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Volume I - Police Reserve Manual

Police Reserve Manual Established

The manual of the Minneapolis Police Reserve (MPR) is hereby established and shall be referred to as the "Police Reserve Manual". It is, and shall be, a composite of current policies, procedures, and rules governing all officers of the Minneapolis Police Reserve. It describes the organizational structure and lists the responsibilities and functions thereof. All officers of the Reserve are to conform with the policies, rules, and procedures herein contained. All previous manuals, orders, and other regulations which are in conflict with the contents of the Police Reserve Manual are hereby revoked.

The objectives, principles, policies, procedures, rules, and regulations set forth in the Police Reserve Manual are guides to the actions of officers of the Reserve.

Distribution of the Police Reserve Manual

Each manual will have an assigned serial number. A record will be kept in the Personnel Unit showing the assignment of each manual.

A copy of the Police Reserve Manual shall be issued to each member of the Police Reserve. One copy will be issued to the Minneapolis Police Officers Federation Library.

Requests for copies of the manual by other agencies will be honored only upon approval by the Police Reserve Chief or MPR Coordinator.

Responsibility for Maintenance of the Police Reserve Manual

All officers shall be responsible for the maintenance, update, and care of the Police Reserve Manual. Service Division shall be responsible for publishing additional and revised manual pages upon each revision.

Ranking officers shall conduct periodic audits of manuals to ensure completeness and satisfactory condition of assigned Police Reserve Manuals.

Requests for Amendments

A request for revision or addition to the Police Reserve Manual shall be prepared and forwarded through appropriate channels to the Police Reserve Chief. At the request of the Chief, Service Division shall research, develop, and, upon approval of the Chief, publish revisions to the manual.

Issuance of Amendments

Amendments to the Police Reserve Manual shall be issued upon revision and incorporated into the manual.
Responsibility for Maintaining Manual Amendments

Each officer shall be responsible for maintaining a copy of amendments to the Police Reserve Manual and for the insertion of revised manual pages into the Police Reserve Manual issued to him/her.

Officers shall place revisions in appropriate sections of his/her manual.

Classification of Orders

Administrative Orders

Administrative orders are directives issued by the Police Reserve Chief. They are used as a means of direct communications to staff and command officers.

Personnel Orders

Personnel orders are issued only by the Police Reserve Chief. Personnel orders will be issued for the purpose of announcing the following:

- The appointment of new personnel
- The appointment or transfer of members from one unit to another
- The issuance of official recognition for superior service and performance
- The promotion or demotion of members from one rank to another
- The assignments to school or other special assignments
- Dismissal and/or restoration to duty of a member
- Resignation, retirement, or death of a member

Division Orders

Division orders are directives, which establish the policy or procedures of a division or unit. They may also announce procedures implementing amendments to the manual.

Special Orders

Special orders will be issued to announce policy and procedure in regard to a specific circumstance or event that is of a temporary and self-canceling nature, or which is applicable only to a specific segment or activity of the Police Reserve. Special orders may be directed to all personnel or to a limited group specifically affected by the order.

Knowledge of Orders

Reservists shall familiarize themselves with all orders issued to their division including those which have been disseminated during their absence from the organization. The publications shall be made available to all Reservists within each division or unit for referral purposes.
Promotion/Demotion Order

When a member of the Minneapolis Police Reserve force is being promoted (Promotion MPR04, Addendum D) or demoted (Demotion MPR05, Addendum E), the respective Minneapolis Police Reserve form is completed and signed first by the Reserve Chief, Assistant Chief, Deputy Chief or Division Inspector. The Reserve Coordinator does final approval and this form is then placed in the officer's personnel file.
Volume II - General Provisions

Policy

Policy consists of principles and values which guide the performance of a Police Reserve activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles which should be followed in activities which are directed toward the attainment of Police Reserve objectives.

Policy is expressed to inform the public and Police Reservists of the principles which will be adhered to in the performance of their duties. Additionally, policy establishes operational standards to assist Police Reservists in the necessary exercise of discretion in discharging their responsibility.

An officer in the performance of his/her duty is confronted with many complex situations which require action. Since policy is objective rather than situation-oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.

Objective

An objective is a desired end for which effort is expended and which, if attained, fulfills the purpose of the Police Reserve. Within each objective there may be a number of secondary objectives, each of which, if attained, contributes to the accomplishment of the Police Reserve mission.

Procedure

A procedure is a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy. Both policies and procedures are objective-oriented; however, policy establishes limits of action while procedure directs response within those limits.

Rule

A rule is a specific prohibition or requirement which is stated to prevent deviations from policy or procedure. Rules allow little deviation other than for stated exceptions.
Law Enforcement Code of Ethics

As a Police Reserve Officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all persons to liberty, equality, and justice.

I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule, develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise, I will perform my duties courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the Police Reserve service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen volunteer work with the Minneapolis Police Reserve.

Loyalty

An officer must be faithful to his/her oath of office (Loyalty Oath, Addendum T). He/she must strive to uphold the principles of professional Police Reserve service and advance the objectives of the Police Reserve. In the discharge of his/her duty, he/she must not allow personal motives to govern his/her decisions and conduct.

Respect for Constitutional Rights

No person has a constitutional right to violate the law, neither may any person be deprived of his/her constitutional rights merely because he/she is suspected of having committed a crime. The task of determining the constitutionality of a law lies with an appellate court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal or state law or local ordinance without denying the constitutional rights of the person violating the law. An officer who lawfully acts within the scope of his/her authority does not deprive persons of their civil liberties. He/she may within the scope of his/her authority make reasonable inquiries.

When an officer exceeds his/her authority by unreasonable conduct, he/she violates the sanctity of the law which he/she is sworn to uphold.

Use of Force

In a complex urban society, officers are daily confronted with situations where control must be exercised to protect the public safety. Control may often be achieved through advice, warning, and persuasion. The use of reasonable physical force may be necessary in situations which cannot be otherwise controlled. Officers are permitted to use whatever force is reasonable and necessary to protect others or themselves from bodily harm in accordance with state law.
Integrity

The public demands that the integrity of its Police Reserve officers be above reproach. The dishonesty of a single officer may impair public confidence and cast suspicion upon the entire Police Reserve force. Succumbing to even minor temptation can be the genesis of a malignancy which may ultimately destroy an individual’s effectiveness and may contribute to the corruption of countless others. An officer must scrupulously avoid any conduct which might compromise the integrity of himself/herself, his/her fellow officers, or the Police Reserve.

Courtesy

Effective law enforcement depends on a high degree of cooperation between the Police Reserve and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by Police Reservists. While the urgency of a situation must preclude the ordinary social amenities, discourtesy under any circumstances must be avoided. The practice of courtesy by a reservist is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional Police Reserve officer.

Assistance

All members are required to take appropriate Police Reserve action toward aiding a fellow Reservist exposed to danger or in a situation where danger may be impending.

Compliance with Lawful Orders

The Police Reserve is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior’s lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, discipline shall be necessary where there is a willful disregard of lawful orders, commands, or directives.

Cooperation

Cooperation between the ranks and the divisions of the Police Reserve is essential to effective performance of duties. All members must establish and maintain a high spirit of cooperation within the Police Reserve.

Attention to Duty

As most Police Reserve work is necessarily performed without close supervision, the responsibility for the proper performance of a reservist’s duty lies primarily with the reservist. A reservist carries a responsibility for the safety of the community and his/her fellow reservists. He/she discharges that responsibility by the faithful and diligent performance of his/her assigned duty. Anything less violates the trust placed in him/her by the community.
Individual Dignity

Recognition of individual dignity is vital in a free system of law, just as all persons are subject to the law. All persons have a right to dignified treatment under the law and the protection of this right is a duty, which is as binding on the department as any other.

An officer must treat a person with respect and must be constantly mindful that the people with whom he/she is dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer’s primary responsibilities; it is inherent in them.

Role of the Individual Officer

In dealing with the people, each officer must attempt to make his/her contact one which inspires respect for him/her as an individual and professional and one which generates the cooperation and approval of the public. While entitled to his/her personal beliefs, an officer cannot allow his/her individual feelings or prejudices to enter into public contacts. However, since an officer’s prejudices may be subconsciously manifested, it is incumbent upon him/her to strive for the elimination of attitudes which might impair his/her impartiality and effectiveness.

Responsiveness to the Community

The Police Reservist must be responsive to the needs and problems of the community. While the law governs the Reserve duties, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the Reserve by a willingness to listen and a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designated to carry out the mission of the Reserve.

Command Responsibility

A commanding officer has responsibility and accountability for every aspect of his/her command. Within policy guidelines and legal restraints, he/she has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his/her organizational objectives. In so doing, he/she must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide him/her and his/her command in achieving the highest level of performance possible.

Command Concern for Individual Welfare

The nature of command is such that there must be a coexisting loyalty to the management of the Reserve and to subordinates. The resolution of those loyalties in a manner which benefits both the Reserve and the individual, and which avoids conflicts between the two interests, requires the exercise of leadership. An interest in individuals and their welfare is a responsibility of command, which may extend beyond morale problems and their effect upon an individual’s performance. It includes a concern for the personal problems, desires, interests, and positive assistance in resolving those problems or in achieving their goals. However, commanding officers should be cautious to avoid interfering where assistance is not required or desired.
Administration of Discipline

One of the primary responsibilities of a commanding officer is the administration of discipline. Discipline can be positive or negative. It may involve encouragement, inspiration, training, or imposition of negative sanctions. It has as its immediate purpose the channeling of individual effort into effective and productive action.

The exercise of positive discipline requires foresight and planning rather than merely reaction. It involves an evaluation of the human factor, which, when combined with proper training, motivation, and recognition of individual and group efforts, results in self-discipline.

Disciplinary means may range from a warning, where the immediate effect is on the individual, to a recommendation of termination, where the positive result derived is in the reassurance of other officers as to unacceptable limits of misconduct. In each case, care must be exercised to make the proper choice in obtaining a desired and just result.

In the administration of discipline, a commanding officer must consider the totality of the circumstances surrounding the allegation of misconduct in making a determination whether the original action of conduct, which prompted the complaint, was not only legal but whether, under the circumstances, it was necessary and proper as well. His/her decision must resolve those factors with the individual's interest and the probable effect of the disciplinary action upon the attainment of Reserve objectives.

To be effective, discipline must not only be fair and consistent in its application, but it must follow the act which it is intended to correct within a reasonable time. Therefore, there should be a prompt resolution of disciplinary action.

Chain of Command

The Chief of the Police Reserve must necessarily limit the number of persons who report to him/her. Therefore, to insure unity of command, clearly defined lines of authority must be drawn so that there exists a structural relationship between each Reserve Officer and the Chief of the Police Reserve. Reservists must be aware of their relative position in the organization, to whom they are immediately responsive, and those persons who are accountable to him/her. Officers should strive at all times to operate within the chain of command and to keep their officers informed as to their activities. The Chief of the Police Reserve is available by appointment to any member of the Reserve through the chain of command.

