



Discipline Matrix

Minneapolis Police Department
Internal Affairs Unit
January 30, 2023

MPD Discipline Matrix

Introduction

Minneapolis Police Officers are not separate from the citizens of Minneapolis. We draw our authority from the will and consent of the people.

- The police are the instrument of the people for achieving and maintaining order. Our efforts are founded on the principles of public service and ultimate responsibility to the public.
- The specific goals and priorities which we establish within the limits of our legislatively granted authority are determined to a large extent by community desires. These desires are transmitted to us through the community and the governing body of the City of Minneapolis.
- We conscientiously strive to be responsive to these desires, knowing full well that we exist not to serve ourselves but to serve and protect others.
- Police officers are accountable to the people for their decisions and the subsequent consequences. Public confidence in the criminal justice system depends primarily on the trust that the people have in their police.

The members of the Minneapolis Police Department are committed to doing all we can to protect and serve in a way that minimizes harm and risk to our community and to ourselves. Sanctity of life is the most precious of all our duties.

- We must serve all our communities without bias or favor.
- Public safety is not just the absence of crime, it is the presence of justice.
- Every aspect of our professional service must demonstrate our commitment to procedural justice.
- We will act by giving others voice and respect, being neutral and building trust in our interactions

The MPD is dedicated to providing professional police service to the community: to protect lives, preserve freedom, keep the peace, provide assistance, safeguard property, and uphold the law. To carry out these duties, police officers are granted authority for investigative detentions, pedestrian and vehicle stops, arrests, searches, and seizures of property. With that authority comes the responsibility to exercise good judgement, act within the law to protect individual rights, and apply Department policy and training.

An effective discipline system supports the success of the Department and the officers in carrying out the mission by promoting public trust through accountability, individual responsibility, and high standards of professionalism.

- Both the public and officers should have confidence that when Department policy is violated, fair and consistent discipline based on the facts and circumstances of the violation will be imposed.

- Proportionality requires that the discipline imposed for a violation reflect the seriousness of the harm or risk created by the misconduct.
- The imposition of discipline should reflect the values of the Department while protecting the rights of both officers and citizens.
- The MPD discipline system strives to encourage respect among Department employees as well as with the community the MPD serves and protects.

Updated Discipline Matrix

This updated discipline matrix has been developed through research and review of discipline matrix documents from other police agencies, and with input from the Police Officers Federation of Minneapolis. The discipline matrix is periodically updated to better align the operation of the discipline process with community expectations and best practices, to further the Department mission, and to establish expectations for all those involved in the process; this matrix may be updated again in the future. The matrix is one element of the disciplinary process, which is designed to further the following goals:

- Correct inappropriate behavior and return the employee to performance that meets Department expectations
- Support the mission and values of the Department
- Educate Department members and the public regarding standards of conduct and the discipline process
- Provide notice that harm and the risk of harm arising from misconduct will be used to evaluate the seriousness of the violation
- Establish a cultural of accountability, personal responsibility, and professionalism
- Ensure the good order and efficiency of Department operations
- Deter future misconduct
- Provide the framework for fair and consistent discipline
- Impose consequences that are proportional to the seriousness of the violation

This matrix does not attempt to catalog all possible policy violations and the corresponding level of discipline. Rather, this matrix is a rubric for understanding the factors that will be used to evaluate the seriousness of a violation and the appropriate level of discipline.

- The Chief will consider the totality of the circumstances when determining the category of the violation and the appropriate level of discipline.
- Given the complexity of many events, it is not possible to predetermine the precise penalty for a policy violation; the Chief will evaluate the particular facts along with any consequential aggravating or mitigating factors and determine the penalty from the full range of sanctions available within a category to reflect the seriousness of the misconduct.

- The imposition of discipline is expected to further the goals outlined above.

As has always been past practice, the Chief of Police or the Chief's designee retains the right to vary from this matrix as the unique circumstances of the violation may warrant. The Chief will document the basis for this decision in the discipline memo.

