



# HIRE/PERSONNEL ACTION FORM

## Employee Information

**Employee:** Langford, Enoch H

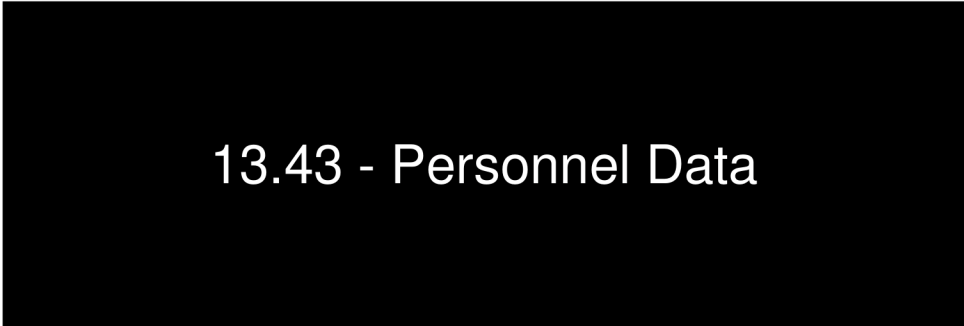
**Address 1:**

**Address 2:**

**City:**

**Phone:**

**Gender:**



## Hire Information

**Person ID:** 19903309

**Job Class #:** 08173C

**Job Class:** Police Officer

**Hire Date:** 08/30/21

**Pay Rate:** \$31.45

**Department:** Police

**Division:** Police

**Hire Req. #:** 2021-00531

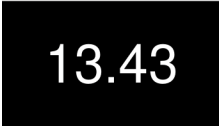
**Job Term:** Full-time

**Comments:**

## Additional Information

**Action/Action Reason:** Hire, New Hire - Regular

**Date of Birth:**



**Marital Status:**

**Salary Step:**

11

**Earnings Distribution % - 1:**

100

**Earnings Distribution % - 2:**

**Combo Code - 1:**



**Combo Code - 2:**

**Probationary Date:**

08/30/2022

**Supervisor ID (hiring Job Code only):**

**Expected End Date:**

Printed on August 30, 2021



Serving Community.  
Building Careers.

Police Department – Medaria Arradondo, Chief of Police  
350 S. Fifth St. - Room 130  
Minneapolis, MN 55415

August 27, 2021

Enoch Langford

13.43

Dear Enoch,

Congratulations on your new position and welcome to the City of Minneapolis! I am pleased to extend a final job offer to you, for the position of Police Recruit with the Minneapolis Police Department. You have passed all of the requirements necessary for entrance into our Police Academy.

**Salary:** You will begin at the Recruit Step on our salary schedule, which is \$31.45 per hour. Thereafter, eligibility for subsequent step progression shall be as established by the Labor Agreement, assuming successful completion of performance requirements.

**Probation:** While in the Police Academy you are on probation. Upon successful completion of the Police Academy, your probationary period continues for 12 months serving as a sworn Police Officer with MPD. The primary objectives of a probationary period are training and evaluation of your job performance. You shall also receive informal review and feedback of your performance.

**Vacation:** Vacation time is determined on the basis of continuous years of service. You are eligible for 96 hours of vacation your first year. Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation after 6 months of service.

**Holidays:** Full time employees receive twelve (12) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day (aka Columbus Day), Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

**Sick Leave:** Full time employees earn up to 96 hours per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave as you accrue sick leave.

**Union:** Your job classification is represented by the Police Officers Federation. Their main number is 612-788-8444. You can review your contract at <http://www.minneapolismn.gov/hr/laboragreements/index.htm>.

**Healthcare:** You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective 09/01/2021. Please visit <http://www.ci.minneapolis.mn.us/hr/benefits/index.htm> for more detailed plan information. You may also contact our Benefit Division at 612-673-2282 for assistance with your benefit questions.

**Pension:** Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.50% and the employee's rate is 6.50%.

Revised July, 2021

**Orientation:** Monday, August 30<sup>th</sup>, 2021- Please report to the MPD Strategic Operations Center located at 4119 DuPont Avenue North, Minneapolis, no later than 0800 hours. Come dressed in business attire and bring the following documents and equipment:

- Drivers license
- Social Security Card or Birth Certificate
- 2 blank checks (one for POST and one for direct deposit)
- Marriage Certificate (if married)
- Dependent Birth Certificate (if you have children)
- Eligible Dependents Supporting Documentation (see attachment Eligible Dependents and Supporting Documentation)
- Pen and Paper

Please note that you are also required to present the original documents to prove your identity and authorization to work in the United States on your first day of employment.

Identity verification and employment eligibility to work in the United States is now processed through Equifax with E-Verify. This is a paperless process in which you will complete section 1 of the I-9 form online, prior to your first day:

- Log onto [www.newI9.com](http://www.newI9.com) to complete section 1 of the I-9 Form
- Use employer code **11468**
- In the "Employment Date" field, enter your start date at the City
- You will see a link for instructions once you have signed in

Human Resources Representatives will be in attendance on your first day to provide you with helpful information, to answer questions, and to complete the remainder of your employee paperwork.

Academy: The Police Academy is 15 full weeks of training. Except for the first day, your hours during the Recruit Academy will be Monday through Friday from 0800 – 1600 hours.

