



Minneapolis Police Department Policy and Procedure Manual

Number:
9-100

Volume Nine – Enforcement Policies

Adult Citations and Arrests

9-109 Submitting Reports for Citations and Arrests

(xx/xx/24)

- A. Arresting members shall notify an on-duty supervisor of any pending reports before the end of their shift, and are encouraged to alert the supervisor as soon as the report is completed.
 - 1. The report shall be reviewed for approval by an on-duty supervisor by the end of their shift.
 - 2. Before the arresting member is relieved from their shift, they shall ensure that the report is approved, including any necessary revisions.
- B. Reports shall contain PC for either the arrest or issuing of the citation in a specific and clear manner.
 - 1. Members shall use specific and descriptive language and shall not use **only** boilerplate language.