



Minneapolis Police Department Policy and Procedure Manual

Number:
9-200

Volume Nine – Enforcement Policies

Adult Citations and Arrests

9-208 Submitting Reports for Citations and Arrests

(xx/xx/xx)

I. Supervisor Notification and Approval

- A. Arresting members shall notify an on-duty supervisor of any pending reports for someone who is booked before the end of their shift and are encouraged to alert the supervisor as soon as the report is completed.
 - 1. The report shall be reviewed for approval by an on-duty supervisor by the end of their shift (P&P 9-113).
 - 2. Before the arresting member is relieved from their shift, they shall ensure that the report is approved, including any necessary revisions.

II. Report Requirements

- A. Members shall properly document the justification and PC for all citations or arrests before going off-duty.
 - 1. Members' reports shall be specific, clear, accurate, and complete. Reports must contain specific and individualized descriptive language regarding the incident. Reports shall not contain only boilerplate language or conclusory language to describe the basis for the interaction, for the arrest, or for the issuance of a citation.
 - 2. Members shall document their specific role and involvement. This includes identifying which member directly observed or heard the conduct in question, received relevant information, or personally engaged with or observed a person performing specific acts or behavior. Reports shall reflect individual contributions and observations to ensure accountability, clarity, and accurate incident reconstruction.
 - 3. If a report or evidence is updated, it must be shared or reshared in accordance with P&P 9-201 ([II-E]).
 - 4. Members are encouraged to take field notes on calls to ensure their documentation is accurate.
 - 5. If the situation started as an investigative detention, members shall also ensure their report includes the required elements from P&P 9-105.

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.

Boilerplate Language: Words or phrases that are standardized, “canned” or patterned and that do not describe a specific event, situation or set of circumstances (e.g., “furtive movement,” “suspicious” or “fighting stance”). The use of boilerplate language alone is restricted or prohibited, as described in policy.

Investigative Detention: If a reasonable person under the circumstances would believe they are not free to leave, but that person is not under formal arrest, an investigative detention has occurred (sometimes known as a pedestrian, vehicle, or traffic stop), based on reasonable articulable suspicion that the person stopped is committing, is about to commit, or has committed a crime, petty misdemeanor, or traffic offense. See P&P 9-104 for factors that may affect whether a person would believe they are free to leave. See P&P 9-105 regarding investigative detention requirements.

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.