With the establishment of the MPD discipline matrix dated January 30, 2023, employees are on notice that the Department intends to change prior disciplinary practices; this discipline matrix is now the standard of discipline for the MPD effective with its issuance. All disciplinary decisions for violations occurring after the issuance of this matrix will not rely on past standards but on the standards described herein.

Mitigating and Aggravating Circumstances

The Department recognizes that every situation is different and that there may be mitigating or aggravating circumstances that may affect the discipline imposed. The table below outlines mitigating and aggravating factors that may be considered by the Chief in the imposition of discipline. To be considered, mitigating and aggravating factors should be more than incidental and should bear a consequential relationship to the conduct in the incident.

Public Trust	<ul style="list-style-type: none"> • Actions that cause the members of the public to lose trust in the MPD or in the police profession. <p>LAW ENFORCEMENT CODE OF ETHICS:</p> <p>"As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.</p> <p>I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.</p> <p>I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.</p> <p>I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement."</p>
Procedural Justice	<ul style="list-style-type: none"> • Actions that fail to give others voice; be neutral; show respect; and build trust undermine police legitimacy and reduce public and officer safety.
Prior Discipline	<ul style="list-style-type: none"> • Includes recency, relatedness, seriousness, and overall history of prior sustained discipline and any other appropriate documentation (recent training and/or warnings specific to the behavior).

Responsibility of Rank	<ul style="list-style-type: none"> • Employees of higher rank will be held to a higher standard of conduct and knowledge of departmental policies based on the virtue of their positions. With rank comes the responsibility of supervision, including setting an example, ensuring MPD policies are followed and providing guidance for the behavior and actions of subordinates.
Seniority	<ul style="list-style-type: none"> • Seniority will be weighed against the behavior in question based upon the factors surrounding the incident, such as experience, training, culpability, and circumstances of the event.
Culpability	<ul style="list-style-type: none"> • An evaluation of the behavior should consider whether the employee acted intentionally or with knowledge that the behavior amounted to a violation of policy. • Did the employee recklessly disregard factors that a reasonable person would have considered? • Did the employee act negligently, recklessly or carelessly?
Employee Attitude	<ul style="list-style-type: none"> • What is the employee's attitude toward the behavior? • Did the employee accept responsibility for their actions? Did the employee self-report?
Training	<ul style="list-style-type: none"> • Any training specific to the behavior in question. • May be as simple as a review of policy or as formalized as structured classroom or other job-related training.
Commendations	<ul style="list-style-type: none"> • Documented incidents of MPD issued commendations to include recency, relatedness, level and overall history of recognition.

MPD NON-DISCIPLINARY CORRECTIVE ACTION

Category	Description	Violation examples noted (but not limited to)	Level
A	Conduct that is an isolated incident and had or may have a minimal negative impact on operations or professional image of the Minneapolis Police Department.	<ul style="list-style-type: none"> • Violations concerning improper attire/appearance • Loss or damage of equipment not to include firearms, radios, or automobiles • Failure to properly inspect vehicle • Failure to appear in court (first offense) • Using profanity in the presence of the public, except when excusable due to an employee's response to an emergency 	Non-disciplinary corrective action: coaching, supervisory mentoring, added training, performance improvement plan, or related support to correct the conduct

Multiple A violations may lead to Category B violation

MPD DISCIPLINE MATRIX

Category	Description	Violation examples noted (but not limited to)	Level
B	Conduct that: <ul style="list-style-type: none"> • Is a repeated minor violation. or • Has or may have a negative impact on operations or professional image of the MPD. or • That negatively impacts relationships with other officers, other agencies, or the public. 	<ul style="list-style-type: none"> • Failure to obtain off-duty employment approval • Improper handling/storage of found property (money, drugs and firearms require great scrutiny) • Violations concerning limitations on hours worked • Failure to attend or complete required training • Using derogatory, indecent, or unnecessarily harsh language, including using profanity as an insult, address or reference to another person Ex: Describing someone as stupid or worthless, telling someone they are "A stupid piece of _____", addressing someone as a "mother_____" • Failure to make, file, or complete official reports as required (excluding Use of Force beyond low level) • Failure to report low-level force 	Letter of reprimand, 10 – 40 hours of suspension

