



Minneapolis Police Department Policy and Procedure Manual

Number:
9-100

Volume Nine – Enforcement Policies

Adult Citations and Arrests

9-103 Booking Authorization and Procedures

(05/29/02) (xx/xx/24)

A. Supervisor approval

1. A supervisor shall authorize all PC adult felony arrests. The supervisor shall respond to the scene of the arrest whenever available. In the event a supervisor is unable to respond to the scene of the arrest, a supervisor shall provide authorization by radio, telephone, or squad computer. The PC felony arrest shall be authorized by:
 - The arresting member's supervisor, or
 - An investigator at the rank of Sergeant or above from the concerned investigative unit/division
2. If the above two supervisors are not available, the member may contact any available supervisor as a last case scenario – members shall make efforts to contact their direct supervisor first. The name of the supervisor approving the arrest and continued detention of the suspect must be included in the narrative section of the Police Report.
3. Supervisors will add their remarks via squad computer to indicate their approval of PC and whether they made the approval at the scene or via radio, telephone, or squad computer, when available. If a supervisor is not available to add their remarks, they may authorize the member to enter remarks via squad computer to indicate their PC approval, how PC was received (e.g., via on scene, radio, telephone, or squad computer), and the supervisor that provided PC authorization.
4. Arrests made on the basis of warrants or PC pick-ups do not require supervisor's approval but do require Judicial Probable Cause (JPC) statement completion by the arresting member.
5. Supervisor approval is required for gross misdemeanor arrests when the suspect is being held under PC for charging (subject to the 36- and 48-hour hold rules- see P&P 10-213). For gross misdemeanor arrests where the members complete booking paperwork to release the suspect pending charges a supervisor approval is not required.

B. Booking forms

1. The Authority to Detain form shall be completed through Hennepin County (HC) Prebook database by the booking member.
2. In accordance with P&P 10-213, the 36-Hour Expiration Advisory form shall be completed in the HC Prebook database. In order to comply with 48-Hour Rule (P&P 10-213), members shall note the exact time of arrest. The time of arrest is considered the time the arrestee is notified that they are being placed under arrest, not the time of booking or report writing.
3. For arrests for criminal sexual conduct (CSC), including PC pick-ups, the arresting member shall complete a Criminal Sexual Assault Victim Notification form through the HC Prebook database.
4. MN Statute section 629.72 requires that victims of crimes of violence be notified of the arrested person's release. Domestic assault victims must also be notified of other relevant case information. Members shall complete a Victim Notification form through HC Prebook.

C. Judicial Probable Cause Public Information

For felony, gross misdemeanor, and misdemeanor domestic assault arrests, the following requirements apply:

1. In the JPC section in PIMS, members shall write a short but detailed statement documenting the PC for the arrest of each person. The member shall also include a brief synopsis of the incident.
2. No names, addresses, or any other information that would identify a victim or witness shall be entered in the JPC section.
3. The member shall thoroughly describe the entire incident in the non-public narrative in the report.
4. In cases of an arrest based on a PC arrest bulletin (PC pick-up), members shall confirm PC pick-up on the daily information brief and contact the necessary investigator to ensure the PC pick-up is still valid.
5. After administering a written or oral oath, peace officers can sign a written report of another member for the purpose of providing the justification and PC for the underlying arrest.
6. Records Information staff shall fill out the court form and attach it to the arrest report.
7. All documentation related to the justification and PC for felony and gross misdemeanor arrests shall be completed by the member before going off duty.