Uniforms and Equipment: See enclosed provided document.

Contacts: If you have questions or concerns, feel free to call either of the following:

- Sgt. Kurt Schoonover (612) 919-9488
- Omaar Balton, Human Resources Consultant (612) 673-2713

This is an exciting time in law enforcement and with the City of Minneapolis! We look forward to seeing you on your first day with the Minneapolis Police Department.

Sincerely,



Amelia Huffman  
Deputy Chief  
Office of Professional Standards  
Minneapolis Police Department

Cc: Employee Personnel file  
Dept. HRIS administrator

*Revised July, 2021*

I have reviewed this offer of employment with the City of Minneapolis and accept the terms and conditions outlined herein.

  
\_\_\_\_\_  
Signature

8/30/21  
\_\_\_\_\_  
Date

Officers Cornwell, Hetmaniak, Garza, Hain, Komarek, Sciorrotta, Langford, Mumin, Damon and SGT Kelly,

I want to recognize your courageous and tactically sound police work on 4/7/24 at about 2358 hours.

Officers were called to 22XX Bloomington AVE S on a person with a gun who also had warrants for his arrest. The caller stated the pergun and another male came to his home armed looking for the pergun's girlfriend who left the homes days ago. As the suspects were searching the home for the pergun's girlfriend the caller called 911. The caller meet with Officer Hain a block away. The caller's boyfriend was still inside the home with the suspects. Officers surrounded the home and called out the occupants. Officers Langford and Mumin were in the rear of the address while Officers Cornwell, Hetmaniak, Hain, Komarek, Sciorrotta and SGT Kelly were in the front. Officers Damon and Garza were blocking traffic on Bloomington AVE S. The two suspects fled out the back. The caller's boyfriend came out the front. One suspect was caught in the rear by Officers Langford and Mumin and a gun was recovered. The other suspect ran back inside the home. Officers Hain, Cornwell, Hetmaniak, Sciorrotta, Komarek, and SGT Kelly searched the home detaining the second suspect. The suspect who was arrested in the rear was booked for PC weapons and his ten warrants. The second suspect was found to have a warrant as well.

Officers Cornwell, Hetmaniak, Garza, Damon, Hain, Komarek, Sciorrotta, Langford, Mumin, and SGT Kelly your hard work, attention to detail and commitment to service has reflected greatly upon yourself, the third precinct and the MPD.

Sincerely,  
Sergeant Stewart

Officers Langford, Mumin, Garcia, Kordian, Riley, Tubbs, Garza and Luna Sanchez,

I want to recognize your proactive, tactically sound and brave police work on 5/4/24 at about 2139 hours.

Officers Langford and Mumin located a stolen vehicle that had been taken at gun point at Lake ST E and Chicago AVE S. Officer Langford noticed that there were four people in the vehicle. Officers Langford and Mumin attempted to stop the vehicle at 31 ST E and Cedar AVE S, but it fled. Officer Langford noticed that the rear passenger kept making furtive movements. Officers Garcia, Kordian, Riley, Tubbs, Garza and Luna Sanchez joined in the pursuit. At Cedar AVE S and Washington AVE SE, the suspect vehicle stopped. Both back seat passengers fled on foot. Officers Langford and Mumin were able to take the driver into custody. Officer Garza took the front passenger into custody. Officers Riley, Tubbs and Kordian chased after the driver's side passenger taking him into custody after a short foot chase. Officers Garcia and Luna Sanchez chased after the rear passenger who had been making furtive movements. The rear passenger fled into a transit station where Officers Garcia and Luna Sanchez were able to take him into custody. All four were booked into HCJ.

Officers Langford, Mumin, Garcia, Kordian, Riley, Tubbs, Garza and Luna Sanchez your hard work, bravery and commitment to service has reflected greatly upon yourself, the third precinct and the MPD.

Sincerely,  
Sergeant Stewart

**From:** [Stewart, Joshua](#)  
**To:** [Peach, Mindy E](#)  
**Cc:** [Sand, Brian](#); [Gomez, Jose](#); [Langford, Enoch](#)  
**Subject:** Fw: Langford  
**Date:** Friday, February 23, 2024 2:15:30 AM

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Please place a copy of the below email in Officer Langford badge number 3956 file. Thank you.

**SGT Stewart**

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**From:** Greaves, Charles <Charles.Greaves@minneapolismn.gov>  
**Sent:** Sunday, February 11, 2024 2:23 PM  
**To:** Gomez, Jose <Jose.Gomez@minneapolismn.gov>; Sand, Brian <Brian.Sand@minneapolismn.gov>; Kelly, Ryan <Ryan.Kelly@minneapolismn.gov>; Johnson, Dylan <Dylan.Johnson@Minneapolismn.gov>; Stewart, Joshua <Joshua.Stewart@minneapolismn.gov>  
**Subject:** Langford

Sirs,

I just wanted to let you know about some good work Officer Langford did this weekend. He made a warrant arrest on a party. While the party was in his custody, Langford realized that I had put out a DIB posting on the person over a year ago. The extra checking he did and notifying me was very helpful in completing the assault 2 investigation.

