	

MP-8806

Summary: To ensure consistency with terms and definitions across the entire manual, some have been updated. Policy language remains unchanged but affected terms and related policies are noted below.

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

Term: Definition (Changes highlighted in red)

Activate MVR: Any process which causes the MVR system to record video or audio data. Activation may occur automatically due to a trigger event or be done manually.

- 4-218 - Mobile and Video Recording (MVR) Policy

Affected Member: A member who has experienced or been impacted by a critical incident, traumatic event or other work-related stressor.

- 2-502 - POST Licensing Requirements
- 3-501 – Member Health and Wellness

Designated ALPR Supervisor: A superior officer assigned to oversee and administer, or to assist in overseeing and administering, the use of the ALPR devices and/or stored ALPR data. There may be more than one designated supervisor.

- 4-222 - Automated License Plate Reader (ALPR)

Amber Alert Program: Utilizes the State’s Emergency Alert System (EAS) and Minnesota Crime Alert Network (MNCAN). It allows law enforcement agencies to collaborate with local broadcasters through the use of an early-warning system to alert the public when a child is in danger.

- 7-201 - Watch Commanders

- 7-202 - Incidents Requiring the Notification of a Watch Commander
- 8-102 - Juvenile Terms and Definitions
- 8-201 - Missing and Runaway Juveniles
- 8-202 - Amber Alerts

Anatomical Sex: The anatomical qualities that determine whether one is male or female.

- 5-604 - Interactions With Transgender and Gender Non-Conforming Individuals

Authorized BWC Personnel: Personnel designated by the Chief or the Chief's designee, to manage data recorded by the BWC. Such management includes duplication, redaction and lawful destruction of data as required by law and the City of Minneapolis Records Retention Policy. Designated personnel may include, but is not limited to: Records Management Specialists, Crime Lab Personnel and Business Technology Personnel.

- 4-223 - Body-Worn Cameras

BWC Activation: Any process that causes the BWC system to record audio or video data. Activation will be done manually. Activation can only occur when the BWC is already powered on.

- 4-223 - Body-Worn Cameras
- 4-226 - Use of Unmanned Aerial Vehicles

BWC Deactivation: Any process that causes the BWC system to stop recording. Deactivation can be done manually or can occur accidentally.

- 4-223 - Body-Worn Cameras

BWC Designated Upload Site: Location where employees complete the task of uploading BWC recordings to a storage server through a PC using the SYNC program or through a docking station.

- 4-223 - Body-Worn Cameras

BWC Pre-Event Recording: Video stored by the BWC system prior to manual activation. This is a configurable feature for the digital BWC system and is preset to record video only (no audio) prior to manual activation. The pre-event recording is included as part of the incident and is viewable during playback.

- 4-223 - Body-Worn Cameras

BWC Record Mode: When the BWC or MVC is recording both audio and video as a result of activation.

- 4-223 - Body-Worn Cameras

CI Handler: The employee primarily responsible for supervision and management of a CI.

- 10-203 - Confidential Informants

Community Policing (Training): Instruction on the following matters:

- Techniques for expanding the training of peace officers to include de-escalation and problem-solving.
 - Techniques for organizing community members so that they are involved and trained in community policing activities.
 - Techniques for relating to diverse communities.
 - Techniques for relating to individuals with physical or mental limitations.
 - Training on child development issues to enable officers to respond appropriately to perceived child protection situations.
- 2-501 - Training

Court Standby:

- An off-duty status in which an employee must:
 - Be reachable by phone, cell phone or pager.
 - Be in court within one hour of such call.
- An employee who is on “Standby” is eligible for “Standby” compensation per individual labor agreement.
- 3-707 - Standby Court Time

Crisis: An event or situation where a person’s safety and health ~~are~~may be threatened by behavioral health challenges, to include mental ~~illness,~~health conditions, intellectual or developmental disabilities, substance use, or overwhelming stressors. A crisis can involve a person’s perception or experience of an event or situation as an intolerable difficulty that exceeds the person’s current resources and coping mechanisms and may include unusual stress in their life that renders the person unable to function as they normally would. ~~The crisis may, but not necessarily, result in an upward trajectory or intensity culminating in thoughts or acts that are possibly dangerous to the person or others.~~