Inspection and Control

Management inspection and control is necessary to ascertain if command policies, procedures, and rules are adequate and are being properly utilized and to evaluate the overall performance of the Reserve.

Additionally, it is the responsibility of each commanding officer to continually conduct inspections within his/her command to insure the proper performance of assigned equipment, materials, and facilities. Merely finding fault is not inspecting. Therefore, a commanding officer’s responsibility does not end with discovering a deficiency, it includes taking positive measures to correct the problem.
Personnel

Selection

The policy of the Police Reserve is to exercise absolute objectivity in the selection, promotion, and assignment of Police Reservists without regard to race, color, creed or sex.

Separation from MPR

When an active member of the Police Reserve leaves the reserve service, a Minneapolis Police Reserve Separation Form (MPR12, Addendum L) is filled out and kept in that reserve officer’s personnel file. This separation form is also filled out upon discharge of a reserve officer.

Telephone Communications with the Public

The telephone is a method by which the services of the Police Reserve are requested. All incoming calls must be answered as promptly as possible to determine if the need for police service exists and, if so, to provide the required service.

TelephoneCourtesy

In answering telephone calls, police reservists should courteously identify their units and themselves by name. Reservists should make every reasonable attempt to either supply requested information and assistance or promptly refer the caller to the proper department, division, unit, or other public or private agency for assistance.

Field Supervision

Since emergency situations occur without warning and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene directions. In most Police Reserve operations, however, supervision is available and necessary to provide guidance and direction. Supervision gives coherence to the task and directs the energies of the Reserve into an organized effort. Proper supervision is essential to maintain a professional level of competency in Police Reserve operations.

Supervision in Field Operations

The Police Reserve is an organization with an assignment of responsibility and accountability throughout the rank structure. To the degree that a senior officer is responsible and accountable for the performance of his/her junior, he/she must be granted commensurate authority in order to properly discharge his/her responsibility. Field supervision begins with the senior officer on the scene and it is upon him/her that the primary burden of training and directing less experienced officers is placed.
Command Responsibility at Police Reserve Situations

Command of department resources at Police Reserve situations rests with the field commander or assigned senior officer. Such a person has the authority and responsibility to correct the operation. A senior command officer may make suggestions; however, he/she may not actively direct the operation unless he/she properly relieves the subordinate of command. A senior command officer at an emergency scene who does not take command may be held accountable for unfavorable developments.
Volume III - Department Organization

Terminology Defined

- Department: Shall be used to describe the Minneapolis Police Department (MPD) as created in Chapter Six of the Minneapolis City Charter.
- Organization: Shall be used to describe the Minneapolis Police Reserve.
- Division: Shall be used to describe an organizational grouping within the Reserve organization.
- Precinct: The geographical area of the city of Minneapolis is divided into patrol areas referred to as precincts.
- Unit: Shall be used to describe a primary organizational grouping within a division. Units are created only when the function of a given division necessitates additional specialization and organizational grouping or for the purpose of improved efficiency and management control.
- Detail: Shall be used to describe an individual or group of individuals temporarily assigned to a specific assignment of duty that does not warrant the creation of a permanent organizational subdivision. A detail is organizationally accountable to the Chief or Assistant Chief of the Police Reserve or to an appropriate Deputy Chief of the Police Reserve.

Ranks

The order of rank in the Minneapolis Police Reserve shall be as follows:

- Chief of Police Reserve
- Assistant Chief of Police Reserve
- Deputy Chief of Police Reserve
- Inspector
- Captain
- Lieutenant
- Sergeant
- Corporal
- Patrol Officer
Responsibilities of Line Officer

Any infraction of Police Reserve rules when occurring in the presence of a senior officer becomes his/her responsibility. He/she shall take whatever immediate action is appropriate (relieve from duty, etc.) and, as soon as practical, notify the proper supervisor. For personnel below the rank of Captain, the Deputy Chief of Patrol will be responsible for any disciplinary action that will be taken.

Any incident involving the following will require a complete written report to the Reserve Chief, whose responsibility it will be to inform the MPR Coordinator and any other command personnel:

- Minneapolis Police Department personnel
- Civilian personnel
- Police Reserve personnel of the rank of Captain or above

Any disciplinary action of Reserve personnel with the rank of Captain or above will be handled by the Reserve Chief XXX A/C? and Reserve Coordinator with the Deputy Chief of Patrol.

Chain of Command - Minneapolis Police Reserve by rank and title

All communications will be directed as follows:

1. Squad 1703 - Police Reserve Coordinator
2. Portable 1001 - Chief of Police Reserve
3. Portable 1002 - Assistant Chief
4. Portable 1003 - Deputy Chief of Patrol
5. Portable 1004 - Deputy Chief of Services
6. Portable 1005 - Inspector

This is to include all events, regular or emergency, requiring the use of the Reserve. All requests for a call-out of the Reserve will be done by contacting the Reserve Coordinator. If he/she is not available, the Deputy Chief of Police (sworn) will be contacted for approval. After approval is granted, the Chief of the Reserve is contacted and he/she will start the appropriate call-out of Reservists. A command center is established. All Reservists will report there for assignments. The senior Reserve staff officer in charge of the scene makes assignments at events that are typically supervised by the on-duty Reserve Supervisor. The on-duty Reserve Supervisor is an officer with the rank of Lieutenant or above. All events are logged on Police Reserve Event Form MPR13, Addendum N.

Personnel and Training Units

Personnel and Training Unit officers maintain Police Reserve personnel files and assist administration in developing transfers and promotional lists. They maintain a liaison with the Minneapolis Police Department relative to personnel matters and develop and implement recruit training programs for the Police Reserve.

The unit coordinates various specialized training courses for Police Reserve officers.
Volume IV - Code of Conduct

Violations - General Rules of Conduct

Any member of the Police Reserve who shall be found guilty of any violation of the code of conduct of the Police Reserve now in force, or that may hereafter be issued, may be suspended or reduced in rank at the Chief of the Police Reserve’s option.

Disciplinary Procedures

Procedures are established to provide an impartial hearing of complaints against Reserves for violations of rules and regulations or for other conduct in violation of the best interest of the organization and its personnel.

Preliminary Hearing - Review of Charge

The respective Deputy Chief will call in the accused Reserve Officer, his/her Commanding Officer, and a Staff Officer of his/her choice if the accused Reserve Officer so desires. The accused officer will be given a copy of the charges upon which the complaint is based. The recommendation of the Deputy Chief will be presented in writing to the Chief of the Police Reserve within five days. The Chief will make a decision after reviewing the charges and recommendations of the Deputy Chief. The accused Police Reserve Officer will be notified of this decision in writing and will be required to take one of the following options within five days upon receipt of the Chief’s notification:

- Accept discipline as set by the Chief of Police Reserve
- Demand a hearing in front of a formal hearing board

Authority and Purpose

The code of conduct of the Minneapolis Police Reserve is designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct of every member of the Police Reserve.
Dismissal

As a guide to retaining membership in the Minneapolis Police Reserve organization, the following procedures are set forth:

“The director may dismiss any Police Reserve volunteer at any time and require him/her to surrender any equipment and identification furnished to him/her by the city.” (Ord. 128.110).

In the event such a dismissal is questioned by the officer involved, a board consisting of at least three of the following named officers shall be convened to hear the case:

- Police Reserve Chief
- Police Reserve Assistant Chief
- Police Reserve Deputy Chief(s)
- Police Reserve Inspector(s)

This board will be convened on call of the Police Reserve Coordinator and after due deliberation and consideration shall act upon dismissal or retention in the Minneapolis Police Reserve.

The decision rendered by this board shall be forwarded to the Police Reserve Coordinator for approval.

Scope

The provisions of the code of conduct shall be observed by all members of the Minneapolis Police Reserve in order to obtain the confidence, respect, and support of the public.

Violations of the code of conduct, Police Reserve regulations and procedures, the ordinances of the city of Minneapolis and/or laws of the state of Minnesota or the United States, shall subject the offender to disciplinary action which may take the form of a verbal or written reprimand, reduction in rank, suspension, or discharge. Action taken will depend on the degree of severity of the offense, the past performance record of the offender, and the seriousness of the consequences of the violation.

All disciplinary actions will be based on substantial evidence, however, “proof beyond a reasonable doubt” is not required.

Officers of the Minneapolis Police Reserve are required to establish and maintain a working knowledge of this code of conduct, Police Reserve regulations and procedures, and ordinances of the city of Minneapolis and/or laws of the state of Minnesota or the United States. In the event of improper action or breach of discipline, it will be presumed that the Reserve Officer was familiar with the rules, laws, and procedures in question.

The failure to comply with the code of conduct, all orders, policies, procedures, and directives issued by proper authority will subject the offender to disciplinary action as described in the code of conduct.

Penalties - Code of Conduct Violations

Continuing violations of the code of conduct may be considered as incompetence in the service and may subject the Reserve Officer to recommendation for reduction in rank or dismissal.
Uniforms, Equipment, and Appearance

Police Reserve Officers for the city of Minneapolis must present a positive image to effectively relate to all segments of the population they serve. Officers shall be subject to, and must comply with, all uniform and appearance standards which appear later in this manual.

Uniforms must be kept neat, clean, in good repair, and well-pressed at all times. The uniform hat shall be worn at all times, except while inside vehicles or buildings, unless otherwise directed by competent authority.

Professional Conduct

Dereliction of duty is detrimental to the proper performance of the functions of the Police Reserve and is cause for disciplinary action. The offender will be punished according to the degree of severity of the violation, the results brought about by the dereliction, and the effect upon the discipline, good order, and best interest of the Police Reserve.

A Police Reservist shall take immediate action when a violation of rules, regulations, or laws comes to his/her attention, regardless of the violator’s assignment or rank within the Police Reserve.

All officers shall turn in to the MPD Coordinator any property or evidence found by, confiscated by, or relinquished to officers of the Police Reserve without undue delay and in accordance with regular police department procedures.

Officers shall give their badge number and/or name to any person upon request.

Officers shall not use indecent, profane, or unnecessarily harsh language in the performance of official duties or in the presence of the public.

Officers shall not accept, agree to accept, or solicit a bribe. (A bribe is a benefit, reward, or consideration to which an officer is not legally entitled which is intended to influence such officer with respect to the performance of his/her powers or duties.)

Officers shall not display cowardice (i.e., failure to perform Police Reserve duties by being easily or excessively frightened by something recognized as dangerous, difficult, or painful).

Officers shall treat members, superiors, subordinates, and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty in the presence of other members or the public, officers should be referred to by rank.

Officers shall not publicly criticize or ridicule the Police Reserve, its policies, or other Reservists by talking, writing, or expressing themselves in a manner which is defamatory, obscene, unlawful, or tends to impair the operation of the Police Reserve by interfering with its efficiency, by interfering with the ability of superior officers to maintain discipline, or by a reckless disregard for the truth.

Officers shall not at any time ridicule, mock, deride, taunt, or belittle any person, nor shall they embarrass, humiliate, or shame a person, or do anything intending to incite another to violence.