Thanks  
Chuck

**Sergeant Charles Greaves**  
**Minneapolis Police Department**  
**Violent Crimes Investigation Team**

**Office : 612-673-2941**  
**Desk : 612-673-3253**



**Minneapolis Police Department**

Candidate Information		
First Name <i>Proch</i>	Middle Name <i>Hosea Daniel</i>	Last Name <i>Langford</i>
Date of Birth	Marital Status	Social Security Number



**13.43 - Personnel Data**

Internal Only			
HR Approval	Date	HRIS	Date
Hire Date	Badge	Employee ID	

**Please type or print – must be legible**

The above information is necessary to expedite the hiring process in the event you are selected for a final job offer. By completing this form it does not promise and/or imply a final job offer. Final job offers will be made if you successfully pass all pre-employment exams. If you do not receive a final offer, this information will be destroyed.

**MPD HR use only**



Police Department – Medaria Arradondo, Chief of Police  
350 S. Fifth St. - Room 130  
Minneapolis, MN 55415  
TEL 612.673.3000  
www.minneapolismn.gov

All MPD Personnel:

RE: Important Message Concerning Email

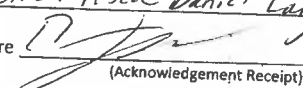
This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at: [http://www.ci.minneapolis.mn.us/policies/policies\\_electronic-communications-policy](http://www.ci.minneapolis.mn.us/policies/policies_electronic-communications-policy). Electronic Communications are public data and must reflect a positive, professional image of the City of Minneapolis.

The policy covers all electronic communications, including the City's email, and internal and external websites. Every person who was given or has gained access to the City's computer system is responsible for adhering to the City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Anyone who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

Employees are prohibited from intentionally viewing, sending or disseminating inappropriate email materials, including harassing, threatening or obscene materials (any materials with ANY sexual connotation). You are encouraged to advise anyone who sends or disseminates such inappropriate materials to stop from doing so. If you view such materials or receive such materials from a City employee, vendor, volunteer or other agent of the City, report it to your immediate supervisor, the Human Resources Generalist, or the Minneapolis Police Department's Internal Affairs Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

My Best,

  
Medaria Arradondo  
Chief

Name Daniel Husca Daniel Langford Employee Number 003956  
Signature  Date 8/27/21  
(Acknowledgement Receipt)

# **Nepotism Policy**

## **I. Purpose**

The Nepotism policy is intended to mirror Section 15.160 of the Minneapolis Code of Ordinances, Ethics in Government which include a prohibition against nepotism in the workplace.

## **II. Policy**

No local official or employee shall be the immediate supervisor, or that supervisor's immediate supervisor, of a related person. The Human Resources Department will work with the affected related persons to resolve violations of this provision that exist because of existing supervisory relationships.

A local official or employee of the city shall not influence or attempt to influence the hiring, transfer, suspension, promotion, discharge, reward, discipline, or the adjustment of grievances of a related person.

A local official or employee of the city shall not influence, or attempt to influence the awarding of a city contract to a related person. No local official or employee shall be responsible for managing a city contract with a related person.

## **III. Definitions**

A. Related person shall mean a person in a marital relationship, a domestic partner relationship or other committed relationship with a local official or employee, or in a significant familial relationship with a local official or employee.

B. Significant familial relationship means:

1. By blood or adoption: parent, child, grandparent, grandchild brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, first cousin.

2. By marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece. Divorce terminates a significant familial relationship by marriage.

Last updated Oct. 23, 2012

### **Nepotism Acknowledgement Form**

You are required to complete and return this form to Human Resources.

By my signature, I acknowledge receipt of the nepotism provision of the City's Ethics Code, Chapter 15, *Ethics in Government*. I further acknowledge that I can access and review the Ethics Code in its entirety via CityTalk at <http://citytalk/policies/policies-council-code-of-ethics.pdf>.

Print Name: Paul Huska Daniel Langford

Job Title: Police Officer

Department/Division: Minneapolis Police Department

Signature: 

Date: 8/27/21

Completed Acknowledgement forms should be sent to:  
The Department of Human Resources, PSC Room 100

**ACKNOWLEDGMENT  
OF  
Special Order S13-047**

**Regarding Non-Public Data**

By signing this Acknowledgment\* I certify that I have read Special Order S13-047 and reviewed the specific Policy and Procedures listed in the Order. I further acknowledge that I am required to protect data in accordance with state and federal law and MPD policy and that the failure to do so may subject me to criminal charges as well as discipline, up to and including discharge.

This Acknowledgment supplements my receipt of the electronic version of the MPD Policy and Procedure Manual.

EMPLOYEE NAME: Erin Hoska Daniel Langford  
(please print)

EMPLOYEE SIGNATURE [Signature] Date: 8/27/21

BADGE/IDENTIFICATION NUMBER: 3956

SUPERVISOR'S NAME AND SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Employees must sign in front of their supervisors. Supervisors must collect the signed forms and deliver them to their respective Inspector, Commander or Director.

\* Returning a signed acknowledgment form to your supervisor is mandatory.

**Electronic Communication Policy  
Employee Acknowledgement**

I have received an electronic or paper copy of,  
or reviewed the CityTalk version of  
the revised City's Electronic Communication Policy  
approved by the Council on September 2, 2005  
and effective September 10, 2005.

