

MINNEAPOLIS POLICE DEPARTMENT



SPECIAL ORDER

BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: January 5, 2016	DATE EFFECTIVE: January 5, 2016	NUMBER: SO16-001	PAGE: 1 of 10
TO: Distribution "A"		RETENTION DATE: Until Rescinded	
SUBJECT: Manual Revision – 5-105 Professional Code of Conduct		APPROVED BY: <i>Chief Harteau</i>	

MP-8806

Introduction: This policy is being reorganized to group related situations. The language section is being updated to clarify escalating prohibitions. The requirement of sworn employees to provide their name and badge number is being updated and now applies to civilians as well. The drug and alcohol section is being revised to clarify terms and requirements. The provision regarding driver’s licenses is being updated to include civilians.

Effective with the issuance of this Special Order, Section 5-105 of the MPD Policy and Procedure Manual shall be amended as follows:

5-105 PROFESSIONAL CODE OF CONDUCT (01/05/16)

(A-D)

A. General

1. ~~9. Sworn e~~Employees shall give their name and ~~or~~ badge number to any person upon request. (01/05/16)

Civilian employees shall give their name and employee number to any person upon request. (01/05/16)
2. ~~16.~~Employees shall conduct themselves in the buildings and offices of the Department in a manner which would not discredit the Department.
3. ~~12.~~Employees shall treat all fellow employees with respect. They shall be courteous and civil at all times with one another. When on duty in the presence of other employees or the public, officers should be referred to by rank.
4. ~~3. Officers~~Employees shall use reasonable judgment in carrying out their duties and responsibilities. They need to weigh the consequences of their actions. (04/01/05) (05/03/05) (01/05/16)
5. ~~15.~~Employees shall be decorous in their language and conduct. They shall refrain from actions or words that bring discredit to the Department. ~~They shall also not use words or~~

~~terms which hold any person, group or organization up to contempt. The use of such unacceptable terms is strictly forbidden.~~ (04/01/93) (01/05/16)

6. Employees shall not display material that may be considered discriminatory, derogatory, or biased in or on City property. Specifically, discriminatory, derogatory or biased materials regarding race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, public assistance, or familial housing are prohibited. Such materials include, but are not limited to, calendars, cartoons, and posters. (10/18/92)
7. ~~8. Sworn employees~~ Employees who are required to drive a department vehicle as part of their official duties shall maintain a valid driver's license that is accepted by the State of Minnesota at all times as a condition of employment., and Sworn employees shall immediately report loss or limitation of driving privileges to their supervisor and to the Internal Affairs Unit. (04/23/10) (01/05/16)
8. ~~6.~~ Employees shall immediately report any violation of rules, regulations, or laws that come to their attention to the Internal Affairs Unit, regardless of the violator's assignment or rank within the Department.
9. ~~7.~~ Any employee charged, arrested, or cited for Driving Under the Influence (DUI) or a non-traffic violation, or notified they are being investigated for a criminal offense, shall immediately notify their chain of command and Internal Affairs or an on-duty supervisor, who will notify the Internal Affairs Unit. Notification shall consist of personal telephone communication (no voicemail messages) or written contact. Required information is the formal charge or allegation, date, time, and jurisdiction of alleged occurrence, and any special or relevant factors. (4/1/05)

Employees will also notify the Internal Affairs Unit of the disposition at the time the charge or case is disposed. (10/28/94) (03/12/99)
10. When an employee is notified that an Order for Protection (OFP), Restraining Order (RA), or a Harassment Order (HA) has been filed against him or her, the employee shall immediately notify Internal Affairs and provide a copy of the OFP, RA, or HA, and the date scheduled for hearing the allegations made in support of the request for the order. The information is required for department compliance with Federal Law 18 U.S.C. Sec. 922 (g)(8). (01/05/2000)
11. ~~13.~~ Employees shall not publicly criticize or ridicule the Department, its policies or other employees as to the performance of their duties in a manner which is defamatory, obscene, unlawful, or in any other manner which impairs the effective operation of the Department or in a manner which displays a reckless or knowing disregard for the truth. This regulation shall not be construed so as to impair the exercise of free speech by employees on matters of public concern.
12. ~~18.~~ Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment or who have a reputation in the community or Department for present involvement in criminal behavior, except as necessary in the performance of official duties, or when unavoidable because of family ties to the employee.