- 1-201 - Department Organization and Functions
- 2-402 - Police Assistance Program
- 4-103.02 - Inspection of Vehicles Used for Transport
- 6-103 - Transportation of Persons for Hennepin County Age
- 7-102 - Priority Call Code Numbers and Radio Call Numbers
- 7-905 - Incident Command System
- 7-912.01 - Weapons of Mass Destruction – Initial Response
- 8-102 - Juvenile Terms and Definitions
- 8-205 - Health and Welfare Holds for Juveniles

Crowd Control Weapons: Crowd control weapons include any weapon (or tool used as a weapon) used to address a civil disturbance or other unlawful public assembly. These include chemical aerosols, chemical munitions or projectiles (CS or OC), smoke munitions or projectiles,

marking rounds (40mm direct, exact or blunt impact projectiles or rounds), rubber bullets, impact weapons (ASP batons, riot sticks, bicycles or other items used as impact weapons), and light sound distraction devices (inert, CS or OC blast balls). Authorization for use of crowd control weapons is set forth in [P&P 7-805](#) section [D] below.

- 7-805 – Crowd Management

De-escalation: Techniques and tactics to reduce the intensity of a situation. These strategies serve to ~~preserve life and promote member safety~~ [increase the likelihood of voluntary compliance, minimize the need to use force, and uphold the sanctity of life](#) by enabling members to resolve situations without the use of force or with the lowest degree of force necessary. (P&P 7-802)

- 2-301.05 - Excellence in Tactics and De-Escalation Award
- 2-501 - Training
- 7-805 - Crowd Management

Escort Officer: An officer assigned by the Incident Commander at the scene to stay with an Involved Officer and any Witness Officers until relieved by Investigators. Whenever possible, Escorts assigned to Involved Officers shall be of the rank sergeant or above.

- 7-810 – Critical Incidents

First Response: (Community Based First Response ~~(First Response)~~ ~~——~~ ~~First Response~~) social workers are available 24 hours per day, 7 days per week. First Response handles emergency shelter placements, telephone assessments of families in crisis and takes child & adult protection reports.

- 7-318 - Custody of Children
- 8-102 - Juvenile Terms and Definitions
- 8-203 - Curfew Violations
- 8-205 - Health and Welfare Holds for Juveniles
- 8-207 - Lost and Abandoned Children
- 8-304 - Juvenile Suspects – Under 10 Years of Age

Health and ~~Wellness~~Safety Coordinator: The MPD's Health and ~~Wellness~~Safety Coordinator (HSC) is the designated point of contact for communications between Hennepin County Medical Center's (or other clinic/local hospital) Infection Control Unit and the MPD.

- 1-201 - Department Organization and Functions

Identification Administrator: The ~~officer~~member conducting the identification procedure. Includes Independent Administrator and Functional Equivalent.

- 10-207 - Eyewitness Identification

Incident Logistics: Group or individual responsible for securing resources in order to support operations during the incident.

- 7-905 - Incident Command System

Incident Planning: Group or individual responsible for planning and prioritizing the direction of the incident in order to accomplish the current mission of the operation.

- 7-905 - Incident Command System

Incident Safety Officer: Responsible for evaluating the overall incident scene for potential hazards and makes recommendations to the incident commander during the incident operations.

- 7-905 - Incident Command System

Independent Line-up Administrator: A person who does not know the identity of the suspect.

- 10-207 - Eyewitness Identification

Involved Officer: ~~An officer~~ A member who appears to have engaged in conduct constituting a Critical Incident.

- 5-403 - Critical Incidents – Loaner Handgun
- 7-810 - Critical Incidents

John: ~~An individual~~ A person who engages in prostitution by hiring, offering to hire or agreeing to hire another individual to engage in sexual contact.

- 10-105 - Case Closed by Arrest - Misdemeanors
- 10-202 - Plainclothes Officers and Undercover Operations

Juvenile Detention Center ~~(JDC):~~ Located at 510 Park Avenue in downtown Minneapolis.

- 8-102 - Juvenile Terms and Definitions
- 8-104 - MECC and Parental Notification of Detained or Arrested Juveniles
- 8-109 - Fingerprinting and Photographing Juveniles
- 8-301 - Booking Criteria for Hennepin County Juvenile Detention Center (JDC)
- 9-104.01 - Arrests for Crimes of Violence
- 10-206 - Electronic Recording of Custodial Interrogations/Interviews
- 10-213 - 36-Hour Hold and 48 Hour Hold Rules

Juvenile Supervision Center ~~(JSC):~~ JSC receives juveniles ages 10-17, who have been detained for curfew, truancy and other offenses which do not meet JDC booking criteria and whose parent/legal guardian is unable to be located. JSC is located in Room 21A, City Hall.