I understand that I am accountable for knowing and abiding by the Electronic Communication Policy and that I will be held accountable for abiding by this policy and its procedures. I understand how to access the online version of the Electronic Communication Policy in the CityTalk Policy Library.\*

*(\*If you do not understand how to access the online Policy Library, see your immediate supervisor for training until you are able to successfully access the Library.)*

I understand that this receipt is filed with my personnel records

Signature 

Date 8/27/21

**ELECTRONIC VERSION OF THE MPD  
POLICY & PROCEDURE MANUAL**

I understand that I am accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Police Department Policy and Procedure Manual and that I will be held accountable for abiding by the policies and procedures contained therein.

I have read the instructions and understand how to access the online electronic version of the Minneapolis Police Department Policy and Procedure Manual.

*\*\*If you do not understand how to access the online manual, see your immediate supervisor for training until you are able to successfully access the online manual.\*\**

NAME: Erauh Husen Daniel Langford  
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: 3956 / 003956

DATE: 8/27/21

**SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY**

## Notice of New Health Insurance Marketplace Coverage Options and Your Health Coverage

Effective Date: January 1, 2019

### PART A: General Information

Key parts of the health care law took effect in 2014 which resulted in a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by the City of Minneapolis.

#### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health coverage through the Marketplace begins in October each year for coverage starting January 1st of the following year.

#### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. Your eligibility for premium savings depends on your household income.

#### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer health coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the health coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.\*

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you will lose your employer's contribution (if any) to the employer's health coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

#### How Can I Get More Information?

For more information about the City's health coverage, please check your summary plan description or contact City of Minneapolis, Human Resources/Benefits, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339, calling 612-673-2282

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

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\* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. (NOTE: The City's health plan is offered to employees working 30 or more hours a week and is designed to meet the Affordable Care Act's "minimum value" standard. The City's lowest cost non-wellness program plan for an individual has a monthly premium rate is \$48.00)



**PART B: Information About Health Coverage Offered by the City of Minneapolis**

This section contains information about any health coverage offered by the City of Minneapolis. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name: City of Minneapolis		4. Employer Identification Number (EIN) 41-6005375	
5. Employer Address 350 South 5 <sup>th</sup> Street		6. Employer Phone Number 612-673-2282	
7. City Minneapolis	8. State MN	9. ZIP Code 55415	
10. Who can we contact about employee health coverage at this job? Human Resources Benefits Consultant			
11. Phone Number (if different from above) 612-673-2282		12. Email Address hrstaff@minneapolismn.gov	

Here is some basic information about health coverage offered by the City of Minneapolis:

- As your employer, the City offers a health plan to certain employees. Eligible employees are employees who, at the time of hire, are regularly scheduled to work at least 30 hours per week or who average at least 30 hours of service per week during a 52 week measurement period.
- For 2019, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$48.00.
- With respect to dependents, the City offers coverage. Eligible dependents include the eligible employee's spouse, the eligible employee's child, and any other person who qualifies as a dependent of the employee for the purposes of Sections 105 and 106 of the Internal Revenue Code of 1986, as amended from time to time, as clarified in Revenue Procedure 2008-48.
- The City's coverage is designed to meet the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- Even though the City intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.
- If you purchase a health plan through the Marketplace instead of accepting health coverage offered by the City, then you will lose the City's contribution to the City's health coverage. Also, this City contribution—as well as your employee contribution to the City's health coverage—is excluded from income for Federal and State income tax purposes. Your payments for health coverage through the Marketplace are made on an after-tax basis.

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

I acknowledge receipt of this health insurance Marketplace notice.

Signature: 

Date: 8/27/21

Employee: Please return the original, signed form to your supervisor and keep a copy for your records.

Supervisor: Please ensure that the original, signed form is filed in the employee's personnel file.



Minneapolis  
City of Lakes

# Workplace Harassment

## You could lose your job!

### If you are found guilty of workplace harassment, you could lose your job.

Creating a work environment where all employees are treated professionally is not a choice at the City of Minneapolis – it's the law. The City of Minneapolis' Anti-Discrimination, Harassment, and Retaliation Policy protects employees from harassment in day-to-day recruitment, testing, hiring, transfers, assignments, promotions, discipline and termination.

The following guide outlines what constitutes harassment under the City's policy. For more information, or to file a harassment complaint, talk to your supervisor or call your HR Generalist.

#### What is harassment?

According to the City's policy, harassment can include verbal, written, or physical contact based on a person's:

1. Age
2. Ancestry
3. Color
4. Creed
5. Disability
6. Familial status
7. Gender (including pregnancy)
8. Genetic information
9. Marital status
10. National origin
11. Race
12. Religion
13. Sexual orientation (including gender identity)
14. Status with regard to public assistance
15. Veteran's status (including Vietnam Era Veteran status)

#### What is the definition of sexual harassment?

Physical assault of a sexual nature, sexual advances or propositions, sexual comments, displaying publications of a sexual nature, and sexual favoritism are all covered in the definition of sexual harassment.

#### What are some specific examples of actions that could be considered sexual harassment?

- Intentional physical conduct of a sexual nature, such as touching or brushing against another employee's body
- Sexual oriented gestures, sounds, or jokes
- Preferential treatment for submitting to sexual conduct
- Intentionally making an employee's job more difficult based on gender
- Displaying pictures, posters, cartoons or other materials that are sexually revealing, suggestive or demeaning
- Gender based favoritism

#### What other forms of harassment are included in the Anti-Discrimination, Harassment, and Retaliation Policy?

Physical or verbal conduct that creates an intimidating, hostile or offensive working environment, interferes with an individual's work, or affects an individual's employment opportunities.