Officers shall conduct themselves in the buildings and offices of the Police Reserve in a manner which shall not discredit the Police Reserve.

Officers shall not solicit or accept any gift, gratuity, reward, loan, fee, discount, rebate, or special consideration arising from or offered because of Police Reserve position or any activity connected
with such organization that might reasonably tend to influence him/her in the discharge of his/her official duties.

Officers shall not accept from or offer to the other members any gift or gratuity that is in any way intended to influence assignment or treatment.

Officers shall not act as an intermediary in the payment of a reward for the return of stolen property without a written authorization by the Chief of Police Reserve.

Officers receiving any financial reward paid or sent to any officer as a result of on-duty Police Reserve actions shall promptly forward it to the Minneapolis Police Reserve Officers Association, Inc.

Uniformed officers shall render a military salute to the United States flag and national anthem at appropriate times. Officers in civilian dress shall render proper civilian honors to the United States flag and national anthem at appropriate times.

Officers shall not conduct personal or private business while at a Police Reserve activity.

Officers shall avoid regular or continuous associations with persons whom they know, or should know, are persons under criminal investigation or indictment or who have a reputation in the community or department for present involvement in criminal behavior, except as necessary in the performance of official duties or when unavoidable because of personal relationships to the Reservist.

Officers shall not engage or participate in any form of illegal gambling at any time.

The ranking on-duty officer at the scene of any Police Reserve incident shall be in charge and responsible for Police Reserve activity. In the absence of a superior officer, the senior officer at the scene from the first unit to arrive shall be in charge and responsible for handling the incident. The superior officer shall remain at the scene until such time as the incident is under control and is being properly handled in accordance with existing policies.

Officers shall, at all times, respond to lawful orders of superior or senior members of the Police Reserve or other proper authorities.

Officers shall report to duty roll call at the time and place specified in uniform and properly equipped. They shall give careful attention to orders and instructions, avoiding unnecessary talking and movement.

It is the responsibility of Reservists who cannot report for duty to notify their division at least one hour prior to their reporting time.

Reserve Officers shall be required to maintain a telephone in their residence and shall report any change in address or telephone number within twenty-four hours to their commander.

Officers shall remain alert, observant, and occupied with Police Reserve business during their tour duty. When on duty, officers shall devote their entire time and attention to the business of the Reserve.

Officers shall promptly submit reports which are required by the performance of their duties or by competent authority.

Officers shall not consume alcoholic beverages while off-duty to the extent that evidence of such consumption is apparent when reporting for duty or to the extent their job performance is impaired.

No officer shall be under the influence of alcohol or drink any alcoholic beverage while on duty or at any time while in uniform.
No officer shall be under the influence of any drug while on duty, or be a user of drugs when such drugs are not prescribed by a physician or dentist, or take drugs not in a manner prescribed by a physician or dentist.

Officers shall not take an excessive time for lunch or breaks.

Officers shall not transport persons in police vehicles except for a proper Police Reserve purpose or on Police Reserve business.

Officers shall use Police Reserve vehicles only as authorized.

Officers shall comply with all Police Reserve communication procedures as well as rules and regulations of the Federal Communications Commission.

No officer shall reveal any confidential information to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information.

Effective Date

This code of conduct will become effective February 1, 2004, at which time the previous rules and regulations of the Minneapolis Police Reserve will be superseded.

If any section, clause, or phase of this code of conduct is for any reason held to be invalid, such decision will not affect the validity of the remaining portions.

Command

The following terminology shall be used in describing levels of command within the Reserve:

- **Staff Officer:** An officer above the rank of Captain.

- **Commanding Officer:** An officer in charge of a division, unit, or other separate organizational entity or area of the Reserve.

- **Field Commander:** An officer who by designation, rank, or seniority is in charge at the scene of an emergency situation or one who is placed in command of a field detail at planned special events.

- **Senior Officer:** Shall be determined by rank, then by seniority within that rank.

- **Officer in Charge:** Shall be used to denote an officer who is responsible for others in any assignment, detail, or Police Reserve situation.
Field Command Post

A field command post is a location established by a field commander for the purpose of:

- Directing operation in the field during emergency incidents
- Collecting information pertinent to an incident and relaying it to the emergency control center
- Requesting emergency personnel, equipment, and supplies from the emergency control center to assist the field forces
- Directing operations in the field at planned events

Officer of Senior Rank Assuming Command

An officer of senior rank may take command of a situation by identifying himself/herself and informing the officer then in charge of his/her intent. The assumption of command shall be undertaken whenever the situation appears to the senior officer to be beyond the control of the officer then in charge.

When the situation involves a specific area of responsibility, the ranking officer from that division or unit will assume command unless relieved by an officer of higher rank.

Reporting for Duty at Events

Reserve officers will report for duty at the assigned command post. At most events, the command post will be at Minneapolis Police Reserve Headquarters. In the event of a declared emergency, officers may be told to report to a specific location, Communication Truck, or designated building.

When you arrive at the command post, the first duty is to sign in on the MPR01 Activity Sign-in Form (Addendum A). Print your first and last name and use the military roll call time unless you arrive late (then use your actual arrival time). Enter the squad car number if you bring one. This will let the officer in charge know how many squad cars are available at the event and who has which car in case one is needed for another use.

Report to the officer in charge of the event who will assign you a post and make sure you are assigned a radio and call number (use only assigned call number) to use at the event. At this time you will be notified of the Event Channel as well as the District Channel to use in case of an Emergency.

The officer in charge will inform you when to be at your post.

When the event is completed, return to the command post and report to the officer in charge to sign out before leaving. (Signing out is the only way of knowing an officer has returned.)

Delegation of Duties

A superior officer may delegate to his/her subordinates appropriate portions of his/her responsibilities, together with equivalent authority, but he/she may not relinquish his/her overall responsibility for results nor any portion of his/her accountability.
Knowledge of Other Positions

An officer shall acquaint himself/herself with those duties and responsibilities of other positions which, in the normal course of operations, he/she may have to assume.

Coordination and Cooperation - Senior Officer

A senior officer shall keep himself/herself advised of the operation of other divisions of the Reserve and will, to the best of his/her ability, coordinate the activities of his/her area of responsibility with that of other divisions, units, and details. He/she shall also cooperate with other city departments and external agencies and encourage good public relations.

Attitude

To assure success in the performance of the basic duties of subordinates, it is imperative that senior officers set an example for subordinates relative to energy, fidelity, sobriety, courtesy, courage, skill, and discipline. They shall not ridicule department rules, regulations, or orders, nor shall they permit subordinates to do so.

Direction of Subordinates

A senior officer shall exercise control over his/her subordinates necessary to the accomplishment of Reserve objectives. He/she shall evaluate the personality, temperament, traits, and capabilities of each subordinate in order to realize from every officer his/her maximum degree of service commensurate with his/her abilities and limitations, and shall be responsible for appraisal and analysis of work accomplishment for those within the scope of his/her control.

Disciplinary Action

Senior officers are responsible for the efficiency, discipline, and morale of all members within their specific areas of responsibility. They shall investigate all complaints by citizens and reports by members of the department alleging misconduct, incompetency, neglect of duty, or any violation of Reserve rules on the part of any assigned subordinate in accordance with Reserve procedures.

Performance Evaluation

A ranking officer shall be responsible for the appraisal and analysis of the work accomplishment of subordinates coming within the scope of his/her supervision. Evaluation shall be based on continuous observation and inspection and shall consider personal traits as well as duty requirements.
Supplies and Maintenance

Equipment Inventory Responsibility

Service Division Supply Officer shall be responsible for the respective inventories. Service Division Commander shall assist in the physical verification of the respective annual inventory and special inventories made.

Within ten days after receiving an inventory listing from the City Supply Officer, a Service Division Commanding Officer shall assure that:

- A complete inventory is taken by the Supply Officer of all equipment in his/her division
- A star is placed by each item on the listing that cannot be accounted for
- An investigation is made to locate the starred items

Lost or Damaged City-Owned Personal Equipment Items

City-owned personal equipment items are those items issued to Reserve officers upon their appointment to the Reserve or during their course of duty which shall be returned upon termination of duty. Such items shall include all City-issued equipment.

Whenever city-owned personal equipment is lost, stolen, or damaged to the point of being unserviceable, the concerned officer shall request replacement or repair of the item.

Inventory and Supply

The Deputy Chief Service Division shall maintain a perpetual inventory of all department forms assuring a sufficient supply at all times. He/she shall also keep a record of all division requisitions. The supply requisition form is Addendum H.
Police Vehicles

Police vehicles are defined as the Reserve Communications Truck (1000), the 1001, 1020, 1030, and 1040 Reserve squads, and all vehicles used from the regular precinct stations.

Vehicle Usage

Division and unit commanders will be responsible for the usage and proper parking of all vehicles assigned to their respective commands.

All reserve squads should be cleaned after each use and refueled when 1/2 tank or less. All precinct squads should be cleaned and refueled when returned.

Police Vehicle Accidents

Any police reserve officer involved in an accident with a police vehicle will:

- Notify dispatcher to call traffic squad and regular police department supervisor
- Notify MPR Duty Officer and his/her on-duty superior officer as soon as possible
- Complete a Minneapolis C.A.P.R.S. supplement report form
- Complete a written statement regarding the incident and forward to the respective Deputy Chief prior to the end of the officer’s duty. If the officer is unable to do this, the report will be completed and forwarded by his/her immediate superior officer or supervisor.

Responsibility of the Immediate Superior Officer

The immediate senior officer will be required to respond to the accident scene and forward to the respective Deputy Chief and Coordinator a written statement of the accident and his/her findings.

Reserves to Remain on Duty Until Properly Relieved

An officer of the Reserve, regardless of his/her duty assignment, shall work the full time assigned for his/her tour of duty and shall not leave his/her assigned duty until such time as he/she is properly relieved.

An officer assigned to a duty requiring continuity of assignment shall remain on duty until properly relieved by another officer or until he/she is instructed to leave his/her assignment by a senior officer.
Saluting Regulations

Saluting at a Parade

A uniformed officer at a parade need salute only the massed national colors at the head of the parade. When the flag is six paces from the officer, he/she shall face it and render a hand salute until the flag is six paces beyond him/her. Other groups of colors that follow may be saluted if the officer’s immediate attention to duty is not necessary.

Saluting During Playing of National Anthem

When the national anthem is played at any ceremony, an officer in full uniform including cap shall assume the position of attention, face the national colors if present, and render the appropriate hand salute. If there are no national colors present, he/she shall face the band and render the salute. Officers who are in uniform except for a cap shall stand at attention. Officers who are in civilian dress shall remove their hats and stand at attention.

Saluting During Flag Ceremonies

During the ceremony of raising or lowering the United States flag, those officers present and in uniform shall render the appropriate hand salute.
Volume V - Personnel Management

Medical Treatment for Personnel Injured on Duty

Personnel injured on duty and requiring immediate medical treatment shall be taken to the Hennepin County Medical Center. (A closer emergency hospital may be used if necessary.) Complete a City of Minneapolis Supervisor’s Report of Injury form (Addendum V).