Multiple B violations may lead to Category C violation

Category	Description	Violation examples noted (but not limited to)	Level
C	Conduct that: <ul style="list-style-type: none"> • Involves a risk to safety. or • Has or may have a pronounced negative impact on the operations or professional image of the MPD or an employee, or on relationships with other officers, other agencies, or the public. 	<ul style="list-style-type: none"> • Improper handling of evidence or personal property taken from a person who is in the custody of an officer (money, drugs and firearms require great scrutiny) • Siren or light use violation during emergency driving, no injury • Pursuit driving violations not resulting in injury • Use of Force that is unnecessary or not reasonable, but not likely to cause bodily injury • Failure to utilize de-escalation tactics in an incident where no injury or harm resulted • Failure to notify a supervisor of non-deadly force that requires supervisor review • Failure report in PIMS non-deadly force (above low level) • Arrests or searches without legal authorization • Conduct meeting the elements of a misdemeanor DWI 	40 - 160 hours of suspension

Multiple C violations may lead to Category D violation

Category	Description	Violation examples noted (but not limited to)	Level
D	Conduct that: <ul style="list-style-type: none"> • Is substantially contrary to the values of the MPD. or • Substantially interferes with the MPD's mission, operations or professional image. or • Involves a substantial risk to officer or public safety. or • Intentionally and knowingly violates MPD policy (without harm to another person) 	<ul style="list-style-type: none"> • Improper handling of a call in a way that endangers the public or creates substantial risk • Unfit for duty due to impairment or intoxication • Failure to thoroughly search an individual in police custody creating a risk of harm to others • Emergency driving or pursuit driving violations resulting in injury • Negligent handling of a firearm resulting in a discharge likely to cause no injury • Use of Force that is unnecessary or not objectively reasonable, and is likely to cause bodily injury • Failure to report Use of Force in PIMS or notify a supervisor where force subject claims injuries or has visible injuries, or force subject loses consciousness • BWC violations, in situations involving reportable Use of Force other than low level, pursuits or emergency driving involving injuries or property damage 	160 - 300 hours of suspension, demotion

Multiple D violations may lead to Category E violation

Category	Description	Violation examples noted (but not limited to)	Level
E	<p>Conduct that involves:</p> <ul style="list-style-type: none"> • Intentional misuse of authority to harm another. • An act that could have a serious negative impact on officer safety, public safety, or the professionalism of the MPD. • A violation of a law, policy, rule, or regulation which foreseeably results in death or serious bodily injury; or constitutes a willful and wanton disregard of the MPD's mission, vision, and values. • An act or omission which demonstrates a serious lack of integrity, ethics or character that relates to an MPD employee's fitness to hold their position. • Egregious misconduct substantially contrary to the standards of conduct reasonably expected, to include those whose sworn duty is to uphold the law. • A failure to adhere to any condition of employment required or mandated by law. • 18 U.S.C. § 922(g) (Lautenberg) violations or a felony or a misdemeanor identified in any MN police accountability statutes. 	<ul style="list-style-type: none"> • Acts of bias, discrimination or retaliation as described in MPD policy & the City Anti-Discrimination, Harassment and Retaliation Policy • Using discriminatory, racially insensitive or biased language based on protected class status • Making, orally or in writing, any false statement, or misrepresentation of any material fact • Negligent or reckless handling of a firearm resulting in a discharge likely to cause bodily injury or death • Use of Force that is unnecessary or not objectively reasonable, and is likely to cause serious bodily injury or death • Failure to report Use of Force in PIMS or notify a supervisor when deadly force was used • Malicious arrest or search 	Termination