#### What are some specific examples of actions that could be considered harassment?

- Making derogatory remarks, gestures or comments about or in the presence of an employee
- Using offensive terms about or in the presence of an employee
- Demoting or terminating an employee because the employee refused a supervisor's sexual advances.
- Intentionally making job performance more difficult for an employee. This includes making an employee the target of practical jokes, excluding an employee, refusing to work with an employee, etc.
- Displaying pictures, posters, cartoons or other materials that could be considered offensive
- Making derogatory jokes

#### Will the City of Minneapolis accommodate religious requirements?

City employees can request accommodations for religious dress requirements, religious prayer time during the work day and time off for religious holidays.

To request an accommodation, begin by talking to your supervisor or [HR Generalist](#).

If you have questions, or would like more information about the Anti-Discrimination, Harassment, and Retaliation Policy, contact Human Resources, or visit the [Policy section on CityTalk](#).

# Minneapolismn.gov

## Electronic Communications Policy

### I. Purpose and Scope of the Policy

**A. Purpose:** City of Minneapolis Electronic Communications Policy and accompanying procedures are adopted to increase awareness of the risks associated with using electronic communications and to communicate the City's requirements regarding the use of electronic communications.

**B. Coverage:** The following policy covers the City's electronic communications system including City e-mail as well as access to City computers and network resources for the purposes of Web browsing and electronic file sharing.

All other City policies and State and Federal laws apply to electronic communications, even if not specifically mentioned in this policy. For example, users shall bear in mind the requirements of City policies, including Civil Service Rule 11, which covers substandard performance and misconduct.

**C. Applies To:** This policy applies to all City employees, elected officials, contractors, consultants, volunteers, agents or any other persons who have gained or are given access to the City's computer system (hereafter referred to as "users").

### II. Definitions

**Computing Systems:** Any computer workstation, server, mobile computing device or peripheral equipment through which files, data or communications may be introduced into the City's enterprise network.

**Downloading:** Transmission of a file through the Internet or a wide area network from one computer (usually a file server or Web server) to another (usually a desktop workstation). By definition, downloaded files can be documents, images, sounds, Web pages, E-mail messages, programs and other executables, or system components.

**Electronic Communications System:** Any City e-mail or computer network resource that facilitates the sharing of information.

**Executable File:** An executable file contains a program. This is a file that is capable of being executed or run as a program in the computer. In a Windows operating system, an executable file usually has a file name extension of .bat, .com, or .exe.

**Not Public Data:** Government data, which is classified by statute, federal law, or statutory temporary classification as Confidential, Private, Nonpublic, or Protected Nonpublic.

**Record of value:** A message sent via e-mail is considered a record of value if it is required for ongoing legal, fiscal, administrative, operational or research purposes. These messages, like any other record, are to be assigned to a record series based on the function and content of the message. The user is responsible for determining the nature and content of the e-mail and to assign the proper record series.

#### Records Series

A group of related records or documents that are normally used and filed as a unit because they result from the same activity or function or have some relationship arising from their creation, receipt, and that permit evaluation as a unit for retention scheduling purposes.

**Trade Secret:** A form of Non Public Data Trade Secret information is government data, including a formula, pattern, compilation, program, device, method, technique, or process that is the subject of reasonable efforts to maintain City secrecy and that derives independent economic value, actual or potential, from not being readily known to or ascertainable by others. Trade secrets include, but are not limited to, patented or copyrighted computer programs.

**Transitory record:** A message that does not meet the criteria to be classified as a record of value is considered a transitory record. Transitory records are generally documents of short-term interest that have no documentary or evidential value. The sender or receiver is not required to save or convert a transitory record. Almost all e-mail falls into this category and may be deleted immediately.

### III. General Conditions

The electronic communications system is a City-owned tool to be used primarily for matters directly related to the business activities of the City of Minneapolis and as a means to further the City's mission by providing services that are efficient, accurate, timely and complete.

**A. Violations:** Access to electronic communications systems is a privilege and not a right. Anyone who uses these systems in a manner that is not consistent with City policies may be subject to disconnection from the City network and may be subject to disciplinary action, up to and including suspension and termination.

**B. Public Nature of Electronic Communication:** Electronic communication is a public record like any other public document. Users must understand that any communications created, received or backed up on the City systems may be construed to be public documents and thus may be subject to legal requests for public disclosure. This includes communications that users might think of, incorrectly, as personal and private.

**C. Inspection and Monitoring:** City supervisors have the authority to inspect the contents of any equipment, files or mail in the normal course of supervisory responsibilities. Reasons for review include, but are not limited to: investigation of network slowdown; system hardware or software problems including software license compliance; general system failure; litigation or potential litigation; suspicion of a crime or violation of policy

Internet usage by individuals may be inspected by the City's information technology department as directed by Human Resources, including external links and services being accessed by users. The City does not systematically inspect all records and relies on users to report offensive or inappropriate material to their immediate supervisor, Human Resources, or another appropriate individual.