- ~~13. 19.~~ Employees shall not engage or participate in any form of illegal gambling at any time except in the performance of duty under specific orders of a superior officer.

B. Drugs and Alcohol (01/05/16)

1. Employees shall not bring to or keep any alcohol or non-prescribed controlled substance ~~dangerous drug, narcotic, or alcohol beverage~~ on departmental premises except for evidentiary purposes.
2. ~~20.~~ Off-duty employees shall not carry any firearm or ammunition while under the influence of alcohol or any controlled substance. ~~using drugs or controlled substances, or while using or under the influence of alcohol.~~ (05/05/89) (04/01/93)
3. ~~21.~~ Employees shall ~~never be under the influence of alcohol while on duty. A reading of .02 blood/alcohol concentration is considered under the influence of alcohol.~~ Employees shall not consume alcoholic beverages while on duty or in uniform unless it's necessary in the performance of a non-uniformed officer's undercover work. (3/12/99)

~~Employees shall not consume alcoholic beverages while off-duty to the extent that they are considered under the influence of alcohol when reporting for duty.~~

4. No employee shall be under the influence of alcohol or any controlled substance ~~drug~~ while on duty. ~~When an employee is prescribed medication that may affect an employee mentally or physically, that employee will notify his/her supervisor and MPD Human Resources.~~
 - a. All over-the-counter and prescription drug use shall be in accordance with the Employee Health and Wellness policy (P/P Section 3-500).
 - b. All drug and alcohol testing shall be conducted in accordance with the conditions and procedures in the MPD Drug and Alcohol Testing policy (P/P Section 3-1000).
5. A reading of .02 blood/alcohol concentration is considered under the influence of alcohol.

C. Language (01/05/16)

These provisions apply to all forms of communication, including but not limited to electronic communication and social networking. These provisions are in addition to the conditions in the Computer Use and Electronic Communication policy (P/P 4-220) and the Social Networking policy (P/P 7-119).

1. ~~10. (A-D)~~ Employees shall not use derogatory, indecent, profane or unnecessarily harsh language in the performance of official duties or while representing the MPD in the presence of the public.
2. ~~14. (C-D)~~ Employees shall not use any discriminatory, derogatory or biased terms regarding race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, public assistance, or familial housing.

~~Employees shall not use any derogatory language or actions which are intended to embarrass, humiliate, or shame a person, or do anything intended to incite another to violence.~~

D. Cases and Investigations

- ~~1.~~ 4-Employees shall not interfere with any criminal investigation being conducted by this department or any other law enforcement agency.
- ~~2.~~ Employees shall not knowingly communicate in any manner, either directly or indirectly, any information that may assist persons suspected or accused of criminal acts to escape arrest or punishment or which may enable them to dispose of evidence.
- ~~3.~~ Employees shall not recommend a dismissal, reduction of charges, or other disposition of a pending criminal case which has been previously filed in any criminal court or before a grand jury except by written approval of their division commander. A copy of the approval will be kept in the case file.
- ~~4.~~ Employees shall not interfere with the attendance of witnesses or their testimony through coercion, bribery or other means.
- ~~5.~~ 5-Employees shall not attempt to have any traffic citation reduced, voided, or stricken from the calendar for personal or monetary consideration. (See Dismissal of Traffic/Parking Charges and Citations)

E. Sworn Employees

- ~~1.~~ 4-All officers are required to take appropriate police action toward aiding a fellow officer exposed to danger or in a situation where danger may be impending.
- ~~2.~~ 2-On-duty officers shall, at all times, take appropriate action within their jurisdiction, to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all federal, state and local laws and ordinances. (02/28/93)
- ~~3.~~ 22-Uniformed officers shall render a military salute to the National Anthem, United States Flag or ceremonies at appropriate times. Officers in civilian dress shall render proper civilian honors to the United States Flag and National Anthem at appropriate times.

