



Minneapolis Police Department Policy and Procedure Manual

Number:
9-200

Volume Nine – Enforcement Policies

Adult Citations and Arrests

9-203 **Booking Authorization and Procedures** (05/29/02) (xx/xx/xx)

I. Supervisor Approval

- A. A supervisor shall authorize all probable cause (PC) adult felony, gross misdemeanor, and misdemeanor booking arrests before the person is booked.
1. These arrests shall be authorized by one of the following:
- The arresting member's supervisor.
 - An investigator at the rank of Sergeant or above from the appropriate investigative unit or division.
- a. If the above two supervisors are not available, the member may contact any available supervisor. The name of the supervisor approving the arrest must be included in the narrative section of the Police Report.
2. The supervisor shall respond to the scene of the arrest whenever available. In the event a supervisor is unable to respond, a supervisor shall evaluate, and provide authorization if appropriate by radio, telephone, or squad computer.
3. Supervisor approval is also required for gross misdemeanor arrests when the suspect is being held under PC for charging, subject to the 36- and 48-hour hold rules (see P&P 10-213).
- B. Supervisors shall add their remarks via squad computer, if available, to indicate their approval of PC and specify whether the approval was given at the scene, via radio, telephone, or squad computer. If a supervisor is unavailable to add their remarks directly, they may authorize the member to enter them on their behalf. In that case, the remarks must indicate that PC was approved, how approval was received (e.g., on scene, via radio, telephone, or squad computer), and which supervisor provided authorization.
- C. For gross misdemeanor arrests where the members complete booking paperwork to release the suspect pending charges, supervisor approval is not required.

I. Booking Forms

- A. The Authority to Detain form shall be completed through the Hennepin County (HC) Prebook database by the booking member.

- B.** In accordance with P&P 10-213, the 36-Hour Expiration Advisory form shall be completed in the HC Prebook database. In order to comply with 48-Hour Rule (P&P 10-213), members shall note the exact time of arrest. The time of arrest is considered the time the person arrested is notified that they are being placed under arrest, not the time of booking or report writing.
- C.** For arrests for criminal sexual conduct (CSC), including PC pick-ups, the arresting member shall complete a Criminal Sexual Assault Victim Notification form through the HC Prebook database.
- D.** Members shall complete a Victim Notification Form through the HC Prebook database for any cases involving the victim of a crime of violence, including domestic assault. This will allow the victim to receive notice when the arrested person is released, as required by MN Statute section 629.72.

II. Judicial Probable Cause (JPC) Arrests

A. JPC Submission Requirements

For all felony, gross misdemeanor, and misdemeanor booking arrests (including arrests of minors), the following requirements apply:

1. Arresting members shall complete a JPC statement using the designated PIMS JPC template.
 2. The JPC statement shall include a short but detailed summary documenting the PC for the arrest of each person. The member shall also include a brief synopsis of the incident. This requirement applies seven days a week, including weekends and holidays.
 3. Names, addresses, or any other information that would identify a victim or witness shall not be entered in the JPC template.
 4. For all felony, gross misdemeanor, and misdemeanor booking arrests, the name and the badge number of the approving Sergeant shall be included in the JPC template.
 5. The JPC template in PIMS contains the necessary language to allow for the electronic submission of a sworn statement.
 6. The responsibility to complete and submit the JPC template lies solely with the arresting member.
 7. All JPC documentation shall be completed by the member before the end of their shift.
 8. Investigators shall not create or supplement missing JPC statements.
 9. Supervisors shall ensure compliance with these requirements.

10. If the JPC documentation is rejected or deemed deficient by the prosecuting authority, the affected precinct supervisor or investigative supervisor will be notified by the prosecuting authority and shall ensure the JPC documentation is corrected and properly entered into PIMS.

Glossary

Arrest: Taking a person into custody, which may be imposed by force or may result from a person submitting to a member. An arrest is a restraint of greater scope or duration than an investigative stop or detention. An arrest requires probable cause that a crime was committed or is being committed. This includes booking, citing in lieu of booking, and releasing pending charges.

Arrested Person: A person that has been taken into custody, and the restraint and duration are greater than an investigatory stop or detention. This includes people who are arrested and released at the scene, and those who are booked.

Booking: An arrest and transport of a person to a booking (detention) facility such as Hennepin County Jail (HCJ).

Probable Cause (PC): Where an objective assessment of the articulable facts and circumstances, taken as a whole and known to the member at the time, would lead a reasonable member to believe the following:

- To effectuate an arrest or issue a citation: That a particular person has committed or is committing a specific crime or a traffic violation.
- To search: That evidence of a specific crime, contraband, or a person subject to arrest is located in a particular place.

Probable cause (PC) requires stronger evidence and greater certainty than reasonable articulable suspicion, and cannot be based on mere speculation or a simple assertion of criminal activity.

Probable Cause Pick-Up: A warrantless arrest, also called a “PC Pick-up,” made when a member has sufficient evidence or observable facts to reasonably believe that a person has committed a crime. This legal concept allows for immediate detention without a warrant when circumstances strongly indicate criminal activity. A PC pick-up is typically issued by an assigned investigator or member on a case.