By using the City's electronic communications system, all users consent that the City may, at its discretion, inspect, use or disclose any electronic communications or data without further notice for any legitimate business, legal or disciplinary purpose and may disclose or disseminate such messages to appropriate third parties.

Before accessing the City network, all users shall respond to a log on prompt agreeing to allow the City access to all the electronic communications of the user. [Electronic Forensic Search procedure](#)

#### D. Acceptable / Unacceptable Use:

**1. Ethical Conduct:** Users shall maintain the highest professional ethics and conduct while using the City's electronic communications system.

a. Users shall not intentionally transmit, access or store material that is offensive, harassing, threatening or disruptive. Among material which may be considered offensive are messages that contain sexual implications, racial slurs, or any other comment that offensively addresses someone's age, gender, marital status, status with regard to public assistance, affectional preference, sexual orientation, religious or political beliefs, national origin or mental or physical disability.

b. Users shall not transmit or intentionally access material that promotes, fosters or perpetuates

discrimination on the basis of race, creed, color, age, religious or political beliefs, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, affectional preference or sexual orientation.

c. Users shall not transmit or intentionally access material that contains any kind of sexually explicit remarks or other content that may be a violation of the City's policy on respect in the workplace

**2. Representing the City:** A City e-mail account identifies the user to others as a City employee and, therefore, users shall conduct themselves in a professional manner that is consistent with City goals. Users shall be aware of their potential audience when sending electronic communications, just as when they are using any other City communication tools. This includes not representing personal opinions in such a way as to confuse potential readers regarding City policies.

a. City employees may participate in external bulletin boards if participation in the board supports the employee's normal business functions. Employees may not participate in non-work-related boards where they are identified as City employees by their e-mail address or other designator.

**3. Information Security:** Users shall respect the privacy and integrity of information used, shared or stored on the City's electronic communications system. (related procedures: Distribution of Information or Data Not Ready for Public View Emails Message as a Record of Value Email Messages Considered Transitory Labeling Email Messages)

a. Users shall not illegally disclose any data protected under the Minnesota Data Practices Act or any other applicable state or federal law. Users are responsible for knowing the legal status of such data that they have access to and work with.

b. Users shall not intentionally seek information on, obtain copies of, or modify files or data belonging to other users, except in the normal, authorized conduct of their work.

**4. Network Security:** Users shall respect the integrity and security of the electronic communications system. Users are responsible for knowing and understanding the content of any information published on the City's Intranet by the City's information technology department describing procedures, guidelines and best practices for ensuring network security. (related procedures: Computer Locking & Unlocking Log Off Network and Turn Off Computer)

a. Users are responsible for protecting City passwords against unauthorized use. Users shall not share City passwords. Users cannot be required to provide their City password to other staff under any circumstances.

b. Users shall not seek to purposefully bypass security protections on the City's electronic communications or other computing systems, nor aid or assist others in doing so. Users shall immediately report any suspected breach to the City's information technology department. (link to procedure)

c. Users shall not knowingly download, develop or use electronic files or software programs that introduce viruses or other disruptive or destructive software into City computing systems.

d. Users shall not engage in mass distribution of messages (to all City users or departments), except as authorized by the City's communications department. Email Broadcast Request procedure

e. Users shall not use the Electronic Communications System to conduct the following activities including, but not limited to gambling, wagering, betting, instant messaging, chatting, blogging, selling, bidding, or online trading unless related to official City assignments.

**5. Personal Use:** Users shall restrict personal use to occasional activities that do not interfere with the

ability to conduct City business. In addition, the following apply:

- a. Users shall not use the Electronic Communications System for religious or political purposes including soliciting for charity or support for outside organizations unless sponsored by the City.
- b. Users shall not use the Electronic Communications System to advertise products or services or conduct any activity meant to foster personal gain, financial or otherwise, including outside business or commercial activities.

**E. Copyrighted Information:** Users shall not use the Electronic Communications System to copy or transmit any documents, images, software or other information protected by a copyright owned by someone other than the City of Minneapolis, without proper authorization from the copyright owner.

1. Copyright protection applies to any document, image, software or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be assumed to be copyright protected.
2. It is the user's responsibility to obtain proper authorization from the copyright owner prior to using the electronic communications system to copy or transmit copyrighted material and the City assumes no responsibility for a user's failure to obtain the proper authorization.

#### IV. E-mail

**A. City E-mail Account:** Users shall use a City e-mail account and e-mail address derived from the City's official domain name (@minneapolismn.gov) when using e-mail to communicate during the conduct of official City business.

**B. Departmental E-Mail Accounts:** Departments can request and operate department-level e-mail accounts using the @minneapolismn.gov domain to meet legitimate business needs. Departmental Email Account procedure

**C. Retention of E-Mail Messages:** Messages sent via e-mail meet the State of Minnesota definition of a record. As such, specific classifications of messages sent via e-mail, including any attachments, shall be retained according to the City of Minneapolis Records Management Policy. The function and content of the message determines the value and corresponding retention requirements of the message. Backup tapes are only intended for disaster recovery or system failure. Backup tapes are not intended for archival or records retention purposes.

