



# Minneapolis Police Department Policy and Procedure Manual

Number:  
9-100

## Volume Nine – Enforcement Policies

### Adult Citations and Arrests

#### 9-110 Supervisory Review of Arrests and Citations

(xx/xx/24)

##### A. Preliminary Review

1. Supervisors shall first complete an initial review of all reports of arrests and citations in accordance with P&P 4-601 Report Responsibility to ensure the report has all of the required elements. Supervisors shall approve or return the report by the end of their shift.
2. Supervisors are responsible for reviewing any pending reports by the end of their shift. This includes reports generated from part-time or other similar assignments in that precinct.
3. No report shall sit in the pending queue longer than 24 hours without a supervisor review and approval.
4. If all elements of the report are not completed accurately and thoroughly, the supervisor will send the report back to the member. The member must make the necessary changes and send the report back to the supervisor before the end of their shift.

##### B. Comprehensive Review

1. Supervisors shall complete a comprehensive review of all elements of the report within 72 hours of the arrest or citation. The comprehensive review may be done at the same as the preliminary review or can be completed within 72 hours.
2. The supervisor conducting the comprehensive review shall document and report:
  - a. Arrests or citations that appear unsupported by PC or are otherwise in violation of MPD policy or law.
  - b. “Boilerplate” or conclusory language, inconsistent information, lack of articulation of the legal basis for the action, or other indications that the reports or forms may contain information that was not accurate at the time it was reported.
  - c. Lack of clarity with respect to the specific role and involvement of each MPD member, including specifying which member saw or heard information or engaged with or observed a person engaging in a particular manner or completing a particular activity.

- d. Violations of the non-discriminatory policing policy (P&P 5-104).
3. If further review is necessary to properly assess one of the above required elements (a-d) or any other potential policy or legal issues, the supervisor shall send the comprehensive review to the shift Lieutenant or another secondary reviewer.
4. The secondary reviewer shall review relevant BWC video and other evidence as necessary to complete the review.
5. If the responding supervisor identifies opportunities for growth or improvement, they shall provide the feedback and make any needed referrals to training, within 72 hours of their review of the incident, absent documented exceptional circumstances.
6. All policy violations shall be reported in accordance with P&P 9-201.
  - a. This includes the immediate notification requirements for force that appears to be unreasonable or constitute possible misconduct and instances of discriminatory policing. In such cases, the responding supervisor shall make direct contact with the Internal Affairs Commander immediately by phone (no voicemail messages or text messages), in accordance with P&P 2-101.
7. If the responding supervisor is making a referral to training and also reported a violation to Internal Affairs, the supervisor shall inform training so they can coordinate with Internal Affairs.
8. Supervisors who fail to conduct complete, thorough, and accurate reviews of arrests and citations may be subject to discipline.