Military Leave

Please notify your supervisor as soon as you know when your military duty is scheduled. If you serve in the military, you are entitled to military leave without pay as authorized by Minnesota State Law. In order to be reinstated to your same or a similar position, you must return within 90 days of your termination from military service.

Probationary Period

The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the Reserve Officer’s work, for securing the most effective adjustment of a new Reservist to his/her position, and for rejecting any Reservist whose performance does not meet the required work standards.

The probationary period for Reserve Officers shall be 12 months continuous activity following the satisfactory completion of the Basic Reserve Officer’s Training course of the Minneapolis Police Reserve.

If a probationer on a fair test shall be found incompetent or unqualified to perform the duties of the position to which he/she was certified, the appointing officer may discharge such probationer any time during the probationary period but specific reasons shall be stated in writing and filed with the office of the Minneapolis Police Reserve.

Method of Distributing and Updating Rosters

When new editions of any of the classes of the Minneapolis Police Reserve rosters are printed, distribution of the new copies and collection of the old copies will be made by the Personnel Officer.

Updating of rosters will occur when a sufficient number of changes render existing copies obsolete and will be under the direction of the Deputy Chief of Services at the request of the Personnel Division. Temporary updating may be made from personnel orders and will be the responsibility of the holder of the roster.

Uniforms and Equipment

Officers’ Responsibilities

Officers shall be responsible for the maintenance, care, and replacement of all uniforms and equipment.
City Property - Department Issue

The City of Minneapolis shall provide all Reserve officers with the following equipment:

- Breast Badge
- Hat Badge
- Whistle
- Flashlight / Cone / Holder
- Round Cap / Rain Cover
- Trooper Hat
- Reflective Traffic Vest
- Winter Jacket
- Dutyman Equipment Belt (Basketweave)
- Dutyman Pant Belt (Basketweave)
- Keys (as needed)
- Rank Insignia
- Short-sleeve Uniform Shirt
- Long-sleeve Uniform Shirt
- Uniform Pants
- Basketweave Keepers (4)
- Uniform Tie
- Mace
- Mace Holder
- First Aid Protection Pack
- Raincoat
- Shoulder Patches
- Name Tag
- XXX ID Card, Access Key Card

City Property - Return

An officer shall return all City-owned property to the Reserve Supply Officer upon resignation, termination, retirement, or leave of absence in excess of thirty days.

An officer placed on suspension shall return his/her badge and identification card immediately to his/her commanding officer at the time of the suspension.

Maintenance of Uniforms and Equipment

All uniforms shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use. Leather equipment shall be kept dyed and shined and replaced when it is cracked or worn out.

Uniforms

All personnel shall wear the prescribed uniform, including equipment belt, unless exempted by the Chief of the Police Reserve.
Shirts

The authorized light blue uniform shirt with navy blue pocket covers and epaulets shall be worn at all times when on duty. The only attachments thereto shall be the rank insignia. The badge shall be worn on the outermost garment and the Minneapolis Police Reserve patch and other authorized patches will be worn per regulation.

Summer Shirts - Specifications

The regulation summer shirt as authorized by the Minneapolis Police Department shall comply with the following specifications:

- Horace Small Deputy Short
- Light blue color with navy blue pocket covers and epaulets
- Open convertible type collar
- 2-ply by 1-ply construction
- 8 to 8-1/2 ounce weight
- Metal eyelet badge tab
- Permanent press satin yoke and band lining
- Permanent collar stays
- Pleated pockets with scalloped flaps
- Sewn-down epaulets
- Velcro closures on pocket flaps
- Pencil compartment, left pocket
- 7 matching buttons on each opening, blue in color
- 1 matching blue button on each pocket
- 1 matching blue button on each epaulet
- Short sleeves

Winter Shirts - Specifications

The regulation winter shirt as authorized by Minneapolis Police Department shall comply with all the specifications of the summer shirt with the following exceptions:

- 10 to 10-1/2 ounce weight
- Long sleeves with 2 button cuffs and 1 button sleeve facing
- Tie or mock turtleneck

Ties

The tie shall be worn only with the winter uniform and shall conform to regulation as authorized by Minneapolis Police Department as to the following specifications:

- Navy blue in color - lot #61
- Smooth fabric with no visible pattern
- Clip-on, break-away type
- Buttonhole on back of tie will be able to secure tie without the aid of a tie clip
- Lower lip of tie will be at least one inch above service belt
Tie Clasps - Optional

Tie clasps shall be plain silver or gold bars or tie tack with the Minneapolis Police Department or Reserve Badge. No others will be permitted including those depicting handcuffs, flags, pigs, etc.

Turtlenecks

Uniform personnel may wear the following turtlenecks as an option to wearing the tie as part of the winter uniform:

- Fruit of the Loom Super-T Mock Turtleneck in navy blue
- Santee Mock Turtleneck in navy blue

The turtleneck will have 20mm, gold, block letters "MPR" off-centered to the left on the collar.

T-Shirts

If a T-shirt is worn, it should be worn so as not to be visible.

Uniform Jacket - Waist Length

The jacket shall be as issued by the Minneapolis Police Reserve.

- Fechheimer Spectrum Ultimate Model # 78140.

Trousers

Trousers as authorized by the Minneapolis Police Department shall be as follows:

- Horace Small Challenger Lot # 1759
- Navy blue in color
- No cuffs
- Zipper front fly closure
- Belt loops
- Two front and two back pockets
- Clip lock waistband closure
- Weight - optional

Hats

The authorized uniform hats as issued by Minneapolis Police Department shall be as follows:

- Round navy with adjustable sweat band
- Silver or gold braid

- Trooper hat, Navy blue in color
- Navy blue watch cap (stocking cap)
Shoes or Boots
Shoes or boots shall be black with round toe design.

Socks and Stockings
Socks and stockings shall be dark blue or black except upon a medical certificate presented to the Deputy Chief of the appropriate division requiring the officer to wear socks or stockings of another color.

Uniform Sweaters and Vests
The Blauer Navy Blue 200, 205, and 205 XCR V-neck Commando sweater and the Blauer 203 sweater vest are the only sweaters authorized to be worn. The sweater shall have the following specifications:

- 100% wool
- Navy blue in color
- V-neck style
- Double rib-knit construction
- Epaulets
- Badge and name tag tabs
- Minneapolis Police Reserve patch on each sleeve
- Reinforcement patches on the elbows and the shoulders

The sweater may be worn as either an inner or outer garment.

The sweater shall be worn tucked in the trousers or worn no lower than the top of the service belt.

For officers with the rank of lieutenant through Chief, collar brass shall be worn on the epaulets of the sweater. The large collar brass shall be worn. It shall be centered on the epaulet, one inch up from the shoulder seam.

Non-Uniform Sweaters, Vests and Scarves
Non-uniform sweaters, vests and scarves, when worn with the uniform, shall be navy blue in color. Buttons, where applicable, shall be either navy blue or black. Non-uniform sweaters, vests and scarves are considered inner garments and shall be worn under the jacket. They will not be worn as outer garments.

Overshoes or Rubbers
Overshoes or rubbers shall be black in color.

Gloves and Mittens
Gloves and mittens shall be black except for officers assigned to traffic direction who may wear fluorescent red-orange or yellow.
Name Tags

Gold metal finish - style #238
1/2 inch high and 2-1/2 inches long
Two clutch style fasteners

Citizens are entitled to know the identity of police reserve officers. To assist them in obtaining this public information, name tags shall be worn. Name tags shall be of engraved gold metal and the name shall be inked to assist in legibility and ease of reading. Name tags are lacquered upon delivery and need no additional polishing to maintain them. Name tags that are worn or no longer have the officer’s name in ink shall be replaced.

A name tag shall be worn by all officers in uniform. The name tag shall be affixed to the outermost garment and shall be in plain view. The name tag shall have the officer’s first name or initials and last name.

The name tag shall be worn directly over the upper pocket seam and centered over the right hand jacket or shirt pocket (three inches above and centered over the right hand pocket of the Horace Small jacket). In the case of a sweater, the name tag shall be worn on the name tag tab. The name tag shall be gold metal finish and shall be shined.

Name Tag Attachments

An officer may have one name tag attachment on the bottom of the name tag. The attachment would represent either current unit assignment or qualified service specialty (time in service).

Leather Equipment and Accessories

Leather Equipment - Specifications

All authorized leather equipment shall be black in color and basketweave in design. This includes such items as the authorized equipment belt, trouser belt, flashlight holder, key ring holder, belt keepers, and other leather equipment attached to the equipment belt.

All authorized leather equipment shall have chrome or nickel snaps/buckles.
Leather Accessories

Leather accessories shall be as follows:

- Service Belt: 2-1/4" Dutyman Basketweave with buckle. Black in color.
- Belt Keeper: Belt keepers shall conform to leather equipment specifications (Basketweave). They shall be worn so as to encircle both the service belt and trouser belt. Four in number and with the opening fasteners to be the lower edge of the service belt.
- Flashlight and Key Ring Holders: The flashlight and key ring holders shall conform to leather equipment specifications (Basketweave).
- Mace Holder: The mace holder shall conform to leather equipment specifications (Basketweave).
- Handcuff Case: The handcuff case shall conform to leather equipment specifications (Basketweave).

Traffic Whistle

The traffic whistle shall be of military or police design only.

Raincoats

The raincoats will be Guardian Protective Wear Style 976 Yellow.

Fluorescent Vests

All officers shall wear fluorescent vests, Style 339 Safety Vest, when involved in traffic direction or control. Exceptions will be made only by the Officer in Charge at a particular event.

Badges

Breast Badge

When in uniform, all officers shall wear the breast badge currently issued to them. It shall be attached to the badge holder provided on the outermost garment and shall be clearly visible, untarnished, and in good repair at all times.

Hat Badge

When in uniform, all officers shall wear the hat badge currently issued to them. It shall be securely affixed to the hat and be clearly visible, untarnished, and in good repair at all times.
Mourning Bands

Wearing a "mourning band" when an officer has been killed in the line of duty is permissable. Mourning bands may be worn from the day the officer dies through the third day following the funeral, or as determined by the Chief of Police. When worn, the black elastic band 3/4 of an inch wide, shall be placed on the police badge above the officer's number. Bands may not conceal any portion of the badge number. Civilian employees may wear the mourning band on their Police ID cards. Mourning bands are available from the Personnel Section.

MPD Employee Identification Cards

When on duty or in uniform, all officers shall have in their possession the identification card issued to them.

All personnel shall display their Minneapolis Police Reserve badge or employee ID card on their outermost garment while in police facilities, including police precincts, and at crime scenes. The ID card shall be attached to the clothing with a clip or to a cord worn around the neck. Clips and neck cords are available from the MPD Supply Room.

All employees will show proper MPD ID upon request.