- 8-102 - Juvenile Terms and Definitions
- 8-104 - MECC and Parental Notification of Detained or Arrested Juveniles
- 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
- 8-306.01 - Juveniles Under the Influence and Juvenile Low-Level Offenders in Need of Medical Attention
- 8-307 - Juvenile Traffic Offense

Line-up: The process of presenting live individuals to an eyewitness for the purpose of identifying or eliminating suspects.

- 7-102 - Priority Call Code Numbers and Radio Call Numbers
- 10-207 - Eyewitness Identification

MECC: The Minneapolis Emergency Communications Center. Minneapolis Emergency Communications Center is the city's 911 center that answers emergency and non-emergency calls and coordinates the appropriate response by public safety services.

- 1-112 - Procedure Manuals
- 1-201 - Department Organization and Functions
- 3-513 - Waste and Medical Debris Used at Crime Scenes and Traffic Accidents
- 5-603 - Transportation of Persons With Disabilities in Wheelchairs
- 7-101 - Emergency Communications Center
- 7-102 - Priority Call Code Numbers and Radio Call Numbers
- 7-103 - Calls for Service
- 7-104 - Radio Contact and Use
- 7-105 - Command Staff Notification Protocol
- 7-106 - KOPS (Keeping Our Police Safe)
- 7-201 - Watch Commanders
- 7-202 - Incidents Requiring the Notification of a Watch Commander
- 7-301 - Accidents – Non-Vehicular (NVA)
- 7-302 - Animal Calls
- 7-314 - Domestic Abuse
- 7-318 - Custody of Children
- 7-323.02 - ShotSpotter Calls (SPOTS)
- 7-324 - Hazardous Material Incidents
- 7-328 - Missing Persons – Adults
- 7-333 - Open Fire Hydrants
- 7-334 - Party Calls – Chronic Problem Address
- 7-339 - Securing Open Buildings
- 7-350 - Emergency Medical Response
- 7-402 - Pursuit Policy

News Media: Media means any person who is an employee, agent, or independent contractor of any newspaper, magazine or other periodical, book publisher, news agency, wire service, radio or television station or network, cable or satellite station or network, or audio or audiovisual production company, or any entity that is in the regular business of news gathering and

disseminating news or information to the public by any means, including, but not limited to, print, broadcast, photographic, mechanical, internet, or electronic distribution. For purposes of this policy, the following are indicia of being a member of the media: visual identification as a member of the press, such as by displaying a professional or authorized press pass or wearing a professional or authorized press badge or some distinctive clothing that identifies the wearer as a member of the press.

- 7-805 – Crowd Management

MPD District: A geographical area within a sector usually determined by the precinct Inspector.

- 7-102 - Priority Call Code Numbers and Radio Call Numbers
- 7-324 - Hazardous Material Incidents
- 7-338 - Police Response to School Bus and School Bus Stop Incidents
- 7-343 - Vice
- 9-301 - Search Warrants

MVR Designated Upload Site: Location where MVR recordings stored on media cards are uploaded to server through wireless transmission.

- 4-218 - Mobile and Video Recording (MVR) Policy

MVR Pre-Event Recording: Video stored by the MVR system prior to activation. This is a configurable feature for the digital MVR system and is preset to record video prior to activation. The pre-event recording is included as part of the incident and is viewable during playback.

- 4-218 - Mobile and Video Recording (MVR) Policy

National Crime Information Center (NCIC): The National Crime Information Center database helps criminal justice professionals apprehend fugitives, locate missing persons, recover stolen property, and identify terrorists. It also assists law enforcement officers in performing their official duties more safely and provides them with information necessary to aid in protecting the general public.

- 8-102 - Juvenile Terms and Definitions

Non-Confidential Sources: (NCS) A person or piece of technology that provides information to law enforcement related to criminal activity, where the identity is known and can be identified in documents or proceedings. Includes Identified Citizen, and Identified Technology.