Uniformed officers at parades need salute only the massed national colors at the head of the parade. When the flag is six paces from the officer, the flag shall be faced and a hand salute rendered until the flag is six paces beyond the officer. Other United States Flags may be saluted if the officer's immediate attention to duty is not necessary.

F. Gifts, Money and Property

- ~~1.~~ 17-Any money other than that received from unclaimed properties paid or sent to any employee as a result of on-duty police action shall be promptly forwarded to MPD Finance. (03/21/97)

2. All property received as a result of on-duty police action shall be forwarded to the Property and Evidence Unit. The Property and Evidence Unit shall dispose of unclaimed property according to their policy and procedure manual. The property shall be disposed of by being sent to the City Store or to the Minneapolis Police Relief Association in accordance with state law. (03/21/97)
3. Employees shall not act as an intermediary in the payment of a reward for the return of stolen property without written authorization by the Chief of Police or his/her designee.
4. Employees shall not purchase, or have purchased for them, any auto/property sold at a city auction. Employees are also prohibited from owning any such auto/property purchased at a city auction for one year after the date that the auto/property is sold at the city auction. (01/10/97)
5. ~~23-~~Employees shall pay all debts when due and shall not undertake any financial obligations which they know or should know they will be unable to meet. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline provided that a good faith effort to settle all accounts is being undertaken. (10/20/88)
6. ~~11-~~Soliciting or accepting personal gifts: (05/23/07)

 - a. Employees shall not solicit or accept any gift from an interested person, lobbyist or principal who has a direct financial interest in a decision that that the employee is authorized to make.
 - b. Exceptions. The prohibitions in this section do not apply if the gift is:

 - i. A campaign contribution as defined in Minnesota Statutes, Section 10A.01, subd 11;
 - ii. A service to assist an official in the performance of official duties, including, but not limited to providing advice, consultation, information and communication in connection with legislation, or services to constituents;
 - iii. A service of insignificant monetary value;
 - iv. A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
 - v. A trinket or memento of insignificant value;
 - vi. Informational material of unexceptional value;
 - vii. Food or a beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before who the recipient appears to make a speech or answer questions as part of the program;

- viii. Given because of the recipient's membership in a group, and an equivalent gift is given to the other members of the group; or
 - ix. Given by an interested person, lobbyist, or principal who is a related person to the recipient, unless the gift is given on behalf of someone who is not a related person.
- c. An employee who receives any gift prohibited by this section shall return, dispose of, or request that the city council accept the gift on behalf of the city.

OLD POLICY

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- ~~2. On duty officers shall, at all times, take appropriate action within their jurisdiction, to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all federal, state and local laws and ordinances. (02/28/93)~~
- ~~3. Officers shall use reasonable judgment in carrying out their duties and responsibilities. They need to weigh the consequences of their actions. (04/01/05) (05/03/05)~~
- ~~4. Employees shall not interfere with any criminal investigation being conducted by this department or any other law enforcement agency. Employees shall not knowingly communicate in any manner, either directly or indirectly, any information that may assist persons suspected or accused of criminal acts to escape arrest or punishment or which may enable them to dispose of evidence.~~

~~Employees shall not recommend a dismissal, reduction of charges, or other disposition of a pending criminal case which has been previously filed in any criminal court or before a grand jury except by written approval of their division commander. A copy of the approval will be kept in the case file.~~

~~Employees shall not interfere with the attendance of witnesses or their testimony through coercion, bribery or other means.~~

- ~~5. Employees shall not attempt to have any traffic citation reduced, voided, or stricken from the calendar for personal or monetary consideration. (See Dismissal of Traffic/Parking Charges and Citations)~~
- ~~6. Employees shall immediately report any violation of rules, regulations, or laws that come to their attention to the Internal Affairs Unit, regardless of the violator's assignment or rank within the Department.~~
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- xvi.—~~Food or a beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before who the recipient appears to make a speech or answer questions as part of the program;~~
- xvii.~~Given because of the recipient's membership in a group, and an equivalent gift is given to the other members of the group; or~~
- xviii.—~~Given by an interested person, lobbyist, or principal who is a related person to the recipient, unless the gift is given on behalf of someone who is not a related person.~~
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