



Minneapolis Police Department Policy and Procedure Manual

Number:
2-100

Volume Two – Personnel Administration

Misconduct Prevention, Reporting and Investigation

2-109 Internal Affairs Response and Call-Out

(12/21/04) (08/17/05) (07/11/07) (01/15/08) (12/30/10) (04/05/16) (06/14/16) (09/26/22)
(xx/xx/25)

A. Supervisor Duties at the Scene

1. The on-duty supervisor who was notified of a violation (P&P 2-101) shall gather all pertinent facts relevant to the allegation(s) and contact the Internal Affairs Commander, or the Commander's designee, through MECC.
2. The on-duty supervisor shall notify the Watch Commander of the incident.
3. If Internal Affairs determines an immediate response is necessary, the on-duty supervisor shall coordinate with Internal Affairs to protect any evidence until an Internal Affairs investigator arrives.
4. If Internal Affairs determines a delayed response is warranted, the on-duty supervisor shall fully document the details of the incident including the supervisor's actions to manage the incident.
5. All documentation shall be forwarded to Internal Affairs via e-mail, as an attachment. The subject of the email should be labeled "Investigative Data". The following language should be noted in the body of the email:

“Non-public and /or Privileged and/or Confidential and/or Private Information: This electronic message may contain investigative data which is non-public pursuant to Minnesota Statutes section 13.82 subdivision 7, or personnel data which is non-public pursuant to Minnesota Statutes section 13.43 subdivision 4. If you are not the intended recipient of this e-mail: (1) do not read the content of the message; (2) immediately notify the sender that you incorrectly received the message; and (3) do not disseminate, distribute, or copy this e-mail.”

B. Internal Affairs

1. The Commander of Internal Affairs shall assess the situation and determine whether an Internal Affairs call-out is warranted.
2. If a call-out is initiated, Internal Affairs shall respond immediately.

3. Once Internal Affairs personnel arrive at the scene of any call-out response, Internal Affairs shall be in charge of the event as it relates to the Internal Affairs investigation. All MPD members shall fully cooperate with Internal Affairs staff.

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