



Minneapolis Police Department Policy and Procedure Manual

Number:
2-100

Volume Two – Personnel Administration

Misconduct Prevention, Reporting, and Investigation

2-109 Internal Affairs Bureau Response and Call-Out

(12/21/04) (08/17/05) (07/11/07) (01/15/08) (12/30/10) (04/05/16) (06/14/16) (09/26/22)
(xx/xx/xx)

I. Purpose

The purpose of this policy is to establish clear protocols for the timely and appropriate response of Internal Affairs Bureau personnel to scenes where an Internal Affairs Bureau response is necessary to begin an investigation or collect or preserve evidence. The policy is intended to ensure transparency, preserve the integrity of investigations, safeguard evidence, and maintain public confidence by promoting accountability from the outset of an incident.

All critical incidents will be handled in accordance with P&P 7-810.

II. Procedures/Regulations

For incidents in which the Internal Affairs Bureau is notified:

A. Supervisor Duties at the Scene

1. The on-duty supervisor who was notified of a violation (P&P 2-101) shall gather all pertinent facts relevant to the allegation(s) and contact the Internal Affairs Bureau duty phone in accordance with P&P 2-101.
 - a. The on-duty supervisor shall also notify the Watch Commander of the incident.
2. If the Internal Affairs Bureau determines an immediate response is necessary, the on-duty supervisor shall coordinate with the Internal Affairs Bureau to protect any evidence until an Internal Affairs Bureau staff member arrives.
3. If an Internal Affairs Bureau staff member will not be responding to the scene based on the circumstances, the on-duty supervisor shall fully document the details of the incident, including the supervisor's actions to manage the incident.
4. All documentation shall be forwarded to Internal Affairs via e-mail, as an attachment. The subject of the email should be labeled "Investigative Data". The following language should be noted in the body of the email:

“Non-public and /or Privileged and/or Confidential and/or Private Information: This electronic message may contain investigative data or personnel data which are both non-

public pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. If you are not the intended recipient of this e-mail: (1) do not read the content of the message; (2) immediately notify the sender that you incorrectly received the message; and (3) do not disseminate, distribute, or copy this e-mail.”

A. Internal Affairs

1. The Commander of Internal Affairs, in coordination with the Deputy Chief of Internal Affairs, shall assess the situation and determine whether an Internal Affairs Bureau call-out is warranted. Where a call-out is warranted, they shall also designate and assign Internal Affairs Bureau staff accordingly.
 - a. For the purposes of this policy, applicable Internal Affairs Bureau staff include the following positions:
 - Deputy Chief of Internal Affairs.
 - Commander, Lieutenant(s), Sergeant(s), and non-sworn supervisor(s) of Internal Affairs.
 - Commander, Lieutenant(s), Sergeant(s), and non-sworn supervisor(s) of the Force Investigation Team (FIT).
 - b. Internal Affairs Bureau shall do a call-out for all critical incidents (as defined by P&P 7-810).
 - c. Other incidents that may warrant an Internal Affairs Bureau call-out include, but are not limited to, the following:
 - Member is a suspect in a criminal case.
 - Level 3 reportable force (as defined by P&P 5-302).
 - Firearm discharge with injury to a person, including accidental discharge with injury to a person.
 - Member is alleged to have engaged in misconduct in a high-profile incident.
2. If a call-out is initiated, the Internal Affairs Bureau shall respond immediately.
3. Once Internal Affairs Bureau personnel arrive at the scene of any call-out response, Internal Affairs Bureau shall be in charge of the event as it relates to the Internal Affairs Bureau investigation.
4. All MPD members shall fully cooperate with Internal Affairs Bureau staff, in accordance with P&P 2-104 [IV-A] and P&P 7-810.

Glossary

High-Profile Incident: A significant event or situation involving law enforcement that garners media attention and public interest due to its scale, severity, or involvement of prominent people or organizations. These incidents often require a coordinated, visible police presence. The response by law enforcement is typically scrutinized by the community and the media, making it a focal point of attention. Examples can include large-scale public disturbances, officer-involved shootings, incidents where members were shot, fatal pursuits, incidents with a child victim, homicides or shootings with multiple victims, homicides with high-profile victims, fatal vehicle accidents, multiple armed robberies, barricaded suspects, etc.

Misconduct: A violation of MPD Policies or Procedures, including but not limited to, as specified in those Policies and Procedures: violations of federal, state, or local criminal or applicable civil laws, criminal or civil constitutional violations, violations of administrative rules, or violations of regulations.