Other Patches

The only patches approved to be worn on uniforms shall be the Minneapolis Police Reserve patch and those authorized by special order of the Chief of the Police Reserve. The wearing of any other patch must be specifically authorized by the office of the Minneapolis Police Reserve.

Rank Insignia - Shirts

Corporal

A two-bar corporal silver metal shall be affixed to each side of the uniform shirt collar with the front edge of the chevron 1/2 inch from and parallel to the front edge of the collar and centered between the top and bottom edges of the collar.

Sergeant

A three-bar sergeant gold metal shall be affixed to each side of the uniform shirt collar with the front edge of the chevron 1/2 inch from and parallel to the front edge of the collar and centered between the top and bottom edges of the collar.

Lieutenant

One gold bar shall be affixed to each side of the uniform shirt collar. The bar shall be worn in a vertical position and centered between the top and bottom edges of the collar. The front edge of the bar shall be 1/2 inch from and parallel to the front edge of the collar.
Captain

Two gold bars shall be affixed to each side of the uniform shirt collar in a vertical position approximately 1/4 inch apart. The bars shall be centered between the top and bottom edges of the collar. The front edge of the front bar shall be 1/2 inch from and parallel to the front edge of the collar.

Inspector

One gold metal oak leaf shall be worn on each side of the uniform shirt collar. The leaf shall be centered between the top and bottom edges of the collar 1/2 inch from the front edge. The stem shall point down.

Deputy Chief

One gold metal eagle shall be worn on each side of the uniform shirt collar. The eagle shall be centered between the top and bottom edges of the collar 1/2 inch from the front edge.

Assistant Chief

One gold metal star shall be worn on each side of the uniform shirt collar. The star shall be centered between the top and bottom edges of the collar 1/2 inch from the front edge.

Chief

Two gold metal stars shall be worn on each side of the uniform shirt collar. The stars shall be centered between the top and bottom edges of the collar 1/2 inch from the front edge.

Rank Insignia - Jackets

Winter jacket: On the winter jacket, all rank insignia except sergeant's insignia will be centered in the “X” stitching of the jacket epaulets. Sergeant's insignia will be on the collar.

Summer jacket: Rank insignia on the summer jacket will be centered on the jacket collar and spaced one inch from both edges of the collar.

Personal Appearance

All Minneapolis Police Reserve officers shall present a professional image to the community. Consistent with this policy, all personnel of the department will be sure that they are appropriately attired and well-groomed. Rules and regulations concerning personal appearance and uniform specifications are to be adhered to and any deviation from the stated policy or rules will be considered cause for disciplinary action.
Hair Cuts

Reserve personnel shall maintain their hair in a neat, clean, well-groomed, and properly trimmed manner at all times. The hair shall not exceed the top collar line of either the uniform shirt or a standard-type dress shirt, nor shall it be arranged so as to cover the ears, interfere with the proper wearing of the uniform hat, or obstruct the officer's vision while in the street.

Sideburns

Sideburns shall not extend beyond a point even with the bottom of the ear lobe. They shall be neatly trimmed and extend in a clean-shaven horizontal line.

Mustaches

Mustaches shall be neatly trimmed and not extend below the corner of the mouth.

Beards

Beards, goatees, etc. are not permitted for officers when assignment requires them to wear the reserve uniform.

Jewelry and Cosmetics

Jewelry or personal ornaments shall not be affixed to the uniform or personal equipment of an officer. Any jewelry that is oversized, gaudy, pretentious in appearance or color, represents a safety hazard, or interferes with the performance of one's job is not allowed.

One watch, two rings per hand, and medical alert bracelets are allowed. If worn, neck jewelry shall not be visible on uniformed officers.

When in uniform, officers shall not wear earrings or any visible body piercing.

When in uniform, any other ornamentation, including but not limited to, hair devices (i.e. pins, combs, barrettes, and bands) shall be plain navy blue, brown, black, gold, or silver colored. No bows, beaded decorations, or other decorative items may be worn.

When worn, cosmetics shall be used in moderation.

Eyewear

Mirrored or iridescent eyeglasses, including sunglasses, are not allowed for uniformed personnel. Polarized glasses are permitted. Eyeglass frames, cords, and chains must be plain navy blue, black, brown, silver or gold.
Wearing the Uniform

Officers wearing the department uniform must bear in mind that any individual in uniform represents the entire Minneapolis Police Department to the public.

At all times when visible to the public, all uniformed personnel will wear clean, neat, and well-pressed uniforms that are in good repair. Leather items shall be properly dyed and polished. Nickel and brass components shall be highly polished.

The prescribed uniform shall not be altered in any way to change its general appearance or function. No uniformed officer may carry an umbrella, cane, or similar object or wear on the uniform an item not specifically authorized. Civilian clothing shall not be worn with any distinguishable part of the uniform.

Under no circumstances will uniforms that are ragged, patched, or otherwise beyond useful service be worn. Torn fabric or materials and cracked, worn-out leather shall be replaced. Worn-out uniforms may be converted for civilian use or donated to a charitable organization only after all recognizable insignia have been removed.

Uniforms - Honor Guard

Officers assigned to Honor Guard details shall wear the complete Honor Guard uniform, including long-sleeve shirts, ties, campaign hats, shoulder cords, and gloves. For winter wear, sweaters or winter jackets are required.

Seasonal Changes of the Uniform

The summer uniform may be worn beginning the first Sunday in April (Day Watch) and shall be worn beginning the first Sunday in May (Day Watch).

The winter uniform may be worn beginning the first Sunday in October (Day Watch) and shall be worn beginning the first Sunday in November (Day Watch).

Each uniform option will be the complete seasonal uniform.

Uniform - American Flag Pin

The American flag pin shall be an authorized optional item to be worn on the official Minneapolis Police Reserve uniform. The flag pin shall be 3/4" in size and worn as follows:

- On the uniform shirt, jacket, and sweater - centered, one inch above the name tag or award ribbons, whichever is higher.
Uniform - Service Stars

Service stars shall be authorized at five years and shall be in five-year increments of continuous service with the Minneapolis Police Reserve. The stars are an optional feature of the uniform jacket. The stars shall be worn as follows:

- Horizontal on the left sleeve of the jacket
- 3/4 inch in size
- Gold embroidery on the stars
- Sewn on with a point up (facing the length on the arm)
- Attached 3 inches up from the bottom of the sleeve cuff
- Placed in a row of four (4) across, starting one inch from the outside seam
- The fifth and subsequent stars shall be centered above the row of four stars

Honor Guard Insignia

The Honor Guard Pin may be worn by current members of the Honor Guard on their official Reserve uniform. The pin shall be supplied by the Department.

The pin shall be centered on the right hand breast pocket between the lower edge of the pocket flap and above the bottom pocket seam. The pin shall be displayed on the outermost garment. When wearing a Department-approved sweater, the pin shall be centered approximately 1-1/2 inches below the name tag.

Uniform Replacement

All requests for new uniforms shall be handled through the Minneapolis Police Reserve Inspector of the division in which the individual is assigned.

The Inspector will send a written request to the Deputy Chief of Services with the individual’s name and proof of active service within the Reserve.

The Deputy Chief will fill out a purchase order and send the original copy to the individual requesting the replacement. The individual will then take the purchase order to Uniforms Unlimited to be filled. A copy of the purchase order will be given to the individual with the uniform replacement.

The uniform replacement shall not exceed $36.00 for the shirt and $39.00 for the pants.

Uniform Sleeve Patches

The official police reserve patch shall be worn on both sleeves of all shirts, jackets, and sweaters of the regulation duty uniform.

The official police reserve patch shall be worn centered on the epaulet 3/4 of an inch below the top of the shirt sleeve seam.
Uniform Shirts

Uniformed personnel must wear the authorized light blue shirt. Authorized shirts are:

- Horace Small - New Dimension, 62% Polyester and 38% Cotton

The only attachments to the uniform shirt shall be the rank insignia, badge, name tag, authorized MPR patch on both sleeves, and award buttons. Optional reserve approved attachments (i.e. flag pin) may also be worn.

The winter or long sleeve shirt shall be worn with sleeves down and buttoned. The summer or short sleeve shirt shall be worn with the collar open.
Volume VI - Communications

The Communications Division provides a rapid, accurate, and dependable communications link between the Minneapolis Police Reserve, the Minneapolis Police Department, and the public they serve. It also serves as a control over the movement of officers and vehicles of the department and as a source of information and assistance to officers in the field.

Channel Assignment and Utilization

The following assignments of channels will be used. The superior officer in the communications division, however, may make adjustments based on needs or technological difficulties.

All communications at reserve events will be broadcast to the 1000 truck or the officer in charge of the event.

- Zone A MPPD1 Primary Dispatch
- Zone A MPPD2 Primary Dispatch
- Zone A MPPD3 Primary Dispatch
- Zone A MPPD4 Extra Primary Dispatch
- Zone A MPPD5 Car to Car
- Zone A MPPD6 As Assigned
- Zone A MPPD7 Radio/telephone patch line and emergency co-op use - Minneapolis/St. Paul and Informational
- Zone A MPPD8 Emergency Multi-jurisdictional

The informational MPPD7 is operated by an officer or complaint taker. All requests for information checks (i.e., warrants, motor vehicle registrations, drivers license checks, etc.) will be conducted on the informational MPPD7.

MPR communications will assign event and district emergency channels at the time of the event.

Call Priority Assignments and Emergencies

Whenever an emergency situation arises, the reservist involved shall notify the MPD dispatcher directly and immediately by utilizing the following method:

- Communicating officer shall state "Emergency."
- Communicating officer shall then relay the squad or portable call "number."
- The "reason" for the emergency shall then be stated.
- Whenever an emergency is announced, all other officers shall immediately clear the airway and keep the frequency clear until advised by the dispatcher.
Priority Calls and Code Number Procedures

- Code One: Radio dispatch for non-emergency service to be handled as soon as possible unless otherwise directed.
- Code Two: Urgent situation to be answered immediately. The red lights and siren shall not be used and all traffic laws will be adhered to.
- Code Three: Emergency situation to be answered immediately but in a manner enabling the responding units to reach the scene as quickly as possible with safety. Red lights and siren shall be used in accordance with state traffic laws. Minneapolis Police Reserve officers will not respond Code Three to any emergency.

Requests for Back-Up Units

Additional units will be dispatched when requested by an officer. Officers requesting additional units shall give the location, squad number, and code priority. If additional units are no longer needed, the back-up squad should be cancelled.

Broadcasting Descriptions

Broadcasting descriptions by a squad at the scene will be done in the following manner:

- Unit will notify the dispatcher that a description is available.
- Dispatcher will notify all units that a description will follow and will state the location and nature of the crime. Permission will then be given for broadcast to the requesting squad.
- Unit will then broadcast description.

Unnecessary Use of Radio

Broadcasting of extraneous information will be kept to a minimum. Squads will begin radio communications using their assigned call numbers. When not necessary for Police Reserve business, names should not be broadcast. The police reserve radio at no time may be used to conduct personal business or transmit personal messages.