1. E-mail falls into two classifications: records of value and transitory records.
2. It is the user's responsibility to determine the nature and content of the E-mail and to assign the proper record series.
3. If it is a record of value, these records shall be saved by the user to a word processing or paper file for storage according to City retention requirements.
4. Transitory records may be deleted immediately. (related procedures: Emails Message as a Record of Value Email Messages Considered Transitory Labeling Email Messages)

#### V. Internet Use

**A. Installation:** In order to maintain consistent and cost effective support, employees shall not install their own Internet client support products on City-provided computers. All access to the enterprise network or the Internet shall be provided by the City's information technology department or its agent.

**B. Costs:** Users shall not access sites or download information that may result in an unapproved expense to the

City. When allowed by City policy or procedure, City approved methods of payment can be used for business conducted on the Internet. Transactions are strictly limited to City business and only secure sites that provide encrypted transaction information can be used.

## VI. Official City of Minneapolis websites

**A. External (Public) website:** The City is represented on the World Wide Web under the domain name [ci.minneapolis.mn.us](http://ci.minneapolis.mn.us), which conforms to the Internet standard for local government domain names (per RFC 1480, RFC 1591 and RFC 1816, which describe the US domain system structure and organization)

**1. Standard Web URL:** City departments will use the City's domain name ([ci.minneapolis.mn.us](http://ci.minneapolis.mn.us)) to reference all content published on the WWW/Internet related to official City business or services, whether or not the content is hosted on the City's external Web servers.

a. The URL (Web address) for the City's official website is [www.minneapolismn.gov](http://www.minneapolismn.gov)

b. Department heads may request an alternate URL (e.g., [sitename.ci.minneapolis.mn.us](http://sitename.ci.minneapolis.mn.us)), based on the standard domain name, be assigned and propagated to the Internet by the City's information technology department for official City Web services hosted by a non-City Internet Service Provider (ISP).

Department heads requesting this service are responsible for all costs associated with managing and propagating this alternate City website domain name. [Requesting Alternative URL procedure](#)

**2. Non-standard domain names and URLs:** Department heads may request an exception to use a non-standard domain name subject to the approval of the director of the City's communications department or the chief information office or their designees. [Requesting a Non-Standard Domain Name procedure](#)

a. If the use of a non-standard domain name is approved the Department head requesting and receiving an exception is responsible for making sure that all content that can be accessed using the non-standard URL conforms to City website Policy standards and guidelines.

b. If the use of a non-standard domain name is approved the Department head requesting and receiving an exception is responsible for all costs associated with registering and maintaining a non-standard domain name, whether that domain is hosted on City equipment or by arrangement with a private Internet Service Provider (ISP).

c. If the use of a non-standard domain name is approved the Department head requesting and receiving an exception shall maintain registration of the non-standard domain name. A department head would be considered in violation of this policy if the domain registration is allowed to expire without at least three weeks notice of the pending expiration to City's information technology department and the City's communications department to allow all links pointing to the URL(s) in question to be deleted or updated.

**B. Intranet (Internal) website:** The City's information technology department will make available a server infrastructure and provide publishing support for departments that want to publish information on the City's intranet whether intended for departmental or enterprise use.

**1. Enterprise Intranet Web Servers:** Departments shall use the enterprise intranet Web servers to host their intranet content and services. They shall not operate Web server technology on any computer for the purposes of sharing information within a department or to other City departments, or outside the City's network. The only exception is content and services that are hosted on a Web server associated with a business system (such as HRIS) or by an external application service provider.

**2. CityTalk:** CityTalk is the City's primary channel for administrative communication with all users

covered under this policy. CityTalk shall be set as the "home page" for all Web browser installations for official City use.

- a. Departments are responsible for making relevant information available to employees or contractors who do not have Internet access or access to CityTalk as a normal part of their job.

## **VII . Roles and Responsibilities for Administrating the Policy and Defining Procedures**

### **City Clerk**

1. The City Clerk is responsible for coordinating policy updates with an interdepartmental team.
2. The City Clerk is specifically responsible for the policy section covering retention of messages sent via e-mail and associated procedures.

### **BIS**

1. The BIS department is responsible for establishing standards and best practices governing the content, format and storage of electronic communications.
2. The BIS department is responsible for the establishment and management of e-mail limits including disk use, inbox size and message size.
3. The BIS department is responsible for establishing procedures for backup and storage management.
4. The BIS department is responsible for maintaining the physical infrastructure and technical environment on which the electronic communications systems reside.
5. The BIS department is responsible for the integrity and security of the electronic communication systems.
6. The BIS department, in conjunction with the Communications department, is responsible for defining the standards, procedures and best practices for providing information services on the Web and establishing a governing policy.
7. The BIS department is responsible for specifying standard tools and procedures, and providing training and other assistance so that departments can publish and maintain their external and internal content. Interactive application development, such as Web-enabled databases, will be handled through BIS' program management / e-government development process.

### **Communications:**

1. The Communications Department is responsible for reviewing and approving (for content and appropriateness) all mass distribution (to all city employees or all city departments) e-mails messages.
2. The Communications Department is responsible for approving (in conjunction with BIS) requests for non-standard Web domain names.
3. The Communications Department is responsible for creating (in conjunction with BIS) standards and procedures for posting to the City's internal and external websites.
4. The Communications department, in conjunction with the BIS department, is responsible for defining the standards, procedures and best practices for providing information services on the Web and establishing a governing policy.