- 10-203 – Confidential Informants

Order to Appear: A directive on a Subpoena or Trial Notice ordering an individual to appear in court. The order to appear may be superseded by a notation or an oral directive of "Standby."

- 3-703 - Definitions Applying to Court-Related Overtime
- 3-706 - Subpoenas or Trial Notices – Employee Responsibility

Protected Class Status: ~~An individual's~~ Protected classes and statuses include race, ethnicity, color, national origin, ancestry, immigration status, sex, gender identity or expression, age, creed, religion, sexual orientation, marital status, parental status or familial status, disability (including pregnancy), genetic information, veteran's status, status with regard to public assistance, and any other protected class status under state, federal, and local laws.

- 2-105 - Anti-Discrimination, Harassment, and Retaliation
- 5-102 - Professional Conduct
- 5-104 - Impartial and Professional Policing

Public Information Officer ~~(PIO)~~: Disseminates information to the public and media.

- 7-105 - Command Staff Notification Protocol
- 1-201 - Department Organization and Functions
- 7-910 - Emergency Operations Center – MPD
- 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

Public Space/Setting: Public settings include but are not limited to: parks, sidewalks, streets and locations of public protests. The right to record also extends to an individual's home or business, common areas of public and private buildings, and any other public or private facility at which an individual has a right to be.

- 9-202 - Public Recording of Police Activities

Recorded Media: Audio-video signals recorded on any of several storage devices, including but not limited to, analog tape (VHS) or other portable digital storage devices (e.g. CD, DVD, hard drive, flash drive).

- 4-218 - Mobile and Video Recording (MVR) Policy
- 4-223 - Body-Worn Cameras
- 10-401 - Property and Evidence

School Resource Officer ~~(SRO)~~: SRO's are assigned to Minneapolis Public Schools and work together with school administrators, students, the Juvenile Unit, and the community to ensure school safety and security.

- 8-102 - Juvenile Terms and Definitions
- 8-108 - Arrest or Investigation of Juveniles at Minneapolis Public Schools
- 8-204 - Truancy
- 4-223 - Body-Worn Cameras

Search Warrant ~~and~~ Risk Assessment form: The form completed by Minneapolis Police Department employees that uses investigatory information and other criteria to evaluate the risk potential associated with a warrant.

- 9-301 - Search Warrants

Sexual Consent: MN Statute section 609.341 states:

1. Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
2. A person who is mentally incapacitated or physically helpless (as defined by MN Statute section 609.341 Subd. 7 and 9) cannot consent to a sexual act.
3. Corroboration of the victim's testimony is not required to show lack of consent.

- 7-349 - Sexual Assault Response and Investigations

Significant Romantic or Sexual Relationship: MN Statute section 518B.01 Subd. 2 states the following when deciding if a “significant” relationship exists, “In determining whether persons are or have been involved in a significant romantic or sexual relationship the court shall consider the length of time of the relationship; type of relationship; frequency of interaction between the parties; and, if the relationship has terminated, length of time since the termination.

- 7-314 - Domestic Abuse

Simultaneous Line-up: Presentation of a series of photographs or individuals to a witness all at once.

- 10-207 - Eyewitness Identification

Social Media-Site: An internet site or application where users create and share content and participate in online communities and conversations, in the form of a page, profile, account, group or other presence. These include, but are not limited to, blogs, forums, chat sites, Facebook, Twitter, Instagram, Nextdoor, LinkedIn, Reddit, and YouTube. ~~This policy includes emerging new web-based platforms generally regarded as social media or having many of the same functions as those listed.~~

- 1-201 - Department Organization and Functions
- 5-108 - Social Media Sites
- 7-349 - Sexual Assault Response and Investigations
- 10-202 - Plainclothes Officers and Undercover Operations
- 10-203 - Confidential Informants
- 10-207 - Eyewitness Identification
- 10-401 - Property and Evidence

Social Media Content: Any posts, writing, material, documents, photographs, graphics, videos, links, or other information that is created, posted, distributed, or transmitted via social media.

- 5-108 - Social Media Sites

Source Individual: Source Individual (SI)—~~An~~ is an individual, living or dead, whose blood, tissue, or potentially infectious body fluids may be a source of bloodborne pathogen exposure to another person. Examples include, but are not limited to, a victim of an accident, injury or illness, or a deceased person.