Special Need Requests for Vehicles

Arrangements for the use of extra vehicles for any special event, need, or project will be coordinated by an inspector.

In this example, 420 is a two-man squad in the second district of the fourth precinct. If at some time during the shift one man is dropped off at court, the unit designation would then become 420A to indicate a one-man squad.

The second unit in the district is 421 and if and when it becomes a one-man squad, it will become 421A. The letter "A" designates the unit is available for light calls only.
Required Use of Prefixes

All personnel assigned to marked squads or units will use the prefix "squad" when broadcasting their assigned call number. (Example: Squad 310, Squad 530)

All personnel assigned to unmarked cars or units will use the prefix "car" when broadcasting their call number. (Example: Car 1210, Car 1428)

The prefix "portable" will be used by personnel assigned to foot beats and by personnel assigned to either marked or unmarked squads or units whenever they are separated from their squad or unit and are maintaining radio contact through use of a portable radio.

Citizens Arrest

Definition

Minnesota Statute 629.37 - Arrest by private person. A private person may arrest another when:

• A public offense is committed or attempted in his/her presence
• Such person has committed a felony although not in his/her presence
• A felony has in fact been committed and he/she has reasonable cause to believe the person arrested may have committed it

Responsibility of Arresting Person

A private person who desires to make a citizens arrest must:

• Declare his/her intentions in the presence of the accused and the officers
• Present proper identification
• State the reason for arrest
• Complete and sign form #6014
Use of Chemical Aerosols

Provisions governing non-deadly force shall govern the use of chemical agent aerosols under normal circumstances. Only chemical agents that are MPD approved shall be used. (See equipment section.)

Chemical agents shall not be applied to any person for the purpose of effecting punishment. Officers shall exercise due care to ensure that only intended persons are sprayed or otherwise subjected to the application of chemical agents.

Officers shall avoid spraying persons directly in the eyes if possible. Officers will render appropriate first-aid to individuals that have been exposed to chemical aerosols in order to decontaminate them as quickly as possible. This could include exposing the affected person to fresh air, rinsing the eyes/skin with water if available, and/or having them evaluated by medical personnel prior to transport, depending on the level of exposure and severity of symptoms presented. When chemical aerosols are used, the involved subject shall be kept under close observation until they are released to medical or law enforcement personnel who shall also be informed that a chemical aerosol was used.

Any officer using a chemical agent shall complete a CAPRS report entitled "Use of Force," indicating the reason for its use and the method of application.

Accident Packets - Property Damage

Officers who come across the scene of an accident shall determine if there are injuries to parties involved or if any city, county, or state property is involved, including Metro Transit vehicles. Officers shall then notify dispatch of the PD or PI and request a district squad to respond.

Officers shall remain at the scene until damaged vehicles which interfere with traffic are removed or until a district squad arrives. Officers shall record the license numbers of the vehicles involved and place them on their incident report (MPR17, Addendum R) in the event further checks are necessary.

Emergency Vehicle Operation

Reserve officers will, under all conditions, operate police vehicles in the same manner as required for the public. Reserve officers will only use emergency equipment to block traffic or protect the squad. Violations of motor vehicle laws or careless, abusive use of police vehicular equipment will result in disciplinary action.

Vehicles shall not be driven when they are in unsafe mechanical condition. Officers shall inspect their assigned vehicle before each tour of duty and report any damage or mechanical failure to their immediate superior.
Volume VII - Policies and Procedures

Membership in the Minneapolis Police Reserve

Because of duty conflict, any Reserve officer, who is NOT at this time a member of another Police Reserve organization, will not be able to join another unit and retain membership in the Minneapolis Police Reserve.

Any officer who joins another Reserve organization will be expected to resign and turn in all Minneapolis City-issued equipment.

Minimum Hours Policy

Effective March 1, 2004, it shall be the policy of the Minneapolis Police Reserve that all Reserve officers will be required to work a minimum of 10 hours per calendar month (30 hours per calendar quarter). Of the 30 hours, at least 20 must be Street hours. Street hours include any hours when the Reserve officer is in uniform and participating in a legitimate Reserve function. For the purpose of determining compliance with the policy and determining whether an officer is subject to Conditional Status, no more than 10 Administrative hours will be counted toward the requirement. (Administrative hours are those hours that are performed in civilian clothes.)

If an officer fails to work at least 25 of the required 30 hours in a given quarter, a letter will be sent to the officer by the Personnel Officer within 14 calendar days of the end of the quarter notifying the officer of his/her hours. A copy of this letter will be placed in the officer’s personnel file.

Officers who do not comply with the 120-hour minimum requirement at the end of the year will be placed on Probation.

The requirement of 30 quarterly hours does not apply to officers on an approved leave-of-absence or who are currently suspended from duty. Upon returning to duty from an approved leave-of-absence or suspended status, officers will be required to work a minimum number of hours equal to 30 multiplied by the percentage of days remaining in the calendar quarter (the number of days remaining divided by the number of days in the quarter), rounded to the nearest hour. Officers must work at least 80 percent of the calculated required hours to avoid placement on probationary status.
Discharge Procedure for Cause (MPR12 Separation form, Addendum L)

There will be no voluntary resignation after determining a Reserve officer should be terminated for cause (breaking the rules). If a Reserve Officer voluntarily resigns before being terminated, all documentation must still be included in the officer’s personnel file.

When a Reserve officer resigns, always explain in detail on MPR12 (Separation Form) the reason for accepting (or not accepting) the officer back into the Reserve.

Procedure for not meeting minimum hours:

After all contacts from the officer’s Sergeant and Lieutenant have been exhausted with no results, the following steps shall be taken:

Step 1.
A letter will be sent through the Service Division in the name of the Division Inspector. This will require the named Reservist to contact the Inspector, Lieutenant, or Sergeant within a stated date with valid reasons for not putting in the required hours. They will give reasons why he/she should be retained in the Minneapolis Police Reserve.

Step 2.
If no reply to this letter, the Patrol Division Deputy Chief will send a letter through the Service Division stating the officer is terminated. The letter will include a copy of the officer’s MPR12A Personnel Equipment Issue form (Addendum M) with a time and place for turning in the equipment.

Step 3.
After the Patrol Division Deputy Chief sends the letter of termination, the officer will be taken off the Division Roster and added to the Discharge list for disposition.

Step 4.
After the equipment has been turned in, a Separation Form MPR12 will be completed and the officer will be taken off the discharge list.

In the event the termination is questioned by the officer involved, a board consisting of at least three of the following named officers shall be convened to hear the case:

- Police Reserve Chief
- Police Reserve Assistant Chief
- Police Reserve Deputy Chief(s)
- Police Reserve Inspector(s)

This board will be convened on call of the Police Reserve Coordinator and after due deliberation and consideration shall act upon dismissal or retention in the Minneapolis Police Reserve.
Squad Use Policy and Procedure

In order to operate a squad car, a Reserve officer must be designated as squad-qualified. To become squad-qualified, the following criteria must be met:

- The officer must have a valid Minnesota driver’s license.
- The Division Commander or a designee must review the squad use policy and procedures with the officer.
- The Division Commander must complete and sign a Squad Use Qualification Form MPR02 (Addendum B) for the officer and forward it to the Personnel Officer.

The following rules apply when using a squad car for the MPR:

- Squad keys are issued to an officer only when he/she is squad-qualified.
- Squad keys are not to be duplicated by an MPR officer for any reason.
- Additional squad keys must be authorized and issued by the Division Commander.
- The MPR Division Commander assigns officers to bring squads to events.
- Complete the process for checking a squad out and returning it.
- Complete MPR03 Precinct Squad Inspection Form (Addendum B) for precinct squad use.
- There will be no smoking in squads.
- Officers must wear seat belts.
- Speed limits and all other traffic laws must be obeyed.
- Squads are to be used for MPR business only.
- Squads may not be taken out of the City unless authorized by the MPR Coordinator or Chief.
- Accidents involving squads must be reported.
- The squads will not be operated under code three.
- Civilians may not be transported in squads.
- Use emergency lights only to block traffic and protect the squad.
- Clean squads after each use and refuel squads when 1/2 tank or less.

MPR Retirement Policy

A Reserve Officer may submit a resignation letter to his/her Commander at any time, unless he/she is under suspension for rule violation. The Reserve Chief and Reserve Coordinator will make the final decision to accept or deny this request.

An officer with over five (5) years of service in the Reserve may request RETIREMENT in lieu of a resignation. The officer must have met the minimum hours requirement for the preceding years.

An officer with over three (3) years of service in the Reserve may qualify for retirement providing he/she had at least 250 hours for each of the preceding three years.
Volume VIII - Job Descriptions

Chief # 1001
Responsible for all phases of operations of the MPR. Coordinates activities with MPD Coordinator. Handles public relations on official levels.

Assistant Chief # 1002
Serves as backup for the Chief.

Deputy Chief - Patrol Division # 1003
Responsible for operations of the North Field Division and the South Field Division. Serves as backup assignment officer at all large events.

Deputy Chief - Service Division # 1004
Responsible for coordination of training, recruiting, personnel, communications, and supply functions of the MPR.

Inspector - North Field Division # 1005
Responsible for all functions of the MPR North Field Division, which includes the 1st, 2nd, and 4th precincts. Assists and reports to the Deputy Chief of Patrol.

Inspector - South Field Division # 1006
Responsible for all functions of the MPR South Field Division, which includes the 3rd and 5th precincts. Assists and reports to the Deputy Chief of Patrol.

Inspector - Service Division # 1007
Responsible for all administrative functions of the MPR. Assists and reports to the Deputy Chief Service Division.
Captain - Personnel # 1010

Responsible for keeping all MPR reports and personnel records up-to-date. Keeps MPR rosters up-to-date and accurate. Reports to the Inspector of the Service Division.

Captain - Supply # 1011

Responsible for the ordering and distribution of all supplies for the MPR. Keeps an on-going inventory of all supplies. Reports to the Inspector of the Service Division.

Captain - Training # 1012

Responsible for all training within the MPR. Develops training programs, schedules training, and keeps all training records up-to-date. Reports to the Inspector of the Service Division.

Captain - Communications # 1013

Supervises all communication functions and develops and conducts communication training. Responsible for the upkeep of MPR portable radios. Reports to the Inspector of the Service Division.

Captain - Recruiting # 1014

Responsible for recruiting for the MPR. Responds to recruiting inquiries and received applications. Maintains contact with applicants and arranges interview appointments. Reports to the Inspector of the Service Division.

Lieutenant - Training # 1016

Responsible for instructing new recruit classes, advanced training, and recruiting. Works with Captain of Training to develop and improve training and recruiting programs. Reports to Training Captain.

Lieutenant - Communications # 1017

Responsible to fill in for Communications Captain when necessary. Conducts communications at events. Assists with Communications training. Reports to Communications Captain.

Lieutenant - Recruiting # 1018

Responsible to fill in for Communications Captain when necessary. Works with Captain of Recruiting to answer inquiries and maintain contact with applicants. Reports to Recruiting Captain.