**Attorney:**

1. The City Attorney's Office is responsible for advising the City Clerk of changes in law that may require any modification in the policy or procedures implementing the policy.
2. The City Attorney's Office is responsible for assisting with legal interpretation of the policy language.
3. The City Attorney's Office is responsible for assisting departments in determining when there may be a violation of the policy.
4. The City Attorney's Office is responsible for alerting appropriate personnel when records need to be preserved for litigation.

**Human Resources:**

1. The Human Resources Department is responsible for enterprise policy training and education by providing information to new employees during New Employee Orientation.
2. The Human Resources Department is responsible for assisting departments in determining when there may be a violation of the policy and advising departments on appropriate discipline.

Last updated Feb 24, 2016

**QUICK LINKS**

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[For employees](#)

Accessibility:

For reasonable accommodations or alternative formats, contact 311.

People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000.

TTY users can call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700, Yog xav tau kev pab, hu 612-637-2800, Hadii aad Caawimaad u baahantahay 612-673-3500.

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**CONNECT**

[311 call center](#)

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9/27/2017



Electronic Communications Policy - City of Minneapolis



UNIT

## RESEARCH AND POLICY DEVELOPMENT

Room 100, City Hall

Every MPD employee is accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Police Department Policy and Procedure Manual. The Manual is now available and accessible to every employee in electronic format on the MPD's internal website, "MPD Net."

### **To access the MPD Policy & Procedure Manual:**

1. Log on to any MPD-networked PC using standard user name format and personal password. (Standard log-on format is the first five letters of your last name, first and middle initial, followed immediately by the number *zero*, not the letter "O" (Example: jonesds0). If you do not have a password, contact the BIS Service Desk at 1-800-262-3112 for assistance in choosing one.
2. A properly executed logon will take the user to the Windows icon screen. Select the blue "e" (Internet Explorer) icon to open the MPD intranet web page.
3. The "MPD Manual" is accessible by clicking on "**MPD Policy/Procedures**" which is a link located on the left side of the webpage.
4. The manual is divided into ten volumes with general headings. Each volume is divided into sections with more specific headings. A single mouse click on the section of choice will open the manual to the selected section. The scroll bar or the up and down arrows on the right side will move the screen from page to page.

Special Orders are also published on the "MPD Net" website. Special Orders are new policies, policy revisions or deletions. Any changes can be reviewed on the Special Order. Once published, the new or revised policy is incorporated into or the deleted policy is deleted from the electronic MPD Policy and Procedure Manual.

**\*\*NOTE: The online manual is the most up-to-date version of the MPD Policy and Procedure Manual available anywhere in the department; therefore, it should be used as a definitive resource for policy issues.**

Every employee will be assigned an e-mail address. Special Orders and Administrative Announcements are distributed to all precincts, units and divisions as well as via e-mail to all MPD employees. It is each employee's responsibility to review their e-mail as well as MPD documents posted on roll call or informational boards in the precincts, units and divisions on a **regular basis**, as employees are responsible for knowing the content of all Special Orders and Administrative Announcements.

MINNEAPOLIS POLICE DEPARTMENT

**SPECIAL ORDER**



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: December 10, 2013	DATE EFFECTIVE: December 10, 2013	NUMBER: S13-047	PAGE: 1 of 3
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Release of Non-Public Data and Employee Signature Required			APPROVED BY: Chief J. Harteau

MP-8806

**Release of Non-Public Data**

**This communication requires prompt action by all personnel.**

Personnel are reminded that the release of data is governed by MPD policy and state and federal laws. The improper disclosure of data that is not public can interfere with the integrity of an investigation or obstruct the legal process. Therefore, employees must follow MPD procedure and comply with laws regarding the release of data. To emphasize the importance of protecting data, Chief Harteau will consider such disclosures to be extremely serious violations of MPD policy.

An employee who improperly accesses or discloses data may be subject to civil and criminal penalties. The MPD will refer violations for review of criminal charges and seek prosecution when appropriate. Additionally, failure to comply with MPD policy may result in discipline, up to and including discharge.

Only authorized personnel are allowed to communicate with non-MPD personnel regarding critical incidents, traumatic incidents, misconduct investigations or media requests. Employees also must not communicate or disclose protected data with other MPD employees, unless it is on a "need to know" basis and a requirement of their job duties. To avoid data breaches, obtain permission from your supervisor prior to the disclosure. Sworn personnel must review Article 16 Section 16.6 of the labor agreement between the city of Minneapolis and the Police Officers' Federation.

You remain accountable for knowing and abiding by all policies and procedures in the Minneapolis Policy and Procedure Manual. This communication requires you to immediately review the following:

- 4-501 Confidential Department Records, Reports and Information
- 4-503 Access To Criminal Records
- 4-504 Legal Process Involving the Production or Inspection of Evidence or Records in Court
- 4-505 Inspection of Records and Reports by the Media or Public

4-505.01 Use of Victim Photographs/Videos  
4-506 Openness in Government  
5-101.01 Truthfulness  
5-102.01 MN Law Enforcement Code of Ethics  
7-116 Cellular Phones  
10-423 Employee Cell Phones and Recording Devices Used to Capture Evidence  
7-119 Social Networking  
City's Electronic Communication Policy

Chief Harteau requires that all MPD employees date and sign the attached Acknowledgment no later than January 3, 2014. See the attached Acknowledgement for further instructions.