- 3-518 - Significant Exposure: Actions Taken by Medical Facility
- 3-519 - Consent for Blood Draw Initiated by MPD
- 7-314 - Domestic Abuse
- 7-318 - Custody of Children
- 1-201 - Department Organization and Functions
- 4-225 - Public Safety Camera Platforms
- 5-108 - Social Media Sites

Source of Information: A general term used to describe a person or piece of technology that provides information to law enforcement related to criminal activity. Includes Cooperating Defendant (CD), Confidential Source (CS), and Non-Confidential Source (NCS).

- 10-203 - Confidential Informants

Special Weapons and Tactics Team (SWAT): ~~The Special Weapons~~ A specialized police unit trained and Tactics Team of equipped to handle high-risk situations beyond the Minneapolis Police Department's scope of regular patrol, such as armed barricades, hostage rescues, and high-risk warrant service.

- 7-345 - Patrol Responses to Special Events/Incidents
- 7-403 - Tire Deflation Devices
- 1-201 - Department Organization and Functions
- 7-808 - Procedures for Operation 100
- 7-808.01 - Designating a SWAT Field Command Post
- 7-805 - Crowd Management
- 2-101 - Duty to Report
- 7-905 - Incident Command System
- 3-103 - Hairstyle, Facial Hair, and Grooming Standards
- 3-110 - Uniforms
- 3-119 - Name Tags and Name Tag Attachments
- 3-122 - Pins and Award Bars
- 5-401 - Safe Handling of Firearms
- 9-301 - Search Warrants

Suspicious Package/ or Device: Any package or device that is reported to be unusual in nature due to any of the following factors: location, size, shape, odor, wrapping, markings, no known origin, etc.

- 7-912.02 - Weapons of Mass Destruction – Threats

Terminated Pursuit: A pursuit is terminated when all participating squads do the following, without or prior to the apprehension of the offender:

- Turn off sirens.
- Stop the squad cars completely, or slow to the posted speed limit and turn off the pursuit route at the next available intersection.
- Turn off emergency lights (when feasible).
- 7-402 - Pursuit Policy

Testing Escort: The employee assigned to accompany the subject of testing.

- 4-701 - Drug and Alcohol Testing Roles

Tire Deflation Devices: Commercially manufactured law enforcement products, ~~(currently made by “Stop Stick Ltd”)~~, which contain puncture devices to deflate vehicle tires. Also referred to as fleeing prevention devices. The devices are used on a vehicle that is stopped.

There are two styles of approved tire deflation devices officers are permitted to deploy, which both have a tire deflation rate of five seconds:

1. The Patrol Terminator, which is generally preferred for fleeing prevention.
 2. The Piranha, which is primarily intended as a covert option.
- 7-402 - Pursuit Policy
 - 7-403 - Tire Deflation Devices

Victim-Centered: A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim’s rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victim’s input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.

- 7-349 - Sexual Assault Response and Investigations

Weapons of Mass Destruction: ~~Any~~ Weapons of Mass Destruction (WMD) are any destructive ~~item/device/items/devices~~ that incorporates explosives, toxic chemicals, biological materials, radiological materials, or nuclear materials, and ~~is~~ are designed to inflict mass casualties and destruction of human life and/or property.

- 7-105 - Command Staff Notification Protocol
- 7-809.01 - Suspicious Packages, Explosives, and Explosions
- 7-912 - Weapons of Mass Destruction (WMD)
- 7-912.01 - Weapons of Mass Destruction – Initial Response
- 7-912.02 - Weapons of Mass Destruction – Threats

Workplace Discrimination: Conduct that interferes with or alters the terms or conditions of a person's employment based on the employee's protected class status, unless otherwise permitted or required by applicable law.

- 2-105 - Anti-Discrimination, Harassment, and Retaliation

Workplace Harassment: Any unwelcome communication or other activity that occurs based upon an individual's protected class status which unreasonably interferes with the person's ability to perform their job or creates a hostile, threatening, or intimidating work environment.

- 2-103 - Complaint, Coaching and Disciplinary System
- 2-105 - Anti-Discrimination, Harassment, and Retaliation

Workplace Retaliation: The imposition of adverse job consequences on an individual because the employee initiated or participated in an investigation of a bona fide discrimination, harassment, or retaliation complaint.

- 2-105 - Anti-Discrimination, Harassment, and Retaliation