Lieutenant - Supply # 1019

Responsible to fill in for Supply Captain when necessary. Reports to Supply Captain.
Lieutenant - Line

Responsible to direct/coordinate the activities of Sector Sergeants under their command, relaying information for events from Inspector to Sergeants under his/her command. To assure all communications will be relayed to the Sector Sergeants under their command. Assure that all Sector Sergeants have the proper training and can train their squad members on how to fill out squad car maintenance forms and gas slips. Responsible for relaying event orders and messages from Division Inspector to his/her officers at the specified time with complete information. Attend staff meetings for Inspector if not available. Maintain Lieutenant Call-out log MPR09 (Addendum I).

Sergeant - Fleet

Responsible for upkeep and maintenance of all Reserve squads. Make sure squads are delivered to garage for shop date. Make sure squads are cleared of snow and ready for events in case of emergency. Make sure First-Aid kits, traffic cones, and all necessary equipment are available and in good condition.

Sergeant - Sector

Responsible for relaying events or information to officers under his/her command passed on by the division line lieutenant at the specified time with complete information. Sergeants must maintain a list of all officers within his/her command including their latest phone number and address. To keep in contact with the officers under his/her command and to assure they are given the latest information. Return call-out information to Line Lieutenant for events at the specified time. Maintain Sergeants Call-out log MPR10 (Addendum J).

Corporal - Sector

In the absence of the Sergeant, it is the responsibility of the Corporal for relaying events or information to officers under his/her command passed on by the division line lieutenant at specified time with complete information. Corporals must maintain a list of all officers within his/her command including their latest phone number and address. In the absence of Sergeant, to keep in contact with the officers under his/her command and to assure they are given the latest information. Return call-out information to Line Lieutenant for events at the specified time. Maintain Sergeants Call-out log MPR10 (Addendum J).

Patrol Officer - Sector

Responsible for responding to all phone calls from the Sector Sergeant and/or the Sector Corporal for events and/or meetings. Report phone number and address changes to the Sector Sergeant and Corporal immediately.
Volume IX - Report Policies and Procedures

Report Responsibility

MPR officers shall make reports only for crimes or incidents occurring, or originating, in the City of Minneapolis.

In serious or major crimes, MPR officers shall immediately contact Dispatch for sworn personnel to complete the report.

On-duty superior officers shall assume responsibility for all handwritten reports submitted by subordinates during their shift. They shall review reports for completeness and accuracy, sign them in the upper right hand corner, and submit them for CAPRS entry by the end of their shift.

Report Writing

All handwritten reports must be legible and written in ball point pen.

Specific reports are written for specific purposes. Offense reports detail the elements of the crime or incident. Arrest reports detail the elements of probable cause for the arrest. Statements are made by individual officers pertaining to what the specific officer observed or heard and what action was taken by the officer. The officer's statement is what the officer can testify to in court.

Officers are required to write a short public narrative statement describing the offense or incident. No names, addresses or anything that identifies a victim or witness shall be put in this statement.

Each Offense/Arrest report will include the following elements:

- Case number
- Precinct
- Offense/Incident Code
- Address of Incident
- Incident, Reporting, Dispatch, Arrival/Departure Dates and Times
- Reporting Officer's Badge #
- Adequate Public Information Narrative
- Business Name/Address (if applicable)
- Use of Force Statement
- Arrest Date/Time/Address/Disposition/Charges/Arresting Officer's Badge #
- Vehicle Info for Vehicle-related Case
- Probable Cause for PC Arrests
- Complete Individual Statements from All Involved Officers on Required Incidents
- Victim of Offense #
- Role/Role #
- Person Name/Address
- Victim/Witness Phone #
- DOB/Race/Sex/Height/Build/Medical Treatment (Mandatory for Arreestees)
- Description of the incident that occurred and documentation of the necessary elements related to the crime, complete modus operandi tables & narrative.
Handwritten Offense/Incident Reports

Handwritten offense/incident reports must be written in ink and be legible for entry by support staff into CAPRS. Illegible reports will be returned to the officer to be rewritten. Officers with consistently illegible handwriting may be required to use the digital voice messaging system or enter their reports directly into CAPRS. (Training and authorization are required for direct entry into CAPRS.)

All reports and statements must be completed and submitted to the officer’s supervisor during the shift and all reports shall be submitted before securing from duty. Superior officers are responsible for insuring that their subordinates submit all reports within defined time frames.

Officer's Statements

Officers shall make a statement in any case in which they expect to testify in court and/or those which involve homicides, major crimes, felony arrests, gross misdemeanor arrests or misdemeanor arrests that have unusual circumstances.

A statement is essentially a witness's account of an incident for the investigators and the prosecutor. It should include all the information that an officer can testify to directly from his/her observations and senses. Joint statements are not permitted. Each officer must make their own individual statement. Statements should also include additional contact information not listed on the names section of the CAPRS data entry field, i.e. pager, cellular or work phone numbers.

Information given in statements need not be repeated in other reports unless it is essential to that report.

Officer's statements are usually made in narrative form. Statements shall be made whenever requested by an investigator or a superior officer.

Case Control Numbers

Case Control Numbers (CCN’s) are required on all offense/incident reports.

Officers can obtain a CCN for new offenses from the Emergency Communications Center.
Volume X - Illness, Injuries and Medical Conditions

Definitions

CorVel - A managed care organization who provides administrative functions for the City of Minneapolis as it relates to healthcare. CorVel personnel are available to answer questions about coverage, referrals to specialists, insurance, etc. Employees should contact their supervisor or MPD Human Resources for further information. This type of administrative organization may change from time to time.

Essential Job Functions - Specific functions that have been identified as essential to performing the aspects of the job as defined in the MPR manual.

FMLA (Family Medical Leave Act) - A federally-mandated act adopted in 1993 that governs employee rights and obligations as to family and medical leaves. Eligible employees are entitled up to 12 weeks leave in any 12 months for a qualifying event. The FMLA form is completed by the employee's physician when requesting family medical leave. For further information, contact MPD Human Resources. See section on Special Leaves.

MPD Healthcare Provider - The medical providers specifically under contract with the MPD to provide occupational health care services to MPD employees. The current healthcare provider list is distributed on an Administrative Announcement at the beginning of the contract period once a year.

Return to Work - See sections on Injury or Illness While Away from Work and Returning to Work After a Job-Related Injury/Illness. Generally, the current MPD healthcare provider performs return-to-work evaluations for MPD employees.

Supervisor's Report of Injury - A multiple-copy Worker's Compensation form that must be completed within 24 hours of an injury.

Worker's Compensation - Benefits for medical care and lost time prescribed by state law for employees who are injured while on the job. Submittal of a Supervisor's Report of Injury form is required for work-related injuries as specified by state law and MPD policy. NOTE: Separate from IOD program.

Medical Notification

All employees are encouraged to notify their supervisor or MPD Human Resources of any medical condition that may affect their work performance. When a supervisor is notified, they shall immediately contact MPD Human Resources for further assistance. Employees contacting MPD Human Resources directly may request that medical conditions be kept confidential whenever possible.

Failure to report a medical condition may result in the loss of compensation claims including, but not limited to, IOD and/or Worker's Compensation. Failure to report may also relieve the City of Minneapolis of any liability.

Supervisors shall notify MPD Human Resources if they have reasonable cause to suspect an employee has a medical condition that may adversely affect an employee's work performance.
Injury or Illness While Away From Work

An employee who becomes sick or injured while away from work, to the extent that they will miss work, shall verbally notify their immediate supervisor at least one-half hour before the start of their shift.

An employee returning to work with restrictions shall notify their supervisor prior to returning to work.

A referral from personal healthcare provider will be made if the event meets any of the following criteria:

- Employee has had any major illness or injury or major surgery
- Employee has been off duty due to illness or injury for thirty days or more
- Employee has been away from work, even for one day, for any diagnosed cardiac condition
- Employee has been away from work for any bone fracture
- Employee has been placed on restrictions for more than one week by their personal healthcare provider

Any employee leaving work as a result of illness shall notify their immediate supervisor. Employees shall not work at any outside employment while on sick leave.

At the request of MPD Human Resources, the employee's treating physician, with appropriate releases, may be asked to confer with the MPD healthcare provider to confirm and/or determine when the employee is able to return to work on a full-time or limited duty status.

Work-Related Injuries - Civilian Employees

Civilian employees injured while at work may be eligible for Worker's Compensation benefits. Civilian employees are not eligible for injured-on-duty (IOD) benefits.

Civilian employees complete a Supervisor's Report of Injury form and forward it to MPD Human Resources within 24 hours of the injury. If an employee is unable to complete the form, their supervisor shall complete the entire form and forward it to MPD Payroll within 24 hours of the injury.

Medical Treatment for Employees Injured at Work

All employees injured in the course of their work shall be referred to the MPD’s healthcare provider for diagnosis and treatment.

Any time an employee is injured at work, the MPD healthcare provider shall evaluate the injury. The initial medical appointment must be with the MPD healthcare provider. The healthcare provider shall determine the extent of the injury, the need for continued care, and any limitations.

An employee may choose to seek continuing treatment from his/her own personal physician after the initial exam by the MPD's healthcare provider and are subject to certain limitations. Such employees are also subject to disability, limited duty and return-to-work evaluations according to the MPD’s healthcare provider recommendations. The MPD’s healthcare provider staff will ask the employee to sign an authorized release from enabling them to confer with the employee’s treating physician regarding the employee’s current medical condition.
Anytime an employee is on injured-on-duty status, returns to work, and then goes out on injured-on-duty status for the same injury, the employee shall repeat the above process and indicate on the Supervisor's Report of Injury form that it is a reoccurrence. Failure to comply with this procedure may result in the loss of IOD benefits and/or jeopardize Worker's Compensation benefits.

Employees who are injured at work requiring emergency medical attention shall go to Hennepin County Medical Center (HCMC). This includes bloodborne pathogen exposures. In extreme emergencies, employees may go to the closest available hospital. For minor injuries requiring treatment during regular business hours, employees shall be treated by the current MPD healthcare provider. See policy on Bloodborne Pathogen Exposures.

Employees shall utilize Hennepin County Medical Center's (HCMC) Emergency Room, 701 Park Avenue, Minneapolis for any work-related injury requiring medical attention occurring after business hours, on holidays or weekends.

Employees who need medical treatment after their scheduled work hours, for an injury that occurred at work, shall go to the MPD healthcare provider during regular business hours (8:00 am to 5:00 pm, Monday through Friday, excluding holidays). After regular business hours, employees shall go to HCMC. If an employee is unable to report for an appointment, they shall contact the healthcare provider to reschedule the appointment.

Employees requiring ongoing medical treatment that may interfere with their work schedule shall forward to the MPD Human Resources written documentation from the treating physician that identifies the scope and frequency of their treatment. It is the employee’s responsibility to provide the medical and treatment information to MPD Human Resources and sufficient information for duty status and assignment purposes to their supervisor. If this documentation is provided by a physician other than the MPD healthcare provider, MPD Human Resources shall forward the records to the MPD healthcare provider for review and evaluation. Time taken for treatment during an employee's scheduled work period shall be taken as leave (sick, vacation, etc.). The employee may be reimbursed through Worker's Compensation benefits as applicable. Once an employee has returned to full duty status, the supervisor shall forward medical information to MPD Human Resources.

Anytime an employee has sustained a work-related injury, their initial medical treatment must be provided by the MPD healthcare provider. If an employee sustained a work-related injury prior to August 1, 1998, the employee may elect to receive ongoing treatment for that injury from a medical provider outside of the CorVel network.* With the approval of CorVel, an employee may elect to change their treating physician, but they must seek treatment from a physician within the CorVel network.

* Approval shall be obtained by calling the CorVel Access Line, 1-800-874-2273.

Hospitalization of Personnel - Notification

If an employee is hospitalized at any time, they shall notify their supervisor, and the supervisor shall notify MPR Services Division and provide the following information:

- Employee's name, employee number and assignment
- Employee's home address and telephone number
- Date of hospitalization
- Anticipated length of incapacitation
- Name, address and phone number of hospital
Returning to Work after a Job-Related Injury/Illness

Employees returning to work after a job-related injury/illness shall obtain a healthcare-provided Report of Workability and submit it to their immediate supervisor. The supervisor shall forward the report to MPR Services within 24 hours of receipt. The report shall state when the injured employee is able to return to work and in what capacity the employee is able to work. The supervisor shall review the report to determine whether the injured employee is able to return to work and in what capacity. The supervisor shall ensure that if any restrictions are stated, the employee's assignment is appropriate and complies with restrictions. If an employee is prescribed narcotic medication for any job-related injury of illness, the employee shall remain at home for 48 hours after being prescribed such medication. The employee shall schedule another appointment with their physician for the second day of that 48-hour time period for a final determination as to whether they can return to work with limitations. Documentation of the employee's return-to-work status must be provided to MPR Service Division personnel.

Returning to Work after a Non Job-Related Injury/Illness

If an employee is prescribed narcotic medication for any non job-related injury or illness, the employee shall remain at home for 48 hours after being prescribed such medication. The employee shall schedule another appointment with their physician for the second day of that 48-hour time frame for a final determination as to whether they can return to work with or without any limitations. Documentation of the employee's return-to-work status must be provided to MPR Service Division personnel.

Exposure Control and Reporting - Bloodborne Pathogens

Significant exposures to bloodborne pathogens occur when a person's blood or body fluids transfer to another's blood stream through needle sticks, open cuts, or by splashing into eyes, nose or mouth.

Bloodborne pathogens are micro-organisms in human blood that can cause disease in humans. Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) are two of the primary diseases the Exposure Control Plan is designed to combat, however, the measures outlined in this plan will aide in the prevention of infection with other bloodborne pathogens as well.

Definitions of Terms

Personal Protective Equipment (PPE):
Personal protective equipment is specialized clothing or equipment used by workers to protect themselves from direct exposure to blood or other potentially infectious materials. It includes, but is not limited to, disposable gloves, masks, goggles, boots, gowns and resuscitation masks.

Significant Exposure:
Contact with blood or other body fluids to which universal precautions apply through needle sticks, or contact with an open wound, non-intact skin, or mucous membrane. Bites that break the skin are considered exposures.

Universal Precautions:
A method of infection control in which all human blood and other potentially infectious materials (OPIM) are treated as if known to be infectious for HIV and HBV. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomitus, unless containing visible blood. However, other infectious agents, such as Hepatitis A, may be present in these body fluids. Good hygiene practices should be followed when handling them.
Exposure Control Methods

Universal Precautions

Effective protection against bloodborne diseases requires all employees with potential exposures to blood, body fluids, and tissues to use the universal precautions. Universal precautions means that employees are to treat **ALL** body fluids and tissues as potentially contaminated by HBV or HIV, and to treat them as if they were infectious.

**All** MPR employees will practice universal precautions to reduce the risk to bloodborne pathogens. Universal precautions must be consistently used for all activities involving contact with blood, tissue, and body fluids or equipment or materials which may contain infectious diseases.

Personal Protective Equipment (PPE)

Personal protective equipment is provided as a safeguard against exposures, however, no equipment is considered foolproof, so extreme caution must always be used in situations where blood or other potential infectious material are present. Personal protective equipment will be made available to employees, in an Exposure Control Kit, to reduce the risk of exposure. PPE kits are available in Central Supply.

Whenever the possibility for exposure to blood or blood-contaminated body fluids exists, MPD employees are **required** to wear appropriate protection (PPE). In all cases, extreme caution must be used in dealing with the suspect or prisoner if there is any indication of assaultive or combative behavior. When blood is present and a suspect or patient is combative or threatening to officers, gloves should always be put on as soon as conditions permit.

If an employee does not wear required PPE while involved in an incident where there is a potential for exposure, the employee must document in writing the reason why the equipment was not used. This includes cases where the employee felt it was "infeasible" to use PPE. Management and the employee will review the case and try to find ways to protect the employee in case the situation should arise again.

Exposure control kits will be provided to all MPD employees at risk for exposure to bloodborne pathogens. Employees are responsible for:

- Maintaining the exposure control kit with the following contents:
  1 pair of latex gloves
  1 face mask
  1 pair of goggles
  2 biohazard bags, one large and one small
  2 bag fasteners
  3 antiseptic towelettes

  The small bag is for the disposing of infected waste materials and equipment. The large bag is to act as a container for contaminated clothing.

- Maintaining and replacing items removed from the kits. A list of contents is on the side of each kit; the supply room at each precinct and central supply will maintain replacement stock.
Administrative Controls or Standard Operating Procedures

1. Prior to contact with blood or body fluids:
   a. Hepatitis B vaccinations. These vaccinations are voluntary, but highly recommended. They are provided at no cost by the MPD Training Unit.
   b. Use the personal protective equipment when anticipating contact with blood, body fluid, tissues, or mucous membranes.
   c. Handle sharp objects carefully. Do not cut, bend, break or disassemble needles. Use caution when searching clothing, pockets, bags, under car seats or other areas that could contain hidden needles.

2. After contact with blood or body fluids:
   a. Wash skin with soap and water if it comes in contact with body fluids, flush exposed mucous membranes such as the eyes with water for 15 minutes, and remove splashes to the mucous lining of the nose by blowing the nose as soon as possible. If the exposure is oral or a splash to the mouth, rinse mouth thoroughly with water. If no hand washing facility is present, use the antiseptic towelettes provided with the personal protective equipment. Then wash hands again when soap and water is available. Hands should also be washed after wearing gloves.
   
   b. Remove clothing soiled with blood/body fluids as soon as possible. All soiled linen and protective work clothing should be handled as little as possible and placed in the red plastic biohazard bags. Gloves should always be worn when handling contaminated clothing. Paramedics recommend double gloving.

   If the contaminated area is an isolated spot that has not soaked through to the employee's bare skin or undergarments, O-SYL disinfectant may be used to clean the area. If the contamination has soaked through to the undergarments or the potentially infectious material is not isolated in area, then it is necessary to have the clothing bagged and handled appropriately.

   The contaminated clothing should be laundered by the employee. Contaminated clothing must be washed separately from other laundry. Contaminated clothing can be washed in regular laundry cycles using regular detergent and Lysol or bleach. Leather goods and boots may be brush-scrubbed with hot water and soap to remove contamination.

   c. Search for and remove contaminated materials before removing protective equipment. Personnel remaining on the scene after the patient/suspect has been transported are responsible for the search. All items at the scene suspected of being contaminated (towelettes, clothing, gloves, etc.), shall be picked up (not with bare hands) and placed in the red biohazard bag supplied with the personal protective equipment. All bags containing contaminated waste can be given to EMS personnel at the scene or must be taken to HCMC for disposal.

   d. Disinfect immediately, and before use by another individual, any surfaces (e.g., steering wheels, hand cuffs, vehicle handles, medical bags) contaminated with body fluids with O-SYL. If surfaces cannot be disinfected at the scene, the article should be transported back to the station in a biohazard bag. If the squad car is contaminated with a large amount of blood which cannot be readily cleaned with O-SYL, place a biohazard label on the squad and transport it to the Central Garage to be cleaned. The vehicle will need to be left at the garage. The label should be placed on the dash with a description of the type of exposure and date of exposure. Biohazard label cards can be obtained at Central Supply.

   e. If furniture or a work area becomes contaminated, mark the area/item with a biohazard label and notify the janitor of the area/item needing to be cleaned.

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f. Notify the Minneapolis Department of Health and Family Service laboratory to arrange for disposal of any contaminated materials which cannot be cleaned. They will contract with a certified garbage collection service to haul the material. This does not include PPE, which must be sent to HCMC.

Exposure Reporting, Post-Exposure Evaluation and Follow-up

If an employee suffers a significant exposure to blood or bodily fluids they have the following reporting responsibilities:

1. Notify the supervisor and complete the Injured On Duty Determination and Bloodborne Illness Exposure Report forms as soon as possible after the incident. Include the word "exposure" in the description of the incident. Also include the name or names of the source contact and where the source was taken, if known.

2. Report to the appropriate medical facility or Health Care Provider (HCP) as soon as possible, but within 4 to 8 hours of exposure, for a confidential medical evaluation. Take a copy of the completed Bloodborne Illness Exposure Report to the HCP.

3. Notify supervisors of any necessary follow up meetings and attend same.

Employees should refer to and be familiar with the complete Bloodborne Pathogens Exposure Control Plan that is on file at all Precincts/Divisions and remote work sites.
Volume XI - Minneapolis Police Reserve Forms

Instruction for use of MPR forms are on the Addendum’s at end of manual.

MPR01 Activity Sign in Form  Addendum A
MPR02 Squad Use Qualification Form  Addendum B
MPR03 Precinct Squad Inspection Form  Addendum C
MPR04 Promotion Form  Addendum D
MPR05 Demotion/Transfer Form  Addendum E
MPR06 Radio Assignment Form  Addendum F
MPR07 Radio Call Numbers  Addendum G
MPR08 Supply Requisition Form  Addendum H
MPR09 Lieutenants Event Call-Out Form  Addendum I
MPR10 Sergeants Event Call-Out Form  Addendum J
MPR11 Military/Medical/Leave of Absence  Addendum K
MPR12 Separation Form  Addendum L
MPR12A Personnel Equipment Issue Form  Addendum M
MPR13 Authorization for Police (Reserve) Duty  Addendum N
MPR14 Monthly Individual Hours Form  Addendum O
MPR15 MPR Squad Drivers Log  Addendum P
MPR16 Separation Records Past Reserve Officers  Addendum Q
MPR17 Incident Report  Addendum R
MPR18 Organization Charts  Addendum S
MPR19 Loyalty Oath  Addendum T
MPR20 Monthly Division Report  Addendum U
City of Minneapolis Supervisor’s Report of Injury  Addendum V